



CITY of CALABASAS

**CITY COUNCIL AGENDA
REGULAR MEETING – WEDNESDAY, MAY 27, 2020
VIA ZOOM TELECONFERENCE
www.cityofcalabasas.com**

IMPORTANT NOTICE REGARDING THE MAY 27, 2020 COUNCIL MEETING

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Governor Newsom’s Executive Order N-29-20, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on the City’s CTV Channel 3 and/or online at <http://www.cityofcalabasas.com/>. In accordance with the Governor’s Executive Order, the public may participate in the meeting using the following steps:

From a PC, Mac, iPhone or Android device please go to
<https://us02web.zoom.us/j/81682999383?pwd=b2lYOHRNMkdldi8rOHpMem1ZemQxdz09>

**Webinar ID: 816 8299 9383
Password: 040537**

From a telephone, Dial (for higher quality, dial a number based on your current location): US:
1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or
+1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Please press “Raise Hand” if you are joining via Zoom. Please press *9 if you are joining via phone.

OPENING MATTERS – 7:00 P.M.

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

ANNOUNCEMENTS/INTRODUCTIONS – 7:20 P.M.

ORAL COMMUNICATION – PUBLIC COMMENT – 7:30 P.M.

CONSENT ITEMS – 7:40 P.M.

1. Approval of meeting minutes from April 22, April 30, May 11, May 15 and May 18, 2020
2. Adoption of Resolution No. 2020-1680, authorizing and approving the execution of a Cooperation Agreement with Los Angeles Urban County Community Development Block Grant Program for Fiscal Years 2021-2024
3. Adoption of Ordinance No. 2020-383, prohibiting the sale and distribution of electronic cigarettes within the City of Calabasas
4. Adoption of Resolution No. 2020-1669, authorizing application for, and receipt of, Local Early Action Planning Grants Program Funds
5. Adoption of Resolution No. 2020-1662, recommendation from Planning Commission to change meeting start time to 6 p.m.
6. Adoption of Resolutions No. 2020-1677, 1678 and 1679 regarding the Calabasas General Municipal Election to be held on November 3, 2020
7. Recommendation to award a contract in an amount not to exceed \$110,000 to Haynes Building services for janitorial services for Calabasas City Hall, Library and Senior Center for a period of one year
8. Adoption of Resolution No. 2020-1671 to include a list of projects funded by Senate Bill 1 (The Road Repair and Accountability Act) to the Fiscal Year 2020-21 budget for Capital Improvement Program

9. [Recommendation to reject all bids for the Mulholland Highway Gap Closure Project, Specification No. 19-20-02](#)

NEW BUSINESS – 7:50 P.M.

10. [Public meeting regarding Landscape Maintenance District No. 22 and Landscape Lighting Act District Nos. 22, 24, 27 & 32 Assessment Proceedings](#)
11. [Discussion of recommendation from the Economic Development Taskforce to expand outdoor dining areas during the Coronavirus Public Health Emergency](#)
12. [Consideration of “Calabasas Open” Small Business Grants Program – Authorization to Create and Administer a Small Businesses Reopening and COVID-19 Pandemic Response Grants Program](#)
13. [Adoption of Resolution No. 2020-1683, appointment and employment contract for interim City Manager](#)

INFORMATIONAL REPORTS – 8:40 P.M.

14. [Check Register for the period of April 14 through May 18, 2020](#)

TASK FORCE REPORTS – 8:45 P.M.

CITY MANAGER’S REPORT – 8:50 P.M.

FUTURE AGENDA ITEMS – 8:55 P.M.

ADJOURN – 9:00 P.M.

The City Council will adjourn to their regular meeting scheduled on Wednesday, June 10, 2020, at 7:00 p.m.

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, APRIL 22, 2020**

Mayor Weintraub called the meeting to order at 5:30 p.m. via Zoom Teleconference.

ROLL CALL

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro
Absent: None
Others: City Attorney, Scott H. Howard and Justin Kochan of Van Dermuyden Maddox
Staff: City Manager, Dr. Gary J. Lysik participated in the meeting from 6:35 p.m. to 6:50 p.m.

CLOSED SESSION

1. Public Employee Performance Evaluation (Gov. Code § 54957)
Title: City Manager

The City Council considered the matter and took no reportable action.

ADJOURN

The meeting adjourned at 6:50 p.m. to their next regular meeting scheduled on Wednesday, April 22, 2020, at 7:00 p.m.

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

**MINUTES OF A REGULAR MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, APRIL 22, 2020**

Mayor Weintraub called the meeting to order at 7:12 p.m. via Zoom Teleconferencing.

ROLL CALL

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

Absent: None

Staff: Ahlers, Cohen, Hernandez, Jordan, Klein, Lysik, McConville, Summers, Tamuri and Yalda

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Lauren Weintraub

APPROVAL OF AGENDA

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

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

PRESENTATIONS

- Presentation by Lt. Becerra, Lost Hills Sheriff's Station regarding the Stay at Home Order

Lt. Becerra provided an update on the Stay at Home Order.

- Update from Assemblymember Jesse Gabriel on the State's efforts regarding Covid-19

Assemblymember Gabriel presented an update.

Ms. Hernandez read an inquiry from Diane Krehbiel.

- Budget update for Fiscal Year 2019-2020

Mr. Ahlers presented an update.

The meeting recessed at 8:45 p.m.
The meeting reconvened at 8:54 p.m.

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Councilmember Shapiro:

- Reminded everyone about the 50th Anniversary of Earth Day.
- Thanked the Rotary Club of Calabasas for donating masks to essential workers.

Councilmember Gaines:

- Thanked the residents for their cooperation and expressed gratitude to all City employees and essential workers.
- Extended an invitation to a Calabasas Chamber of Commerce webinar on April 23 featuring Congressman Ted Lieu.
- The AHCCC Board meeting will be hosted via Zoom teleconference on April 23.
- Congratulated Annie Krdilyan in celebration of Administrative Professional's Day.
- Reminded everyone about Earth Day and shared some prior predictions related to climate change.
- Thanked his colleagues for all of their hard work to help the community move forward.

Councilmember Maurer:

- Wished everyone a Happy Earth Day.
- The Calabasas Mask Initiative program is providing homemade masks for the community and accepting volunteers to help sew. More information available on the City's website.

Mayor Weintraub:

- Reminded everyone that masks are required when exercising in public and when visiting essential businesses.
- Reminded everyone that the Los Angeles County Dept. of Public Health does not disclose personal information about patients.
- Thanked Councilmembers and City staff for their hard work during these times.

ORAL COMMUNICATIONS – PUBLIC COMMENT

David Litt spoke during public comment.

CONSENT ITEMS

1. Approval of meeting minutes from March 25 and April 6, 2020
2. Adoption of Resolution No. 2020-1664, initiating proceedings for the levy and collection of assessments in connection with Landscape Maintenance District No. 22 and Landscape Lighting Act District Nos. 22, 24, 27, and 32 for Fiscal Year 2020-2021; Adoption of Resolution No. 2020-1665, approving a preliminary Engineer's Report with respect to the levy and collection of assessments in connection with the Landscape Lighting Act District Nos. 22, 24, 27, and 32 for Fiscal Year 2020-2021; Adoption of Resolution No. 2020-1666 declaring its intent to levy and collect assessments within Landscape Maintenance District No. 22 and Landscape Lighting Act District Nos. 22, 24, 27, and 32 and setting a time and place for a public hearing
3. Adoption of Resolution No. 2020-1675, designation of applicant's agent for non-state agencies
4. Adoption of Resolution No. 2020-1676, confirming the continued local state of emergency and confirming the City Manager/Director of Emergency Services' Local Emergency Executive Orders issued pursuant to the March 16, 2020, Local Emergency Declaration in response to the Novel Coronavirus Covid-19 Pandemic

Councilmember Gaines moved, seconded by Councilmember Shapiro to approve Consent Item Nos. 1-4. MOTION CARRIED 5/0 by Roll Call as follows:

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

NEW BUSINESS

5. Adoption of Resolution No. 2020-1668, reciting the fact of the Special Municipal Election held on March 3, 2020, declaring the result and such other matters as provided by law

Ms. Hernandez presented the elections results.

Mayor pro Tem Bozajian moved, seconded by Councilmember Maurer to approve Item No. 5. MOTION CARRIED 5/0 by Roll Call as follows:

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

6. Introduction of Ordinance No. 2020-383, prohibiting the sale and distribution of electronic cigarettes within the City of Calabasas

Mr. Summers presented the report.

Deputy Arens and Ryan Correia spoke on Item No. 6.

After discussion, Councilmember Gaines moved, seconded by Mayor pro Tem Bozajian to approve Item No. 6. MOTION CARRIED 5/0 by Roll Call as follows:

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

7. Authorize Mayor Weintraub to send a letter to the Los Angeles County Board of Supervisors urging consideration of a temporary moratorium on the Los Angeles County Sheriff's Department rate increases

Councilmember Shapiro moved, seconded by Councilmember Maurer to approve Item No. 7. MOTION CARRIED 5/0 by Roll Call as follows:

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

INFORMATIONAL REPORTS

8. Check Register for the period of March 13-April 14, 2020
No action taken on this item.

TASK FORCE REPORTS

Councilmember Gaines reported his participation in Zoom teleconference meetings with VICA and The Valley Economic Alliance; both organizations are actively working with local businesses seeking financial assistance.

Councilmember Maurer reported that Councilmember Gaines and she participated in a Zoom teleconference meeting with The Tree People regarding the Mountains Restoration Trust.

Mayor Weintraub reported her participation in a COG meeting on April 21 with Ted Lieu, Jacqui Irwin and Henry Stern.

CITY MANAGER'S REPORT

Dr. Lysik shared that the City has ordered 3,000 safety masks. He also noted

that there are currently 31 cases of Covid-19 in the community and asked that everyone make an effort to avoid public gatherings. Additionally, he reported that the City is working on reducing expenditures due to budget constraints. Moreover, he informed the community that parking restrictions are going to be more lenient during the Safer at Home Order. Lastly, he reported that the selection process for a new Captain at Lost Hills Sheriff's Station will be held via teleconference the first week of June.

FUTURE AGENDA ITEMS

Mayor Weintraub asked for an item to discuss upcoming events.

Mayor pro Tem Bozajian requested a discussion regarding issues with the March 3 election.

Councilmember Gaines requested a discussion regarding the reopening of certain retail businesses.

ADJOURN

The meeting adjourned at 9:53 p.m. to their workshop/town hall meeting scheduled on Monday, May 18, 2020, at 6:00 p.m.

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

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD THURSDAY, APRIL 30, 2020**

Mayor Weintraub called the meeting to order at 5:31 p.m. via Zoom Teleconference.

ROLL CALL

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro
Absent: None
Others: City Attorney Scott H. Howard and Justin Kochan of Van Dermuyden Maddox
Staff: City Manager, Dr. Gary J. Lysik participated in the meeting from 5:50 p.m. to 6:46 p.m.

CLOSED SESSION

1. Public Employee Performance Evaluation (Gov. Code § 54957)
Title: City Manager

The meeting recessed at 7:20 p.m.
The meeting reconvened at 7:25 p.m.

The City Council considered the matter and took no reportable action.

ADJOURN

The meeting adjourned at 8:33 p.m. to their workshop scheduled on Monday, May 18, 2020, at 6:00 p.m.

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

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD MONDAY, MAY 11, 2020**

Mayor Weintraub called the meeting to order at 2:01 p.m. via Zoom Teleconference.

ROLL CALL

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro
Absent: None
Others: City Attorney Scott H. Howard

CLOSED SESSION

1. Public Employee Performance Evaluation (Gov. Code § 54957)
Title: City Manager

The City Council considered the matter and took no reportable action.

ADJOURN

The meeting adjourned at 3:37 p.m. to their workshop scheduled on Monday, May 18, 2020, at 6:00 p.m.

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

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD FRIDAY, MAY 15, 2020**

Mayor Weintraub called the meeting to order at 5:00 p.m. via Zoom Teleconference.

ROLL CALL

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro
Absent: None
Others: City Attorney Scott H. Howard

CLOSED SESSION

1. Public Employee Performance Evaluation (Gov. Code § 54957)
Title: City Manager

The City Council considered the matter and took no reportable action.

ADJOURN

Mayor Weintraub moved, seconded by Mayor pro Tem Bozajian to adjourn the meeting at 5:50 p.m. to their workshop scheduled on Monday, May 18, 2020, at 6:00 p.m.

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

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD MONDAY, MAY 18, 2020**

Mayor Weintraub called the meeting to order at 5:30 p.m. via Zoom Teleconference.

ROLL CALL

Present: Mayor Weintraub, Mayor pro Tem Bozajian and Councilmembers Gaines, Maurer and Shapiro
Absent: None
Others: City Attorney Scott H. Howard

CLOSED SESSION

1. Public Employee Performance Evaluation (Gov. Code § 54957)
Title: City Manager

The City Council considered the matter and accepted the resignation of the City Manager, Dr. Gary Lysik for personal reasons, effective immediately. The City Council voted 3/2 to accept his resignation with Mayor Weintraub, Mayor pro Tem Bozajian and Councilmember Maurer in support; and Councilmember Gaines and Shapiro opposed.

ADJOURN

The meeting adjourned at 5:50 p.m. to their workshop scheduled on Monday, May 18, 2020, at 6:00 p.m.

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

**MINUTES OF A SPECIAL MEETING OF
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA
HELD WEDNESDAY, MAY 18, 2020**

Mayor Weintraub called the meeting to order at 6:06 p.m. via Zoom Teleconferencing.

ROLL CALL

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

Absent: None

Staff: Ahlers, Bingham, Hernandez, Jordan, Lockwood, Rubin, Russo, Summers, Tamuri and Yalda

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Weintraub.

Mr. Summers reported that the City Council met in Closed Session prior to this meeting to consider the City Manager's performance evaluation. The City Council has accepted the resignation of the City Manager, Dr. Gary Lysik for personal reasons, effective immediately. The City Council voted 3/2 to accept his resignation with Mayor Weintraub, Mayor pro Tem Bozajian and Councilmember Maurer in support; and Councilmember Gaines and Shapiro opposed.

ANNOUNCEMENTS/INTRODUCTIONS

Members of the Council made the following announcements:

Councilmember Shapiro:

- Congratulated all graduating students.

Mayor pro Tem Bozajian:

- Expressed appreciation to residents for complying with the City's Executive Orders.
- Congratulated CCCA'S outgoing president, Sandra Armenta of Rosemead and incoming president, Lindsey P. Horvath of West Hollywood.
- The County Board of Supervisors agreed to give cities a one-year freeze on the Liability Trust Fund.

Councilmember Maurer:

- Reminded the community about the Ready for Wild Fire program run by CalFire.
- Expressed appreciation to Mayor Weintraub for her extraordinary strength and

courage.

Mayor Weintraub:

- Acknowledged the hard work of all Councilmembers and City staff during the current crisis.
- The City is following the lead on orders issued by LA County Public Health. The City has opened the green space at City parks and the tennis part of the Tennis & Swim Center for singles play only. The Bark Park will open with social distancing requirements on May 21. Councilmember Gaines and she have met with staff as part of the Economic Development Taskforce on opening of businesses.
- Reminded residents to take a mask when they leave their house and wear it when they cannot maintain 6 ft. distance from members of their household.

ORAL COMMUNICATIONS – PUBLIC COMMENT

None.

CONSENT ITEMS

1. Fiscal Year (FY) 2019-20 Audit Engagement Letter and SAS 114 Letter
2. Adoption of Resolution No.2020-1681, confirming the continued Local State of Emergency and the City Manager/Director of Emergency Services' Local Emergency Executive Orders issued pursuant to the March 16, 2020, Local Emergency Declaration in response to the Novel Coronavirus Covid-19 pandemic
3. Adoption of Resolution No. 2020-1682, amending the Emergency Operations Plan to change the order of succession for the Emergency Operations Director

Councilmember Gaines moved, seconded by Councilmember Maurer to approve Consent Item Nos. 1-3. MOTION CARRIED 5/0 by Roll Call as follows:

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

SPECIAL ITEMS

4. Discussion of and direction to staff on the FY 2020-2021 and FY 2021-2022 budget

Councilmember Shapiro stated that Councilmember Gaines and he met with staff as part as the Budget Taskforce.

Mr. Ahlers presented the report.

The meeting recessed at 7:27 p.m.

The meeting reconvened at 7:34 p.m.

Mayor Weintraub reported that Robert Yalda will be acting as City Manager until an interim City Manager is hired.

Ms. Hernandez read a question from Mary Hubbard.

Gracie Fisher, Raychel Harrison, Bridget Karl, David Lit, Carey and Charlotte Meyer spoke on this item.

After extensive discussion, direction was provided to staff.

5. Update regarding Agoura Hills/Calabasas Community Center closure

Ms. Anderson provided the City Council with a status on the AHCCC.

6. Discussion of City special events

Mr. Rubin presented the report.

After discussion, direction was provided to staff.

7. Overview of the City plans for re-opening

Ms. Tamuri and Mr. Jordan presented the report.

ADJOURN

The City Council adjourned the meeting at 10:00 p.m. to their next regular meeting scheduled on Wednesday, May 27, 2020, at 7:00 p.m.

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



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 18, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER

SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1680, AUTHORIZING AND APPROVING THE EXECUTION OF A COOPERATION AGREEMENT WITH THE LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEARS 2021-2024

MEETING DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

Adopt Resolution No. 2020-1680 authorizing and approving the execution of a Cooperation Agreement with the Los Angeles Urban County Community Development Block Grant (CDBG) Program, for the next three-year funding cycle, effective July 1, 2021 through June 30, 2024.

DISCUSSION/ANALYSIS:

In order to continue to receive CDBG funds, the City of Calabasas is required to send an adopted resolution and a signed Cooperation Agreement (Attachment B) to the Los Angeles County Development Authority (LACDA) by May 29 of 2020 authorizing continued participation. LACDA acts as the intermediary between the Housing and Urban Department (HUD) and the City in the distribution of CDBG funds. Each year, the City receives approximately \$90,000 in CDBG funds to support the housing/residential rehabilitation program. The City's continued participation in the Los Angeles Urban County Community Development Block

Grant (CDBG) via the Cooperation Agreement ensures that this popular and vital program will continue uninterrupted.

FISCAL IMPACT/SOURCE OF FUNDING:

None.

REQUESTED ACTION:

Adopt Resolution No. 2020-1680 authorizing and approving the execution of a Cooperation Agreement with the Los Angeles Urban County Community Development Block Grant Program, for the next three-year funding cycle, effective July 1, 2021 through June 30, 2024.

ATTACHMENTS:

A – Resolution No. 2020-1680

B – Cooperation Agreement

**ITEM 2 ATTACHMENT A
RESOLUTION NO. 2020-1680**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BY AUTHORIZING THE MAYOR, OR HIS/HER DESIGNEE, TO SIGN A COOPERATION AGREEMENT WITH THE COUNTY OF LOS ANGELES.

WHEREAS, the City of Calabasas desires to participate in the Los Angeles Urban County Community Development Block Grant (CDBG) Program for the qualification period beginning July 1, 2021; and

WHEREAS, the city authorizes the execution of a Cooperation Agreement with the County of Los Angeles in order to receive said CDBG funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Calabasas hereby resolves as follows:

SECTION 1: The City Council adopts and approved the County of Los Angeles Participating City Cooperation Agreement between the City of Calabasas and the County of Los Angeles for the time period of July 1, 2021 through June 30, 2024 and self-renewing thereafter.

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

**COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIPS PROGRAMS**

**PARTICIPATING CITY
COOPERATION AGREEMENT**

This Agreement is being entered into on this ____ day of _____, to be effective on the 1st day of July 2021, by and between the City of Calabasas, hereinafter referred to as "City," and the County of Los Angeles, by and through the Executive Director of the Los Angeles County Development Authority, hereinafter referred to as "County" and shall remain in effect for the three-year qualification period through the 30th day of June 2024. After this date, this Agreement provides for automatic renewal of participation in successive three-year qualification periods, unless the County, or the City provides written notice it elects not to participate in a new qualification period.

WITNESSETH THAT:

WHEREAS, in 1974, the U.S. Congress enacted and the President signed a law entitled, the Housing and Community Development Act of 1974, as amended, herein called the "Act;" and

WHEREAS, County and City desire to cooperate to undertake, or assist in undertaking, community development, community renewal of lower income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act, the Cranston-Gonzalez National Affordable Housing Act (NAHA), and the U.S. Housing Act of 1937, as amended;

WHEREAS, the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and the Emergency Solutions Grant (ESG) Program are required to have an approved comprehensive housing strategy as authorized under NAHA;

WHEREAS, the County has requested of the U.S. Department of Housing and Urban Development, hereinafter referred to as "HUD," that the County be designated as an "Urban County;"

WHEREAS, the City desires to participate with the County in said program;

WHEREAS, as the Urban County designee, the County will take responsibility and assume all obligations of an applicant under federal statues, including: the analysis of needs, the setting of objectives, the development of community development and housing assistance plans, the consolidated plan, and the assurances of certifications;

WHEREAS, the terms and provisions of this Agreement are fully authorized under State and local law, and this Agreement provides full legal authority for the County, by and through its agents and instrumentalities including the Los Angeles County Development Authority, herein referred as "County," to undertake, or assist in undertaking, essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing; and

WHEREAS, by executing this Agreement, the parties hereby give notice of the intention to participate in the Urban County CDBG Program.

NOW, THEREFORE, the parties agree as follows:

1. The City hereby authorizes the County to perform, or cause to be performed, those acts necessary or appropriate to implement the community development and housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, improvement or development of housing for persons of low- to moderate-income, and other community or urban renewal activities authorized under the Act specified for the City in the County's Consolidated Plan which will be funded from annual CDBG and applicable HOME Programs from Federal annual appropriations and from any program income generated from the expenditure of such funds. County shall have final authority and responsibility for selecting projects and annually filing its Final Housing and Community Development Plan with HUD.

In the event this Agreement extends into succeeding fiscal years and funds have not been appropriated, this Agreement will automatically terminate as of June 30 of the then current fiscal year. The County will endeavor to notify the City in writing within ten (10) days of receipt of non-appropriation notice.

2. This Agreement covers the following formula funding programs administered by HUD where the County is awarded and accepts funding directly from HUD: The CDBG Entitlement Program, the HOME Program and the ESG Program.
3. In executing this Agreement, the City understands that it shall not be eligible to apply for grants under the Small Cities or State CDBG Programs for appropriations for fiscal years during the period in which the City is participating in the Urban County CDBG entitlement program; and further, the City shall not be eligible to participate in the HOME and ESG programs except through the Urban County.
4. The City may participate in a HOME Program only through the County. Thus, even if the County does not receive a HOME formula allocation, the City cannot form a HOME consortium with other local governments.
5. The term of this Agreement shall commence on **July 1, 2021**, the beginning date of the first year of the new Urban County Qualification Period, which will end on **June 30, 2024**. After this three (3) year Qualification Period ends, this Agreement will automatically renew for another period of three (3) years, unless the City provides written notice at least 60 days prior to the end of the term that it elects not to participate in a new qualification period. A copy of that notice must be sent to the HUD Field Office. Towards the end of the three-year term, the County will notify the City in writing of its right not to participate in the Urban County for a successive three-year term.

The parties agree to adopt amendments to this Agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice by HUD, prior to the subsequent three-year extension of the term. Any amendment to this Agreement shall be submitted to

HUD as required by the regulations and any failure to adopt required amendments will void the automatic renewal of the Agreement for the subsequent three-year term.

6. This Agreement shall be effective for the period of time required for the expenditure of all CDBG and/or applicable HOME funds allocated to the City under this Agreement and appropriations from any program income therefrom and for the completion of the funded activities. The County and City agree that they cannot terminate or withdraw from this Agreement while it remains in effect.

The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act.

The City and the County in the performance of this Agreement shall take all actions necessary or appropriate to assure compliance with the Urban County's certification under Section 104 (b) of Title I of the Act, as amended, regarding Title VI of the Civil Rights Act of 1964; the Fair Housing Act and affirmatively furthering fair housing as cited in 24 CFR 91.225(a); Section 109 of Title I of the Act, which incorporates Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, and all other applicable laws and regulations.

Urban County funding is prohibited for activities in, or in support of, any City that does not affirmatively further fair housing within its local jurisdiction or that impedes the County's action to comply with the Fair Housing Certification.

7. The City and County agree that CDBG and HOME funding is prohibited for any activities in or in support of any cooperating City that do not affirmatively further fair housing within its own jurisdiction or that impede the County's action to comply with its fair housing certification.
8. Pursuant to 24 CFR 570.501 (b), the City is subject to all requirements applicable to subrecipients, including the requirement of a written agreement as set forth in 24 CFR 570.503.
9. The City shall report to the County of any income generated by the use of CDBG or HOME funds received by the City. Any such program income must be remitted to the County within 30 days of receipt if applicable. Such program income may be used for eligible activities in accordance with all CDBG and HOME requirements as may then apply.
10. The County shall be responsible for monitoring and reporting to HUD on the use of any program income; therefore, the City shall be required to maintain appropriate record keeping and reporting for this purpose.
11. The City may not sell, trade or otherwise transfer all or any portion of CDBG funds at another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in

exchange for any other funds, credits or non-Federal consideration, but must use such funds for activities eligible under title I of the Housing and Community Act of 1974.

12. In the event of grant close-out or termination of this Agreement, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County within 60 days after grant closeout.
13. All program income generated from the disposition or transfer of real property acquired or improved by the City, using CDBG and/or HOME funds or program income, during the term of this Agreement, shall be subject to all the terms and conditions of this Agreement, particularly Sections 6 through 11.
14. Any real property which is acquired or improved by the City during the term of this Agreement, in whole or in part, using CDBG and/or HOME funds or program income in excess of \$25,000, shall be subject to the following standards:
 - a. The County shall be notified by the City in writing of any modification or change in the use or disposition of such real property from that planned at the time of the acquisition or improvement. Such notification shall be made prior to the modification, change in use or disposition.
 - b. If such real property is sold within five (5) years or transferred for a use which does not qualify as an eligible activity under CDBG and/or HOME regulations, the City shall reimburse to the County an amount equal to the pro-rata share of the current fair market value of the property or proceeds from the sales. The pro-rata share shall be calculated by multiplying the current market value by the percentage of the purchase price paid with CDBG funds or program income.
15. The City shall make available for inspection and audit to County's and HUD's representatives, upon request, at any time during the duration of this Agreement and for a period of five (5) years, thereafter, all of its books and records relating to CDBG and HOME program activities and income.
16. Following the end of the three-year reimbursable contract period and after resolving any financial or programmatic findings, if a City elects to leave the Los Angeles County Grant Program, and is not eligible to become an entitlement City, the City will be unable to request that its allocation or any remaining balance be transferred to the City. Any remaining balance will be transferred to the funding pool of the Supervisorial District in which the City is located.
17. The City has adopted and is enforcing:
 - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of

such non-violent civil rights demonstrations within its jurisdiction.

18. The City shall provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - i The dangers of drug abuse in the workplace;
 - ii The City's policy of maintaining a drug-free workplace;
 - iii Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph "a" of this Section 18.
 - d. Notifying the employee in the statement required by paragraph "a" of this Section 18 that, as a condition of employment funded by the CDBG and/or HOME grant, the employee will:
 - i Abide by the terms of the statement; and
 - ii Notify the City in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 - e. Notifying the County in writing, within ten (10) calendar days after receiving notice under subparagraph d(ii) of this Section 18 from an employee or otherwise receiving actual notice of any such conviction; and the City must provide written notice, including position or title, of any City employees convicted of any criminal drug statute to every County officer or other designee who processed a CDBG or HOME grant which funded any activity on which the convicted employee was working, unless HUD has designated an identification number(s) of each affected grant.
 - f. Taking one (1) of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d(ii) of this Section 18, with respect to any employee who is so convicted:
 - i Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the

Rehabilitation Act of 1973, as amended; or

- ii Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, State, local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f, of this Section 18.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by the Executive Director of the Los Angeles County Development Authority, and the City has subscribed the same through its duly authorized officers, on the day, month, and year first above written.

County Counsel Certification

The office of the County Counsel hereby certifies that the terms and provisions of this Agreement are fully authorized under State and local laws, and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and public assisted housing.

By: _____
Deputy County Counsel

Date

COUNTY OF LOS ANGELES

CITY OF CALABASAS

By _____
EMILIO SALAS
Acting Executive Director
Los Angeles County Development Authority

By _____

ATTEST:

City Clerk

By _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____
Deputy

By _____
City Attorney



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: APRIL 23, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: SCOTT H. HOWARD, CONTRACT CITY ATTORNEY
MATTHEW T. SUMMERS, ASSISTANT CITY ATTORNEY
COLANTUONO HIGHSMITH & WHATLEY, PC

SUBJECT: ADOPTION OF ORDINANCE 2020-383, PROHIBITING THE SALE AND DISTRIBUTION OF ELECTRONIC CIGARETTES WITHIN THE CITY OF CALABASAS

MEETING DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

Staff recommends the City Council adopt an ordinance prohibiting the sale and distribution of electronic cigarette products in retail establishments in the City, to take effect 180 days after adoption.

REPORT:

Consistent with the state Cigarette and Tobacco Products Licensing Act and the federal Smoking Prevention and Tobacco Control Act, the City licenses tobacco retailers and regulates the sale of tobacco products (reference Calabasas Municipal Code Chapter 5.18). The ordinance as introduced on April 22, 2020 extends these regulations to include prohibitions on the sale of electronic cigarettes and related paraphernalia, to take effect 180 days after adoption.

ATTACHMENT:

1. Ordinance No. 2020-383
2. Email correspondence

**ITEM 3 ATTACHMENT 1
ORDINANCE NO. 2020-383**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA AMENDING CHAPTER 5.18
OF THE CALABASAS MUNICIPAL CODE TO PROHIBIT
THE SALE AND DISTRIBUTION OF ELECTRONIC
CIGARETTES WITHIN THE CITY OF CALABASAS.**

WHEREAS, The State Planning and Zoning Law (Government Code Sections 65000, et seq.) broadly empowers the City to plan for and regulate the use of land in order to provide for orderly development, the public health safety and welfare, and a balancing of property rights and the desires of the community and how its citizens envisions their city; and

WHEREAS, based upon its grave concerns about use of tobacco products, the City Council of the City of Calabasas has previously adopted Calabasas Municipal Code Chapter 5.18 – Tobacco Retailer Registration Ordinance and Chapter 17.12.225 –Tobacco Retailing; and

WHEREAS, electronic smoking devices often mimic conventional tobacco products in shape, size, and color, with the user exhaling a smoke-like vapor similar to the exhaled smoke from cigarettes and other conventional tobacco products; and

WHEREAS, nationwide, electronic cigarette use has increased at alarming rates since the first products became available about 10 years ago, and while there have been many successful efforts to reduce underage tobacco use, the growing availability of e-cigarettes has reversed those positive trends; and

WHEREAS, approximately 480,000 people die in the United States from tobacco-related diseases every year, making it the nation’s leading cause of preventable death; and WHEREAS, to protect the public, especially youth, against the health risks created by tobacco products, Congress enacted the Family Smoking Prevention and Tobacco Control Act (“Tobacco Control Act”) in 2009 which authorized the U.S. Food and Drug Administration (“FDA”) to set national standards governing the manufacture of tobacco products, to limit levels of harmful components in tobacco products and to require manufactures to disclose information and research relating to the products’ health effects; and

WHEREAS, a central requirement of the Tobacco Control Act is premarket review of all new tobacco products not on the market in the United States as of February 15, 2007—must be authorized by the FDA for sale in the United States before it may enter the marketplace. A new tobacco product may not be marketed until the FDA has found that the product is: (1) appropriate for the protection of the

public health upon review of a premarket tobacco application; (2) substantially equivalent to a grandfathered product; or (3) exempt from substantial equivalence requirements; and

WHEREAS, The FDA's premarket review process is intended to determine if a tobacco product is appropriate for the protection of the public health "with respect to the risks and benefits to the population as a whole, including users and nonusers of the tobacco product, and taking into account- (A) the increased or decreased likelihood that existing users of tobacco products will stop using such products; and (B) the increased or decreased likelihood that those who do not use tobacco products will start using such products"; and

WHEREAS, virtually all electronics cigarettes that are sold today are considered "new tobacco products" under the Tobacco Control Act, but unfortunately, they have not obtained a premarket review order and the FDA has not taken appropriate action to enforce the requirements of the Tobacco Control Act; and

WHEREAS, in 2017, the FDA issued Guidance that purports to give electronic cigarettes manufacturers until August 8, 2022 to submit their application for premarket review. The Guidance further purports to allow unapproved products to stay on the market indefinitely, until such time as the FDA complies with its statutory duty to conduct a premarket review to determine whether a new tobacco product poses a risk to public health. In March 2019, the FDA issued draft guidance in which it considered moving the premarket application deadline up by one year for certain flavored e-cigarettes products. It is not known when, if ever, this narrow adjustment will become final or will take effect; and

WHEREAS, over 40 local jurisdictions have restricted the sale of electronic cigarettes; and

WHEREAS, pursuant to the City of Calabasas's police power, as granted under Article XI, section 7 of the California Constitution, the City Council of the City has the authority to enact and enforce ordinances and regulations for public health, safety and welfare; and

WHEREAS, pursuant to its police powers, the City has authority to regulate the sale of tobacco products in the City; and

WHEREAS, in order to protect public health, safety, and welfare, the City Council desires to adopt an ordinance that, subject to certain exceptions, will prohibit the sale of all electronic cigarettes and vaping devices.

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

SECTION 1. Recitals.

The City Council finds that all the facts, findings, and conclusions set forth above in this Ordinance are true and correct. The adoption of this Ordinance is therefore necessary for the immediate protection of the public safety, health and welfare.

SECTION 2. The City Council hereby amends Calabasas Municipal Code Chapter 5.18.020 "Definitions" to read as follows, with additions denoted by underlined text:

The following words and phrases, whenever used in this chapter, shall have the meanings defined in this section unless the context clearly requires otherwise:

"Arm's length transaction" means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between two informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the effect of the violations of this chapter is not an arm's length transaction.

"Department" means community development department, and any other agency or person tasked by the city manager of the city with enforcement of this chapter.

"Director" and community development director, mean the community development director of the city and any other person tasked by the city manager of the city with enforcement of this chapter.

"Electronic cigarette" means any of the following products:

(1) Any device or delivery system that can be used to deliver nicotine or flavored tobacco products in aerosolized or vaporized form, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

(2) Any component, part, or accessory of such a device or delivery system that is used during its operation.

(3) Any flavored or unflavored liquid or substance containing nicotine, whether sold separately or sold in combination with any device or delivery system that could be used to deliver nicotine in aerosolized or vaporized form.

(4) Any product for use in an electronic nicotine device or delivery system whether or not it contains nicotine or tobacco or is derived from nicotine or tobacco.

(5) Electronic Cigarette Products shall not include any battery, battery charger, carrying case, or other accessory not used in the operation of the device if sold separately. Electronic Cigarette Products shall not include any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where that product is marketed and sold solely for such approved use. As used in this subsection, nicotine does not include any food products as that term is defined pursuant to Section 6359 of the California Revenue and Taxation Code.

"Flavored tobacco product" means any tobacco product that contains a constituent that imparts a characterizing flavor

"Proprietor" means a person with an ownership or managerial interest in a business. An ownership interest shall be deemed to exist when a person has a ten (10) percent or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest shall be deemed to exist when a person can or does have or share ultimate control over the day-to-day operations of a business.

"Self-service display" means the open display or storage of tobacco products or tobacco paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer and a direct person-to-person transfer between the purchaser and the retailer or employee of the retailer. A vending machine is a form of self-service display.

"Smoking" means possessing a lighted tobacco product, lighted tobacco paraphernalia, or any other lighted weed or plant (including a lighted pipe, cigar, hookah pipe, or cigarette of any kind) and means the lighting of a tobacco product, tobacco paraphernalia, or any other weed or plant (including a pipe, cigar, hookah pipe, or cigarette of any kind).

"Tobacco paraphernalia" means cigarette papers or wrappers, pipes, holders of smoking materials of all types, cigarette rolling machines, and any other item designed for the smoking, preparation, storing, or consumption of tobacco products.

"Tobacco product" means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, snus, bidis, or any other preparation of tobacco; any electronic device that delivers nicotine or other substances to the person inhaling

from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

"Tobacco retailer" means any person who sells, offers for sale, or does or offers to exchange for any form of consideration, tobacco, tobacco products or tobacco paraphernalia. "Tobacco retailing" shall mean the doing of any of these things. This definition is without regard to the quantity of tobacco, tobacco products, or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange.

SECTION 3. Calabasas Municipal Code Chapter 5.18.030 "Requirements and prohibitions" is to read as follows, with additions denoted by underlined text

- A. Tobacco Retailer Registration Required. It shall be unlawful for any person to act as a tobacco retailer in the city without first obtaining and maintaining a valid tobacco retailer's registration pursuant to this chapter for each location at which that activity is to occur.
- B. Lawful Business Operation. In the course of tobacco retailing or in the operation of the business or maintenance of the location for which a registration issued, it shall be a violation of this chapter for a registered tobacco retailer, or any of the registered tobacco retailer's agents or employees, to violate any local, state, or federal law applicable to tobacco products, tobacco paraphernalia, or tobacco retailing.
- C. Display of Registration. Each tobacco retailer registration shall be prominently displayed in a publicly visible location at the registered location.
- D. Positive Identification Required. No person engaged in tobacco retailing shall sell or transfer a tobacco product or tobacco paraphernalia to another person who appears to be under the age of twenty-seven (27) years without first examining the identification of the recipient to confirm that the recipient is at least the minimum age under state law to purchase and possess the tobacco product or tobacco paraphernalia.
- E. Minimum Age for Persons Selling Tobacco. No person who is younger than the minimum age established by state law for the purchase or possession of tobacco products shall engage in tobacco retailing.

- F. Self-Service Displays Prohibited. Tobacco retailing by means of a self-service display is prohibited.
- G. False and Misleading Advertising Prohibited. A tobacco retailer or proprietor without a valid tobacco retailer registration, including, for example, a person whose registration has been revoked:
1. Shall keep all tobacco products and tobacco paraphernalia out of public view. The public display of tobacco products or tobacco paraphernalia in violation of this provision shall constitute tobacco retailing without a registration under Section 5.18.120; and
 2. Shall not display any advertisement relating to tobacco products or tobacco paraphernalia that promotes the sale or distribution of such products from the tobacco retailer's location or that could lead a reasonable consumer to believe that such products can be obtained at that location.
- H. Sales of Electronic Cigarette Products Prohibited. No tobacco retailer shall sell or distribute any electronic cigarette product in retail establishments located within the City of Calabasas, including any non-flavored, mint, menthol, or flavored electronic cigarette product.

Section 4. Effective Date.

These amendments to the Tobacco Retailer Registration Ordinance shall take effect 180 days after the adoption of this ordinance.

SECTION 5. CEQA Findings.

The City Council hereby finds and determines that it can be seen with certainty that this Ordinance prohibiting the sale of electronic cigarette products in retail establishments is categorically exempt under the California Environmental Quality Act ("CEQA"). Accordingly, under the provisions of § 15061(b)(2) and §§ 15307 – 15308 of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of this Ordinance is not subject to review under the requirements of CEQA.

SECTION 6. Inconsistencies.

Any provision of the City's Municipal Code or appendices thereto that are inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby modified to the extent necessary to effect the provisions of this Ordinance.

SECTION 8. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Calabasas hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 9. Certification:

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

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.

Alicia Weintraub, Mayor

ATTEST:

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

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

Maricela Hernandez

From: Michael McConville
Sent: Tuesday, May 19, 2020 2:34 PM
To: Maricela Hernandez
Subject: FW: Letter to the Counsel Members

Hi Mari,

Can you please attach Mr. Younan's letter below as correspondence for the upcoming vaping ordinance item?

To clarify, on March 19, I notified Mr. Younan via email of the postponed ordinance meeting with a yet to be confirmed future date (which came to be the April 22 meeting) and asked him to check the website or contact me personally for updates related to the ordinance. He thanked me and stated that he would "keep an eye out for further information". On March 31, I sent a letter for the April 22nd meeting to all tobacco retailers via the addresses on file with the City's registered tobacco retailer list.

Michael McConville
Management Analyst
City of Calabasas
100 Civic Center Way
Calabasas, CA 91302
818-224-1600 Ext. 664

From: Shawn Younan <younanshawn48@gmail.com>
Sent: Tuesday, May 19, 2020 11:06 AM
To: Michael McConville <mmcconville@cityofcalabasas.com>
Subject: Re: Letter to the Counsel Members

Hello Michael,

I couldn't port it into a pdf or word so I just copied and pasted it into the email.

Thank you,
Shawn

Dear Counsel Members,

This is Shawn Younan, owner of Tobacco Royale Calabasas on Agoura Road. First I would like to express my complete and utter dismay for the lack of communication regarding the April 22, 2020 meeting pertaining to Ordinance No. 2020-383, the e-cig vapor ban. I just reopened my business on Saturday, May 16, 2020, after being shutdown for close to a month and a half due to COVID-19. The City has been sending all communication regarding City business to my home and business expect in the case of the April 22, 2020 meeting. That correspondence was sent only to the business address. In the midst of this worldwide pandemic the City was well aware that my business, and all non-essential retail businesses were closed. How did you expect that I would receive the correspondence in time to attend the April 22nd meeting? This City, through Mr. Michael McConville, has also been communicating with me via email and chose not to convey the message this way either. I thought it was the counsel's wish to hear from all patrons that wished to speak and be heard. It is my feeling that the City took advantage of this pandemic and found a way to intentionally silence me. I made it very clear at the March 17, 2020 hearing that I would attend any and all meetings pertaining to this subject as it directly impacts the potential success of my business. I now feel like the City has very blatantly excluded me and my business from this meeting. With that being said I have a few points I would like to get on the record before you make your final decision regarding this ordinance.

First and foremost, the City has not been forward with me since I first decided to purchase this business. In order to show you what I mean I have prepared a timeline of events which outlines the City's lack of transparency pertaining to Ordinance No. 2020-383. On January 8, 2020 I picked up the Application for Tobacco Retail License for Calabasas from Senior City Planner, Michael Klein. No mention of a possible ban. On January 24, 2020, I emailed the Bill of

Sale and the new Tax ID number, again to Senior City Planner, Michael Klein. No mention of a possible ban. On February 4, 2020 the previous owner had a hearing with the City wherein she conveyed that we were waiting on the lease to be finalized and she would no longer be affiliated with the business. No mention to her of the ban that was coming. Finally, on February 12, 2020, the final paperwork was turned in to Senior City Planner, Michael Klein. At this time the possibility of a ban was mentioned. One day before the counsel meeting was set to take place and 10 days after I officially took over the business. With the sale finalized I tracked down and spoke to the previous owner to see if the City ever made her aware that there was going to be a possible ban and she was not. The City had ample time to make me aware of what was to come but instead let the sale go through knowing good and well that this ban would negatively impact a business like mine. These actions have lead me to believe that all the City wants is the demise of any and all tobacco only related shops within city limits.

Second, what about the tax paying citizens of this community who depend on their alternative tobacco products? Tobacco usage has been around for longer than we can trace and there has never been an alternative until now. Based on the March 17, 2020 meeting I have gathered that none of your are tobacco users and therefore cannot begin to understand the constraints that it puts on your everyday life. I was a tobacco user for many years and have finally freed myself of this habit by way of electronic cigarettes and vapor products. This product has finally allowed me, and so many more like me, to begin living life again. A life without the sideways stare of disgust from those who could smell the after effects of my smoking a cigarette. Cities have started limiting where you could smoke and we (the smokers) were fine with that. What we are not fine with, however, is the overreach of local governments telling us what we can and cannot do with our own bodies. How can you exempt cigarettes and ban the only alternative that is available. I am 100% in agreement that there is a youth epidemic and something must be done about it, but this is not the way. Drunk driving has been a major problem among the youth but you don't see any action be taken against the alcohol companies. This is a double standard that cannot be tolerated.

Much of the campaign against electronic cigarettes and vapor products, is based upon the fear that encompassed the nation when young people were dying at an alarming rate due to an unknown cause. That cause is no longer unknown. It is no longer due to electronic cigarettes or vapor product usage. It was due to illicit, black market, THC cartridges. The CDC has identified the culprit to be Evali. The primary cause of Evali has been identified as vitamins E acetate. The CDC further encourages adults who have quit smoking cigarettes using vapor products not go back to smoking cigarettes. How do adults abide by the CDC's recommendation if the local governments ban these products? In the past few months we have put all of our protocols in the hand of the CDC and now we are going to ignore their recommendations regarding vaping. If you ban these products you will be opening the flood gates for black market products that are not regulated and may cause irreparable harm.

I am eager and willing to work with the City in finding realistic and viable solutions to ensure that vape and other tobacco related products stay out of the hands of children. One suggestion would be requiring all retailers that carry vapor products be required to have a POS system that requires a valid form of ID to move forward with all transactions. This way no mistakes can be made. I have taken many steps to ensure the safety of the community, especially the youth of this community. My establishment is a 21 year and over establishment. Entrance is prohibited if you are under the age of 21. No matter your age or frequency of visit, a valid ID is required every time. This was hard to implement and I got much backlash. I have permanently lost some customers due to the implementation of this POS system. For the rest of my customers they are aware of our industries uphill battle and are willing to work with me and the community.

If the above has not swayed to rethink this ordinance, I would like to make you aware that the State of California is in the process of attempting a statewide ban on all vape products. Should this bill pass it offers a level of uniformity for the entire State of California. It allows for all retailers to be on a level playing field. Should you pass this ordinance you would be pushing business out of the city and into the neighboring cities that do not have such an ordinance in place. This causes irreparable harm to only the businesses in your City. Please allow my business a chance to survive and wait until the state can make a decision as a whole.

Additionally, as of on or about May 4, 2020 the City of Los Angeles, unincorporated, is facing a lawsuit regarding the ordinance they passed banning the sale of flavored tobacco products. Should you like to follow the progress of this case the case number is 2:20-cv-04065. Without sounding threatening, should their outcome be successful I will follow suit. At this time I strongly urge you to follow this case and possibly wait to see what happens there.

I am asking is for a degree of fairness in what has proven to be a multitude of inactions by the City prior to my purchasing the business. I am again requesting that my store be grandfathered in order to rectify all the inaction set forth by the City. I am outraged that a prominent City, such as this one, would go to the extent of allowing an investor to lose hundreds of thousands of dollars just because you couldn't reasonably communicate the City's intention regarding Ordinance No. 2020-383. I should have been allowed to make a reasonable decision as to whether or not to move forward with this business in this location. I was so excited to be a part of a City that I heard so many great things about only to be treated like a common criminal when I clearly did nothing wrong. All I did was put my fate and the fate of my business in the hands of an organization that clearly did not care about one mans dream or investment.

Finally, I would like to put the City on notice that I will be exhausting all avenues and resources, legal or otherwise, to keep my business alive. It is my hope that it does not come down to the latter but I am prepared to move forward whatever outcome the City decides. Thank you all for your time and consideration.

Shawn Younan

On May 19, 2020, at 10:30 AM, Michael McConville <mmconville@cityofcalabasas.com> wrote:



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 18, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MAUREEN TAMURI, COMMUNITY DEVELOPMENT DIRECTOR, AICP
MICHAEL KLEIN, SENIOR PLANNER, AICP *MAK*

SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1669, AUTHORIZING APPLICATION FOR, AND RECEIPT OF, LOCAL EARLY ACTION PLANNING GRANTS PROGRAM FUNDS.

MEETING DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

That the City Council adopt Resolution No. 2020-1669 authorizing application for, and receipt of, up to \$150,000 from Local Early Action Planning (LEAP) Grant funding from the California State Department of Housing and Community Development.

BACKGROUND:

On January 27, 2020, the CA Department of Housing and Community Development released a Notice of Funding Availability (NOFA) for LEAP Grants Program. LEAP is made available as a portion of the Local Government Support Grants Program pursuant to Chapter 3.1 of the CA Health and Safety Code. The NOFA specifies that approximately \$120 million of funding is available to all local governments under the Program. Funds from the LEAP Program are intended to be used by local government for the preparation and adoption of planning documents and process improvements that accelerate housing production, and facilitate

compliance in implementing the sixth cycle of regional housing needs assessment (RHNA).

DISCUSSION/ANALYSIS:

The LEAP Grants Program is part of the broader Program formerly known as the Local Government Planning Support Grants Program, which was established as part of the 2019-2020 Budget Act. The Program provides a one-time grant funding to jurisdictions for technical assistance, preparation and adoption of planning documents. The over-arching goals of the Program are to 1) accelerate housing production; and 2) facilitate compliance to implement the sixth cycle of RHNA. Funding is available to every local government on a non-competitive basis, and is allocated by jurisdiction size based on population. With a population of approximately 24,000, Calabasas is allocated \$150,000 from the LEAP Grants Program.

As stated above, funds received from the LEAP Grants Program shall be used by a local government for the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance with the sixth cycle RHNA. The following list includes specific efforts for which the City is eligible to use the funds:

- a) Rezoning efforts to comply with Housing Element requirements.
- b) Preparing and adopting Housing Elements of the General Plan that include an implementation component to facilitate compliance with the sixth cycle RHNA.
- c) Completing environmental clearance to eliminate the need for project specific review.

Based on the Guidelines, Staff recommends that the City seek \$150,000 to be used for the Housing Element update that includes an implementation component to facilitate compliance with the sixth cycle RHNA and streamlined CEQA review. These efforts would be initiated based on the Planning Commission’s recommendations for the Housing Element update and Council approvals.

FISCAL IMPACT/SOURCE OF FUNDING:

There is no fiscal impact from the filing of the grant application. Should the application result in a grant award, the City would receive up to \$150,000 to be used for the preparation, adoption and implementation of efforts that streamline housing approvals and/or accelerate housing production.

REQUESTED ACTION:

Adopt Resolution No. 2020-1669 authorizing application for, and receipt of, up to \$150,000 from Local Early Action Planning (LEAP) Grant funding from the California State Department of Housing and Community Development.

ATTACHMENTS:

Attachment A: Resolution No. 2020-1669
Attachment B: Notice of Funding Availability – Local Early Action Planning Grants Program

**ITEM 4 ATTACHMENT A
RESOLUTION NO. 2020-1669**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS AUTHORIZING APPLICATION FOR, AND
RECEIPT OF, LOCAL GOVERNMENT PLANNING
SUPPORT GRANT PROGRAM FUNDS**

WHEREAS, pursuant to Health and Safety Code 50515 et. Seq, the Department of Housing and Community Development (Department) is authorized to issue a Notice of Funding Availability (NOFA) as part of the Local Government Planning Support Grants Program (hereinafter referred to by the Department as the Local Early Action Planning Grants program or LEAP); and

WHEREAS, the City Council of the City of Calabasas desires to submit a LEAP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for projects that assist in the preparation and adoption of planning documents and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing need assessment; and

WHEREAS, the Department has issued a NOFA and Application on January 27, 2020 in the amount of \$119,040,000 for assistance to all California Jurisdictions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALABASAS RESOLVES AS FOLLOWS:

SECTION 1. The Community Development Director is hereby authorized and directed to apply for and submit to the Department the Application package.

SECTION 2. In connection with the LEAP grant, if the Application is approved by the Department, the Community Development Director of the City of Calabasas is authorized to submit the Application, enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of \$150,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LEAP grant, the Applicant's obligations related thereto, and all amendments thereto; and

SECTION 3. The Applicant shall be subject to the terms and conditions as specified in the NOFA, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the NOFA

and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved Application.

PASSED, APPROVED AND ADOPTED this 27th day of May 2020, by the City Council of the City of Calabasas by the following vote:

Alicia Weintraub, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2771 / FAX (916) 263-2763
www.hcd.ca.gov



January 27, 2020

MEMORANDUM FOR: All Potential Applicants

**FROM: Zachary Olmstead, Deputy Director
Division of Housing Policy Development**

**SUBJECT: NOTICE OF FUNDING AVAILABILITY -
LOCAL EARLY ACTION PLANNING GRANTS PROGRAM**

The California Department of Housing and Community Development (Department) is pleased to announce the release of this Notice of Funding Availability (NOFA) for approximately \$119,040,000 as part of the Local Early Action Planning Grants Program (LEAP or Program). LEAP is made available as a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019). LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the sixth cycle of the regional housing need assessment (RHNA).

In order to be eligible for grant funding, an applicant must submit a completed, signed original application and an electronic copy on CD or USB flash drive. Applications will be accepted on an Over-the-Counter (OTC) basis as of the date of this NOFA through July 1, 2020. The Department encourages early applications and will accept applications post-marked by the July 1, 2020 deadline. Applicants may utilize various carrier services, such as the U.S. Postal Service, UPS, FedEx, or other carrier services. All applications must be submitted to the Department at the following address:

**California Department of Housing and Community Development
Division of Housing Policy Development
2020 West El Camino Ave, Suite 500
Sacramento, CA 95833**

Program applications, forms and instructions are available on the Department's website at <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>. If you have questions regarding this NOFA, please email the Department at EarlyActionPlanning@hcd.ca.gov.

Attachment

Local Governments Planning Support Grants
Maximum Award Allocation
(LEAP and REAP)

Determined 01/21/2020,
pursuant to HSC 50515.03

Jurisdiction	County	Jurisdiction Size	Population Range	Total Population*	Award Maximum (\$125,000,000)
Banning	Riverside	Small	Population 20,000-59,999	31,282	\$150,000
Barstow	San Bernardino	Small	Population 20,000-59,999	24,411	\$150,000
Beaumont	Riverside	Small	Population 20,000-59,999	48,237	\$150,000
Bell	Los Angeles	Small	Population 20,000-59,999	36,325	\$150,000
Bell Gardens	Los Angeles	Small	Population 20,000-59,999	43,051	\$150,000
Bellflower	Los Angeles	Medium	Population 60,000-99,999	77,682	\$300,000
Belmont	San Mateo	Small	Population 20,000-59,999	27,388	\$150,000
Belvedere	Marin	Very Small	Population <20,000	2,135	\$65,000
Benicia	Solano	Small	Population 20,000-59,999	27,499	\$150,000
Berkeley	Alameda	Medium to Large	Population 100,000-299,999	121,874	\$500,000
Beverly Hills	Los Angeles	Small	Population 20,000-59,999	34,504	\$150,000
Big Bear Lake	San Bernardino	Very Small	Population <20,000	5,512	\$65,000
Biggs	Butte	Very Small	Population <20,000	1,913	\$65,000
Bishop	Inyo	Very Small	Population <20,000	3,922	\$65,000
Blue Lake	Humboldt	Very Small	Population <20,000	1,280	\$65,000
Blythe	Riverside	Very Small	Population <20,000	19,389	\$65,000
Bradbury	Los Angeles	Very Small	Population <20,000	1,069	\$65,000
Brawley	Imperial	Small	Population 20,000-59,999	27,417	\$150,000
Brea	Orange	Small	Population 20,000-59,999	44,890	\$150,000
Brentwood	Contra Costa	Medium	Population 60,000-99,999	63,042	\$300,000
Brisbane	San Mateo	Very Small	Population <20,000	4,692	\$65,000
Buellton	Santa Barbara	Very Small	Population <20,000	5,291	\$65,000
Buena Park	Orange	Medium	Population 60,000-99,999	83,995	\$300,000
Burbank	Los Angeles	Medium to Large	Population 100,000-299,999	107,149	\$500,000
Burlingame	San Mateo	Small	Population 20,000-59,999	30,294	\$150,000
Butte County	Butte	Medium	Population 60,000-99,999	81,707	\$300,000
Calabasas	Los Angeles	Small	Population 20,000-59,999	24,296	\$150,000
Calaveras County	Calaveras	Small	Population 20,000-59,999	41,036	\$150,000
Calexico	Imperial	Small	Population 20,000-59,999	41,199	\$150,000
California City	Kern	Very Small	Population <20,000	14,875	\$65,000
Calimesa	Riverside	Very Small	Population <20,000	8,876	\$65,000

*Data Source: Demographic Research Unit, California Department of Finance
e-mail: ficalpop@dof.ca.gov phone: 916-323-4086



CITY *of* CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 18, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1662, APPROVING THE RECOMMENDATION FROM THE PLANNING COMMISSION TO CHANGE THE REGULAR COMMISSION MEETING START TIME FROM 7:00 P.M. TO 6:00 P.M.

BACKGROUND:

Regular meetings of the Calabasas Planning Commission take place on Thursday evenings with a start time of 7:00 p.m. CMC Section 2.28.050 states as follows:

“Regular meetings of the commission shall be held on the second and fourth Thursday of each month, or the next succeeding day which is not a holiday, at seven p.m., or at such other time as the commission may recommend and the city council may establish by resolution.”

Meanwhile, the Commission may also set a meeting for any other day and time as a special meeting of the Commission.

Often the Planning Commission must consider development proposals involving a high degree of complexity and public interest, requiring substantive and lengthy staff reports, extensive public hearing comment, and appropriately contemplative discussion and consideration by the commission members. With this in mind, and to afford ample opportunity for full consideration of all matters on the meeting agenda, the Commission members often prefer to convene their regular meetings at an earlier time – 6:00 p.m. Each instance when this has occurred, the Commission meeting had to be noticed as a “special meeting” of the Commission, even though

the meeting was nonetheless occurring on the regular meeting day. Identification of such a meeting as "Special Meeting" on the posted and mailed meeting agenda and on the City's website has often created confusion among members of the public, and among some commissioners as well.

On February 6, 2020 the Planning Commission voted to recommend to the City Council that regular meetings of the Commission officially begin at 6:00 p.m. The attached resolution (City Council Resolution No. 2020-1662) will accomplish the requested change, consistent with CMC 2.28.050.

FISCAL IMPACT/SOURCE OF FUNDING:

There are no fiscal effects associated with this action.

REQUESTED ACTION:

Staff recommends that the City Council adopt Resolution No. 2020-1662, changing the meeting start time for regular meetings of the Planning Commission from 7:00 p.m. to 6:00 p.m.

ATTACHMENTS:

Resolution No. 2020-1662

**ITEM 5 ATTACHMENT
RESOLUTION NO. 2020-1662**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, APPROVING THE
RECOMMENDATION FROM THE PLANNING COMMISSION
TO CHANGE THE REGULAR COMMISSION MEETING
START TIME FROM 7:00 P.M. TO 6:00 P.M.**

WHEREAS, Calabasas Municipal Code Section 2.28.050 specifies that “(r)egular meetings of the commission shall be held on the second and fourth Thursday of each month, or the next succeeding day which is not a holiday, at seven p.m., or at such other time as the commission may recommend and the city council may establish by resolution”; and

WHEREAS, On February 6, 2020 the members of the Planning Commission voted to recommend to the City Council that the start time for regular meetings of the commission be changed from 7:00 p.m. to 6:00 p.m. in order to better allow for full consideration of all matters on commission meeting agendas;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Calabasas, California, that regular meetings of the Calabasas Planning Commission shall begin at 6:00 p.m. on the second and fourth Thursday of each month, beginning on June 11, 2020 and continuing indefinitely, until such time that the Council may again revise.

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

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

Maricela Hernandez, City Clerk
Master Municipal Clerk

Scott H. Howard
Colantuono, Highsmith & Whatley, PC
California Professional Municipal Clerk
City Attorney



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MAY 1, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MARICELA HERNANDEZ, MMC, CITY CLERK *MHC*

SUBJECT: ADOPTION OF RESOLUTION NOS. 2020-1677, 2020-1678 AND 2020-1679, REGARDING THE CALABASAS GENERAL MUNICIPAL ELECTION TO BE HELD NOVEMBER 3, 2020

MEETING

DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

That the City Council adopt the necessary resolutions for the Calabasas General Municipal Election to be held on November 3, 2020.

BACKGROUND:

Resolution Nos. 2020-1677, 2020-1678 and 2020-1679 are the standard resolutions required to conduct the election and have been adopted during each of the previous election cycles.

DISCUSSION:

Resolution No. 2020-1677 – Calls and gives notice of the holding of the General Municipal Election for the purpose of electing two Councilmembers. This resolution also addresses administrative matters related to conducting the election.

Resolution No. 2020-1678 – Requests the assistance of the County of Los Angeles in providing the names and addresses of eligible registered voters in the City. The County also provides administrative services such as signature verifications for

candidate nomination papers. This is a standard resolution and has been adopted for all previous elections.

Resolution No. 2020-16779 – Adopts regulations for the candidates’ statements that will appear in the voter information guide. This is a standard resolution and has been adopted for all previous elections.

RECOMMENDATION:

That the City Council adopt Resolution Nos. 2020-1677, 2020-1678 and 2020-1679, for the Calabasas General Municipal Election to be held on November 3, 2020.

ATTACHMENTS:

- A. Resolution No. 2020-1677
- B. Resolution No. 2020-1678
- C. Resolution No. 2020-1679

**ITEM 6 ATTACHMENT A
RESOLUTION NO. 2020-1677**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES.

WHEREAS, under the provisions of the laws relating to General Law Cities in the State of California, a General Municipal Election shall be held on November 3, 2020, for the election of Municipal Officers.

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

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Calabasas, California, on Tuesday, November 3, 2020, a General Municipal Election for the purpose of electing two members of the City Council for the full term of four years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That vote centers for the election shall be open as required during the identified voting period pursuant to Elections Code sections 4007 and 14401.

SECTION 5. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 6. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 7. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los

Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Elections Code § 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 8. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 9. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

**ITEM 6 ATTACHMENT B
RESOLUTION NO. 2020-1678**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020.

WHEREAS, a General Municipal Election is to be held in the City of Calabasas, California, on November 3, 2020; and

WHEREAS, in the course of conduct of the election it is necessary for the City to request services of the County; and

WHEREAS, all necessary expenses in performing these services shall be paid by the City of Calabasas.

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

SECTION 1. That pursuant to the provisions of § 10002 of the Elections Code of the State of California, this City Council requests the Board of Supervisors of the County to permit the County Elections Department to prepare and furnish the following for use in conducting the election:

1. A listing of county precincts within the City;
2. The voter record of the names and address of all eligible registered voters in the City in order that the City's consultant may:
 - a. Produce labels for voter information guides;
3. Voter signature verification services as needed

SECTION 2. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 3. That the City Clerk is directed to forward without delay to the Board of Supervisors and to the County Elections Department, each a certified copy of this resolution.

SECTION 4. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

**ITEM 6 ATTACHMENT C
RESOLUTION NO. 2020-1679**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES' STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020.

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement;

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

SECTION 1. GENERAL PROVISIONS.

That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at the General Municipal Election to be held in the City of Calabasas on November 3, 2020, may prepare a candidate statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 400 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. FOREIGN LANGUAGE POLICY.

Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County of Los Angeles. The County is required to translate candidates' statements into the following languages: Armenian, Chinese, Cambodian/Khmer, Farsi, Hindi, Japanese, Korean, Spanish, Tagalog/Filipino, Thai and Vietnamese.

- A. The County will mail separate voter information guides and candidates' statements to only those voters who are on the county voter file as having requested a voter information guide in a particular language.

The County will make the voter information guides and candidates' statements in the required languages available at all vote centers, on the County's website, and in the Election Official's office.

SECTION 3. PAYMENT.

A. Translations:

1. The candidate shall not be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in (A) of Section 2 above pursuant to Federal and/or State law.
2. The candidate shall be required to pay for the cost of translating the candidate's statement into any foreign language that is not required as specified in (A) of Section 2 above, pursuant to Federal and/or State law, but is requested as an option by the candidate.

B. Printing:

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall not be required to pay for the cost of printing the candidate's statement in a foreign language required in (A) of Section 2 above, in the main voter pamphlet.

The City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. MISCELLANEOUS.

- A) All translations shall be provided by professionally-certified

translators.

- B) The City Clerk shall allow (bold type) (underlining) (capitalization) (indentations) (bullets) (leading hyphens) to the same extent and manner as allowed in previous City elections.
- C) The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 5. ADDITIONAL MATERIALS.

No candidate will be permitted to include additional materials in the voter information guide.

SECTION 6. That the City Clerk shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

SECTION 7. That all previous resolutions establishing Council policy on payment for candidates' statements are repealed.

SECTION 8. That this resolution shall apply only to the election to be held on November 3, 2020 and shall then be repealed.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 18, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER

SUBJECT: RECOMMENDATION TO AWARD A CONTRACT IN AN AMOUNT NOT TO EXCEED \$110,000.00 TO HAYNES BUILDING SERVICES FOR JANITORIAL SERVICES FOR CALABASAS CITY HALL, LIBRARY AND SENIOR CENTER FOR ONE YEAR

MEETING DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

Recommendation to award a contract in an amount not to exceed \$110,000.00 to Haynes Building Services, to provide Janitorial Services for Calabasas City Hall, Library and Senior Center for one year.

BACKGROUND:

The City has contracted with Haynes since 2016 for janitorial services. During this time, they have provided good to excellent service. The current contract expires at the end of this month. During the ongoing COVID-19/Coronavirus pandemic and subsequent closure of city facilities, it did not seem prudent to go out to formal bid. The bid process would entail site visits and walk through by all prospective bidders and seemed unwise during the stay-at-home order. At the end of this one-year contract extension, it is staff's intention to go out to formal bid.

The contract extension incorporates an additional hour of labor each evening for cleaning crew to accomplish required tasks requested by staff in City Hall and a minimum wage increase. The Library will have an additional hour of labor on

Saturday and the Senior Center will have an additional hour of labor each night of service.

DISCUSSION/ANALYSIS:

The Civic Center buildings are certified with a rating of Gold in Leadership in Energy and Environmental Design (LEED) and the City requires janitorial service providers to demonstrate that they are capable of maintaining a “green” cleaning and building maintenance program. Haynes has demonstrated that it can maintain our high environmental standards.

Haynes Building Services has over 50 years of experience in janitorial services and currently maintains over 300 million square feet of building space in 46 states. It currently services the cities of Glendale and Alhambra. Haynes is committed to “Green Cleaning” and incorporates Material Safety Data Sheets, Green sealed-certified cleaning products, materials and training to help improve safety and health and maintain environmental clean practices.

Haynes’ crew has been performing the Disinfectant Touch Point Process and additional detail cleaning during the COVID-19 outbreak. This Disinfectant Touch Point Process involves the cleaning of all touch point areas and surfaces before applying a disinfectant, which must stay in surface between 5 to 10 minutes, and takes longer than the regular cleaning. A standard EPA-approved disinfectant is used to sanitize critical items that come into contact with skin, (hands). This includes shared articles that city facility staff touch (touchpoints) throughout the course of any given workday, regardless the amount of traffic. Detail cleaning involved from high dusting and low dusting, low dusting and cleaning under the desk area, currently washing trashcans inside and out, cleaning walls. Responding to any cleaning request in specific areas and scrubbing restrooms.

REQUESTED ACTION:

Recommendation to award a contract in an amount not to exceed \$110,000.00 to Haynes Building Services for janitorial services for the Calabasas City Hall, Library and Senior Center for one year.

ATTACHMENTS: Professional Services Agreement between the City of Calabasas and Haynes Building Services to provide janitorial Services for Calabasas City Hall, Library and Senior Center.



CITY of CALABASAS

PROFESSIONAL SERVICES AGREEMENT

CONTRACT SUMMARY

Name of Contractor:	Haynes Building Service, LLC
City Department in charge of Contract:	Administrative Services
Contact Person for City Department:	John Bingham
Period of Performance for Contract:	June 1, 2020 to May 30, 2021 One year
Not to Exceed Amount of Contract:	\$110,000.00
Scope of Work for Contract:	Attached

Insurance Requirements for Contract:

yes no - Is General Liability insurance required in this contract?

If yes, please provide coverage amounts:

yes no - Is Auto insurance required in this contract?

If yes, please provide coverage amounts:

yes no - Is Professional insurance required in this contract?

If yes, please provide coverage amounts:

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

If yes, please provide coverage amounts:

Other:

Proper documentation is required and must be attached.

Initials: (City) JS (Contractor) JB

PROFESSIONAL SERVICES AGREEMENT
Haynes Building Service, 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 Service, LLC a California corporation (“Consultant”).

2. RECITALS

- 2.1 City has determined that it requires the following professional services from a consultant: Janitorial services for 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 May 2020 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in Consultant’s May 2020 fee schedule to City attached hereto as Exhibit B and incorporated herein by this reference.
- 3.3 “Commencement Date”: June 1, 2020.
- 3.4 “Expiration Date”: May 30, 2021.

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.



Initials: (City) JS (Contractor) SR

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 One Hundred Ten Thousand Dollars (\$110,000.00) unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. **Steve Putnam/Juan Garcia** 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

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receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.

- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services.

7. OWNERSHIP OF WRITTEN PRODUCTS

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

8. RELATIONSHIP OF PARTIES

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

9. CONFIDENTIALITY

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

Initials: (City) JB (Contractor) SP

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

Initials: (City) JB (Contractor) SR

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.

Initials: (City) MB (Contractor) AS

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

12. MUTUAL COOPERATION

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- 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 Service,
LLC
16027 Arrow Highway,
Suite I
Irwindale, CA 91706
Attn: Steve Putnam, VP/CM
Telephone: (626) 480-7900
Cell: (651) 247-1093

Initials: (City) JB (Contractor) SP

With courtesy copy to:

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

16. SURVIVING COVENANTS

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

17. TERMINATION

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

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

18. GENERAL PROVISIONS

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

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

Initials: (City) YB (Contractor) SR

- 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.
- 18.10 In consideration of this agreement, consultant (or artist(s), or performer(s) grants to city and its officers and employees, the right to film, through photography, video, or other media, the performance(s) contemplated under this agreement. The city is authorized to use of the performer(s) name(s) and/or Artist approved photographs. The city is also authorized, without limitation, to broadcast or re-broadcast the performance(s) on City CTV, through the city's website, news media, or through other forms of media (e.g. streaming).

Initials: (City)



(Contractor)



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: _____
Alicia Weintraub, Mayor

By:  _____
Steve Putnam, Vice President/General Manager

Date: _____

Date: 5-19-20

By: _____
Robert Yalda, Director of Public Works

Date: _____

By:  _____
John Bingham, Administrative Services Manager

Date: 5-19-2020

Attest:

By: _____
Maricela Hernandez, MMC, CPMC
City Clerk

Date: _____

Approved as to form:

By: _____
Scott H. Howard
Colantuono, Highsmith & Whatley, PC
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 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 OF CALABASAS SCOPE OF WORK

I. 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):

A. DALY MAINTENANCE

General Areas

- 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 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 wastewater.
- Shut off manual room light switches at the end of work shift.
- Leave doors as found (open/closed) at the end of work shift.

Lobby Areas

- Empty all trash receptacles, replace liners.
- Dust all horizontal surfaces to 6' high.
- Dust all furniture, desks, chairs, filing cabinets, and tables. Note: papers on desks are not to be disturbed, sanitize desktops, chair handles.
- Dust all air vents and window blinds.
- Clean main entrance doorway, Sanitize the entry door handles.
- Clean, polish, and sanitize drinking fountains.
- Wet mop and disinfect lobby and all non-carpeted floors.

- Spot clean partitions, walls, doors, and carpets.
- Vacuum all carpeted areas and floor mats
- Sweep and spot mop all hard surface floors.

Restrooms

- Empty trash receptacles, replace liners.
- Sanitize and polish sinks, toilet bowls, and urinals.
- Clean and polish pipe fixtures.
- Clean and sanitize top and bottom of toilet seats.
- Clean glass and mirrors.
- Sweep and mop floors with disinfectant cleaner.
- Disinfect toilet partitions and urinal partitions.
- Remove spots, stains, and splashes from walls and doors
- Remove fingerprints and Sanitize light switches, doors, and frames.
- Remove marks from kick plates and push plates.
- Refill all dispensers with stock furnished by the building.
- Dust horizontal surfaces to 6 feet high.
- Dust all air vents.

Kitchen / Breakrooms

- Clean and disinfect the upstairs and downstairs break rooms, including, sinks, counters, tables, coffee makers, and microwaves. Wash any dirty dishes.
- Empty all trash receptacles, replace liners.
- Clean and sanitize sinks, tabletops, and counter tops.
- Restock all dispensers from stock furnished by the building.
- Remove fingerprints spot clean and sanitize light switches, frames and doors
- Remove marks from kick plates and push plates.
- Dust horizontal surfaces to 6 feet high.
- Vacuum all carpeted areas.(If any)
- Sweep and mop all hard surface floors with approved disinfectant
- Wipe down and sanitize exterior of microwave ovens and front/top of refrigerator.
- Clean and sanitize refrigerator. (E mail will be send out with days)

Office Areas

- Empty all trash receptacles, replace liners.
- Dust all horizontal surfaces to 6' high.
- Dust all furniture, desks, chairs, filing cabinets, and tables. Note: papers on desks are not to be disturbed, Sanitize desktops and chair handles.
- Clean and sanitize telephones, light switch and door handles
- Dust all air vents and window blinds.
- Dust all high reach areas above 6' (including indirect lighting).
- Spot clean all horizontal and vertical surfaces removing finger prints, smudges, and stains, including partitions, walls, doors, and carpets

- Edge vacuum carpets
- Vacuum all carpeted areas and floor mats.
- Sweep and mop hard surface floors areas

Stairways/Elevators

- Dust and damp wipe, sanitize handrails in stairwells.
- Vacuum carpeted areas.
- Sweep and spot mop all stairwells.
- Clean and polish all bright work.
- Clean elevator thresholds.
- Dust and damp wipe and sanitize elevator interiors.

II. 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):

Please note: Trash and recycling areas are located on the exterior rear of the building.

A. DALY MAINTENANCE

General Areas

- 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 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 wastewater.
- Shut off manual room light switches at the end of work shift.
- Leave doors as found (open/closed) at the end of work shift.

Lobby Areas

- Empty all trash receptacles, replace liners.
- Dust all horizontal surfaces to 6' high.
- Dust all furniture, desks, chairs, filing cabinets, and tables. Note: papers on desks are not to be disturbed, sanitize desktops, chair handles.
- Dust all air vents and window blinds.
- Clean main entrance doorway, Sanitize the entry door handles.
- Clean, polish, and sanitize drinking fountains.
- Wet mop and disinfect lobby and all non-carpeted floors.
- Spot clean partitions, walls, doors, and carpets.
- Vacuum all carpeted areas and floor mats
- Sweep and spot mop all hard surface floors.

Restrooms

- Empty trash receptacles, replace liners.
- Sanitize and polish sinks, toilet bowls, and urinals.
- Clean and polish pipe fixtures.
- Clean and sanitize top and bottom of toilet seats.
- Clean glass and mirrors.
- Sweep and mop floors with disinfectant cleaner.
- Disinfect toilet partitions and urinal partitions.
- Remove spots, stains, and splashes from walls and doors
- Remove fingerprints and Sanitize light switches, doors, and frames.
- Remove marks from kick plates and push plates.
- Refill all dispensers with stock furnished by the building.
- Dust horizontal surfaces to 6 feet high.
- Dust all air vents.

Kitchen / Breakrooms

- Clean and disinfect break rooms, including, sinks, counters, tables, coffee makers, and microwaves.
- Empty all trash receptacles, replace liners.
- Clean and sanitize sinks, tabletops, and counter tops.
- Restock all dispensers from stock furnished by the building.
- Remove fingerprints spot clean and sanitize light switches, frames and doors
- Remove marks from kick plates and push plates.
- Dust horizontal surfaces to 6 feet high.
- Vacuum all carpeted areas.(If any)
- Sweep and mop all hard surface floors with approved disinfectant
- Wipe down and sanitize exterior of microwave ovens and front/top of refrigerator.
- Clean and sanitize refrigerator. (E mail will be send out with days)

Office Areas

- Empty all trash receptacles, replace liners.
- Dust all horizontal surfaces to 6' high.
- Dust all furniture, desks, chairs, filing cabinets, and tables. Note: papers on desks are not to be disturbed, Sanitize desktops and chair handles.
- Clean and sanitize telephones, light switch and door handles
- Dust all air vents and window blinds.
- Dust all high reach areas above 6' (including indirect lighting).
- Spot clean all horizontal and vertical surfaces removing finger prints, smudges, and stains, including partitions, walls, doors, and carpets
- Edge vacuum carpets
- Vacuum all carpeted areas and floor mats.
- Sweep and mop hard surface floors areas

Stairways/Elevators

- Dust and damp wipe, sanitize handrails
- Vacuum carpeted areas.
- Clean and polish all bright work.
- Clean elevator thresholds.

III. Senior Center

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 6:00 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):

Please note: Trash and recycling areas are located on the exterior rear of the building.

A. DALY MAINTENANCE

General Areas

- 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 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 wastewater.
- Shut off manual room light switches at the end of work shift.
- Leave doors as found (open/closed) at the end of work shift.

Lobby Areas

- Empty all trash receptacles, replace liners.
- Dust all horizontal surfaces to 6' high.
- Dust all furniture, desks, chairs, filing cabinets, and tables. Note: papers on desks are not to be disturbed, **sanitize** desktops, chair handles.
- Dust all air vents and window blinds.
- Clean main entrance doorway, Sanitize the entry door handles.
- Clean, polish, and sanitize drinking fountains.
- Wet mop and disinfect lobby and all non-carpeted floors.
- Spot clean partitions, walls, doors, and carpets.
- Vacuum all carpeted areas and floor mats
- Sweep and spot mop all hard surface floors.

Restrooms

- Empty trash receptacles, replace liners.
- Sanitize and polish sinks, toilet bowls, and urinals.
- Clean and polish pipe fixtures.
- Clean and sanitize top and bottom of toilet seats.
- Clean glass and mirrors.
- Sweep and mop floors with disinfectant cleaner.
- Disinfect toilet partitions and urinal partitions.
- Remove spots, stains, and splashes from walls and doors
- Remove fingerprints and Sanitize light switches, doors, and frames.
- Remove marks from kick plates and push plates.
- Refill all dispensers with stock furnished by the building.
- Dust horizontal surfaces to 6 feet high.
- Dust all air vents.

Kitchen / Breakrooms

- Clean and disinfect the upstairs and downstairs break rooms, including, sinks, counters, tables, coffee makers, and microwaves. Wash any dirty dishes.
- Empty all trash receptacles, replace liners.
- Clean and sanitize sinks, tabletops, and counter tops.
- Restock all dispensers from stock furnished by the building.
- Remove fingerprints spot clean and sanitize light switches, frames and doors
- Remove marks from kick plates and push plates.
- Dust horizontal surfaces to 6 feet high.
- Vacuum all carpeted areas.(If any)
- Sweep and mop all hard surface floors with approved disinfectant
- Wipe down and sanitize exterior of microwave ovens and front/top of refrigerator.
- Clean and sanitize refrigerator. (E mail will be send out with days)

Office Areas

- Empty all trash receptacles, replace liners.
- Dust all horizontal surfaces to 6' high.
- Dust all furniture, desks, chairs, filing cabinets, and tables. Note: papers on desks are not to be disturbed, Sanitize desktops and chair handles.
- Clean and sanitize telephones, light switch and door handles
- Dust all air vents and window blinds.
- Dust all high reach areas above 6' (including indirect lighting).
- Spot clean all horizontal and vertical surfaces removing finger prints, smudges, and stains, including partitions, walls, doors, and carpets
- Edge vacuum carpets
- Vacuum all carpeted areas and floor mats.
- Sweep and mop hard surface floors areas

Stairways/Elevators

- Dust and damp wipe, sanitize handrails in stairwells.
- Vacuum carpeted areas.
- Sweep and spot mop all stairwells.
- Clean and polish all bright work.
- Clean elevator thresholds.

IV. WEEKLY MAINTENANCE

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

CITY HALL AND COUNCIL CHAMBERS

- Wipe down or vacuum chair upholstery.
- Spot clean all walls.
- Dust furniture, bookshelves, 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.

LIBRARY, ASSEMBLY HALL AND BOOKSTORE

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

SENIOR CENTER

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

V. MONTHLY MAINTENANCE

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

CITY HALL AND COUNCIL CHAMBERS, LIBRARY, ASSEMBLY HALL, BOOKSTORE AND SENIOR CENTER

- Clean and disinfect refrigerator.
- Damp clean all wood base molding.
- Perform high dusting on ceiling vents, top of bookshelves and wainscots.
- Clean interior of all glass windows and skylights.
- Exterior of all glass windows to be cleaned on a quarterly basis.
- Damp clean all wood base molding.
- Clean and disinfect refrigerator.
- Perform high dusting on ceiling vents, top of bookshelves and wainscots.
- Wipe clean and disinfect metal magazine shelf racks.
- Clean interior and exterior of all glass windows and skylights.

VI. SEMI-ANNUAL MAINTENANCE:

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

CITY HALL AND COUNCIL CHAMBERS, LIBRARY, ASSEMBLY HALL, BOOKSTORE AND SENIOR CENTER

- 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 bi-weekly or as needed.

EXHIBIT B
APPROVED FEE SCHEDULE

Pricing Structure for The City Of Calabasas:

CUSTODIAL SERVICES			
Location	Year 1 07/01/2020- 06/30/2021	Year 2 07/01/2021- 06/30/2022	Year 3 07/01/2022- 06/30/2023
City Hall 100 Civic Center Calabasas, CA 91302	\$4,387.06	\$4,719.23	\$4,969.35
Library 100 Civic Center Calabasas, CA 91302	\$2,559.16	\$2,752.93	\$2,898.84
Senior Center 100 Civic Center Calabasas, CA 91302	\$2,159.23	\$2,322.71	\$2,445.81

- City Hall – Additional hour of labor each night to accomplish the tasks that we discussed were not getting done during our Walk through this past spring. We now have 4 hours per shift per EE to complete City Hall. Minimum wage increase from \$13 to \$14.
- Library – Minimum wage increase and 1 additional hour on Saturday service, from 3 to 4 hours.
- Senior Center – additional hour of labor each night, from 3 hours per night to 4 hours per night. Minimum wage increase.
- Year two is same labor hours but includes the \$1 minimum wage increase.
- Year three is same labor hours but includes the a CPI estimate wage increase of \$.75/hr.



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MAY 13, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: ADOPTION OF RESOLUTION NO. 2020-1671 TO INCLUDE A LIST OF PROJECTS FUNDED BY SENATE BILL 1 (THE ROAD REPAIR AND ACCOUNTABILITY ACT) TO THE FISCAL YEAR 2020-21 BUDGET FOR THE CAPITAL IMPROVEMENT PROGRAM.

MEETING

DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 2020-1671 (Attachment A) to include a list of projects to be funded under Senate Bill 1 (the Road Repair and Accountability Act (RMRA)) to the Fiscal Year 2020-21 Budget for the Capital Improvement Program.

BACKGROUND/ DISCUSSION:

On January 10, 2018, the City Council adopted Resolution No. 2018-1575 to accept the RMRA as one of the funding sources for improvement projects in the City's Capital Improvement Program. The City submitted a list of improvement projects and has since received funding from the State Controller for those projects. In order to be eligible for SB 1 funding for the upcoming fiscal year, the City must adopt a new resolution and a project list. This process will have to be repeated on a yearly basis. It is estimated the City will receive approximately \$457,798 of RMRA funding for the Fiscal Year 2020-21.

Each project utilizing RMRA funds is required to include the following information: project description, specific location, proposed schedule for its completion, and the estimated useful life. Proposed project lists must be included in the City's Adopted Resolution (public record of the action taken). The proposed and relisted projects are included in Attachment A.

Consequently, staff submitted a list of projects to the CTC (California Transportation Commission) staff for review and approval.

FISCAL IMPACT/SOURCE OF FUNDING:

Pursuant to the CTC's August 2017 Final Annual Reporting Guidelines for 2017 Local Streets and Roads Funding, the proposed projects from the list will be funded through the Road Maintenance and Rehabilitation Account (RMRA) revenues under the Senate Bill 1. The budget should be adjusted accordingly to comply with the CTC's funding requirements.

REQUESTED ACTION:

Staff recommends that the City Council adopt Resolution No. 2020-1671 (Attachment A) to include a list of projects to be funded under Senate Bill 1 (the Road Repair and Accountability Act (RMRA)) to the Fiscal Year 2020-21 Budget for the Capital Improvement Program.

ATTACHMENTS:

Attachment A: Resolution No. 2020-1671

**ITEM 8 ATTACHMENT A
RESOLUTION NO. 2020-1671**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CALABASAS, CALIFORNIA, ADOPTING THE FISCAL
YEAR 2020-21 LIST OF PROJECTS FUNDED BY SB 1:
THE ROAD REPAIR AND ACCOUNTABILITY ACT.**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City/County are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City/County must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City/County, will receive an estimated \$457,798 in RMRA funding in Fiscal Year 2020-21 from SB 1; and

WHEREAS, this is the fourth year in which the City/County is receiving SB 1 funding and will enable the City/County to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate approximately 60 lane miles of streets/roads and replace aging traffic control devices, add active transportation infrastructure and other projects throughout the City into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in a good condition and this revenue will help us maintain the overall quality of our road system and over the next decade will continue to maintain our streets and roads in a good condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure and other assets with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE, IT IS HEREBY RESOLVED, ORDERED AND FOUND BY the City Council of the City of Calabasas, as follows:

1. The foregoing recitals are true and correct
2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2020-21 Road Maintenance and Rehabilitation Account revenues:

Project Title: Annual Street Resurfacing Program

Project Description: The program is to overlay the street pavement based on the Pavement Management Index ratings.

Project Location: Old Topanga Canyon Rd and various other city streets including but not limited to Malibu Hills Rd, Marigold Ct, Sunflower Ct, Lupine Lane, Ludgate Dr, Meadow Lark Dr

Estimated Project Schedule: Start (06/21) – Completion (08/21)

Estimated Project Useful Life: 15 years

Project Title: Traffic Control Devices -Advanced Traffic Controllers at traffic signalized intersections

Project Description: Current controllers do not provide the level of functionality to cope with changing traffic patterns on daily, weekly and seasonal basis. Advanced traffic controllers allow the City to preset various green intervals and cycle lengths in response to traffic demand. Replacement of the controllers will occur primarily at the signals on Parkway Calabasas, Lost Hills Rd and Calabasas Rd. These are the major thoroughfares in the City.

Project Location: Ten Locations - Parkway Calabasas @Park Entrada, @Paseo Primario; Calabasas Rd @ Parkway Calabasas, @Civic Center Way, @Common Ways, @Park Granada; Park Granada @Park Sorrento, @Park Capri; Lost Hills Rd @Agoura Rd, @Canwood St.

Estimated Project Schedule: Start (06/21) – Completion (09/21)

Estimated Project Useful Life: 16 years

3. The following previously proposed and adopted project may also utilize Fiscal Year 2020-21 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City/County is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project Title: Mulholland Hwy Gap Closure

Project Description: The improvements on Mulholland Hwy adjacent to the Calabasas High School and Old Topanga Cyn Rd. They include sidewalk connecting between the eastern high school driveway on Mulholland Highway and an access road to the high school on Old Topanga Canyon Road. It will also include extending the existing Class II bike facility to both Old Topanga Canyon Road and Mulholland Hwy

Project Location: Mulholland Hwy between Old Topanga Cyn Rd and 770 feet east of Old Topanga Cyn Rd and Old Topanga Cyn Rd between Mulholland Hwy and 810 feet north of Mulholland Hwy

Estimated Project Schedule: Start (05/21) – Completion (12/21)

Estimated Project Useful Life: 25 years

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

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MAY 13, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: RECOMMENDATION TO REJECT ALL BIDS FOR THE MULHOLLAND
HIGHWAY GAP CLOSURE PROJECT, SPECIFICATION NO. 19-20-02

MEETING
DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

Staff recommends that City Council reject all bids for the Mulholland Highway Gap Closure Project, Specification No. 19-20-02. Staff also recommends that the project be postponed until additional funding is secured for its construction, which is anticipated to be June, 2021.

DISCUSSION/ANALYSIS:

Calabasas' Mulholland Hwy Gap Closure Project is primarily a safety and active transportation capacity enhancement project with the following specific pedestrians and cyclists improvement features:

- 1] Active transportation modes will be improved with the elimination of pedestrian gap closures and extension of bicycle facilities on Mulholland Hwy and Old Topanga Canyon Rd adjacent to the Calabasas High School;
- 2] New retaining walls will help stabilize the hillside that is to be cut for a new bike lane and wider pedestrian sidewalk on Topanga Canyon Rd; and,
- 3] All improvements will be consistent and retain the corridor's design elements.

Prior to completing the project for bidding, staff performed value engineering analysis to ensure only essential improvements are designed for the project.

The project was advertised for bidding on March 10, 2020, with Bid Opening scheduled for April 21, 2020. The Bid Opening for this project was conducted through Zoom Teleconference, due to the City Hall being closed to the public. There were six bids submitted for this project. The decision to award the project was based on the lowest responsible and responsive bidder. The lowest bid amount was \$2,163,446. However, the bid from the lowest bidder was not responsive, therefore, the City cannot award the project to the firm. The second lowest bidder, whose bid amount was \$2,649,451, was \$486,005 higher than the lowest bid amount. If the second lowest bid amount includes a 20% contingency, which is typical of the project of this magnitude, to cover for unanticipated changes, construction management and inspection service expenses, it will exceed the budget allocated for this project.

Staff plans to apply for additional Measure M funds to cover the shortfall. However, the additional funds may not be available for disbursement to the City during the construction stage. Therefore, it is prudent for the City to delay the project construction until the following year, when the local schools are in summer recess.

REQUESTED ACTION:

Staff recommends that City Council reject all bids for the Mulholland Highway Gap Closure Project, Specification No. 19-20-02. Staff also recommends that the project be postponed until additional funding is secured for its construction, which is anticipated to be June, 2021.



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MAY 14, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: PUBLIC MEETING REGARDING LANDSCAPE MAINTENANCE
DISTRICT NO. 22 AND LANDSCAPE LIGHTING ACT DISTRICT NOS.
22, 24, 27 & 32 ASSESSMENT PROCEEDINGS

MEETING DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

That the Council receive public comment regarding the assessment for the Landscape Lighting Act District Nos. 22, 24, 27 & 32. There is no recommended action at this time.

BACKGROUND:

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

- Landscape Lighting Act District No. 22: Calabasas Park Area (LLAD 22)
- Landscape Lighting Act District No. 24: Lost Hills & The Saratogas (LLAD 24)
- Landscape Lighting Act District No. 27: Las Virgenes Road (LLAD 27)
- Landscape Lighting Act District No. 32: Agoura Road/Lost Hills Commercial District (LLAD 32)

DISCUSSION/ANALYSIS:

On April 22nd, 2020, the City Council approved resolutions initiating proceedings for the levy and collection of assessments within Landscape Lighting Act District Nos.22, 24, 27 and 32 for Fiscal Year 2020-2021; approved a Preliminary Engineer’s Report calling for no increase in the assessments for the Landscape Lighting Act District Nos. 22, 24, 27 and 32.

As a matter of policy, staff has requested that the Council hold a public meeting tonight with respect to the proposed assessment. This public meeting will give the Council and staff an opportunity to hear feedback from the community with respect to the proposed assessment and to respond to any questions members of the public may have. Tonight’s public meeting is in addition to the formal public hearing that the Council will hold at the June 24th, 2020 council meeting.

FISCAL IMPACT/SOURCE OF FUNDING:

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



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MAY 20, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MAUREEN TAMURI AIA, AICP
COMMUNITY DEVELOPMENT DIRECTOR

A handwritten signature in blue ink, appearing to be 'MT', located to the right of the 'FROM' field.

SUBJECT: DISCUSSION OF RECOMMENDATION FROM THE ECONOMIC DEVELOPMENT TASK FORCE TO EXPAND OUTDOOR DINING AREAS DURING THE CORONAVIRUS PUBLIC HEALTH EMERGENCY

MEETING

DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

That the City Council discuss a recommendation from the Economic Development Taskforce to expand outdoor dining areas during the Coronavirus Public Health Emergency

BACKGROUND:

On March 16, 2020, the City of Calabasas issued executive Order #1, declaring a local emergency in alignment with the Governor of California and Los Angeles County Public Health emergency proclamations of March 4th, 2020. Since then, seven additional Emergency Orders have been issued by the City's Director of Emergency Services addressing numerous needs and opportunities to tighten, loosen or simply address unique public health considerations as information becomes available.

Under Los Angeles County's current Orders (May 13, 2020), reflected in Calabasas Emergency Order#10 (May 19, 2020), restaurants in the County have been limited to take out and delivery services only, as plans progress to establish guidelines for

re-opening of dining rooms and bars to the public. It is anticipated that social distancing guidelines will severely impact seating, limiting dining occupancy to perhaps 50% of normal customers.

In order to assist restaurants in the loss of critical customers and the resulting impact to their financial needs, the Economic Development Taskforce, as well as Planning Staff, are recommending that use of private and public parking areas be made available for additional outdoor dining opportunities. While already permitted in cities like San Francisco and Santa Monica, the opportunity to assist restaurants is being considered by local cities, such as Westlake Village. If implemented, the program would quickly, and inexpensively, improve lost patron capacity due to social distancing.

Anticipating such land use needs, California ABC has issued an order permitting temporary expansion of license footprints in counties where restaurants are open for inside dining and on-site alcohol consumption (<https://www.abc.ca.gov/fourth-notice-of-regulatory-relief/>). This license expansion “authorizes the on-sale consumption of those alcoholic beverages for which the licensee has on-sale privileges on property that is adjacent to the licensed premises, that is under the control of the licensee, and where bona fide meals are being served.” Adjacent areas include parking lots, sidewalks and public thoroughfares closed to public access. Businesses must a) submit an application for this temporary authorization, b) prove that they have permission to use/control the space proposed for expansion, after which the application is forwarded to local law enforcement. Any objection by local law enforcement will terminate the application, as is the case with any application for a permit to the City for an ABC license.

Discussion

While such a proposal would normally be routed through the Planning Commission to the Council as it would require a modification to CMC 17 Land Use and Development Code, staff and the City Attorney have determined that there are two additional options available to the Council at this time.

- 1) Path #1 is an emergency order approval of new CDD authority to approve outdoor dining, under some specified rules and regulations, via a temporary use permit, but would only be viable during the emergency and for a reasonable time after the end of the local emergency declaration, which could be six months or more. The order could also waive applicable fees. Once adopted under the emergency powers, it would need to be ratified by the Council at their next meeting.

- 2) Path #2 is an urgency ordinance approved by Council as an urgency order, citing the emergency powers and need, requiring 4/5 vote and taking effect immediately, without any need for PC review or introduction and second reading and adoption. This approach is more involved, but can be set to last as long as the Council desires.

Given the need for speed, as it is possible that the County will lift restrictions to indoor dining soon, implementing a program under Path #1 would permit the rapid issuance of an order ready to take effect once LA County allows in-person restaurant dining. When exactly LA County will do so is a key question, but getting our order out ahead of that reopening would give restaurants time to plan with both the City and property owners to get things in place.

FISCAL IMPACT/SOURCE OF FUNDING:

If authorized under an executive order, Staff would issue permits for these dining extensions under a Temporary use permit, a \$300 dollar fee, which could be waived by the Council. Costs by the restaurant to set up the outdoor areas will vary, and can be as simple as setting up tables, chairs and umbrellas on a paved surface, to the construction of a deck and awning cover, which may require a building permit and for which fees are required. In either case, vehicular protections, consisting of heavy planters or other barriers, must be part of any expansion proposal.

REQUESTED ACTION:

That the City Council discuss a recommendation from the Economic Development Taskforce to expand outdoor dining areas during the Coronavirus Public Health Emergency

ATTACHMENTS:

Images of Outdoor Dining opportunities









CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MAY 22, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER
MICHAEL MCCONVILLE, MANAGEMENT ANALYST

SUBJECT: CONSIDERATION OF "CALABASAS OPEN" SMALL BUSINESS GRANTS PROGRAM – AUTHORIZATION TO CREATE AND ADMINISTER A SMALL BUSINESSES REOPENING AND COVID-19 PANDEMIC RESPONSE GRANTS PROGRAM

MEETING DATE: MAY 27, 2020

SUMMARY RECOMMENDATION:

Recommendation that Council approve a Small Businesses Reopening and COVID-19 Pandemic Response Grants Program, direct the Acting City Manager, Chief Financial Officer and Community Development Director to develop and promulgate rules and regulations for the program.

BACKGROUND:

As a result of the COVID-19 pandemic, the Los Angeles County Department of Public Health issued its Safer At Home Order resulting in the closure of all non-essential retail businesses located within the City of Calabasas. Essential businesses that remained open were required to implement strict safety protocols, follow social distancing guidelines, and limit the number of patrons served. This environment resulted in local businesses having dramatic declines in revenue, leading to a devastating impact on the City's local economy.

During the May 18, 2020 City Council Budget Workshop meeting, a request was made from the City Council’s Budget Liaisons for the consideration of establishing a small business grant program for Calabasas based businesses. The program was conceptualized for local businesses who were closed, or partially closed, as a result of the County’s Safer At Home Order.

DISCUSSION/ANALYSIS:

The Calabasas Open Small Business Grants Program would provide a one-time emergency grant to eligible Calabasas based small businesses to assist with COVID-19 reopening costs. The goal of the Program is to remove barriers to accessing capital for the City’s small businesses that were required to close, or partially close, as a result of the pandemic. Providing these much needed funds to the City’s small businesses allows stores to reopen as soon as possible, while also stimulating the local economy.

Funding Allocation and Grant Award Amount

The proposed amount of total grant funds for the Calabasas Open Small Business Grants Program is \$1,000,000. The proposed amount of each grant is \$10,000 for each qualified small businesses, for a total of 100 grants.

Below is a brief review of similar COVID-19 small business grant programs for California agencies, sorted by Total Funds Allocated:

Agency	Population (2018)	Total Funds Allocated	Max Grant Amount
Berkeley	121,643	\$1,000,000	\$10,000
Calabasas	23,954	\$1,000,000	\$10,000
Orange County	3,175,692	\$700,000	\$10,000
Alameda	78,338	\$600,000	\$7,500
El Monte	34,151	\$550,000	\$10,000
LA County, 2nd District	1,977,349	\$500,000	\$10,000
LA County, 4th District	1,971,639	-	\$5,000
Santa Clara	129,488	\$500,000	\$10,000
Foster City	34,151	\$500,000	\$10,000
Victorville	122,312	\$445,791	\$15,000
Hayward	159,620	\$380,000	\$5,000
Oakland	433,031	\$300,000	\$5,000

Eligibility and Requirements

The Calabasas Open Small Business Grants Program would require a business grantee to:

1. Operate out of a physical storefront within the city limits of Calabasas
2. Be established as a for-profit, small business with at least 2, but no more than 50 employees
3. Be closed, or partially closed, under the County of Los Angeles Public Health Department Safer At Home Order
4. Experience a significant loss of income due to the COVID-19 pandemic
5. Submit an accurate and complete Calabasas Open Small Business Grants Program Application
6. Be in good standing with the City
7. Have been in operation in the City of Calabasas for at least one year as of March 1, 2020

Please Note: Sales tax generating small businesses will be given priority. Corporate owned retail chains or franchises are not eligible.

Grant Funds Uses and Reporting Requirements

Calabasas Open Small Business Grants Program funds may be used to cover costs of reopening, including: equipment, supplies, signage, and remodeling as required by the County of Los Angeles Department of Public Health Safety Reopening Protocols. Program grant funds may also be used for advertising and promotional activities related to business reopening.

Grantees shall keep all records and receipts used for grant purchases. Grantees shall provide an account of how the funds were spent within 60 days of accepting grant funds.

Application Review

A review panel will consist of two (2) City staff members, as determined by the City Manager, with final approval by the City's Chief Financial Officer. In the event that an applicant is denied funding, that determination is final and there is no appeals process. The City will accept the first 100 qualified applications, with grants being awarded on a first-come, first-serve basis.

FISCAL IMPACT/SOURCE OF FUNDING:

The City Council Budget Liaisons proposed a \$1,000,000 allocation for fiscal year (FY) 2020-21, to be finalized and approved during the regular budget process for FY 2020-21.



City of Santa Clara
The Center of What's Possible

**SMALL BUSINESS ASSISTANCE
GRANT APPLICATION**

TO BE COMPLETED BY APPLICANT

Name of Business: _____

Name of Business Owner(s): _____

Business Address: _____

Contact Person Name and Title: _____

Contact Person E-mail: _____

Contact Person Phone: _____

Business Type (select one):

- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation
- Limited Liability Entity
- Nonprofit Corporation
- Cooperative Corporation

If the business is a non-profit, please attach proof of non-profit status to this application.

Please mark what type of assistance you are seeking grant funding for:

Payroll Lease Payment Both

If selected for award, would you like to receive the funds electronically?

Yes No

If not, please list the address where the grant funds should be mailed below:

ELIGIBILITY VERIFICATION

1. What type of business do you operate? _____

2. Is your business a small business with at least one and no more than 25 full-time employees that has been deemed non-essential under the County of Santa Clara Public Health Department order dated March 16, 2020?

Yes No



3. Is your business a small business with at least one and no more than 25 full-time employees that has been deemed essential under the County of Santa Clara Public Health Department order dated March 16, 2020?

Yes No

4. Have you enclosed a completed copy of the Estimated Disaster Economic Injury Worksheet and certify that the business has experienced a loss of income as a result of COVID-19?

Yes No

5. Have you enclosed a current copy of the W-9?

Yes No

6. Do you operate out of a physical commercial storefront within the city limits of Santa Clara?

Yes No

Please list the address of the location:

7. Do you have an active City of Santa Clara Business License?

Yes No Business License No. _____

8. Has the business been in operation in the city of Santa Clara for at least one year as of March 1, 2020?

Yes No Business Start Date: _____

9. Does the business or applicant own a chain with three or more locations (national or local)?

Yes No

10. Is the business or the applicant in good standing with the City of Santa Clara?

Yes No

11. Has the business or the applicant ever been involved in a bankruptcy or insolvency proceeding?

Yes No



12. Does the business or the applicant have any outstanding judgments, tax liens, or pending lawsuits against them?

Yes No

13. In the past year, has the business or the applicant been convicted of a criminal offense committed during and in connection with a riot or civil disorder or other declared disaster, or ever been engaged in the production or distribution of any product or service that has been determined to be obscene by a court of competent jurisdiction?

Yes No

14. Is the business or the applicant delinquent on any federal taxes, direct or guaranteed federal loans (SBA, FHA, VA, student, etc.), federal contracts or federal grants?

Yes No

15. Is the applicant currently suspended or debarred from contracting with the federal government or receiving federal grants or loans?

Yes No

16. Is the applicant presently a) subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; b) been arrested in the past six months for any criminal offense; c) or for any criminal offense - other than a minor vehicle violation - 1) been convicted, 2) plead guilty, 3) plead nolo contendere, 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgment)?

Yes No

DESCRIPTION OF HOW GRANT FUNDS WILL BE USED

Describe in detail what the grant funds will be used for and how it will help sustain your business. For example, how many months of lease payments will the grant award allow you to pay and/or how many full-time employees will the grant award allow you to retain.

Describe what other forms of assistance you have sought or are seeking.



**Have you received grant funding from the City of Santa Clara in the past?
If yes, please describe when, how much was received, and how the funds were used.**

GRANT APPLICATION PROCESS AND TERMS

1. Grant applications must be emailed directly to SmallBusiness@SantaClaraCa.gov **NO EARLIER THAN APRIL 17, 2020 AT 10:00 AM PST.**
Businesses must complete and include the following with this application:
 - Estimated Disaster Economic Injury Worksheet
 - Current copy of a W-9
 - Proof of non-profit status (if applicable)
2. If application is found complete, application will be reviewed for eligibility and applicants will receive a notice of award within a target of one to two weeks following submission.
 - a. In all cases, the City reserves the right to reject any and all applications in the event the City identifies a potential conflict of interest or the appearance of a conflict of interest.
 - b. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, wholly or in part, at any time, without penalty.
3. Awards will be made on a first come, first served basis.
4. If awarded, this application becomes a binding contract between the entity named above and the City of Santa Clara.
5. If awarded, funds may only be used for applicant's payroll expenses or lease payments.
6. Businesses receiving funding are required to:
 - a. Certify via a written statement how many jobs were retained or how many months of lease payments for the business premises were paid allowing the business to continue operations.
 - b. Submit evidence that the grant funds have been spent in the manner and for the purposes stated in this application within thirty (30) days of the payment date. Evidence provided must be to the satisfaction of the City.
 - c. The City reserves the right to audit the applicant's books and records for compliance with terms in this Agreement.
7. Businesses receiving funding are encouraged to:
 - a. If applicable, adopt Federal and State guidance for operating their businesses (social distancing, clean down procedures, limiting in-store occupancy, etc.).
 - b. If applicable, prioritize delivery of food and services to seniors and economically vulnerable populations.



- 8. Grant funds will be issued upon execution of this application.
- 9. The program will remain in effect during the City of Santa Clara's declared state of local emergency and while funds are available.

Please direct any questions to SmallBusiness@santaclaraca.gov or call (408) 615-2210.

By my signature below, I have read and understand the Small Business Assistance Grant Program. I make the following representations and acknowledge agreement to the following terms and conditions:

- Upon approval of this application, as evidenced by the signature of the City Manager below, this application becomes a binding contract between the entity named above and the City of Santa Clara (Agreement).
- I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
- If funds are provided by the City, the funds will be used for the purposes set forth above.
- In no event shall the City's financial responsibility exceed the approved amount, set forth below.
- I bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the City.
- There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The City does not endorse the specific business.
- Applicant shall defend and indemnify the City and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from or alleged to arise from the activity or event.
- The representations made by applicant in this Application are material terms of the Agreement, as is compliance with Small Business Assistance Grant Program. The City may cancel this Agreement at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the Small Business Assistance Grant Program has been violated.

Applicant Signature: _____

Date: _____

TO BE COMPLETED BY CITY STAFF

Grant Application Granted? Yes No

If yes, list amount of grant: _____

If no, provide reason for denial: _____



Grant Payment Date: _____

If no, has notification been sent to applicant? Yes **No**

City Manager Signature: _____ **Date:** _____

Post-award Audit Completion Date: _____

Signature of Staff Person Completing the Post-award Audit: _____

REQUESTED ACTION:

Direct Staff to create and administer the Small Businesses Reopening and Covid-19 Pandemic Response Grants Program.

ATTACHMENTS:

1. City of Santa Clara Small Business Assistance Grant Program Application
2. City of El Monte Grant Program for Small Businesses Application



Eligibility

Step 1 of 4

Business Name *

First Name *

Last Name *

Email *

Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy? *

Yes No

Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the government? *

Yes No

Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole? *

Yes No

Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? *

Yes No

Has the Applicant been approved for a PPP Loan? *

Yes No

[NEXT PAGE >](#)

Business Information

Step 2 of 4

Business Name: Food Delervery LLC

Legal Structure *

S-Corp

Business Legal Name

DBA or Tradename if Applicable

Business TIN (EIN, SSN)

Business Address *

12899W 5th St

City *

Los Angeles

State/Province *

Armed Forces Americas

Postal Code *

90066-7008

Business Phone Number *

000-000-000

Business Date Incorporated *

Dec

12

Year

Business Industry *

Administrative and Support Services

Number of Employees *

8

Average Monthly Payroll *

90000

Is the United States the principal place of residence for all employees of the Applicant included in the Applicant's payroll calculation above? *

Yes No

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Owner Information

Step 3 of 4

Job Title *

Phone Number *

Street Address *

City *

Postal Code *

Are you a citizen or permanent resident of the U.S.? *

Yes No

Are you a controlling manager of the business? *

Yes No

What percent of the business do you own? *

Are there any other business owners with 20% or more ownership?

Yes No

Are all owners with a 20% or greater interest in the business citizens or permanent residents of the U.S.?

Yes No

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Use of Funds

Step 4 of 4

Purpose of Assistance *

- Payroll
- Lease/Mortgage Interest
- Utilities
- Other

Is the business willing to hire locally in the City of El Monte?
(OPTIONAL)

Yes No

OPTIONAL. Does not determine eligibility status.

Is the business willing to be a part of the City's Business
Partnership Program? (OPTIONAL)

Yes No

OPTIONAL. Does not determine eligibility status

[< Previous Page](#)

SUBMIT



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: MAY 22, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: SCOTT H. HOWARD, COLANTUONO HIGHSMITH & WHATLEY CITY ATTORNEY

SUBJECT: ADOPTION ON RESOLUTION NO. 2020-1683, APPOINTMENT AND EMPLOYMENT CONTRACT FOR INTERIM CITY MANAGER

MEETING

DATE: MAY 27, 2020

SUMMARY:

On May 20 and 21, 2020 the City Council interviewed candidates for Interim City Manager while the City recruits for the permanent position. The attached agreement confirms the appointment of Ray Taylor and includes provisions for salary, and other terms and conditions of the temporary employment consistent with State laws and regulations. The Agreement, if approved becomes effective May 28, 2020, and would terminate by November 30, 2020 unless sooner terminated by the parties.

FISCAL IMPACT/SOURCE OF FUNDING:

The City's current budget contains sufficient payroll appropriations to cover the salary.

SUMMARY RECOMMENDATION:

If the Council desires to approve the agreement for Interim City Manager as outlined above, you should approve the Resolution appointing Ray Taylor and the employment agreement, and authorize the Mayor to sign it on behalf of the City.

ATTACHMENT:

Resolution No. 2020-1683, appointing Ray Taylor as Interim City Manager and approving an Employment Agreement between Ray Taylor and the City of Calabasas.

RESOLUTION NO. 2020-1683

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, APPOINTING RAY TAYLOR AS INTERIM CITY MANAGER.

WHEREAS, the City of Calabasas needs to fill the position of City Manager on an Interim basis to prevent stoppage of public business, continue Municipal operations, and address issues associated with the current declared federal, state, county, and city States of Emergency during recruitment for a permanent appointment; and

WHEREAS, the position of City Manager is one which requires specialized skills including the authority to issue Executive Orders to protect public health and safety under a declared state of emergency; and

WHEREAS, The President of the United States, California Governor Gavin Newsom, the Los Angeles County Board of Supervisors, and the City Council of the City of Calabasas have all declared a State of Emergency to address the Coronavirus Global Pandemic (COVID -19); and

WHEREAS, the City Manager and Interim City Manager assumes the role of Director of Emergency Services during a State of Emergency and is empowered by law to issue and modify Executive Orders to protect public health and safety during a declared State of Emergency; and

WHEREAS, the designated Interim City Manager would be filling a vacant position for a short duration pursuant to Government Code section 21221(h) and 21224(a); and

WHEREAS, Although it is not intended that the individual retained as Interim City Manager will work more than 960 hours in a fiscal year for this, or any other employer, and Government Code sections 21221 and 21224 limit the number of hours a retired annuitant may work to 960 hours in a fiscal year, Executive Orders N-25-20 and N-35-20, and CalPERS Circular Letter 200-015-20 suspends work hour limitations for retired annuitants; and

WHEREAS, Ray Taylor is a retired annuitant with specialized skills as a former City Manager who has experience managing a public agency during a declared state of emergency (including a city during the 2018 Woolsey Fire) and who can assist the City for a short duration with navigating through the current declared federal, state, county, and city States of Emergency while the City is recruiting for a permanent City Manager; and

WHEREAS, Ray Taylor's compensation shall not exceed the maximum monthly base salary paid to the former City Manager; and Ray Taylor will not receive any benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate; and

WHEREAS, Ray Taylor has not received unemployment insurance compensation within the 12 month period prior to his appointment; and

WHEREAS, should the State of Emergency be terminated or Executive Orders N-25-20 and N-35-20 be rescinded, Ray Taylor's maximum number of hours will then, calculated from that day forward, not exceed 960 hours in a fiscal year consistent with CalPERS Circular Letter 200-015-20; and

WHEREAS, the City of Calabasas desires to hire Ray Taylor for the position of Interim City Manager for the period of May 28, 2020 to a date not beyond November 30, 2020; and

WHEREAS, Ray Taylor has agreed to fill the position of Interim City Manager under the terms outlined above and pursuant to a written agreement approved by the City Council.

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

SECTION 1. The City Council of the City of Calabasas hereby appoints Ray Taylor to the position of Interim City Manager for a period effective May 28, 2020 to a date not beyond November 30, 2020.

SECTION 2. The appointment of Ray Taylor is hereby certified to comply with the requirements of Government Code sections 21221(h), and 21224, Executive Orders N-25-20 and N-35-20 and CalPERS Circular Letter 200-015-20.

SECTION 3. A copy of this Resolution shall be sent to the Director of the California Department of Human Resources.

SECTION 4. Certification:

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

PASSED, APPROVED AND ADOPTED this 27th day of May 2020.

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

**AT-WILL LIMITED DURATION EMPLOYMENT AGREEMENT
BETWEEN CITY OF CALABASAS AND
RAY TAYLOR
FOR INTERIM CITY MANAGER**

This At-Will Employment Agreement ("Agreement") is entered into effective May 28, 2020, by and between the CITY OF CALABASAS, a municipal corporation, hereafter referred to the "CITY" and Ray Taylor, hereafter referred to as "EMPLOYEE".

WHEREAS, the CITY has commenced recruitment, and has posted an active recruitment to fill the vacant position of City Manager. During the recruitment period the City has a vital need for an Interim City Manager to allow for organizational and operational continuity, to prevent the stoppage of public business during a state of emergency until a permanent replacement can be appointed; and

WHEREAS, EMPLOYEE has served as a City Manager in various cities and has exceptional skills, which make him, qualified as an Interim City Manager, on a temporary basis, including, but not limited to, guiding another city through a state of emergency, while the City recruits for a permanent replacement to fill this vacancy.

NOW THEREFORE, in consideration of the above stated desires and the mutual covenants, terms and conditions, herein contained, the parties hereto mutually and freely agree as follows:

SECTION 1- EMPLOYMENT CONDITIONS AND DUTIES

- a. EMPLOYEE is appointed by and shall serve at the pleasure of the City Council in a temporary capacity as the Interim City Manager during the City's recruitment for the City Manager position.
- b. As Interim City Manager, EMPLOYEE's duties shall be as set forth in the Calabasas Municipal Code section 2.08.070 and as directed by the City Council.
- c. As Interim City Manager, EMPLOYEE shall attend all regular and special City Council meetings and workshops, and other meetings as directed by the council, unless otherwise excused by the council.
- d. EMPLOYEE acknowledges that this temporary position is an "at-will" position and that EMPLOYEE has no property interest in or expectation of continued employment or any due process right to a hearing before or after a decision by the City

Council to terminate this position. Further, EMPLOYEE acknowledges that this Agreement and his temporary position is not a guarantee of continued employment.

SECTION 2- EMPLOYMENT TERM

- a. The City agrees to employ EMPLOYEE as “Interim City Manager” This is a salaried management position which is FLSA-exempt and is likely to require in excess of 40 hours of work per week. Employee agrees to remain in this position from May 28, 2020 until November 30, 2020 or such time as the permanent appointment is made for a City Manager, pursuant to the City’s ongoing recruitment for this position, whichever occurs first. The temporary position of Interim City Manager is an at-will position and EMPLOYEE has no property interest in his position.
- b. During the term of this Agreement, EMPLOYEE shall not serve other entities or development clients in other jurisdictions which would interfere with, or be incompatible or in conflict with the EMPLOYEE’S performance of the duties required under this agreement. The determination of incompatibility will be made by the City Council in their sole discretion and shall be final.
- c. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the City to terminate the services of the EMPLOYEE at any time during such employment term or any renewal thereof. EMPLOYEE acknowledges and agrees that, as Interim City Manager, EMPLOYEE is not within the confines of Calabasas Municipal Code section 2.08.090.
- d. Nothing in this Agreement shall prevent, limit, or otherwise interfere with EMPLOYEE’S right to resign at any time from this position with the City, subject to the provisions as set forth in this agreement.

SECTION 3- COMPENSATION

- a. The City shall pay EMPLOYEE for all services rendered and worked pursuant to this agreement at an hourly rate calculated based on a monthly salary of \$20,140 divided by 173.333 for an hourly rate of \$116.19 per hour. This is an exempt position under the Fair Labor Standards Act. Employee's compensation will be paid in conformance with the City's established pay periods and pay days.
- b. EMPLOYEE shall not receive nor be entitled to any benefits, incentives, or compensation in lieu of benefits under this agreement, including, but not limited to, medical, dental, vision, deferred compensation, holiday, vacation pay, management or administrative leave, sick leave, PERS contributions, severance, auto allowance, or any other incentives or benefits provided by CITY to permanent full or part time employees.

c. EMPLOYEE is a CalPERS retiree annuitant and as such will be required to comply with CalPERS regulations limiting annuitant's post retirement employment to the extent that such limitations have not been rescinded or suspended by statute or by the Governor through Executive orders issued during the Coronavirus Pandemic (COVID-19) State of Emergency. In addition, pursuant to Government Code section 21221(h) EMPLOYEE is filling what has recently become a vacant position. EMPLOYEE has specialized skills needed to perform the work under this agreement and assist the city through a state of emergency. EMPLOYEE is further providing the City with specialized skills needed for the City's response to the current state of emergency and to maintain the City's essential services, under Government Code section 21224(a). EMPLOYEE desires that he not be reinstated from retirement and that he provide the aforementioned services without interruption of retirement benefits. This employment is structured by CITY and EMPLOYEE to take advantage of, and be in compliance with Government Code sections 21221(h) and 21224(a) as modified by Executive Orders N-25-20 and N-35-20 (see also CalPERS Circular Letter 200-015-20).

SECTION 4-WORK HOURS

The EMPLOYEE shall coordinate the work schedule based upon needs of the City. EMPLOYEE'S work schedule will be as established by the City Council and can be expected to exceed 40 hours per week, due to required attendance at City Council and other meetings.

SECTION 5- EMPLOYMENT TERMINATION

The City Council may terminate or remove the EMPLOYEE with or without cause at any time. EMPLOYEE has no property interest in his position and understands that this is a temporary position of limited duration.

SECTION 6 – INDEMNIFICATION

City will defend and indemnify EMPLOYEE, using legal counsel selected by City or its insurers, against liability for acts or omissions by EMPLOYEE occurring in the course and scope of employment under this Agreement, in accordance with Government Code Sections 825, 995 and 995.2 through 995.8. In the event of a legal conflict as determined by city or its insurer which necessitates independent counsel, city or its insurer shall select and pay the reasonable fees of such counsel.

SECTION 7- MISCELLANEOUS

- a. This agreement supersedes any and all other agreements between the parties hereto with respect to the employment of the EMPLOYEE by the City and contains all of the covenants and agreements between the parties with respect to such employment. Each party to this Agreement acknowledges that no representations, inducement, promise, or agreements have been made by any party or anyone acting on behalf of any party orally or otherwise which are not embodied herein.
- b. No other agreement, statement or promise not contained in this Agreement shall be valid or binding or shall be used in interpreting the meaning of this Agreement.
- c. Amendments, modifications or changes may be made to this Agreement and shall become effective on the date contained therein when executed in writing and mutually signed by both parties to this Agreement.
- d. This Agreement and any amendments, modifications or changes thereto shall be binding upon the City during its term.
- e. This Agreement and any amendments, modifications or changes thereto shall be binding upon the EMPLOYEE and inure to the benefit of the heirs at law and executors of the EMPLOYEE.
- f. Except as otherwise provided in the Agreement, EMPLOYEE shall comply with all rules and regulations of the City, including the City's Personnel Rules and Regulations.
- g. EMPLOYEE shall not engage in any activity which is or may become a conflict of interest, a prohibited contract or which may create incompatibility of office as defined under California law.

SECTION 8- SEVERABILITY

If any provision or any portion hereof is held to be unconstitutional invalid or unenforceable, the remainder to this Agreement or portion thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.

"EMPLOYEE"

"CITY"

Ray Taylor

Alicia Weintraub, Mayor

ATTEST:

APPROVED AS TO LEGAL FORM:

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

Scott H. Howard
Colantuono Highsmith & Whatley,
City Attorney



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Administrative Services					
108357	4/20/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	220.00	Administrative Services
108269	4/15/2020	US BANK	VISA- AMAZON.COM	120.29	Administrative Services
108494	5/18/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	Administrative Services
108420	5/4/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	45.00	Administrative Services
108376	4/27/2020	CYBERCOPY, INC.	COPY/PRINTING SERVICE	37.78	Administrative Services
108269	4/15/2020	US BANK	VISA- COGNITO	32.00	Administrative Services
108269	4/15/2020	US BANK	VISA- APPLE.COM	6.99	Administrative Services
Total Amount for 7 Line Item(s) from Administrative Services				\$552.06	
Boards and Commissions					
108269	4/15/2020	US BANK	VISA- FRESH BROTHERS	151.65	Boards and Commissions
108269	4/15/2020	US BANK	VISA- RALPHS	19.98	Boards and Commissions
Total Amount for 2 Line Item(s) from Boards and Commissions				\$171.63	
City Attorney					
108373	4/27/2020	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	27,080.13	City Attorney
108373	4/27/2020	COLANTUONO, HIGHSMITH &	ZEESMAN	5,261.50	City Attorney
108373	4/27/2020	COLANTUONO, HIGHSMITH &	CRLA & ED FUND	2,089.50	City Attorney
108373	4/27/2020	COLANTUONO, HIGHSMITH &	LABOR & EMPLOYMENT	807.00	City Attorney
108397	5/4/2020	A&B REPORTING, LLC	LEGAL CONSULTING	500.50	City Attorney
108338	4/20/2020	HOPKINS & CARLEY	LEGAL SERVICES	56.00	City Attorney
Total Amount for 6 Line Item(s) from City Attorney				\$35,794.63	
City Council					
108393	4/27/2020	ROTARY CLUB OF CALABASAS	DONATION- LOCAL FEED PROGRAM	2,000.00	City Council
108269	4/15/2020	US BANK	VISA- VICA	850.00	City Council
108380	4/27/2020	GAINES/FRED//	REIMB TRAVEL-2020 VICA	687.40	City Council
108269	4/15/2020	US BANK	VISA- L.A. JEWISH HOME	600.00	City Council
108269	4/15/2020	US BANK	VISA- CORNER BAKERY/ROSTI TUSC	245.90	City Council
108269	4/15/2020	US BANK	VISA- CALABASAS SELF STORAGE	199.00	City Council
108318	4/20/2020	ACORN NEWSPAPER	ADVERTISEMENT	101.66	City Council
108269	4/15/2020	US BANK	VISA- FRESH BROTHERS	61.74	City Council
108269	4/15/2020	US BANK	VISA- CALABASAS CHAMBERS	35.00	City Council



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Total Amount for 9 Line Item(s) from City Council				\$4,780.70	
City Management					
108269	4/15/2020	US BANK	VISA- CORNER BAKERY/ROSTI TUSC	269.50	City Management
108269	4/15/2020	US BANK	VISA- PF CHANGS	268.11	City Management
108269	4/15/2020	US BANK	VISA- CALABASAS PRINTING	131.40	City Management
108269	4/15/2020	US BANK	VISA- RALPHS	18.97	City Management
108269	4/15/2020	US BANK	VISA- WARNER CENTER	17.60	City Management
108269	4/15/2020	US BANK	VISA- FRESH BROTHERS	9.36	City Management
108269	4/15/2020	US BANK	VISA- WARNER CENTER	5.00	City Management
108269	4/15/2020	US BANK	VISA- WARNER CENTER	5.00	City Management
108269	4/15/2020	US BANK	VISA- INTERNATION	-325.00	City Management
108269	4/15/2020	US BANK	VISA- IIMC	-600.00	City Management
Total Amount for 10 Line Item(s) from City Management				\$-200.06	
Civic Center O&M					
108449	5/11/2020	SECURAL SECURITY CORP	SECURITY- NIGHTLY CIV CTR	5,334.24	Civic Center O&M
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	4,250.91	Civic Center O&M
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,436.90	Civic Center O&M
108336	4/20/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	3,387.52	Civic Center O&M
108476	5/18/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	3,387.52	Civic Center O&M
108409	5/4/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,205.02	Civic Center O&M
108476	5/18/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,205.02	Civic Center O&M
108401	5/4/2020	CIRCULATING AIR, INC.	HVAC MAINTENANCE	957.00	Civic Center O&M
108353	4/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	743.70	Civic Center O&M
108442	5/11/2020	LIFTECH ELEVATOR SERVICES INC	ELEVATOR SERVICES	697.00	Civic Center O&M
108343	4/20/2020	LIFTECH ELEVATOR SERVICES INC	ELEVATOR SERVICES	670.00	Civic Center O&M
108353	4/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	601.28	Civic Center O&M
108412	5/4/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	598.93	Civic Center O&M
108405	5/4/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
108412	5/4/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	484.24	Civic Center O&M
108269	4/15/2020	US BANK	VISA- HARBOR FREIGHTS/GAVRIELI	286.96	Civic Center O&M
108432	5/11/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	237.83	Civic Center O&M
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	237.83	Civic Center O&M
108269	4/15/2020	US BANK	VISA- HOME DEPOT	214.16	Civic Center O&M



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108269	4/15/2020	US BANK	VISA- RESEDA JANITORIAL	203.61	Civic Center O&M
108394	4/27/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	188.58	Civic Center O&M
108394	4/27/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	188.57	Civic Center O&M
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	165.79	Civic Center O&M
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	165.79	Civic Center O&M
108269	4/15/2020	US BANK	VISA- RITE AID/RALPHS	54.81	Civic Center O&M
108269	4/15/2020	US BANK	VISA- CALABASAS SINCLAIR	29.04	Civic Center O&M
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	25.55	Civic Center O&M
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	25.54	Civic Center O&M
108269	4/15/2020	US BANK	VISA- RITE AID/RALPHS	9.63	Civic Center O&M
Total Amount for 30 Line Item(s) from Civic Center O&M				\$31,742.97	

Community Development

108369	4/27/2020	BABTKIS/ALAN//	AHF LOAN PROGRAM	50,000.00	Community Development
108414	5/4/2020	M6 CONSULTING, INC.	INSPECTION SERVICES	23,299.91	Community Development
108443	5/11/2020	M6 CONSULTING, INC.	INSPECTION SERVICES	19,747.75	Community Development
108443	5/11/2020	M6 CONSULTING, INC.	PERMIT SERVICES	15,780.00	Community Development
108414	5/4/2020	M6 CONSULTING, INC.	PERMIT SERVICES	13,242.50	Community Development
108377	4/27/2020	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	8,461.60	Community Development
108324	4/20/2020	CALABASAS CREST LTD	R.A.P.- MAY 2020	7,056.00	Community Development
108463	5/18/2020	CALABASAS CREST LTD	R.A.P.- JUN 2020	7,056.00	Community Development
108377	4/27/2020	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	3,918.31	Community Development
108404	5/4/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	503.29	Community Development
108439	5/11/2020	J THAYER COMPANY, INC.	OFFICE SUPPLIES	394.07	Community Development
108404	5/4/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	383.29	Community Development
108404	5/4/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	360.00	Community Development
108378	4/27/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	330.00	Community Development
108378	4/27/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	240.00	Community Development
108332	4/20/2020	FLEYSHMAN/ALBERT//	R.A.P.- MAY 2020	240.00	Community Development
108346	4/20/2020	MEDVETSKY/LINA//	R.A.P.- MAY 2020	240.00	Community Development
108351	4/20/2020	RASCOE/JOAN//	R.A.P.- MAY 2020	240.00	Community Development
108342	4/20/2020	LEVY/ESTHER//	R.A.P.- MAY 2020	240.00	Community Development
108364	4/20/2020	YAZDINIAN/SUSAN//	R.A.P.- MAY 2020	240.00	Community Development
108345	4/20/2020	MCCUNE/SHANNON//	R.A.P.- MAY 2020	240.00	Community Development
108472	5/18/2020	FLEYSHMAN/ALBERT//	R.A.P.- JUN 2020	240.00	Community Development
108480	5/18/2020	MEDVETSKY/LINA//	R.A.P.- JUN 2020	240.00	Community Development
108485	5/18/2020	RASCOE/JOAN//	R.A.P.- JUN 2020	240.00	Community Development



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108478	5/18/2020	LEVY/ESTHER//	R.A.P.- JUN 2020	240.00	Community Development
108498	5/18/2020	YAZDINIAN/SUSAN//	R.A.P.- JUN 2020	240.00	Community Development
108479	5/18/2020	MCCUNE/SHANNON//	R.A.P.- JUN 2020	240.00	Community Development
108413	5/4/2020	LASERZONE INC	COPIER/PRINTER SUPPLIES	142.34	Community Development
108378	4/27/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	120.00	Community Development
108404	5/4/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	120.00	Community Development
108439	5/11/2020	J THAYER COMPANY, INC.	OFFICE SUPPLIES	107.31	Community Development
108431	5/11/2020	DUDEK & ASSOCIATES INC	EIR CONSULTING	60.00	Community Development
108269	4/15/2020	US BANK	VISA- APA	45.00	Community Development
108269	4/15/2020	US BANK	VISA- PLANTAG	26.95	Community Development
108269	4/15/2020	US BANK	VISA- PLANETIZEN	24.95	Community Development
108269	4/15/2020	US BANK	VISA- ZOOM.US	14.99	Community Development
Total Amount for 36 Line Item(s) from Community Development				\$154,314.26	

Community Services

108341	4/20/2020	LAS VIRGENES UNIFIED SCHOOL	GYM SAFETY INSPECTION	5,998.00	Community Services
108389	4/27/2020	PARKER-ANDERSON ENRICHMENT	RECREATION INSTRUCTOR	4,346.13	Community Services
108341	4/20/2020	LAS VIRGENES UNIFIED SCHOOL	GYM SAFETY INSPECTION	3,840.00	Community Services
108396	4/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,279.01	Community Services
108416	5/4/2020	P.S.I.	PLAYGROUND REPAIRS	2,600.00	Community Services
108320	4/20/2020	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- DE ANZA	1,814.00	Community Services
108416	5/4/2020	P.S.I.	PLAYGROUND REPAIRS	1,800.00	Community Services
108336	4/20/2020	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,405.75	Community Services
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,356.67	Community Services
108416	5/4/2020	P.S.I.	PLAYGROUND REPAIRS	800.00	Community Services
108319	4/20/2020	AGOURA HILLS,CALABASAS COM CTR	FACILITY RENTAL	792.00	Community Services
108269	4/15/2020	US BANK	VISA- CALABASAS SELF STORAGE	748.00	Community Services
108269	4/15/2020	US BANK	VISA- OTC BRANDS	664.54	Community Services
108269	4/15/2020	US BANK	VISA- QUEEN MARY	600.00	Community Services
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	569.64	Community Services
108396	4/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	560.00	Community Services
108269	4/15/2020	US BANK	VISA- COSTCO/TARGET	529.83	Community Services
108416	5/4/2020	P.S.I.	FACILITY REPAIRS	400.00	Community Services
108269	4/15/2020	US BANK	VISA- FACILITRON	395.70	Community Services
108352	4/20/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES	281.75	Community Services
108352	4/20/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GRAPE	281.75	Community Services
108489	5/18/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GRAPE	281.75	Community Services



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108489	5/18/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES	281.75	Community Services
108429	5/11/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
108269	4/15/2020	US BANK	VISA- FIRST CHOICE/DS COFFEE	266.98	Community Services
108353	4/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	237.34	Community Services
108269	4/15/2020	US BANK	VISA- AMAZON.COM	231.78	Community Services
108269	4/15/2020	US BANK	VISA- CANOGA ELECTRIC	208.05	Community Services
108269	4/15/2020	US BANK	VISA- 7 ELEVEN	202.01	Community Services
108352	4/20/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- SR CTR	197.23	Community Services
108489	5/18/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- SR CTR	197.23	Community Services
108269	4/15/2020	US BANK	VISA- G&F LIGHTING	196.77	Community Services
108412	5/4/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	191.14	Community Services
108394	4/27/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- CIVIC CTR	188.57	Community Services
108269	4/15/2020	US BANK	VISA- DOLLAR TREE/AMAZON	186.27	Community Services
108432	5/11/2020	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
108269	4/15/2020	US BANK	VISA- THE CAKE HOUSE	167.70	Community Services
108352	4/20/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- DE ANZA	165.08	Community Services
108489	5/18/2020	SECURAL SECURITY CORP	PATROL CAR SERVICES- DE ANZA	165.08	Community Services
108269	4/15/2020	US BANK	VISA- TARGET/BRISTOL FARMS	164.68	Community Services
108269	4/15/2020	US BANK	VISA- DIRECT TV	153.66	Community Services
108327	4/20/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	150.00	Community Services
108269	4/15/2020	US BANK	VISA- ALBERTSONS/RALPHS/TJ	144.48	Community Services
108269	4/15/2020	US BANK	VISA- AMAZON.COM	141.49	Community Services
108356	4/20/2020	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	137.81	Community Services
108269	4/15/2020	US BANK	VISA- FENCE FACTORY/DIY	135.79	Community Services
108327	4/20/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	111.00	Community Services
108466	5/18/2020	CLARK PEST CONTROL	PEST CONTROL SERVICES	111.00	Community Services
108350	4/20/2020	PORT-A-STOR INC.	STORAGE - A E WRIGHT	109.00	Community Services
108448	5/11/2020	PORT-A-STOR INC.	STORAGE - A E WRIGHT	109.00	Community Services
108353	4/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	100.26	Community Services
108321	4/20/2020	AT&T	TELEPHONE SERVICE	98.58	Community Services
108269	4/15/2020	US BANK	VISA- AGOURA LOCK TECH	95.53	Community Services
108362	4/20/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	93.79	Community Services
108433	5/11/2020	FEDER/LINDA J./	RECREATION INSTRUCTOR	84.00	Community Services
108269	4/15/2020	US BANK	VISA- CALABASAS CAR CARE	82.89	Community Services
108269	4/15/2020	US BANK	VISA- HOME DEPOT	81.02	Community Services
108269	4/15/2020	US BANK	VISA- CRICCA ITALIAN DELI	79.56	Community Services
108269	4/15/2020	US BANK	VISA- MALIBU LAUNDRY/DOLLAR TR	78.88	Community Services
108269	4/15/2020	US BANK	VISA- DOLLAR TREE/AMAZON	61.27	Community Services



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108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	56.84	Community Services
108269	4/15/2020	US BANK	VISA- AMAZON.COM	53.61	Community Services
108269	4/15/2020	US BANK	VISA- MINUTEMAN PRESS	49.16	Community Services
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	48.10	Community Services
108269	4/15/2020	US BANK	VISA- ALBERTONS	46.39	Community Services
108269	4/15/2020	US BANK	VISA- CONSTANT CONTACT	45.00	Community Services
108269	4/15/2020	US BANK	VISA- DICK'S SPORTING/BIG 5	42.89	Community Services
108450	5/11/2020	STEWART/ELIZABETH//	RECREATION INSTRUCTOR	35.00	Community Services
108330	4/20/2020	DEPARTMENT OF JUSTICE	STAFF FINGERPRINTING APPS	32.00	Community Services
108441	5/11/2020	KARASIK/TRACIE//	RECREATION INSTRUCTOR	31.50	Community Services
108269	4/15/2020	US BANK	VISA- FRANKLIN HARDWARE	26.11	Community Services
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	25.55	Community Services
108269	4/15/2020	US BANK	VISA- RITE AID/RALPHS	9.63	Community Services
108269	4/15/2020	US BANK	VISA- WARNER CENTER	5.00	Community Services
108269	4/15/2020	US BANK	VISA- CANVA	1.00	Community Services
108269	4/15/2020	US BANK	VISA- PRIME	-3.49	Community Services
108362	4/20/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	-40.84	Community Services
108455	5/11/2020	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	-55.19	Community Services

Total Amount for 78 Line Item(s) from Community Services

\$39,612.43

Finance

108458	5/18/2020	ADP, INC	PAYROLL PROCESSING	5,180.95	Finance
108365	4/27/2020	ADP, INC	PAYROLL PROCESSING	5,100.46	Finance
108269	4/15/2020	US BANK	VISA- COSTCO	440.89	Finance
108428	5/11/2020	BRINK'S INCORPORATED	BANK SERVICE	189.18	Finance
108413	5/4/2020	LASERZONE INC	COPIER/PRINTER SUPPLIES	142.34	Finance
108428	5/11/2020	BRINK'S INCORPORATED	BANK SERVICE	70.34	Finance

Total Amount for 6 Line Item(s) from Finance

\$11,124.16

Library

108323	4/20/2020	BIBLIOTHECA, LLC	E-BOOKS	12,046.91	Library
108462	5/18/2020	BIBLIOTHECA, LLC	E-BOOKS	5,712.24	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	1,554.47	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	992.23	Library
108486	5/18/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	765.12	Library
108477	5/18/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	745.03	Library



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108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	705.11	Library
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	637.16	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	627.43	Library
108269	4/15/2020	US BANK	VISA- ILA	471.46	Library
108486	5/18/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	445.38	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	441.12	Library
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	421.31	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	404.33	Library
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	391.22	Library
108371	4/27/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	254.12	Library
108473	5/18/2020	GALE CENGAGE LEARNING INC	E-BOOKS	234.91	Library
108486	5/18/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	198.05	Library
108399	5/4/2020	AT&T	TELEPHONE SERVICE	195.67	Library
108460	5/18/2020	AT&T	TELEPHONE SERVICE	192.90	Library
108464	5/18/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
108464	5/18/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	119.60	Library
108477	5/18/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	88.56	Library
108269	4/15/2020	US BANK	VISA- SMART & FINAL	85.82	Library
108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	83.04	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	64.73	Library
108486	5/18/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	56.90	Library
108477	5/18/2020	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	41.97	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	17.75	Library
108417	5/4/2020	RECORDED BOOKS, LLC	E- AUDIO BOOKS	12.53	Library
108269	4/15/2020	US BANK	VISA- USPS	4.56	Library
108269	4/15/2020	US BANK	VISA- RALPHS	2.16	Library
Total Amount for 33 Line Item(s) from Library				\$28,313.55	

LMD #22

108454	5/11/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	17,837.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	13,130.18	LMD #22
108396	4/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,457.25	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,006.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,265.62	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,265.62	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	7,132.00	LMD #22



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108461	5/18/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	6,552.40	LMD #22
108396	4/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	6,189.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	6,180.98	LMD #22
108426	5/11/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,727.85	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,082.39	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,769.00	LMD #22
108497	5/18/2020	WESTRIDGE CALABASAS HOA	LANDSCAPE MAINTENANCE	4,755.00	LMD #22
108497	5/18/2020	WESTRIDGE CALABASAS HOA	LANDSCAPE MAINTENANCE	4,755.00	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,231.90	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,170.14	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,152.45	LMD #22
108396	4/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,989.91	LMD #22
108396	4/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,498.00	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,359.14	LMD #22
108322	4/20/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	3,222.85	LMD #22
108396	4/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,084.03	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,916.00	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,877.38	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,752.48	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,652.85	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,365.10	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,229.22	LMD #22
108454	5/11/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,115.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,088.00	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,974.45	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,955.28	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,730.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,656.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,416.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,292.52	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,288.65	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,238.61	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,212.66	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	989.00	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	960.50	LMD #22
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	937.03	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	933.20	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	925.96	LMD #22



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108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	913.00	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	913.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	910.00	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	886.60	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	879.42	LMD #22
108322	4/20/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	600.00	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	570.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	565.00	LMD #22
108454	5/11/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	565.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	490.14	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	452.73	LMD #22
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	306.57	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	304.00	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	304.00	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	267.58	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	244.00	LMD #22
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	243.68	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	221.00	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	221.00	LMD #22
108396	4/27/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	172.56	LMD #22
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	119.87	LMD #22
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	105.21	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	104.41	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	96.59	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	96.59	LMD #22
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	92.87	LMD #22
108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	86.08	LMD #22
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	86.08	LMD #22
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	83.00	LMD #22
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	83.00	LMD #22
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	82.99	LMD #22
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	82.99	LMD #22
108454	5/11/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	70.00	LMD #22
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	35.92	LMD #22
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	32.22	LMD #22
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	21.79	LMD #22



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108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	12.06	LMD #22
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	10.93	LMD #22
Total Amount for 85 Line Item(s) from LMD #22				\$205,751.48	
LMD #24					
108461	5/18/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	9,575.00	LMD #24
108461	5/18/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	4,550.00	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,563.91	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,563.91	LMD #24
108461	5/18/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,400.00	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,145.38	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,145.38	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,022.64	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,022.64	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	970.05	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	970.05	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	818.25	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	818.25	LMD #24
108461	5/18/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	700.00	LMD #24
108461	5/18/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	380.00	LMD #24
108461	5/18/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	250.00	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	219.14	LMD #24
108461	5/18/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	200.00	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	146.09	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	146.09	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	133.00	LMD #24
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	117.47	LMD #24
108368	4/27/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	117.00	LMD #24
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	44.79	LMD #24
108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	6.14	LMD #24
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	6.14	LMD #24
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	5.93	LMD #24
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	5.93	LMD #24
108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	0.86	LMD #24



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Total Amount for 32 Line Item(s) from LMD #24				\$31,701.46	
<u>LMD #27</u>					
108347	4/20/2020	MONT CALABASAS ASSOCIATION	LANDSCAPE SERVICES	14,765.00	LMD #27
108347	4/20/2020	MONT CALABASAS ASSOCIATION	LANDSCAPE SERVICES	14,765.00	LMD #27
108347	4/20/2020	MONT CALABASAS ASSOCIATION	LANDSCAPE SERVICES	14,765.00	LMD #27
108386	4/27/2020	MONT CALABASAS ASSOCIATION	LANDSCAPE SERVICES	14,765.00	LMD #27
108347	4/20/2020	MONT CALABASAS ASSOCIATION	LANDSCAPE SERVICES	2,506.00	LMD #27
108426	5/11/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,457.63	LMD #27
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	11.68	LMD #27
108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	1.54	LMD #27
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	1.54	LMD #27
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	1.48	LMD #27
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	1.48	LMD #27
108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	0.22	LMD #27
Total Amount for 12 Line Item(s) from LMD #27				\$63,041.57	
<u>LMD #32</u>					
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,797.70	LMD #32
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,590.95	LMD #32
108322	4/20/2020	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	200.00	LMD #32
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	11.39	LMD #32
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	10.79	LMD #32
108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	1.54	LMD #32
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	1.54	LMD #32
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	1.48	LMD #32
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	1.48	LMD #32
108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	0.22	LMD #32
Total Amount for 10 Line Item(s) from LMD #32				\$3,617.09	
<u>LMD 22 - Common Benefit Area</u>					
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	10,046.05	LMD 22 - Common Benefit Area
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	8,783.99	LMD 22 - Common Benefit Area
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	8,399.61	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,958.33	LMD 22 - Common Benefit Area



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108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,220.01	LMD 22 - Common Benefit Area
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,208.14	LMD 22 - Common Benefit Area
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,055.41	LMD 22 - Common Benefit Area
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,857.25	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,738.46	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,624.50	LMD 22 - Common Benefit Area
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,157.48	LMD 22 - Common Benefit Area
108269	4/15/2020	US BANK	VISA- YOUR WAY TREE	2,000.00	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,746.43	LMD 22 - Common Benefit Area
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,580.47	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,514.00	LMD 22 - Common Benefit Area
108395	4/27/2020	SO-CAL PRESSURE WASH	PRESSURE WASHING	1,200.00	LMD 22 - Common Benefit Area
108395	4/27/2020	SO-CAL PRESSURE WASH	PRESSURE WASHING	1,200.00	LMD 22 - Common Benefit Area
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	990.00	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	727.02	LMD 22 - Common Benefit Area
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	646.69	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	642.00	LMD 22 - Common Benefit Area
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	637.50	LMD 22 - Common Benefit Area
108269	4/15/2020	US BANK	VISA- ALLSALE/BK ELECTRIC	608.10	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	430.00	LMD 22 - Common Benefit Area
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	430.00	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	408.00	LMD 22 - Common Benefit Area
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	408.00	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	399.00	LMD 22 - Common Benefit Area
108348	4/20/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	375.00	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	360.62	LMD 22 - Common Benefit Area
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	355.27	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	323.91	LMD 22 - Common Benefit Area
108269	4/15/2020	US BANK	VISA- JACOBI BUILDING	246.31	LMD 22 - Common Benefit Area
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	195.00	LMD 22 - Common Benefit Area
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	190.97	LMD 22 - Common Benefit Area
108269	4/15/2020	US BANK	VISA- DIY/HOME DEPOT	165.59	LMD 22 - Common Benefit Area
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	162.47	LMD 22 - Common Benefit Area
108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	111.41	LMD 22 - Common Benefit Area
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	111.41	LMD 22 - Common Benefit Area
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	95.51	LMD 22 - Common Benefit Area
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	94.62	LMD 22 - Common Benefit Area
108269	4/15/2020	US BANK	VISA- IMS/CONCRETE SOLUTIONS	72.80	LMD 22 - Common Benefit Area



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108269	4/15/2020	US BANK	VISA- HOME DEPOT	32.10	LMD 22 - Common Benefit Area
108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	18.96	LMD 22 - Common Benefit Area
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	12.50	LMD 22 - Common Benefit Area
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	11.11	LMD 22 - Common Benefit Area
Total Amount for 46 Line Item(s) from LMD 22 - Common Benefit Area				\$71,552.00	

Media Operations

108436	5/11/2020	GRANICUS INC.	WEB ARCHIVING SERVICE	14,700.52	Media Operations
108360	4/20/2020	VERIZON WIRELESS	TELEPHONE SERVICE	5,965.38	Media Operations
108496	5/18/2020	VERIZON WIRELESS	TELEPHONE SERVICE	4,135.68	Media Operations
108499	5/18/2020	YIN/TONG//	REIMBURSE- LAPTOPS	3,458.12	Media Operations
108269	4/15/2020	US BANK	VISA- COSTCO	3,184.38	Media Operations
108354	4/20/2020	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	2,350.00	Media Operations
108354	4/20/2020	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	1,848.00	Media Operations
108491	5/18/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	1,615.00	Media Operations
108269	4/15/2020	US BANK	VISA- LOGMEIN	1,552.45	Media Operations
108423	5/11/2020	AT&T	TELEPHONE SERVICE	1,107.21	Media Operations
108269	4/15/2020	US BANK	VISA- AMAZON.COM	895.35	Media Operations
108446	5/11/2020	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	609.00	Media Operations
108434	5/11/2020	FUSION CLOUD COMPANY	DSL SERVICE	579.20	Media Operations
108451	5/11/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	498.09	Media Operations
108451	5/11/2020	TIME WARNER CABLE	CABLE MODEM- CITY HALL	289.98	Media Operations
108269	4/15/2020	US BANK	VISA- LOVI'S DELI	217.37	Media Operations
108423	5/11/2020	AT&T	TELEPHONE SERVICE	164.69	Media Operations
108269	4/15/2020	US BANK	VISA- CREATIVE CLOUD/ADOBE	158.98	Media Operations
108269	4/15/2020	US BANK	VISA- ZOOM	148.54	Media Operations
108269	4/15/2020	US BANK	VISA- LOGMEIN	144.00	Media Operations
108269	4/15/2020	US BANK	VISA- MICROSOFT	139.35	Media Operations
108269	4/15/2020	US BANK	VISA- TARGET	106.82	Media Operations
108333	4/20/2020	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	105.86	Media Operations
108435	5/11/2020	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	105.86	Media Operations
108474	5/18/2020	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	105.86	Media Operations
108430	5/11/2020	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	96.88	Media Operations
108424	5/11/2020	AT&T MOBILITY	TELEPHONE SERVICE	48.24	Media Operations
108269	4/15/2020	US BANK	VISA- PHOTOSHOP	31.49	Media Operations
108269	4/15/2020	US BANK	VISA- L.A. DAILY NEWS	10.00	Media Operations
108269	4/15/2020	US BANK	VISA- WARNER CENTER	5.00	Media Operations



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Total Amount for 30 Line Item(s) from Media Operations				\$44,377.30	
<u>Non-Departmental - Finance</u>					
108410	5/4/2020	IRON MOUNTAIN, INC.	STORAGE SERVICES	16,870.07	Non-Departmental - Finance
108270	4/15/2020	CALABASAS CHAMBER OF COMMERCE	FY 19/20 CHAMBER SERVICES	10,000.00	Non-Departmental - Finance
108352	4/20/2020	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,666.17	Non-Departmental - Finance
108489	5/18/2020	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,666.17	Non-Departmental - Finance
108391	4/27/2020	QUADIENT LEASING USA, INC.	POSTAGE METER LEASE	2,000.00	Non-Departmental - Finance
108269	4/15/2020	US BANK	VISA- WALMART/COSTCO	1,644.58	Non-Departmental - Finance
108269	4/15/2020	US BANK	VISA- LIFE STORAGE	1,371.00	Non-Departmental - Finance
108374	4/27/2020	CONVERGINT TECHNOLOGIES LLC	SECURITY SERVICES	1,301.24	Non-Departmental - Finance
108329	4/20/2020	CR PRINT	BUSINESS CARD MASTER	702.99	Non-Departmental - Finance
108400	5/4/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	445.41	Non-Departmental - Finance
108372	4/27/2020	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF04673	444.67	Non-Departmental - Finance
108269	4/15/2020	US BANK	VISA- AMAZON/COSTCO	337.47	Non-Departmental - Finance
108481	5/18/2020	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	315.00	Non-Departmental - Finance
108269	4/15/2020	US BANK	VISA- COSTCO	235.94	Non-Departmental - Finance
108329	4/20/2020	CR PRINT	BUSINESS CARDS	113.88	Non-Departmental - Finance
108372	4/27/2020	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- XUP00631	108.64	Non-Departmental - Finance
108372	4/27/2020	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF04673	65.99	Non-Departmental - Finance
108488	5/18/2020	RUBIN/JEFF//	REFUND- PHONE PRE-PAYMENT	53.65	Non-Departmental - Finance
108406	5/4/2020	FEDERAL EXPRESS CORP.	COURIER SERVICE	46.39	Non-Departmental - Finance
108379	4/27/2020	FEDERAL EXPRESS CORP.	COURIER SERVICE	25.80	Non-Departmental - Finance
108371	4/27/2020	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	19.78	Non-Departmental - Finance
108269	4/15/2020	US BANK	VISA- PAPER SOURCE	5.42	Non-Departmental - Finance
108269	4/15/2020	US BANK	VISA- EB SIGNIFICANT	-53.08	Non-Departmental - Finance
Total Amount for 23 Line Item(s) from Non-Departmental - Finance				\$43,387.18	
<u>Payroll</u>					
108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	7,171.30	Payroll
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	7,080.80	Payroll
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	4,321.07	Payroll
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	4,277.83	Payroll
108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	729.55	Payroll
108325	4/20/2020	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
108328	4/20/2020	COROALLES/ANTHONY//	HEALTH INS REIMB (RETIREE)	702.78	Payroll



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108334	4/20/2020	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
108337	4/20/2020	HILL/BOB//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
108344	4/20/2020	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
108349	4/20/2020	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
108361	4/20/2020	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
108363	4/20/2020	WOLFSON/JONATHON//	HEALTH INS REIMB (RETIREE)	702.78	Payroll
108388	4/27/2020	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- MAY 20	72.00	Payroll
Total Amount for 14 Line Item(s) from Payroll				\$29,274.79	
<u>Police / Fire / Safety</u>					
108383	4/27/2020	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2020	383,533.02	Police / Fire / Safety
108383	4/27/2020	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2020	9,733.43	Police / Fire / Safety
108383	4/27/2020	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE OAKS	1,773.78	Police / Fire / Safety
108411	5/4/2020	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- VIEWPOINT	1,339.65	Police / Fire / Safety
108382	4/27/2020	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- MAR 2020	1,278.22	Police / Fire / Safety
108383	4/27/2020	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2020	387.50	Police / Fire / Safety
108381	4/27/2020	KUSTOM SIGNALS, INC.	LASER EQUIPMENT REPAIRS	40.39	Police / Fire / Safety
Total Amount for 7 Line Item(s) from Police / Fire / Safety				\$398,085.99	
<u>Public Safety & Emergency Preparedness</u>					
108468	5/18/2020	CR PRINT	CORONAVIRUS MAILER	5,439.35	Public Safety & Emergency Preparedness
108269	4/15/2020	US BANK	VISA- MACKAY COMMUNICATIONS	1,511.64	Public Safety & Emergency Preparedness
108269	4/15/2020	US BANK	VISA- AMAZON	78.83	Public Safety & Emergency Preparedness
108269	4/15/2020	US BANK	VISA- STAPLES/ALBERTSONS	40.51	Public Safety & Emergency Preparedness
108269	4/15/2020	US BANK	VISA- AMAZON	34.03	Public Safety & Emergency Preparedness
Total Amount for 5 Line Item(s) from Public Safety & Emergency Preparedness				\$7,104.36	
<u>Public Works</u>					
108465	5/18/2020	CITY OF AGOURA HILLS	TMDL COMPLIANCE MONITORING	94,567.21	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	17,750.85	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	17,750.85	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	16,514.73	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	16,514.73	Public Works
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	9,823.34	Public Works
108471	5/18/2020	DOWNSTREAM SVCS, INC.	CDS UNIT MAINTENANCE	9,303.00	Public Works



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108467	5/18/2020	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	8,328.66	Public Works
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	5,940.00	Public Works
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	5,855.79	Public Works
108454	5/11/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	5,814.00	Public Works
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	5,805.00	Public Works
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	5,175.00	Public Works
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,844.68	Public Works
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	4,310.00	Public Works
108392	4/27/2020	RON'S MAINTENANCE, INC.	CATCH BASIN CLEANING	3,900.00	Public Works
108487	5/18/2020	RON'S MAINTENANCE, INC.	CATCH BASIN CLEANING SVCS	3,900.00	Public Works
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,788.81	Public Works
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	3,424.00	Public Works
108456	5/11/2020	WILHELM/RICHARD FRANK//	FIELD INVESTIGTN/DRAFTING	2,970.00	Public Works
108421	5/4/2020	WILLDAN ASSOCIATES INC.	GEOTECH REVIEW	2,509.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	2,462.00	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	2,214.06	Public Works
108438	5/11/2020	ISSAKHANI/MARINA//	CONSULTING SERVICES	2,200.00	Public Works
108326	4/20/2020	CHRIS NELSON & ASSOCIATES, INC	SURVEY CONSULTING	2,135.00	Public Works
108387	4/27/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,795.00	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	1,459.29	Public Works
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,410.00	Public Works
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,096.73	Public Works
108402	5/4/2020	COUNTY OF LOS ANGELES	CONTRACT SERVICES	1,059.87	Public Works
108407	5/4/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	962.50	Public Works
108475	5/18/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	962.50	Public Works
108422	5/11/2020	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	956.42	Public Works
108475	5/18/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	935.00	Public Works
108457	5/11/2020	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	885.00	Public Works
108407	5/4/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	880.00	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	877.62	Public Works
108269	4/15/2020	US BANK	VISA- EARTHLY GOODS	837.00	Public Works
108335	4/20/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	825.00	Public Works
108335	4/20/2020	HAJIZADEH/HOUMAN//	CONSULTING SERVICES	825.00	Public Works
108418	5/4/2020	SO-CAL PRESSURE WASH	PRESSURE WASHING	790.00	Public Works
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	575.17	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	550.00	Public Works
108421	5/4/2020	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	471.50	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	469.00	Public Works



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108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	469.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	469.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	469.00	Public Works
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	420.35	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	381.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	381.00	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	302.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	302.00	Public Works
108269	4/15/2020	US BANK	VISA- HUIMAN/SRULY JUDAIC	299.38	Public Works
108269	4/15/2020	US BANK	VISA- DIY/HOME DEPOT	285.25	Public Works
108421	5/4/2020	WILLDAN ASSOCIATES INC.	PUBLIC WORKS SERVICES	285.00	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	281.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	281.00	Public Works
108269	4/15/2020	US BANK	VISA- BANNERSONTHECHEAP	279.54	Public Works
108398	5/4/2020	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	263.51	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	260.00	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	260.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	260.00	Public Works
108269	4/15/2020	US BANK	VISA- AMAZON.COM	248.40	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	245.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	245.00	Public Works
108459	5/18/2020	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	239.39	Public Works
108269	4/15/2020	US BANK	VISA- LOWES/HOME DEPOT	236.05	Public Works
108269	4/15/2020	US BANK	VISA- DIY/HOME DEPOT	211.62	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	146.00	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	146.00	Public Works
108269	4/15/2020	US BANK	VISA- AMAZON.COM	116.38	Public Works
108469	5/18/2020	DEPARTMENT OF CONSUMER AFFAIRS	ENGINEER LICENSE RENEWAL	115.00	Public Works
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	110.90	Public Works
108269	4/15/2020	US BANK	VISA- DIY/HOME DEPOT	110.80	Public Works
108421	5/4/2020	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	104.25	Public Works
108453	5/11/2020	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	Public Works
108422	5/11/2020	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	85.31	Public Works
108385	4/27/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	84.43	Public Works
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	74.50	Public Works
108495	5/18/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	74.50	Public Works
108492	5/18/2020	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	59.50	Public Works
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	54.97	Public Works



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108331	4/20/2020	DIG SAFE BOARD	STATE REGULATORY FEE	40.01	Public Works
108470	5/18/2020	DIG SAFE BOARD	STATE REGULATORY FEE	40.01	Public Works
108360	4/20/2020	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
108496	5/18/2020	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
108269	4/15/2020	US BANK	VISA- DIY/HOME DEPOT	19.87	Public Works
108269	4/15/2020	US BANK	VISA- HARBOR FREIGHTS	19.68	Public Works
108269	4/15/2020	US BANK	VISA- RALPHS	4.59	Public Works
Total Amount for 90 Line Item(s) from Public Works				\$285,369.52	

Recoverable / Refund / Liability

108415	5/4/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	1,666.72	Recoverable / Refund / Liability
108415	5/4/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	1,200.00	Recoverable / Refund / Liability
108425	5/11/2020	AVILA/PAULA//	EMPLOYEE COMPUTER LOAN	1,175.98	Recoverable / Refund / Liability
108415	5/4/2020	P&A ADMINISTRATIVE SVCS INC	FSA-DEP CARE REIMBURSEMENT	833.36	Recoverable / Refund / Liability
108483	5/18/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	208.34	Recoverable / Refund / Liability
108339	4/20/2020	KAJIRIAN/GLADIS//	RECREATION REFUND	198.00	Recoverable / Refund / Liability
108483	5/18/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	183.80	Recoverable / Refund / Liability
108408	5/4/2020	HALL/CHRISTOPHER//	RECREATION REFUND	58.40	Recoverable / Refund / Liability
108312	4/18/2020	TENEYL/AUTUMN//	ARTS FESTIVAL REFUND	50.00	Recoverable / Refund / Liability
108415	5/4/2020	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	30.69	Recoverable / Refund / Liability
108288	4/18/2020	JOHNSON/CAROLYN//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108278	4/18/2020	CURTNER/RICHARD//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108300	4/18/2020	NOVAK/CATHERINE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108284	4/18/2020	GRANFELDT/KAREN//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108317	4/18/2020	ZUNIGA/GUILLERMO//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108313	4/18/2020	TERRY/CRAIG//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108274	4/18/2020	BRAUN/JO//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108285	4/18/2020	HAUSSERMAN/CHRISTINE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108280	4/18/2020	DOWNER/TERESA//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108298	4/18/2020	MEYER/PATRICK//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108292	4/18/2020	LOPEZ/SANDRA//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108314	4/18/2020	VIALAR/DOMINIQUE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108275	4/18/2020	CARPENTER/CAROLE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108276	4/18/2020	CARTER/MARK//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108311	4/18/2020	TAYLOR/LEEZA//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108287	4/18/2020	HULL/ROBERT//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108290	4/18/2020	KLUG/K.C.//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability



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108302	4/18/2020	OYE/MING-CHU//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108309	4/18/2020	SWANSON/PHANITHA//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108293	4/18/2020	MAHMOOD/LANA//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108295	4/18/2020	MAKRANSKY/STEVEN//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108310	4/18/2020	TAVAKKOLY/AUNDREA//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108301	4/18/2020	OTCASEK/CHRIS//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108296	4/18/2020	MANESH/JUSTINE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108279	4/18/2020	DEAN/GEORGANNA//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108305	4/18/2020	RENNER/PAUL//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108289	4/18/2020	KENNEDY/LANCE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108277	4/18/2020	CHUNG/WON ILL//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108272	4/18/2020	BEARD/LARRY//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108316	4/18/2020	WOODWARD/MIKE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108306	4/18/2020	ROULLARD/CAROL//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108273	4/18/2020	BONAVIDA/RAYMOND//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108281	4/18/2020	DUKLER/MICHAEL//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108282	4/18/2020	FALK/DOUGLAS//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108291	4/18/2020	LEE/SEUNG//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108283	4/18/2020	GOYATTON/YVES//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108307	4/18/2020	SANDERS/KARL//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108308	4/18/2020	SILVER/RICHARD//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108271	4/18/2020	BABAYAN/NOBE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108286	4/18/2020	HOLT/ERIC//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108303	4/18/2020	PERRY/EUGENE//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108299	4/18/2020	NELSON/EDWINA//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108315	4/18/2020	WINBERRY/KIM//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108297	4/18/2020	MCGAW/KAREN//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
108294	4/18/2020	MAHORNEY/MARK//	ARTS FESTIVAL REFUND	25.00	Recoverable / Refund / Liability
Total Amount for 55 Line Item(s) from Recoverable / Refund / Liability				\$6,730.29	

Tennis & Swim Center

108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	3,862.71	Tennis & Swim Center
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,514.18	Tennis & Swim Center
108353	4/20/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	1,497.04	Tennis & Swim Center
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,470.84	Tennis & Swim Center
108447	5/11/2020	PLAYNETWORK, INC	MUSIC SERVICES-T&SC	815.16	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- KULLY SUPPLY	680.36	Tennis & Swim Center



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108355	4/20/2020	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	676.95	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- G&F LIGHTING	643.20	Tennis & Swim Center
108359	4/20/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	582.53	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- HOME DEPOT/MCCALLA CO	564.63	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- SHERWIN WILLIAMS	367.20	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- G&F LIGHTING	348.12	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- AMAZON	336.29	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- HOME DEPOT	310.24	Tennis & Swim Center
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	300.32	Tennis & Swim Center
108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	261.20	Tennis & Swim Center
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	261.20	Tennis & Swim Center
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	237.61	Tennis & Swim Center
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	234.74	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- CAP LEASING	192.00	Tennis & Swim Center
108454	5/11/2020	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	160.00	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- INDEED	156.18	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- CONSTANT CONTACT	100.00	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- FINDLAYS MACHI	80.00	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- STAPLES	75.85	Tennis & Swim Center
108490	5/18/2020	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	75.51	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- SHERWIN WILLIAMS	64.13	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- MALIBU LAUNDRY	56.00	Tennis & Swim Center
108269	4/15/2020	US BANK	VISA- TOTAL GRAPHIC	36.08	Tennis & Swim Center
108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	35.00	Tennis & Swim Center
108390	4/27/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- APR 20	27.48	Tennis & Swim Center
108484	5/18/2020	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- MAY 20	27.48	Tennis & Swim Center
108370	4/27/2020	BCC	LIFE & DISABILITY INS- APR 20	23.11	Tennis & Swim Center
108427	5/11/2020	BCC	LIFE & DISABILITY INS- MAY 20	23.11	Tennis & Swim Center
108340	4/20/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7.50	Tennis & Swim Center
108375	4/27/2020	CSAC-EXCESS INSURANCE	EAP/APR-JUNE 2020	3.23	Tennis & Swim Center
Total Amount for 36 Line Item(s) from Tennis & Swim Center				\$16,107.18	

Transportation

108445	5/11/2020	MV TRANSPORTATION, INC.	SHUTTLE SERVICES- MAR 20	16,989.13	Transportation
108437	5/11/2020	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE APR 2020	13,581.00	Transportation
108445	5/11/2020	MV TRANSPORTATION, INC.	SHUTTLE SERVICES- MAR 20	10,290.21	Transportation
108444	5/11/2020	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	7,592.35	Transportation



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108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	6,425.00	Transportation
108403	5/4/2020	DEPARTMENT OF TRANSPORTATION	TRAFFIC SIGNALS/LIGHTING	4,540.95	Transportation
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	4,200.62	Transportation
108366	4/27/2020	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	3,408.27	Transportation
108440	5/11/2020	JOHN KULAR CONSULTING	ENGINEERING SERVICES	3,035.75	Transportation
108493	5/18/2020	UNITED PACIFIC	FUEL CHARGES- APR 2020	2,896.51	Transportation
108387	4/27/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	2,190.00	Transportation
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	2,165.00	Transportation
108452	5/11/2020	TOYOTA FINANCIAL SERVICES	LEASE PAYMENT- MAY 2020	2,092.14	Transportation
108445	5/11/2020	MV TRANSPORTATION, INC.	SHUTTLE SERVICES- MAR 20	1,712.14	Transportation
108341	4/20/2020	LAS VIRGENES UNIFIED SCHOOL	BEFORE & AFTER SCHOOL AIDES	1,248.58	Transportation
108348	4/20/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	890.00	Transportation
108387	4/27/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	630.00	Transportation
108445	5/11/2020	MV TRANSPORTATION, INC.	SHUTTLE FUEL COST- MAR 20	618.04	Transportation
108348	4/20/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	595.00	Transportation
108482	5/18/2020	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	324.00	Transportation
108419	5/4/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	286.94	Transportation
108402	5/4/2020	COUNTY OF LOS ANGELES	CONTRACT SERVICES	227.97	Transportation
108384	4/27/2020	LA DWP	TRAFFIC METER SERVICE	155.46	Transportation
108269	4/15/2020	US BANK	VISA- 7 ELEVEN	148.48	Transportation
108269	4/15/2020	US BANK	VISA- CHEVRON/SHELL OIL	126.01	Transportation
108269	4/15/2020	US BANK	VISA- VIOC	114.84	Transportation
108269	4/15/2020	US BANK	VISA- SHELL OIL	112.85	Transportation
108367	4/27/2020	AT&T	TELEPHONE SERVICE	111.86	Transportation
108269	4/15/2020	US BANK	VISA- 7 ELEVEN/EXXON MOBIL	97.60	Transportation
108269	4/15/2020	US BANK	VISA- 7 ELEVEN	82.66	Transportation
108269	4/15/2020	US BANK	VISA- CALABASAS SINCLAIR	55.08	Transportation
108269	4/15/2020	US BANK	VISA- DIY/HOME DEPOT	47.05	Transportation
108269	4/15/2020	US BANK	VISA- AMAZON.COM	42.79	Transportation
108269	4/15/2020	US BANK	VISA- CHEVRON	34.52	Transportation
108269	4/15/2020	US BANK	VISA- CALABASAS SINCLAIR	32.23	Transportation
108269	4/15/2020	US BANK	VISA- SHELL OIL	27.83	Transportation
108269	4/15/2020	US BANK	VISA- ACCO BRANDS	18.57	Transportation

Total Amount for 37 Line Item(s) from Transportation

\$87,147.43

GRAND TOTAL for 699 Line Items

\$1,599,453.97



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Tennis & Swim Center					
13844	5/4/2020	BLUE SHIELD OF CA	INSURANCE EXPENSE	7,459.78	Tennis & Swim Center
13849	5/9/2020	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,681.97	Tennis & Swim Center
13845	5/4/2020	ICW GROUP	WORKERS COMP INS	2,561.00	Tennis & Swim Center
13842	4/18/2020	PHILIDELPHIA INSURANCE	INSURANCE EXPENSE	2,218.00	Tennis & Swim Center
13848	5/9/2020	PHILIDELPHIA INSURANCE	INSURANCE EXPENSE	2,218.00	Tennis & Swim Center
13840	4/18/2020	DIGITAL COLOR WORKS	ADMINISTRATIVE EXPENSES	1,677.53	Tennis & Swim Center
13841	4/18/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,514.19	Tennis & Swim Center
13846	5/4/2020	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	886.32	Tennis & Swim Center
13840	4/18/2020	DIGITAL COLOR WORKS	ADMINISTRATIVE EXPENSES	612.08	Tennis & Swim Center
13839	4/18/2020	AT&T	TELEPHONE SERVICE	362.46	Tennis & Swim Center
13844	5/4/2020	BLUE SHIELD OF CA	INSURANCE EXPENSE	330.30	Tennis & Swim Center
13843	4/18/2020	XEROX FINANCIAL SERVICES	ADMINISTRATIVE EXPENSES	293.62	Tennis & Swim Center
13847	5/9/2020	ADP, INC	ADMINISTRATIVE EXPENSES	99.37	Tennis & Swim Center
Total Amount for 13 Line Item(s) from Tennis & Swim Center				\$23,914.62	
GRAND TOTAL for 13 Line Items				\$23,914.62	

10-Jun

1	PW	Public Hearing	Adoption of Resolution 2020-1667, approving a final Engineer's Report in connection with Landscape Lighting Act District Nos. 22, 24, 27, 32 and confirming diagrams and assessments for such districts for Fiscal Year 2020-2021
2	CC	New Business	Annual progress report for 2019 regarding the City of Calabasas 2030 General Plan 2014-2021 Housing Element
3	CS	New Business	List of City events in lieu of normal annual events

Future Items

4	Comm./CD	New Business	CTC recommendation regarding cell service
5	CD	Presentation	LAFCO presentation on MSR
6	CD	New Business	Ordinance regulating construction work hours
7	CC	New Business	Discussion of past election issues and the upcoming November 3, 2020 election
8	PW	New Business	Update regarding anticoagulants
9	PW	New Business	Designated parking space violation ordinance
10	CD/Finance	New Business	Annexation update
11	CA	New Business	Closed session regarding State's mandate for affordable housing
12	CA/CC	New Business	Report/timeline on a cannabis tax initiative
13	CD	New Business	Story poles review by Planning Commission or CDD
14	CD	Public Hearing	West Village Project

2020 Meeting Dates	
24-Jun	14-Oct
8-Jul - Canceled	28-Oct
22-Jul - Canceled	3-Nov General Municipal Election
12-Aug	11-Nov Canceled - Veteran's Day
26-Aug	25-Nov Canceled - Thanksgiving Eve
9-Sep	9-Dec - Election Certification/ Council Reorg.
23-Sep	23-Dec - Canceled