



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, MAY 8, 2019  
CITY HALL COUNCIL CHAMBERS  
100 CIVIC CENTER WAY, CALABASAS  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)**

The starting times listed for each agenda item should be considered as a guide only. The City Council reserves the right to alter the order of the agenda to allow for an effective meeting. Attendance at the entire meeting may be necessary to ensure interested parties hear a particular item. The public may speak on a closed session item prior to Council's discussion. To do so, a speaker card must be submitted to the City Clerk at least five minutes prior to the start of closed session. The City values and invites written comments from residents on matters set for Council consideration. **In order to provide councilmembers ample time to review all correspondence, any written communication must be submitted to the City Clerk's office before 5:00 p.m. on the Monday prior to the meeting. Note: Any written materials submitted to the City Council are public record under the Public Records Act.**

### **CLOSED SESSION – 6:00 P.M.**

1. Existing Litigation- the one case name is unspecified so as to not jeopardize existing settlement negotiations

### **OPENING MATTERS – 7:00 P.M.**

Call to Order/Roll Call of Councilmembers  
Pledge of Allegiance by Girl Scout Troop 10016  
Approval of Agenda

### **PRESENTATIONS – 7:15 P.M.**

- Annual book donation by Las Virgenes Municipal Water District
- Proclamation recognizing the 50<sup>th</sup> Anniversary of Municipal Clerks Week
- Recognition of outgoing Commissioner Lisa Brackelmanns-Wilder

**ANNOUNCEMENTS/INTRODUCTIONS – 7:45 P.M.**

- Adjourn in memory - Dr. Walter Edmund Brackelmanns

**ORAL COMMUNICATION – PUBLIC COMMENT – 8:00 P.M.**

**CONSENT ITEMS – 8:10 P.M.**

1. Approval of meeting minutes from April 24, 2019
2. Adoption of Resolution No. 2019-1619 electing to be exempt from the Congestion Management Program (CMP)

**NEW BUSINESS – 8:15 P.M.**

3. City Council review of a community outreach survey on cellular service
4. Adoption of Resolution No. 2019-1632, rescinding Resolution No. 2012-1324 and establishing a City Financing Program in the amount of \$500,000 to assist low and moderate income single family homeowners with costly repairs to code-deficient and dilapidated properties; and with the development of accessory dwelling units

**INFORMATIONAL REPORTS – 8:40 P.M.**

5. Check Register for the period of April 11-26, 2019

**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 in memory of Dr. Walter Edmund Brackelmanns to their next regular meeting scheduled on Wednesday, May 22, 2019, at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, APRIL 24, 2019**

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

Present: Mayor Shapiro, Mayor pro Tem Weintraub, Councilmembers Bozajian, Gaines and Maurer  
Absent: None  
Staff: Bingham, Farassati, Gilli, Hernandez, Klein, Lysik, Melton, Petros, Summers, Tamuri and Yalda

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Boy Scout Pack 333 – Web II Den 3

**APPROVAL OF AGENDA**

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

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

- Adjourn in Memory – Karyn Foley

Councilmember Maurer eulogized Former Councilmember Karyn Foley.

Mayor Shapiro highlighted a Congressional Record from the U.S. House of Representatives in honor of Mrs. Foley.

Members of the Council expressed condolences to the Foley family.

**PRESENTATIONS**

- Recognition of Annemarie Flaherty for her years of service on the Agoura Hills/Calabasas Community Center

Mayor Shapiro presented Ms. Flaherty with a plaque in recognition of her service.

- Proclamation recognizing May as Better Hearing Month

Mayor Shapiro presented proclamations to Doctors Amit Gosalia and Iris Stone

- Introduction of Deputy Fire Chief, Anthony Marrone

This introduction was postponed to a future meeting

### **ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Councilmember Gaines:

- Extended an invitation to the AHCCC Annual Health Expo on April 27.
- Extended an invitation to Lupin Hill Elementary Family Fiesta on April 27.
- Extended an invitation to the Chambers' Cal Cup Bowling tournament on April 26.
- Extended an invitation to the City's annual Fine Arts festival on May 4-5.
- Extended an invitation to the Chamber of Commerce Mayor's Luncheon on May 16.

Mayor pro Tem Weintraub:

- Extended an invitation to Relay for Life on May 25 at the De Anza Park.
- Reported that Grape Arbor Park is partially open.

Councilmember Maurer:

- Extended an invitation to the various family summer events scheduled at the Tennis & Swim Center.

Mayor Shapiro:

- Congratulated Lisa Brackelmans-Wilder on her recent appointment as a Commissioner to the Los Angeles Superior Court.
- The Chamber of Commerce is hosting Law Day will on May 1.
- Information about the measles outbreak will be placed on the City's website.
- Reminded residents about the City's ban on plastic straws and cutlery becoming effective on April 30.
- Extended an invitation to the annual Calabasas Dodger Night on June 14.

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

Mark Levenson and Luresa Byrne spoke during public comment.

### **CONSENT ITEMS**

1. Approval of meeting minutes from April 10, 2019

2. Adoption of Resolution No. 2019-1626, 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 and ordering a preliminary Engineer's Report; adoption of Resolution No. 2019-1627 approving a preliminary Engineer's Report with respect to the levy and collection of assessments in connection with Landscape Lighting Act District Nos. 22, 24, 27, and 32 for Fiscal Year 2019-20; adoption of Resolution No. 2019-1628, 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. Recommendation to award a contract to Granicus in the amount not to exceed \$97,620 for video streaming and the development and maintenance of the City's website
4. Approval of a request for a refund of fees paid in the amount of \$2,910 by the property owner, Sharon Dorn for the City's review and approval of a variance application to demolish an existing legal non-conforming two-story residence and construct a new 2,679 square-foot two-story single-family residence with an attached two car garage
5. Adoption of Resolution No. 2019-1625 amending Resolution No. 2018-1596, approving the reduction of a Planner position and addition of an Associate Planner position in the Community Development Department

Councilmember Bozajian pulled Consent Item No. 4

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

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

**After discussion, Councilmember Gaines moved, seconded by Mayor pro Tem Weintraub to approve Consent Item No. 4. MOTION CARRIED 5/0 as follows:**

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

### **NEW BUSINESS**

6. Sheriff's crime report

Deputy Peck presented the report.

The meeting recessed at 8:05 p.m.  
The meeting reconvened at 8:17 p.m.

7. Update on outreach efforts regarding plastic straws, stirrers and cutlery ban

Mr. Farassati presented the report.

### **PUBLIC HEARING**

8. An appeal of the Planning Commission's decision to approve a Site Plan Review permit to demolish an existing 4,207 square-foot, legal nonconforming two-story single-family residence with a detached three car garage, and construct a new 6,783 square-foot, two-story single-family residence with an attached three-car garage and appurtenant accessory structures on a 15,431 square-foot lot. The subject site is located at 4389 Park Vicente (APN: 2068-023-003) within the Residential, Single-Family (RS) zoning district. The Planning Commission approved this project at a public hearing held on March 7, 2019

Mayor Shapiro opened the public hearing.

Mr. Klein presented the report.

The meeting recessed at 9:17 p.m.  
The meeting reconvened at 9:25 p.m.

Nicholas D'Amico, Gary and Wendy Nitti, Rick Stockton, Jeff and Saminh Greeberg, Michael Brockman, Pamela Evans, Susan Duberehin, Wendy David, David Evans, Henry David, Arthur Jablon and Shirley Greenberg spoke on Item No. 8.

Mayor Shapiro closed the public hearing.

**After extensive discussion, Councilmember Bozajian moved, seconded by Councilmember Gaines to approve Item No. 8 with modifications. MOTION CARRIED 4/1 as follows:**

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

NOES: Maurer

### **INFORMATIONAL REPORTS**

9. Check Register for the period of March 28-April 10, 2019

**No action taken on this item.**

**TASK FORCE REPORTS**

Councilmember Bozajian reported that the AHCCC started the recruitment for a new Executive Director. He also reported that CCCA the Liability Trust fund report was distributed to the City Council.

Councilmember Maurer reported that the Santa Monica Mountains Conservancy has started accepting applications for Prop 1 grants.

Mayor pro Tem Weintraub reported that information regarding homelessness has been added to the City's website. In addition, she reported that a letter was sent to Councilmember Blumenfield regarding the property at Mulholland Hwy. and Mulholland Dr. about becoming a nuisance to the community.

**CITY MANAGER'S REPORT**

None.

**FUTURE AGENDA ITEMS**

Councilmember Maurer requested a future item regarding the retention of email.

**ADJOURN**

The meeting adjourned in memory of former Councilmember Karyn Foley at 11:35 p.m. to the next regular meeting scheduled on Wednesday, May 8, 2019, at 7:00 p.m.

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



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: APRIL 26, 2019**

**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. 2019-1619 ELECTING TO BE EXEMPT FROM THE CONGESTION MANAGEMENT PROGRAM.**

**MEETING**

**DATE: MAY 8, 2019**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council adopt Resolution No. 2019-1619 (Attachment A) electing to be exempt from the Congestion Management Program (CMP).

**BACKGROUND/ DISCUSSION:**

The CMP is a 1990 era state-mandated performance-based planning program that attempts to link land use and transportation decisions. The statute designated regional Congestion Management Agencies and charged them with administering the program. The Los Angeles County Metropolitan Transportation Authority (Metro) was tasked with the responsibility of preparing and updating the CMP biennially. Metro is the Congestion Management Agency and 89 jurisdictions (88 cities plus the County of Los Angeles) are responsible for compliance with the provisions of the program.

The CMP is based on a "Level of Service" (LOS) performance metric, which uses vehicle delay as a basis for measuring congestion. However, with LOS criteria being phased out and replaced with new state-designated performance measures,



such as Vehicle Miles Traveled (VMT), the CMP has become inconsistent with current state law. Furthermore, since the Metro Board rejected the idea of implementing a Congestion Management Fee in 2014, the program has essentially become non-existent, with Metro no longer collecting land-use data from local agencies, a practice they had done annually as required by the CMP through 2015. The City already has its own congestion mitigation fee program in the form of the Transportation Impact Fee (TIF). Therefore, there is no need for the City's participation in the CMP since a program is in place to build infrastructure to handle traffic generated by developments within the city limits.

On June 28, 2018, the Metro Board approved a staff recommendation to initiate the process to opt out of the state mandated Congestion Management Program (CMP). The action allows Metro staff to proceed with the next step in the process, which is to provide public agency partners with the option to opt out of the CMP Program as well. The CMP has been found to contradict Metro's own efforts to promote a more sustainable and equitable region. In addition, the passage of Measure M and the update of the Long-Range Transportation Plan present Metro with an opportunity to consider new ways to measure transportation system performance, measures that complement efforts to combat climate change, support sustainable, vibrant communities and improve mobility.

An agency cannot opt out of the CMP requirement alone. California Government Code §65088.3 provides for jurisdictions within a county to opt out of the CMP requirement without penalty, if a majority of local jurisdictions representing a majority of the county's population formally adopt resolutions requesting to opt out of the program. A majority consensus of 45 jurisdictions representing approximately 5.1 million people in the County of Los Angeles is required to opt out formally. We were informed by Metro staff that 41 cities have already adopted resolution to opt-out of the CMP. They are on track to meet the minimum threshold in May of this year. Approval of this resolution would add the City of Calabasas to the list of jurisdictions in support of eliminating the CMP, as well as the city's population towards the number needed to meet the population requirement.

**REQUESTED ACTION:**

Staff recommends that the City Council adopt Resolution No. 2019-1619 (Attachment A) electing to be exempt from the Congestion Management Program (CMP).

**ATTACHMENTS:**

Attachment A: Resolution No. 2019-1619

**ITEM 2 ATTACHMENT A**

**RESOLUTION NO. 2019-1619**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, ELECTING TO BE EXEMPT FROM THE CONGESTION MANAGEMENT PROGRAM.**

**WHEREAS**, in 1990 the voters of California passed Proposition 111 and the requirement that urbanized counties develop and implement a Congestion Management Program; and

**WHEREAS**, the legislature and governor established the specific requirements of the Congestion Management Program by passage of legislation which was a companion to Proposition 111 and is encoded in California Government Code Section 65088 to 65089.10; and

**WHEREAS**, the Los Angeles County Metropolitan Transportation Authority (Metro) has been designated as the Congestion Management Agency responsible for Los Angeles County's Congestion Management Program; and

**WHEREAS**, California Government Code Section 65089.3 allows urbanized counties to be exempt from the Congestion Management Program based on resolutions passed by local jurisdictions representing a majority of a county's jurisdictions with a majority of the county's population; and

**WHEREAS**, the Congestion Management Program is outdated and increasingly out of step with current regional, State, and federal planning processes and requirements, including new State requirements for transportation performance measures related to greenhouse gas reduction; and

**WHEREAS**, the Metro Board of Directors took action to direct Metro staff to work with local jurisdictions to prepare the necessary resolutions to exempt Los Angeles County from the Congestion Management Program.

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

1. That the above recitations are true and correct.
2. That the City of Calabasas hereby elects to be exempt from the Congestion Management Program as described in California Government Code Section 65088 to 65089.10.

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 8<sup>th</sup> day of May 2019.

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

ATTEST:

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

APPROVED AS TO FORM:

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



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

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**DATE:** APRIL 30, 2019

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** DEBORAH STELLER, MEDIA, LIBRARY AND INFORMATION SERVICES DIRECTOR  
MAUREEN TAMURI, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** CITY COUNCIL REVIEW OF A COMMUNITY OUTREACH SURVEY ON CELLULAR SERVICE

**MEETING DATE:** MAY 8, 2019



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**BACKGROUND:**

According to the Pew Research Center, as of 2018, 95% of Americans use a cellular phone and approximately 54% of families use cellular phones only and have no land lines. The City has received numerous calls and emails on the quality and availability of cellular service in Calabasas. With low density housing, gated homeowner's associations, and varied topography, there are challenges in reaching all areas of the City, and determining which areas are being served and to what extent. Staff has prepared a draft community survey to collect data from Calabasas residents and businesses on their cellular service.

**DISCUSSION:**

Following are a series of questions proposed for a community outreach survey on cellular service in Calabasas. Although with new Federal Communications Commission regulations, the City would have very limited input on wireless telecommunications facilities, the purpose of the survey would be to provide Calabasas with the tools to better work with telecommunications companies on the needs of the community.

- 1) Are you a Calabasas resident?  
(Y/N)
- 2) In which community do you live in Calabasas?  
(All HOA's and communities will be listed as options as well as "Other")
- 3) Number of people in your household?  
(1,2,3,4,5,6 or more)
- 4) How many cellular phone lines do you have?  
(0,1,2,3,4,5,6 or more)
- 5) Do you have a land line in your home?  
(Y/N)
- 6) Do you work in the City of Calabasas?  
(Y/N)
- 7) Number of people in your business?  
(1-10, 10-20, 20-50, 50-100, 100-500, 500 or more, not applicable)
- 8) Who is your cellular service provider?  
(AT&T, Trac-Fone, Boost Mobile, U.S. Cellular, Cricket, Verizon Wireless, MetroPCS, Virgin Mobile, Sprint, T-Mobile, Spectrum, I do not have a cell provider, Other)
- 9) On a scale of 1-10, how satisfied are you with your cellular service at your home?  
(1-very unsatisfied, 10- Very Satisfied, All options from 1-10 will be provided)
- 10) On a scale of 1-10, how satisfied are you with your cellular service in other areas of Calabasas?  
(1-very unsatisfied, 10- Very Satisfied, All options from 1-10 will be provided)
- 11) Do you rely on wireless service for other smart home devices such as Alexa Nest, internet, TV, iPad?  
(Y/N)
- 12) On a scale of 1-10, how satisfied were you with your cellular service delivery during the recent Woolsey Fire?

(1-very unsatisfied, 10- Very Satisfied, All options from 1-10 will be provided)

13) On a scale of 1-10, should cellular and wireless service levels improve in Calabasas? 1 – No 10 - Yes

14) On a scale of 1 to 10, how willing are you to have new cellular towers and facilities throughout the city in order to improve service?  
(1 – Not Willing At All, 10 – Very Willing)

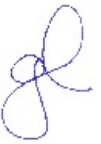
Once approved, staff will use a series of media outlets including eNews, Blackboard Connect, the City website, CTV, homeowner association presidents, and mailers to reach out to the community on this survey.

**REQUESTED ACTION:**

Provide input on the questions and community outreach.

**FISCAL IMPACT:**

None



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

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**DATE: APRIL 30, 2019**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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



**SUBJECT: ADOPTION OF RESOLUTION NO. 2019-1632, RESCINDING RESOLUTION NO. 2012-1324 AND ESTABLISHING A CITY FINANCING PROGRAM IN THE AMOUNT OF \$500,000 TO ASSIST LOW AND MODERATE INCOME SINGLE FAMILY HOMEOWNERS WITH COSTLY REPAIRS TO CODE-DEFICIENT AND DILAPIDATED PROPERTIES, OR TO ASSIST WITH THE DEVELOPMENT OF ACCESSORY DWELLING UNITS**

**MEETING**

**DATE: MAY 8, 2019**

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**SUMMARY RECOMMENDATION:**

That the City Council introduces Resolution No. 2019 -1632, rescinding Resolution No. 2012-1324 and establishing a City financing program in the amount of \$500,000 to assist low and moderate income single family homeowners with costly repairs to code-deficient properties and dilapidated properties, or to assist with development of Accessory Dwelling Units.

**BACKGROUND:**

On April 11, 2012, Staff prepared a resolution and report responding to Council's request to develop a loan program for low and moderate income property owners to repair homes which were the subject of code enforcement actions. Staff is now recommending that the Council rescind that program and expand it to include a

provision permitting funds to be used towards development of Accessory Dwelling Units (ADU's) as well.

Development of ADU units are included in the City's Housing Element as a policy to meet the City's Regional Housing Needs Allocation. The development of ADU's for low income families can also serve to provide an important income stream to assist in maintaining properties and preventing substandard conditions from occurring.

## **DISCUSSION/BACKGROUND**

Staff is recommending that Resolution 2012-1324 (Exhibit B to this report) be rescinded in its entirety and replaced with a broader program in which supports the development of new Accessory Dwelling Units. The program amount of \$500,000 set aside from the Affordable Housing Fund (Fund 18) balance would not change. Staff has marked up the proposed changes to the former resolution as provided for in Resolution 2019 -1632 (Exhibit A to this report).

## **FISCAL IMPACT/SOURCE OF FUNDING:**

There is currently a balance of \$1,653,918.71 in City's Affordable Housing fund as of the end of February, 2019. The amount of \$500,000 from this fund was reserved by the Council in April 2012 for a dilapidated home repair program for low and moderate income residents. No monies under this program were distributed. As such, there are no changes to the fund status resulting from this action.

## **REQUESTED ACTION:**

That the City Council adopts Resolution No. 2019 -1632, a Resolution of the City Council of the City of Calabasas, California, rescinding Resolution No. 2012-1324 and establishing a City financing program in the amount of \$500,000 to assist low and moderate income single family homeowners with costly repairs to code-deficient properties and dilapidated properties, or to assist with development of Accessory Dwelling Units.

## **ATTACHMENTS:**

Exhibit A: Resolution No. 2019-1632  
Exhibit B: Resolution No. 2012-1324



**ITEM 4 EXHIBIT A  
RESOLUTION NO. 2019-1632**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, RESCINDING RESOLUTION No. 2-12-1324 AND ESTABLISHING A CITY FINANCING PROGRAM IN THE AMOUNT OF \$500,000 TO ASSIST LOW- AND MODERATE- INCOME SINGLE-FAMILY HOMEOWNERS WITH COSTLY REPAIRS TO CODE-DEFICIENT PROPERTIES OR TO ASSIST WITH THE DEVELOPMENT OF ACCESSORY DWELLING UNITS.**

**WHEREAS**, the City Council recognizes that there are a number of severely dilapidated properties within the City, which presents a safety risk for occupying families, and which are at risk of being lost from the City's housing stock, and;

**WHEREAS**, the City Council further recognizes that low- and moderate-income property owners of severely dilapidated properties frequently have difficulty in accessing financial resources to conduct the necessary repairs, and;

**WHEREAS**, the City Council desires to facilitate timely repair of such properties in the interest of improving resident health and safety and preserving these housing units, and;

**WHEREAS**, THE City's Housing Element promotes the development of Accessory Dwelling Units (ADU's) to meet housing needs and additionally provide an income source to assist in home maintenance; and

**WHEREAS**, the City established the Affordable Housing Fund and has collected in-lieu fees and mitigation fees for the Fund, and;

**WHEREAS**, the City must spend the monies collected in the Affordable Housing Fund on affordable housing production and/or development and preservation of existing housing stock, and;

**WHEREAS**, the balance in the Affordable Housing Fund as of February, 2019 is \$1,653,918.71;

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

SECTION 1. The above recitals are all true and correct.

SECTION 2. The City Council of the City of Calabasas Resolution No. 2012-1324 and hereby establishes under this Resolution a new Low and Moderate

Income Dilapidated Home Repair and ADU Loan Program in the amount of \$500,000, funded by the City's Affordable Housing Fund.

SECTION 3. The City Council of the City of Calabasas establishes the Program to be implemented as provided for in Attachment A to this Resolution.

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

**PASSED, APPROVED AND ADOPTED** this 8<sup>th</sup> day of May 2019.

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

ATTEST:

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

APPROVED AS TO FORM:

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

***Attachments:***

A-1) Low and Moderate Income Dilapidated Home Repair and ADU Loan;  
Program Guidelines



**CITY OF CALABASAS**  
**DELAPIDATED HOME REPAIR AND ADU LOAN PROGRAM**  
**PROGRAM GUIDELINES**

**I. PURPOSE, GOALS, AND OBJECTIVES**

The purpose of this Program is to assist certain single-family homeowners with serious and costly repairs so that dilapidated and code-deficient properties can be repaired and made safe. The program is intended for single-family home properties and permitted secondary housing units (where allowed by zoning district) in Calabasas for which at least one Notice of Violation (NOV) or citation is on file and/or documented code deficiencies require repairs, replacements or reconstruction to such an extent that the value of work is expected to exceed \$15,000. The Program would pay for significant home repairs to bring them up to habitable standards, and as necessary to bring the property into conformance with the Calabasas Building Code (including plumbing, electrical, and structural). **The program is also intended to provide loans for the development of Accessory Dwelling Units to meet the City's Housing needs.** The program is intended to assist households of lower and moderate incomes. Applicants would have to meet defined income thresholds as determined by the State Department of Housing and Community Development for Los Angeles County.

**II. SOURCE OF FUNDS**

The Program is funded by monies in the City's Affordable Housing Fund ("Fund"). The Fund is generated from inclusionary housing in-lieu fee and commercial impact fee revenues collected in accordance with Section 17.22 of the Calabasas Municipal Code. The City has an obligation to spend the monies collected in the Fund for affordable housing production and/or preservation within a reasonable time period; otherwise, the monies must be returned.

**III. ASSISTANCE AVAILABLE**

A total of \$500,000 is allocated to this Program from the Fund. Individual loans may range from \$15,000 to a maximum of \$100,000. City Council may elect to increase the funding allocation at a later time if demand proves to be higher than expected.

**IV. PROGRAM REQUIREMENTS**

*A. Property Location*

The subject property shall be located within the jurisdictional boundaries of the City of Calabasas.

*B. Property Ownership and Residency*

Loans may be made only to owners of single-family residential property. Owners must have legal title to the property vested in their names, or equitable title as a beneficiary of a trust, as shown by official records of the Los Angeles County Recorder's Office. Loans may also be made for property held by trusts, provided that both the trustee(s) and beneficiary meet the income criteria. An owner-occupant must have occupied the property for at least six months prior to loan approval.

*C. Home Value*

To qualify for the loan, the value of the subject home may not exceed ~~a value of \$962,700, which is the~~ median value for an owner-occupied home in Calabasas, according to the US Census Bureau American Communities Survey, 2010. The Director of the Community Development Department may update this median home value threshold in accordance with any updated ACS published by the US Census Bureau which includes updated median home values for the City. The owner/occupant shall evidence home value through a recent real property appraisal (within the past six months).

*D. Notice of Violation/Citation*

The subject property shall have at least one Notice of Violation (NOV) or the presence of City documented code deficiencies for which repairs are required. Proposed work to be funded by the loan shall be outlined in sufficient detail to allow the owner, contractors, and staff to understand the types, quantities, and quality of work to be done, and that the work will correct all known violations. Where funding availability is limited and there is more than one application being considered for such limited funding, priority will be given to properties having at least one Notice of Violation on file.

*E. Property Eligibility*

To protect the Program from defaults, property owners must meet the following minimum requirements to qualify for financing:

- a) Property owner certifies that he/she is not in bankruptcy and the property is not an asset in a bankruptcy proceeding;
- b) Property must meet a positive equity test and not exceed a maximum loan-to-value ratio of one (1.0) (aggregate total of all liens secured by real estate mortgages on the property divided by the value of the property);

- c) Property owner certifies and demonstrates that he/she is current on his/her mortgage, has not defaulted on the deed(s) of trust and can legally enter into the Program;
- d) Property taxes and assessments are current on the property and have not been delinquent for a period up to 5 years (or since the date of the most recent transfer if less than 5 years).

*F. Income Eligibility*

Participation in the Program is limited to applicants whose annual household income does not exceed the income limits for 120% of area median income, as determined by the State Department of Housing and Community Development for Los Angeles County. ~~(See Attachment A for 2012 income thresholds)~~. These income limits provide the criteria for eligibility based on the total amount of annual household income adjusted for household size. The income limits in place at the time of loan approval will apply when determining income eligibility. The City reserves the right to require documentation of both household size and household income information in order to determine applicant eligibility. For the purposes of determining Program eligibility, “household” means a person or persons occupying a housing unit as the principal place of residence.

Verification of income under 120% of the area median income shall be demonstrated by a copy of a signed federal income tax return (1040) and if applicable, a Social Security Benefit Statement (SSA-1099). Program eligibility will be determined based on “Adjusted Gross Income” (AGI) from the applicants most recent Internal Revenue Service Form 1040.

*G. Loan Processing/Terms*

Funds are to be awarded in the form of a loan, which will be secured by the property and may be junior to any pre-existing recorded loans on the property. The loan term will be **10** years, such that the loan balance (principal plus accrued interest) will be repayable upon sale or transfer of the property.

**Interest-** Interest on the loan will be charged **at 1% above LAIF adjusted annually and** will be a standard non-compounded rate based upon the

change in the CPI from the date of loan origination (when the loan term begins) to the date when the loan is due and payable.

**Loan Repayment-** Principal and interest shall be payable upon change of ownership or upon reaching 10 years, whichever occurs first.

*H. Affordability Restriction*

Execution of the loan will include recordation of a deed of trust which will include a ten year deed restriction. The deed restriction will require that the owner maintain residence at the property for not less than ten years, or repay the loan upon sale of the property, or, in the event that the owner vacates the property and rents out the unit, rental shall be to an eligible household (subject the City approval).

*I. Eligible and Ineligible Property Repair and Improvement Costs*

1. Eligible costs shall include but not be limited to the following:

- a) Major plumbing repair, to include sanitary sewer hook-up or septic system repair or reconstruction, as necessary to meet code;
- b) New replacement electrical service to meet code;
- c) Demolition or removal of unsafe structures, walls, or other structural features;
- d) Reconstruction of roofs, walls, foundations, or flooring, as necessary to meet code;
- e) Mitigation of environmental hazards associated with the repair or reconstruction activities, as may be necessary and appropriate under the law (such as asbestos removal);
- f) Repair of existing utility service infrastructure on-site (the lone exception may be for repair of temporary private water lines in the right-of-way);
- g) Up to twenty percent (20%) of project design and engineering expenses;

- h) Building & Safety Plan Check and permit fees for associated reconstruction work;
- i) Construction contract and administration by City;
- j) Correction of unpermitted or unsafe assemblies, as directed by the City;
- k) Refinancing of an existing On-site Wastewater Treatment System (OWTS) loan with the City; and
- l) Cost of loan-related appraisal.
- J) **Development or rehabilitation of a new Accessory Dwelling Unit**

2. Ineligible costs shall include but not be limited to the following:

- a) Expansion or enlargement of the building(s) (e.g., adding square-footage), except as necessary to render a room or space habitable and code compliant;
- b) Rehabilitation of secondary dwelling units or accessory structures not permitted by Code;
- c) Work on swimming pools or spas (other than removal);
- d) Landscaping, except as necessary to resolve any health and safety issues, or for erosion control;
- e) Unnecessary material enrichment of the property (e.g., use of exotic, rare, or unreasonably expensive materials);
- f) Design and engineering expenses in excess of twenty percent (20%) of the total funding award; and
- g) Off-site infrastructure repair, replacement or upgrades, except when necessary to correct a Code violation.

*J. Permitting and Contractor Bids/Selection*

Loan awards will be conditional upon successful permitting of the proposed work, and all projects funded under this Program will be subject to City review and approval per the following requirements:

1. Owner shall solicit bids for the proposed rehabilitation work from two or more contractors. Bids on behalf of an owner-builder are permitted. All bidders, including owner-builders, must meet the criteria in this section, and, if required by the City, shall submit a performance bond for the proposed work. Bids and selection shall be submitted to the City as part of the loan application. The applicant shall justify and selection of the more expensive proposal to the City's satisfaction;
2. Selected contractor and any subcontractors shall have proper current licensing and insurance for the type of rehabilitation work to be performed;
3. Contractor shall obtain all applicable permits prior to commencement of work;
4. City inspectors shall conduct applicable inspections (as with any project) to confirm compliance with City codes;
5. ~~The Contractor shall submit payment request packages to the City in the prescribed format. All requests shall be signed by the contractor, homeowner, and Program inspector, certifying that the work has been satisfactorily completed. All pertinent invoices, mechanics lien releases, certifications, and copies of applicable permits shall be attached to the payment request. Final payment request must also include the owner's certification of acceptance, Building sign off card, and the Notice of Completion. Payment request packages shall be submitted to the City for approval. A maximum of three (3) progress payments minus a 10% retention may be submitted. The final payment for the 10% retention shall be paid 35 days after the Notice of Completion is recorded; and~~
5. The City reserves the right to review and audit project related: design and construction plans, invoices, receipts, and other documentation.

## V. PROGRAM PROCEDURES

### A. *Applicant Intake and Eligibility Determination*



1. Application. Persons may apply for a Dilapidated Home Repair and ADU Loan by completing planning and building and safety permit application forms available at the City, and submitting the completed forms and supporting program guideline materials to the City of Calabasas.
2. Verification and Eligibility Determination. The City may verify all sources of household income in accordance with guidelines established herein. Applicant residency requirements will be verified based on submitted information. Applicants will be notified in writing regarding eligibility status. All financial documents related to the applicant's financial eligibility are to be reviewed by the Chief Financial Officer only.
3. Approval and Notifications. The Loan Committee, consisting of the Community Development Director, Chief Financial Officer, and Building Official, shall review all applications and approve (or disapprove) the loans. In order to obtain assistance, applicants must meet all eligibility guidelines in effect at the time of funding approval.
4. Processing of Application. Copies of submitted documentation and other pertinent documents will be reviewed for verification prior to approval of any loan. Based on all information submitted, availability of funding, and ranking as set forth in Section 5, the Loan Committee shall make a decision to award or deny the loan.
5. Funding Availability. Dilapidated Home Repair Loan Program funding is limited. Funds may not be available for all eligible applicants, and loan awards shall be based on funding availability.

*B. Applicant Complaint Resolution Process*

Complaints concerning the Program or any loan denial should first be made to the Loan Committee. If unresolved to the satisfaction of the applicant, an appeal may be made, in writing, to the City Manager of the City of Calabasas, or his designee. Determinations made by the City Manager shall be final.

**VI. ADDITIONAL TERMS**

*A. Conflict of interest*

No Program loan will be provided to any member of the governing body of the City of Calabasas, who is in a decision-making capacity in connection with the administration of this Program. Additionally, no member connected with the administration of this program shall have any interest, direct or indirect, in the proceeds from a Program loan.

*B. Equal opportunity*

The City shall not discriminate based upon sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical handicap in the awarding of a loan under this Program.

*C. Disclosure of Information*

The City is a public agency and information or records (with the exception of financial information which falls under Government Code Section 6250 (c), and Section 7460 et seq.) submitted or released to the City by the applicant may be considered public records and subject to disclosure under the Public Records Act, Government Code section 6250 et seq.

*D. Prohibition of Bonus, Commission, or Fee*

The applicant shall not pay any bonus, commission or fee for the purpose of obtaining approval of a loan application, or for any other approval or concurrence as may be required by the City pursuant to the provisions of this Program.

**VII. AMENDMENTS**

On or before June 1<sup>st</sup> of every year, the Loan Committee shall present to the City Council a report of projects completed or in process of using funds from the Program. If deemed necessary, the City may make amendments to these guidelines from time to time. Authority to modify minor sections of the guidelines shall rest with the City Manager. Authority to approve major modifications to these program guidelines, such as the purpose, goals, and objectives of the program and funding parameters shall rest with the City Council.

**~~VIII. ATTACHMENTS~~**

*~~A. 2012 Los Angeles County Income Limits~~*



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

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**DATE:** APRIL 2, 2012

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MAUREEN TAMURI, AICP, COMMUNITY DEVELOPMENT DIRECTOR  
TOM BARTLETT, AICP, CITY PLANNER  
TALYN MIRZAKHANIAN, PLANNER

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2012-1324 ESTABLISHING A FINANCING PROGRAM TO ASSIST LOW- AND MODERATE- INCOME SINGLE-FAMILY HOMEOWNERS WITH COSTLY REPAIRS TO DILAPIDATED AND CODE-DEFICIENT PROPERTIES.

**MEETING DATE:** APRIL 11, 2012

---

**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2012-1324 establishing a financing program to assist low- and moderate- income single-family homeowners with costly repairs so that dilapidated and code-deficient properties can be made safe and habitable.

**BACKGROUND:**

On February 22, 2012, Council discussed staff's proposal to develop a City financing program (using monies from the City's Affordable Housing Fund) to assist low- and moderate- income single-family homeowners with costly repairs so that dilapidated and code-deficient properties can be made safe. Council directed staff to return with detailed guidelines and options for the proposed program.

**DISCUSSION/ANALYSIS:**

Per Council’s direction, staff developed written guidelines for the proposed Program, provided as **Exhibit A** to Resolution No. 2012-1324. Included in the guidelines are: the purpose of the Program, funding availability, eligibility requirements, loan terms, a list of eligible repairs, permitting requirements, Program procedures, etc.

The proposed loan program is consistent with Policy V-2 set forth in the City’s 2030 General Plan, which states, “Offer rehabilitation and home improvement assistance to low and moderate income households, seniors and the disabled.” Furthermore, Table V-6 in the General Plan Housing Element specifically references using the Affordable Housing Fund for single-family home rehabilitation.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Staff recommends that the Program be funded by monies in the City’s Affordable Housing Fund (“Fund”). The Fund is generated from inclusionary housing in-lieu fee and commercial affordable housing impact fee revenues. The current balance in the Fund is \$1,236,137.31. The City has an obligation to spend the monies collected in the Fund for creation and preservation of affordable housing; otherwise, the monies must be returned to the various developers who contributed to the Fund.

Individual loans would be expected to range from \$15,000 to a maximum of \$100,000, with \$75,000 as the expected “average” or “typical” award. Staff recommends that \$500,000 from the Fund be allocated for the Program. This would be an initial funding level, and the Council could increase the amount at a later time if demand proves to be higher than expected. If \$500,000 is allocated, the remaining balance in the Affordable Housing Fund would be \$736,137.31. This remaining balance, plus and newly collected affordable housing impact fees and in-lieu fees, would be available for funding other affordable housing projects.

**REQUESTED ACTION:**

That the City Council adopt Resolution No. 2012-1324 establishing a City financing program to assist low- and moderate- income single-family homeowners with costly repairs so that dilapidated and code-deficient properties can be made safe.

**ATTACHMENTS:**

1. City Council Resolution No. 2012-1324

**RESOLUTION NO. 2012-1324**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, ESTABLISHING A CITY FINANCING PROGRAM IN THE AMOUNT OF \$500,000 TO ASSIST LOW- AND MODERATE- INCOME SINGLE-FAMILY HOMEOWNERS WITH COSTLY REPAIRS TO DILAPIDATED AND CODE-DEFICIENT PROPERTIES.**

**WHEREAS**, the City Council recognizes that there are a number of severely dilapidated properties within the City, which presents a safety risk for occupying families, and which are at risk of being lost from the City's housing stock, and;

**WHEREAS**, the City Council further recognizes that low- and moderate-income property owners of severely dilapidated properties frequently have difficulty in accessing financial resources to conduct the necessary repairs, and;

**WHEREAS**, the City Council desires to facilitate timely repair of such properties in the interest of improving resident health and safety and preserving these housing units, and;

**WHEREAS**, the City established the Affordable Housing Fund and has collected in-lieu fees and mitigation fees for the Fund, and;

**WHEREAS**, the City must spend the monies collected in the Affordable Housing Fund on affordable housing production and/or preservation of existing housing stock, and;

**WHEREAS**, the balance in the Affordable Housing Fund as of this date is \$1,236,137.31;

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

Section 1. The above recitals are all true and correct.

Section 2. The City Council of the City of Calabasas hereby establishes a Dilapidated Home Repair Loan Program in the amount of \$500,000, funded by the City's Affordable Housing Fund.

Section 3. The City Council of the City of Calabasas establishes the Program to be implemented as provided for in Exhibit A to this Resolution.

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

**PASSED, APPROVED AND ADOPTED** this 11th day of April, 2012.

\_\_\_\_\_  
*Mary Sue Maurer, Mayor*

ATTEST:

\_\_\_\_\_  
Gwen Peirce, CMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott Howard, Assistant City Attorney

***Attachments:***

Exhibit A- Program Guidelines



**CITY OF CALABASAS  
DILAPIDATED HOME REPAIR LOAN PROGRAM**

**I. PURPOSE, GOALS, AND OBJECTIVES**

The purpose of this Program is to assist certain single-family homeowners with serious and costly repairs so that dilapidated and code-deficient properties can be repaired and made safe. The program is intended for single-family home properties and permitted secondary housing units (where allowed by zoning district) in Calabasas for which at least one Notice of Violation (NOV) is on file and documented code deficiencies require repairs, replacements or reconstruction to such an extent that the value of work is expected to exceed \$15,000. The Program would pay for significant home repairs and remodeling of existing living space or components to bring them up to habitable standards, and as necessary to bring the property into conformance with the Calabasas Building Code (including plumbing, electrical, and structural). The program is intended to assist households of lower and moderate incomes. Applicants would have to meet defined income thresholds as determined by the State Department of Housing and Community Development for Los Angeles County.

**II. SOURCE OF FUNDS**

The Program is funded by monies in the City's Affordable Housing Fund ("Fund"). The Fund is generated from inclusionary housing in-lieu fee and commercial impact fee revenues collected in accordance with Section 17.22 of the Calabasas Municipal Code. The City has an obligation to spend the monies collected in the Fund for affordable housing production and/or preservation; otherwise, the monies must be returned.

**III. ASSISTANCE AVAILABLE**

A total of \$500,000 is allocated to this Program from the Fund. Individual loans may range from \$15,000 to a maximum of \$100,000. City Council may elect to increase the funding allocation at a later time if demand proves to be higher than expected.

**IV. PROGRAM REQUIREMENTS**

*A. Property Location*

The subject property shall be located within the jurisdictional boundaries of the City of Calabasas.

*B. Property Ownership and Residency*

Loans may be made only to owners of single-family residential property. Owners must have legal title to the property vested in their names, or equitable title as a beneficiary of a trust, as shown by official records of the

Los Angeles County Recorder's Office. Loans may also be made for property held by trusts, provided that both the trustee(s) and beneficiary meet the income criteria. An owner-occupant must have occupied the property for at least six months prior to loan approval.

*C. Home Value*

To qualify for the loan, the value of the subject home may not exceed a value of \$962,700, which is the median value for an owner-occupied home in Calabasas, according to the US Census Bureau American Communities Survey, 2010. The Director of the Community Development Department may update this median home value threshold in accordance with any updated ACS published by the US Census Bureau which includes updated median home values for the City. The owner/occupant shall evidence home value through a recent real property appraisal (within the past three years).

*D. Notice of Violation*

The subject property shall have at least one Notice of Violation (NOV) on file with documented code deficiencies for which repairs are required. Proposed work to be funded by the loan shall be outlined in sufficient detail to allow the owner, contractors, and staff to understand the types, quantities, and quality of work to be done, and that the work will correct all known violations.

*E. Income Eligibility*

Participation in the Program is limited to applicants whose annual household income does not exceed the income limits for 120% of area median income, as determined by the State Department of Housing and Community Development for Los Angeles County (See Attachment A for 2012 income thresholds). Applicant shall also be in a 50% equity position or lower, as demonstrated by an appraisal and copies of current mortgage statements. These income limits provide the criteria for eligibility based on the total amount of annual household income adjusted for household size. The income limits in place at the time of loan approval will apply when determining income eligibility. The City reserves the right to require documentation of both household size and household income information in order to determine applicant eligibility. For the purposes of determining Program eligibility, "household" means a person or persons occupying a housing unit as the principal place of residence.

Verification of income under 120% of the area median income shall be demonstrated by a copy of a signed federal income tax return (1040) and if



applicable, a Social Security Benefit Statement (SSA-1099). Program eligibility will be determined based on "Adjusted Gross Income" (AGI).

*F. Loan Processing/Terms*

Funds are to be awarded in the form of a loan, which will be secured by the property and may be junior to any pre-existing recorded loans on the property. The loan term will be 30 years, such that the loan balance (principal plus accrued interest) will be repayable upon sale or transfer of the property.

**Interest-** Interest on the loan will be charged commensurate with the Consumer Price Index for all urban users in the Los Angeles region (CPI-U, Los Angeles) and will be a standard non-compounded rate based upon the change in the CPI from the date of loan origination (when the loan term begins) to the date when the loan is due and payable.

**Loan Repayment-** Principal and interest shall be payable upon change of ownership.

*G. Affordability Restriction*

Execution of the loan will include recordation of a deed of trust which will include a thirty-year deed restriction. The deed restriction will require that the owner maintain residence at the property for not less than thirty years, or repay the loan upon sale of the property, or, in the event that the owner vacates the property and rents out the unit, rental shall be to an eligible household (subject the City approval).

H. *Eligible and Ineligible Property Repair and Improvement Costs*

1. Loan proceeds **may** be used for:
  - a) Major plumbing repair, to include sanitary sewer hook-up or septic system repair or reconstruction, as necessary to meet code;
  - b) New replacement electrical service to meet code;
  - c) Demolition or removal of unsafe structures, walls, or other structural features;
  - d) Reconstruction of roofs, walls, foundations, or flooring, as necessary to meet code;
  - e) Mitigation of environmental hazards associated with the repair or reconstruction activities, as may be necessary and appropriate under the law (such as asbestos removal);
  - f) Repair of existing utility service infrastructure on-site (the lone exception may be for repair of temporary private water lines in the right-of-way);
  - g) Up to ten percent (10%) of project design and engineering expenses;
  - h) Building & Safety Plan Check and permit fees for associated reconstruction work;
  - i) Construction contract and administration by City;
  - j) Correction of unpermitted or unsafe assemblies, as directed by the City;
  - k) Refinancing of an existing On-site Wastewater Treatment System (OWTS) loan with the City.

2. Loan proceeds may **NOT** be used for:
  - a) Expansion or enlargement of the building(s) (e.g., adding square-footage);
  - b) Rehabilitation of secondary dwelling units not permitted by Code;
  - c) Work on swimming pools or spas (other than removal);
  - d) Landscaping, except as necessary for erosion control;
  - e) Material enrichment of the property (e.g., use of exotic, rare, or unreasonably expensive materials);
  - f) Design and engineering expenses in excess of 10% of the total funding award;
  - g) Off-site infrastructure replacement or upgrades.

*I. Permitting and Contractor Bids/Selection*

Loan awards will be conditional upon successful permitting of the proposed work, and all projects funded under this Program will be subject to City review and approval per the following requirements:

1. Owner shall solicit bids for the proposed rehabilitation work from two or more contractors. Bids and selection shall be submitted to the City as part of the loan application. The applicant shall justify and selection of the more expensive proposal to the City's satisfaction;
2. Selected contractor and any subcontractors shall have proper current licensing and insurance for the type of rehabilitation work to be performed;
3. Contractor shall obtain all applicable permits prior to commencement of work;
4. City inspectors shall conduct applicable inspections (as with any project) to confirm compliance with City codes; and

5. The Contractor shall submit payment request packages to the City in the prescribed format. All requests shall be signed by the contractor, homeowner, and Program inspector, certifying that the work has been satisfactorily completed. All pertinent invoices, mechanics lien releases, certifications, and copies of applicable permits shall be attached to the payment request. Final payment request must also include the owner's certification of acceptance, Building sign off card, and the Notice of Completion. Payment request packages shall be submitted to the City for approval. A maximum of three (3) progress payments minus a 10% retention may be submitted. The final payment for the 10% retention shall be paid 35 days after the Notice of Completion is recorded.
6. The City reserves the right to review and audit project-related: design and construction plans, invoices, receipts, and other documentation.

## **V. PROGRAM PROCEDURES**

### *A. Applicant Intake and Eligibility Determination*

1. **Application.** Persons may apply for a Dilapidated Home Repair Loan by completing application forms available at the City, and submitting the completed forms and supporting materials to the City of Calabasas.
2. **Verification and Eligibility Determination.** The City may verify all sources of household income in accordance with guidelines established herein. Applicant residency requirements will be verified based on submitted information. Applicants will be notified in writing regarding eligibility status.
3. **Approval and Notifications.** The Loan Committee, consisting of the Community Development Director, Chief Financial Officer, and Building Official, shall review all applications and approve (or disapprove) the loans. In order to obtain assistance, applicants must meet all eligibility guidelines in effect at the time of funding approval.
4. **Processing of Application.** Copies of submitted documentation and other pertinent documents will be reviewed for verification prior to approval of any loan. Based on all information submitted, availability

of funding, and ranking as set forth in Section 5, the Loan Committee shall make a decision to award or deny the loan.

5. **Funding Availability.** Dilapidated Home Repair Loan Program funding is limited. Complete applications deemed eligible will be ranked based on severity of health and safety hazards, as determined by the Loan Committee. Funds may not be available for all eligible applicants, and loan awards shall be based on funding availability and in the sole discretion of the Loan Committee.

*B. Applicant Complaint Resolution Process*

Complaints concerning the Program or any loan denial should first be made to the Loan Committee. If unresolved to the satisfaction of the applicant, an appeal may be made, in writing, to the City Manager of the City of Calabasas, or his designee. Determinations made by the City Manager shall be final.

**VI. ADDITIONAL TERMS**

*A. Conflict of interest*

No Program loan will be provided to any member of the governing body of the City of Calabasas, who is in a decision-making capacity in connection with the administration of this Program. Additionally, no member connected with the administration of this program shall have any interest, direct or indirect, in the proceeds from a Program loan.

*B. Equal opportunity*

The City shall not discriminate based upon sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical handicap in the awarding of a loan under this Program.

*C. Disclosure of Information*

The City is a public agency and information or records (with the exception of financial information which falls under Government Code Section 6250 (c), and Section 7460 et seq.) submitted or released to the City by the applicant may be considered public records and subject to disclosure under the Public Records Act, Government Code section 6250 et seq.

*D. Prohibition of Bonus, Commission, or Fee*

The applicant shall not pay any bonus, commission or fee for the purpose of obtaining approval of a loan application, or for any other approval or

concurrence as may be required by the City pursuant to the provisions of this Program.

**VII. AMENDMENTS**

The City may make amendments to these guidelines from time to time. Authority to modify minor sections of the guidelines shall rest with the City Manager. Authority to approve major modifications to these program guidelines, such as the purpose, goals, and objectives of the program and funding parameters shall rest with the City Council.

**VII. ATTACHMENTS**

A. *2012 Los Angeles County Income Limits*

**CITY OF CALABASAS  
DILAPIDATED HOME REPAIR LOAN PROGRAM**

**2012 INCOME THRESHOLDS  
For Households with 120% of Area Median Income Adjusted for Family Size**

<b>Household Size</b>	<b>120% of Median Income</b>
<b>1</b>	<b>\$54,450</b>
<b>2</b>	<b>\$62,200</b>
<b>3</b>	<b>\$70,000</b>
<b>4</b>	<b>\$77,750</b>
<b>5</b>	<b>\$83,950</b>
<b>6</b>	<b>\$90,200</b>
<b>7</b>	<b>\$96,400</b>
<b>8</b>	<b>\$102,650</b>

Los Angeles County - 2012

Los Angeles County 4-Person Area Median Income is \$64,800

*Source: State Department of Housing and Community Development*



# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING  
Reporting Period: 04/11/2019 to 04/26/2019

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Administrative Services</b>					
105107	4/17/2019	US BANK	MARCH 2019	209.00	Administrative Services
105107	4/17/2019	US BANK	MARCH 2019	199.00	Administrative Services
105074	4/17/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	104.24	Administrative Services
105167	4/24/2019	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	Administrative Services
105107	4/17/2019	US BANK	MARCH 2019	55.00	Administrative Services
105107	4/17/2019	US BANK	MARCH 2019	35.04	Administrative Services
105107	4/17/2019	US BANK	MARCH 2019	6.99	Administrative Services
<b>Total Amount for 7 Line Item(s) from Administrative Services</b>				<b>\$699.27</b>	
<b>Boards and Commissions</b>					
105107	4/17/2019	US BANK	MARCH 2019	23.56	Boards and Commissions
<b>Total Amount for 1 Line Item(s) from Boards and Commissions</b>				<b>\$23.56</b>	
<b>City Attorney</b>					
105071	4/17/2019	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	30,214.43	City Attorney
105071	4/17/2019	COLANTUONO, HIGHSMITH &	ZEESMAN	11,338.16	City Attorney
105071	4/17/2019	COLANTUONO, HIGHSMITH &	MALIBU CANYON ASSOCIATION	1,175.00	City Attorney
105141	4/24/2019	HOPKINS & CARLEY	LEGAL SERVICES	868.00	City Attorney
105071	4/17/2019	COLANTUONO, HIGHSMITH &	LABOR & EMPLOYMENT	75.00	City Attorney
105071	4/17/2019	COLANTUONO, HIGHSMITH &	BROWN PETITION	50.00	City Attorney
<b>Total Amount for 6 Line Item(s) from City Attorney</b>				<b>\$43,720.59</b>	
<b>City Council</b>					
105107	4/17/2019	US BANK	MARCH 2019	1,354.05	City Council
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	1,012.66	City Council
105107	4/17/2019	US BANK	MARCH 2019	475.00	City Council
105111	4/17/2019	WEINTRAUB/ALICIA//	REIMBURSE- FUNDRAISER TICKETS	450.00	City Council
105107	4/17/2019	US BANK	MARCH 2019	225.00	City Council
105107	4/17/2019	US BANK	MARCH 2019	225.00	City Council
105107	4/17/2019	US BANK	MARCH 2019	199.00	City Council
105126	4/24/2019	CONEJO AWARDS	PAPERWEIGHT CUBE	67.57	City Council





# Check Register Report

Bank: BANK OF AMERICA - CITY OPERATING

Reporting Period: 04/11/2019 to 04/26/2019

Date: 4/26/2019

Time: 10:24:57AM

Page 2 of 12

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Total Amount for 8 Line Item(s) from City Council</b>				<b>\$4,008.28</b>	
<b>City Management</b>					
105107	4/17/2019	US BANK	MARCH 2019	2,694.10	City Management
105082	4/17/2019	HERNANDEZ/MARICELA//	REIMB TRAVEL EXP- CCAC	202.32	City Management
105107	4/17/2019	US BANK	MARCH 2019	135.00	City Management
<b>Total Amount for 3 Line Item(s) from City Management</b>				<b>\$3,031.42</b>	
<b>Civic Center O&amp;M</b>					
105171	4/24/2019	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	1,051.03	Civic Center O&M
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	619.52	Civic Center O&M
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	500.89	Civic Center O&M
105107	4/17/2019	US BANK	MARCH 2019	500.53	Civic Center O&M
105078	4/17/2019	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
105133	4/24/2019	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
105107	4/17/2019	US BANK	MARCH 2019	114.04	Civic Center O&M
<b>Total Amount for 7 Line Item(s) from Civic Center O&amp;M</b>				<b>\$3,536.01</b>	
<b>Community Development</b>					
105151	4/24/2019	M6 CONSULTING, INC.	PLAN CHECK SERVICES	34,765.29	Community Development
105130	4/24/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	13,758.27	Community Development
105131	4/24/2019	DUDE SOLUTIONS INC.	SOFTWARE MAINTENANCE	7,800.00	Community Development
105119	4/24/2019	CALABASAS CREST LTD	R.A.P.- MAY 2019	6,720.00	Community Development
105098	4/17/2019	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	4,306.77	Community Development
105130	4/24/2019	DAPEER, ROSENBLIT & LITVAK	LEGAL SERVICES	3,184.83	Community Development
105131	4/24/2019	DUDE SOLUTIONS INC.	SOFTWARE MAINTENANCE	1,748.53	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	1,013.20	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	927.92	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	863.20	Community Development
105131	4/24/2019	DUDE SOLUTIONS INC.	SOFTWARE MAINTENANCE	804.68	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	465.00	Community Development
105073	4/17/2019	CR PRINT	COUNTER INQUIRY FORMS	419.39	Community Development
105135	4/24/2019	FLEYSHMAN/ALBERT//	R.A.P.- MAY 2019	228.00	Community Development
105153	4/24/2019	MEDVETSKY/LINA//	R.A.P.- MAY 2019	228.00	Community Development
105162	4/24/2019	RASCOE/JOAN//	R.A.P.- MAY 2019	228.00	Community Development



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105148	4/24/2019	LEVY/ESTHER//	R.A.P.- MAY 2019	228.00	Community Development
105175	4/24/2019	YAZDINIAN/SUSAN//	R.A.P.- MAY 2019	228.00	Community Development
105168	4/24/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	158.19	Community Development
105090	4/17/2019	LOCAL GOVERNMENT PUBLICATIONS	CA LAND USE - 2019 UPDATE	143.56	Community Development
105132	4/24/2019	DUDEK & ASSOCIATES INC	EIR CONSULTING	135.00	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	109.77	Community Development
105107	4/17/2019	US BANK	MARCH 2019	98.75	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	91.71	Community Development
105074	4/17/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	69.26	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	50.75	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	47.36	Community Development
105074	4/17/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	35.15	Community Development
105107	4/17/2019	US BANK	MARCH 2019	28.82	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	24.91	Community Development
105074	4/17/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	18.34	Community Development
105129	4/24/2019	CYBERCOPY, INC.	COPY/PRINTING SERVICE	10.95	Community Development
105107	4/17/2019	US BANK	MARCH 2019	8.00	Community Development
<b>Total Amount for 33 Line Item(s) from Community Development</b>				<b>\$78,947.60</b>	

**Community Services**

105104	4/17/2019	THORNTON/JOHN PAUL//	RECREATION INSTRUCTOR	7,996.80	Community Services
105101	4/17/2019	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	3,055.20	Community Services
105092	4/17/2019	MOMENTUM ACADEMIES	RECREATION INSTRUCTOR	2,276.74	Community Services
105107	4/17/2019	US BANK	MARCH 2019	1,514.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019	1,345.17	Community Services
105107	4/17/2019	US BANK	MARCH 2019	1,322.43	Community Services
105101	4/17/2019	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	978.50	Community Services
105118	4/24/2019	BARRY KAY ENTERPRISES, INC.	BASKETBALL UNIFORMS	970.17	Community Services
105107	4/17/2019	US BANK	MARCH 2019	912.05	Community Services
105139	4/24/2019	GYPSY HIGHWAY	ENTERTAINMENT- ARTS FEST	900.00	Community Services
105157	4/24/2019	NICHOLSON/TRISSA//	RECREATION INSTRUCTOR	784.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019	748.00	Community Services
105155	4/24/2019	MONAHAN/ANN//	RECREATION INSTRUCTOR	568.40	Community Services
105107	4/17/2019	US BANK	MARCH 2019	563.97	Community Services
105166	4/24/2019	ULTIMATE EXPOSURES, INC.	B-BALL PHOTOGRAPHS	527.24	Community Services
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	404.05	Community Services
105107	4/17/2019	US BANK	MARCH 2019	315.22	Community Services



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105115	4/24/2019	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- SENIOR	306.00	Community Services
105117	4/24/2019	AT&T	TELEPHONE SERVICE	304.97	Community Services
105089	4/17/2019	LITTLEJOHN COMMUNICATIONS INC	PAY PHONE SVC- JAN-MAR 2019	300.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019	276.14	Community Services
105120	4/24/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	260.22	Community Services
105107	4/17/2019	US BANK	MARCH 2019	256.72	Community Services
105107	4/17/2019	US BANK	MARCH 2019	226.34	Community Services
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	197.72	Community Services
105078	4/17/2019	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019	151.66	Community Services
105107	4/17/2019	US BANK	MARCH 2019	105.90	Community Services
105124	4/24/2019	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Community Services
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	97.26	Community Services
105117	4/24/2019	AT&T	TELEPHONE SERVICE	97.02	Community Services
105076	4/17/2019	DEPARTMENT OF JUSTICE	STAFF FINGERPRINTING APPS	96.00	Community Services
105107	4/17/2019	US BANK	MARCH 2019	65.20	Community Services
105107	4/17/2019	US BANK	MARCH 2019	64.11	Community Services
105136	4/24/2019	GARCIA/BRYAN//	REIMB MILEAGE - MAR 19	21.05	Community Services
105107	4/17/2019	US BANK	MARCH 2019	8.86	Community Services
105107	4/17/2019	US BANK	MARCH 2019	0.99	Community Services

**Total Amount for 38 Line Item(s) from Community Services**

**\$28,576.08**

**Finance**

105060	4/17/2019	ADP, INC	PAYROLL PROCESSING	5,398.11	Finance
105150	4/24/2019	LYSIK/CARSON//	CONTRACT SERVICES	2,085.75	Finance
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	245.46	Finance
105107	4/17/2019	US BANK	MARCH 2019	231.20	Finance
105168	4/24/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	178.41	Finance
105107	4/17/2019	US BANK	MARCH 2019	110.00	Finance
105107	4/17/2019	US BANK	MARCH 2019	66.71	Finance
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	65.55	Finance
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	29.21	Finance

**Total Amount for 9 Line Item(s) from Finance**

**\$8,410.40**

**Library**



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105080	4/17/2019	GALE CENGAGE LEARNING INC	E-BOOKS	3,895.41	Library
105080	4/17/2019	GALE CENGAGE LEARNING INC	E-BOOKS	2,894.12	Library
105158	4/24/2019	OCLC, INC.	MEMBERSHIP DUES- MAR 2019	732.40	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	608.44	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	592.02	Library
105107	4/17/2019	US BANK	MARCH 2019	576.13	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	547.98	Library
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	451.63	Library
105075	4/17/2019	DEMCO, INC.	LIBRARY SUPPLIES	446.69	Library
105107	4/17/2019	US BANK	MARCH 2019	402.00	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	319.67	Library
105110	4/17/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	318.55	Library
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01368	259.68	Library
105120	4/24/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	254.12	Library
105172	4/24/2019	WENGER/DEANNE//	YOGA INSTRUCTOR- LIBRARY	180.00	Library
105067	4/17/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
105067	4/17/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	140.49	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	135.20	Library
105091	4/17/2019	MIDWEST TAPE, LLC	DVD'S-LIBRARY	126.70	Library
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01091	120.10	Library
105091	4/17/2019	MIDWEST TAPE, LLC	DVD'S-LIBRARY	108.26	Library
105064	4/17/2019	BARRY KAY ENTERPRISES, INC.	STAFF T-SHIRTS	103.33	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	84.97	Library
105068	4/17/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01091	75.60	Library
105068	4/17/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01368	75.60	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	73.50	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	67.07	Library
105091	4/17/2019	MIDWEST TAPE, LLC	DVD'S-LIBRARY	56.58	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	56.47	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	51.84	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	38.72	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	38.70	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	35.42	Library
105107	4/17/2019	US BANK	MARCH 2019	34.74	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	19.69	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	17.70	Library
105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	14.41	Library



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105142	4/24/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	13.72	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	12.44	Library
105084	4/17/2019	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	-21.35	Library
<b>Total Amount for 41 Line Item(s) from Library</b>				<b>\$14,258.50</b>	
<b><u>LMD #22</u></b>					
105063	4/17/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,727.85	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,220.00	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,870.00	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,421.00	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,345.00	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	777.50	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	647.58	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	179.25	LMD #22
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	160.00	LMD #22
105107	4/17/2019	US BANK	MARCH 2019	73.10	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	63.78	LMD #22
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	51.39	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	42.36	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	8.02	LMD #22
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4.63	LMD #22
<b>Total Amount for 15 Line Item(s) from LMD #22</b>				<b>\$18,591.46</b>	
<b><u>LMD #24</u></b>					
105063	4/17/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	7,104.60	LMD #24
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	143.36	LMD #24
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	3.67	LMD #24
<b>Total Amount for 3 Line Item(s) from LMD #24</b>				<b>\$7,251.63</b>	
<b><u>LMD #27</u></b>					
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	48,235.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27



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105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105093	4/17/2019	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,765.00	LMD #27
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	0.92	LMD #27
<b>Total Amount for 10 Line Item(s) from LMD #27</b>				<b>\$166,355.92</b>	
<b>LMD #32</b>					
105063	4/17/2019	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,977.34	LMD #32
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	0.92	LMD #32
<b>Total Amount for 2 Line Item(s) from LMD #32</b>				<b>\$2,978.26</b>	
<b>LMD 22 - Common Benefit Area</b>					
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	735.00	LMD 22 - Common Benefit Area
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	266.55	LMD 22 - Common Benefit Area
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	71.69	LMD 22 - Common Benefit Area
<b>Total Amount for 3 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$1,073.24</b>	
<b>Media Operations</b>					
105109	4/17/2019	VERIZON WIRELESS	TELEPHONE SERVICE	3,930.07	Media Operations
105096	4/17/2019	NICKERSON/LAURA//	CTV HOST SERVICES	1,260.00	Media Operations
105062	4/17/2019	AT&T	TELEPHONE SERVICE	1,100.57	Media Operations
105150	4/24/2019	LYSIK/CARSON//	CONTRACT SERVICES	796.50	Media Operations
105102	4/17/2019	SOLID WASTE SOLUTIONS, INC	FILM PERMITS/SERVICES	786.00	Media Operations
105107	4/17/2019	US BANK	MARCH 2019	752.70	Media Operations
105107	4/17/2019	US BANK	MARCH 2019	610.00	Media Operations
105107	4/17/2019	US BANK	MARCH 2019	310.98	Media Operations
105107	4/17/2019	US BANK	MARCH 2019	250.00	Media Operations
105107	4/17/2019	US BANK	MARCH 2019	172.62	Media Operations
105062	4/17/2019	AT&T	TELEPHONE SERVICE	164.68	Media Operations
105168	4/24/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	108.12	Media Operations
105137	4/24/2019	GRACENOTE MEDIA SERVICES	CTV GUIDE LISTING	102.78	Media Operations
105070	4/17/2019	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	90.07	Media Operations
105059	4/17/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105059	4/17/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations



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105059	4/17/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105059	4/17/2019	ACORN NEWSPAPER	CTV ADVERTISING	64.24	Media Operations
105107	4/17/2019	US BANK	MARCH 2019	26.26	Media Operations
105107	4/17/2019	US BANK	MARCH 2019	8.24	Media Operations
<b>Total Amount for 20 Line Item(s) from Media Operations</b>				<b>\$10,726.55</b>	

**Non-Departmental - Finance**

105108	4/17/2019	VENCO WESTERN, INC.	EMERGENCY- WOOLSEY FIRE 11/18	12,532.00	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019	5,217.07	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019	4,040.00	Non-Departmental - Finance
105095	4/17/2019	NEOFUNDS BY NEOPOST	POSTAGE	2,000.00	Non-Departmental - Finance
105085	4/17/2019	IRON MOUNTAIN, INC.	STORAGE SERVICES	1,611.27	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019	1,611.14	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019	1,305.00	Non-Departmental - Finance
105108	4/17/2019	VENCO WESTERN, INC.	EMERGENCY- WOOLSEY FIRE 11/18	876.00	Non-Departmental - Finance
105168	4/24/2019	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	641.49	Non-Departmental - Finance
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF09673	588.98	Non-Departmental - Finance
105107	4/17/2019	US BANK	MARCH 2019	380.00	Non-Departmental - Finance
105068	4/17/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- XUP00663	100.30	Non-Departmental - Finance
105134	4/24/2019	FEDERAL EXPRESS CORP.	COURIER SERVICE	91.12	Non-Departmental - Finance
105068	4/17/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- XUP00663	78.00	Non-Departmental - Finance
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF09673	63.00	Non-Departmental - Finance
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- KZT02095	61.10	Non-Departmental - Finance
105121	4/24/2019	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	28.22	Non-Departmental - Finance
105120	4/24/2019	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	19.78	Non-Departmental - Finance
<b>Total Amount for 18 Line Item(s) from Non-Departmental - Finance</b>				<b>\$31,244.47</b>	

**Payroll**

105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	4,171.95	Payroll
105061	4/17/2019	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	918.40	Payroll
105122	4/24/2019	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105127	4/24/2019	COROALLES/ANTHONY//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105138	4/24/2019	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105140	4/24/2019	HILL/BOB//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105149	4/24/2019	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105160	4/24/2019	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	720.82	Payroll



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105169	4/24/2019	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	720.82	Payroll
105159	4/24/2019	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- MAY 19	72.00	Payroll
<b>Total Amount for 10 Line Item(s) from Payroll</b>				<b>\$10,208.09</b>	
<b>Police / Fire / Safety</b>					
105145	4/24/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2019	385,245.75	Police / Fire / Safety
105145	4/24/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2019	9,252.34	Police / Fire / Safety
105145	4/24/2019	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2019	387.50	Police / Fire / Safety
<b>Total Amount for 3 Line Item(s) from Police / Fire / Safety</b>				<b>\$394,885.59</b>	
<b>Public Safety &amp; Emergency Preparedness</b>					
105107	4/17/2019	US BANK	MARCH 2019	212.99	Public Safety & Emergency Preparedness
<b>Total Amount for 1 Line Item(s) from Public Safety &amp; Emergency Preparedness</b>				<b>\$212.99</b>	
<b>Public Works</b>					
105081	4/17/2019	GMZ ENGINEERING, INC.	CONSULTING SERVICES	78,394.20	Public Works
105081	4/17/2019	GMZ ENGINEERING, INC.	CONSULTING SERVICES	52,262.80	Public Works
105079	4/17/2019	FENCECORP, INC.	L.V. CREEK RESTORATION	43,208.67	Public Works
105100	4/17/2019	SANDERS HYDROSEEDING, INC.	LANDSCAPE SERVICES	22,791.13	Public Works
105123	4/24/2019	CHRIS NELSON & ASSOC INC	SURVEY CONSULTING	14,655.00	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LV CRK	4,437.90	Public Works
105164	4/24/2019	SO-CAL PRESSURE WASH	PRESSURE WASHING	3,220.00	Public Works
105173	4/24/2019	WILHELM/RICHARD FRANK//	FIELD INVESTIGTN/DRAFTING SVCS	2,640.00	Public Works
105086	4/17/2019	ISSAKHANI/MARINA//	CONSULTING SERVICES	1,950.00	Public Works
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,836.58	Public Works
105128	4/24/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	1,635.04	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	1,012.00	Public Works
105112	4/17/2019	YIN/JULIE//	CONSULTING SERVICES	1,000.00	Public Works
105107	4/17/2019	US BANK	MARCH 2019	913.20	Public Works
105144	4/24/2019	KARAMPOUR/RODNY//	CONSULTING SERVICES	662.50	Public Works
105087	4/17/2019	KARAMPOUR/RODNY//	CONSULTING SERVICES	625.00	Public Works
105112	4/17/2019	YIN/JULIE//	CONSULTING SERVICES	562.50	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	455.00	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	455.00	Public Works
105107	4/17/2019	US BANK	MARCH 2019	452.96	Public Works





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105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	441.63	Public Works
105167	4/24/2019	VALLEY NEWS GROUP	LEGAL ADVERTISING	420.00	Public Works
105156	4/24/2019	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	395.00	Public Works
105059	4/17/2019	ACORN NEWSPAPER	ARBOR DAY ADVERTISING	346.80	Public Works
105059	4/17/2019	ACORN NEWSPAPER	ARBOR DAY ADVERTISING	346.80	Public Works
105163	4/24/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	344.00	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	293.00	Public Works
105163	4/24/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	232.00	Public Works
105163	4/24/2019	ROLDAN/VINCENT//	CONSULTING SERVICES	224.00	Public Works
105107	4/17/2019	US BANK	MARCH 2019	217.22	Public Works
105107	4/17/2019	US BANK	MARCH 2019	171.38	Public Works
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	142.00	Public Works
105174	4/24/2019	WILLDAN ASSOCIATES INC.	LOT LINE ADJUSTMENT	123.00	Public Works
105105	4/17/2019	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	118.90	Public Works
105107	4/17/2019	US BANK	MARCH 2019	61.31	Public Works
105077	4/17/2019	DIG SAFE BOARD	STATE REGULATORY FEE	43.43	Public Works
105109	4/17/2019	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
105107	4/17/2019	US BANK	MARCH 2019	21.88	Public Works
<b>Total Amount for 38 Line Item(s) from Public Works</b>				<b>\$237,149.84</b>	

**Recoverable / Refund / Liability**

105099	4/17/2019	RODRIGUEZ/ARMANDO//	EMPLOYEE COMPUTER LOAN	1,701.16	Recoverable / Refund / Liability
105097	4/17/2019	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	1,266.07	Recoverable / Refund / Liability
105066	4/17/2019	CALIFORNIA BUILDING STANDARDS	1ST QTR 2019 GREEN BLDG	709.20	Recoverable / Refund / Liability
105097	4/17/2019	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	604.40	Recoverable / Refund / Liability
105159	4/24/2019	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	110.00	Recoverable / Refund / Liability
105161	4/24/2019	POWELL/SABRINA//	RECREATION REFUND	36.00	Recoverable / Refund / Liability
105143	4/24/2019	IRVING/SHANNON//	RECREATION REFUND	18.00	Recoverable / Refund / Liability
105107	4/17/2019	US BANK	MARCH 2019	-175.00	Recoverable / Refund / Liability
105081	4/17/2019	GMZ ENGINEERING, INC.	CONSULTING SERVICES	-2,613.14	Recoverable / Refund / Liability
105081	4/17/2019	GMZ ENGINEERING, INC.	CONSULTING SERVICES	-3,919.71	Recoverable / Refund / Liability
<b>Total Amount for 10 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$-2,263.02</b>	

**Tennis & Swim Center**

105125	4/24/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	3,844.63	Tennis & Swim Center
105103	4/17/2019	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	3,721.66	Tennis & Swim Center



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
105107	4/17/2019	US BANK	MARCH 2019	2,585.09	Tennis & Swim Center
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,993.26	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019	1,468.73	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	1,128.55	Tennis & Swim Center
105069	4/17/2019	CASAS/JORGE//	FITNESS EQUIPMENT REPAIRS	1,004.85	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	819.37	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	818.65	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019	736.67	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019	682.34	Tennis & Swim Center
105170	4/24/2019	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	578.19	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	508.80	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	493.29	Tennis & Swim Center
105108	4/17/2019	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	481.24	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	434.34	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	400.22	Tennis & Swim Center
105165	4/24/2019	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	359.50	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019	250.00	Tennis & Swim Center
105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	248.53	Tennis & Swim Center
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	220.98	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	168.93	Tennis & Swim Center
105072	4/17/2019	COMMERCIAL AQUATIC SVCS	POOL SERVICE/REPAIR	59.94	Tennis & Swim Center
105107	4/17/2019	US BANK	MARCH 2019	51.61	Tennis & Swim Center
105113	4/24/2019	AIRGAS- WEST	TC HELIUM	43.26	Tennis & Swim Center
105065	4/17/2019	BCC	LIFE & DISABILITY INS- APR 19	21.17	Tennis & Swim Center
105147	4/24/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	7.50	Tennis & Swim Center
<b>Total Amount for 27 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$23,131.30</b>	

**Transportation**

105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	22,053.99	Transportation
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	14,205.47	Transportation
105083	4/17/2019	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE MAR 2019	9,790.50	Transportation
105114	4/24/2019	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	6,241.80	Transportation
105106	4/17/2019	UNITED PACIFIC	FUEL CHARGES- MAR 2019	5,662.27	Transportation
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	3,090.94	Transportation
105154	4/24/2019	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	2,548.37	Transportation
105107	4/17/2019	US BANK	MARCH 2019	2,257.05	Transportation
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE FUEL COST- MAR 19	1,468.63	Transportation



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105088	4/17/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,305.92	Transportation
105094	4/17/2019	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - MAR 19	1,277.42	Transportation
105152	4/24/2019	MC CAIN PERFORMANCE DRIVEN	TRAFFIC SUPPLIES	852.60	Transportation
105107	4/17/2019	US BANK	MARCH 2019	595.68	Transportation
105146	4/24/2019	LA DWP	TRAFFIC METER SERVICE	160.30	Transportation
105107	4/17/2019	US BANK	MARCH 2019	115.92	Transportation
105116	4/24/2019	AT&T	TELEPHONE SERVICE	105.50	Transportation
105128	4/24/2019	COUNTY OF LOS ANGELES	CONTRACT SERVICES	22.59	Transportation
<b>Total Amount for 17 Line Item(s) from Transportation</b>				<b>\$71,754.95</b>	
<b>GRAND TOTAL for 330 Line Items</b>				<b>\$1,158,512.98</b>	



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<b>Tennis &amp; Swim Center</b>					
13566	4/26/2019	ICW GROUP	WORKERS COMP INS	2,228.00	Tennis & Swim Center
13567	4/26/2019	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,993.25	Tennis & Swim Center
13562	4/26/2019	ATMOSPHERE EVENTS & CATERING	PROMOTION/SOCIALS	1,590.93	Tennis & Swim Center
13562	4/26/2019	ATMOSPHERE EVENTS & CATERING	PROMOTION/SOCIALS	1,305.93	Tennis & Swim Center
13570	4/26/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	952.80	Tennis & Swim Center
13563	4/26/2019	AWESOME LIFE, INC.	UMPIRE	550.00	Tennis & Swim Center
13570	4/26/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	509.79	Tennis & Swim Center
13570	4/26/2019	UNIFIRST CORPORATION	JANITORIAL SUPPLIES	496.63	Tennis & Swim Center
13561	4/26/2019	AT&T	TELEPHONE SERVICE	354.08	Tennis & Swim Center
13571	4/26/2019	XEROX FINANCIAL SERVICES	ADMINISTRATIVE EXPENSES	314.98	Tennis & Swim Center
13564	4/26/2019	BLUE SHIELD OF CA	INSURANCE EXPENSE	314.90	Tennis & Swim Center
13568	4/26/2019	MARILYN'S TROPHIES	PROMOTION/SOCIALS	300.30	Tennis & Swim Center
13569	4/26/2019	SCTA	LEVEL 5 JR TOUR 2019	290.00	Tennis & Swim Center
13565	4/26/2019	COLLINS COMPANY	FACILITY EXPENSE	275.19	Tennis & Swim Center
<b>Total Amount for 14 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$11,476.78</b>	
<b>GRAND TOTAL for 14 Line Items</b>				<b>\$11,476.78</b>	

## FUTURE AGENDA ITEMS

Department                      Agenda Headings      Agenda Title/Future Agenda

### 22-May

1	City Clerk		Adjourn in Memory - Richard Woolard
2	CC	Presentation	To CHS Unstrumental
3	CC	Presentation	Introduction of Deputy Fire Chief Marrone
4	PW	Consent	Recertification of City of Calabasas Sewer System Management Plan
5	PW	Consent	Adoption of Resolution No. 2019-1631, approving the landscape maintenance agreement with the State of California, Department of Transportation for Lost Hills Overcrossing
6	CD	Consent	Approval of contract for CEQA consultants – Dudek and ESA
7	PW	New Business	Public meeting regarding intent to levy and collect assessments within Mont Calabasas and Calabasas Classic HOAs
8	PW	New Business	Update on plastic straws ordinance
9	PW/PS	New Business	Discussion of recommendations from the Public Safety and Traffic and Transportation Commissions regarding Electric scooters

### Future Items

1	CD	New Business	Annexation updates
2	CC		Adjourn in Memory - Sue Somberg
3	CC	Presentation	Recognition of Adam Mohiuddin
4	City Clerk	Consent	Email retention update
5	AS/HR	Consent	HR Guidelines update
6	FIN	Consent	Adoption of Resolution No. 2019-1629, levying special taxes within the City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds, Series 2018; and adoption of Resolution No. 2019-1630, levying special taxes within the City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds, Series 2017
7	CC	New Business	Creation of a redistricting commission taskforce
8	PW	Public Hearing	Public hearing for Landscape Lighting Act Districts Nos 22, 24, 27 & 32 assessments
9	PW	Public Hearing	Declaring results of balloting, certification of assessments and adoption of corresponding resolutions for Landscape Lighting Act Districts Nos. 22, 24, 27 & 32
10	CD	Public Hearing	Introduction of Ordinance No. 2019-376 regarding standards for land use within 500 ft. of the 101 Freeway
11	PS	New Business	Discussion of public safety at municipal facilities
12	PS	New Business	Update of EOC chart and schedule of emergency preparedness training for staff
13	CA	New Business	Closed session regarding State's mandate for affordable housing
14	PW	Presentation	By the Las Virgenes Municipal Water District regarding smart water meters
15	CD	New Business	Housing Element (what City is doing with affordable housing funds, ADU's and sites)
16	CC	Presentation	To Viewpoint Robotics team
17	PS	New Business	Results/recommendations from PS Committee meeting regarding Woolsey Fire
18	CS	New Business	Educational signage for City facilities
19	PW	New Business	A presentation on the City's current Transportation Demand Management policy
20	CD	New Business	Citywide cell coverage discussion
21	PW	New Business	Dial-A-Ride needs assessment study
22	PW	New Business	Recommendation from Environmental Commission regarding Berkeley Ordinance and other ideas for further reduction of plastics
23	AS/HR	New Business	City departments reorganization
24	AS/HR	New Business	Salary adjustments policy

### 2019 Meeting Dates

May 30 - Council Workshop	Sep 11
Jun 12	Sep 25
Jun 26	Oct 9 Canceled -
Jul 10 - Canceled	Oct 23
Jul 24 - Canceled	Nov 13
Aug 14	Nov 27 - Canceled - Thanksgiving Eve
Aug 28	Dec 11 - Council Reorganization
	Dec 25 - Canceled - Christmas