



CITY *of* CALABASAS

**CITY COUNCIL AGENDA
REGULAR MEETING – WEDNESDAY, MARCH 22, 2017
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 Pack 333 – Bears
Approval of Agenda

PRESENTATIONS – 7:15 P.M.

- Proclamation Honoring April Donate Life California Month
- Recognition of Viewpoint Girls Varsity Soccer Team as the 2016-2017 CIFSS Division 5 Champions/CIF State Regional Semi Finalist and to the Girls Varsity Basketball Team as the CIFSS Division 3A Semi Finalist/ CIF State Qualifier
- Recognition of Senior Center Speaker Series Volunteers
- Recognition of Public Works Inspector, Luis Hernandez and Assistant Engineer, Bryan Salguero for their extraordinary work during the recent storms
- By Sheriff's Department on crime statistics in the City

ANNOUNCEMENTS/INTRODUCTIONS – 8:00 P.M.

- Adjourn in memory

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

CONSENT ITEMS – 8:20 P.M.

1. [Approval of meeting minutes from March 8, 2017](#)
2. [Approval of a three year Professional Services Agreement with Haynes Building Service, LLC in the amount of \\$214,690.48 for janitorial services](#)
3. [Adoption of Ordinance No. 2017-351, amending Chapter 17-11, Table 2.2 of the Development Code: adding new Section 17.18.035 to the Land Use and Development Code; and amending the City's Zoning Map to establish the Commercial Auto Retailer \(CAR\) Overlay Zone to permit automobile retailer, related automotive accessory uses, and offsite automobile dealer inventory lots; and to establish the CAR Overlay Zone boundaries. Following a Planning Commission meeting on February 16, 2017, the Planning Commission recommended adoption of the Mitigated Negative Declaration, and approval of the project per Planning Commission Resolution No. 2017-640. Subsequently the City Council adopted the Mitigated Negative Declaration for these amendments on March 8, 2017, per City Council Resolution No. 2017-1543](#)
4. [Adoption of Ordinance No. 2017-348, amending Section 3.38.010 of the Calabasas Municipal Code to provide for an exception to the time limits for filing a request for refund of fees](#)

NEW BUSINESS – 8:30 P.M.

5. [Introduction of Ordinance No. 2017-352, to add additional Chapters to Title 9 of the Calabasas Municipal Code related to emergency key systems to access unstaffed residential vehicular/pedestrian gates within the City](#)
6. [Discussion on Green Business Initiative](#)
7. [Selection of new venue for City's 2017 Arbor Day Celebration](#)

OLD BUSINESS – 9:15 P.M.

8. [Continued discussion regarding Accessory Dwelling Unit lot sizes within the City](#)

INFORMATIONAL REPORTS – 9:40 P.M.

9. [Check Register for the period of February 23-March 8, 2017](#)

TASK FORCE REPORTS – 9:45 P.M.

CITY MANAGER’S REPORT – 9:50 P.M.

FUTURE AGENDA ITEMS – 9:55 P.M.

ADJOURN – 10:00 P.M.

The City Council will adjourn in memory of Beverly Swanson to their next regular meeting scheduled on Wednesday, April 26, 2017, at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, MARCH 8, 2017**

Mayor Maurer called the meeting to order at 7:04 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

ROLL CALL

Mayor Maurer, Mayor pro Tem Gaines, Councilmembers Bozajian, Shapiro and Weintraub
Absent: None.
Staff: Bartlett, Coroalles, Hernandez, Howard, Michitsch and Tamuri.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance by Girl Scout CADETT Troop 1786

APPROVAL OF AGENDA

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

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

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Councilmember Shapiro:

- Extended congratulations to a CHS wrestler for advancing to State competition.
- The AHCCC will host its annual St. Patrick's Day celebration/open house on March 11.
- Tickets are available for the May 9 Calabasas Dodger Night.

Councilmember Weintraub:

- A collection of water based paint and used oil will take place at City Hall on March 11.
- Acknowledged Senator Debabneh for introducing Jordan's Law in response to a surge of violent attacks for the purpose of sharing and filming on social media.

Mayor pro Tem Gaines:

- The Chamber's monthly breakfast is scheduled on March 9.

- A Chamber mixer and grand opening is scheduled on March 16 for the new Pinnacle Estate Properties.
- The USTA Tennis Championship is scheduled on March 19-26 at the Tennis & Swim Center.
- Legally Blond, the musical will be featured at CHS Performing Arts Center starting on March 28.
- Asked everyone to remember late Congressman Anthony Beilenson when they look at the green hills in the City as he authored legislation that created the Santa Monica Mountains Recreation Area.
- The City did not win the bowling tournament; however over \$3,000 were raised by the Chamber for scholarships.

Councilmember Bozajian:

- Concurred with Mayor pro Tem Gaines' sentiments regarding Congressman Beilenson.
- Reiterated an invitation to the AHCCC celebration on March 11.
- Earth Day is scheduled on April 15.
- Arbor Day is scheduled on April 29.

Mr. Coroalles announced that Joshua Thai was selected as the new Captain for the Lost Hills Sheriff's Station.

Mayor Maurer:

- Extended congratulations on International Women's Day.
- Will participate as grand Marshall at the Conejo Valley Friendship Circle on March 26, a 5K walk.
- Will be presenting the Chamber Mayor's lunch on April 6.

ORAL COMMUNICATIONS – PUBLIC COMMENT

Rabbi Paul Kipnes, Martin Glatt and Joe Chilco spoke during public comment.

CONSENT ITEMS

1. Approval of meeting minutes from February 22, 2017

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

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

PUBLIC HEARING

2. Introduction of Ordinance No. 2017-351 and adoption of Resolution No. 2017-1543, adopting a Mitigated Negative Declaration, and approving File No. 160003342, a request to amend the Calabasas Land Use and Development Code and General Plan. The project involves creation of a new Commercial Auto Retailer (CAR) Overlay Zone that would encompass a 93.1 acre area comprised of commercially zoned property (CL, CR and CB) adjacent to and along West Calabasas Road. This area lies within the Master Planned West Calabasas road area and includes 24 parcels.
Planning Commission Recommendation: Following a Public Hearing on February 16, 2017, the Planning Commission recommended approval of the project per Planning Commission Resolution No. 2017-640

Mayor Maurer opened the public hearing.

Mr. Michitsch presented the report.

Mark Levinson spoke on Item No. 2.

Mayor Maurer closed the public hearing.

After discussion, Mayor pro Tem Gaines moved, seconded by Councilmember Weintraub to approve adoption of Resolution No. 2017-1543 and Introduction of Ordinance No. 2017-351. MOTION CARRIED 5/0 as follows:

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

NEW BUSINESS

3. Introduction of Ordinance No. 2017-348, amending procedure for refund of department fees under Section 3.38.010 of the Calabasas Municipal Code

Councilmember Weintraub moved, seconded by Councilmember Shapiro to approve Introduction of Ordinance No. 2017-348. MOTION CARRIED 5/0 as follows:

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

The City Council reiterated their concurrence to issue a refund to Alan Dabach in the amount of \$1,615.28

4. Consideration of letter of support to Caltrans regarding fencing along the 118 Highway to prevent Mountain Lion strikes

Councilmember Bozajian moved, seconded by Councilmember Shapiro to approve letter of support to Caltrans. MOTION CARRIED 5/0 as follows:

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

5. Discussion of 2017 Council meeting schedule

The City Council concurred to holding a budget workshop on Saturday, June 3, 9-11 a.m.

INFORMATIONAL REPORTS

6. Check Register for the period of February 15-22, 2017

No action was taken on this item.

TASK FORCE REPORTS

Councilmember Shapiro reported that Councilmember Weintraub and he have attended all PAF and PFC meetings and received gratitude for the grants provided.

Councilmember Weintraub reported that the meeting with Senator Debabneh to discuss storm water will be rescheduled. She further reported her attendance to the SCAG Transportation Committee meeting.

Mayor Maurer reported that during a trip to Sacramento Senators Henry Stern and Matt Debabneh sent their regards. She also reported her attendance to the Santa Monica Mountains Conservancy meeting.

CITY MANAGER'S REPORT

Mr. Coroalles reported that Richard Weintraub is nearing a deal with Cambria Suites & Hotel. He reported that an item will be coming to the Council in regard to the City owning his lot in fee.

FUTURE AGENDA ITEMS

Mayor Maurer requested that the TTC's recommendation regarding roundabouts be presented to Council in the near future.

ADJOURN

Mayor pro Tem Gaines moved, seconded by Councilmember Shapiro to adjourn the meeting at 8:05 p.m. to the next regular meeting scheduled on Wednesday, March 22, 2017, at 7:00 p.m.

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



Maricela Hernandez, MMC
City Clerk



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 13, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ANTHONY M. COROALLES, CITY MANAGER 
JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER 

SUBJECT: APPROVAL OF A THREE YEAR PROFESSIONAL SERVICES AGREEMENT (PSA) WITH HAYNES, BUILDING SERVICE, IN THE AMOUNT OF \$214,690.48 FOR JANITORIAL SERVICES

MEETING DATE: MARCH 22, 2017

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve a three year Professional Services Agreement with Haynes Building Service, LLC in the amount of \$214,690.48 to provide janitorial services for City Hall, the Library and the Senior Center.

BACKGROUND AND DISCUSSION:

Haynes Building Service, LLC currently provides janitorial services for City Hall, the Library and Senior Center in an exemplary manner. The current contract expired in February and it is requested that the PSA be renewed for the next three years. In order to accommodate the increase in the minimum wage the monthly cost of service will rise approximately 4.31% in 2017, 4.09% in 2018 and 7.83% in 2018. This increase reflects the State of California minimum wage of .50 cent per hour in the first two years (\$10.50 and \$11.00), and a dollar increase in 2019 to \$12.00 per hour.

FISCAL IMPACT/SOURCE OF FUNDING:

Funds for this service are budgeted in the General Fund (10).

REQUESTED ACTION:

That the City Council approve a three year Professional Services Agreement with Haynes Building Service, LLC in the amount of \$214,690.48 to provide janitorial services for City Hall, the Library and the Senior Center.

ATTACHMENTS:

Professional Services Agreement with Haynes Building Service, LLC.

ITEM 2 ATTACHMENT
PROFESSIONAL SERVICES AGREEMENT
City of Calabasas / **Haynes Building Services, LLC**

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Calabasas, a California municipal corporation (“City”), and Haynes Building Services, LLC a limited liability company (“Consultant”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: Janitorial services for the Calabasas City Hall, Library and Senior Center.
- 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 16, 2015 proposal to City attached hereto as Exhibit A, B & C and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s Bid form dated March 2017 and submitted as the fee schedule to City attached hereto as Exhibit D and incorporated herein by this reference. Approved fee is not to exceed \$ 214, 690.68 for three years of service.
- 3.3 “Commencement Date”: February 1, 2017.
- 3.4 “Expiration Date”: February 1, 2019.

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 Fourteen Thousand Six Hundred Ninety Dollars and Sixty-Eight Cents (\$ 214,690.68) 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. **Steve Putnam/Shelley Sutton** 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 One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.1.3 Worker's Compensation insurance as required by the laws of the State of California.
- 11.2 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.
- 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: John Bingham
Telephone: (818) 224-1600
Facsimile: (818) 225-7324

If to Consultant:

Haynes Building Services
16027 Arrow Highway
Irwindale, CA 91706
Attn: Shelley Sutton, VP
Telephone: (626) 201-1798
Office: (626) 359-6100

With courtesy copy to:

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

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

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

“City”
City of Calabasas

“Consultant”
Haynes Building Services, LLC

By: _____
Mary Sue Maurer, Mayor

By: _____
Brian Davis, President/Chief Operating Officer

Date: _____

Date: _____

Attest:

By: _____
Maricela Hernandez, MMC
City Clerk

Date: _____

Approved as to form:

By: _____
Scott H. Howard, City Attorney

Date: _____

EXHIBIT A SCOPE OF WORK



CITY *of* CALABASAS

Calabasas Civic Center Janitorial Services

PURPOSE AND DESCRIPTION OF SERVICES

The Calabasas Civic Center consists of two buildings built in 2008: a one-story 25,059 square foot Library and a two-story 27,733 square foot City Hall, which are LEED (Leadership in Energy and Environmental Design) certified with a rating of Gold. Specialty requirements, which are incorporated into the requirements of the RFP, are involved in maintaining the LEED certification of Gold. The City of Calabasas has implemented a “green” cleaning and building maintenance program that both increases health/safety for occupants and maintenance staff and minimizes harmful effects to the environment. The program will satisfy these goals by reducing exposure of building occupants and maintenance staff to harmful airborne elements commonly associated with building operations and maintenance activities (such as particulate matter, hazardous chemicals, and biological hazards), and by implementing a maintenance program that reduces impact on the environment through careful selection of cleansing agents, sustainable cleaning practices and use of recycled paper products.

The City of Calabasas is seeking proposals from companies to provide “green” janitorial services for the Calabasas City Hall and Library, which includes a public meeting room and public restrooms.

- 1) **STANDARD OPERATING PROCEDURES:** The successful bidder will be required to demonstrate that a comprehensive green cleaning/housekeeping program is in place to help maintain the LEED certification. Specifically, the company will provide a standard operating procedures manual (SOP) that describes general cleaning procedures, procedures for chemical mixing, handling and storage, powered equipment operations and maintenance, communication protocols, training, and record keeping and reporting protocols. Common cleaning protocols shall include use of re-usable cloths and/or microfiber technology in lieu of paper products, which shall be cleaned or laundered prior to subsequent use. The SOP shall also include procedures for recycling that include inspection and cleaning of recycling containers, and collection, source separation and removal of materials.

The company will supply their employees with all equipment (vacuums, polishers, etc.) rags, mops, brooms, waxes and cleaners. **The City provides its own dispenser**

supplies: toilet paper, paper towels, toilet seat protectors, liquid disinfectant hand soap, feminine hygiene products and plastic trash container liners. The City provides janitorial closets for storage of all equipment, materials, and supplies necessary for the buildings. The contractor must maintain the janitorial closets in a neat, safe, sanitary, and odor-free condition.

- a) **TRAINING:** The successful bidder will be responsible for including a procedural requirement for operations staff to comply with the SOP, including a written program for training and implementation. The program will include comprehensive training of personnel in the standard operating procedures including scheduling, chemical handling, mixing and storage, equipment operation and maintenance, and safety procedures including how to address accidents such as air contamination caused by chemical reactions, spills and/or water leaks, etc. Training shall be a combination of on-site, site specific training tailored to the special needs of the building and annual training regarding basics for safety, tools, techniques and applicable environmental standards. Records shall be kept documenting every employee's training.

- b) **COMMUNICATION:** A communication protocol shall be developed so that there is an open line of communication between the company, the cleaning staff, and the City, including building occupants, so that suggestions can be communicated freely to reduce inefficiencies or wasteful practices either by building occupants or by cleaning staff. A protocol shall be set up to address occupant concerns regarding hazardous chemicals or potential contaminants, or to address concerns by occupants about the use or presence of certain cleaning products/chemicals, etc. The City shall be provided a list of all chemicals/products that may potentially be used to maintain the building. Cleaning staff shall communicate to the City about the presence of pests and any maintenance issues discovered while performing its duties.

- c) **SCHEDULING:** The SOP will include a routine cleaning schedule tailored to the frequency of use of an area. High traffic and special needs areas such as building entryways, bathrooms, applicable hallways, and food preparation areas will be cleaned more frequently, and low traffic areas with less frequency as needed. Cleaning schedules will also take into account building material manufacturer's specifications for cleaning. The schedule will be reviewed periodically for adequacy and possible adjustment. The scheduling plan will also include regular scheduled maintenance of equipment to ensure proper operation. The company will provide a weekly checklist showing each scheduled day's tasks accomplished and will post this checklist next to the Janitorial Room door. These checklists will be submitted to the City during the quarterly facility walk-through inspection. The company shall be

available for on-call services due to emergencies or special requests when requested by the City.

The company will be required to provide documentation of staff training, tracking the purchasing of cleaning supplies by type (including verification of Green Seal certifications, recycled content information, Carpet and Rug Institute Green Label certification, etc.), consumption rates of cleaning products, maintenance records of the powered cleaning equipment, and periodic reports (quarterly at a minimum) by the cleaning staff's manager on the activities/tasks accomplished and adherence to the written standards.

- 2) **CLEANING MATERIALS:** All cleaning supplies/products will be required to meet the Green Seal Program (GS-34, GS-37 and GS-40) requirement. This will ensure that all cleaning products are low VOC, non-toxic, non-carcinogenic, non-skin-irritating, non-combustible, non-animal tested, biodegradable, non-eutrophic, come with recyclable or recycled content packaging, and come in concentrate form. The successful bidder shall maintain Material Safety Data Sheets (MSDS) which shall be made available to management, cleaning staff, and building occupants upon request in a timely fashion.
- 3) **POWERED CLEANING EQUIPMENT:** All powered cleaning equipment shall be required to meet the Green Seal Program (GS-42, Section 3.3) requirements. This includes vacuum cleaners with a Carpet and Rug Institute Green Label Program Certificate, floor equipment with low emission propane engines, other floor maintenance equipment fitted with devices to capture particulates, and power scrubbing machines equipped with a control method for variable rate cleaning fluid dispensing (to optimize fluid use). All machinery shall operate at a noise level of less than 70 dBA to the extent possible. Documentation by the successful bidder shall be required to demonstrate compliance with these requirements. A log shall be kept for all powered janitorial equipment to document the date of equipment purchase and all repair and maintenance activities and include manufacturer's technical materials for each type of equipment in use in the logbook.
- 4) **SCOPE OF SERVICES:**
 - A. **DAILY MAINTENANCE**
 1. **City Hall and Council Chambers** – Full details regarding City Hall can be found in Appendix B. **Using approved standard operating procedures, cleaning materials, and equipment**, provide services on Monday, Tuesday, Wednesday, Thursday and Friday, beginning after 11:00 p.m. and ending no later than 6:00 a.m., of each week to typically include the following per visit (depending on the approved schedule):

- Empty all trash and recycling receptacles and return them to original places. If liners are soiled with food or drinks, change them. *Please note:* Trash and recycling areas are located on the exterior rear of the building.
 - Wipe down countertops, work surfaces, cabinet doors and drawer fronts in all cubicles, offices, conference rooms, copy rooms and public counter and lobby areas.
 - Clean and disinfect the upstairs and downstairs break rooms, including, sinks, counters, tables, coffee makers, and microwaves. Wash any dirty dishes.
 - Wet mop and disinfect lobby and all non-carpeted floors.
 - Clean and polish handrails in stairwell.
 - Dust and polish all wood surfaces and conference tables, organize chairs properly.
 - Vacuum all carpeted areas. Move and replace chairs.
 - Spot clean carpeting to remove gum, oil, and any other miscellaneous spots.
 - Clean glass entry doors and sidelights to be free of dirt and fingerprints.
 - Clean, disinfect and polish drinking fountains.
 - Sweep outside entry area to remove leaves, dirt and debris.
 - Properly dispose of waste water.
 - Shut off manual room light switches at the end of work shift.
 - Leave doors as found (open/closed) at the end of work shift.
2. **Library, Founders Hall/Multi-Purpose Room and Bookstore** – Full details regarding the Library can be found in Appendix C. **Using approved standard operating procedures, cleaning materials, and equipment,** provide services on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday, beginning after 10:00 p.m. and ending no later than 6:00 a.m., of each week to typically include the following per visit (depending on the approved schedule):
- Empty all trash and recycling receptacles and return them to original places. If liners are soiled with food or drinks, change them. *Please note:* Trash and recycling areas are located on the exterior rear of the building.
 - Wipe down countertops, work surfaces, cabinet doors and drawer fronts in all cubicles, offices, study/meeting rooms, copy rooms, public counter, children’s room, reading areas, technology room bookstore, assembly hall and lobby areas.
 - Clean and disinfect visitor work surfaces, children’s room furniture, and all hardback chairs.
 - Vacuum all carpeted areas and entry mats. Move and replace chairs.

- Spot clean carpeting to remove gum, oil, and any other miscellaneous spots.
- Clean and disinfect break room, including, sink, counters, tables, coffee maker, and microwaves. Wash any dirty dishes.
- Clean and polish conference tables, organize chairs properly.
- Clean, disinfect, and restock the restrooms.
- Wet mop and disinfect lobby and all tile floors.
- Dust and polish all wood surfaces.
- Clean glass entry doors and sidelights to be free of dirt and fingerprints.
- Vacuum and/or sweep outside entry area and mats.

3. Public Restrooms in City Hall and Library

- Empty all trash receptacles and return them to original places. If liners are soiled, change them.
- Clean and disinfect countertops, sinks, bathroom privacy walls, restroom fixtures, shower and restock all paper supplies and hand soap.
- Wet mop and disinfect all tile floors ensuring all areas around base of toilets and urinals, in corners, along mop boards, under sinks, trash cans, and around partition legs, and vanity are thoroughly cleaned. Wipe down all mop boards to eliminate water/wax splashes.
- Wipe entry doors to public restrooms.

B. WEEKLY MAINTENANCE: Using approved standard operating procedures, cleaning materials, and equipment; provide the following services on Tuesday of each week:

1. City Hall and Council Chambers

- Wipe down or vacuum chair upholstery.
- Spot clean all walls.
- Dust furniture, book shelves, sill ledges (including lobby window sills), light fixtures and picture frames.
- Disinfect visitor seating hard surfaces.
- Remove high and low cobwebs.
- Wipe down patio furniture on upstairs terraces.

2. Library, Assembly Hall and Bookstore

- Dust furniture, book shelves, sill ledges, light fixtures and picture frames.
- Remove high and low cobwebs; *please note:* ceilings are 25 feet.
- Spot clean all walls.

- C. **MONTHLY MAINTENANCE:** Using approved standard operating procedures, cleaning materials, and equipment; provide the following services during the 2nd week of every month:
1. **City Hall and Council Chambers**
 - Clean and disinfect refrigerator.
 - Damp clean all wood base molding.
 - Perform high dusting on ceiling vents, top of book shelves and wainscots.
 - Clean interior of all glass windows and skylights.
 - Exterior of all glass windows to be cleaned on a quarterly basis.
 2. **Library, Assembly Hall and Bookstore**
 - Damp clean all wood base molding.
 - Clean and disinfect refrigerator.
 - Perform high dusting on ceiling vents, top of book shelves and wainscots.
 - Wipe clean and disinfect metal magazine shelf racks.
 - Clean interior and exterior of all glass windows and skylights.
- D. **SEMI-ANNUAL MAINTENANCE:** Using approved standard operating procedures, cleaning materials, and equipment; provide the following services during the 1st weekend in October and June:
1. **City Hall and Council Chambers**
 - Steam clean carpeting, ensuring that it is dry prior to the start of the next City Hall business day.
 2. **Library, Assembly Hall and Bookstore**
 - Steam carpeting, ensuring that it is dry prior to the start of the next Library business day.
- 4) **FACILITY WALK-THROUGH INSPECTION:** A facility walk-through inspection will be conducted on a bi-weekly or as needed. The walk-through will be conducted with the successful bidder and the City staff to evaluate services. The Contractor will identify a contact person to resolve issues if problems should occur prior to the bi-weekly or as needed walk-through.

APPENDIX B

Maintenance Facts: **City Hall**

Building (BOMA) SF: 27,733 SF
Number of Stories: 2
Enclosed Offices: 11
Cubicles: 62
Conference rooms: 6
Council Chamber: seats 110 persons

Restroom facilities:

Downstairs Women: 4 stalls, 2 sinks

Upstairs Women: 4 stalls, 2 sinks

Downstairs Men: 4 stalls, 2 urinals, 2 sinks

Upstairs Men: 3 stalls, 1 urinal, 2 sinks

Janitor's closets; One each floor

Pantries: One each floor

Maintenance Storage: 2nd floor, 84sf

Restroom Accessories

Men's:

Toilet seat cover and toilet paper dispenser (Bobrick# 3474)

Women's:

Toilet seat cover/TP and sanitary napkin disposal (Bobrick #3574)

Roll paper towel dispenser and waste recept. (Bobrick#3961)

Walls: Gypsum Board throughout with the following exceptions;

Wood and fabric paneling in lobbies and council chambers;

Ceramic tile in restrooms.

Floor Surfaces:

Carpet throughout with the following exceptions:

Marmoleum in all food pantries with vinyl base;

Quarry Tile in public lobbies with stone base and trim;

Open steel tread on enclosed stairwells;

Glass Fiber Reinforced Concrete (GFRC) on the grand staircase, with tile risers.

Ceilings:

T-bar drop in ceilings throughout, with the exception of:

Acoustic wood veneer panel at the council chambers

Open truss gypsum board ceiling at second floor cubicles

Gypsum board at stairwells, lobbies and restrooms

APPENDIX C

Maintenance Facts: **Library**

Building (BOMA) SF: 25,059SF
Number of Stories: 1
Enclosed Offices: 5
Specialty rooms: 2 (children's story and friends bookstore)
Cubicles/wk. stations: 15
Conference/Study rooms: 6
Assembly Hall: seats 220 persons
Library Stacks: extensive open shelving
Library Reading Areas: extensive open shelving
Technology Room: 16 computer stations, 750sf
Pantries: 2
Restroom facilities:
 Women: 8 stalls, 3 sinks
 Men: 3 stalls, 3 urinals, 3 sinks
Janitor's closets/storage: 2 (one room @ 140sf)
Restroom Accessories:
 Men's:
 Toilet seat cover and toilet paper dispenser (Bobrick# 3474)
 Women's:
 Toilet seat cover/TP and sanitary napkin disposal (Bobrick #3574)
 Roll paper towel dispenser and waste recept. (Bobrick#3961)

Walls: Gypsum Board throughout with the following exceptions;
 Wood and fabric paneling in grand lobby and Assembly Hall;
 Ceramic tile in restrooms.

Floor Surfaces: (see plans for detail)
 Carpet throughout with the following exceptions:
 Marmoleum in all food pantries with vinyl base;
 Cast stone tile in public lobbies with stone base and trim;
 Wood in Assembly Hall

Ceilings: (see plans for detail)
 T-bar drop in ceilings throughout, with the exception of:
 Acoustic wood veneer panel at the Assembly Hall
 Gypsum board at lobby and restrooms

Calabasas Senior Center Janitorial Services

SCOPE OF SERVICES:

DAILY MAINTENANCE

Full details regarding the Senior Center Maintenance Facts are attached. Cleaning methods and materials are the same as for Calabasas City Hall and the Library.

Using approved standard operating procedures, cleaning materials, and equipment, provide services on Monday, Tuesday, Wednesday, Thursday and Friday, beginning after 9:00 p.m. and ending no later than 6:00 a.m., of each week to typically include the following per visit (depending on the approved schedule):

- Empty all trash and recycling receptacles and return them to original places. If liners are soiled with food or drinks, change them. *Please note:* Trash and recycling areas are located on the exterior rear of the building.
- Wipe down countertops, work surfaces, cabinet doors and drawer fronts in all cubicles, offices, conference rooms, copy rooms and public counter and lobby areas.
- Clean and disinfect the upstairs and downstairs Café/Lounge, including, sinks, counters, tables, coffee makers, and microwaves. Wash any dirty dishes.
- Wet mop and disinfect lobby and all non-carpeted floors.
- Clean and polish handrails in stairwell.
- Dust and polish all wood surfaces and conference tables, organize chairs properly.
- Vacuum all carpeted areas. Move and replace chairs.
- Spot clean carpeting to remove gum, oil, and any other miscellaneous spots.
- Clean glass entry doors and sidelights to be free of dirt and fingerprints.
- Clean, disinfect and polish drinking fountains.
- Sweep outside entry area to remove leaves, dirt and debris.
- Properly dispose of waste water.
- Shut off manual room light switches at the end of work shift.
- Leave doors as found (open/closed) at the end of work shift.
- Vacuum all carpeted areas and entry mats. Move and replace chairs.
- Spot clean carpeting to remove gum, oil, and any other miscellaneous spots.

- Clean and disinfect Café/Lounge, including, sink, counters, tables, coffee maker, and microwaves.
- Clean and polish tables, organize chairs properly.
- Clean, disinfect, and restock the restrooms.
- Wet mop and disinfect lobby and all tile floors.
- Dust and polish all wood surfaces.
- Clean glass entry doors and sidelights to be free of dirt and fingerprints.
- Vacuum and/or sweep outside entry area and mats.

Restrooms

- Empty all trash receptacles and return them to original places. If liners are soiled, change them.
- Clean and disinfect countertops, sinks, bathroom privacy walls, restroom fixtures, and restock all paper supplies and hand soap.
- Wet mop and disinfect all tile floors ensuring all areas around base of toilets and urinals, in corners, along mop boards, under sinks, trash cans, and around partition legs, and vanity are thoroughly cleaned. Wipe down all mop boards to eliminate water/wax splashes.
- Wipe entry doors to restrooms.

WEEKLY MAINTENANCE: Using approved standard operating procedures, cleaning materials, and equipment; provide the following services on Tuesday of each week:

- Wipe down or vacuum chair upholstery.
- Spot clean all walls.
- Dust furniture, book shelves, sill ledges (including lobby window sills), light fixtures and picture frames.
- Disinfect visitor seating hard surfaces.
- Remove high and low cobwebs.
- Wipe down patio furniture on upstairs terraces.

MONTHLY MAINTENANCE: Using approved standard operating procedures, cleaning materials, and equipment; provide the following services during the 2nd week of every month:

- Clean and disinfect refrigerator.
- Damp clean all wood base molding.
- Perform high dusting on ceiling vents, top of book shelves and wainscots.
- Clean interior and exterior of all glass windows and skylights.

SEMI-ANNUAL MAINTENANCE: Using approved standard operating procedures, cleaning materials, and equipment; provide the following services during the 1st weekend in October and June:

- Steam clean carpeting, ensuring that it is dry prior to the start of the next City Hall business day.


FACILITY WALK-THROUGH INSPECTION: A facility walk-through inspection will be conducted on a monthly or as needed. The walk-through will be conducted with representative of the Contractor and the City staff to evaluate services. The Contractor will identify a contact person to resolve issues if problems should occur prior to the monthly or as needed walk-through.



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 9, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: GLENN MICHITSCH, SENIOR PLANNER 

SUBJECT: ADOPTION OF ORDINANCE NO. 2017-351 AMENDING CHAPTER 17.11, TABLE 2.2 OF THE DEVELOPMENT CODE; ADDING NEW SECTION 17.18.035 TO THE LAND USE AND DEVELOPMENT CODE; AND AMENDING THE CITY'S ZONING MAP TO ESTABLISH THE COMMERCIAL AUTO RETAILER (CAR) OVERLAY ZONE TO PERMIT AUTOMOBILE RETAILER, RELATED AUTOMOTIVE ACCESSORY USES, AND OFFSITE AUTOMOBILE DEALER INVENTORY LOTS; AND TO ESTABLISH THE CAR OVERLAY ZONE BOUNDARIES. FOLLOWING A PLANNING COMMISSION MEETING ON FEBRUARY 16, 2017, THE PLANNING COMMISSION RECOMMENDED ADOPTION OF THE MITIGATED NEGATIVE DECLARATION, AND APPROVAL OF THE PROJECT PER PLANNING COMMISSION RESOLUTION NO. 2017-640. SUBSEQUENTLY, THE CITY COUNCIL ADOPTED THE MITIGATED NEGATIVE DECLARATION FOR THESE AMENDMENTS ON MARCH 8, 2017 PER CITY COUNCIL RESOLUTION NO. 2017-1543.

MEETING DATE: MARCH 22, 2017

SUMMARY RECOMMENDATION:

That the City Council adopt Ordinance No. 2017-351 (Attachment A) to amend Chapter 17.11, Table 2.2 of the City of Calabasas Land Use and Development Code to permit automobile retailer, related automotive accessory uses, and offsite automobile dealership inventory lots in a newly created Commercial Auto Retailer (CAR) Overlay Zone; adding a new Section 17.18.035 [Commercial Auto Retailer

(CAR) Overlay Zone] defining purpose, applicability and development standards for development and operation of automobile retailer dealerships and related automotive accessory uses within a newly created Commercial Auto Retailer (CAR) Overlay Zone; and amending the City's Zoning Map to establish the Commercial Automobile Retailer (CAR) Overlay Zone boundaries.

DISCUSSION:

At the March 8, 2017 City Council meeting, Ordinance No. 2017-351 was introduced following a public hearing, and the Council waived a second reading of the ordinance. It is now appropriate for this ordinance to be formally adopted. All other actions associated with File No. 160003342 which were approved on March 8, 2017 via City Council Resolution No. 2017-1543, are contingent on adoption of the Ordinance.

REQUESTED ACTION:

That the City Council adopt Ordinance No. 2017-351 (Attachment A).

ATTACHMENTS:

Attachment A: Ordinance No. 2017-351

ORDINANCE NO. 2017-351

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING DEVELOPMENT CODE AMENDMENTS ASSOCIATED WITH FILE NO. 160003342, SPECIFICALLY AMENDING CHAPTER 17.11, TABLE 2.2 OF THE CITY OF CALABASAS LAND USE AND DEVELOPMENT CODE TO PERMIT AUTOMOBILE RETAILER, RELATED AUTOMOTIVE ACCESSORY USES, AND OFFSITE AUTOMOBILE DEALERSHIP STORAGE LOTS IN A NEWLY CREATED COMMERCIAL AUTO RETAILER (CAR) OVERLAY ZONE; ADDING A NEW SECTION 17.18.035 [COMMERCIAL AUTO RETAILER (CAR) OVERLAY ZONE] DEFINING PURPOSE, APPLICABILITY AND DEVELOPMENT STANDARDS FOR DEVELOPMENT AND OPERATION OF AUTOMOBILE RETAIL DEALERSHIPS AND RELATED AUTOMOTIVE ACCESSORY USES WITHIN A NEWLY CREATED COMMERCIAL AUTO RETAILER (CAR) OVERLAY ZONE TO CHAPTER 17.18 (OVERLAY ZONES) OF THE CITY OF CALABASAS LAND USE AND DEVELOPMENT CODE; AND AMENDING THE CITY'S LAND USE MAP TO ESTABLISH THE COMMERCIAL AUTOMOBILE RETAILER (CAR) OVERLAY ZONE BOUNDARY.

WHEREAS, the City Council of the City of Calabasas, California ("the City Council") has considered all of the evidence including, but not limited to, the Planning Commission Resolution, Planning Division staff reports and attachment, and public testimony from the Planning Commission meeting held on February 16, 2017, and City Council meeting on March 8, 2017, before making a final decision on March 8, 2017; and

WHEREAS, the City Council finds that the Land Use and Development Code Amendments are consistent with the goals, policies, and actions of the General Plan and will not conflict with the General Plan; and

WHEREAS, the City Council finds that the Land Use and Development Code Amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and

WHEREAS, the proposed actions are in compliance with the provisions of the California Environmental Quality Act (CEQA) because a Mitigated Negative Declaration (MND) has been prepared and outlines mitigation measures, which have been adopted by the city council for the project; and

WHEREAS, the Land Use and Development Code Amendment reflects the input of residents, stakeholders, and public officials, and implements the General

Plan's visions and desire for the community, is adopted in the public's interest, and is otherwise consistent with federal and state law.

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

SECTION 1. Based upon the foregoing the City Council finds:

1. Following a public hearing held on February 16, 2017, the Planning Commission adopted Resolution No. 2016-640 recommending to the City Council: (1) adoption of the mitigated negative declaration; (2) adoption of Ordinance 2017-351, amending Chapter 17.11, and adding new Section 17.18.035 to CMC Title 17 (Land Use and Development Code); and (3) adoption of Ordinance No. 2017-351, amending the City's Zoning Map to establish the Commercial Automobile Retailer (CAR) Overlay Zone boundary.
2. Notice of the March 8, 2017, City Council public hearing was posted at Juan de Bautista Park, the Calabasas Tennis and Swim Center, the Agoura Hills/Calabasas Community Center, Gelson's Market and at Calabasas City Hall.
3. Notice of the March 8, 2017, City Council public hearing was posted in The Enterprise ten (10) days prior to the hearing.
4. Notice of the March 8, 2017, City Council public hearing was mailed or delivered at least ten (10) days prior to the hearing to property owners within 500 feet of the properties subject to the proposed overlay zone as shown on the latest equalized assessment roll.
5. Notice of the March 8, 2017, City Council public hearing included the information set forth in Government Code Section 65009 (b)(2).

SECTION 2. In view of all the evidence and based on the foregoing findings and conclusions, the City Council hereby approves amendments to the City's Land Use and Development Code, and the City's Zoning Map associated with File No. 160003342, specifically amending Chapter 17.11, Table 2.2 of the City's Land Use and Development Code to permit automobile retailer, related automotive accessory uses, and offsite automobile dealership storage lots on 24 parcels located within a newly created Commercial Auto Retailer (CAR) Overlay Zone as detailed on "Attachment 1"; adding a new Section 17.18.035 (Commercial Auto Retailer (CAR) Overlay Zone) defining the purpose, applicability, and development standards for development and operation of automobile retail dealerships and related automotive accessory uses within a newly created Commercial Auto Retailer (CAR) Overlay Zone; and amending the City's Zoning Map, as shown in the attached CAR Overlay Zone boundary map "Attachment 2," to define the boundary

of the newly created Commercial Auto Retailer (CAR) Overlay Zone. The proposed Zoning Map amendments will include 24 parcels encompassing 93.1 acres (including roadways) generally located along and immediately adjacent to Calabasas Road, between Parkway Calabasas on the east end, and to a point 675 feet west of the intersection of Calabasas Road with Mureau Road on the west end.

Section 17.76.050(B) Calabasas Municipal Code allows the Planning Commission to recommend and the City Council to approve amendments to the City's Development Code and Zoning Map provided that the following findings are made:

1. The proposed amendment is consistent with the goals, policies, and actions of the General Plan;

The proposed amendments consist of creating a commercial auto retailer overlay zone to allow for and incentivize development of automobile retail (and accessory related uses) uses along Calabasas Road consistent with the guidance in the West Calabasas Road Master Plan. Code modifications include allowing auto retailers and offsite auto dealership storage lots in the corridor as a permitted use by right, and increasing the allowable development intensity solely for those automotive related uses permitted by right within the CAR Overlay Zone to a uniform 0.6 FAR. The Code amendments also define basic operational parameters for dealerships consistent with past Calabasas-approved auto retailer entitlements including hours of operation, lighting standards and design (through reference to the West Calabasas Road design standards).

The amendments are consistent with the goals, policies, and actions of the General Plan because it brings the Development Code into conformance with the development guidance contained within the West Calabasas Road Master Plan, incorporated by reference in the Calabasas General Plan's Community Design Element (p. IX-7). Although the West Calabasas Road Master Plan defines uses in this area to be auto retail focused, the existing Development Code (and the City's official zoning map) contains zoning standards and requirements which prohibit auto retail uses on some parcels, and allows auto retail uses with varying land use intensities on other parcels. The code amendments allow auto retail and accessory auto-related uses on all parcels within the overlay zone by right, and at a uniform maximum development intensity of 0.6 FAR (only for those automotive related uses located within the CAR Overlay Zone) consistent with the West Calabasas Road Master Plan. For these reasons, the proposed amendments meet this finding.

2. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;

The proposed amendments to Title 17 (Land Use and Development Code) are necessary for the creation of a new Commercial Auto Retailer (CAR) Overlay Zone, and to bring the Land Use and Development Code into consistency with the adopted West Calabasas Road Master Plan, incorporated into the City's General Plan by reference. The proposed amendments to the City's Land Use and Development Code define the overlay zone boundaries, allow auto retail and related accessory uses by right (within the CAR Overlay Zone), define operational standards, and raise the land use intensity to a maximum 0.6 FAR (solely for automotive-related uses permitted by right within the CAR Overlay Zone) to incentivize development of automobile retailers.

Creating an overlay zone, and incentivizing development of auto retailers by raising the allowable land use intensities (solely for automotive related land uses) will not be detrimental to the public interest, health, safety convenience or welfare because the amendments will affect only 93.1 acres (approximately 1% of the City) already developed with auto-related uses. Furthermore, potential impacts resulting from the increases in additional floor area (from 0.2 FAR to 0.6 FAR) have been studied and found to not cause significant impacts to biological resources, aesthetics, traffic conditions, air quality, hazards, noise, housing, public services, recreation, cultural resources or utility systems, as evidenced in the Mitigated Negative Declaration prepared in accordance with the California Environmental Quality Act (CEQA). Therefore, the proposed amendments to the Development Code meet this finding.

3. The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA);

An Initial Study/Mitigated Negative Declaration (IS/MND) was prepared for this project. In preparing the IS/MND, staff independently reviewed, evaluated, and exercised judgement over the project and the project's potential environmental impacts. The Final IS/MND identified the areas where the project may have a potential effect on the environment. All areas with impacts listed as potentially significant have been mitigated to levels that are no longer significant, through the inclusion of mitigation measures. With the inclusion of the identified mitigation measures, the project will not have a significant effect on the environment.

4. The proposed amendment is internally consistent with other applicable provisions of the Development Code.

The proposed amendments consist of creating a commercial auto retailer (CAR) overlay zone to allow for and incentivize development and redevelopment of automobile retail (and accessory related uses) along Calabasas Road, consistent with the guidance in the West Calabasas Road Master Plan. Code modifications

include allowing auto retailer and offsite auto dealership storage lots in the corridor as a permitted use by right, and increasing the allowable development intensity to a uniform maximum 0.6 FAR solely for only those automotive related uses permitted by right located within the CAR Overlay Zone. The Code amendments also define basic operational parameters for dealerships consistent with past Calabasas-approved auto retailer entitlements including hours of operation, lighting standards and design (through reference to the West Calabasas Road design standards).

The proposed amendments to the City's Land Use and Development Code are structured in a way to not affect any of the development standards contained in the remainder of the Code. None of the operational standards created for the Commercial Auto Retailer (CAR) Overlay Zone will pertain to other uses defined in the Code, nor will creation of the overlay zone change the underlying zoning of parcels outside of the defined overlay zone boundary. Additionally, amendments to the Land Use and Development Code only change the parameters of development for auto retail and accessory auto retail-related uses, and do not change the remaining underlying allowed uses on parcels existing within the overlay zone boundaries. Furthermore, the standards and requirements relating to hillside development, oak tree protection, scenic corridor protection, dark skies protection, water-efficient landscaping, green buildings, off-street parking and loading, and all other applicable provisions of the Development Code all still apply. For these reasons, the amendments meet this finding.

5. *The site is physically suitable (including access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designations and anticipated land uses/developments.*

The proposed amendments to the City's Land Use and Development Code Map affect 24 parcels located in the CAR Overlay Zone area (totaling 84.1 acres of private property and 9 acres of public streets) that vary in characteristics such as topography, configuration and presence of resources and/or other constraints. All parcels contained in the subject area are suitable for development due to the presence of adequate infrastructure including street access, water, power, drainage/sewage facilities, and emergency services. Furthermore, all parcels, while they have a varying presence of resources such as biological, cultural, mineral, aesthetics, etc., will need site specific studies to identify resources on-site and propose mitigations to reduce impacts to those resources to the maximum extent feasible. For these reasons, sites within the proposed project area are suitable for the proposed zoning and future anticipated development, and this finding can be made.

SECTION 3. CODE AMENDMENT. Section 17.11.010 of the Calabasas

Municipal Code, specifically Table 2-2, Land Use Table, is hereby amended consistent with Attachment 1, which is incorporated herein by reference as is fully set forth.

SECTION 4. CODE AMENDMENT. Section 17.18.035 is hereby added to the Calabasas Municipal Code to read as follows:

Section 17.18.035 – Commercial Auto Retailer (CAR) Overlay Zone.

A. Purpose and Applicability. The purpose of the CAR overlay zoning district is to protect an important economic base of the city by incentivizing the development of businesses for automotive sales and service; to safeguard and enhance property values; to protect public and private investment, buildings and open spaces; and to protect and enhance the public health, safety, and welfare.

1. The CAR overlay zoning district applies to the West Calabasas Road area of the city, as shown on the City’s zoning map. This is a Master Planned area where existing parcels were zoned prior to adoption of the City’s West Calabasas Road Master Plan which calls for automotive-serving uses in the area. The CAR Overlay zoning district accomplishes the following:

- a. Ensures that auto sales and service, and other related automotive uses, are permitted within the area, consistent with the West Calabasas Road Master Plan;
- b. Maximizes density for automotive uses in order to incentivize development consistent with the vision in the Master Plan;
- c. Provides standards specific to appropriate automotive retailing development and operation as well as site development and design.

2. The CAR Overlay zone shall be applied only when automotive related development consistent with that envisioned in West Calabasas Road Master Plan is proposed on a site. Projects proposing a use other than auto sales and service shall follow the development code requirements for the underlying zone.

B. Development Standards. All development within the CAR overlay zoning district shall comply with all applicable provisions of the Development Code, in addition to the following.

1. The following automotive-related land uses are permitted by right within the CAR overlay zone district:
 - a. Sales of new and used motor vehicles;
 - b. Sales of automotive parts and accessories (when accessory to sales of new and used motor vehicles);
 - c. Service and repair of motor vehicles (when accessory to sales of new and used motor vehicles);
 - d. Car washes and automobile detailing services (when accessory to sales of new and used motor vehicles);
 - e. Indoor and outdoor storage of motor vehicles for sale (when accessory to sales of new and used motor vehicles);
 - f. Off-site dealership and sales inventory lots (only if stored vehicles are dealership owned, stored for future sales, and storage is not open or available to the general public).
2. Specific building design and site development standards and guidelines applicable to this zone include those found in the West Calabasas Road Master Plan.
3. Hours of operation for automotive retailing businesses shall be limited to 7:00 A.M. to 10:00 P.M. Monday through Saturday, and 10:00 A.M. to 6:00 P.M. on Sundays, except as may otherwise be established via a conditional use permit, or as may be allowed on a temporary basis for special events under a Temporary Use Permit (issued by the Community Development Director).
4. Lighting of rooftop inventory and parking areas shall be limited to levels necessary only for security and safety needs between the hours of 10:00 P.M. and daylight. Glare from site lighting shall not travel to adjacent residential communities. All lighting shall be shielded in conformance with the requirements of Chapter 17.27.
5. The maximum allowable aggregate floor area for buildings serving an auto sales and service use on a property within the CAR Overlay Zone may not exceed a net floor area ratio of 0.6.

SECTION 5. CODE AMENDMENT. The City's Zoning Map is hereby amended to establish the boundary of the CAR Overlay Zone as shown in Attachment 2, which is incorporated herein by reference as is fully set forth.

SECTION 6. 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 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 22nd day of March, 2017.

Mary Sue Maurer, Mayor

ATTEST:

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

Scott H. Howard
City Attorney

Calabasas Land Use and Development Code
January 2010

Land Use Requirements

Chapter 17.11

Chapter 17.11 Allowable Land Uses**Sections:**

- 17.11.010 Permitted, conditional and accessory land uses – all zoning districts.**
17.11.020 Determination of similar use.

17.11.010 Permitted, conditional and ancillary land uses – all zoning districts.

- A. Land Use Permit Requirements. The uses of land allowed by this development code in the commercial zoning districts are identified in the following table as being:
1. A permitted use (identified with a "P" in the table), means that the use is permitted in the particular zoning district as long as all other zoning district and special criteria are met.
 2. An accessory use (identified with an "A" in the table) means that the use is allowed as long as it is ancillary to another permitted use and as long as all other zoning district and special criteria are met.
 3. A conditional use (identified with a "C" in the tables), means that a use is allowed subject to approval of a conditional use permit (Section 17.62.060).
 4. A temporary use (identified with a "TUP" in the tables), means that a use is allowed subject to prior approval and issuance of a temporary use permit (Section 17.62.030).
- B. Uses Not Listed. Land uses that are not listed on the table or when a space in the table is blank in a particular zoning district, the land use is prohibited, except where provided by Section 17.11.020.
- C. Additional Permit/Approval Requirements. A use of land allowed in compliance with subsection (A) of this section, as well as any proposed development related thereto, shall also comply with the following where applicable:
1. A site plan review (Section 17.62.020), administrative plan review (Section 17.62.090), or development plan review (Section 17.62.070) is required for all new development and a scenic corridor permit (Section 17.62.050) is required for new development in a scenic corridor. Where no other

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January 2010**

Land Use Requirements

Chapter 17.11

authorization is required, a request for zoning clearance (Section 17.62.110) shall be required.

2. Design review (Chapter 2.40 of the Municipal Code) where required by the General Plan, or any specific plan, master plan, or design guidelines; and
3. A building or grading permit if required by Title 15, or any other permit or approval required by the Municipal Code.

The review or clearance discussed in Subsection C.1 and 2. Above shall be completed and approved by the review authority before the proposed use of land is commenced or established and before site work on any proposed development is started. Proposed uses shall also comply with all other applicable provisions of this Development Code.

- D. Standards for Specific Uses. Where the last column in the following table ("See Section") includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this Development Code may apply as well.
- E. All processes and activities related to a permitted or conditional use are to be conducted within a completely enclosed building or structure with the following exceptions: temporary uses (Section 17.62.030), outdoor storage of materials and finished product (where permitted), and outdoor dining areas.
- F. Land Use Table. Land uses listed in the following table shall be defined using the North American Industry Classification System (NAICS) unless otherwise defined in Article VII. Specific land uses within the table are grouped under the following major headings:

AGRICULTURE

RESIDENTIAL

INSTITUTIONAL

Educational

Medical

Public

Religious

Non-profit / Service Organizations – 501(c) (3)

Utilities

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COMMERCIAL

Alcohol

Automobile Related Services

Automobile Repair

Communications

Day Care Facilities

Eating / Drinking Places and Food Services

Entertainment and Recreation

Lodging

Offices

Retail

Services

Transportation

INDUSTRIAL

Light Industrial

Manufacturing

Warehousing/Storage

Wholesale

TEMPORARY AND INTERIM USES

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Chapter 17.11

TABLE 2-2 - LAND USE TABLE

**KEY: P=Permitted Use (See Chapter 17.62 for required permit), C=Conditionally Permitted (CUP required),
A=Allowed as an Accessory Use, TUP=Temporary Use (TUP required)**

LAND USE	ZONE																	See standards in section
	RS	RM	RMH	RR	RC	PD	HM	OS	OS-DR	PF	REC	CL	CR	CO	CMU	CB	CT	
Campaign Offices						P						P	P	P	P	P	P(1)	
Charitable Distribution Services (i.e. food banks, etc.)													C	C		C		
Charitable, Philanthropic, Service, and other Non-profit Organization Offices						P						P	P	P	P	P	P(1)	
Utilities																		
Public Utility / Service Structure	C	C		C		P						P	P	P	P	P		17.02.020 (B)10
Public Utility Office						P						P	P	P	P	P	P(1)	
COMMERCIAL																		
Alcohol																		
Alcoholic Beverage Sales						C(3)						C(3)	C(3)	C(3)	C(3)	C(3)	C(1)(3)	17.12.035
Wine/Beer Specialty Shop						C							C		C		C(1)	17.12.035
Automobile Related Services																		
Automotive Parts and Accessories Stores												P(5)	P(5)/C			P(5)/C		17.18.035
Automobile Repair																		
Automotive Services – (i.e.: Tune-up, emission tests, batteries, etc.) (no use of impact wrenches or other equipment that could create noise impacts)												P(5)	P(5)/C			P		17.18.035 (If within CAR Overlay Zone)
Minor Repair (i.e.: Brakes, tires, radiators, electrical, etc.)												P(5)	P(5)/C			P		17.18.035 (If within CAR Overlay Zone)
Major Repair (i.e.: Engine and transmission repair/rebuild, etc.)												P(5)	P(5)/C			P(5)/C		17.18.035

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TABLE 2-2 - LAND USE TABLE

**KEY: P=Permitted Use (See Chapter 17.62 for required permit), C=Conditionally Permitted (CUP required),
A=Allowed as an Accessory Use, TUP=Temporary Use (TUP required)**

LAND USE	ZONE																	See standards in section	
	RS	RM	RMH	RR	RC	PD	HM	OS	OS- DR	PF	REC	CL	CR	CO	CMU	CB	CT		
Motorcycle Engine Customization																			
Car Wash – Full Service																			
Service Station												P(5)	P(5)/C				P(5)/C		17.18.035
Motor Vehicle Sales													C				C		17.12.190
New and Used																			
Motor Vehicle Storage												P(5)	P(5)/C				P(5)/C		17.18.035
Indoor																			
<u>Off-site Dealership and Sales Inventory Lots</u>												P(5)/C	P(5)/C		C		P(5)/C		17.18.035
Parking: Commercial Lot / Garage												P(5)	P(5)				P(5)		17.18.035
Communications												C	C	C	C	C	C	C(1)	
Wireless Telecommunications Facilities												C	C	C	C	C	C	C(1)	17.12.050
Satellite Antennas	A	A	A	A	A	A	A	A				A	A	A	A	A	A	A	17.12.050
Recording and Sound Studios						P						P	P	P	P	P	P		
Day Care Facilities																			
Child Day Care Center –	C	C		C	C	C						P	P	P	P	P			17.12.070
Large Family Day Care Home (9 to 14 children)	C	C		C	C	C													17.12.070
Small Family Day Care Home (8 or fewer children)	P	P		P	P	P													17.12.070
Eating/Drinking Places & Food Services																			
Bar / Cocktail Lounge						C										C	C	C	C(1)
Night Club																C	C	C	

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TABLE 2-2 - LAND USE TABLE																		
KEY: P=Permitted Use (See Chapter 17.62 for required permit), C=Conditionally Permitted (CUP required), A=Allowed as an Accessory Use, TUP=Temporary Use (TUP required)																		
LAND USE	ZONE																	
	RS	RM	RMH	RR	RC	PD	HM	OS	OS-DR	PF	REC	CL	CR	CO	CMU	CB	CT	See standards in section
Paper Product Manufacturing																		
Printing and Related Activities																	C	
Warehousing/Storage																	C	
Warehousing, accessory																		
Wholesaling and Distribution																	C	
TEMPORARY AND INTERIM USES																		
Construction Yards																		
Location Filming	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	17.62.030
Parking Lot Sales												T	T	T	T	T	T	Chapter 5.04 & 17.62.030
Seasonal Sale (Christmas Tree, Pumpkin, and similar Lots)												T	T	T	T	T	T	17.62.030
Special Events (Street / Craft fair and Farmers Markets)												T	T	T	T	T	T	17.62.030
TEMPORARY AND INTERIM USES																		
Storage – Temporary Portable Containers	T	T	T	T	T	T	T	T				T	T	T	T	T	T	17.62.030
Temporary Structures (i.e. subdivision sales office, etc.)	T		T	T	T	T		T										17.62.030

- Notes: (1) Use allowed only where in compliance with the Old Town Calabasas Master Plan and Design Guidelines.
- (2) Use falls under Residential Care Homes and is subject to applicable standards and conditions.
- (3) Allowable only in conjunction with a primary allowable use (e.g., convenience store, grocery store, restaurant, etc.).
- (4) Research and development services/laboratories are allowed in the CO zone only as accessory to an office use, and as follows: (a) the use shall not exceed ten (10) percent of the total building(s) floor area; and (b) the use shall be limited to properties having a building(s) with a minimum floor area of 100,000 square feet.

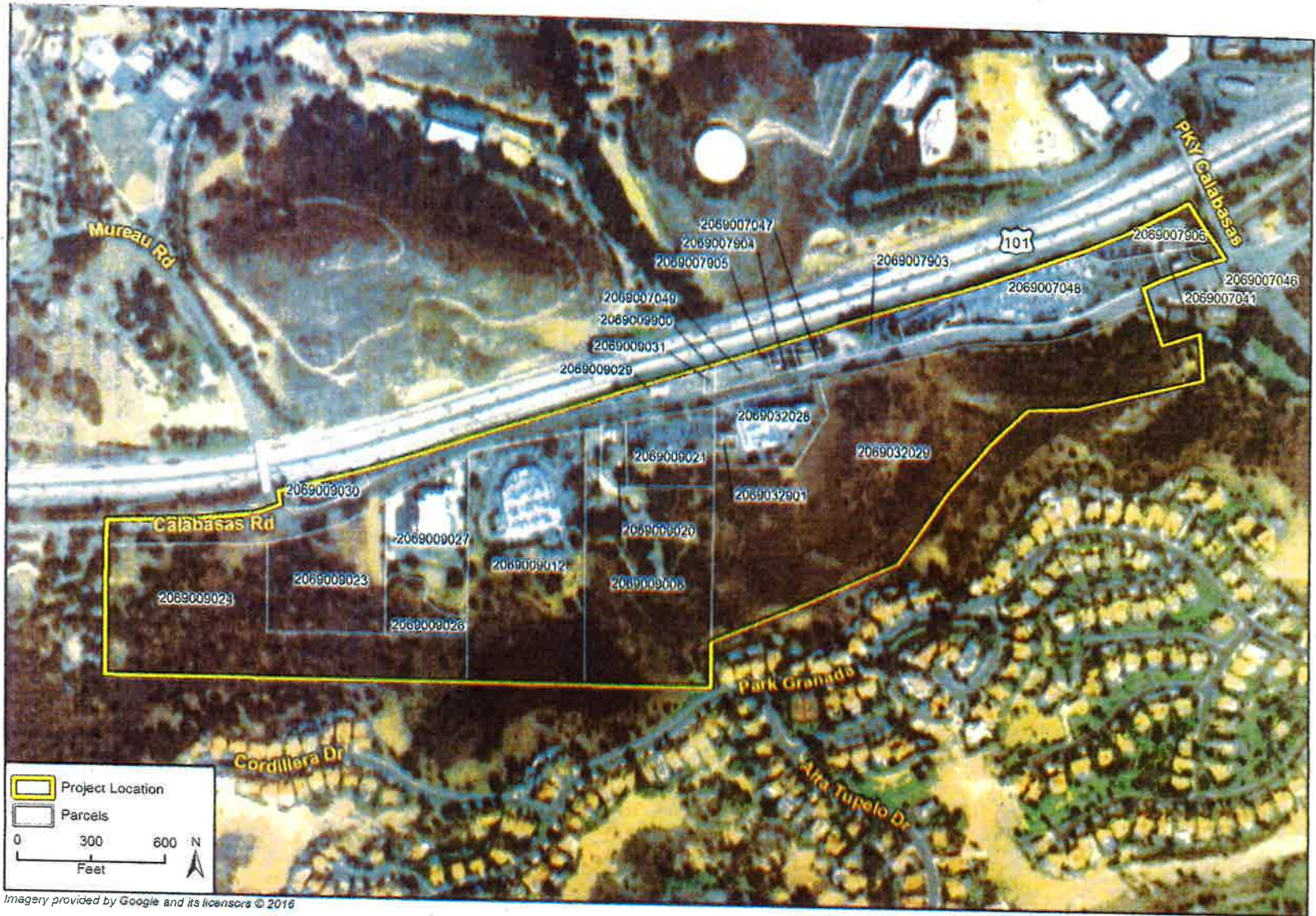
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(5) Allowed as a "Permitted" use only within the Commercial Auto Retailer (CAR) Overlay Zone and subject to the requirements in Section 17.18.035

CAR OVERLAY ZONE BOUNDARY





CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 14, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: SCOTT H. HOWARD, CITY ATTORNEY

SUBJECT: ADOPTION OF ORDINANCE NO. 2017-348, AMENDING PROCEDURE FOR REFUND OF DEPARTMENT FEES

MEETING DATE: MARCH 22, 2017

SUMMARY:

Ordinance No. 2017-348 was introduced at the March 8, 2017, Council meeting.

BACKGROUND:

Ordinance No. 2017-348, amends Section 3.38.010 of the Calabasas Municipal Code, which will allow the Council to extend the 12 month time limit for up to 24 months, if an applicant demonstrates good cause for consideration of their request outside the 12 month limit, but in no event beyond 24 months.

RECOMMENDATION:

That the City Council adopt Ordinance No. 2017-348, amending Section 3.38.010 of the Calabasas Municipal Code, which will allow the Council to extend the 12 month time limit for up to 24 months

ATTACHMENT:

Ordinance No. 2016-348

**ITEM 4 ATTACHMENT
ORDINANCE NO. 2017-348**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS,
CALIFORNIA AMENDING SECTION 3.38.010 OF THE CALABASAS
MUNICIPAL CODE TO PROVIDE FOR AN EXCEPTION TO THE TIME
LIMITS FOR FILING A REQUEST FOR REFUND OF FEES**

WHEREAS, the City Council has determined that the twelve month time limit for refund of department fees paid to the city for processing applications and other entitlements may have inadvertently excluded some qualified claimants from obtaining a refund; and

WHEREAS, the City Council finds it appropriate to allow claimants who may be otherwise qualified to receive a refund of department fees to seek an exception to the twelve month filing time limit.

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

SECTION 1. Section 3.38.010 of the Calabasas Municipal Code is hereby amended to read as follows:

3.38.010 - Claim for a refund.

No claim for a refund of department fees shall be allowed in whole or in part unless filed with the city clerk within the earlier of (1) twelve (12) months from the date of expiration of the permit/application or of any extensions granted by the department, or (2) twelve (12) months from the date of any department or commission action.

Upon request of a claimant, the City Council may make an exception to the twelve month filing limitation for good cause demonstrated by a claimant. [However, in no event may an exception be considered or granted if the claim was filed more than twenty four \(24\) months from the date of expiration of the permit/application or of any extensions granted by the department, or twenty four \(24\) months from the date of any department or commission action.](#)

SECTION 2. Severability Clause.

Should any section, clause, or provision of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

SECTION 3. Effective Date.

This Ordinance shall take effect 30 days after its passage and adoption pursuant to Government Code Section 36937 and shall supersede any conflicting provision of any City of Calabasas ordinance.

SECTION 4. 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 22nd day of March, 2017.

Mary Sue Maurer, Mayor

ATTEST:

APPROVED AS TO FORM

Maricela Hernandez, MMC
City Clerk

Scott H. Howard
Colantuono Highsmith & Whatley
City Attorney



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 13, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JAMES JORDAN, DIRECTOR OF PUBLIC SAFETY 

SUBJECT: INTRODUCTION OF ORDINANCE NO. 2017-352 TO ADD ADDITIONAL CHAPTERS TO TITLE 9 OF THE CALABASAS MUNICIPAL CODE RELATED TO EMERGENCY KEY SYSTEMS TO ACCESS UNSTAFFED RESIDENTIAL VEHICULAR/PEDESTRIAN GATES WITHIN THE CITY

MEETING

DATE: MARCH 22, 2017

SUMMARY RECOMMENDATION:

The Public Safety Commission (PSC) recommends (5-0) introducing Ordinance No. 2017-352 to add Chapter 9.02 to Title 9 of the Calabasas Municipal Code, requiring emergency key systems for unstaffed vehicular/pedestrian gates within the city.

BACKGROUND:

The Sheriff's Department does not have the ability to access communities through unstaffed gates during emergency calls unless a resident allows entry. The fire code requires a key system that allows firefighters emergency access into gated communities. Working with the Lost Hills Sheriff Station staff the Public Safety Commission developed an emergency key system ordinance for unstaffed residential gated communities.

DISCUSSION/ANALYSIS:

There are 25 unstaffed gates in residential communities within the city. According to the sheriff's department they have responded to numerous calls when the deputy was delayed access to the residences due to locked gates. The Lost Hills station has a list of gate codes, but the list is incomplete and often out of date. Many times deputies have wait at an unstaffed gate for a resident to let them into the community. Guard staffed gates allow deputies access to the community. This ordinance would give the Sheriff the ability to access unstaffed gates in times of emergency. The ordinance would require single-family and multi-family communities with unstaffed gates to provide an approved emergency key system. This is a Knox key switch or Knox box with a key for the gate locked inside.

The cost per gate to install a key switch is approximately \$200-\$300 including the cost of the key switch. Communities subject to the ordinance will have one year from the date the ordinance is codified to install the designated system.

FISCAL IMPACT/SOURCE OF FUNDING:

None

REQUESTED ACTION:

It is requested that the City Council introduce Ordinance No. 2017-352 that adds Chapter 9.02 to the Calabasas Municipal Code.

ATTACHMENT:

Ordinance No. 2017-352

**ITEM 5 ATTACHMENT
ORDINANCE NO. 2017-352**

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF CALABASAS, CALIFORNIA, ADDING
CHAPTER 9.02 TO THE CALABASAS MUNICIPAL
CODE REQUIRING AN EMERGENCY KEY SYSTEM TO
ACCESS UNSTAFFED VEHICULAR/PEDESTRIAN
GATES IN THE CITY.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CALABASAS:

Section 1. Chapter 9.02 is hereby added to the Calabasas Municipal Code to read as follows:

EMERGENCY KEY SYSTEM

- 9.02.010 Purpose; Intent
- 9.02.020 Definitions
- 9.02.030 Emergency Key (E-Key) System
- 9.02.040 New and Existing Residential Communities
- 9.02.050 Violations; Penalties

9.02.010 Purpose; Intent.

The purpose of this chapter is the protection of the public health, safety and general welfare by ensuring quick law enforcement access to properties in the event of an emergency.

9.02.020 Definitions.

(A) "Key access system" shall mean a U.L. listed key lock box, access key switch or security padlock, size and style approved by the jurisdictional sheriff station commander, that meets the requirements and uses the security code key adopted by the Los Angeles County Sheriff's Department.

(B) "Responsible party" means person(s) charged with the responsibility for the facility, or homeowner's association board of directors.

(C) "Security padlock" means a padlock approved by the jurisdictional sheriff station commander that utilizes the approved security key code adopted by the Los Angeles County Sheriff's Department.

(D) "Emergency" means a sudden, unexpected occurrence, involving a clear

and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services; or response to a call for service.

9.02.030 Emergency Key (E-Key) System.

The following residential structures and residential communities shall be equipped with a key lock box or access key switch at or near the vehicular/pedestrian access gate or other such location required by the sheriff's station commander that permits access to the location by law enforcement personnel:

Gated communities with single-family residences, multi-family residences, or both single-family and multi-family residences with restricted access through unstaffed vehicular/pedestrian gates;

Multi-family residential structures that have restricted access to the entranceway through locked doors or gates which lead to a common area.

Gated communities that have restricted access through vehicular/pedestrian gates which use a padlock device for securing the gate(s) may opt to use the approved security padlock or install a key access system.

9.02.040 New and Existing Residential Communities

- A. All newly constructed residential communities subject to this chapter shall have the key access system installed and operational prior to issuance of Certificate of Occupancy. All residential communities in existence on the effective date of this ordinance and subject to this section shall have one year from the effective date of this ordinance to have a key access system installed and operational.
- B. The jurisdictional sheriff station commander shall designate the type of key lock system to be implemented within the City and shall have the authority to require all single-family and multi-family communities to use the designated system.
- C. The emergency key system designated in this Chapter shall be a separate system from the fire department system, and will require the installation of separate lock boxes or key access panels at locations designated by the jurisdiction sheriff station commander.
- D. The responsible party required to have an emergency key system shall, at all times, keep a key in the lock box (in lieu of an approved key switch) that will

allow access to the unstaffed vehicular/pedestrian gates.

- E. All costs for the purchase, installation and maintenance of the emergency key system shall be borne by and the sole responsibility of, the responsible party.
- F. The jurisdictional sheriff station commander shall be authorized to implement rules and regulations for the use of the emergency key system.

9.02.050 Violations; Penalties

- A. A violation of this chapter by any responsible party who owns, manages or operates a residential community subject to this section shall constitute a misdemeanor punishable pursuant to Section 1.16.029A of this Code or, at the discretion of the office issuing the citation or prosecutor, as an infraction pursuant to Section 1.16.020B of this Code.
- B. Each such violation is a separate offense for each and every day during any portion of which such violation is committed or allowed to continue.

SECTION 2. Severability Clause

Should any section, clause, or provision of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

SECTION 3. California Environmental Quality Act

The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during public comment on the matter, and hereby determines that that this ordinance is exempt from the California Environmental Quality Act review under Title 14, section 15061(b)(3) as there is no potential for causing a significant effect on the environment . Furthermore, this ordinance will not cause a direct or indirect physical change to the environment and is therefore exempt pursuant to Title 14, Section 15378(b)(2) and (3) of the California Code of Regulations.

SECTION 4. Effective Date

This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937 and shall supersede any conflicting provision of any City of Calabasas ordinance.

SECTION 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 ____ day of April, 2017.

Mary Sue Maurer, Mayor

ATTEST:

Maricela Hernandez, MMC
City Clerk

APPROVED AS TO FORM:

Scott H. Howard, City Attorney




CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 13, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: DISCUSSION ON GREEN BUSINESS INITIATIVE

MEETING DATE: MARCH 22, 2017

SUMMARY RECOMMENDATION:

Staff recommends that the City Council discuss the green business initiative and provide directions to staff.

BACKGROUND AND DISCUSSION:

This item is agendized per the Mayor's direction so that the City Council discusses the green business initiative and provides directions to staff.

FISCAL IMPACT/SOURCE OF FUNDING:

There's no fiscal impact associated with this agenda item.

REQUESTED ACTION:

That the City Council receive this informational item and provide directions to staff.

ATTACHMENT:

None

ITEM 6 ATTACHMENT
MEMO

DATE: March 13, 2017
TO: Calabasas City Council
FROM: Environmental Commission - Green Office Sub Committee
RE: Incentivizing Local Businesses to "Go Green"

Dear Calabasas City Councilmembers:

The Environmental Commission's Green Business Sub-Committee has been working for several months to develop a program that would educate and incentivize business owners to be more environmentally conscious.

We would like to receive permission to partner with the Calabasas Chamber of Commerce. Chamber President Pamela Kissel has agreed to support our program by including it in Chamber email blasts. We may be able to do more with the Chamber as we develop the program fully. But for now, we are looking for council's guidance on working with the Chamber, just to be sure there are no conflicts with that approach.

In addition, following is the background and thoughts as they stand today regarding the program. We are not yet ready to submit for final council approval, but would appreciate feedback, comments and direction.

Throughout the investigations of established programs of other cities and online, we have encountered numerous staffing and funding hurdles with the various programs that already exist. Some of the biggest hurdles are that different businesses have very different needs. For example, a dentist's business has very different environmental impacts from an accountant's office. A large restaurant is very different from a car repair shop. Many of these businesses already must meet Federal, State and County goals. Burdening the City of Calabasas with

knowing how to do the job one of those entities already does is onerous and actually unsustainable because our staff simply don't have the knowledge or time.

Thus, we have devised a program that any business can learn from and receive recognition from: GO! Calabasas – Green Office Program

Every business has an office of some sort. It might be the corner of the repair shop where the owner reconciles books or be run by a salaried Office Manager in a publicly traded company. Here are our thoughts so far:

- Business owners and office managers will be approached by phone (commissioner calls), mail, and email from the Calabasas Chamber of Commerce and invited to participate in the program.
- Over the period of one year, we will ask participants to attend four (4) meetings of not more than one hour at either the Chamber of Commerce office, an office at City Hall or Founder's Hall.
- At each meeting, one or more environmental goals will be presented and discussed by either an 'expert' (invited to speak by the Commission) or by one of the Commission's members. Participants will then be asked to take those ideas back to their offices for implementation.
- At the following meeting, participants will report on their successes and failures so that everyone can learn from both.
- After the fourth and final meeting, participants who have attended each meeting and attempted and reviewed environmental goals will receive recognition in the following ways:

Window Cling to promote their accomplishments to customers/clients
Recognition at City Council Meeting with Plaque/Certificate presentation
Inclusion in one Acorn ad describing the program.

This program can repeat every year.

It is also expandable – if a business wishes to go even further, we could present Silver, Gold and Platinum awards

The Chamber of Commerce will support this program within its email outreach and may be able to host one or more meetings at their offices.

The cost of the program can be counted in coffee cups, coffee, use of meeting space, and purchases of window clings and plaques/certificates. The commissioners volunteer their time as will any invited guest speakers.

This program is specifically intended to provide education and recognition to those who make environmentally conscious business office decisions.

In addition, the recognition of participants will be publicly disseminated via window clings, Acorn ads, Council meeting recognition and Chamber of Commerce participation.

Our hope is that customers will choose to patronize businesses that reflect their own environmental concerns.

Please approve our request to work with the Calabasas Chamber of Commerce on this possible program and give us further direction.

Thank you

Julie Shy-Sobol and Martha Fritz
Environmental Commission Members




CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MARCH 13, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: SELECTION OF NEW VENUE FOR CITY'S 2017 ARBOR DAY CELEBRATION

MEETING

DATE: MARCH 22, 2017

SUMMARY RECOMMENDATION:

It is recommended that the City Council discuss options and approve a new venue for City's 2017 Arbor Day Celebration.

BACKGROUND:

On February 8, 2017, the City Council adopted resolution No. 2017-1544 proclaiming April 29, 2017 as Arbor Day at the Calabasas High School campus.

DISCUSSION/ANALYSIS:

The LVUSD staff informed the City that the Calabasas High School campus can't accommodate another Arbor Day event due to the fact that all suitable spots for tree planting were successfully utilized last year. The following locations are recommended for this year's Arbor Day Celebration:

1. The LVUSD staff offered the front of A.E. Wright Middle School as a good candidate for the City's 2017 Arbor Day Celebration. After the completion of the road construction, the school campus can accommodate trees
2. The Environmental Commission's Arbor Day Subcommittee explored other options and after visiting the Headwaters Corner and a discussion with the Executive Director, the Mountain Restoration Trust (MRT) recommended to hold the event at this location. Headwaters Corner sustained considerable damage in the Topanga fire in June 2016. As a result, a considerable amount of milkweed, which is crucial to monarch butterfly's lifecycle was lost.
3. For nearly 10 years, with the exception of last year, the Arbor Day celebration was held at the Gates Canyon Park. This venue is still available for future tree planting.

FISCAL IMPACT/SOURCE OF FUNDING:

The budget for the 2017 Arbor Day Celebration was already approved by the City Council on February 8, 2017. There's no fiscal impact associated with this action item.

REQUESTED ACTION:

That the City Council discuss options and approve a new venue for City's 2017 Arbor Day Celebration.



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 13, 2017

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MAUREEN TAMURI, AIA, AICP, COMMUNITY DEVELOPMENT DIRECTOR
KRYSTIN RICE, ASSOCIATE PLANNER

SUBJECT: CONTINUED DISCUSSION REGARDING ACCESSORY DWELLING UNIT LOT SIZES WITHIN THE CITY

MEETING DATE: MARCH 22, 2017

SUMMARY RECOMMENDATION:

That the City Council provide direction to staff regarding the current minimum lot size requirement for Accessory Dwelling Units.

BACKGROUND:

At the February 8, 2017 City Council meeting, staff introduced an ordinance amending Chapter 17.12.170 of the Code to update the standards and requirements applied to the development of accessory dwelling units (ADUs), per State mandate. The Ordinance was formally adopted on February 22, 2017, and will go into effect on March 31, 2017. At the February 8, 2017 City Council meeting, Councilmembers specifically discussed the Code's current 10,000 square-foot minimum lot size requirement (applied to properties requesting approval of an ADU), questioning whether there was a need to reduce the required minimum lot size. More specifically, the concern was that this requirement creates a disadvantage for people with smaller properties, who would not be able to benefit from an ADU. Council asked staff to: (1) research average lot sizes in those zoning

districts where ADUs are allowed; and (2) inquire with neighboring cities to find out what, if any, their minimum lot size requirements are for ADUs.

DISCUSSION/ANALYSIS:

There are approximately 5,270 residential lots in the City that, by zoning designation, could accommodate ADUs, provided that they meet the minimum lot size and other applicable requirements. Staff’s research concluded that there are 3,278 lots in the City that currently meet the 10,000 square-foot minimum lot size requirement, representing approximately 62% of the qualifying lots (based on zoning designation) (see Attachment 1). The following communities have lots that can accommodate ADUs with the current minimum lot size requirement: Mont Calabasas, The Oaks, The Estates of the Oaks, Westridge, Clairidge, Country Estates, Mountain Park; a majority of the Calabasas Park, Calabasas Park Estates, Greater Mulwood, Mulholland Heights, and Vista Pointe communities; and, approximately half of Saratoga Hills, Malibu Canyon, Calabasas View, and Braewood.

The map provided as Attachment 2 represents additional lots that would qualify for an ADU if the minimum lot size requirement was reduced to 7,500 square feet. An additional 1,083 lots between 7,500 – 9,999 square-feet in size would qualify for an ADU (not accounting for other applicable code requirements). This would raise the number of qualifying lots to 83% (based on zoning and lot size alone).

If the minimum lot size was reduced to 5,000 square feet, an additional 794 lots between 5,000 – 7,499 square-feet in size would qualify (based on zoning designation and lot size) (see Attachment 3). Therefore, a total of 98% of the lots that qualify for ADUs based on zoning district would meet the minimum lot size requirement necessary to have an ADU.

Staff contacted five neighboring jurisdictions (Agoura Hills, Los Angeles County, Westlake Village, Malibu, and Hidden Hills) to inquire about their minimum lot size requirements for ADUs. The City of Hidden Hills does not have a minimum lot size requirement pertaining to ADUs; however, having a general minimum lot size requirement of one acre, the minimum lot size for properties requesting an ADU is one acre by default. The other four jurisdictions reported that they do not have a minimum lot size requirement pertaining to ADUs.

FISCAL IMPACT/SOURCE OF FUNDING:

There are no associated fiscal impacts.

REQUESTED ACTION:

That the Council provide direction to staff regarding the current minimum lot size requirement of 10,000 square-feet for ADUs.

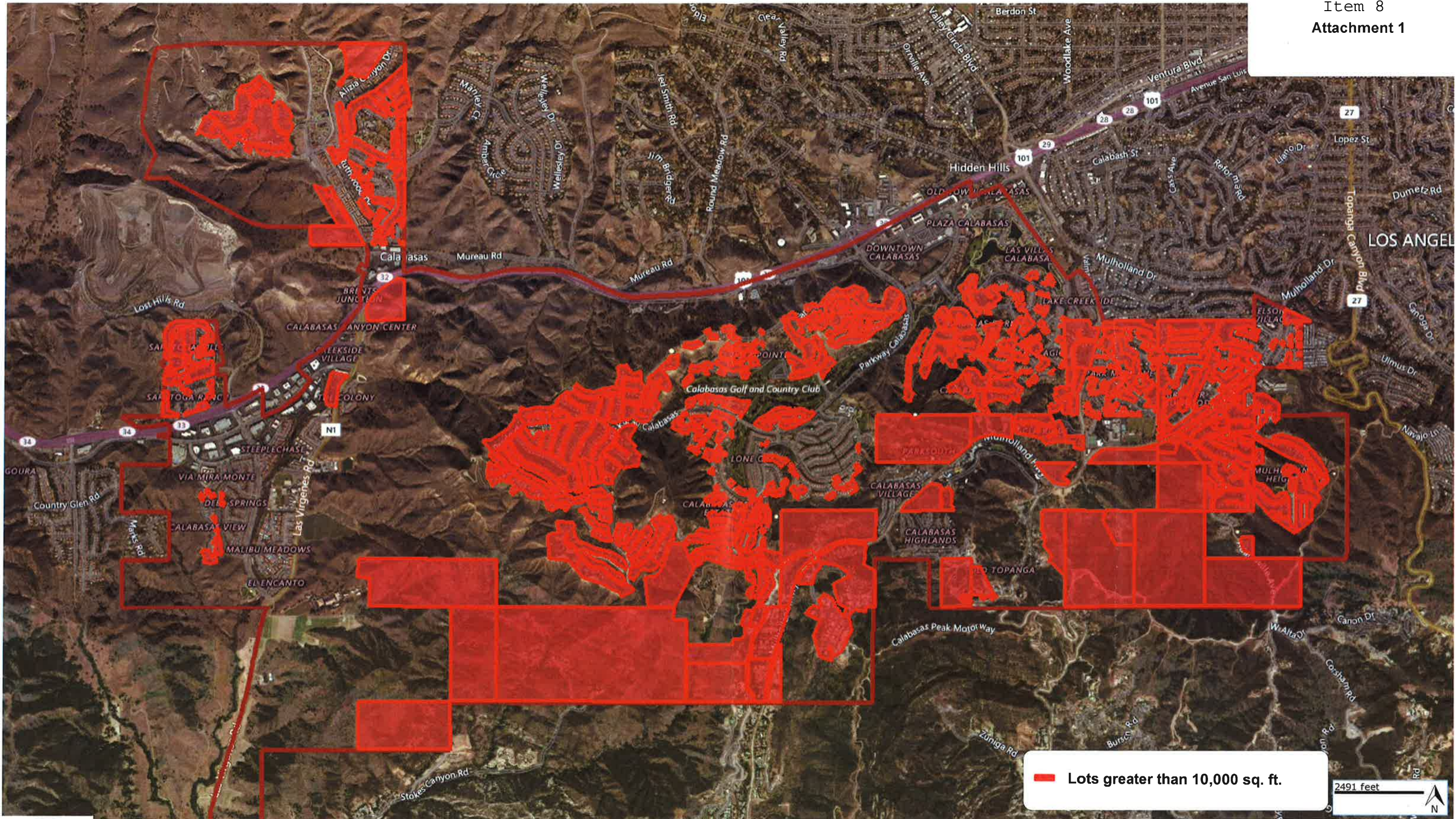
ATTACHMENTS:

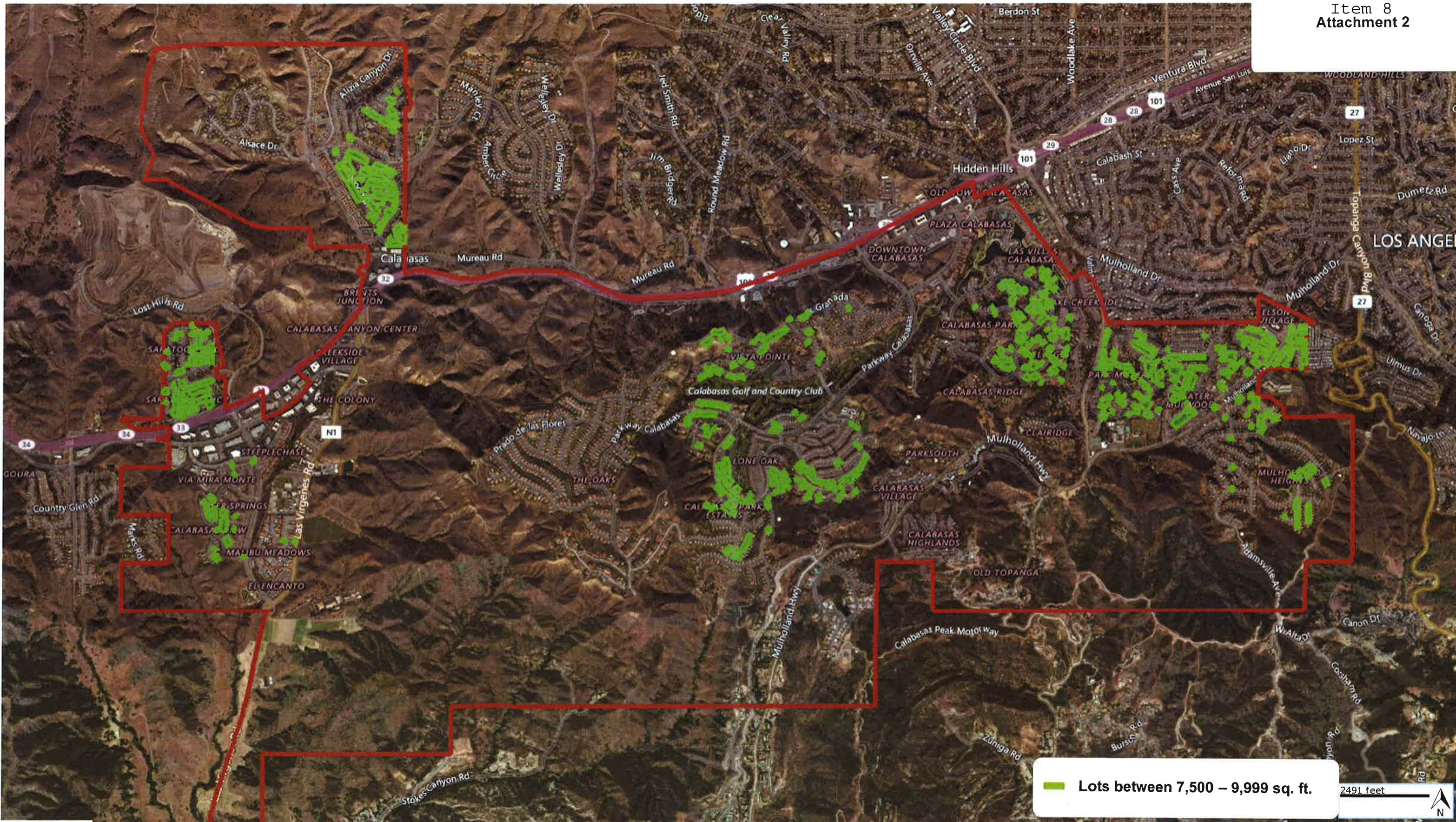
Attachment 1: Map - Lots greater than 10,000 sq. ft.

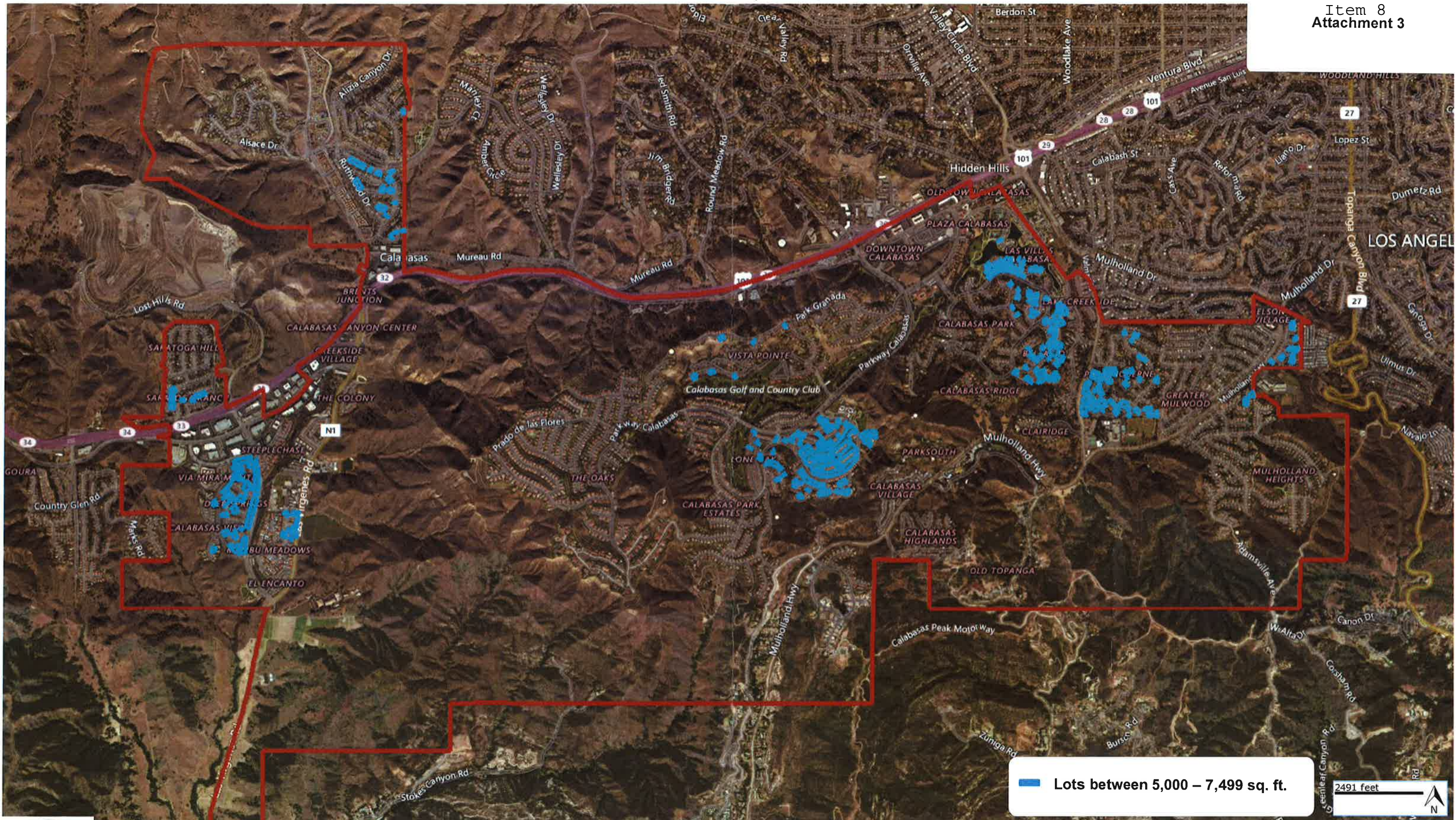
Attachment 2: Map - Lots between 7,500 – 9,999 sq. ft.

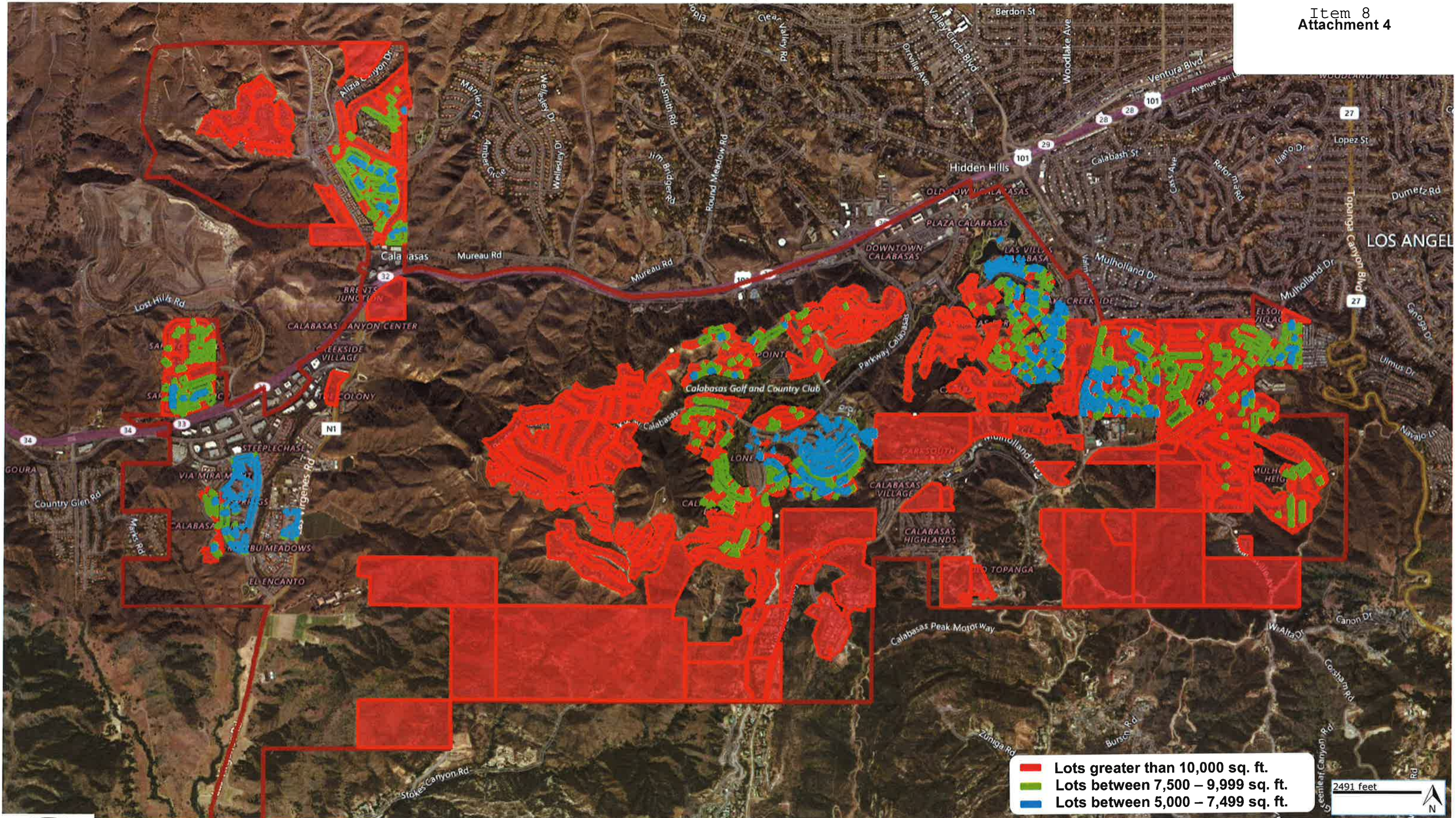
Attachment 3: Map - Lots between 5,000 - 7,499 sq. ft.

Attachment 4: Map - Lots 5,000 sq. ft. and greater











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City Attorney					
97927	3/1/2017	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	18,569.97	City Attorney
97927	3/1/2017	COLANTUONO, HIGHSMITH &	D'EGIDIO HOMES	6,992.07	City Attorney
97927	3/1/2017	COLANTUONO, HIGHSMITH &	MALIBU CANYON ASSOCIATION	3,109.40	City Attorney
97927	3/1/2017	COLANTUONO, HIGHSMITH &	2015 ANNEXATION	1,824.90	City Attorney
97927	3/1/2017	COLANTUONO, HIGHSMITH &	LABOR & EMPLOYMENT	877.50	City Attorney
97938	3/1/2017	HOPKINS & CARLEY	LEGAL SERVICES	308.00	City Attorney
Total Amount for 6 Line Item(s) from City Attorney				\$31,681.84	
City Clerk					
98017	3/8/2017	VALLEY NEWS GROUP	LEGAL ADVERTISING	45.00	City Clerk
97979	3/8/2017	CYBERCOPY	COPY/PRINTING SERVICE	42.47	City Clerk
Total Amount for 2 Line Item(s) from City Clerk				\$87.47	
City Council					
97919	3/1/2017	CALABASAS- LAS VIRGENES	MEMBERSHIP DUES- M.S. MAURER	250.00	City Council
98010	3/8/2017	SHAPIRO/DAVID//	REIMB TRAVEL-2015 LEAGUE OF CA	43.00	City Council
Total Amount for 2 Line Item(s) from City Council				\$293.00	
City Management					
97926	3/1/2017	CITY CLERKS ASSOCIATION OF CA	CCCA ANNUAL CONFERENCE	395.00	City Management
Total Amount for 1 Line Item(s) from City Management				\$395.00	
Civic Center O&M					
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	4,157.59	Civic Center O&M
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,361.46	Civic Center O&M
97976	3/8/2017	CIRCULATING AIR, INC.	HVAC MAINTENANCE	2,525.00	Civic Center O&M
97993	3/8/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	537.36	Civic Center O&M
97983	3/8/2017	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
97986	3/8/2017	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	435.86	Civic Center O&M
97986	3/8/2017	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	435.86	Civic Center O&M
97993	3/8/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	434.47	Civic Center O&M





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98009	3/8/2017	SECURAL SECURITY CORP	SECURITY- LIBRARY	170.40	Civic Center O&M
97974	3/8/2017	CHEM PRO LABORATORY, INC.	HVAC SERVICE	124.50	Civic Center O&M
97974	3/8/2017	CHEM PRO LABORATORY, INC.	HVAC SERVICE	124.50	Civic Center O&M
Total Amount for 11 Line Item(s) from Civic Center O&M				\$12,807.00	

Community Development

97997	3/8/2017	M6 CONSULTING, INC.	INSPECTION SERVICES	19,507.50	Community Development
97997	3/8/2017	M6 CONSULTING, INC.	PERMIT SERVICES	5,355.00	Community Development
97934	3/1/2017	EDGESOFT, INC.	SOFTWARE MAINTENANCE	4,000.00	Community Development
97933	3/1/2017	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	383.71	Community Development
97932	3/1/2017	CYBERCOPY	COPY/PRINTING SERVICE	58.45	Community Development
97932	3/1/2017	CYBERCOPY	COPY/PRINTING SERVICE	50.30	Community Development
98017	3/8/2017	VALLEY NEWS GROUP	LEGAL ADVERTISING	45.00	Community Development
97979	3/8/2017	CYBERCOPY	COPY/PRINTING SERVICE	37.25	Community Development
97979	3/8/2017	CYBERCOPY	COPY/PRINTING SERVICE	37.25	Community Development
97979	3/8/2017	CYBERCOPY	COPY/PRINTING SERVICE	36.43	Community Development
97979	3/8/2017	CYBERCOPY	COPY/PRINTING SERVICE	36.43	Community Development
97979	3/8/2017	CYBERCOPY	COPY/PRINTING SERVICE	34.53	Community Development
97979	3/8/2017	CYBERCOPY	COPY/PRINTING SERVICE	11.69	Community Development
97979	3/8/2017	CYBERCOPY	COPY/PRINTING SERVICE	10.88	Community Development
Total Amount for 14 Line Item(s) from Community Development				\$29,604.42	

Community Services

97909	3/1/2017	AGOURA HILLS,CALABASAS COM CTR	FACILITY RENTAL- B-BALL	8,352.00	Community Services
97912	3/1/2017	AMERICAN TROPHIES AND AWARDS	B-BALL TROPHIES	5,712.67	Community Services
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,158.66	Community Services
97936	3/1/2017	GOLDEN STATE SPORTS	B-BALL PHOTOGRAPHS	2,157.69	Community Services
97947	3/1/2017	MCDANIEL/MICHAEL//	SENIOR PROGRAM	2,000.00	Community Services
97981	3/8/2017	DNA ELECTRIC	ELECTRICAL REPAIRS	1,500.00	Community Services
97981	3/8/2017	DNA ELECTRIC	ELECTRICAL REPAIRS	1,500.00	Community Services
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,326.88	Community Services
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	957.69	Community Services
97995	3/8/2017	LITTLE LEARNERS LLC	RECREATION INSTRUCTOR	928.20	Community Services
97966	3/1/2017	WEINSTOCK/ARLENE//	RECREATION INSTRUCTOR	665.00	Community Services
97981	3/8/2017	DNA ELECTRIC	ELECTRICAL REPAIRS	538.01	Community Services



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97908	3/1/2017	ACTIVE NETWORK	RECREATION SOFTWARE SUPPLIES	318.82	Community Services
97915	3/1/2017	AT&T	TELEPHONE SERVICE	287.43	Community Services
97971	3/8/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
97925	3/1/2017	CIRCOTEMP INC	A/C UNIT MAINT/REPAIRS	216.00	Community Services
97956	3/1/2017	SCHECTER/DONNA//	RECREATION INSTRUCTOR	192.50	Community Services
97960	3/1/2017	STOLZMAN/MARILYN//	RECREATION INSTRUCTOR	175.00	Community Services
97935	3/1/2017	GARBA ONADJA ENTERPRISES, LLC	RECREATION INSTRUCTOR	171.50	Community Services
97993	3/8/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	171.50	Community Services
98011	3/8/2017	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	156.00	Community Services
97981	3/8/2017	DNA ELECTRIC	ELECTRICAL REPAIRS	150.00	Community Services
97989	3/8/2017	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2017 MONITORING- DEANZ	135.00	Community Services
97939	3/1/2017	HOUSE SANITARY SUPPLY, INC.	JANITORIAL SERVICES	124.88	Community Services
97975	3/8/2017	CINTAS FIRST AID & SAFETY	ANNUAL SERVICE- CREEKSIDE	121.80	Community Services
97957	3/1/2017	SECURAL SECURITY CORP	SECURITY- SPEAKER SRS	113.60	Community Services
98002	3/8/2017	PURE HEALTH SOLUTIONS, INC.	WATER SERVICE	113.53	Community Services
97989	3/8/2017	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2017 MONITORING- SCTR	90.00	Community Services
97946	3/1/2017	LUGO/SHARLENE//	RECREATION INSTRUCTOR	88.00	Community Services
98001	3/8/2017	PORT-A-STOR INC.	STORAGE - LUPIN HILL	85.00	Community Services
98001	3/8/2017	PORT-A-STOR INC.	STORAGE - A E WRIGHT	85.00	Community Services
97921	3/1/2017	CAYNE/STACIE//	RECREATION INSTRUCTOR	52.50	Community Services
97939	3/1/2017	HOUSE SANITARY SUPPLY, INC.	JANITORIAL SERVICES	46.12	Community Services
98009	3/8/2017	SECURAL SECURITY CORP	ALARM RESPONSE- CREEKSIDE	16.38	Community Services
97996	3/8/2017	LIVESCAN	FINGERPRINTING SERVICES	10.00	Community Services

Total Amount for 35 Line Item(s) from Community Services

\$31,985.34

Finance

97968	3/8/2017	ADP, INC	PAYROLL PROCESSING	3,741.17	Finance
97968	3/8/2017	ADP, INC	PAYROLL PROCESSING	2,008.85	Finance
98019	3/8/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	35.08	Finance

Total Amount for 3 Line Item(s) from Finance

\$5,785.10

Klubhouse Preschool

97925	3/1/2017	CIRCOTEMP INC	A/C UNIT MAINT/REPAIRS	504.00	Klubhouse Preschool
97939	3/1/2017	HOUSE SANITARY SUPPLY, INC.	JANITORIAL SERVICES	376.00	Klubhouse Preschool
97939	3/1/2017	HOUSE SANITARY SUPPLY, INC.	JANITORIAL SERVICES	291.39	Klubhouse Preschool



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
97975	3/8/2017	CINTAS FIRST AID & SAFETY	ANNUAL SERVICE- CREEKSIDE	284.20	Klubhouse Preschool
98002	3/8/2017	PURE HEALTH SOLUTIONS, INC.	WATER SERVICE	264.92	Klubhouse Preschool
98007	3/8/2017	ROSATI FARMS	MILK/YOGURT DELIVERY	146.40	Klubhouse Preschool
97939	3/1/2017	HOUSE SANITARY SUPPLY, INC.	JANITORIAL SERVICES	107.61	Klubhouse Preschool
97989	3/8/2017	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2017 MONITORING- CRKSD	75.00	Klubhouse Preschool
97955	3/1/2017	ROSATI FARMS	MILK/YOGURT DELIVERY	71.40	Klubhouse Preschool
98009	3/8/2017	SECURAL SECURITY CORP	ALARM RESPONSE- CREEKSIDE	38.22	Klubhouse Preschool
Total Amount for 10 Line Item(s) from Klubhouse Preschool				\$2,159.14	

Library

97988	3/8/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	387.20	Library
98019	3/8/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	269.46	Library
97988	3/8/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	184.24	Library
97980	3/8/2017	DEMCO, INC.	LIBRARY SUPPLIES	163.17	Library
97971	3/8/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
97971	3/8/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
98005	3/8/2017	RECORDED BOOKS, LLC	BOOKS ON CD	109.08	Library
97970	3/8/2017	BAKER & TAYLOR	BOOKS-LIBRARY	105.02	Library
97989	3/8/2017	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2017 MONITORING- LIB	90.00	Library
98005	3/8/2017	RECORDED BOOKS, LLC	BOOKS ON CD	61.33	Library
97999	3/8/2017	MIDWEST TAPE	DVD'S-LIBRARY	57.30	Library
98019	3/8/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	55.13	Library
98005	3/8/2017	RECORDED BOOKS, LLC	BOOKS ON CD	45.24	Library
97972	3/8/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- FTG80700	38.10	Library
98019	3/8/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	34.40	Library
97988	3/8/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	30.63	Library
97999	3/8/2017	MIDWEST TAPE	DVD'S-LIBRARY	28.65	Library
97970	3/8/2017	BAKER & TAYLOR	BOOKS-LIBRARY	15.37	Library
97970	3/8/2017	BAKER & TAYLOR	BOOKS-LIBRARY	12.37	Library
Total Amount for 19 Line Item(s) from Library				\$1,986.45	

LMD #22

97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,648.27	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,000.04	LMD #22
98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,925.55	LMD #22



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98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	7,837.00	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,954.12	LMD #22
97917	3/1/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,528.81	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,895.86	LMD #22
98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,868.75	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,632.16	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,000.04	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,843.47	LMD #22
98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,318.75	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,970.84	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,278.29	LMD #22
97917	3/1/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,145.00	LMD #22
98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,860.00	LMD #22
97917	3/1/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,580.00	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,245.08	LMD #22
97917	3/1/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,245.00	LMD #22
97917	3/1/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,131.00	LMD #22
98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,123.20	LMD #22
97917	3/1/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	825.00	LMD #22
97917	3/1/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	795.00	LMD #22
98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	598.90	LMD #22
98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	521.50	LMD #22
98018	3/8/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	337.70	LMD #22
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	323.47	LMD #22
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	228.62	LMD #22
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	190.45	LMD #22
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	93.04	LMD #22
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	68.97	LMD #22
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	45.75	LMD #22

Total Amount for 33 Line Item(s) from LMD #22

\$98,609.63

LMD #24

97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,031.67	LMD #24
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Total Amount for 1 Line Item(s) from LMD #24				\$1,031.67	
<u>LMD #27</u>					
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	24.13	LMD #27
Total Amount for 1 Line Item(s) from LMD #27				\$24.13	
<u>LMD 22 - Common Benefit Area</u>					
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,677.34	LMD 22 - Common Benefit Area
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,739.65	LMD 22 - Common Benefit Area
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,101.83	LMD 22 - Common Benefit Area
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,637.95	LMD 22 - Common Benefit Area
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,883.51	LMD 22 - Common Benefit Area
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,681.24	LMD 22 - Common Benefit Area
97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	700.33	LMD 22 - Common Benefit Area
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	448.10	LMD 22 - Common Benefit Area
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	427.26	LMD 22 - Common Benefit Area
Total Amount for 9 Line Item(s) from LMD 22 - Common Benefit Area				\$26,297.21	
<u>Media Operations</u>					
98015	3/8/2017	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	1,800.00	Media Operations
97949	3/1/2017	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	714.00	Media Operations
97940	3/1/2017	KEY INFORMATION SYSTEMS, INC.	T-1 LINE MONTHLY FEE	578.77	Media Operations
97961	3/1/2017	TIME WARNER CABLE	CABLE MODEM- CITY HALL	401.08	Media Operations
97961	3/1/2017	TIME WARNER CABLE	CABLE MODEM- CITY HALL	375.00	Media Operations
97964	3/1/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	260.22	Media Operations
98013	3/8/2017	STELLER/DEBORAH//	REIMB CAPIO AWARD SUBMISSION	125.00	Media Operations
97916	3/1/2017	AT&T MOBILITY	TELEPHONE SERVICE	46.66	Media Operations
Total Amount for 8 Line Item(s) from Media Operations				\$4,300.73	
<u>Non-Departmental</u>					
98009	3/8/2017	SECURAL SECURITY CORP	PARKING ENFORCEMENT	2,850.43	Non-Departmental
97977	3/8/2017	CONEJO AWARDS	EMPLOYEE SERVICE AWARDS	2,171.08	Non-Departmental



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97998	3/8/2017	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	1,732.50	Non-Departmental
97971	3/8/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	1,392.82	Non-Departmental
98004	3/8/2017	READYREFRESH BY NESTLE	WATER SERVICE	412.34	Non-Departmental
98019	3/8/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	326.12	Non-Departmental
97977	3/8/2017	CONEJO AWARDS	EMPLOYEE SERVICE AWARDS	230.64	Non-Departmental
97931	3/1/2017	CR PRINT	BUSINESS CARDS	187.27	Non-Departmental
98019	3/8/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	105.39	Non-Departmental
97928	3/1/2017	CONEJO AWARDS	NAME TAGS	53.54	Non-Departmental
97984	3/8/2017	FEDERAL EXPRESS CORP.	COURIER SERVICE	28.96	Non-Departmental
Total Amount for 11 Line Item(s) from Non-Departmental				\$9,491.09	

Payroll

97951	3/1/2017	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- MAR 17	58.50	Payroll
Total Amount for 1 Line Item(s) from Payroll				\$58.50	

Police / Fire / Safety

97992	3/8/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- VIEWPOINT	3,440.49	Police / Fire / Safety
97991	3/8/2017	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- JAN 2017	2,460.47	Police / Fire / Safety
97992	3/8/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE OAKS	1,255.80	Police / Fire / Safety
97992	3/8/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- PARK EST	860.12	Police / Fire / Safety
97990	3/8/2017	KUSTOM SIGNALS, INC.	LASER EQUIPMENT REPAIRS	537.59	Police / Fire / Safety
97992	3/8/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- FINGERPRINT	294.59	Police / Fire / Safety
Total Amount for 6 Line Item(s) from Police / Fire / Safety				\$8,849.06	

Public Works

97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	15,908.59	Public Works
97982	3/8/2017	DOWNSTREAM SVCS, INC.	CDS UNIT MAINTENANCE	8,930.00	Public Works
97923	3/1/2017	CHRIS NELSON & ASSOC INC	SURVEY CONSULTING	4,300.00	Public Works
98021	3/8/2017	WILHELM/RICHARD//	FIELD INVESTIGTN/DRAFTING SVCS	3,080.00	Public Works
97929	3/1/2017	COUNTY OF LOS ANGELES	CONTRACT SERVICES	2,819.09	Public Works
97923	3/1/2017	CHRIS NELSON & ASSOC INC	SURVEY CONSULTING	2,500.00	Public Works
97954	3/1/2017	PRECISION CONCRETE CUTTING	STREET REPAIRS	2,264.84	Public Works
97950	3/1/2017	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	690.00	Public Works
97967	3/1/2017	WILLDAN ASSOCIATES INC.	CONCEPT REVIEW	652.75	Public Works

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97945	3/1/2017	LEMUS/ALBA//	PROFESSIONAL SERVICES	616.00	Public Works
97967	3/1/2017	WILLDAN ASSOCIATES INC.	CONCEPT REVIEW	611.00	Public Works
97937	3/1/2017	GORGIN/KLAYMOND//	CONSULTING SERVICES	537.72	Public Works
97945	3/1/2017	LEMUS/ALBA//	PROFESSIONAL SERVICES	451.00	Public Works
97967	3/1/2017	WILLDAN ASSOCIATES INC.	CONCEPT REVIEW	376.00	Public Works
97962	3/1/2017	VALLEY NEWS GROUP	LEGAL ADVERTISING	300.00	Public Works
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	182.08	Public Works
97922	3/1/2017	CHAN/BENJAMIN//	REIMBURSEMENT OF LICENSE FEE	115.00	Public Works
97930	3/1/2017	COUNTY SANITATION DISTRICT	REFUSE FEES- JAN 2017	95.40	Public Works
97943	3/1/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	43.62	Public Works
97913	3/1/2017	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	25.16	Public Works
97943	3/1/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	16.93	Public Works
97943	3/1/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7.50	Public Works
Total Amount for 22 Line Item(s) from Public Works				\$44,522.68	

Recoverable / Refund / Liability

97951	3/1/2017	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	845.16	Recoverable / Refund / Liability
97951	3/1/2017	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	801.66	Recoverable / Refund / Liability
97978	3/8/2017	CRUSADER INSURANCE	REFUND PLANNING PERMIT	754.00	Recoverable / Refund / Liability
97985	3/8/2017	FRANCHISE TAX BOARD	WAGE GARNISHMENT- 3/3/17	200.66	Recoverable / Refund / Liability
98000	3/8/2017	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	88.10	Recoverable / Refund / Liability
98012	3/8/2017	STATE DISBURSMENT	WAGE GARNISHMENT- 3/3/17	46.15	Recoverable / Refund / Liability
98006	3/8/2017	RODRIGUEZ/NATASHA//	RECREATION REFUND	45.00	Recoverable / Refund / Liability
Total Amount for 7 Line Item(s) from Recoverable / Refund / Liability				\$2,780.73	

Tennis & Swim Center

97963	3/1/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	3,720.94	Tennis & Swim Center
97969	3/8/2017	B&M CONTRACTORS, INC.	POOL CLEAN-UP	3,201.60	Tennis & Swim Center
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,638.08	Tennis & Swim Center
97924	3/1/2017	CINTAS FIRST AID & SAFETY	ANNUAL SERVICE- T&SC	835.00	Tennis & Swim Center
97918	3/1/2017	BOB'S LOCKSMITH SHOP	KEY/LOCK REPAIRS- T&SC	441.86	Tennis & Swim Center
98020	3/8/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	420.27	Tennis & Swim Center
97965	3/1/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	331.49	Tennis & Swim Center
97973	3/8/2017	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	300.00	Tennis & Swim Center
97965	3/1/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	297.85	Tennis & Swim Center



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97920	3/1/2017	CASCIONE/GAYLENE//	RECREATION INSTRUCTOR	257.32	Tennis & Swim Center
97989	3/8/2017	INNER-I ...SECURITY IN FOCUS	SERVICE RESPONSE CALL	210.00	Tennis & Swim Center
97989	3/8/2017	INNER-I ...SECURITY IN FOCUS	JAN-MAR 2017 MONITORING- T&SC	75.00	Tennis & Swim Center
98020	3/8/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	69.60	Tennis & Swim Center
98009	3/8/2017	SECURAL SECURITY CORP	ALARM RESPONSE- T&SC	54.90	Tennis & Swim Center
97910	3/1/2017	AIRGAS- WEST	TC HELIUM	30.53	Tennis & Swim Center
Total Amount for 15 Line Item(s) from Tennis & Swim Center				\$11,884.44	

Transportation

97952	3/1/2017	PARSONS TRANSPORTATION GROUP	LOST HILLS INTERCHANGE	68,160.48	Transportation
98014	3/8/2017	SUSTAINABLE SOLUTIONS SERVICES	STREET SIGN MEDIAN PROJECT	10,034.00	Transportation
97987	3/8/2017	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE FEB 2017	7,363.50	Transportation
97948	3/1/2017	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	6,962.47	Transportation
97958	3/1/2017	SIEMENS INDUSTRY INC.	TRAFFIC SIGN MAINTENANCE	5,183.32	Transportation
97911	3/1/2017	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	4,831.98	Transportation
97958	3/1/2017	SIEMENS INDUSTRY INC.	TRAFFIC SIGN MAINTENANCE	3,280.00	Transportation
97941	3/1/2017	KIER & WRIGHT CIVIL ENGINEERS	ENGINEERING SERVICES	3,275.30	Transportation
97923	3/1/2017	CHRIS NELSON & ASSOC INC	SURVEY CONSULTING	3,200.00	Transportation
97959	3/1/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,881.26	Transportation
98008	3/8/2017	SAFEWAY SIGN COMPANY	TRAFFIC SIGNS	1,631.88	Transportation
98014	3/8/2017	SUSTAINABLE SOLUTIONS SERVICES	ROAD CLEAN-UP	1,400.00	Transportation
97941	3/1/2017	KIER & WRIGHT CIVIL ENGINEERS	ENGINEERING SERVICES	1,384.00	Transportation
97994	3/8/2017	LAS VIRGENES UNIFIED SCHOOL	BEFORE & AFTER SCHOOL AIDES	1,227.60	Transportation
97944	3/1/2017	LAS VIRGENES UNIFIED SCHOOL	PARKING LEASE- JAN-MAR 2017	600.00	Transportation
98016	3/8/2017	TOYOTA FINANCIAL SERVICES	LEASE PAYMENT- MAR 2017	258.32	Transportation
97953	3/1/2017	PONTOPPIDAN/ ERIK & ELSA//	RIGHT OF WAY ACQUISITION-ADDTL	246.40	Transportation
97942	3/1/2017	LA DWP	TRAFFIC METER SERVICE	143.93	Transportation
97922	3/1/2017	CHAN/BENJAMIN//	REIMBURSEMENT OF LICENSE FEE	115.00	Transportation
97914	3/1/2017	AT&T	TELEPHONE SERVICE	85.88	Transportation
98003	3/8/2017	R P BARRICADE INC	EQUIPMENT RENTAL- LOST HILLS	72.00	Transportation
97929	3/1/2017	COUNTY OF LOS ANGELES	CONTRACT SERVICES	55.39	Transportation
Total Amount for 22 Line Item(s) from Transportation				\$121,392.71	

GRAND TOTAL for 239 Line Items

\$446,027.34

FUTURE AGENDA ITEMS

Department Agenda Headings Agenda Title/Future Agenda

26-Apr

PW	Presentation	Electric Vehicles and Alternatives are Coming: Is Calabasas Ready?
Finance	Consent	Recommendation to award a three-year Professional Services Agreement to Moff, Levy & Harzheim, LLP for Independent Auditing Services for FY2016/17, FY17/18 and FY18/19 in a not-to-exceed amount of \$90,000
PS	Consent	Adoption of Ordinance No. 2017-352, to add additional Chapters to Title 9 of the Calabasas Municipal Code related to emergency key systems to access unstaffed residential vehicular/pedestrian gates within the City
CD	New Business	Rondell purchase agreement
CD	New Business	Rondell - consideration of the transfer of development rights ordinance
CD	Old Business	Adoption of Resolution No. 2017-1546 regarding public workshops

Future Items

PW	New Business	TTC recommendation regarding roundabouts
CD	New Business	Old Topanga homes
PW	New Business	Environmental Commission review of programs/ordinances (plastic bag, coyote, styrofoam, car wash, rodenticide, etc.)
CD	New Business	Discussion of process for small projects
CD	New Business	Introduction of Ordinance 2017-353; changes for recreational marijuana use
CC	Consent	Sheriff's crime report
CC	New Business	Headwaters Corner update
CS	New Business	Parks Master Plan briefing
CD	Public Hearing	Public Workshops ordinance
PW	Consent	Recommendation to approve the funding agreement between the City of Calabasas and Los Angeles County Metropolitan Transportation Authority for the Calabasas Signal Synchronization and bus speed improvement project
CD	Consent	Housing Element Report
PS	New Business	Introduction of Ordinance for drone regulations
PW	New Business	Business recognition program for environmental efforts
CD	New Business	Noticing procedures/newspaper publications

2017 Meeting Dates	
10-May - TBD - CCCA Annual Meeting	13-Sep - TBD League Annual Conference
24-May	27-Sep
3-Jun Budget Workshop	11-Oct
14-Jun	25-Oct
28-Jun	8-Nov
12-Jul - Canceled	22-Nov - Canceled Thanksgiving Eve
26-Jul - Canceled	29-Nov - Special Meeting Council Reorg.
9-Aug	13-Dec
23-Aug	27-Dec - Canceled