



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, NOVEMBER 8, 2017  
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.**

### **OPENING MATTERS – 7:00 P.M.**

Call to Order/Roll Call of Councilmembers  
Pledge of Allegiance by Brownie Girl Scout Troop 1826  
Approval of Agenda

### **ANNOUNCEMENTS/INTRODUCTIONS – 7:15 P.M.**

### **ORAL COMMUNICATION – PUBLIC COMMENT – 7:25 P.M.**

### **CONSENT ITEMS – 7:30 P.M.**

1. [Approval of meeting minutes from October 25, 2017](#)
2. [Adoption of Resolution No. 2017-1569, proclaiming March 24, 2018, as "Arbor Day" in the City of Calabasas](#)
3. [Recommendation to increase amount of construction contract with Security Paving, Inc. from \\$22,140,210.05 to \\$27,000,000 inclusive of 8% contingency for the Lost Hills Road Interchange Project, Specification No. 14-15-05](#)

4. Adoption of Resolution No. 2017-1570, authorizing the submittal of a grant application to the State of California, Natural Resources Agency, Department of Parks and Recreation to secure funding for Outdoor Environmental Education Facilities located at Headwaters Corner Interpretive Center
5. Approval of appointment of Joanne Suwara to the Traffic and Transportation Commission (Maurer)

**NEW BUSINESS – 7:45 P.M.**

6. Introduction of Ordinance No. 2017-354 to add an additional Chapter to Title 9 of the Calabasas Municipal Code related to regulations on the operation of unmanned aircraft systems, commonly known as drones, to mitigate risks to persons and property and to protect the public from the hazards associated with their operation
7. Discussion of revenue-generating activities associated with single-family homes, and direction to staff

**INFORMATIONAL REPORTS – 8:40 P.M.**

8. Check Register for the period of October 16-25, 2017

**TASK FORCE REPORTS – 8:45 P.M.**

**CITY MANAGER’S REPORT – 8:50 P.M.**

**FUTURE AGENDA ITEMS – 8:55 P.M.**

**ADJOURN – 9:00 P.M.**

The City Council will adjourn to their next regular meeting scheduled on Wednesday, December 13, 2017, at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, OCTOBER 25, 2017**

Mayor Maurer called the meeting to order at 7:05 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

**ROLL CALL**

Present: Mayor Maurer, Councilmembers Bozajian and Weintraub  
Absent: Mayor pro Tem Gaines and Councilmember Shapiro  
Staff: Bingham, Coroalles, Fleishman, Hernandez, Krdilyan, and Yalda

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Junior Girl Scout Troop 1056

**APPROVAL OF AGENDA**

**Councilmember Weintraub moved, seconded by Councilmember Bozajian to approve the agenda. MOTION CARRIED 3/0 as follows:**

AYES: Mayor Maurer, Councilmembers Bozajian and Weintraub

**ANNOUNCEMENTS/INTRODUCTIONS**

➤ **Adjourn in memory**

Mayor Maurer announced that tonight's meeting would be adjourned in memory of Mrs. Mariam Mkrtychyan, mother of Assistant to the City Clerk, Annie Krdilyan. Members of the Council expressed condolences to Ms. Krdilyan.

Members of the Council made the following announcements:

Councilmember Weintraub:

- Encouraged residents to register to receive notifications through the City's Emergency One-step Notification System app.

Councilmember Bozajian:

- Extended an invitation to the Calabasas Rotary Club annual Calabingo event on October 29.
- Expressed appreciation to City staff and the Calabasas Chamber for their combined efforts on the City's annual Pumpkin Festival.
- Extended an invitation for the upcoming Trunk & Treat Halloween event taking

place at the AHCCC, and wished everyone a Happy Halloween.

Mayor Maurer:

- Reiterated appreciation to City staff for a successful Pumpkin Festival.
- Shared that the City installed blue lighting around City Hall and the Library in support of the Dodger's participation in the World Series.

**ORAL COMMUNICATIONS – PUBLIC COMMENT**

Pamela Evans spoke during public comment.

**CONSENT ITEMS**

1. Approval of meeting minutes from October 11, 2017
2. Adoption of Resolution No. 2017-1567, rescinding Resolution No. 2016-1537 and approving a salary schedule for hourly employees
3. September Sheriff's crime report
4. Adoption of Resolution No. 2017-1568, Debt Management policy
5. Approval of appointment of Joanne Suwara to the Traffic and Transportation Commission (Maurer)

Mayor Maurer pulled Consent Item No. 5

**Councilmember Bozajian moved, seconded by Councilmember Weintraub to approve Consent Item Nos. 1-4. MOTION CARRIED 3/0 as follows:**

AYS: Mayor Maurer, Councilmembers Bozajian and Weintraub

Joe Chilco and Joanne Suwara spoke on Consent Item No. 5

**After discussion, Councilmember Bozajian moved, seconded by Mayor Maurer to postpone Consent Item No. 5 to a future meeting. MOTION CARRIED 3/0 as follows:**

AYES: Mayor Maurer, Councilmembers Bozajian and Weintraub

## **NEW BUSINESS**

### 6. City of Calabasas Green Business Program

Mr. Yalda and Ms. Issakhani presented the report.

**After discussion, Councilmember Weintraub moved, seconded by Mayor Maurer to approve Item No. 6. MOTION CARRIED 3/0 as follows:**

AYES: Mayor Maurer, Councilmembers Bozajian and Weintraub

## **INFORMATIONAL REPORTS**

### 7. Check Register for the period of October 4-11, 2017

**No action was taken on this item.**

## **TASK FORCE REPORTS**

Mayor Maurer reported her attendance to a Santa Monica Mountains Conservancy meeting where they discussed the Wild Life Corridor.

Councilmember Weintraub reported her attendance to a COG meeting regarding funding for Measure M.

## **CITY MANAGER'S REPORT**

Mr. Coroalles reported a meeting with Viewpoint regarding the street vacation. He further reported that Viewpoint would like to engage the community before proceeding with the application to vacate the street.

## **FUTURE AGENDA ITEMS**

Councilmember Bozajian requested an update in regard to Community Services Grants. In addition, he requested continued updates from monthly meetings attended by the Community Development Director.

Mayor Maurer requested additional information in regard to the Warner Center development.

Councilmember Weintraub requested an update on the Second-Hand Smoke Ordinance. In addition, she requested a future discussion regarding City Council Protocols for Commission appointments.

**ADJOURN**

The meeting adjourned in memory of Mariam Mkrtchyan at 7:42 p.m. to the next regular meeting scheduled on Wednesday, November 8, 2017, at 7:00 p.m.

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Maricela Hernandez, MMC  
City Clerk



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:           OCTOBER 30, 2017**

**TO:             HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT:   ADOPTION OF RESOLUTION NO. 2017-1569 PROCLAIMING MARCH 24, 2018 AS "ARBOR DAY" IN THE CITY OF CALABASAS**

**MEETING**

**DATE:       NOVEMBER 8, 2017**

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**SUMMARY RECOMMENDATION:**

It is recommended that the City Council approve staff's recommended motion to proclaim March 24, 2018 as "Arbor Day" in the City of Calabasas.

**DISCUSSION/ANALYSIS:**

Once annually, the City must both adopt an Arbor Day proclamation and hold an Arbor Day event to renew the City's TREE CITY, USA status. This year is the 19<sup>th</sup> year that Calabasas is recognized as a Tree City USA. Attached is a resolution proclaiming Saturday, March 24, 2018 as Arbor Day.

In honor of Arbor Day, the City of Calabasas will be holding a tree-planting ceremony at A.E. Wright Middle School. The event will include tree-planting by volunteers starting at 10:00 AM and the official tree-planting ceremony at 11:30AM.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Estimated costs of approximately \$1,000 will be used from the City's Arbor Day Budget (Account No. 10-321-5252-21)

**REQUESTED ACTION:**

Move to approve City council Resolution No. 2017-1569 proclaiming March 24, 2018 as Arbor Day.

**ATTACHMENT:**

City Council Resolution No. 2017-1569.



**ITEM 2 ATTACHMENT**

**RESOLUTION NO. 2017-1569**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, PROCLAIMING MARCH 24, 2018 AS "ARBOR DAY" IN THE CITY OF CALABASAS**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fire and countless other wood products; and

**WHEREAS**, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE**, the City Council of the City of Calabasas does hereby proclaim March 24, 2018 as "**Arbor Day**" in the City of Calabasas. All residents are urged to celebrate Arbor Day and to support the efforts to protect our trees and woodlands.

**BE IT FURTHER RESOLVED**, that all residents are urged to plant trees to promote the well-being of this and future generations.

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 November 2017.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott H. Howard, City Attorney



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:           OCTOBER 27, 2017**

**TO:               HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:** **ROBERT YALDA, CITY ENGINEER/PUBLIC WORKS DIRECTOR**  
**TATIANA HOLDEN, SENIOR CIVIL ENGINEER**

**SUBJECT:   RECOMMENDATION TO INCREASE AMOUNT OF CONSTRUCTION CONTRACT WITH SECURITY PAVING COMPANY, INC. FROM \$22,140,210.05 TO \$27,000,000.00 INCLUSIVE OF 8% CONTINGENCY FOR THE LOST HILLS ROAD INTERCHANGE PROJECT, SPECIFICATION NO. 14-15-05**

**MEETING   NOVEMBER 8, 2017**  
**DATE:**

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**SUMMARY RECOMMENDATION:**

Staff recommends that City Council increase amount of the construction contract for the Lost Hills Road Interchange Project, Specification No. 14-15-05, from \$22,140,210.05 to \$27,000,000.00 inclusive of 8% contingency to Security Paving Company. The increase request is to cover expenses related to unanticipated conditions discovered during construction, changes in utility supports, and modifications to the bridge aesthetics.

**BACKGROUND:**

At the March 11, 2015 meeting, the City Council awarded a construction contract to Security Paving Company for construction of the Lost Hills Road Interchange project. The construction commenced in July 2015 and is approximately 70% completed as of today.

During construction, unanticipated conditions were discovered that required changes in the scope of work by the contractor. In addition, City requested significant modifications of the bridge aesthetic elements. Some of the major changes are:

- Extra earth work removing alluvium during Stage 1 of the project;
- Increase of depth of cast-in-drilled-hole (CIDH) piles for the soundwall due to increase span between the piles to avoid conflict with discovered underground utility lines;
- Additional electrical work related to relocation of Edison's utility vault;
- Elimination of the verdura wall and its replacement with a Caltrans standards concrete retaining wall due to potential conflicts with underground utilities;
- Maintenance of temporary electrical system which was install in addition to what was shown on the plan to ensure safety of motorized and non-motorized roadway users;
- Extra work to install temporary shoring for the northbound ramps;
- Revised support assemblies for AT&T telephone line under the bridge;
- Extra work to resolve conflicts with existing drainage devices and provide positive drainage during construction;
- Fabrication of new form liners for the modified aesthetic elements and additional labor/material for installation of new architectural features.

Upon discovering the unanticipated conditions aforementioned and following Caltrans' approval of new bridge aesthetics, staff requested the LA Metro for additional funding to cover expenses for additional work. LA Metro staff reviewed staff's request and agreed with staff assessment that additional work was justified.

A fully executed agreement from LA Metro granting additional funding to cover for unanticipated expenses is attached (Attachment A).

A Change Order Log in Attachment B consists of all changes to the contract from the beginning of the project to date.

## **DISCUSSION/ANALYSIS:**

### Progress:

The project has entered Stage 4 of construction following the 55-hour weekend closure on October 27-30. Canwood Street and the west side of the bridge are now open for traffic. Pedestrian access across the bridge had been reestablished. Canwood Street/Lost Hills Road intersection is now operated with the STOP signs. Traffic is switched to the newly completed portion of the US101 southbound off-ramp. The access road used as a detour during closure of Canwood Street is closed

to the general public. Newly opened west side of the bridge provides one lane in each direction and a sidewalk.

Remaining Milestones and Project Schedule:

- The current project schedule (enclosed in Attachment B) lists demolition of the old bridge to take place in November 2017 after all utility cutover work is complete and old AT&T cable is removed.
- Completion of the east side of the bridge and connection to the west side to the full width is scheduled for March 2018.
- Estimated completion of construction and installation of landscaping is scheduled for July 2018.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The City has entered into an agreement with Los Angeles County for Measure R funding. Therefore, the City anticipates Measure R funds to recover 100% of the costs under the proposed contract.

**REQUESTED ACTION:**

Staff recommends that City Council increase amount of the construction contract for the Lost Hills Road Interchange Project, Specification No. 14-15-05, from \$22,140,210.05 to \$27,000,000.00 inclusive of 8% contingency to Security Paving Company. The increase request is to cover expenses related to unanticipated conditions discovered during construction, changes in utility supports, and modifications to the bridge aesthetics.

**ATTACHMENTS:**

- Attachment A: Los Angeles Metro Executed Agreement
- Attachment B: Change Order Log
- Attachment C: Change Order Form

FTIP#: LA0G208  
Subregion ID: LVMCOG

Funding Agreement# MOU.MR311.06 A-2

**AMENDMENT No.1  
TO MEASURE R AMENDED AND RESTATED FUNDING AGREEMENT  
BETWEEN CITY OF CALABASAS AND  
THE LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION AUTHORITY**

This Amendment No.1 to Amended and Restated Funding Agreement (this "Amendment"), is dated as of August 28, 2016, by and between the City of Calabasas ("Grantee"), and the Los Angeles County Metropolitan Transportation Authority ("LACMTA").

**RECITALS:**

A. Grantee and LACMTA entered into that certain Funding Agreement No. MOU.MR311.06, dated July 5, 2010, which was amended and restated by that certain Amended and Restated Funding Agreement dated December 4, 2014 (the "Existing FA"), which Existing FA provides for the Lost Hills Road Overpass and Interchange (the "Project"); and

B. WHEREAS, the funds set forth in the Existing Amended and Restated FA are intended to fund Project Approval and Environmental Document (PA&ED), Plans, Specifications, and Estimates (PS&E), Right of Way (R/W) and Construction Phases of the Project. The total designated for PA&ED, PS&E, R/W and Construction of the Project is \$23,000,000;

C. WHEREAS, the LACMTA Board increased the Project's budget of Measure R funds by \$3,000,000 from \$23,000,000 to \$26,000,000. This amount is within the Board authorized increase to the budget for the Lost Hills Road Overpass and Interchange for the total new Project budget of \$26,000,000 which was approved by LACMTA Board on October 23, 2014; and

D. WHEREAS, the Grantee desires to increase the Project's budget of Measure R funds by \$7,000,000 from \$26,000,000 to \$33,000,000. This amount is within the Board authorized increase to the budget for the Lost Hills Road Overpass and Interchange for the total new Project budget of \$33,000,000 which was approved by LACMTA Board on June 23, 2016; and

E. WHEREAS, the Funds are currently programmed for the Project as follows \$2,500,000 in Measure R Funds in FY 2009-10; \$7,000,000 in Measure R Funds in FY 2012-13; \$11,500,000 in Measure R Funds in FY 2013-14; \$5,000,000 in Measure R Funds in FY 2015-16; and \$7,000,000 in Measure R Funds in FY 2016-17. The total designated for the Project is \$33,000,000; and

F. Grantee and LACMTA desire to amend the Existing FA as provided herein.

**AGREEMENT:**

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. Part I, Paragraph 2.2 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following: "To the extent the Measure R Funds are available; LACMTA shall make to Grantee a grant of the Measure R Funds in amount of \$33,000,000 (the "Funds") for the Project. LACMTA Board of Directors actions of March 25, 2010, January 24, 2013, October 24, 2013, October 23, 2014 and June 23, 2016 granted the Measure R Funds to the Project. The Funds are programmed for Fiscal Years (FYs) FY 2009-10; FY 2012-13; FY 2013-14; FY 2015-16 and FY 2016-17."

2. Part I, Paragraph's 11 and 12 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following:

"11. LACMTA'S Address

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: Ayokunle Ogunrinde, 99-22-9  
(213) 922-8830  
OgunrindeA@metro.net

12. Grantee's Address:

City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302  
Attention: Tatiana Holden  
(818) 224-1674  
Tholden@cityofcalabasas.com"

3. Part II, Paragraph 3 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following

"3. INVOICE BY GRANTEE

Unless otherwise stated in this FA, the Monthly Progress Report or the Quarterly Expenditure Report, with supporting documentation of expenses, Project progress and other documents as required, which has been pre-approved by LACMTA, all as described in Part II, Section 6.1 of this FA, shall satisfy LACMTA invoicing requirements. Grantee shall only submit for payment, the LACMTA pre-approved Monthly Progress Report or Quarterly Expenditure Report Packets to the LACMTA Project Manager at the email address shown in Part I and to LACMTA Account Payable Department as shown below.

Submit invoice with supporting documentation to:  
[ACCOUNTSPAYABLE@METRO.NET](mailto:ACCOUNTSPAYABLE@METRO.NET) (preferable)

or

Mail to:

Los Angeles County Metropolitan Transportation Authority  
Accounts Payable  
P. O. Box 512296  
Los Angeles, CA 90051-0296

All invoice material must contain the following information:

Re: LACMTA Project ID# MR311.06 and FA# MOU.MR311.06 A-2

Project Manager: Ayokunle Ogunrinde, MS: 99-22-9"

4. Part II, Paragraph 6.1 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following:

"GRANTEE shall submit the draft of Monthly Progress Report (Attachment D-1) within seven (7) days from the last day of each month, if required, and submit the draft of Quarterly Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA shall review and respond in writing to the draft Monthly Progress and Quarterly Expenditure Reports within five (5) business days from receipt. Grantee shall submit the LACMTA pre-approved Monthly Progress Report and Quarterly Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Monthly Progress and the Quarterly Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Monthly Progress and Quarterly Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation."

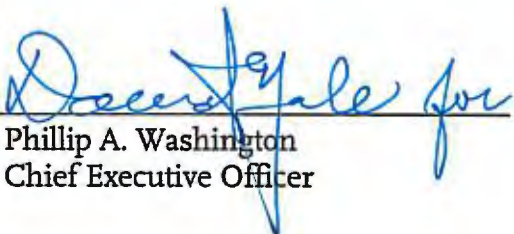
5. Part II, Section 9.1 (vii) of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following: "(vii) within five years or 60 months from July 1 of the Fiscal Year in which the Funds are programmed, unless otherwise stated in this FA. All Funds programmed for FY 2009-10 have lapsed. All Funds programmed in FY 2012-13 are subject to lapse by June 30, 2017. All Funds programmed for FY 2013-14 are subject to lapse by June 30, 2018. All Funds programmed for FY 2014-15 are subject to lapse by June 30, 2019. All Funds programmed for FY 2015-16 are subject to lapse by June 30, 2020. All Funds programmed for FY 2016-17 are subjected to lapse by June 30, 2021."



6. Attachment A of the Existing FA is hereby replaced by Attachment A-1,  
attached.
7. Attachment B1 of the Existing FA is hereby replaced by Attachment B1-  
1, attached.
8. Attachment C of the Existing FA is hereby replaced by Attachment C-1,  
attached.
9. Attachment E of the Existing FA is hereby replaced by Attachment E-1,  
attached.
10. Except as expressly amended hereby, the Existing FA remains in full  
force and effect as originally executed. All rights and obligations of the parties under the  
Existing FA that are not expressly amended by this Amendment shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 1 to be duly executed and delivered as of the above date.

LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION AUTHORITY

By:   
Phillip A. Washington  
Chief Executive Officer

Date: 3/20/2017

APPROVED AS TO FORM:

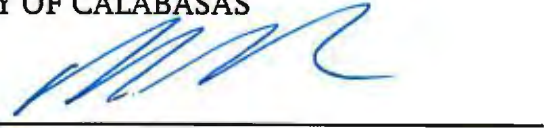
MARY C. WICKHAM  
County Counsel

By:   
Deputy

Date: 3/2/17


GRANTEE:

CITY OF CALABASAS

By:   
Anthony Coroalles  
City Manager

Date: 3/14/17

APPROVED AS TO FORM:

By:   
Scott Howard  
City Attorney

Date: 3-8-17

**ATTACHMENT A-1 - PROJECT FUNDING**

Measure R Program - Funding Agreement Projects - FA # MOU.MR311.06A-2

Project Title: Lost Hills Road Overpass and Interchange Project    Project#: MR311.06

**PROGRAMMED BUDGET - SOURCES OF FUNDS**

SOURCES OF FUNDS	Prior Years	FY2014-15	FY2015-16	FY2016-17	FY 2017-18	FY2018-19	Total Budget	% of Budget
LACMTA PROGRAMMED FUNDING								
MEASURE R FUNDS	\$ 21,000,000		\$ 5,000,000	\$ 7,000,000			\$ 33,000,000	
LACMTA PROGRAMMED FUNDS BY YEAR SUBTOTAL	\$ 21,000,000	\$ -	\$ 5,000,000	\$ 7,000,000	\$ -	\$ -	\$ 33,000,000	98%
<b>OTHER SOURCES OF FUNDING:</b>								
LOCAL:	\$ 711,000						\$ 711,000	2%
STATE:							\$ -	0%
FEDERAL:							\$ -	0%
PRIVATE OR OTHER:							\$ -	0%
OTHER FUNDING SUBTOTAL	\$ 711,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 711,000	2%
<b>TOTAL PROJECT FUNDS</b>	<b>\$ 21,711,000</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>	<b>\$ 7,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,711,000</b>	<b>100%</b>

**ATTACHMENT B1-1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET**

Measure R Program - Funding Agreement Projects - FA # MOU.MR311.06A-2

Project Title: Lost Hills Road Overpass and Interchange Project

Project#: MR311.06

**PROGRAMMED SOURCES OF FUNDS**

SOURCES OF FUNDS	Previous Expenditures	FY 2016-17		FY 2016-17		FY 2017-18		FY 2017-18		TOTAL BUDGET
		Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	
<b>LACMTA PROGRAMMED FUNDS:</b>										
<b>MEASURE R FUNDS:</b>										
PAED	\$300,000									\$300,000
PS&E	\$1,689,000									\$1,689,000
RW	\$850,000									\$850,000
RW Support	\$150,000									\$150,000
Const. Support	\$1,400,000	\$500,000	\$500,000	\$200,000	\$150,000	\$100,000	\$100,000	\$50,000	\$50,000	\$3,000,000
Construction	\$5,700,000	\$6,650,000	\$6,650,000	\$4,500,000	\$4,500,000	\$961,000	\$800,000	\$800,000	\$800,000	\$27,011,000
<b>Total MEASURE R</b>	<b>\$10,089,000</b>	<b>\$7,150,000</b>	<b>\$6,850,000</b>	<b>\$4,650,000</b>	<b>\$1,350,000</b>	<b>\$1,061,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$33,000,000</b>
<b>PROP C 25%</b>										
Total PROP C 25%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUM PROG LACMTA FUNDS:</b>	<b>\$10,089,000</b>	<b>\$7,150,000</b>	<b>\$6,850,000</b>	<b>\$4,650,000</b>	<b>\$1,350,000</b>	<b>\$1,061,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$33,000,000</b>
<b>OTHER NON LACMTA FUNDING:</b>										
<b>LOCAL:</b>										
PS&E	\$711,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$711,000
<b>Total LOCAL%</b>	<b>\$711,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$711,000</b>
<b>STATE:</b>										
Total STATE%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>FEDERAL:</b>										
Total FEDERAL%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>PRIVATE:</b>										
Total PRIVATE%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUM NON-LACMTA FUNDS :</b>	<b>\$711,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$711,000</b>
<b>SUMMARY OF ALL FUNDS:</b>										
PAED	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
PS&E	\$1,689,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,689,000
RW	\$850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$850,000
RW Support	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Const. Support	\$1,400,000	\$500,000	\$500,000	\$200,000	\$150,000	\$100,000	\$100,000	\$50,000	\$50,000	\$3,000,000
Construction	\$5,700,000	\$6,650,000	\$6,650,000	\$4,500,000	\$4,500,000	\$961,000	\$800,000	\$800,000	\$800,000	\$27,011,000
<b>TOTAL MILESTONES</b>	<b>\$10,089,000</b>	<b>\$7,150,000</b>	<b>\$6,850,000</b>	<b>\$4,650,000</b>	<b>\$1,350,000</b>	<b>\$1,061,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$33,000,000</b>
<b>SUM PROG LACMTA FUNDS</b>	<b>\$10,089,000</b>	<b>\$7,150,000</b>	<b>\$6,850,000</b>	<b>\$4,650,000</b>	<b>\$1,350,000</b>	<b>\$1,061,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$33,000,000</b>
<b>SUM NON-LACMTA FUNDS</b>	<b>\$711,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$711,000</b>
<b>TOTAL PROJECT FUNDING</b>	<b>\$10,800,000</b>	<b>\$7,150,000</b>	<b>\$6,850,000</b>	<b>\$4,650,000</b>	<b>\$1,350,000</b>	<b>\$1,061,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$33,711,000</b>

## ATTACHMENT C-1

### SCOPE OF WORK

#### LOST HILLS ROAD OVERPASS AND INTERCHANGE PROJECT

**Project Limits:** US-101 at Lost Hills Road.

**Nexus of Operational Improvements to US-101:** This project proposes the replacement of the existing Lost Hills Road Overpass and geometric improvements to the Lost Hills Road Interchange. The proposed project will address bridge seismic safety and vertical clearance deficiencies and provide improvements to the functional geometry of the Interchange. The project will improve local mobility, decrease traffic times for regional commuters, and allow for the future expansion and improvement of the US-101 Highway.

### BUDGET:

#### MEASURE R FUNDS

COMPONENT	AMOUNT
Preparation of PA/ED	\$ 300,000
Preparation of PS&E	\$ 1,689,000
Right of Way	\$ 850,000
Right of Way Support	\$ 150,000
Construction Support (PM/CM/CE)	\$ 3,000,000
<u>Construction Capital</u>	<u>\$ 27,011,000</u>
Total	\$ 33,000,000

#### CITY OF CALABASAS FUNDS

COMPONENT	AMOUNT
<u>Preparation of PS&amp;E</u>	<u>\$ 711,000</u>
Total	\$ 711,000

Total Budget \$33,711,000

### SCOPE:

The scope of this Project is to replace the existing Lost Hills Road Overpass and improve the geometry of the existing Interchange. The interchange carries an average of 29,750 vehicles each day. The Lost Hills Road Overpass does not meet seismic or design standards for modern

bridge structures. Additionally, the current geometric configuration of the bridge limits emergency access to the community located northwest of the structure. The existing bridge width provides for 32 feet of roadway and 7 feet of sidewalk, allowing one lane of traffic in each direction. The current bridge deck geometry causes the abrupt merging of the two northbound lanes in the midpoint of the overcrossing.

The vertical and seismic deficiencies will be eliminated with the construction of the new bridge. Vertical clearance would be improved to meet or exceed the minimum code requirement of 16.5 feet. The proposed road and bridge design provides for a minimum five foot shoulder in each direction with five 12-foot wide lanes. A six foot wide sidewalk on the west side will be provided to accommodate pedestrian access to schools and commercial destinations to the south. A Class III bike facility will be provided to facilitate the connection of the community to the north with bicycle facilities to the south of the Interchange. The northbound off-ramp will be realigned to the north to allow for 380 feet between the intersection at Canwood Street and the southbound ramps, rather than the current 150 feet. Moving the northbound off-ramp to the north will also allow for the construction of the new loop on-ramp off-ramp design. The current horizontal station line shift, or "kink", at the southbound on and off ramp locations will be corrected to allow for safer exiting of the freeway and a safer pedestrian crossing.

As US-101 is part of the National Highway System (NHS), the Lost Hills/US101 Interchange is a strategically significant thoroughfare for residents, regional commuters, and emergency response vehicles. Improving vertical clearance, horizontal geometry and seismic reliability of the Overpass and Interchange will facilitate the future widening of US-101, decrease travel times for commuters and emergency responders, and improve safety for the travelling public.

## **I. Preparation of Plans, Specifications and Estimates**

### **Preliminary Design**

**Engineering design consultant(s) to perform the following tasks:**  
**Huitt-Zollars, Inc.**

1. Account for field visits of the Project Area to identify design issues. Record existing site conditions in photographs and/or video.
2. Read, review and understand all aspects and goals of the Calabasas 2030 General Plan Update Circulation Element.
3. Provide a complete survey of the Project Area, establishing horizontal and vertical control for the Project. Mapping shall include topographic features within 50 feet of Project Area.
4. Identify and coordinate with all utilities in the Project Area to facilitate the final design of the Project.
5. Conduct geotechnical investigations of Lost Hills Road and US101.
6. Identify right-of-way acquisitions, and/or vacations required for construction.
7. Identify street pavement structural sections for Project Area.
8. Prepare street improvement plan including retaining walls on the south side.

9. Prepare and provide CAD drawings of the proposed alignment, which shall include vertical and horizontal alignment, and improvements. Right-of-way acquisitions and/or vacations shall be clearly identified.
10. Prepare and submit an Engineer's construction cost estimate for all recommended improvements identified.
11. Specifications: prepare project technical specifications. The specifications will be prepared in the format of project-specific modifications, as appropriate by construction item, to the State of California (CALTRAN) Standard Specifications
12. Opinion of Probable Construction Costs: An Opinion of Probable Construction Cost (OPCC) will be provided based on the 35%, 65% and 95% construction documents.
13. Los Angeles County Permit – coordinate and secure Los Angeles County Permit plans for improvement in their ROW.
14. Storm drain coordination and permitting with Los Angeles County Flood Control District.

**City to perform the following tasks:**

1. Coordinate with Southern California Edison for power pole relocation
2. Conduct the required technical analysis for the Project.
3. Coordinate and prepare permit applications/notifications for the Project as applicable.

**Landscape Design**

**Consultant to perform the following tasks:**

1. Review Master Plan and project needs.
2. Site visit and analysis of soils and aesthetics.
3. Research.
4. Attend four (4) City meetings.
5. Coordination with City Engineer on project needs and timelines.
6. Development of Plant Palette.
7. Preliminary Planting and Irrigation design.
8. Colored site plan.
9. Plant Image Board.
10. Full set of Landscape plans, including: Title Sheet; Planting Plan; Planting Details; Irrigation Plan; Irrigation Details; Specifications.
11. Six (6) onsite construction observations will be included. Visits should coincide with critical events during construction.
12. As-Built Plans: A complete landscape set of as-built plans will be provided at the completion of the job.

**Final Design**

**Consultant to perform the following tasks:**

Huitt-Zollars, Inc.

1. Design the Interchange and Overpass with roadway improvements.
2. Prepare civil roadway plans for the required improvements, consistent with City format. At a minimum, the plan set shall include Title Sheet, Site Plan, General Construction Notes, Horizontal Control, Typical Sections and Details, Plan and Profile, Details, Grading, Drainage & Utility Plans; Potential disabled access and utility conflicts; Signing & Striping Plans; Planting Plans; Irrigation Plans; Horizontal Control Plans; Grading & Drainage/Roadway Plans; Retaining Wall Plans; Erosion Control Plans; Cross Sections; Street Lighting Plans; and Photometric Plans, Median/Landscaping Plans.
3. Submittal of plan set shall be delivered at 65%, 95% and 100%; complete and final (five (5) sets per submittal). When project is complete, the Consultant shall provide AutoCAD files for all plan sheets.
4. Prepare construction specifications consistent with City and CALTRANS format.
5. Submittal of specifications shall be delivered to the City at 65%, 95% complete and final. When Project is complete, the Consultant shall provide a digital file of specification package in Microsoft Word format for Windows.
6. Prepare an engineer's construction cost estimate based on the itemized quantity take-off from the contract documents.
7. Submittal of the engineer's construction cost estimate shall be delivered to the City at 95% complete and final in a spreadsheet format.

## II. Preparation of Environmental Impact Statement

**Consultant to perform the following tasks:**

1. Initial meeting with City Staff to review the project details and to obtain any and all documents and plans related to the project.
2. Clarification of any City-specific procedure(s) and format in regards to preparation of the IS/MND.
3. Initial site visit to be performed.
4. Prepare Administrative Initial Study/Mitigated Negative Declaration (IS/MND) in accordance with the CEQA Guidelines and any City-specific procedure(s) and study format requirements.
5. If deemed appropriate under the CEQA Guidelines, will prepare a Negative Declaration or Mitigated Negative Declaration for the project in accordance with the CEQA Guidelines and any City-specific procedure(s) and study format requirements.
6. Provide the City with three hard copies of the Administrative IS/MND, as well as the digital version, for the City's review.
7. Incorporate revisions to the Administrative IS/MND, as appropriate and under the direction of City staff, and transmit to City for final approval prior to publication.
8. Provide City with 20 hardcopies and one digital copy of IS/MND for distribution to the public and outside agencies and the State Clearinghouse.



9. Respond to Comments, Mitigation Monitoring and Reporting Program (MMRP), and Preparation of the Final MND after 30-day public comment period. Prepare a written response to each comment received, for review by City staff.
10. Provide the City with fifteen (15) hard copies of the Final MND, as well as a digital version of the Final MND.
11. Attend and present at up to two (2) public hearings to provide answers to any questions and/or make any oral presentation as requested by the City.
12. Prepare a noise impact study to be included as part of the IS-MND, including: 24-hour measurements at a minimum of two locations; 15-minute readings at a minimum of 5 sites during observed peak noise periods; Estimation of construction activity noise impacts relative to observed baseline; Identification of required mitigation, if any, to meet CEQA significance thresholds; and Documentation of findings in a limited noise technical report.
13. Prepare a traffic impact study to be included as part of the IS-MND, including: Traffic volumes for the project area roadways and intersections; Identifying peak hour turning movement count, Calculating average daily traffic volumes and peak hour levels of service forecasts for the existing and proposed roadway corridor; Identifying potential construction impacts; and Identifying required mitigation, if any to meet CEQA significance thresholds..

### **III. Right of Way**

**City will acquire portions of APN 2052-013-901, 2052-012-902, 903, 904 & 905 from Los Angeles County for the purposes of constructing the project.**

### **IV. Right of Way Support**

**Consultant to perform the following tasks:**  
Overland, Pacific & Cutler, Inc.

**Consultant to perform the following tasks:**

1. Prepare and provide exhibits, plats and legal descriptions for the properties requiring right of way acquisition, slope easements, temporary construction easements and/or rights-of-entry.

**City and County to perform the following tasks:**

1. Order title reports/litigation guarantees.
2. Present conceptual plans to property owners adjacent to Project.
3. Shall choose an Appraiser to prepare and provide appraisal of properties requiring right of way acquisition.
4. Authorize appraisals and improvements pertaining to properties.

5. Notify and meet with property owners of appraisals and detailed improvements to their properties.
6. Set just compensation.
7. Present written offer letters and appraisal summaries to property owners.
8. Conduct negotiations to settlement.

## V. Construction Support

**Engineering Consultant(s) to perform the following tasks:**

Parsons

### Pre-construction Phase Services

- 1) **Coordination of Engineering Approvals and Agency Permitting** – Project Manager (PM) will provide coordination of engineering submittals and approvals with CALTRANS at the 65%, 95% and 100% levels of completion. Additionally the PM will coordinate utility notification, protection and relocation as appropriate for franchise facilities within the project area. The PM will coordinate necessary utility, engineering and project certifications required in conjunction with encroachment permit issuance by CALTRANS District 7.
- 2) **Right of Way Coordination** – PM will provide for coordination between the County of Los Angeles, City of Calabasas and Caltrans on the acquisition of the required right of way for the project. The City anticipates the acquisition of approximately 8.7 acres of right of way from the County of Los Angeles, who owns the property which is under a Joint Powers Agreement (JPA) with the County of Los Angeles Sanitary District which operates the property in conjunction with the Calabasas Landfill. The acquisition will entail coordination with County of Los Angeles Asset Management staff, County of Los Angeles Sanitary District (CALF) staff, Caltrans right of way staff, as well as members of City staff.
- 3) **Coordination of Environmental Permitting and Compliance** – PM will provide for coordination and application for any necessary environmental permitting for Fish and Wildlife, Corps of Engineers and Regional Water Quality Control Board.
- 4) **Meeting Attendance** – PM will attend meetings as necessary with CALTRANS and project consultants to coordinate design, develop submittals and obtain approvals and associated certifications for the project.
- 5) **Review PS&E for Constructability** – Construction Manager (CM) will review the project plans, specifications and estimate (PS&E) to verify that proposed improvements optimize the project relative to cost, sequence and efficiency, and make recommendations to City at the 65%, 95% and 100% levels of document preparation.
- 6) **Review Contract Documents** – CM will review the construction contract to verify that obligations placed upon the contractor are consistent with the City's needs and

expectations and that these obligations are sufficient to allow CM to work effectively with the contractor in the City's best interests. Any discrepancies found in the constructability review will be brought to the attention of the City Engineer.

- 7) **Pre-Construction Services** – PM/CM will provide for bid period support and coordination for the project. CM will conduct a pre-construction conference with all involved agencies, utilities, and the contractor as they prepare to mobilize for the project. The CM will review with the contractor, on an overall basis, the plans and specifications for the contractor's work, and its interrelationship with other work that will take place in the construction vicinity, in an effort to gain the contractor's full understanding of the project. The CM will review the contractor's plan and schedule for construction of the project, including equipment, labor and supervision planning. The CM will determine that the contractor has a clear understanding of its responsibility for general condition items, labor compliance, material staging, parking, access to the site, location of contractor's field office, and housekeeping responsibilities, including specific responsibilities for removal of debris and trash. The CM will apprise the contractor of any contract requirements regarding security matters such as fences, lighting, guard services and posting of signs.

### **Construction Phase Services**

- 1) **Coordination of Contract Execution** – The City and CM will determine a mutually agreed upon the time to mobilize the CM to the project site and CM will mobilize the field inspector to the project site as soon as construction is ready to begin. The CM will implement the record keeping documentation and contract administration systems as their own offsite location.
- 2) **Communication** – CM will be the City's focal point for correspondence related to the design and construction of the project. CM will provide information and various public relations functions as needed and as per the City's request to the local community, and other agencies, including periodic project updates and presentations to City Council and City commissions.
- 3) **Scheduling** – CM will monitor the contractor's compliance with the agreed upon scheduled requirements. CM's major tasks associated with the overall scheduling requirements will be to:
  - a) Review the contractor's schedule to determine that it is properly prepared, that the milestone dates meet the overall schedule, and that no major conflicts exist.
  - b) Review progress attained against the approved schedule to adequately record work-in-place, detect any potential delays, and review the contractor's plan for implementation of remedial measures, when appropriate, to recover or maintain progress.
  - c) In conjunction with the City, negotiate schedule adjustments with the contractor that may be required due to weather, change orders, or order impacts requiring schedule adjustments.

- 4) **Progress Pay Estimates** – CM will review the contractor’s progress pay estimates in accordance with the construction contract. Payments on progress estimates will be supported by source documents that represent measured quantities. A complete and accurate pay estimate will be forwarded to the City for payment. CM will maintain a current estimate of overall construction costs.
  
- 5) **Submittal Management** – CM will maintain a log of, and manage, the shop drawings and sample/submittal process to determine that:
  - a) All short-term look ahead schedules contain critical submittal dates, and the logs reflect the same.
  - b) Submittals from the contractor are received, logged, and processed timely.
  - c) Submittals are reviewed in a timely fashion by the Design Consultant and returned to the contractor to minimize lost production time.
  - d) Logs are updated on a regular basis.
  - e) Shop drawings have been approved and returned before associated work has begun.
  - f) Copies of all submittals are maintained in the file.
  
- 6) **Change Order Management** – CM will investigate all proposed change orders submitted by the contractor. Change order submittals will include supporting records. CM’s investigation will include the impacts on the project schedule and budget and will include a recommendation for approval or disapproval.

CM will review necessary and desirable changes to the project, advise the Deputy Public Works Director of change order impacts, and, when required, make recommendations regarding the resulting change order costs. CM will:

- a) Assemble documentation to include such items as inspection reports, test reports, drawings, sketches, photographs, and other materials as required.
  - b) Prepare change order estimates, consisting of a detailed cost estimate conforming to City and Caltrans procedures and forms; assess the impacts of the proposed change on the contractor’s schedule and operations; and prepare a written report summarizing the impact of the proposed change in terms of extra costs, cost savings, schedule, and effect on contractor’s obligations.
  - c) Evaluate the contractor’s price proposals for reasonableness and accuracy of construction quantities, rates and unit prices, and time and schedule impacts.
  - d) Maintain a change order log as a means to tracking change order proposals through the review and approval process. CM will establish files for potential change orders or claims so as to accumulate documentation should the issue result in a change order or claim.
- 
- 7) **Construction Observation/Inspection** - CM will implement inspection guidelines for monitoring the quality of the contractor’s work. Each member of the CM’s construction

management staff will be familiar with the construction drawings and specifications, as well as industry and Caltrans codes, City requirements, and standards and specifications that are incorporated into design by reference. CM will be familiar with a variety of other information, including permit and license terms and conditions, any applicable provisions of environmental protection plans and procedures, and the project schedule.

CM will be responsible for inspection and documentation of all roadway construction tasks including: detours; construction staging; utility coordination; traffic control; pedestrian access; drainage; embankment construction; clearing and grubbing; SWPPP requirements; lane closures; base and surfacing; pavement delineation; signing; traffic signals; lighting; and landscaping and erosion control.

CM will, upon witnessing any materials, erection or installation process, or levels of quality that do not meet the requirements of the construction contract, issue a Non-Conformance Report notifying the contractor of such deviation and inquire about the contractor's proposed corrective action. Copies will be forwarded to the Deputy Public Works Director.

- 8) **QA/Material Testing** - CM will provide materials sampling and testing which will include all testing normally required by the City and Caltrans. These tests will be conducted in accordance with the City and Caltrans minimal frequencies and approved procedures in accordance with the construction contract plans and specifications. Testing will be performed in accordance with the applicable materials testing manuals. CM will review the results of all testing materials quality inspections and will then make recommendations to the City regarding the remedial actions required to correct unacceptable portions of the contractor's work.
- 9) **Reporting and Records Keeping** - CM will provide reports and keep records in accordance with the City requirements.
- 10) **Safety** – The contractor has sole responsibility for compliance with safety requirements on the construction contract. CM's staff will monitor the contractor's compliance with its safety program and advise the City of observed deficiencies. The Construction Safety Orders, the MUTCD, and the contractor's safety plan will guide CM's field safety monitoring program.
- 11) **Jobsite Progress Meetings** – CM will determine an appropriate schedule for conducting project progress meetings. This schedule will be influenced by the level of project activities and direction received from the City. The principal purpose of the project progress meetings will be to review progress and quality, notify the attendees of any contractor deficiencies, determine availability of labor, material, and equipment for upcoming work, coordinate utility outages and site disruptions, and address coordination matters. Additional special meetings may be required to address special issues and conditions and to address special coordination conditions.

The CM will chair these meetings, conduct each meeting according to a published agenda, and have minutes prepared and promptly distributed. Minutes will detail action items, the discussions that ensued, and announce the time and date of the next meeting.

- 12) **Surveys** – Contractor will perform all construction surveys for the project. CM may be required to GPS specific construction aspects of the project and shall have GPS equipment available for this work.

### **Post-Construction Phase Services**

- 1) **Final Inspection and Punch List** – CM will, in conjunction with the City, inspect the near-completed facilities to identify discrepancies and deficiencies in the work performed by the contractor, and will subsequently prepare the necessary punch list to identify such items. Upon correction and reinspection of omissions and deficiencies, the CM will report to City on the completion of the project, recommend acceptance and approval of final payment to the contractor. If, before the final completion of the work, it is necessary for the City (or a utility user) to take over, use, occupy, or operate any part of the completed or partly completed work, the CM will inspect that part of the work and complete punch lists detailing omissions or deficiencies.
- 2) **As-Built Drawings** – CM will regularly review the project as-built drawings produced by the contractor and require that the as-built drawings reflect the current project conditions. CM will provide the City and the Design Engineer with a copy of the contractor's as-built drawings and sufficient information to prepare certified final record as-built drawings.
- 3) **Project Closeout** – CM will prepare and submit, in accordance with the City's direction, the final payment package to the contractor. Consultant will also submit all final project records and reports (including laboratory and plant testing reports), manufacturer's certificates and videos of various phases of construction. Consultant will collect the release of any liens and forward them to City. CM will prepare and provide all standard reports required by Caltrans, including material certification letters. CM will prepare the Notice of Completion as part of project closeout. CM will coordinate with the City for acceptance of the improvements.
- 4) **Claims Assistance (if required)** – If project-related disputes cannot be resolved in a manner acceptable to both, contractor and the City, Consultant will assist the City with a three phase approach to claim resolution.
  - a) **Information Gathering, "Finding the Facts"** – CM will examine pertinent documentation, field conditions, and other related details necessary to determine the facts of the dispute. Consultant will provide the City with a written status report that analyzes the facts of the dispute and make recommendations as to the contractor's claim.
  - b) **Analysis, Strategy Formulation** – If "Findings of Facts" does not result in a resolution of the matter, CM will perform a technical analysis of the "Finding of Facts" documents and recommend a strategy for resolving the situation.

- c) Negotiation, Resolution, Arbitration or Litigation – CM will provide the City with support to the extend requested by the City.

**Consultants to perform the following tasks:**

Kier & Wright Civil Engineers and Surveyors. Inc.  
Michael Baker International

1. Attend construction meetings.
2. Provide on-call engineering support services during the construction period.
3. Conduct geotechnical inspections.
4. Review of material and methods submittals from the contractor.
5. Respond to requests for information and preparation of as-build drawings.

Delesprie

1. Sculpting and bronze casting of the Hawk sculptures for the bridge aesthetics.
2. Assisting in installation of sculptures.

**MILESTONES:**

<u>Milestone</u>	<u>Estimated Timeframe</u>
(a) Award Design Contract	October, 2008
(b) Notice to Proceed to Consultant	October, 2008
(c) Survey Work, Site Visits and data gathering	2008-2010
(d) Geotechnical Investigations	2008-2010
(e) Prelim Design, Summary Letter Report	2009
(f) Preparation of 35% P, S & E	July, 2010
(g) Preparation of 65% P, S & E	November, 2013
(h) Right-of-Way Acquisitions, TCEs, Slope Easements, Rights of Entry	May, 2014
(i) Environmental Analysis (technical studies & EIS/MND)	July, 2014
(j) Preparation of 95% P, S & E	April, 2014
(k) Environmental Permitting	August, 2014
(l) Final PS&E	December, 2014
(m) Public Bid for Construction	January, 2015
(n) Award Construction Contract	March, 2015
(o) Construction Begins	May, 2015
(p) Construction Ends	November, 2017

**Los Angeles Metropolitan Transportation Authority  
2017 Federal Transportation Improvement Program (\$000)**

<b>LA0G208</b>		<b>Implementing Agency Calabasas, City of</b>																																																																																																																																																																																												
<p><b>Project Description:</b> Project will replace existing 2 lane bridge with 4 lane bridge and 1 turn lane @ Lost Hills Rd/US 101 interchange. This will bring bridge to current lane configuration of Lost Hills Rd on either side of bridge. Interchange will eliminate cross-traffic movement to access NB US 101. There will be no additional lanes on US 101. Replacement bridge will be wider, 4 lns rather than 2 and will span approx. 280 ft. accommodating width of road on either side of bridge structure.</p>																																																																																																																																																																																														
		<p>SCAG RTP Project #: LA0G208 Study: N/A Is Modal: YES Model #: PM: Tatiana Holden - (818) 224-1674 Email: tholden@cityofcalabasas.com LS: N LS GROUP#: Conformity Category: NON-EXEMPT</p>																																																																																																																																																																																												
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Program Code: CARH3 - INTERCHANGE-MOD/REP/REC-LN ADD'S		Stop Loc:	Uza: Los Angeles-Long Beach-Santa Ana Sub-Area: Central Sub-Region: San Fernando Area Team Valley/North County Area																																																																																																																																																																																											
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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>PHASE</th> <th>PRIOR</th> <th>16/17</th> <th>17/18</th> <th>18/19</th> <th>19/20</th> <th>20/21</th> <th>21/22</th> <th>BEYOND</th> <th>PROG TOTAL</th> </tr> </thead> <tbody> <tr> <td></td> <td>PE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>RW</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>CON</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>SUBTOTAL</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CITY - City Funds</td> <td>PE</td> <td>\$711</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$711</td> </tr> <tr> <td></td> <td>RW</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td>CON</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td></td> <td><b>SUBTOTAL</b></td> <td><b>\$711</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><b>\$711</b></td> </tr> <tr> <td>MR20H - Measure R 20% Highway</td> <td>PE</td> <td>\$1,989</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$1,989</td> </tr> <tr> <td></td> <td>RW</td> <td>\$1,000</td> <td>\$0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$1,000</td> </tr> <tr> <td></td> <td>CON</td> <td>\$23,011</td> <td>\$7,000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$30,011</td> </tr> <tr> <td></td> <td><b>SUBTOTAL</b></td> <td><b>\$26,000</b></td> <td><b>\$7,000</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><b>\$33,000</b></td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>\$26,711</b></td> <td><b>\$7,000</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><b>\$33,711</b></td> </tr> <tr> <td></td> <td><b>TOTAL PE:</b></td> <td><b>\$2,700</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>TOTAL RW:</b></td> <td></td> <td><b>\$1,000</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td><b>TOTAL CON:</b></td> <td></td> <td></td> <td><b>\$30,011</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					PHASE	PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	PROG TOTAL		PE											RW											CON											<b>SUBTOTAL</b>										CITY - City Funds	PE	\$711								\$711		RW	\$0								\$0		CON	\$0								\$0		<b>SUBTOTAL</b>	<b>\$711</b>								<b>\$711</b>	MR20H - Measure R 20% Highway	PE	\$1,989	\$0							\$1,989		RW	\$1,000	\$0							\$1,000		CON	\$23,011	\$7,000							\$30,011		<b>SUBTOTAL</b>	<b>\$26,000</b>	<b>\$7,000</b>							<b>\$33,000</b>		<b>TOTAL</b>	<b>\$26,711</b>	<b>\$7,000</b>							<b>\$33,711</b>		<b>TOTAL PE:</b>	<b>\$2,700</b>										<b>TOTAL RW:</b>		<b>\$1,000</b>									<b>TOTAL CON:</b>			<b>\$30,011</b>						
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<p><b>- General Comment:</b> • The project includes an increased scope of work required by Caltrans addressing the 101 south bound on-ramp ramp metering requirements, temporary microwave vehicle detection and video detection. • Changing retaining wall 15 from Verdura to Caltrans standard wall due to ROW issues. • Installation and removal of temporary shoring which is necessary to construct temporary ramp. • Construction of revised raised foundation for electrical lighting and sign truss structure. • Construction of revised overside drain system to better convey drainage from Lost Hills Road down to swale and new overside drain system to prevent stormwater from flowing back across the ramp. • Discovered utility conflict with SCE's line required additional redesign for relocation of electrical conduit. This change introduces additional cost which will be included in a revised agreement with SCE. • Modification to the cross-beams supporting the 18" diameter casings and its attachment to the girders due to insufficient space between the new deck and the utility supports to accommodate the new 18" diameter casings w/ utilities installations. • Conflict with oak trees requires landscaping revisions. Saratoga Hills raised island was not included in the original landscaping/irrigation design. • Electrical changes for traffic signal poles at the intersection with Canwood Street due to comments from Caltrans. • The contractor exposed a visible layer of light color sandy material which is potentially part of landslide and requires additional excavation. • Geotechnical engineer of record confirmed extended limits of roadway when the contractor opened up 5' deep excavation; the exact quantities were unknown at the time of design and bid process. • The City amended the contract with Construction Management Company, Parsons, for additional source inspections required by Caltrans METS. • Amendment to engineering consultant, Kier &amp; Wright, contract for increased scope of work. • A new contract with Michael Baker International for design support during construction due to increased scope of work. • The City is requesting changes to the bridge aesthetics; an overhead sign is replaced by a roadside sign.</p> <p><b>- Modeling Comment:</b> See General Comments</p> <p><b>- TCM Comment:</b> See General Comments</p> <p><b>- Narrative:</b> Project cost increased by \$6,711 and by 24.86%</p> <p><b>Changed Project Completion Date:</b></p> <p>- from "1/22/2016" to "1/22/2017"</p> <p><b>Changed Current Implementation Status:</b></p> <p>- from "Contract/Project Award" to "Construction/Project Implementation begins"</p>																																																																																																																																																																																														
<p><b>Increase Funding</b></p> <p><b>CITY:</b></p> <p>— Delete funds in 14/15 in CON for \$3,000</p> <p><b>MR20H:</b></p> <p>- Decrease funds in 13/14 in ENG from \$500 to \$250</p> <p>► Add funds in 13/14 in ROW for \$1,000</p> <p>+ Increase funds in 13/14 in CON from \$8,000 to \$10,989</p> <p><b>MR20H:</b></p> <p>— Delete funds in 14/15 in CON for \$4,000</p> <p><b>MR20H:</b></p> <p>+ Increase funds in 15/16 in CON from \$2,000 to \$5,000</p> <p><b>MR20H:</b></p> <p>► Add funds in 18/17 in CON for \$7,000</p>																																																																																																																																																																																														
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PARSONS  
 Project: US 101/Lost Hills Interchange Improvements  
 Location: 07-LA-101-31.6/32.3  
 EA: 07-242304  
 Project No.: 14-15-0504  
 Client: City of Calabasas  
 Contractor: Security Paving Company, Inc.

Item 3 Attachment B

- Extra work (invoice) has not been submitted/pending information
- Pending Approval
- Potential Change Order

**Change Orders**

CCO No.	Pending Approval from	Delta Included with CCO	Contract Days Extended	CCO Description	Type of CCO	Item No.	Bid Quantity Increase / Decrease (1)	CCO Amount for T & M (Force Account) (A)	INCREASE/ DECREASE Quantity Price (B)	Total CCO Amount (A+B+C) (C)
CCO 1				Temporary Traffic Control	Extra work at force account - T & M			\$ 20,000.00	\$ -	
CCO 1 SUP 1				Supplemental 1	Supplemental 1			\$ 20,000.00	\$ -	
							<b>Subtotal</b>	\$ 40,000.00	\$ -	\$ 40,000.00
CCO 2				Utilities - Pothole	Extra work at force account - T&M					
							<b>Subtotal</b>	\$ 5,000.00	\$ -	\$ 5,000.00
CCO 3				Increase depth of CIDH pile Item No.155	Increase/decrease in contract unit price	155	4 LF	\$ -	\$ 3,520.00	
							<b>Subtotal</b>	\$ -	\$ 3,520.00	\$ 3,520.00
CCO 4				Utilities-Electrical (SCE Lights)	Extra work at force account - T & M					
							<b>Subtotal</b>	\$ 25,000.00	\$ -	\$ 25,000.00
CCO 5				Masonry block color change	Extra work - Paid as adjustment of compensation at lump sum					
							<b>Subtotal</b>	\$ -	\$ 2,104.95	\$ 2,104.95
CCO 6				Eliminate verdura wall Item No.152	Contract unit price - Paid as adjustment of compensation at lump sum	152	-4,000 SQFT	\$ -	\$ 3,129.50	
						152		\$ -	\$ (167,000.00)	
							<b>Subtotal</b>	\$ -	\$ (163,870.50)	\$ (163,870.50)
CCO 7				Maintaining electrical system not shown on the plans.	Extra work at force account - T & M					
CCO 7 SUP 1				Supplemental 1	Supplemental 1			\$ 25,000.00	\$ -	
							<b>Subtotal</b>	\$ 125,000.00	\$ -	\$ 150,000.00
CCO 8				Mission bell (Relocation was not mentined on the plans)	Extra work at force account - T & M					
							<b>Subtotal</b>	\$ 3,000.00	\$ -	\$ 3,000.00
CCO 9				Sign Panels	Increase/decrease in contract unit price	180	263 SQFT		\$ 3,946.35	
						181	-86 SQFT		\$ (1,634.00)	
						182	-31.25 SQFT		\$ (718.75)	
							<b>Subtotal</b>	\$ -	\$ 1,593.60	\$ 1,593.60
CCO 10				Dikes changes	Increase/decrease in contract unit price	145	32 TON		\$ 2,580.80	
						148	697 LF		\$ 1,394.00	
						149	21 LF		\$ 42.00	
						147	-444 LF		\$ (888.00)	
							<b>Subtotal</b>	\$ -	\$ 3,128.80	\$ 3,128.80
CCO 11				Reduce the depth of the foundation overexcavation & quantity of lean concrete for backfill slurry for RW1668	Increase/decrease in contract unit price	74	-172 CY		\$ (2,838.00)	
						82	-118 CY		\$ (17,464.00)	
							<b>Subtotal</b>	\$ -	\$ (20,302.00)	\$ (20,302.00)
CCO 12				Temporary shoring	Extra work at force account - T & M					

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						Subtotal		\$ 200,000.00	\$ -	\$ 200,000.00
CCO 13				Remove yellow stripe grinds	waiting on cost					
CCO 14				SW 15 missing quantities for over-excavation	Adjustment of compensation - lump sum					
						Subtotal		\$ -	\$ 6,057.32	\$ 6,057.32
CCO 15				Revised plan for RW15 Sheet: R2-1 & RQ-1	Increase in contract items @ unit price	74	1,414 CY	\$ -	\$ 23,331.00	
						79	297 CY	\$ -	\$ 20,374.20	
						81	79 CY	\$ -	\$ 7,189.00	
						82	702 CY	\$ -	\$ 103,896.00	
						160	365 CY	\$ -	\$ 139,065.00	
						166	4,000 SQFT	\$ -	\$ 10,800.00	
						172	39,503 LB	\$ -	\$ 59,254.50	
						246	395 LF	\$ -	\$ 24,095.00	
						140	-22 CY	\$ -	\$ (990.00)	
						231	-404 LF	\$ -	\$ (12,524.00)	
						238	-1 EA	\$ -	\$ (795.00)	
						Subtotal		\$ -	\$ 373,695.70	\$ 373,695.70
CCO 16				Additional survey & construction staking)	Extra work at force account - T & M (Survey & construction staking)					
						Subtotal		\$ 5,000.00	\$ -	\$ 5,000.00
CCO 17			10	Resolution of NOPC 1	Adjustment of Compensation - lump sum					
						Subtotal		\$ -	\$ 11,000.00	\$ 11,000.00
CCO 18				Revised Electrical signal and lighting plans (Sheet E-13, E-14, E-15, E-16, E-17, E-18)	Adjustment of Compensation - lump sum					
						Subtotal		\$ -	\$ 21,121.83	\$ 21,121.83
CCO 19				Drainage revisions - Construct revised overside drains. Sheet: D-1, D-4, DP-1, DP-5, DD-12, DP-4, DP-2	1. Increase in contract items @ unit price	61	0.3 CY	\$ -	\$ 18.00	
						145	1.27 TON	\$ -	\$ 102.43	
						163	2.18 CY	\$ -	\$ 1,547.80	
						204	7.30 CT	\$ -	\$ 1,204.50	
						206	18.4 SQYD	\$ -	\$ 92.00	
					2. Extra work at force account (correct the elevation for drainage inlet)			\$ -	\$ 3,000.00	
						Subtotal		\$ -	\$ 5,964.73	\$ 5,964.73
CCO 20				Ramp Metering system changes (flashing beacon)	Extra work - lump sum					
						Subtotal		\$ -	\$ 5,958.88	\$ 5,958.88
CCO 21				AT&T Telephone line on the bridge (32 revised support assemblies)	Adjustment of compensation - lump sum					
						Subtotal		\$ -	\$ 60,959.20	\$ 60,959.20
CCO 21 SUP1				LVMWD water line on the bridge(64 revised support assemblies)	Adjustment of compensation - lump sum					
						Subtotal		\$ -	\$ 121,918.40	\$ 121,918.40
CCO 22		Delta P		Revised striping plan	1. Increase in contract items @ unit price	37	1,000 LF	\$ -	\$ 800.00	

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						42	8,800 LF	\$ -	\$ 2,376.00	
						44	4,550 LF	\$ -	\$ 1,683.50	
						45	900 EA	\$ -	\$ 1,440.00	
						53	800 LF	\$ -	\$ 11,280.00	
						256	14,000 LF	\$ -	\$ 2,940.00	
						258	616 EA	\$ -	\$ 1,355.20	
						259	262 EA	\$ -	\$ 851.50	
					2. Adjustment of compensation at agreed lump sum (traffic control, mobilization of stripier)			\$ -	\$ 5,745.00	
					3. Extra work at force account - T & M	Survey		\$ 1,500.00	\$ -	
					<b>Subtotal</b>			<b>\$ 1,500.00</b>	<b>\$ 28,471.20</b>	
CCO 23		Delta L		Due to submittal S021- Caltrans had questions and MGS, end treatment for MVP relocation had to be revised  Sheet: L-1, G-1, D-1, DP-1, SC-2	1. Increase/decrease in contract unit price	16	160 LF	\$ -	\$ 2,560.00	
						17	-14 EA	\$ -	\$ (6,860.00)	
						54	1 EA	\$ -	\$ 1,500.00	
						138	2,080 SQFT	\$ -	\$ 249.60	
						149	136 LF	\$ -	\$ 272.00	
						230	116 SQYD	\$ -	\$ 7,424.00	
						231	175 LF	\$ -	\$ 5,425.00	
						237	1 EA	\$ -	\$ 3,320.00	
						238	1 EA	\$ -	\$ 795.00	
						240	1 EA	\$ -	\$ 3,720.00	
					2. Adjustment of compensation at unit price	HMA Dike (Type C)	125 LF	\$ -	\$ 250.00	
						HMA Dike (Type D)	131 LF	\$ -	\$ 262.00	
					3. Adjustment of compensation at lump sump price (traffic control, excavation, embankment)			\$ -	\$ 11,330.20	
					4. Extra work at force account - T & M	Survey		\$ 1,500.00	\$ -	
					<b>Subtotal</b>			<b>\$ 1,500.00</b>	<b>\$ 30,247.80</b>	
										<b>\$ 29,971.20</b>
										<b>\$ 31,747.80</b>

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CCO 24		Delta O		Implement the revised plans Sheet: X-2, X-3, L-1, L-2, L-4, C-3, D-4, DP-4, C-23	1. Increase/decrease in contract unit price	187	3.3 LF	\$ -	\$ 239.25		
						207	344 LF	\$ -	\$ 6,673.60		
						215	156 LB	\$ -	\$ 187.20		
						239	1 EA	\$ -	\$ 5,700.00		
						148	-380 LF	\$ -	\$ (760.00)		
						149	-239 LF	\$ -	\$ (478.00)		
						163	1.64 CY	\$ -	\$ (1,164.40)		
						210	-0.7 CY	\$ -	\$ (298.90)		
						230	-111 SQYD	\$ -	\$ (7,104.00)		
						231	-282 LF	\$ -	\$ (8,742.00)		
						240	-1 EA	\$ -	\$ (3,720.00)		
						2. Adjustment of compensation at unit price	Crash cushion	1 EA	\$ -		\$ 30,247.30
							Texture paving	3,353 SQFT	\$ -		\$ 33,530.00
							Concrete barrier (type 60)	64 LF	\$ -		\$ 8,940.80
							Concrete barrier (type 60C)	229 LF	\$ -		\$ 42,948.95
						3. Adjustment of compensation at lump sump price for additional mobilization for texture paving & purchasing concrete stamps			\$ -		\$ 6,350.00
									\$ -		\$ -
						4. Extra work at force account - T & M	Survey		\$ 500.00		\$ -
							<b>Subtotal</b>		<b>\$ 500.00</b>		<b>\$ 112,549.80</b>
						CCO 25					Revised MVP layout & grades on LH-5 line
						<b>Subtotal</b>		<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	
CCO 26		Delta I & R		Implement revised contract plans Sheet: X-3, X-5, L-1, L-2, L-3, SC-13, S-1, S-2, S-3, SD-2, SQ-5	1. Increase/decrease in contract unit price	16	236 LF	\$ -	\$ 3,776.00		
						149	63 LF	\$ -	\$ 126.00		
						155	41 FT	\$ -	\$ 36,080.00		
						177	24,720 LB	\$ -	\$ 77,868.00		
						178	24,720 LB	\$ -	\$ 14,090.40		
						230	968 SQYD	\$ -	\$ 61,952.00		
						231	497 LF	\$ -	\$ 15,407.00		
						237	1 EA EA	\$ -	\$ 3,320.00		
						238	1 EA EA	\$ -	\$ 795.00		
						239	1 EA EA	\$ -	\$ 5,700.00		
						17	-14 EA	\$ -	\$ (6,860.00)		
						175	-5,378 LB	\$ -	\$ (23,125.40)		
						176	-5,378 LB	\$ -	\$ (13,713.90)		
						240	-1 EA	\$ -	\$ (3,720.00)		

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					2. Adjustment of compensation at unit price	HMA Dike (Type C)	38 LF	\$ -	\$ 76.00	
						HMA Dike (Type E)	90 LF	\$ -	\$ 180.00	
						Quadguard Crash	1 EA	\$ -	\$ 30,247.30	
					3. Extra work at force account - T & M	Survey		\$ 500.00		
						<b>Subtotal</b>		<b>\$ 500.00</b>	<b>\$ 202,198.40</b>	<b>\$ 202,698.40</b>
CCO 27				Install temporary street lights	Extra work at force account - T & M			<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>
CCO 28		Delta W		Quantity revisions	1. Increase/decrease in contract unit price	254	30 LF	\$ -	\$ 63.00	
						250	-30 LF	\$ -	\$ (9.60)	
						251	-60 LF	\$ -	\$ (25.20)	
						253	-27 SQFT	\$ -	\$ (141.75)	
						259	-3 EA	\$ -	\$ (9.75)	
						<b>Subtotal</b>		<b>\$ -</b>	<b>\$ (123.30)</b>	<b>\$ (123.30)</b>
CCO 29				Potholing for DS-6 connection to verify elevation	Extra work @ force account			<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
CCO 30		Delta 32		DS 6 Adjustment	1. T & M Repair damaged pipe & adjust existing DI's at mainline SB shoulder east & West of the existing bridge			\$ 20,000.00	\$ -	
					2. Increase/decrease in contract unit price	203	3 LF	\$ -	\$ 426.00	
						<b>Subtotal</b>		<b>\$ 20,000.00</b>	<b>\$ 426.00</b>	<b>\$ 20,426.00</b>
CCO 31				HMA Dike (Type A) & HMA Dike (Type E)	1. Increase/decrease in contract unit price	145	13.9 TON		\$ 1,121.04	
						147	700 LF		\$ 1,400.00	
					2. Adjustment of compensation at unit price	HMA Dike (Type E)	700 LF		\$ 1,400.00	
						<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 3,921.04</b>	<b>\$ 3,921.04</b>
CCO 32				Ramp Metering Changes	Deferred time			\$ 14,191.77	\$ -	
								<b>\$ 14,191.77</b>	<b>\$ -</b>	<b>\$ 14,191.77</b>
CCO 33				Man made baried objects	Extra work at force account			<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>
CCO 34		Delta 36		Drainage system 18 CCO was created as a result of RFI 080 DS18m - New item (Item 163 = 1.69CY, Item 215 = 326LB) DS28(unit b)-New item (Item 167-75 999.91)	1. Increase/decrease in contract unit price	187	28.1 LF		\$ 2,037.25	
						189	3 LF		\$ 255.00	
						163	-1.43 CY		\$ (710.00)	

PARSONS  
 Project: US 101/Lost Hills Interchange Improvements  
 Location: 07-LA-101-31.6/32.3  
 EA: 07-242304  
 Project No.: 14-15-0504  
 Client: City of Calabasas  
 Contractor: Security Paving Company, Inc.

Attachment B

- Extra work (invoice) has not been submitted/pending information
- Pending Approval
- Potential Change Order

**Change Orders**

CCO No.	Pending Approval from	Delta Included with CCO	Contract Days Extended	CCO Description	Type of CCO	Item No.	Bid Quantity Increase / Decrease (1)	CCO Amount for T & M (Force Account) (A)	INCREASE/DECREASE Quantity Price (B)	Total CCO Amount (A+B+C) (C)
				DS28(unit d)-New item (Item 187=28LF) DS28(unit e)-New item (Item 215=326LB, Item 163=1.31CY) DS28(unit c)-New item (Item 215=326LB, DS18L was added DS18b was removed		215	-395 LB		\$ (474.00)	
						Subtotal		\$ -	\$ 1,108.25	\$ 1,108.25
CCO 35										
CCO 36		Delta Z		Drainage revisions	Increase in contract unit price	163	2.31 CY	\$ -	\$ 1,640.00	
						204	26.3 CY	\$ -	\$ 4,339.50	
									\$ 5,979.50	\$ 5,979.50
CCO 37		Delta X		Modified MVP and adjacent Guardrail, Drainage added next to LH-2	1. Increase/Decrease in contract unit price	163	23.7 CY	\$ -	\$ 16,827.00	
						189	21.2 LF	\$ -	\$ 1,802.00	
						204	39.6 CY	\$ -	\$ 6,534.00	
						237	1 EA	\$ -	\$ 3,320.00	
						145	-9.63 TON	\$ -	\$ (776.66)	

PARSONS  
 Project: US 101/Lost Hills Interchange Improvements  
 Location: 07-LA-101-31.6/32.3  
 EA: 07-242304  
 Project No.: 14-15-0504  
 Client: City of Calabasas  
 Contractor: Security Paving Company, Inc.

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**Change Orders**

CCO No.	Pending Approval from	Delta Included with CCO	Contract Days Extended	CCO Description	Type of CCO	Item No.	Bid Quantity Increase / Decrease (1)	CCO Amount for T & M (Force Account) (A)	INCREASE/DECREASE Quantity Price (B)	Total CCO Amount (A+B+C) (C)
						148	-388 LF	\$ -	\$ (776.00)	
						231	-62.5 LF	\$ -	\$ (1,937.50)	
						240	-1 EA	\$ -	\$ (3,720.00)	
					2. Adjustment of compensation at unit price	HMA Dike (Type C)	127 LF	\$ -	\$ 254.00	
								\$ -	\$ 21,526.84	
CCO 38		Delta T		Removal of additional MBGR at LH-5 to construct improvement & replacement with MGS & vegetation control  Lost Hills Rd grades & construction details for curb ramps at LH-5 were updated	1. Increase/Decrease in contract unit price	41	368 LF	\$ -	\$ 8,096.00	
						207	6 LF	\$ -	\$ 116.40	
						230	120 SQYD	\$ -	\$ 7,680.00	
						231	225 LF	\$ -	\$ 6,975.00	
								\$ -	\$ 22,867.40	\$ 22,867.40
CCO 39				Increase abutment rebar quantity (CCO was created due to RFI 084 response)		171	850 LB	\$ -	\$ 807.50	
							Subtotal	\$ -	\$ 807.50	
CCO 40		Delta U		Perform additional work for services, signal, & Lighting (E13,E15,E17,E22,E23,E31,E37,E39,E39a,E40,E41,E63,E64,E65,E66,E67)  Procure materials for Delta Y	1. Extra work at force account			\$ 70,000.00		
					2. Adjustment of compensation at agreed lum sum			\$ -	\$ (25,128.81)	
					Ferreira		Subtotal	\$ 70,000.00	\$ (25,128.81)	
CCO 41				Maintained existing & temporary electrical system along NB 101 shoulder.  Existing street & ramp lighting & electrical system along NB 101 shoulder must be removed for SW1696 foundation.  Tamper resistant pull box for conduits @ SW1696 barrier	1. Extra work at force account					
					Ferreira		Subtotal	\$ 15,000.00	\$ -	
CCO 42				Utility conflict at SW1696  Replace 18" piles to 24" piles	1. Extra work at force account			\$ 30,000.00	\$ -	
					2. Adjustment of compensation at agreed lum sum	154	-192 LF	\$ -	\$ (11,136.00)	
							Subtotal	\$ 30,000.00	\$ (11,136.00)	
CCO 43				Drill and bond rebar dowels between lean concrete base and curb on the west side of Lost Hills Rd	1. Extra work at force account					

PARSONS  
 Project: US 101/Lost Hills Interchange Improvements  
 Location: 07-LA-101-31.6/32.3  
 EA: 07-242304  
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**Change Orders**

CCO No.	Pending Approval from	Delta Included with CCO	Contract Days Extended	CCO Description	Type of CCO	Item No.	Bid Quantity Increase / Decrease (1)	CCO Amount for T & M (Force Account) (A)	INCREASE/DECREASE Quantity Price (B)	Total CCO Amount (A+B+C) (C)
							Subtotal	\$ 1,500.00	\$ -	\$ 1,500.00
CCO 44			128	Settlement of delays for Stage 1 construction	Adjustment of compensation at agreed lum sum					
							Subtotal	\$ -	\$ 143,000.00	\$ 143,000.00
CCO 45										
							Subtotal			
CCO 46		Delta 37		Revised plans for LH-2 line	1. Increase/Decrease in contract unit price	145	-85.00 Ton	\$ 58.07		
						148	-85 LF	\$ (170.00)		
						149	228 LF	\$ 456.00		
						231	35 LF	\$ 1,085.00		
					2. Extra work at force account	Survey		\$ 500.00		
							Subtotal	\$ 1,929.07	\$ -	\$ 1,929.07
CCO 47				Pothole Irrigation Crossing (RFI 087)	1. Extra work at force account					
					Sierra Landscape					
					Sierra Landscape					
							Subtotal	\$ 2,000.00	\$ -	\$ 2,000.00
CCO 48		Delta 33		Revised Canwood St plans. Sidewalk was removed per original plan & will be rebuilt.	1. Increase/Decrease in contract unit price	209	3.04 CY	\$ 1,298.08		
					2. Extra work at force account	Survey		\$ 800.00		
							Subtotal	\$ 2,098.08	\$ -	\$ 2,098.08
CCO 49										
							Subtotal		\$ -	\$ -
CCO 50				Revised temp roadway at LH-4, install k-rail, crash cushions, & striping	1. Extra work at force account					
							Subtotal	\$ 20,000.00	\$ -	\$ 20,000.00
CCO 51				Revised grades at LH-2 from stat 1690+00 to 1692+51.89 & complete placement of aggregate base class 3	1. Extra work at force account					
							Subtotal	\$ 3,500.00	\$ -	\$ 3,500.00
CCO 52				Revised grades at SB LH from stat 25+00 to 28+14 and complete subgrade	1. Extra work at force account					
							Subtotal	\$ 5,500.00	\$ -	\$ 5,500.00
								\$ 677,718.92	\$ 969,566.53	\$ 1,647,285.45





**BASE CONTRACT AMOUNT** \$ 22,140,210.05  
**CHANGE ORDER #1** (+) \$ 4,859,789.95

**CONTRACT CHANGE ORDER NO. 1**  
**DATE: 10/27/2017**

**FINAL CONTRACT AMOUNT** (=) \$ 27,000,000.00  
**SPECIFICATION NO.:** 14-15-05

**PROJECT TITLE:** LOST HILLS ROAD INTERCHNAGE PROJECT  
**OWNER:** City of Calabasas  
**CONTRACTOR:** Security Paving Company

THE FOLLOWING CHANGES TO THE CONTRACT, DRAWINGS AND SPECIFICATIONS ARE PROPOSED:	NET ADDITION	NET DEDUCTION	DAYS EXTENDED
The changes are due to extra earth work removing alluvium during Stage 1 of the project; increase of depth of cast-in-drilled-hole (CIDH) piles for the soundwall due to increase span between the piles to avoid conflict with discovered underground utility lines; additional electrical work related to relocation of Edison's utility vault; elimination of the verdura wall and its replacement with a Caltrans standards concrete retaining wall due to potential conflicts with underground utilities; maintenance of temporary electrical system which was install in addition to what was shown on the plan to ensure safety of motorized and non-motorized roadway users; extra work to install temporary shoring for the northbound ramps; revised support assemblies for AT&T telephone line under the bridge; extra work to resolve conflicts with existing drainage devices and provide positive drainage during construction; fabrication of new formliners for the modified aesthetic elements and additional labor/material for installation of new architectural features.	\$ 4,859,789.95		138
	<b>\$ 4,859,789.95</b>	<b>\$ -</b>	

We hereby agree to make the above change subject to the terms of this order for the sum of: **\$ 4,859,789.95**  
**FOUR MILLION EIGHT HUNDRED FIFTY NINE THOUSAND SEVEN HUNDRED EIGHTY NINE DOLLARS AND NINETY FIVE CENTS** ADDITION

**DATE:** \_\_\_\_\_ John Smith, Project Manager  
 Security Paving Company

RECOMMENDED:	APPROVED:	ACCEPTED:
Tatiana Holden: _____ Project Manager Date: _____	Robert Yalda: _____ Public Works Director/City Engineer Date: _____	Mary Sue Maurer: _____ Mayor Date: _____

**NOTE:** The documents supporting this Change Order, including any drawings and estimates of cost, if required, are attached hereto and made a part hereof. This Order shall not be considered as such until it has been signed by the Owner, the Contractor, and the Engineer. Upon final approval, distribution of copies will be made as required.

**CHANGES:** All workmanship and materials called for by this Change Order shall be fully in accordance with the original Contract Documents insofar as the same may be applied without conflict to the conditions set forth by this Order. The time for completing the Contract will not be extended unless expressly provided for in this Order.



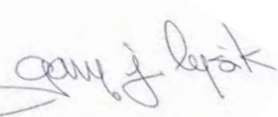
**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE:** OCTOBER 31, 2017

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** DR. GARY J. LYSIK, CHIEF FINANCIAL OFFICER 

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2017-1570, AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY, DEPARTMENT OF PARKS AND RECREATION, TO SECURE FUNDING FOR OUTDOOR ENVIRONMENTAL EDUCATION FACILITIES LOCATED AT HEADWATERS CORNER INTERPRETIVE CENTER

**MEETING DATE:** NOVEMBER 8, 2017

---

**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council adopts Resolution No. 2017-1570, authorizing the submittal of a grant application to the State of California, Natural Resources Agency, Department of Parks and Recreation, to secure funding for Outdoor Environmental Education Facilities located at Headwaters Corner Interpretive Center.

**BACKGROUND:**

On June 4, 2016, a fire caused the destruction of the Bartelle House and a bridge located at Headwaters Corner, having a physical property address of 3815 Old Topanga Canyon Road, Calabasas, CA 91302. Since that point in time, the Mountains Restoration Trust (MRT), the organization which the City of Calabasas

has a lease agreement with to operate an interpretive center at that same location, has been operating out of a mobile facility.

The Bartell House and the bridge are both in the process of being replaced using monies already received from CHUBB, the insurance company used to provide additional coverage for the MRT, and from the CJPIA, the City's insurance carrier.

During the rebuild process, a need has been established for the MRT to have an outdoor environmental education facility located at that same location. The State of California, Natural Resources Agency, Department of Parks and Recreation, is offering a grant to assist in the cost of developing public, outdoor structures and exhibits that facilitate focused learning regarding native vegetation, the natural environment, environmental stewardship, and appreciation of the natural world. Learning must include an understanding of how humans interact with, and are dependent on, natural ecosystems. These structures and exhibits may provide outdoor education on their own (such as signs, kiosks, nature trails), or facilitate providing outdoor education (such as campfire centers, amphitheaters, or group campgrounds). Cities are eligible to participate in this grant program. Grant awards will be provided based on the merits of each project submitted for review.

If the grant is awarded to the City of Calabasas, the project must be completed within seven (7) years and nine (9) months from the appropriation date, where the appropriation date is July 1 of the fiscal year in which the funds are appropriated in the State budget.

For the project to be considered complete, all scope items must be built, the project would need to be open to the public, and all final paperwork must be submitted to the State of California – Office of Grants and Local Services.

The amount of grant funds being requested from the State of California totals \$146,875 and is broken down as follows:

Freestanding structures with interpretive signage	\$30,500
Outdoor exhibits other than interpretive signage	30,000
	33,000
Amphitheater, outdoor classroom, deck, plaza, dock or other gathering place used for outdoor education	24,000
Interpretive displays on existing trails	29,375
Other non-construction costs	
	\$146,875
<b>TOTAL GRANT AMOUNT REQUESTED</b>	

**FINANCIAL IMPACT / SOURCE OF FUNDING:**

The total cost of replacement for the lost structures due to fire damage is covered by insurance claims. Receiving the grant from the State of California would help the Mountains Restoration Trust provide quality outdoor education facilities for the public sooner. There is no financial impact to the City.

**REQUESTED ACTION:**

Staff recommends that the City Council adopts Resolution No. 2017-1570, authorizing the submittal of a grant application to the State of California, Natural Resources Agency, Department of Parks and Recreation, to secure funding for Outdoor Environmental Education Facilities located at Headwaters Corner Interpretive Center.

**ATTACHMENT(S):**

- A. Resolution No. 2017-1570
- B. Application Guide – Outdoor Environmental Education Facilities

**RESOLUTION NO. 2017-1570**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR A GRANT FROM THE STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY, DEPARTMENT OF PARKS AND RECREATION, FOR OUTDOOR ENVIRONMENTAL EDUCATION FACILITIES.**

**WHEREAS**, fire damage totally destroyed the Bartelle House located at the Headwaters Corner Interpretive Center having a physical property address of 3815 Old Topanga Canyon Road, Calabasas, CA 91302; and

**WHEREAS**, the City of Calabasas is currently in the process of rebuilding the lost structure; and

**WHEREAS**, a need exists for outdoor environmental education facilities in order for the Mountains Restoration Trust (MRT) to provide continued quality educational services for the community; and

**WHEREAS**, the State of California, Natural Resource Agency, Department of Parks and Recreation has an active grant program specifically to help fund outdoor environmental education facilities; and

**WHEREAS**, this project meets the specific criteria established by the granting agency;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Calabasas, that the City is authorized to submit a Grant Application to the State of California, Natural Resources Agency, Department of Parks and Recreation with the intent of securing a grant to be used to pay for outdoor environmental education facilities located at Headwaters Corner; and

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer, or his designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure this grant.

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 8th day of November, 2017.

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

ATTEST:

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

APPROVED AS TO FORM:

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

*February 15, 2017*

**APPLICATION GUIDE**  
for the  
**Outdoor Environmental  
Education Facilities**  
**Grant Program**



State of California  
Natural Resources Agency  
Department of Parks and Recreation  
Office of Grants and Local Services

*"Creating Community through People, Parks, and Programs"*

**Send Applications and Correspondence to:**

**Street Address for Overnight Mail:**

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
1416 Ninth Street, Room 918  
Sacramento, CA 95814

**Mailing Address:**

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
P.O. Box 942896  
Sacramento, CA 94296-0001

**(916) 653-7423 or [LocalServices@parks.ca.gov](mailto:LocalServices@parks.ca.gov)**

[www.parks.ca.gov/grants](http://www.parks.ca.gov/grants)



CAParkGrants

*"These things which can best be taught outdoors should there be taught."*

*~ L.B. Sharp*



## **Department Mission**

The mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## **The Office of Grants and Local Services (OGALS) Mission Statement**

The mission of the Office of Grants and Local Services is to address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships and providing leadership through quality customer service.

## **OGALS Vision Goals**

- ❖ Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- ❖ Committed to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- ❖ Sensitive to local concerns while mindful of prevailing laws, rules and regulations.
- ❖ Responsive to the needs of applicants, grantees, nonprofit organizations, local governments, and legislative members, who are our partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.



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**Outdoor Environmental Education Facilities Program**  
**Grant Application Guide**

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## **OGALS welcomes you to the Outdoor Environmental Education Facilities Program**

Use this guide for the competitive application process.

- Review the GRANT ADMINISTRATION GUIDE before sending your APPLICATION PACKET to OGALS. It contains important information about OGALS' administrative requirements that is helpful for applicants to know before submitting an APPLICATION PACKET.
- Please call, write, or email OGALS with any questions or comments. Contact information for OGALS is located on the front cover of this guide.
- Our web page is [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants). It features Outdoor Environmental Education Facilities Program technical assistance materials and updates, staff contacts, and the GRANT ADMINISTRATION GUIDE.
- See page 26 to 27 for the definitions of words and terms shown in SMALL CAPS.

### **The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40)**

On March 5, 2002, voters passed Proposition 40 by 56.8%, the \$2.6 billion "California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002" (2002 Resources Bond). The passage of Proposition 40 provided funds for local assistance grants as set forth in Public Resources Code (PRC) §5096.600 through §5096.683.

### **Bond Act Intent**

The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 is intended to acquire and develop properties of the state park system, to acquire and develop neighborhood, community, and regional parks and recreational areas, for land, air, and water conservation programs, including acquisition for those purposes, and to acquire, restore, preserve and interpret California's historical and cultural resources.

### **Outdoor Environmental Education Facilities Competitive Program Intent**

To provide assistance to local agencies and community-based organizations with regard to the DEVELOPMENT of outdoor environmental education facilities.

# I. Program Information

## Application Deadline

The APPLICATION PACKET deadline for this one-cycle grant program will be announced by OGALS. APPLICATION PACKETS must be postmarked by the deadline posted on OGALS website at [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants). OGALS mailing address is located on the cover of this guide.

- APPLICANTS may submit multiple APPLICATION PACKETS.
- Each PROJECT SITE requires its own APPLICATION PACKET.
- Multiple APPLICATION PACKETS *may not* be submitted for the same PROJECT SITE.

**Amount of Funds Available:** To be determined

**Minimum Grant Request:** There is no minimum

**Maximum Grant Request:** \$500,000

**Match Funds:** Optional; counts for 5 out of 100 points and consists of the APPLICANT agreeing to pay for all NON-CONSTRUCTION COSTS. See pages 22-24.

## Eligible Projects

DEVELOPMENT of public outdoor structures and exhibits that facilitate focused learning. The focused learning must take place in a natural outdoor setting, with native vegetation. The learning must encompass the natural environment, and inspire environmental stewardship and an appreciation of the natural world. The learning must include an understanding of how humans interact with, and are dependent on, natural ecosystems. These structures and exhibits may provide OUTDOOR EDUCATION on their own (such as signs, kiosks, nature trails), or facilitate providing OUTDOOR EDUCATION (such as campfire centers, amphitheaters, group campgrounds).

## Ineligible Projects

- Acquisition projects
- Education programs, activities, and programmatic development
- Purchase of specimens
- Indoor facilities, including nature centers, restrooms and traditional classrooms
- Community and botanical gardens
- Trail construction and improvements that do not provide for OUTDOOR EDUCATION

## Eligible Applicants

- Cities and counties, including a city and county
- NONPROFIT ORGANIZATIONS (see page 27)
- DISTRICTS (see page 26)

## II. Application Process

1. Review this guide to understand the APPLICATION PACKET requirements and plan your PROJECT.
2. Send one unbound copy of each APPLICATION PACKET to OGALS, postmarked by the application deadline. The APPLICATION PACKET section, beginning on page 4, provides directions and forms.
3. The APPLICATION PACKET may be sent by US Postal Service, or through an overnight delivery service.
4. Electronic submissions are not accepted.
5. OGALS will send a letter to APPLICANTS indicating receipt of the APPLICATION PACKET.
6. OGALS may request revisions of incorrect APPLICATION PACKET items.
7. Applications will be ranked by OGALS based on the Project Selection Criteria responses. Grant award decisions will be announced approximately six months after the application deadline. APPLICANTS will receive either a grant award or grant denial letter.

### **III. Grant Administration Process and Performance Period**

1. OGALS will send an award letter to applicants whose projects have been selected for funding.
2. These applicants must attend a grant administration workshop.
3. After the workshop, OGALS sends a CONTRACT to grantees.
4. After the CONTRACT is signed by the grantee and OGALS, the grantee will receive a deed restriction to record on the title to the property if the grantee owns the land.
5. Once the deed restriction has been recorded (if applicable), the grantee may submit payment requests.
6. The project must be complete seven years and nine months from the APPROPRIATION DATE; the APPROPRIATION DATE is July 1 of the fiscal year in which the funds are appropriated in the state budget.
7. For a project to be considered complete, all scope items are built, the project is open to the public, and all final paperwork has been submitted to OGALS.
8. Grantees may incur ELIGIBLE COSTS after the APPROPRIATION DATE; however, costs incurred before the CONTRACT is signed by OGALS are at the grantee's own risk.

## IV. Application Packet Checklist

Applicants must complete the checklist below and submit it with the APPLICATION PACKET. An APPLICATION PACKET will not be considered complete unless all items on the checklist are submitted. While all checklist items are required; some items may be submitted up to 60 days after the application deadline (see below). Send only the items shown in the Checklist. **Do not send letters of support or other supplementary materials.**

Applicant/Project Name:					
Application Item <input checked="" type="checkbox"/>	Application Guide Page #	Signed by AUTHORIZED REPRESENTATIVE <input checked="" type="checkbox"/>	Item Enclosed? Circle Y (Yes) or N (No)	If not enclosed, will submit by? <b>(must be within 60 days of deadline)</b>	Application Packet Page #
<input type="checkbox"/> Application Packet Checklist	Pg. 4		Required		Pg. _____
<input type="checkbox"/> Application Form	Pg. 6	<input type="checkbox"/>	Required		Pg. _____
<input type="checkbox"/> Grant Scope/ Cost Estimate	Pg. 7	<input type="checkbox"/>	Required		Pg. _____
<input type="checkbox"/> Authorizing Resolution	Pg. 8	<input type="checkbox"/>	Y / N	_____ date	Pg. _____
<input type="checkbox"/> CEQA Compliance Certification Form	Pg. 11	<input type="checkbox"/>	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Land Tenure Requirement	Pg. 12		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Sub-Leases or Agreements	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Site Plan	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Photos of the Project Site	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Project Summary	Pg. 14		Required		Pg. _____
<input type="checkbox"/> Project Selection Criteria	Pg. 15		Required		Pg. _____
<input type="checkbox"/> Match Certification Form	Pg. 22	<input type="checkbox"/>	Required		Pg. _____

## Additional Checklist for Nonprofit Applicants

Nonprofits must complete the checklist below and submit with the APPLICATION PACKET. These documents will be used in evaluating Criterion #5, Organizational Capacity.

**Do not send letters of support or other supplementary materials.**

Application Item <input checked="" type="checkbox"/>	Item Enclosed? Circle Y (Yes) or N (No)	If not enclosed, will submit by? (must be within 60 days of deadline)	Application Packet Page #
<input type="checkbox"/> Letter of Determination from the Internal Revenue Service indicating 501(C)(3) status	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Articles of Incorporation	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Mission statement	Y / N	_____ date	Pg. _____
<input type="checkbox"/> First two pages of the NONPROFIT'S most recently filed federal 990 Form	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Balance sheet showing assets and liabilities for most recent FY	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Income statement showing revenue and expenditure projections for the next calendar or fiscal year	Y / N	_____ date	Pg. _____



## Outdoor Environmental Education Facilities Project Application Form

PROJECT NAME	REQUESTED GRANT AMOUNT \$
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located (including zip code)	LAND TENURE ( <input checked="" type="checkbox"/> all that apply) <input type="checkbox"/> Owned in fee simple by APPLICANT <input type="checkbox"/> Available (or will be available) under a _____ year lease or easement
NEAREST CROSS STREET	
COUNTY OF PROJECT LOCATION	
APPLICANT NAME AND MAILING ADDRESS	
<b>AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION</b>	
Name ( <i>typed or printed</i> ) and Title	
Email address	
Phone	
<b>APPLICATION CONTACT</b>	
Name ( <i>typed or printed</i> ) and Title	
Email address	
Phone	
<b>GRANT CONTACT - For administration of grant if awarded (<i>if different from AUTHORIZED REPRESENTATIVE</i>)</b>	
Name ( <i>typed or printed</i> ) and Title	
Email address	
Phone	
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Grant Scope/Cost Estimate Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.	
Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution	Date
Print Name _____	
Title _____	





## Outdoor Environmental Education Facilities Grant Scope/Cost Estimate Form

**GRANT SCOPE** (Describe the PROJECT in 50 words or less):

**Grant Scope Items** (fold all construction and contingency costs into the associated element to be installed or renovated - a line item for contingency is not allowed) -  all that apply:

<u>Install</u> <u>New</u>	<u>Renovate</u> <u>Existing</u>		<b>Estimated Cost</b>
<input type="checkbox"/>	<input type="checkbox"/>	Freestanding structures with interpretive signage	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor exhibit(s) other than interpretive signage	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Native habitat plantings in an OUTDOOR EDUCATION facility	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Amphitheater, outdoor classroom, deck, plaza, dock or other gathering place used for OUTDOOR EDUCATION	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Interpretive displays on existing trail(s)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Group camping facility	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Nature trail	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____

**MATCH:** For applications proposing to use grant funds for NON-CONSTRUCTION COSTS, indicate estimated costs (cannot exceed 25% of Grant Amount). If claiming the points for match, leave this blank. See page 22 for more information. **Estimated Cost:**  
\$ \_\_\_\_\_

**Total Grant Amount Requested:** \$ \_\_\_\_\_

The APPLICANT understands that all of the items listed on this form must be completed and open to the public before the final grant payment will be made.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
Date

## Authorizing Resolution

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Body agrees to all the terms of the CONTRACT; it provides a descriptive PROJECT title and confirmation that the APPLICANT has the funding to complete the proposed PROJECT if awarded.
2. Designates a position title to represent the Governing Body on all matters regarding the application and PROJECT. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires the AUTHORIZED REPRESENTATIVE to submit a letter (on letterhead) or email to OGALS delegating authority.

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay application approval and could affect OGALS ability to fund the PROJECT.

All signatures required in this application guide are the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents need not contain "wet" signatures; but the applicant must keep all original signed documents.

**Resolution No:** \_\_\_\_\_

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)

Approving the Application for  
**OUTDOOR ENVIRONMENTAL EDUCATION FACILITIES GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Environmental Education Facilities Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:  
Approves the filing of an application for the (name of project); and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

I, the undersigned, hereby certify that the foregoing Resolution Number \_\_\_\_\_ was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
(Clerk)

### **CEQA Compliance**

“CEQA” is the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq., Title 14 California Code of Regulations §15000 et seq. CEQA law establishes policies and procedures that require entities to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of an entity’s proposed PROJECT. For more information, see <http://ceres.ca.gov/ceqa/>.

The APPLICANT should check with its local city or county planning agency for CEQA compliance information.

### **CEQA compliance must be complete within 60 days of the application deadline.**

- Provide the CEQA Compliance Certification Form on page 11
- Provide a Notice of Exemption *or* the Notice of Determination that has been filed and stamped by the County Clerk.
- If this documentation is not received within 60 days of the application deadline, the application will be disqualified.



**Outdoor Environmental Education Facilities  
CEQA Compliance Certification Form**

**Applicant:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**When was CEQA analysis completed for this Grant Scope? Date:** \_\_\_\_\_

**What documents were filed for this project's CEQA analysis: (check all that apply)**

Initial Study     Notice of Exemption     Negative Declaration

Mitigated Negative Declaration     Environmental Impact Report

Other \_\_\_\_\_

Attach the Notice of Exemption or the Notice of Determination that has been filed and stamped by the County Clerk.

If these documents were not filed, provide a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date the project was approved by the Lead Agency.

**Lead Agency Contact Information (Public agency responsible for environmental review and approval):**

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Certification:**

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the PROJECT identified above and that the PROJECT is described in adequate and sufficient detail to allow the PROJECT'S construction.

I certify that the CEQA analysis for this PROJECT encompasses all aspects of the work to be completed with GRANT funds.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Printed Name and Title)

## **Land Tenure Requirement**

The purpose of the land tenure requirement is to verify that the APPLICANT has sufficient legal rights to the property to fulfill the terms of the CONTRACT.

- Grant amounts up to \$100,000 require at least 20 years of land tenure.
- Grant amounts greater than \$100,000 require at least 30 years of land tenure.
- The 20 or 30 year land tenure requirement begins on the APPROPRIATION DATE.

*If the APPLICANT owns PROJECT SITE in fee simple, provide one of the following:*

- Deed or deed recordation number
- Title report
- Track map (if owner's name provided)

*If the APPLICANT does not own the PROJECT SITE in fee simple, provide Land Tenure Agreement Form on page 13, and:*

- Signed land tenure agreement, with the sections of the agreement highlighted that meet the requirements in the Land Tenure Agreement Form
- Or
- Unsigned land tenure agreement, with the sections of the agreement highlighted that meet the requirements in the Land Tenure Agreement Form, and
  - Letters from the AUTHORIZED REPRESENTATIVE and the landowner, committing to sign the agreement should the grant be awarded.

## **Contract: Land Tenure Provisions**

If awarded a grant, the land tenure requirements in the CONTRACT are shown below. The entire grant CONTRACT including all provisions can be found in the GRANT ADMINISTRATION GUIDE.

*Contract Provisions - Use of Facilities:*

- The GRANTEE agrees that it shall operate and maintain the property developed with the grant monies in accordance with the land tenure requirements set forth in the Outdoor Environmental Education Facilities GRANT ADMINISTRATION GUIDE.
- The GRANTEE agrees that it shall use the property developed with grant monies under this CONTRACT only for the purposes of the GRANT. No other use, sale or other disposition or change of use of the property to one not consistent with the GRANT SCOPE shall be permitted except as authorized by a specific act of the Legislature. The property shall be replaced with property of equivalent value and usefulness as determined by the State.
- The property developed may be transferred to another eligible entity if the successor entity assumes the obligations imposed under this CONTRACT and with the approval of the State.



## Outdoor Environmental Education Facilities Land Tenure Agreement Form

*If the APPLICANT does not own the land in fee simple, the APPLICANT must complete this form*

**Applicant:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

*Attach a copy of the signed land tenure agreement. Identify the page numbers where the following information can be found in the land tenure agreement and highlight the provisions in the agreement where the information is located. All items are required.*

**Type of Agreement** \_\_\_\_\_

Identify the type of agreement, for example: lease, joint powers agreement, easement, memorandum of understanding, etc.

**Parties to the Signed Agreement** .....Page \_\_\_\_\_

- Highlight the sections which identify the parties to the agreement.
- The agreement must be signed and dated by all parties.

**Term of the Agreement** .....Page \_\_\_\_\_

- All grant amounts up to \$100,000 require at least 20 years of land tenure.
- All grant amounts greater than \$100,000 require at least 30 years of land tenure.
- The 20 or 30 year land tenure requirement begins on the APPROPRIATION DATE.

**Renewal Clause** .....Page \_\_\_\_\_

The renewal clause must include an option, which can be non-binding, for the APPLICANT/GRANTEE to renew the agreement beyond the original 20 or 30 year term.

**Termination (Revocability)**.....Page \_\_\_\_\_

Either of the following is acceptable:

- No termination clause - the agreement is irrevocable.
- Termination clause specifies that the agreement is only revocable due to breach by the APPLICANT.

The agreement cannot allow the land owner to revoke the agreement for any other reason than breach, i.e., at will.

**Site Control, Roles and Responsibilities**.....Page(s) \_\_\_\_\_

- The agreement must authorize the APPLICANT to proceed with the construction PROJECT should the GRANT be awarded. The APPLICANT may delegate construction to other entities.
- The agreement establishes when the general public can use the PROJECT and gives the APPLICANT permission to operate the PROJECT SITE (such as scheduling recreational programs). The APPLICANT may delegate operational roles to other entities but is bound through the CONTRACT provisions to ensure full public access for the duration of the land tenure should the GRANT be awarded.
- The agreement identifies which entity will maintain the PROJECT SITE. The APPLICANT may delegate maintenance to other entities but is bound through the CONTRACT provisions to ensure maintenance of the PROJECT SITE for the duration of the land tenure should the GRANT be awarded.

**Sub-Leases or Other Agreements**

Provide a list of any *other* leases or agreements, not related to land tenure, affecting PROJECT property such as maintenance agreements, concessionaire contracts, etc. If necessary, note if the status of the lease or agreement is proposed or draft.

**Or**

If this item does not apply, provide a statement saying “there are no subleases or other agreements.”

**Concept Level Site Plan**

Provide a drawing no larger than 11"x17" clearly showing the boundary of the PROJECT SITE and location of each scope item listed in the GRANT SCOPE/Cost Estimate form.

**Photos of the Project Site**

Provide up to four pages of photographs with labels, showing the PROJECT SITE and its surrounding area. Provide a caption for each photo describing what is depicted. Indicate direction (north, south, east, or west). There are no requirements on the number of photos per page.

**Project Briefing**

To facilitate OGALS' understanding of the proposed PROJECT, provide a summary of the PROJECT and describe any additional enhancement or development plans to be made to the PROJECT SITE. The briefing is not scored. The briefing must be no more than one page, double-spaced, 12 point Arial font.



## V. Project Selection Criteria

### Project Selection Criteria Overview

OGALS will use Project Selection Criteria responses to rank all competing applications. All competing applications start with 0 points. The maximum score is 100 points.

CRITERIA TITLE	POINT VALUE
1. The Problem: Need for Outdoor Environmental Education	25
2. The Solution: Educational Opportunities	25
3. Who will be served: Population Groups and Applicant Experience	15
4. Getting There and Project Availability	15
5. Organizational Capacity	10
6. Long Term Programming, Operation and Maintenance	5
7. Match Funds	5
Maximum Score	<b>100</b>

- Respond to the Project Selection Criteria in the order outlined above. Please respond to each criterion separately. Criterion 7 requires completion of the Match Certification Form on page 22.
- Label the responses to follow the same number and/or letter order of each Criteria question.
- Do not repeat the prompt in your response.

### Criterion Response Page Limit

- There is a 10 page limit for the Project Selection Criterion responses, which must be provided on single-sided, 8 ½" x 11" pages, double-spaced, with 12-point Arial font. Criterion 7, the Match Certification Form, is not considered part of the 10 page limit.
- Attachments associated with criteria responses will not be counted as part of the 10 page limit.
- Any portion of the criterion responses that exceeds the 10 page limit will not be reviewed.

**Criterion 1 – The Problem: Need for Outdoor Environmental Education (25 Points)**

Substantiate the need for this PROJECT, explaining the general OUTDOOR EDUCATION needs and specifically why these needs exist at the PROJECT SITE.

- A.** What are the OUTDOOR EDUCATION needs that this PROJECT will address?
- B.** Why is this PROJECT needed at this PROJECT SITE?

<b>Need for Outdoor Environmental Education</b>	<b>Points</b>
There is an overwhelming need for this PROJECT; and there is a serious deficiency of similar OUTDOOR EDUCATION opportunities.	25-19
There is a compelling need for this PROJECT; and there is a deficiency of OUTDOOR EDUCATION opportunities.	18-12
There is a need for this PROJECT; and there is some deficiency of OUTDOOR EDUCATION opportunities.	11-6
There is minimal need for this PROJECT; and the deficiency of similar OUTDOOR EDUCATION opportunities is not well substantiated.	5-1
The need for the PROJECT was not substantiated.	0

**Criterion 2 – The Solution: Educational Opportunities (25 points)**

Describe how the PROJECT will facilitate a wide variety of learning and discovery opportunities that accomplish the following:

- A. Communicate the significance and value of the outdoor environmental resource(s).
- B. Present the resource(s) within the context of their local, as well as larger, ecosystems.
- C. Actively engage the visitor’s senses: auditory, visual, tactile and kinesthetic.
- D. Illustrate the connection between the challenges to the resources and corresponding solutions so that visitors understand the actions that can be taken to positively respond to adverse and significant impacts on the resources.
- E. Reveal solutions and connections that educate and inspire visitors to take steps to effect positive changes on the resource(s).

Educational Opportunities	Points
Compared to other APPLICATIONS, the PROJECT will facilitate comprehensive learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	25-17
Compared to other APPLICATIONS, the PROJECT will facilitate adequate learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	16-8
Compared to other APPLICATIONS, the PROJECT will facilitate minimal learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	7-1
No learning and discovery opportunities about the resources were substantiated.	0

**Criterion 3 – Who will be served: Population Groups and Applicant Experience  
(15 points)**

**A.** Describe how this PROJECT will serve the needs of multiple population groups, such as: senior citizens, ethnic groups, school children, families, economically disadvantaged and any other unique population groups who lack access to OUTDOOR EDUCATION. As relevant, describe demographic, economic, and geographic characteristics.

<b>Serves Population Groups</b>	<b>Points</b>
The PROJECT will effectively serve the needs of a wide range of population groups who lack access to OUTDOOR EDUCATION.	10
The PROJECT will serve the needs of some population groups who lack access to OUTDOOR EDUCATION.	5
The PROJECT will effectively serve the needs of limited range of population groups who lack access to OUTDOOR EDUCATION or did not respond.	0

**B.** Describe any previously executed strategy for attracting and serving identified population groups by the APPLICANT, (or any project manager working with the APPLICANT):

- Describe the previously targeted population group(s)
- Describe the project or event
- List strategic goals, methods, and outcomes

<b>Applicant Experience</b>	<b>Points</b>
The response indicates that the APPLICANT or its affiliate has successfully attracted and served identified population groups.	5
No experience by the APPLICANT with successfully attracting and serving identified population groups was described.	0

**Criterion 4 – Getting There and Project Availability (15 points total)**

**A.** Describe transportation methods that are available to access the PROJECT SITE, including but not limited to walking, biking, public transit, and private vehicle. For public transit methods, include frequency and proximity of transportation routes to the PROJECT SITE.

<b>Transportation Options</b>	<b>Points</b>
The project site will be accessible through a wide range of practical transportation options.	8
The PROJECT SITE will be accessible through limited public and private transportation options.	5
The PROJECT SITE will only be accessible only by private transportation options, or response did not clearly describe available transportation methods.	2

**B.** Using the chart below, show the hours of public operation. If access to the PROJECT SITE will vary throughout the year:

- Explain any seasonal variations, reservation requirements, or special hours for specific groups.
- Provide information on the days and hours for each season, if applicable.
- Provide total hours/weeks averaged over the entire year.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	<b>Total</b>

<b>Days and Hours</b>	<b>Points</b>
The PROJECT SITE will be open at least 40 hours a week, including both weekend days.	7
The PROJECT SITE will be open at least 32 hours a week, including both weekend days.	5
The PROJECT SITE will be open at least 24 hours a week, including one weekend day, or by appointment only.	3
The PROJECT SITE will be open less than 24 hours a week.	0

**Criterion 5: Organizational Capacity (10 points)**

**A.** In evaluating organizational capacity, OGALS will consider:

- APPLICANT’s history of completing and operating grant projects administered by OGALS (if applicable)
- APPLICANT performance during the application process
- Publically available information, as well as information provided by the additional nonprofit requirements.

Provide *one or more* examples of capital outlay projects not administered by OGALS similar in type, scope, and/or dollar amount completed by the APPLICANT, (or by any project manager working with the APPLICANT).

For each example provide the following information:

1. Scope of project
2. Total project costs
3. Project amount and funding source(s)
4. Discuss required completion date relative to actual completion date

<b>Organizational Capacity</b>	<b>Points</b>
The available information indicates that the project is very likely to be completed on time, and within budget.	<b>8</b>
The available information indicates that the project is likely to be completed on time, and within budget.	<b>4</b>
The available information indicates that the project is unlikely to be completed on time, and within budget.	<b>Will not fund</b>

**B.** Provide specific examples demonstrating experience and accomplishments with incorporating learning and discovery opportunities in a project.

<b>OUTDOOR EDUCATION Capacity</b>	<b>Points</b>
The information provided demonstrates that the applicant, and/or their design team and/or partners, have successfully designed projects incorporating a wide variety of learning and discovery opportunities.	<b>2</b>
The information provided <b>shows neither</b> the APPLICANT, nor any design team or partner to be used, has experience designing learning and discovery opportunities.	<b>0</b>

### Criterion 6: Long Term Programming, Operation and Maintenance (5 Points)

Describe the plan for long term sustainability of the PROJECT including its programming, operation and maintenance. Demonstrate ability to sustain the PROJECT for the entire 20 or 30 year term based on land tenure requirements.

- A. Describe APPLICANT experience in operating this type of PROJECT.
- B. What funding sources will be used to continue the programming, operation and maintenance of the PROJECT for the 20 or 30 year term? Funding sources may include, but are not limited to the APPLICANTS own funds, fees, special event charges, other grants, etc.
- C. If applicable, describe any additional resources, such as partners or volunteers, who will contribute to the long term stability of the PROJECT.
- D. What position or positions will be responsible for programming, operation and maintenance? How much of their time will be dedicated to that responsibility?

Long Term Programming, Operation and Maintenance	Points
The APPLICANT provided a clearly developed plan to sustain the PROJECT for the entire 20 or 30 year term, including programming, operation and maintenance.	5
The APPLICANT'S plan appears unlikely to sustain the PROJECT and meet the PROJECT'S programming, operational and maintenance needs OR did not provide a response.	Will not fund



**Please review the length of your criterion responses.  
As a reminder, the responses must be no more than  
10 double-spaced, single-sided pages in 12 point Arial font.**

**Criterion 7: Match Funds (5 Points)**

Complete the Match Certification Form below; OGALS will review and determine the Match contribution for this project.

This form is not part of the 10 page maximum for criteria responses.

Match Funds	Points
APPLICANT/GRANTEE will utilize GRANT funds for CONSTRUCTION COSTS <i>only</i> . NON-CONSTRUCTION COSTS will be funded from other sources and will not be eligible.	5
APPLICANT/GRANTEE may use GRANT funds for NON-CONSTRUCTION COSTS. Expenditures for CONSTRUCTION COSTS and NON-CONSTRUCTION COSTS will be eligible. (The APPLICANT has noted the estimated cost of non-construction costs on the Grant Scope/Cost Estimate form.)	0

**Match Certification Form**

**Applicant/Grantee:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

OGALS shall assign a higher priority to applications that include a commitment for match. If the GRANT is awarded, this form will be referenced during grant administration for payments.

*Check one of the following categories:*

**Applicant/Grantee Provides Match:**

The APPLICANT/GRANTEE will use Outdoor Environmental Education Facilities Grant funds for CONSTRUCTION COSTS only. The applicant will absorb any additional costs necessary to complete the PROJECT, such as NON-CONSTRUCTION COSTS, and therefore will submit expenditures for CONSTRUCTION COSTS *only*. These additional costs represent the applicant's match. **Match = 5 points**

*Or*

**Applicant/Grantee Does NOT Provide Match:**

The APPLICANT/GRANTEE may use Outdoor Environmental Education Facilities Grant funds for NON-CONSTRUCTION COSTS (up to 25% of the GRANT Amount) and therefore may submit expenditures for CONSTRUCTION COSTS and NON-CONSTRUCTION COSTS. **Match = 0 points**

I understand that the match category selected must be adhered to during the administration of the GRANT and cannot be changed.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Printed Name and Title)



## VI. Eligible/Ineligible Costs

### ELIGIBLE CONSTRUCTION COSTS

Up to 100% of GRANT Amount

These are the only ELIGIBLE COSTS for APPLICANTS providing match (see page 22)

#### EXAMPLES

- **Site preparation, grading, demolition**
- **Purchase and installation of permanent facilities**, such as signage, kiosks and other small structures.
- **Construction supplies and materials**: may be drawn from central stock if claimed costs are no higher than supplies or materials purchased elsewhere.
- **Construction equipment owned by GRANTEE**: equipment owned by the GRANTEE may be charged to the GRANT for each use. Rental rates published by the California Department of Transportation may be used as a guide. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.
- **Construction equipment rented or purchased by GRANTEE**: Equipment may be rented or purchased, whichever is the most economical use of grant funds.

For purchased equipment, the GRANT will pay for the rental price equivalent in proportion to the time the purchased equipment is used on the GRANT SCOPE (Rental rates published by the California Department of Transportation may be used as a guide). The GRANT will pay for the total cost of the equipment if the purchase price is less than the rental price equivalent. Any funds earned by the GRANTEE from the sale of equipment purchased with the GRANT must be spent on the PROJECT.

- **Construction management**: includes scheduling mobilization, directing equipment, materials, construction personnel, and site inspections.
- **Employee services**: for direct costs related to construction. Time and attendance records must be maintained as charges are incurred, recording the actual time spent on the PROJECT, and describing the specific work. Salary and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefits. For more information see the accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.

## NON-CONSTRUCTION COSTS

Maximum 25% of GRANT Amount

(Only eligible if not receiving match points, see page 22)

### EXAMPLES

- **Plans, specifications, construction documents, and cost estimates**
- **Design of permanent facilities**, such as signage, kiosks and other small structures.
- **Permits**
- **Premiums on hazard and liability insurance to cover personnel or property.**
- **Fidelity bond premium cost for NONPROFITS:** see GRANT ADMINISTRATION GUIDE
- **Bid package preparation and process**
- **Employee services:** for direct costs related to grant administration/accounting. Time and attendance records must be maintained as charges are incurred, recording the actual time spent on the PROJECT, and describing the specific work. Salary and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefits. For more information see the accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
- **Grant administration/accounting:** includes completion and submission of forms and payment requests.

## INELIGIBLE COSTS

Cannot be charged to the GRANT

### EXAMPLES

- **CEQA Costs**
- **Fundraising**
- **Food**
- **Grant Writing**
- Any part of a building or facility which does not meet the intent of the program, and is not related to the need to provide, or support OUTDOOR EDUCATION. Examples include, but are not limited to, unrelated office, storage and equipment space.
- Objects/Items for display, for example: collections, specimens, artifacts and animals.
- Materials or programs including brochures, audios, videos and films.
- Costs for developing or staffing programs, for example: interpretation and outdoor education.
- Indoor facilities or spaces.
- **Repairs, restoration and maintenance:** activities intended to keep a facility functional at its designed level of service and life expectancy.
- **Movable equipment:** includes tables, chairs, table top computers, etc.
- **Outside the GRANT PERFORMANCE PERIOD:** costs incurred before or after the GRANT PERFORMANCE PERIOD
- **Indirect costs:** overhead business expenses of the GRANTEE'S *fixed or ordinary operating costs*: (rent, mortgage payments, property taxes, utilities and office supplies)
- **Software** (not related to the GRANT SCOPE)
- **Acquisition Costs**
- **Outside PROJECT SITE boundaries:** Streets, traffic lights, electricity, water mains or other infrastructure not located within the PROJECT SITE.

## VI. Definitions

**Words and terms shown in small caps in this guide are defined below.**

**APPLICANT** – an entity which does not yet have a fully-executed CONTRACT with OGALS, and is requesting grant funding through a competitive process.

**APPLICATION PACKET** – the application form and its required attachments as listed in the application checklist.

**APPROPRIATION DATE** – July 1 of the fiscal year in which funds have been appropriated in the State Budget. The APPROPRIATION DATE is the start of the GRANT PERFORMANCE PERIOD.

**AUTHORIZED REPRESENTATIVE** – the APPLICANT’S/GRANTEE’S designated position authorized to sign all required grant documents on behalf of the APPLICANT.

**CONSTRUCTION COSTS** – Costs incurred after ground breaking (such as gutting, grading or site preparation) directly related to the building of the project. See page 23 for details.

**CONTRACT** – an agreement between OGALS and the GRANTEE specifying the performance of the GRANT SCOPE within the GRANT PERFORMANCE PERIOD, and other grant obligations between the GRANTEE and OGALS.

**DEVELOPMENT** – the physical improvement of real property including the construction of facilities or structures.

**DISTRICTS** – Any regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with PRC §5500) of Chapter 3, any recreation and park district formed pursuant to Chapter 4 (commencing with PRC §5780), or an authority formed pursuant to Division 26 (commencing with PRC §35100). With respect to any community or unincorporated region that is not included within a district, and in which no city or county provides parks or recreational areas or facilities, “district” also means any other district that is authorized by statute to operate and manage parks or recreational areas or facilities, employs a full-time park and recreation director, offers year-round park and recreation services on lands and facilities owned by the district, and allocates a substantial portion of its annual operating budget to parks or recreation areas.

**ELIGIBLE COSTS** – expenses directly related to the completion of the GRANT SCOPE, and which may be charged to the grant if (1) there is a fully executed CONTRACT between the GRANTEE and OGALS; (2) they are incurred *during* the GRANT PERFORMANCE PERIOD; (3) they are consistent with the eligible cost charts on pages 23-24; and (4) are consistent with the match certification form on page 22.

**GRANT** – funds made available to a GRANTEE for completion of the GRANT SCOPE during the GRANT PERFORMANCE PERIOD.

**GRANTEE** – an entity having a CONTRACT with OGALS for a GRANT funded by the Outdoor Environmental Education Facilities Grant Program.

**GRANT ADMINISTRATION GUIDE** – the document titled the *Grant Administration Guide for Outdoor Environmental Education Facility Grants* available from OGALS. The guide provides requirements and forms for grant administration.

**GRANT PERFORMANCE PERIOD** – the period of time, starting with the APPROPRIATION DATE, during which ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the grant, and ending eight years after the APPROPRIATION DATE.

**GRANT SCOPE** – the items listed in the Grant Scope/Cost Estimate Form on page 7 that must be completed.

**NON-CONSTRUCTION COSTS** – Expenses incurred prior to ground breaking, as well as costs associated with grant administration, as described on page 24.

**NONPROFIT ORGANIZATIONS** – Any nonprofit public benefit corporation formed pursuant to the Nonprofit Corporation Law (commencing with Corporations Code §5000), qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code.

**OGALS** – The California Department of Park and Recreation’s Office of Grants and Local Services.

**OUTDOOR EDUCATION** – focused learning in a natural outdoor setting about the natural environment that inspires environmental stewardship and an appreciation of the natural world, including understanding how humans interact with, and are dependent on, natural ecosystems.

**PROJECT** – items listed in the GRANT SCOPE/Cost Estimate Form.

**PROJECT SITE** – the facility in which the PROJECT is located; typically this would be a park, trail or wilderness area.



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

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**DATE:** OCTOBER 17, 2017  
**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** MARICELA HERNANDEZ, MMC, CITY CLERK *Marcel*  
**SUBJECT:** APPROVAL OF APPOINTMENT OF JOANNE SUWARA TO THE TRAFFIC AND TRANSPORTATION COMMISSION (MAURER)

**MEETING DATE:** NOVEMBER 8, 2017

---

**SUMMARY RECOMMENDATION:**

That the City Council approve the appointment of Joanne Suwara to the Traffic and Transportation Commission to fill a vacancy for a term expiring in November 2018.

**BACKGROUND:**

Pursuant to the Calabasas Municipal Code, the Traffic and Transportation Commission consists of five members with terms lasting for the lesser of two years or until the expiration of the term of the councilmember who nominated that commissioner. Mayor Maurer has nominated Joanne Suwara to fill a current vacancy.

**REQUESTED ACTION:**

That the City Council approve the appointment of Joanne Suwara to the Traffic and Transportation Commission for a term expiring in November 2018.

**ATTACHMENTS:**

Commission application.

RECEIVED  
OCT 17 2017  
CITY OF CALABASAS  
CITY CLERKS OFFICE



CITY of CALABASAS

APPLICATION FOR APPOINTMENT

AS A MEMBER OF:

- COMMUNICATIONS AND TECHNOLOGY COMMISSION
- ENVIRONMENTAL COMMISSION
- HISTORIC PRESERVATION COMMISSION
- LIBRARY COMMISSION
- PARKS, RECREATION & EDUCATION COMMISSION
- PLANNING COMMISSION
- PUBLIC SAFETY COMMISSION
- TRAFFIC & TRANSPORTATION COMMISSION
- STUDENT MEMBER
- OTHER:

ARE THERE ANY WORKDAY EVENINGS YOU COULD NOT MEET?  YES  NO

If yes, when:

NAME: Joanne Suwara

ADDRESS: [REDACTED]

Check one:  Calabasas, 91302  Calabasas, 91301  Topanga, 90290

HOME TELEPHONE: CELL PHONE: [REDACTED]

E-MAIL: [REDACTED]

HOME FAX:

REGISTERED VOTER IN CALABASAS?  YES  NO

BUSINESS TELEPHONE: BUSINESS FAX:

OCCUPATION: Retired Teacher EMPLOYER:

BUSINESS ADDRESS:

TYPE OF BUSINESS:

EDUCATION: Bachelor of Arts from CSUN, 1989  
CA Multiple Subject Teaching Credential, 1991

CIVIC AFFILIATIONS: Member of the Calabasas Coalition  
Former Manager, Calabasas Chamber of Commerce  
Former Board Member, SoCal Volleyball Club

COMMUNITY INTERESTS:

I am interested in any and all issues that affect both my community and the city at large.  
PLEASE GIVE A BRIEF STATEMENT AS TO WHY YOU ARE INTERESTED IN SERVING ON THIS COMMISSION OR BOARD:

I have lived in Calabasas since 1975 and have always been active in civic and community groups. My experience as a teacher in LVUSD offers a perspective on needs and issues of young families. As a senior citizen I can relate to that segment of residents as well.

I am a "team player" with excellent communication skills. I received the Teacher of the Year Award from the To/WLV Chamber of Commerce in 2005 in recognition of my contributions and support to the community.

I believe I can apply my knowledge and experience as a productive member of the TTC.

DATE: 10/17/17

  
SIGNATURE OF APPLICANT

Please attach any additional information relating to this application and return to the City Clerk, City of Calabasas, 100 Civic Center Way, Calabasas, CA 91302 (818) 224-1600.

INDIVIDUALS WITH DISABILITIES REQUIRING ANY ACCOMMODATION TO PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS MUST INFORM THE CITY OF CALABASAS AT THE TIME THIS APPLICATION IS SUBMITTED. INDIVIDUALS NEEDING SUCH ACCOMMODATIONS MUST DOCUMENT THE NEED FOR SUCH ACCOMMODATION INCLUDING THE TYPE AND EXTENT OF ACCOMMODATIONS NEEDED TO COMPLETE THE APPLICATION FORM, PARTICIPATE IN THE SELECTION PROCESS OR PERFORM THE VOLUNTEER DUTIES/JOB FOR WHICH THEY ARE APPLYING.





*CITY of CALABASAS*

CITY COUNCIL AGENDA REPORT

---

**DATE:** OCTOBER 30, 2017

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** JAMES JORDAN, DIRECTOR OF PUBLIC SAFETY *JJ*

**SUBJECT:** INTRODUCTION OF ORDINANCE NO. 2017-354 TO ADD AN ADDITIONAL CHAPTER TO TITLE 9 OF THE CALABASAS MUNICIPAL CODE RELATED TO REGULATIONS ON THE OPERATION OF UNMANNED AIRCRAFT SYSTEMS, COMMONLY KNOWN AS DRONES, TO MITIGATE RISKS TO PERSONS AND PROPERTY AND TO PROTECT THE PUBLIC FROM THE HAZARDS ASSOCIATED WITH THEIR OPERATION

**MEETING**

**DATE:** NOVEMBER 8, 2017

---

**SUMMARY RECOMMENDATION:**

The Public Safety Commission recommends (5-0) introducing Ordinance No. 2017-354 to add Chapter 9.10 to Title 9 of the Calabasas Municipal Code, regulating the operation of unmanned aircraft systems, commonly known as drones, within the city.

**BACKGROUND:**

Unmanned Aircraft Systems (UAS) or drones have become more prevalent in recent years. In June 2016 the Federal Aviation Administration (FAA) released new rules for the operation of UAS. According to the sheriff's department, they do not have the ability to cite an operator of a UAS for violating the FAA rules.

**DISCUSSION/ANALYSIS:**

This ordinance doesn't address ownership or registration of UAS. The FAA has asserted its regulatory authority in that matter. This ordinance concerns ground level regulation of UAS. Drones continue to interfere in emergency operations across the state. The Fire Department told the PSC that all air operations are suspended when an unauthorized UAS enters the incident operational area. This can and has caused many problems for wildfire tactics and operations. The ordinance codifies the FAA rules thereby allowing the sheriff to issue a citation to drone operators in violation of the FAA rules. The separation distances required to be maintained from emergency vehicles (with siren or emergency lights operational) and emergency incidents will provide a needed buffer for the safety of the public and first responders. The separation from public buildings and schools provides a safety area for the public and school children.

**FISCAL IMPACT/SOURCE OF FUNDING:**

None

**REQUESTED ACTION:**

It is requested that the City Council introduce Ordinance No. 2017-354 that adds Chapter 9.10 to the Calabasas Municipal Code.

**ATTACHMENT:**

Ordinance No. 2017-354

**ITEM 6 ATTACHMENT  
ORDINANCE NO. 2017-354**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS ADDING CHAPTER 9.10 TO THE CALABASAS MUNICIPAL CODE IMPOSING SAFETY REQUIREMENTS ON THE OPERATION OF MODEL AIRCRAFT AND TO IMPOSE RESTRICTIONS CONSISTENT WITH CERTAIN FEDERAL AVIATION RULES ON THE OPERATION OF BOTH MODEL AIRCRAFT AND CIVIL UNMANNED AIRCRAFT SYSTEMS (UAS), COMMONLY KNOWN AS DRONES.**

**DRONES AND UNMANNED AIRCRAFT SYSTEMS**

**Section 1**

- 9.10.010 Purpose
- 9.10.020 Definitions
- 9.10.030 Local Regulations of Unmanned Aircraft systems
- 9.10.040 Exemptions
- 9.10.050 Violations; Penalties

**9.10.010 Purpose.**

The purpose of this chapter is to regulate the operation of Unmanned Aircraft, commonly known as drones, which can at times pose a hazard to full-scale aircraft in flight and to persons on the ground. Imposing community-based safety requirements on the operation of Model UAS and imposing restrictions on the operation of both Model UAS's and Civil UAS's consistent with Federal Aviation Administration rules is necessary to mitigate such risks and to protect the public from the hazards associated with the operation of Unmanned Aircraft.

**9.10.020 Definitions.**

"Civil UAS" shall mean an Unmanned Aircraft or Unmanned Aircraft system operated by any Person for any purposes other than strictly hobby or recreational purposes, including, but not limited to, commercial purposes or in the furtherance of, or incidental to, any business or media service or agency.

"Drone" refers to any UAS.

"FAA" means the Federal Aviation Administration.

“Model UAS” shall mean an Unmanned Aircraft or Unmanned Aircraft System operated by any Person strictly for hobby or recreational purposes.

“Person” shall mean natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.

“Public UAS” shall mean an Unmanned Aircraft or Unmanned Aircraft System operated by any public agency for government related purposes.

“Unmanned Aircraft” shall mean an aircraft without a human pilot onboard, that is controlled by an operator on the ground, and is operated without the possibility of direct human intervention from within or on the aircraft.

“Unmanned Aircraft System (UAS)” shall mean an Unmanned Aircraft and associated elements, including, but not limited to, any communication links and components that control the Unmanned Aircraft.

“Visual Line of Sight” means that a Person operating an Unmanned Aircraft has an unobstructed view of the Unmanned Aircraft. The operator must use his or her own natural vision (which includes vision corrected by standard eyeglasses or contact lenses) to observe the Unmanned Aircraft. People other than the operator may not be used in lieu of the operator for maintaining visual line of sight to the Unmanned Aircraft, except as otherwise permitted by federal law. The use of vision-enhancing devices, such as binoculars, night vision goggles, powered vision magnifying devices, and goggles or other devices designed to provide a “first-person view” from the Unmanned Aircraft do not constitute visual line of sight of the Person operating the Unmanned Aircraft.

#### **9.10.020 Regulations**

The following shall apply to the operation of any Model UAS or Civil UAS within the City of Calabasas:

1. No Person shall operate any Model UAS or Civil UAS within the City of Calabasas in a manner that is prohibited by any federal statute or regulation.
2. No Person shall operate any Model UAS or Civil UAS within the City of Calabasas in a manner that interferes with manned aircraft, and any Person operating a Model UAS shall always give way to any manned aircraft.

3. No Person shall takeoff, land or operate any Model UAS or Civil UAS within the City of Calabasas beyond the "Visual Line of Sight" of the Person operating the Model UAS or Civil UAS.
4. No Person shall operate any Model UAS or Civil UAS within the City of Calabasas other than during daylight hours defined as between official sunrise and official sunset for local time, except that a Person may operate a Model UAS or Civil UAS during periods of civil twilight if the UAS has lighted anti-collision lighting visible for at least three statute miles. As used herein, "civil twilight" means a period of time that begins 30 minutes before official sunrise and ends at official sunrise, and a period of time that begins at official sunset and ends 30 minutes after official sunset.
5. No Person shall operate any Model UAS or Civil UAS within the City of Calabasas more than 400 feet above the earth's surface, unless the UAS is both flown within a 400-foot radius of a structure and does not fly higher than 400 feet above the structure's immediate uppermost limit.
6. Excluding takeoff and landing, no Person shall operate any Model UAS or Civil UAS within the City of Calabasas closer than 25 feet to any individual, except the operator or the operator's helper(s).
7. No Person shall takeoff or operate a Model UAS or Civil UAS on private property without the consent of the property owner.
8. No Person shall takeoff, land or operate a Model UAS or Civil UAS over publicly permitted events without prior notification and authorization of the City.
9. No Person shall takeoff, land or operate a Model UAS or Civil UAS within one thousand five hundred (1500) horizontal feet of any manned or unmanned aircraft.
10. No Person shall takeoff, land or operate a Model UAS or Civil UAS within five hundred (500) feet of any emergency vehicle that is operating with lights and/or sirens.
11. No Person shall takeoff, land or operate a Model UAS or Civil UAS within five hundred (500) feet of any active law enforcement or emergency response incident.
12. No Person shall takeoff, land or operate a Model UAS or Civil UAS within two hundred (200) feet of a school facility without prior notification and authorization of school officials.

13. No Person shall takeoff, land or operate a Model UAS or Civil UAS within one hundred (100) feet of any public building or facility without prior notification, and authorization of the City.
14. No Person shall operate a Model UAS or Civil UAS that has any type of weapon attached to it.
15. No Person shall operate any Model UAS or Civil UAS within the City of Calabasas in violation of any temporary flight restriction (TFR) or notice to airmen (NOTAM) issued by the Federal Aviation Administration.
16. No Person shall operate any Model UAS or Civil UAS within the City of Calabasas in a careless or reckless manner so as to endanger the life or property of another. The standard for what constitutes careless and reckless operation under this section shall be the same as the standard set forth in any federal statutes or regulations governing aeronautics including but not limited to Federal Aviation Rule 91.13.

**9.10.030 Exemptions.**

The provisions of this chapter shall not apply to any Public UAS, or UAS weighing less than 0.55 lbs.

**9.10.040 Violations; Penalties.**

Any Person who violates any provision of this chapter is guilty of a misdemeanor punishable as provided in section 1.16.020A of this code.

**SECTION 2. Severability Clause**

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

**SECTION 3. California Environmental Quality Act**

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

**SECTION 4. Effective Date**

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

**SECTION 5. Certification**

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

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of December, 2017.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott H. Howard, City Attorney



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

---

**DATE: OCTOBER 30, 2017**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**TOM BARTLETT AICP  
CITY PLANNER**

**SUBJECT: DISCUSSION OF REVENUE-GENERATING ACTIVITIES ASSOCIATED  
WITH SINGLE-FAMILY HOMES, AND DIRECTION TO STAFF**

**MEETING**

**DATE: NOVEMBER 8, 2017**

---

**SUMMARY RECOMMENDATION:**

That the City Council discuss revenue-generating activities associated with single-family homes, and provide direction to Staff.

**BACKGROUND:**

Staff frequently responds to inquiries or complaints involving the use of private single-family residences for revenue generating purposes. State and City codes allow property owners to use their homes for limited revenue-generating purposes provided that the activities maintain the primary use of the home as a private residence.

The Municipal Code identifies which activities may occur without a permit, and which require a review process and permits for the activity. This report provides an overview of the current state and local code standards, as well as new business trends which are being more frequently encountered, especially as code



enforcement violations. Staff is requesting that the Council receives and discusses this report, and provides direction to Staff regarding their desired level of restrictions to accessory residential uses. If amendments to the code are desired, Staff will return with revised code language for Council consideration.

## **DISCUSSION/ANALYSIS:**

From a review of the Development Code, revenue-generating activities associated with single-family homes can be organized into three primary categories: A) those that are allowed without a permit; B) uses which require permits; and, C) prohibited uses.

### **A. Allowed Revenue-generating Activities Without a Permit.**

Two activities are allowed, without the need to obtain a permit, in the Residential, Single-Family (RS) Zone:

- 1) Garage Sales – (CMC17.12.165.D - Residential accessory uses and structures). The Code permits residents to conduct up to 4 sales per year, with a maximum of three days per sale.
- 2) Property Rental to Tenants – (CMC Chapter 17.11 - Allowable Land Uses, and CMC 17.90 - Definitions). Property owners may rent their entire home, or up to two bedrooms in their home to tenants, provided that the rental is not a transient occupancy, which is a time period of 30 days or less. Such transient rentals effectively render the rented rooms as commercial guest rooms or suites and are defined as Hotels or Motels, which are not permitted in single-family residential zones. Boarding houses (where three or more bedrooms are rented to tenants), are not permitted in single-family residential neighborhoods.

### **B. Revenue-generating Activities Which Require Permits**

The following activities are subject to a Director or Planning Commission level of review and approval in Residential, Single-Family (RS) zones:

- 3) Filming – (CMC 5.04 - Motion Picture, Television and Photographic Production). Allows for 14 days of annual filming, and up to 20 days provided that certain community approvals are obtained, or waived, by the City Council. The issuance of film permits is managed by a consultant through the Media Department.
- 4) Residential Farms – (CMC 17.12.030 - Agricultural Uses, and CMC 17.12.110 - Hobby Farms). The City permits a resident (for properties in the HM, OS and RR zones) to develop a portion of their property for a limited

commercial agricultural use, subject to the standards of the code; a vineyard is one example. State law (AB1990) adopted in 2014 also regulates community food producers.

- 5) Home Occupations – (17.12.115 - Home Occupations). This code section allows for business activities by the home resident(s) that are subordinate to the primary residential use of the property, and compatible with surrounding residential uses. Examples include handicraft and art studios, and offices for architects, accountants or psychologists.
- 6) "Bed and Breakfast Inn" (CMC Chapter 17.11 - Allowable Land Uses, and CMC 17.90 – Definitions). These homes are unique revenue-generating facilities, where one family in permanent residence rents bedrooms without individual cooking facilities for overnight lodging. Bed and Breakfast facilities require conditional use permits, and may only be located in the (Rural Residential (RR), Rural Community (RC), Hillside Mountainous (HM) and Recreational (REC) Zones. The City has no permitted Bed and Breakfast Inns.

Under State Law, the following three residential uses are allowed in Residential Single-Family zones with limited City regulatory authority:

- 7) Day Care Facilities – (Calif. Health & Safety Code Sections 1596 & 1597; CMC 17.12.070 - Day Care Facilities). Day Care facilities are regulated under California Health and Safety Codes, which supersede City regulations in order to meet their policy mandate of providing care in home environments within residential settings. The City reviews and approves child and adult day care homes under a zoning clearance permit upon proof that a license has been issued by the California Department of Social Services.
- 8) Residential Care Homes – (Calif. Health & Safety Code Sections 1250 *et seq.* and 1500 *et seq.*). State law regulates and licenses such facilities, permitting up to six unrelated persons to reside together. Like day care facilities, the City is required to approve residential care homes ministerially under a zoning clearance to the same standards as are required for a single-family home.
- 9) Secondary Housing Units – (17.12.170 - Secondary housing units). State Code eliminates any discretionary review process for accessory dwelling units. Permits for accessory dwelling units up to 1,200 square feet in size are issued under a zoning clearance by Staff. Accessory dwelling units are for secondary tenant occupancy and shall not provide for transient occupancy (less than 30 day rental),

### C. Prohibited Uses

Due to increased use of technology platforms and social media, trends in short term transient rentals and uses have changed significantly. Many activities are either expressly prohibited in the Development Code, or are not identified as an allowable use under the Code, rendering them prohibited.

Staff has identified and tracked thirteen web-sites which advertise use of a private home for either short-term overnight stays, or for limited duration commercial events. Often these properties are uninhabited by any permanent resident and have no other purpose but to generate commercial revenue for their owners, placing them in violation of residential zoning laws.

Prohibited uses and activities include:

- 10) Transient Occupancy Rentals - (CMC Chapter 17.11 - Allowable Land Uses and CMC 17.90 - Definitions) Transient home rentals, such as "Airbnb", "VRBO", and others, is prohibited under the Code because they function effectively as "hotels" or commercial uses, which are not permitted in single-family residential zones.
- 11) Retailing (CMC 17. 11 - Allowable land uses, CMC 17.12.020 - Accessory Retail Uses, CMC 17.12.115 - Home Occupations). Staff has received and responded to numerous instances where empty homes are used as "props" for large advertised retail commercial activities open to the public, with staged "estate sales" and new merchandise sales (especially clothing and jewelry) being the most popular. Typically they occur in properties that are for sale and empty. Trucks show up a day in advance to load in the merchandise. Retail uses permitted in single-family residential zones are very limited, allowable only under a permit for a home occupation, or incidental to the functions of an HOA clubhouse.
- 12) Home Event Rentals (CMC Chapter 17.11 - Allowable Land Uses, and CMC 17.90 - Definitions). Code Enforcement Staff and the City Prosecutor are often responding to the use of vacant homes which operate for revenue generating event purposes. The properties are advertised on websites such as "Peerspace" for various commercial activities or events, such as corporate meetings, retreats, dinners, performances, weddings, or workshops.
- 13) Parties (CMC 5.08.010 – Unlawful Dances or Parties, and CMC Chapter 17.11 - Allowable Land Uses). Code Enforcement Staff and the City Prosecutor have become aware of the use of vacant homes for commercially

operated parties. To generate revenue, the owner (or an agent) markets and rents the property temporarily as a venue for gatherings advertised on social websites. A cover charge may be imposed upon attendees, and alcohol sales can occur as well. This is in clear contrast to private parties and gatherings hosted by residents at their own homes for their own enjoyment and having no commercial purpose, and which are of course an allowed ancillary activity associated with the use of one's home.

Should the Council wish additional information or research on any of these activities, or others, Staff can undertake additional reviews as directed.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Code administration by Planning, Building and Safety and Code Enforcement Staff are covered in the annual Community Development Department budget.

**REQUESTED ACTION:**

That the City Council discusses revenue generating activities associated with accessory uses to single family homes, and provides direction to Staff.

**ATTACHMENTS:** Cited Calabasas Municipal Code Sections

- |                       |  |
|-----------------------|--|
| A: Chapter 5.04:      | Motion Picture, Television and Photographic Production |
| B: Chapter 5.08:      | Public Dances  |
| C: Chapter 17.11:     | Allowable Land Uses                                    |
| D: Section 17.12.020: | Accessory Retail Uses                                  |
| E: Section 17.12.030: | Agricultural Uses                                      |
| F: Section 17.12.070: | Day Care Facilities                                    |
| G: Section 17.12.110: | Hobby Farms  |
| H: Section 17.12.115: | Home Occupations                                       |
| I: Section 17.12.165  | Residential Accessory Uses                             |
| J: Section 17.12.170  | Secondary Housing Units                                |
| K: Chapter 17.90:     | Definitions  |



Chapter 5.04 - MOTION PICTURE, TELEVISION AND PHOTOGRAPHIC PRODUCTION

**Sections:**

5.04.010 - Title.

This chapter shall be known as the Motion Picture, Television and Photographic Production Rules of the city of Calabasas.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004; Ord. 93-58 § 1, 1993)

5.04.020 - Purpose and intent.

This chapter is to establish procedures for the review and issuance of city filming permits allowing work associated with the production of commercial filming activities, within the city of Calabasas, subject to the permit requirements. The intent of this chapter is to facilitate the production of such work while protecting the residents and property owners from the potential adverse impacts of filming activities.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004; Ord. 93-58 § 2, 1993)

5.04.030 - Definitions.

For purposes of this chapter, the following definitions shall apply:

"City filming permit" means a permit issued by the city of Calabasas to allow the activities associated with the production, filming or video taping of motion picture and television shows, programs, commercials and still photography.

"City filming permit coordinator" means the city manager of the city of Calabasas or designee.

"City-produced or city-sponsored government or educational access productions" means motion picture, television, or still photography produced by or in association with the city.

"Family video" means the filming or videotaping of motion pictures or taking of still photographs solely for private use.

"Motion picture, television, or still photography" means and includes all activity attendant to staging or shooting motion pictures, television shows or programs, and commercials and to the taking of single or multiple photographs for sale or commercial use where the photographer sets up stationary equipment in any one location for longer than five consecutive minutes.

"News media" means the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or cameramen.

"Student films" means motion picture, television, or still photography produced to satisfy a course or curriculum requirement at an educational institution. The student film maker must supply proof that he or she is currently enrolled.

"Studio" means a legally established, commercial, motion picture/television/still photography place of business where filming activities (motion or still photography) are regularly conducted inside a studio/stage upon the premises.

(Ord. 2007-238 § 1 (part), 2007; Ord. 2005-201 § 7, 2005; Ord. 2004-187 § 1 (part), 2004; Ord. 93-58 § 3, 1993)

#### 5.04.040 - Permit required.

No person shall use any public or private property, building, facility or residence for the purpose of producing, taking or making any motion picture, television or still photography production without first obtaining a permit issued pursuant to the provisions of this chapter.

(Ord. 2007-238 § 1 (part), 2007; Ord. 2005-201 § 8, 2005; Ord. 2004-187 § 1 (part), 2004; Ord. 93-58 § 4, 1993)

(Ord. No. 2010-270, § 2, 2-10-2010)

#### 5.04.050 - Permit exceptions.

The provisions of Section 5.04.040 shall not apply to the following:

- A. News media;
- B. Family video;
- C. Studio productions.

(Ord. 2007-238 § 1 (part), 2007; Ord. 2004-187 § 1 (part), 2004; Ord. 93-58 § 5, 1993)

#### 5.04.060 - Permit application and issuance.

- A. Permit Application. Any person desiring a permit under the provisions of this chapter shall fill out an application provided by the city. The form must be signed and accompanied by all required fees, deposits, and the insurance certificate required by this chapter before the permit will be processed. Such application shall be submitted at least two working days prior to the date on which such person desires to conduct the activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, an application shall be submitted at least five working days in advance.

Written evidence of permits and/or coordination with other public agencies may be required upon submission of an application for a film permit. Requirements of these responsible agencies shall be requirements of this permit. Examples of such agencies include, but are not limited to, the California Highway Patrol, the Los Angeles County sheriff's department and the Los Angeles County fire department.

- B. Permit Issuance. The city manager shall designate the person or body responsible for issuing permits under this chapter.

The city manager or his or her designee shall issue a permit as provided for in this chapter when, from a consideration of the application and from such other information as may be otherwise obtained, the application complies with the provisions of this chapter and he or she finds that:

1. The conduct of such activity will not unduly interfere with traffic or pedestrian movement or endanger public safety and that no streets will be completely closed to traffic for an unreasonable period of time. Seventy-two (72) hours' notice of any street closure shall be given;
2. The conduct of such activity will not unduly interfere with normal governmental or city operations, threaten to result in damage or detriment to public property, or result in the city incurring costs or expenditures in either money or personnel not reimbursed in advance by the applicant; and
- 3.



At the determination of the city's public works department as well as the Los Angeles County sheriff's department, Los Angeles County fire department, and Los Angeles County public works department, that the condition of such activity will not constitute a fire hazard or any other type of hazard and all proper safety precautions will be taken as determined by the heads of the aforementioned departments or their designee.

- C. Cost of Additional Services. If deemed necessary by the city manager or his or her designee, additional sheriff, code enforcement, fire, and other city services shall be provided for the purpose of protecting, assisting and regulating the proposed activity. The cost of providing such additional services shall be paid in advance to the city by the applicant. Any additional city services will be provided/coordinated through the city manager or his or her designee.
- D. Additional Conditions. The city manager may impose any conditions found necessary to protect the public health safety and welfare. The applicant shall comply with any conditions or restrictions the city may impose as a condition to issuing a permit. No changes shall be made without first obtaining the city's approval.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004; Ord. 93-58 § 6, 1993)

#### 5.04.070 - Appeal procedures.

The decision of the city manager or designee to issue, conditionally issue, or not issue a permit shall be final unless appealed in writing within five working days of the decision by requesting a hearing of the city council at the next available meeting. The appeal must include copies of all pertinent material necessary to reinforce the permittee's position supporting the appeal. Written notice of the appeal must be mailed to residents within a five-hundred-foot radius of each filming location. Any actions of the city council shall be final. Such written request for an appeal consideration shall be accompanied by a fee, as established by city council resolution.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004; Ord. 97-126 § 1, 1997: Ord. 93-58 § 9, 1993)

#### 5.04.080 - Rules and regulations.

- A.

Rules. The city manager, or his or her designee, is authorized and directed to promulgate rules and regulations governing the form, time and location of any film activity set forth within the city. He or she shall also set forth the procedures for the issuance of permits. The rules, regulations, and procedures shall be based on the criteria set forth in Section 5.04.060.

- B. In accordance with city of Calabasas Ordinance No. 2006-217, a comprehensive Second Hand Smoke Control Ordinance is in effect. All applicants shall comply with said ordinance which is available at [www.cityofcalabasas.com](http://www.cityofcalabasas.com).
- C. Maximum Number of Filming Days Allowed. The maximum number of filming days that will be allowed for filming activity at the same location is fourteen (14) days within the immediately prior twelve-month period of the date(s) for which a film permit is sought. The Calabasas film office may grant an extension to the fourteen-day limit only due to acts of God or force majeure. Any such event must be reported to the Calabasas film office immediately in order to be evaluated for an extension in filming days.

To extend the filming period for up to and including twenty (20) total days of filming activity during a twelve-month period, an application including one hundred (100) percent approval signatures from properties within five hundred (500) feet of the filming location shall be obtained and submitted to the Calabasas film office. The film office will provide a radius map or list of addresses within the five-hundred-foot area. A signature form will also be provided. To extend beyond the twenty (20) days, an applicant shall be required to obtain approval from the city council at the next available meeting.

- D. Filming Hours. In addition to any special conditions imposed by the permit, the following restrictions shall apply to all filming activity: Filming activities may occur between the hours seven a.m. and seven p.m. Monday through Sunday. Applications to film from six a.m. to seven a.m. and seven p.m. to midnight must include one hundred (100) percent signature consent from the current residents, whether they are the owner of the property or the lessee, whose properties are immediately contiguous to a filming location and written consent of at least seventy-five (75) percent of the remaining properties within the five-hundred-foot radius.
- E. Applications that fail to include the minimum amount(s) of consent shall require approval from the city council at the next available meeting.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004)

## 5.04.090 - Permit fees.

Each application shall be accompanied by:

- A. A security deposit to ensure cleanup and restoration of the site at the time application is submitted. The deposit, in full or part thereof, may be returned to the applicant upon completion of filming and inspection of the site by the city; and
- B. A processing fee in an amount established by resolution of the city council to reimburse the city for staff time required to evaluate the application and establish conditions of approval and to monitor the activity. The processing fee shall not apply to or affect:
  1. City-produced or city-sponsored government or educational access productions, and
  2. Student productions;
- C. A daily property use fee in an amount established by resolution of the city council to compensate the city for the use of public property and its unavailability for ordinary and usual purposes resulting from the filming activity. The property use fee shall not apply to or affect:
  1. City-produced or city-sponsored government or educational access productions,
  2. Student productions, and
  3. Productions conducted wholly on private, county, or state property where no vehicles or equipment are parked or stored on city property or rights-of-way, where no traffic control measures are required and where the production activity will not in any respect interfere with the use and enjoyment of city property, public streets and neighboring property.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004)

## 5.04.100 - Liability provisions.

- A. **Liability Insurance.** Before a permit is issued, a certificate of insurance will be required in an amount not less than one million dollars (\$1,000,000.00) naming the city of Calabasas as an additional insured for protection against claims of third persons for

personal injuries, wrongful deaths, and property damage and to indemnify the city for damage to city property arising out of the permittee's activities. The certificate shall not be subject to cancellation or modification until after thirty (30) days' written notice to the city. Such insurance shall be evidenced by the standard General Liability Special Endorsement Form mandated by the California Film Commission which will remain on file with the Calabasas film office.

- B. Worker's Compensation Insurance. An applicant shall conform to all applicable federal and state requirements for worker's compensation insurance for all persons operating under a permit.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004)

#### 5.04.110 - Enforcement.

If an applicant violates any provisions of this chapter or a permit issued pursuant thereto, the city may cancel the permit. Violation of the provisions of this chapter shall be a misdemeanor and may be punishable by a fine, or imprisonment, or by both such fine and imprisonment.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004)

#### 5.04.120 - Administrative procedures.

The city manager and his or her designee is authorized to promulgate and enforce administrative procedures in the implementation and enforcement of this chapter.

(Ord. 2007-238 § 1 (part), 2007: Ord. 2004-187 § 1 (part), 2004)

Chapter 5.08 - PUBLIC DANCES

**Sections:**

5.08.010 - Unlawful dance or party.

It is unlawful for any person to conduct or hold on property partially or entirely used for residential proposes any dance or party:

- A. For which brochures, posters, or handbills advertising the dance or party are posted, displayed, or distributed, if such brochures, posters, or handbills are designed to attract the attention of persons other than the residents of the property; or
- B. For which a charge or donation is required or solicited for admission.

(Ord. 93-52 § 5, 1993)

(Ord. No. 2010-270, § 3, 2-10-2010)

## Chapter 17.11 - ALLOWABLE LAND USES

## Sections:

## 17.11.010 - Permitted, conditional and ancillary land uses—All zoning districts.

- A. Land Use Permit Requirements. The uses of land allowed by this development code in the commercial zoning districts are identified in the following table as being:
1. A permitted use (identified with a "P" in the table), means that the use is permitted in the particular zoning district as long as all other zoning district and special criteria are met.
  2. An accessory use (identified with an "A" in the table) means that the use is allowed as long as it is ancillary to another permitted use and as long as all other zoning district and special criteria are met.
  3. A conditional use (identified with a "C" in the tables), means that a use is allowed subject to approval of a conditional use permit (Section 17.62.060).
  4. A temporary use (identified with a "TUP" in the tables), means that a use is allowed subject to prior approval and issuance of a temporary use permit (Section 17.62.030).
- B. Uses Not Listed. Land uses that are not listed on the table or when a space in the table is blank in a particular zoning district, the land use is prohibited, except where provided by Section 17.11.020.
- C. Additional Permit/Approval Requirements. A use of land allowed in compliance with subsection (A) of this section, as well as any proposed development related thereto, shall also comply with the following where applicable:
1. A site plan review (Section 17.62.020), administrative plan review (Section 17.62.090), or development plan review (Section 17.62.070) is required for all new development and a scenic corridor permit (Section 17.62.050) is required for new development in a scenic corridor. Where no other authorization is required, a request for zoning clearance (Section 17.62.110) shall be required.
  2. Design review (Chapter 2.40 of the Municipal Code) where required by the General Plan, or any specific plan, master plan, or design guidelines; and
  3. A building or grading permit if required by Title 15, or any other permit or approval required by the Municipal Code.  
The review or clearance discussed in Subsection C.1 and 2. Above shall be completed and approved by the review authority before the proposed use of land is commenced or established and before site work on any proposed development is started. Proposed uses shall also comply with all other applicable provisions of this development code.
- D. Standards for Specific Uses. Where the last column in the following table ("See Section") includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this development code may apply as well.
- E. All processes and activities related to a permitted or conditional use are to be conducted within a completely enclosed building or structure with the following exceptions: temporary uses (Section 17.62.030), outdoor storage of materials and finished product (where permitted), and outdoor dining areas.
- F. Land Use Table. Land uses listed in the following table shall be defined using the North American Industry Classification System (NAICS) unless otherwise defined in Article VII. Specific land uses within the table are grouped under the following major headings:
- AGRICULTURE
- RESIDENTIAL
- INSTITUTIONAL
- Educational
- Medical
- Public
- Religious
- Non-profit/Service Organizations—501(c)(3)
- Utilities
- COMMERCIAL
- Alcohol
- Automobile Related Services
- Automobile Repair
- Communications
- Day Care Facilities
- Eating/Drinking Places and Food Services
- Entertainment and Recreation
- Lodging
- Offices

Retail  
 Services  
 Transportation  
  
 INDUSTRIAL  
 Light Industrial  
 Manufacturing  
 Warehousing/Storage  
 Wholesale

TEMPORARY AND INTERIM USES

TABLE 2-2 - LAND USE TABLE

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

LAND USE	ZONE																See standards in section		
	RS	RM	RMH	RR	RC	PD	HM	OS	OS-DR	PF	REC	CL	CR	CO	CMU	CB		CT	
<b>AGRICULTURE</b>																			
Agricultural uses for fuel modification				A			A	A										<a href="#">17.12.030 D.&amp; E.</a>	
Equestrian Facilities				C	C		C	C			A								
Farm Animals				A			A/C	A/C										<a href="#">17.12.040</a>	
Hobby Farms				A/C			A/C	A/C										<a href="#">17.12.110</a>	
Kennels and animal boarding												C	C				C	17.12.1205	
Plant Nurseries												C	C				C		
<b>RESIDENTIAL</b>																			
Apartments, Condominiums, Duplexes and other Multi-Family Dwellings		P					p										C	C	<a href="#">17.12.145</a>
Community center, neighborhood	C	C	C		C	C					P						C		
Emergency Shelters													P						<a href="#">17.12.090</a>
Home Occupations	A	A	A	A	A	A	A	A									A	A	<a href="#">17.12.115</a>
Mobilehome parks			C																<a href="#">17.12.135</a>
Mobilehomes/manufactured housing (on a single lot)	P	P		P	P		P												<a href="#">17.12.140</a>

Planned Development - Residential							C													
Residential accessory uses and structures	A	A	A	A	A	A	A	A									A			<a href="#">17.12.165</a>
Residential care homes, six or fewer clients	P	P	P	P	P		P	P												
Residential care homes, seven or more clients		C															C		C (1)	
Rooming and boarding houses		C																		
Secondary housing units	P			P			P	P												<a href="#">17.12.170</a>
Senior residential projects		P					P										C		C (1)	<a href="#">17.12.180</a>
Single-family housing	P	P		P	P	P	P	P							P					
Transitional/Supportive housing	P (2)	P (2)																		
<b>INSTITUTIONAL</b>																				
<b>Educational</b>																				
<b>Schools K-12:</b>																				
- Private	C	C		C										C					C	
- Public	C	C		C	C									C					C	
<b>Schools, Universities/Colleges:</b>																				
- Private	C	C		C										C			C	C	C	C
- Public														C			C	C	C	C
Schools, Vocational/Trade														C			C	C	C	C
<b>Medical Services</b>																				
Veterinarian Clinic and animal hospital																	C	C	C	C
Assisted Living/Congregate Care Facility		C														C	C	C	C	C



Convalescent Care Facility (with continuous skilled nursing care)												C	C	C	C	C				
Hospital													C							
Medical Office/Clinic/Lab					P							C	P	P	P					
Pharmacies and Drug Stores					C								C	C			C			
Pharmacies as accessory use					A							A	A	A	A	A				
<b>Public</b>																				
<b>Cultural Facilities</b>																				
Cultural Facility					C						C	C	C	C	C	C	C			
Museum	C				C					C	C	C	C			C	C			
<b>Public Facilities</b>																				
Government Offices										P					P			P		
Other Government Facilities										P										
Library	C				P					P	C	C	P	P	P	P	P	C	(1)	
Police / Fire Station	C	C		C	C					C		C	C	C	C	C				
Police Storefront / Substation	C	C		C	P					P		P	P	P	P	P	P	P	(1)	
<b>Recreation Facilities</b>																				
Community center, regional										P	P		C			C				
Outdoor Recreation										P	P		C	C			C			
Senior Citizen Activity Center					C						P	C	C			C				
<b>Religious</b>																				
Church /place of worship	C	C		C	C	C				P	P	P	P	P	P	P	P			
<b>Non-profit / Service Organizations -501(c)(3)</b>																				

Campaign Offices							P							P	P	P	P	P	P	(1)
Charitable Distribution Services (i.e. food banks, etc.)															C	C			C	
Charitable, Philanthropic, Service, and other Non-profit Organization Offices							P							P	P	P	P	P	P	(1)
<b>Utilities</b>																				
Public Utility / Service Structure	C	C			C		P							P	P	P	P	P		<a href="#">17.02.020</a> (B)10
Public Utility Office							P							P	P	P	P	P	P	(1)
<b>COMMERCIAL</b>																				
<b>Alcohol</b>																				
Alcoholic Beverage Sales							C	(3)						C(3)	C(3)	C(3)	C(3)	C(3)	C	<a href="#">17.12.035</a> (1) 3)
Wine/Beer Specialty Shop							C								C			C		<a href="#">17.12.035</a> (1)
<b>Automobile Related Services</b>																				
Automotive Parts and Accessories Stores														P(5)	P	(5)/C			P	<a href="#">17.18.035</a> (5)/C
<b>Automobile Repair</b>																				
Automotive Services - (i.e.: Tune-up, emission tests, batteries, etc.) (no use of impact wrenches or other equipment that could create noise impacts)														P(5)	P	(5)/C			P	<a href="#">17.18.035</a> (If within CAR overlay zone)
Minor Repair (i.e.: Brakes, tires, radiators, electrical, etc.)														P(5)	P	(5)/C			P	<a href="#">17.18.035</a> (If within CAR overlay zone)
Major Repair (i.e.: Engine and transmission repair/rebuild, etc.)														P(5)	P	(5)/C			P	<a href="#">17.18.035</a> (5)/C

<b>Motorcycle Engine Customization</b>																		
Car Wash - Full Service													P(5)	P(5)/C			P(5)/C	<a href="#">17.18.035</a>
Service Station														C			C	<a href="#">17.12.190</a>
<b>Motor Vehicle Sales</b>																		
New and Used													P(5)	P(5)/C			P(5)/C	<a href="#">17.18.035</a>
<b>Motor Vehicle Storage</b>																		
Indoor													P(5)/C	P(5)/C		C	P(5)/C	<a href="#">17.18.035</a>
Off-Site Dealership and Sales Inventory Lots													P(5)	P(5)			p(5)	<a href="#">17.18.035</a>
Parking: Commercial Lot / Garage							C						C	C	C	C	C	C(1)
<b>Communications</b>																		
Wireless Telecommunications Facilities						C						C	C	C	C	C	C	C(1)
Satellite Antennas	A	A	A	A	A	A	A	A					A	A	A	A	A	A
Recording and Sound Studios						P							P	P	P	P	P	
<b>Day Care Facilities</b>																		
Child Day Care Center -	C	C		C	C	C							P	P	P	P	P	<a href="#">17.12.070</a>
Large Family Day Care Home (9 to 14 children)	C	C		C	C	C												<a href="#">17.12.070</a>
Small Family Day Care Home (8 or fewer children)	P	P		P	P	P												<a href="#">17.12.070</a>
<b>Eating/Drinking Places &amp; Food Services</b>																		
Bar / Cocktail Lounge						C								C		C	C	C(1)
Night Club														C		C	C	
Banquet Hall														C		C	C	
Catering Establishment														C		C	C	

Restaurants (counter service)						P										C	P	P	P	C	C	(1)	
Restaurants (table service)						P										C	P	P	P	C	C	(1)	
<b>Entertainment and Recreation</b>																							
Adult-entertainment Business																							17.12.025
Athletic Fields																	P						
Arcade																							
Auditoriums & Other Public Assembly Facilities																							
Bowling Alley																							
Dance Hall																							
Health and Fitness Club																							
Golf Course																							
Golf Driving Range	C	C																					
Live Entertainment																							
Motion Picture Theater																							
Outdoor Commercial Recreation																							
Pool and billiard rooms																							
Skate Park																							
Tennis / Swim Club																							
Theaters																							
<b>Lodging</b>																							
Bed and Breakfast Inn																							
Hotels / Motels																							
<b>Offices</b>																							
Business																							

Professional						P								P	P	P	P	P	C (1)
Property management		P	P			P								P	P	P	P	P	C (1)
<b>Retail stores</b>																			
Antique Stores						P								C	P		P	P	C (1)
Art Galleries and Art Supply Store						P								C	P		P	P	C (1)
Beauty Supply Store						P								C	P		P	P	C (1)
Book Stores						P								C	P		P	P	C (1)
Building Materials															C			C	C (1)
Garden Supply / Nursery														C	P			C	
Hardware Store															P		C	C	C (1)
Camera and Photographic Supply Store						P								C	P		P	P	C (1)
Cigar and other Tobacco Products Store						P								C	P		P	P	C (1)
Clothing & Accessory Stores						P								C	P		P	P	C (1)
Computer and Home Electronic Stores						P								C	P		P	P	C (1)
Florist						P								C	P		P	P	C (1)
<b>Food and Beverage Stores</b>																			
Bakery (Retail)						P								C	P		P	P	C (1)
Convenience Store						C								C	C		C		
Delicatessen						P								C	P	P	P	P	C (1)

Grocery Store / Supermarket												C	P		P		
Specialty Food Stores					P							C	P		P		C (1)
Furniture and Home Furnishing Stores													P			C	
Boutique Home Furnishing Stores													P		C	C	C (1)
<b>General Merchandise Stores</b>																	
Department													C		C		
Discount / Variety Store (new products at a discounted price)													P		P	P	
Warehouse Retail Stores													C			C	<u>17.12.240</u>
Guns and Ammunition Store													C				
Hobby, Toy and Game Store					P							C	P				
Home Appliance Store					P								P		P	P	C (1)
Jewelry Store					P							C	P		P	P	C (1)
Luggage and Leather Goods					P							C	P		P	P	C (1)
Music and Video Stores					P							C	P		P	P	C (1)
Office Supply, Stationery & Gift Stores					P							C	P		P	P	C (1)
Pet and Pet Supply Store					P							C	P		P	P	C (1)
Second Hand Stores												C	P			P	
Shoe Store					P							C	P		P	P	C (1)
Shopping Center					C								C		C		<u>17.12.195</u>

Sporting Goods Stores						P									C	P		P	P	C	(1)
Studios for dance, art, music, photography, etc.						P									P	P	P	P	P	C	(1)
<b>Business Services</b>																					
Advertising Agency						P									P	P	P	P	P	C	(1)
Data Processing Services						P									P	P	P	P	P	C	(1)
Equipment Sales and rental						P									P	P	P	P	P	C	(1)
Photocopying & Duplicating Services						P									P	P	P	P	P	C	(1)
Photography Studio						P									P	P	P	P	P	C	(1)
<b>Financial Services</b>																					
Automated Teller Machine (ATM)						A/P									A/P	A/P	A/P	A/P	A/P	C	(1)
Banks, Credit Unions and other Depository Institutions						P									P	P	P	P	P		
Check Cashing and Loan Services						P									P	P	P	P	P		
Other Financial Services						P									P	P	P	P	P	C	(1)
<b>Personal Services</b>																					
Barber Shop & Beauty /Nail Salon						P									P	P		P	P		
Cemeteries and Mausoleums															C	C					<a href="#">17.12.060</a>
Day Spa						P									P	P		P	P		<a href="#">17.12.155</a>
Dry Cleaner						P									P	P		P	P	C	(1)
Fortunetelling																P					<a href="#">17.12.095</a>
Laundry - Commercial															P	P		P	P	C	(1)

Massage Therapy											P							P	P		P	P					17.12.155
Pet Grooming - Commercial											P								P	P		P	P			C (1)	
Public Self Storage																			C								
Tailor											P								P	P		P	P			C (1)	
Travel Agency											P								P	P	P	P	P			C (1)	
<b>Repair Services</b>																											
Computer, Home Electronics, and Small Home Appliances (toaster, iron, etc.)											P								P	P		P	P				
Furniture Re-upholstery																				P		P	P				
Jewelry and Watches / Clocks											P								P	P		P	P				
Lawnmower and Garden Equipment																			P	P		P	P				
Locksmith / Key Shop											P								P	P		P	P				
Shoe Repair											P								P	P		P	P				
<b>Transportation</b>																											
Heliport as accessory use to emergency services facility																				A/C							17.02.020 (B)(10)
<b>INDUSTRIAL</b>																											
<b>Light Industrial</b>																											
Recycling Collection Facilities																											
- Small (to 500 Sq. Ft.)																				C		C	C				17.12.160
- Large (500+ Sq. Ft.)																							C				17.12.160
- Reverse vending machine																			A	A		A	A				17.12.160
Research & Development Services/Laboratories																					A/C (4)		P				
<b>Manufacturing</b>																											



Apparel Manufacturing																			C
Chemical Manufacturing																			C
Computer and Home Electronic Manufacturing																			C
Electrical Equipment Manufacturing																			C
Food Manufacturing																			C
Metal fabrication, machine and welding shops																			C
Furniture and Related Products Manufacturing																			C
Lumber and Wood Product Manufacturing																			C
<b>Machinery Manufacturing</b>																			
Construction Machinery Manufacturing																			C
Industrial Machinery Manufacturing																			C
Ventilation, Heating, Air-conditioning and Commercial Refrigeration Equipment Manufacturing																			C
Miscellaneous Manufacturing (jewelry, office supplies, sporting goods, toys, etc.)																			C
Paper Product Manufacturing																			C
Printing and Related Activities																			C
<b>Warehousing/Storage</b>																			
Warehousing, accessory																			C
Wholesaling and Distribution																			C

TEMPORARY AND INTERIM USES																		
Construction Yards														T	T			<a href="#">17.62.030</a>
Location Filming	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	<a href="#">Chapter 5.04 &amp; 17.62.030</a>
Parking Lot Sales														T	T		T	<a href="#">17.62.030</a>
Seasonal Sale (Christmas Tree, Pumpkin, and similar Lots)														T	T		T	<a href="#">17.62.030</a>
Special Events (Street/Craft fair and Farmers Markets )															T		T	<a href="#">17.62.030</a>
Storage - Temporary Portable Containers	T	T	T	T	T	T	T	T						T	T	T	T	<a href="#">17.62.030</a>
Temporary Structures (i.e. subdivision sales office, etc.)	T		T	T	T	T		T										<a href="#">17.62.030</a>

Notes:

- (1) Use allowed only where in compliance with the Old Town Calabasas Master Plan and Design Guidelines.
- (2) Use falls under Residential Care Homes and is subject to applicable standards and conditions.
- (3) Allowable only in conjunction with a primary allowable use (e.g., convenience store, grocery store, restaurant, etc.).
- (4) Research and Development Services/Laboratories are allowed in the CO zone only as accessory to an office use, as follows:
  - (a) The use shall not exceed ten (10) percent of the total building(s) floor area; and
  - (b) The use shall be limited to properties having a building(s) with a minimum floor area of 100,000 square feet.
- (5) Allowed as a "Permitted" use only within the Commercial Auto Retailer (CAR) Overlay Zone and subject to the requirements in [Section 17.18.035](#).

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2010-272, § 4, 4-28-2010; Ord. No. 2012-296, § 1(Exh. A), 4-25-2012; Ord. No. 2012-303, § 1(Exh. A), 11-28-2012; [Ord. No. 2014-310, § 1\(Att. A\)](#), 2-12-14; [Ord. No. 2014-311, § 3\(Exh. A\)](#), 2-26-2014; [Ord. No. 2015-330, § 2\(Exh. A\)](#), 1-13-2016; [Ord. No. 2016-343](#), § 3, 1-11-2017; [Ord. No. 2017-351](#), § 3(Att. 1), 3-22-2017)

17.11.020 - Determination of similar use.

- A. Allowable Uses of Land. When a use is not specifically listed in this development code, the use is prohibited except as follows:
  - 1. It is recognized that every conceivable use cannot be identified by this development code, and new uses will develop over time. This section authorizes the director to fit an unidentified use within a use or uses identified in this development code; provided, the unidentified use has similar impacts, functions and characteristics. The director may make a "determination of similar use" decision, which is a determination that the proposed use is similar to one or more other permitted and listed uses. In making a determination of similar use the director shall identify the similar use or uses and shall consider the following:
    - a. Volume and type of sales (retail or wholesale), the size and type of items sold and nature of inventory on the premises;
    - b. Processing, assembly, manufacturing, warehousing, shipping and distribution done on the premises; and dangerous, hazardous, toxic or explosive materials used in processing;
    - c. Nature and location of storage and display of merchandise (enclosed, open, inside or outside the principal building), and the predominant types of items stored (business vehicles, work-in-progress, inventory and merchandise, construction materials, scrap and junk);
    - d. Type, size and nature of buildings and structures supporting the use;

- e. Number and density of employees and customers, business hours and employment shifts;
  - f. Transportation requirements by volume, type and characteristics of traffic generation to and from the site and trip purposes;
  - g. Parking characteristics, turnover and generation, and the ratio of the number of spaces required per unit area or activity; and
  - h. Amount and nature of potential nuisances generated on the premises (smoke, noise, odor, glare, vibration, radiation, fumes, etc.).
2. In making a determination of similar use, the director may attach reasonable conditions and restrictions to the use, in addition to those required by this development code, which will ensure that the use:
- a. Will not endanger the public health, safety or general welfare;
  - b. Will not injure the value of adjoining or abutting property;
  - c. Will not result in any significant environmental impacts;
  - d. Will be in harmony with the area in which it is located; and
  - e. Will be in conformity with the General Plan and/or applicable specific plan(s).
- B. Application. An application for a determination of similar use shall be submitted on forms provided by the department. The application shall include a description of use for which a determination is requested, together with the reasons why the applicant believes the determination is justified.
- C. Findings. In making a determination of similar use, the director shall clearly establish the following findings of fact:
1. The proposed use meets the intent of, and is consistent with, the goals, objectives and policies of the adopted General Plan;
  2. The proposed use meets the stated purpose and general intent of the zoning district in which the use is proposed to be located;
  3. The proposed use will not adversely impact the public health, safety or general welfare of the city's residents; and
  4. The proposed use shares characteristics common with, and is not of a greater intensity, density or generate more environmental impact than, those listed in the zoning district in which it is to be located.
- D. Applicable Standards and Permit Requirements. When the director determines that a proposed, but unlisted, use is similar to a permitted use, the proposed use will be treated in the same manner as the permitted use in determining where it is allowed, what permits are required and what other standards and requirements of this development code apply. Each determination of similar use shall be site specific and shall not apply district wide.
- No person shall allow, conduct, establish or maintain an unlisted use in any district in the city, or start site work on a related proposed development prior to obtaining a written determination of similar use from the director and complying with all other requirements in this development code.
- No person shall allow, conduct, establish or maintain a use in violation of conditions that accompany a determination of similar use. No person shall expand or intensify a use that has been approved pursuant to a determination of similar use without prior written approval from the director.
- E. Commission Review or Determination. The director shall report determinations of similar land uses in compliance with this subsection to the commission at the next regularly scheduled commission meeting, either orally or as part of the commission's consent calendar. The director may forward questions about equivalent uses directly to the commission for a determination at a public meeting.
- F. Appeals. The decision of the director is appealable to the commission and decisions by the commission are appealable to the council pursuant to [Chapter 17.74](#).

(Ord. No. 2010-265, § 3, 1-27-2010)

## 17.12.020 - Accessory retail uses.

Retail sales and services, including restaurants, pharmacies, and the sale of retail merchandise, are allowed accessory to a primary use where authorized by Article II, and as follows:

- A. General Standard. Accessory retail uses are permitted, provided there will be no external evidence of any commercial activity other than the primary use of the site (e.g., no signs, or windows with merchandise visible from adjoining streets), nor access to any space used for the accessory retail use other than from within the structure.
- B. Commercial Zoning Districts. Restaurants and retail sales as an accessory use are permitted in the commercial zoning districts ancillary and accessory to offices, hospitals and other medical facilities; pharmacies are permitted accessory to hospitals and other medical facilities.
- C. Residential and Special Purpose Zoning Districts. Social or recreational establishments may engage in retail sales for members or guests members only.
- D. Director Review and Approval Required. All accessory retail uses shall be subject to review and approval by the director as provided in Section 17.620.090. In order to approve an accessory retail use, the director shall first find that there will be no harm to adjacent existing or potential residential development due to excessive traffic, noise or other adverse effects generated by the accessory use.

(Ord. No. 2010-265, § 3, 1-27-2010)

## 17.12.030 - Agricultural uses.

- A. The purpose of this section is to establish development standards for agricultural uses. This section is to be carried out by allowing only such development that can be achieved without adverse effects to the environment and which will be subordinate to the resources of the particular site and area.
- B. An agricultural management plan shall be required for the proposed establishment of new or enlarged existing agricultural uses and any proposed development that relates thereto. The agricultural management plan shall contain, at a minimum, the following elements:
1. Location map;
    - a. Scale site plan showing the entire parcel with topography, and proposed and existing structures (including accessory and agricultural structures and residences), roads, fences, contours, wells, water lines, septic tanks and leach lines;
    - b. Scale plan showing the entire parcel, and existing land uses, areas presently under and proposed for cultivation, areas of vegetation type, location of any perennial or intermittent streams, areas to be cleared, and areas to be graded for the development;
    - c. Soils analysis, discussing soils conditions (including erosion potential and erosion control) and their relationship to appropriate agricultural management on the parcel;
    - d. Water availability and demand, and the relationship to appropriate agricultural management on the parcel;
    - e. Description and analysis of existing and proposed agricultural activities on the parcel, including types of crops and acres under cultivation, geographic distribution of crops over the parcel, rotation of crops, and related agricultural activities, including agricultural goods and equipment storage, packing and processing;
    - f. Erosion control plan;
    - g. Hydrologic report;
    - h. Pesticide usage and storage report; and
    - i.

Description of recommended agricultural management techniques for the parcel and proposed development or development alternatives to (1) reduce erosion, (2) conserve water, (3) protect water quality, and (4) minimize impacts to plant and animal habitats. The use of biodiversity to control pests and diseases and enhance wildlife habitat is strongly encouraged.

- C. The director may require that the plan be revised to include additional information or assessment as deemed necessary. A third party review by a biologist or similar expert may also be required at the applicant's expense.
- D. No clearing of land for agricultural uses shall take place within one hundred (100) feet from the outer edge of the riparian vegetation canopy of perennial or intermittent streams. Where riparian vegetation is not present, the one hundred-foot buffer shall be measured from the outer edge of the bank of the subject stream. As used herein, "clearing of land" means the removal of existing vegetation. No clearing of land or other activities shall occur within the protected zone of an oak tree, nor shall any oak tree be cut, trimmed, altered or removed, except with prior and complete compliance with all oak tree regulations in this development code.
- E. To minimize the risks associated with project development in areas characterized by steep slopes, high erosion potential, unstable soils, combustible vegetation and other sensitive environmental resource areas, no construction improvement, grading, earthmoving activity or vegetation removal associated with the development or use of land shall take place on slopes of thirty (30) percent or greater.

(Ord. No. 2010-265, § 3, 1-27-2010)

## 17.12.070 - Day care facilities.

This section establishes standards for the city review of day-care facilities, in conformance with state law, including the limitations on the city's authority to regulate these facilities. These standards apply in addition to all other applicable provisions of this development code and any requirements imposed by the California Department of Social Services through its facility licensing procedures. No day care facility shall be allowed or operated within the city unless it acquires a license by the Department of Social Services.

- A. Application Requirements. Land use permit applications for day care facilities shall include a copy of its license issued by the California Department of Social Services, in addition to all other information and materials required by the department.
- B. Small Family Day Care Homes. Small family day care homes are allowed within any single-family residence pursuant to Table 2-2 in Chapter 17.11.
- C. Large Family Day Care Homes. This use is allowed within any single-family residence pursuant to Table 2-2 in Chapter 17.11 and, subject to the following requirements:
  - 1. Permit Requirement-Public Notice. A large family day care home shall require the approval of a non-discretionary administrative plan review by the director. Notwithstanding the public noticing requirement of Chapter 17.78, notice of the filing of an application for a large family day care home shall be provided to all property owners within one hundred (100) feet of the proposed facility at least ten (10) days prior to the date of the director's decision on the application. No public hearing shall be held unless requested in writing by the applicant or other affected person.
  - 2. Criteria for Approval. Administrative plan review approval shall be granted if the director determines that the proposed large family day care home will comply with the standards in subsection (E) of this section.
- D. Child Day Care Centers. Child day care centers are allowed in commercial zoning districts pursuant to Table 2-2 and subject to the standards in following subsection (E).
- E. Standards for Day Care Facilities. Approvals of large family day care homes

and child day care centers are subject to the following:

1. Spacing/Concentration. A large day care home or child day care center is prohibited when it causes a residential property to be bordered on more than one side by a day care facility.
  2. Traffic Control. A drop-off and pickup area shall be established to ensure that people are not placed at risk and street traffic is not unduly interrupted. The driveway of a large family day care home may serve as its drop-off area.
- F. Employer Child Day Care Facilities. Child day care offered by an employer to his/her employees shall be allowed as an accessory use within places of employment.

(Ord. No. 2010-265, § 3, 1-27-2010)



## 17.12.110 - Hobby farms.

Hobby farms may be allowed subject to the following standards:

- A. Hobby farms for agricultural uses shall be allowed as an accessory use with a conditional use permit subject to the following standards.
1. On-site sales of agricultural produce shall be prohibited.
  2. Hobby farms for agricultural uses are limited to twenty thousand square (20,000) feet in agricultural use area on parcels two and one-half (2½) acres or less in size or forty-three thousand five hundred sixty (43,560) square feet (one (1) acre) on parcels over two and one-half (2½) acres.
  3. Hobby farms for agricultural uses cannot be located on slopes greater than approximately three to one nor may hobby farms involve activities which require the issuance of a commercial license by the Department of Alcoholic Beverage Control (ABC) or the Bureau of Alcohol, Tobacco and Firearms (ATF).
  4. Minor deviations from these general standards may be granted by the planning commission through an approval of a conditional use permit.
  5. Hobby farms for agricultural uses shall be subject to the standards in Section 17.12.030.
  6. Hobby farms for agricultural uses shall utilize organic farming methods to the extent feasible.
- B. Agricultural uses that do not meet the size limitations for a hobby farm may be allowed with a conditional use permit subject to the standards in Section 17.12.030.
- C. Hobby farms for farm animals (shall be a subject to the permits and standards in Section 17.12.040). In addition, all uses shall be designed to avoid significant adverse effects to surrounding area resources including increases in erosion, slope failure or sedimentation on adjacent or downstream watershed properties.

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2014-310, § 1(Att. A), 2-12-2014)

## 17.12.115 - Home occupations.

- A. Applicability. The provisions of this section allow for business activities within a dwelling unit that are subordinate to the primary residential use of the site, and compatible with surrounding residential uses. This section does not address day care facilities, which are instead subject to Section 17.12.070.
- B. Limitations on Use.
1. Allowed Home Occupations. An allowed home occupation is a business activity within a dwelling unit that is subordinate to the primary residential use of the site; provided, there is compliance with this section, including the acquisition of a home occupation permit, and the activity is any of the following.
    - a. Art work (ceramics, painting, photography, sculpture and such other similar use;
    - b. Dress making, millinery, sewing, and similar activities;
    - c. Small handcraft; and
    - d. An office for an architect, attorney, consultant, insurance agent, tutor, or writer.

The director may also issue a home occupation permit for other business activities as home occupations, where the director first determines that the business activity is substantially similar to the above uses in its operational characteristics, and will result in no greater impacts on the site or surrounding properties than the above uses.
  2. Prohibited Home Occupation Uses. Business activities that are not compatible with or incidental to surrounding residential uses are prohibited as home occupations. The following may not be issued a home occupation permit as they are examples of incompatible or non-incidental business activities:
    - a. Adult entertainment businesses;
    - b. Commercial photo/film processing labs;
    - c. Night clubs;
    - d. Gun or ammunition sales;

- e. Medical and dental offices, clinics, and laboratories (not including counselors/psychotherapists);
  - f. Mini storage;
  - g. RV storage except for a personally owned vehicle registered to an occupant of the premises;
  - h. Storage of equipment, materials, and other accessories for the construction and service trades, as well as other business enterprises;
  - i. Vehicle maintenance and repair (body or mechanical), upholstery, automobile detailing and painting;
  - j. Welding and machining;
  - k. Woodworking, cabinetry manufacturing; and
  - l. Any other use determined by the director not to be incidental to or compatible with residential activities as set forth in the operating standards.
- C. Application. A home occupation permit is required for any allowed home occupations. This permit is subject to the requirements of Section 17.62.100. A statement of continued compliance with the operating standards in subsection D shall be signed by the property owner and all adult occupants who shall engage in the home occupation prior to issuance of a home occupation permit.
- D. Operating Standards. Home occupations shall comply with all of the following operating standards:
- 1. Accessory Use Only. The home occupation shall be clearly secondary and incidental to the full-time use of the structure as a dwelling unit;
  - 2. Activities, Equipment and Materials. Activities conducted and equipment or material used in connection with an allowed and permitted home occupation shall not change the fire safety or occupancy classifications of the premises. The use shall not involve the storage of flammable, explosive or hazardous materials. No use shall create noise, dust, light, vibration, odor, gas, fumes, toxic/hazardous materials, smoke, glare, electrical interference, or other hazards or nuisances;
  - 3.

Exterior Evidence of Use. The use shall not require any modification not customarily found in a dwelling, nor shall the use be visible from the street or from neighboring properties. There shall be no window display, advertising sign, or other identification of the home occupation on the premises;

4. Limitation on Employees. The home occupation shall involve no more than two employees or independent contractor on the site other than full-time residents of the dwelling unit. This limitation applies only to an employee or independent contractor of the home occupation and does not regulate the use of housekeeping, gardening, child care, or cooking personnel which are unrelated to the home occupation;
5. Limitation on Clients. No more than one client or patron shall be allowed on the premises at any time for counseling, music lessons, tutoring, or other purposes related to the home occupation;
6. Location of Home Occupation. The home occupation shall be located entirely within an enclosed structure, and shall not be allowed in a trailer or other temporary structure. Further, no home occupation shall be established, operated, conducted, or maintained in a garage in such a manner to reduce the required number of parking spaces therein at any time; and
7. Vehicles and Traffic. Vehicles used by the permittee or by others, or in connection with the home occupation and traffic generated by the home occupation shall not exceed the type or number of vehicles and traffic volume normally generated by a home in a residential neighborhood that does not have an ongoing home occupation. All parking needs of the home occupation shall be met off the street and on the same site as the permitted home occupation.

(Ord. No. 2010-265, § 3, 1-27-2010)

## 17.12.165 - Residential accessory uses and structures.

When permitted in the zoning district applicable to a site, pursuant to Section 17.11.010 of this development code, specific residential accessory uses are subject to the provisions of this section. Residential accessory uses include any use that is customarily related to a residence including swimming pools, workshops, studios, storage sheds, greenhouses and garages. Residential accessory structures for the purpose of this section shall not include secondary housing units which are regulated by Section 17.12.170.

- A. General Requirements. All accessory uses and structures are subject to the following standards, except where more restrictive requirements are established by other provisions of this section for specific uses.
  - 1. Relationship of Accessory Use to Principal Use. Accessory uses and structures shall be incidental to and not alter the character of the site from that created by the principal use.
  - 2. Setback requirements: as provided by Section 17.13.020.
- B. Antennas. Antennas are subject to the provisions of Section 17.12.050.
- C. Decks. Decks are subject to the setback requirements of Section 17.20.180 (E). The walking surface of a deck shall not exceed a height of five feet above finished grade.
- D. Garage/Yard Sales. The sale of miscellaneous items by residents from a yard or open garage is permitted up to four times per year per property, for a maximum of three days per sale.
- E. Garages. A garage shall provide at all times the minimum space required to accommodate the number of off-street parking spaces required by this title. A detached accessory garage shall not occupy more than five hundred (500) square feet per dwelling unit (including any workshop or storage space within a garage) unless a larger area is authorized by the commission through a site plan review. The floor area of an accessory garage that is attached to a principal structure is not limited, except as may be required by Title 15.
- F. Greenhouses. An accessory greenhouse may occupy up to five hundred (500) square feet per dwelling unit or ten (10) percent of the lot, whichever is smaller. Larger greenhouses shall be considered to be plant nurseries, and are permitted only in the CL zoning district.

- G. Home Occupations. Home occupations are subject to the requirements of Section 17.12.100.
- H. Swimming Pools/Spas/Hot Tubs. Private swimming pools, spas and hot tubs are permitted accessory to approved residential uses on the same site, subject to the following provisions:
1. Limitation on Use. The pool is to be used solely by occupants of the dwelling(s) on the same site and their guests.
  2. Setbacks. Except where Title 15 requires greater setbacks, a pool/spa/hot tub shall be located at least five feet from any property line and at least five feet from the main residence. The setback shall be measured from the water line of a pool or spa or from the structure of an above-ground pool/spa hot tub. The setback for an infinity pool shall be measured from the edge of the catch basin (Figure 3-10). Related equipment shall be located at least three feet from the property line.
  3. Except where Title 15 requires greater setbacks, all pool related structures including waterfalls, grottos and slides, when attached to the pool or intended to serve the pool, shall be located at least five feet from any property line.
  4. Fencing. The swimming pool shall be secured by fencing or building walls to prevent uncontrolled access by children, in compliance with Title 15. Chain link fencing is not permitted around private swimming pools; and
  5. For pools and spas, a two-foot minimum setback from the rear or side property line is allowed under special circumstances, and subject to administrative plan review approval, where:
    - a. The property line in question abuts an open space area of at least ten (10) feet in width, as measured from the property line, and said open space area is permanently protected or dedicated (through an easement or other dedication) for drainage, slope maintenance and management, or other open space purposes.

I.

Outdoor Recreational Features. Outdoor recreational features such as fireplaces, pizza ovens, barbeque grills and fountains not exceeding six feet in height shall be a minimum of three feet from all property lines. Outdoor recreational features over six feet in height shall be a minimum of seven and one-half feet from a side property line and ten (10) feet from a front and rear property line.

- J. Tennis and Other Recreational Courts. Noncommercial outdoor tennis courts and courts for other sports (e.g., racquetball) accessory to a residential use are subject to the following requirements:
1. Fencing. Fencing shall be subject to the design criteria of Section 17.20.100 and shall not exceed a maximum height of twelve (12) feet. Fences between six feet and twelve (12) feet in height shall be subject to administrative plan review approval; and
  2. Lighting. Court lighting shall not exceed a maximum height of fourteen (14) feet, measured from the court surface. The lighting shall be directed downward, shall only illuminate the court, shall not illuminate adjacent property and is subject to the standards in Chapter 17.27.
- K. Trash Enclosure. Any trash enclosure visible from the public right-of-way shall meet the following requirements:
1. The area shall be enclosed with an opaque wall that is compatible, in material, color and texture with the primary or main building. The wall shall be at least four feet high, or the height of the enclosure door in the closed position, whichever is greater.
  2. The enclosure shall be large enough to accommodate at least three ninety-five-gallon carts for trash, recycling and organic waste. Minimum inside dimensions are four feet by ten (10) feet (or forty (40) square feet). The requirement increases sixteen (16) square feet for each additional container.
  3. The storage area must be paved and sufficiently impervious to contain leaks and spills.
- L. Vehicle Storage. The storage of vehicles, including incidental restoration and repair, is subject to Section 17.12.200.
- M. Workshops, Studios, Pool Houses, and Other Similar Structures.
- 1.

An accessory structure may be constructed or used as a workshop or studio in any residential zoning district solely for (i) noncommercial hobbies or amusements; (ii) for maintenance of the principal structure or yards; (iii) for artistic endeavors, (e.g. painting, photography or sculpture; (iv) maintenance or mechanical work on vehicles owned or operated by the occupants; or (v) for other similar purposes. Any use of such accessory structures for any commercial activity shall meet the standards for home occupations (Section 17.12.100).

2. An accessory structure may be constructed or used as a pool house in conjunction with a swimming pool. Unless there is an existing pool, the pool shall be constructed and completed prior to pool house construction.
3. A workshop, studio, pool house or other accessory structure shall not contain a kitchen and/or any other facilities for a kitchen.

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2012-297, § 1(Att. A), 5-23-2012)



17.12.170 - Secondary housing units.

Where allowed by Section 17.11.010, this section establishes standards for secondary housing units, also known as accessory dwelling units.

- A. Legislative Findings. In compliance with Government Code Section 65852.2 (a)(14)(C), the city finds that secondary housing units are consistent with the allowable density and with the General Plan and zoning designation.
- B. Development Standards. A single secondary housing unit may be allowed on a site in the RS, RR, HM and OS zoning districts in addition to a primary dwelling subject to a zoning clearance, as follows:
  - 1. Primary Dwelling Required. The site shall be developed with one detached single-family dwelling.
  - 2. Primary and Secondary Dwellings Not Separable. The secondary housing unit shall not be sold separately from the primary dwelling and may be rented.
  - 3. Secondary Housing Unit Appearance. The design of the unit shall conform in general to the design of the primary dwelling; and
  - 4. Site Layout and Design Standards. The location and design of a secondary housing unit shall comply with the following requirements:

Table 2-4 Secondary Housing Unit Requirements	
Development Feature	Requirement
Minimum lot area	Lot area shall not be less than 10,000 sq. ft.

Gross floor area	<p>Maximum 1,200 sq. ft. of habitable floor area not including garage.</p> <p>The maximum size of the floor area of an attached unit shall not exceed fifty percent (50%) of the existing living area of the primary unit, inclusive of any basement or attic.</p>
	Detached unit: Rear half of lot.
Site coverage, detached rear-yard units	Maximum of 30% of the rear yard, including any other accessory structures, and projections of the primary dwelling.
Setbacks	<p>Side: 5 ft. minimum.</p> <p>Side setbacks for units constructed above a garage: 5 ft. No side setback requirements shall apply to units constructed entirely within an existing garage.</p>
	<p>Rear: 10 ft. minimum.</p> <p>Rear setbacks for units constructed above a garage: 5 ft. No rear setback requirements shall apply to units constructed entirely within an existing garage.</p>
	Interior: 10 ft. minimum, from primary dwelling or other structure, if detached.
Height limit - Detached units	One story, 15 ft. maximum (see <a href="#">17.20.140</a> for height measurement), as allowed by zoning district when located above a garage.

<p>Parking</p>	<p>In addition to replacing all required spaces lost when a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit, one space, which may include tandem parking or, where an existing parking structure is demolished to create a legal second unit, the use of a mechanical lift shall be allowed. No additional parking space is required if any of the following is true:</p> <p>(A) The second unit is located within one-half mile of a regularly scheduled public transit stop;</p> <p>(B) The second unit is located within a City Council designated historic district;</p> <p>(C) The second unit is part of the existing legal primary residence or an existing legal accessory structure;</p> <p>(D) On-street preferential permits are required by the City but not offered to the occupant of the second unit;</p> <p>or</p> <p>(E) There is a publicly accessible and presently operating car share vehicle parking location within one block of the second unit.</p>
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5. All secondary units shall also comply with any additional requirements in any overlay zone. In the event of conflicting provisions, the requirements of this secondary housing unit ordinance shall control.
6. Notwithstanding the requirements in Table 2-4, the City shall approve an application for a building permit to create within a single-family residential zoned property one secondary unit per single-family lot if the secondary unit is contained within the building

envelope of an existing legal primary unit or legal accessory structure, has independent exterior access from the existing legal primary residence, and the side and rear setbacks are sufficient for fire safety as determined by the Community Development Director.

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2017-347, § 3, 2-22-2017)

## Chapter 17.90 - DEFINITIONS

## Sections:

## 17.90.010 - Purpose.

This chapter provides definitions of terms and phrases used in this development code that are technical or specialized, or that may not reflect common usage. If any of the definitions in this chapter conflict with definitions in other chapters of the Municipal Code, these definitions shall prevail for the purposes of this development code. If a word is not defined in this chapter, or other titles of the Municipal Code, the most common dictionary definition is assumed to be correct.

(Ord. No. 2010-265, § 3, 1-27-2010)

## 17.90.020 - Definitions of specialized terms and phrases.

A. Definitions, A. The following definitions are in alphabetical order.

"Accessory retail uses" means the retail sales of various products (including food service) in a store or similar facility that is located within an health care, hotel, office or industrial complex. These uses include pharmacies, gift shops and food service establishments within hospitals; convenience stores and food service establishments within hotel, office and industrial complexes.

"Accessory structure" means a structure that is physically detached from, secondary and incidental to, and commonly associated with the primary structure. See also "Accessory Uses and Structures, Residential.

"Accessory use" means a use customarily incidental to, related and clearly subordinate to a principal use established on the same parcel, or within the same tenant space/business, which does not alter the principal use nor serve property other than the parcel or tenant space/business where the principal use is located.

"Accessory uses and structures, residential" means any use and/or structure that is customarily a part of, and clearly incidental and secondary to, a residence and does not change the character of the residential use. These uses include the following detached accessory structures, and other similar structures normally associated with a residential use of property: garages, gazebos, greenhouses, spas and hot tubs, storage sheds, swimming pools, tennis and other on-site sport courts and workshops.

"Adult entertainment businesses" means any adult bookstore, adult hotel or motel, adult motion picture arcade, adult motion picture theater, cabaret, sexual encounter center, or any other business or establishment that offers its patrons services or entertainment characterized by an emphasis on matter depicting, describing or relating to specified sexual activities or specified anatomical areas, but not including those uses or activities, the regulation of which is preempted by state law. Does not include therapeutic massage services provided by licensed professionals, which are included under the definition of "Personal services."

"Agent" means a person authorized in writing by the property owner to represent and act for a property owner in contacts with city employees, committees, commissions and the council, regarding matters regulated by this development code.

Agricultural Uses for Fuel Modification. "Agricultural use" means and includes only the area of fuel modification required by the fire department. All agricultural uses shall be designed to avoid significant adverse effects to surrounding area resources including increases in erosion, slope failure or sedimentation on adjacent or downstream watershed properties or the application of pesticides adjacent to existing residences. Agricultural uses are generally limited to slopes not to exceed two to one. Agricultural uses may not involve activities which require the issuance of commercial license by the Department of Alcoholic Beverage Control (ABC) or the Bureau of Alcohol, Tobacco and Firearms (ATF).

"Alley" means a public or private roadway that provides vehicle access to the rear or side of lots having other public street frontage that is not intended for general traffic circulation.

"Allowed use" means a use of land identified by Article II as an "allowed use," shown as an "A" use on the Land Use Table in Chapter 17.11, that may be established with approval of a zoning clearance, or minor use permit and, where applicable, building permit approval, subject to compliance with all applicable provisions of this development code.

"Alter/Alteration" means, with respect to an oak tree, any action that may cause damage, stress, injury, death or disfigurement of an oak tree or scrub oak, including removing, transplanting, detaching, cutting or pruning, poisoning, over-watering, or excavating or paving within the protected zone of the oak tree.

"Alteration" means, with respect to a structure, any construction or physical change in the internal arrangement of rooms or the supporting members of a structure, or a change in the external appearance of any structure, not including painting.

nail and cosmetology care.

"Bed and breakfast inn" means a commercial facility designed to appear as a single-family dwelling, with one family in permanent residence, where bedrooms without individual cooking facilities are rented for overnight lodging. This definition does not include "hotels and motels," or rooming and boarding houses, which are defined separately; or the rental of an entire residence for one week or longer.

"Bedrock" means the solid undisturbed rock in place either exposed at the ground surface or beneath superficial deposits of loose rock or soil.

"Bench" means a relatively level step excavated into sloping natural ground on which engineered fill or embankment fill is to be placed.

"Best management practice (BMP)" means schedules of activities, prohibitions of practices, general good housekeeping practices, maintenance procedures, education programs, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, and drainage from raw materials storage. The California Storm Water Best Management Practice Handbooks for Municipal, Industrial/Commercial and Construction Activity provide a detailed discussion of BMPs.

"Biotic resources" means populations, individuals, or parts thereof of living organisms, including genetic, taxonomic and ecological scales of organization, and with actual or potential economic, aesthetic, or other value to humanity.

"Block" means a group of lots surrounded by streets or roads.

"Block length" means the longest dimension of a block along a street or road.

"Boutique home furnishing stores" a store under two thousand five hundred (2,500) square feet in size selling a variety of items including but not limited to; home décor ; pillows; decorative books; lamps; linens; fabrics; art; antiques; cutlery; glassware; kitchen utensils; and china. Stores that do not fit the definition of boutique home furnishings store include but are not limited to: single-purpose, high-volume stores that customarily exceed two thousand five hundred (2,500) square feet in gross size such as: carpet and flooring stores; tile stores; building materials stores; lighting stores; mattress stores; and, big-box retail or discount furniture stores.

"Certificate of economic hardship" means a certificate issued pursuant to Section 17.36.090 or 17.36.120 of this title.

"Certified landscape professional" means a landscape architect, nursery person, arborist, or landscape contractor, licensed or, where applicable, certified, by the state of California.

"Certified local government (CLG)" means a local government certified under a federal program by the state office of historic preservation for the purpose of more direct participation in federal and state historic preservation programs.

"Child day care center" means a commercial or nonprofit child day care facility other than a family day care home designed and approved to accommodate fifteen (15) or more children for periods less than twenty-four (24) hours a day. Includes infant centers, preschools, sick-child centers and school-age day care facilities. These may be operated in conjunction with a school or church facility, or as an independent land use.

"Children's play structure" means recreational structures intended for outdoor use and enjoyment by children; to include, but not limited to such things as A see-saw, merry-go-round, swing set, slide, jungle gym, chin-up bars, spring rider, monkey bars, overhead ladder, trapeze rings, playhouses, and mazes. A playground structure shall not include (I) sandboxes or other similar structures less than twelve (12) inches in height, and (II) children's play toys which are portable and useable indoors.

"City" means the City of Calabasas, state of California, referred to in this development code as "city."

City council. See "Council"

"City engineer" means the city engineer or any employee of the Calabasas public works department designated by the city engineer to perform any duty assigned to him or her by this development code.

"City-qualified arborist" means an individual having special expertise regarding the preservation of oak trees and scrub oak habitat, including a registered landscape architect or certified arborist, and authorized by city staff to review and provide recommendations with respect to oak trees and scrub oak habitat within the city.

"Civil engineer" means a professional engineer registered as a civil engineer by the state of California.



"Clustered development" means a combination or arrangement of attached or detached dwellings and their accessory structures on contiguous or related building sites where the yards and open spaces are combined into more desirable arrangements of open space and where the individual lots may have less area than the required average for the zoning district but the density of the overall development meets the required standard.

"Co-location" means the locating of wireless communications equipment from more than one provider on the same supporting structure.

"Collector street" means a street that collects and distributes through traffic between the arterial network and local roads.

"Commercial building" means any building or structure, all or part of which contains a commercial or industrial land use, not including any building constructed or reconstructed for the elderly or handicapped.

"Commercial zone or zoning district" means any of the commercial zoning districts established by Section 17.10.010 of this development code.

"Commission," except as otherwise provided by Section 17.12.050(l) of this title, means the planning commission appointed by the city council pursuant to Chapter 2.28 of Title 2 of this Code.

"Common interest development" means and includes a condominium, community apartment project, planned development or stock cooperative, as provided by California Civil Code Section 1351.

"Community apartment project" means a development in which an undivided interest in land is coupled with the right of exclusive occupancy of any apartment located thereon; as defined in Section 11004 of the Business and Professions Code and Section 1351(d) of the Civil Code.

"Community center, neighborhood" means one or more buildings and associated structures and site improvements used for recreational, social, educational, and cultural activities, owned by a mutual benefit non-profit entity, such as a homeowners association, and not a public benefit non-profit entity, located in the same neighborhood as and operated solely for the benefit of the membership of the organization or the residents of the common interest development or neighborhood it serves. A neighborhood community center is accessory to a residential development and cannot be operated as a for-profit commercial business entity. Uses may

include kitchen, classrooms, exercise areas, playgrounds, meeting rooms, multi-purpose rooms and swimming pools open to all residents of the common interest development or neighborhood and their guests for recreational uses such as tennis, basketball, soccer, and swimming, community events, and resident-hosted parties and gatherings.

"Community center, regional" means one or more buildings and associated structures and site improvements owned and/or operated by a public entity or non-profit organization and used for recreational, social, educational and cultural activities, which is open to the general public and intended to serve a large region extending beyond the City of Calabasas. Uses may include commercial kitchen, classrooms, exercise areas, playgrounds, gymnasiums, meeting rooms, multi-purpose rooms, spectator sports, swimming pools, events involving social or fraternal gatherings, and areas for public assembly, such as an auditorium, theater and/or stage. A regional community center is different from a neighborhood community center, which is defined separately.

"Community garden" means an area of land privately or publicly owned that is divided into a series of plots or gardens where individuals other than the property owner are authorized to use the area for the purpose of cultivating private gardens.

"Compaction" means the increase in the density of soil or rock fill by mechanical means.

"Conditional use permit" means a discretionary land use permit that may be granted under the provisions of this development code that authorizes a specific use of land on a specific site, subject to compliance with any conditions of approval imposed on the permit. See [Section 17.62.060](#).

"Condominium" means as defined by Civil Code Section 1351(f), a development where undivided interest in common in a portion of real property is coupled with a separate interest in space called a unit, the boundaries of which are described on a recorded final map or parcel map. The area within the boundaries may be filled with air, earth or water, or any combination thereof, and need not be physically attached to any land except by easements for access and, if necessary, support.

"Condominium conversion" means the conversion of real property to a common interest development as defined by Section 1351 of the California Civil Code.

"Day care - large family" means a state licensed facility located in a single-family residence where an occupant of the residence provides care and supervision for up to fourteen (14) children for periods less than twenty-four (24) hours a day pursuant to Health & Safety § 1597.465. Children under the age of ten (10) years who reside in the home count as children served by the day care facility.

"Day care - small family" means a state licensed facility located in a single-family residence where an occupant of the residence provides care and supervision for up to eight children for periods less than twenty-four (24) hours a day pursuant to Health & Safety Code § 1597.44. Children under the age of ten (10) years who reside in the home count as children served by the day care facility.

"Day Spa" means facilities that offer a combination of non-medical personal services that may include hair, nail and skin care treatment or other services typically found in a beauty shop; also massage therapy and similar treatment of the human body, and may also include spa tubs, therapeutic immersion pools, steam rooms, saunas or other related accessory facilities and uses intended for health and beauty enhancement.

"dB" means decibel; a unit used to express the relative intensity of a sound as it is heard by the human ear.

"dBA" means the "A-weighted" scale for measuring sound in decibels; weighs or reduces the effects of low and high frequencies in order to simulate human hearing. Every increase of ten (10) dBA doubles the perceived loudness though the noise is actually ten (10) times more intense.

"Deadwood" means limbs, branches or a portion of a tree that contains no green leaves during a period of the year when they should be present, and no translocation of nutrients within the cambium layer.

"Deck" means a horizontal unenclosed platform, either freestanding or attached to a building.

"Demolition" means, for purposes of [Chapter 17.36](#) of this title, any act or process that destroys in part or in whole an individual historical resource, or a structure within a historic district.

"Density" means the number of dwellings per net acre, unless otherwise stated, for residential uses.

"Department" means the City of Calabasas community development department, referred to

"Disability glare" means, for the purposes of Chapter 17.27, the effect of stray light in the eye that reduces visibility and visual performance. A direct glare source that produces visual discomfort can also produce disability glare by introducing a measurable amount of stray light into the eye.

"Displayed" means merchandise set out for viewing by the public.

"Distribution uniformity" means uniformity of water application by the irrigation system, as defined by the Irrigation Auditor Handbook.

"Domestic oak" means any oak planted, grown and/or held for sale as a part of a licensed nursery business that does not exceed eight inches in diameter, and is so identified by the city.

"Dripline" means the outermost edge of an oak tree's canopy. When shown on a map, the dripline will appear as an irregular shape that follows the outline of the oak tree branches as viewed from above.

"Drive-in and drive-thru sales" mean facilities or establishments where food or other products may be purchased or received by motorists from their vehicles. Such facilities include as examples fast-food restaurants and drive-through dairies.

"Drive-in and drive-thru services" means facilities or establishments where services may be obtained by motorists from their vehicles. Such facilities include as examples drive-up teller windows in banks. Does not include: automatic teller machines (ATMs), service stations, or car washes.

"Duplex" means a detached, multifamily housing structure under single ownership containing two dwellings.

"Dwelling" or "dwelling unit" means a room or group of internally connected rooms that have sleeping, cooking, eating, and sanitation facilities, but not more than one kitchen, which constitutes an independent housekeeping unit, occupied by or intended for one household on a long-term basis. Types of dwellings include single-family dwellings, duplexes, multifamily dwellings, mobilehomes, condominiums and townhouses.

E. Definitions, E. The following definitions are in alphabetical order.

"Embankment" means a fill consisting of a deposit of soil, rock or other materials mechanically placed, including the conditions resulting there from.

including all area within the exterior surfaces of the exterior walls.

Guesthouse. See "Secondary housing unit."

H. Definitions, H. The following definitions are in alphabetical order:

Habitat linkage" means large, regional (landscape level) connections between habitat blocks (core areas) meant to facilitate animal movements and essential genetic flows between different sections of the landscape. These linkages are not necessarily currently constricted, but are essential to maintain connectivity function in the ecoregion.

"Hedge". See "shrub/hedge".

"Historic district" means any district designated pursuant to Section 17.36.050(c) or (E).

"Historic landmark" means any landmark designated pursuant to Section 17.36.050(B) or (E).

"Historic landscape" means any landscape district designated pursuant to Section 17.36.050 (D).

"Historical resources" means improvements, buildings, structures, signs, features, historic districts, conservation zones, trees, or other objects of cultural, architectural, or historical significance to the citizens of Calabasas and the state of California, the Southern California region, or the nation, which have been determined to be eligible for nomination or designation by the historic preservation commission, or by the council on appeal, pursuant to the provisions of Chapter 17.36.

"Hobby farm" means a parcel of land where farm animals are raised and/or garden crops are grown (fruits, vegetables, flowers and tree nuts) in a manner incidental to a principal residential use of the property.

"Home occupation" means the gainful employment of the occupants of a dwelling, with the business activity being subordinate to the residential use of the property, with no display, or commodity sold on the premises except as provided by Section 17.12.100 and no persons employed other than residents of the dwelling.

"Hotel or motel" means guest rooms or suites, provided with or without meals or kitchen facilities, rented to the general public for overnight or other temporary lodging (less than thirty (30) days). Hotels provide access to most guest rooms from an interior walkway. Motels provide

access to most guest rooms from an exterior walkway. Also includes accessory guest facilities such as swimming pools, tennis courts, indoor athletic facilities, accessory retail uses, and other such facilities.

"Household pets" means the raising or keeping of birds, cats, dogs or other common household pets, and other animals determined by the director to have similar space and sanitation requirements, and noise characteristics, accessory to a residential use.

"Hydrozone" means a portion of the landscaped area having plants with similar water needs. It may be irrigated or non-irrigated. When irrigated, a hydrozone is served by a valve or set of valves with the same schedule.

I. Definitions, I. The following definitions are in alphabetical order:

"Illuminance" means, for the purposes of Chapter 17.27, means a measure of light energy incident at a specific point on a surface over a specified area. The unit for this quantity is the footcandle (fc).

"Improvement" means any street work and utilities to be installed, or agreed to be installed, by the applicant/developer on the land to be used for public or private streets, highways and easements, as are necessary for the general use of site occupants, lot owners in a subdivision and/or local neighborhood traffic and drainage needs as a condition of a land use permit or precedent to the approval and acceptance of a final map. Improvement also refers to any other improvements, the installation of which, either by an applicant, by public agencies, by private utilities, or by any other entity, is necessary to ensure consistency with, or implementation of, the General Plan or any applicable specific plan.

"Improvement" means, for purposes of Chapter 17.36, any building, structure, fence, gate, tree, wall, or other specified object constituting a historical physical feature of real property, or any part of such feature.

"Infinity pool" means a swimming pool which produces a visual effect of water extending to the horizon, vanishing, or extending to "infinity".

"Initial study" means an analytic document used to determine the significance of various environmental effects that may result from a proposed action, prepared in compliance with the California Environmental Quality Act (CEQA). The initial study determines whether an EIR or negative declaration shall be prepared.

"Liquor store" means a retail use which sells beer, wine, and distilled spirits to a customer for consumption off the premises and which needs a State of California Alcoholic Beverage Control License Type 21 (off-sale general). This definition shall not include a grocery store, drug store or convenience market where fifty (50) percent or less of the sales floor area, are alcoholic beverages.

"Live entertainment" means a use which includes but is not limited to disc jockey, live bands, comedians, theater for the performing arts, and other forms of entertainment which include live performances at a commercial establishment, provided that the following shall not be considered live entertainment for the purposes of Title 17:

1. Adult use live entertainment establishments which are subject to the requirements of Section 17.12.025; or
2. Performances by one or two performers with no voice or instrument amplifications.
3. Recorded music played over a speaker system as background music, and not delivered by a disc jockey.

"Local street" means streets that have no through traffic function and provide property access only.

"Loss" means, with respect to oak trees, tangible or intangible diminished existence of the ecosystem, aesthetics, and view shed, and historical or irreplaceable value.

"Lot" means and includes the following:

1. A parcel of real property shown on a subdivision or plat map, required by the Subdivision Map Act or this development code to be recorded before the sale of parcels shown on the map or plat, at the time the map was recorded;
2. A parcel of real property that has been issued a certificate of compliance as provided by Government Code Section 66499.35 and Chapter 17.44 of this development code; or
- 3.

Map Act. See "Subdivision Map Act."

"Medical marijuana dispensary" means a facility where marijuana is made available for medical purposes in accordance with Health & Safety Code Section 11362.5. The word "marijuana" shall have the same meaning as the definition of that word in Health & Safety Code Section 11018.

"Mills Act contract" means a property contract entered into between the city and a property owner that provides for lower property taxes in return for the rehabilitation, restoration, and preservation of a qualified historical property pursuant to California Government Code Section 50280, et seq.

"Mitigated negative declaration" means a written statement issued by the city, describing the reasons that a proposed project will not have a significant adverse effect on the environment, including mitigation measures incorporated into the proposed design and/or operation of the project that will avoid, eliminate, reduce, or minimize environmental impacts identified through the process of project review, and therefore does not require the preparation of an EIR, in compliance with the California Environmental Quality Act (CEQA). See also "Negative declaration."

"Mixed use development" means the development of a site or structure with two or more different land uses, including a combination of residential, office, retail, public, manufacturing or entertainment in a single or physically integrated group of structures.

"Mobilehome park" means any site that is planned and improved to accommodate two or more mobilehomes used for residential purposes, or on which two or more mobilehome lots are rented, leased, or held out for rent or lease, or were formerly held out for rent or lease and later converted to a subdivision, cooperative, condominium or other form of resident ownership, to accommodate mobilehomes used for residential purposes.

"Monopole" means a single or segmented structure, with a single continuous footing, that is not stabilized with guy wires, and has antennas attached.

Motel. See "Hotel or motel."

"Multifamily housing" means and includes a building or a portion of a building used and/or designed as residences for two or more families living independently of each other. Includes: duplexes, triplexes, fourplexes (buildings under one ownership with two, three or four dwelling units, respectively, in the same building); apartments (five or more units under one ownership in a



single building); townhouse development (three or more attached single-family dwellings where no unit is located over another unit); senior citizen multifamily housing; and common ownership attached unit projects such as condominiums.

"Multiple trunk" means more than one trunk growing from a tree's root system, with the aggregate diameters totaled, deemed to equal one tree.

"Municipal Code" means the City of Calabasas Municipal Code, as it may be amended from time to time.

N. Definitions, N. The following definitions are in alphabetical order.

"National Pollutant Discharge Elimination System (NPDES)" means the National Pollutant Discharge Elimination System established by Section 402 of the Clean Water Act, 33 U.S.C. Section 1342, as it may be amended from time to time.

"Native landscaping or plant" means any plant which is a member of a species which was present at a given site prior to European contact.

"Negative declaration" means a written statement issued by the city, describing the reasons that a proposed project will not have a significant adverse effect on the environment, and therefore does not require the preparation of an EIR, in compliance with the California Environmental Quality Act (CEQA). See also "Mitigated negative declaration."

"Night clubs" means any bar, cocktail lounge, discotheque or similar establishment which provides live entertainment in conjunction with alcoholic beverage sales.

"Nonconforming lot" means a lot of record that was legally created, but does not conform to the provisions of this development code because the lot is of a size, shape, or configuration no longer allowed in the zoning district that applies to the site, as a result of amendments to this development code.

"Nonconforming structure" means a structure that was legally constructed, but does not conform to the provisions of this development code because amendments to the development code made the structure nonconforming in its size, type of construction, location on its site, separation from other structures, number of parking spaces provided, or other features.

"Nonconforming use" means a use of land (and/or within a structure) that was legally established, but does not conform with the provisions of this development code because the use is no longer allowed in the zoning district that applies to the site, as a result of amendments to

this development code. A use that does not conform to the development standards (e. g. parking, loading, landscaping and sign regulations) of the zoning district in which it is located shall not be deemed a nonconforming use.

"Noncontributing resource" means, for purposes of Chapter 17.36, any improvement, building, structure, sign, feature, tree, or other object that does not add to the historical, architectural, or cultural significance of a district.

O. Definitions, O. The following definitions are in alphabetical order.

"Oak tree" means any protected oak tree of the genus *Quercus*, including Valley Oak (*Quercus lobata*) and California Live Oak (*Quercus agrifolia*) measuring four inches dbh (diameter at breast height) or greater and Scrub Oak (*Quercus dumosa* or *Quercus berberidifolia*), having a diameter greater than one inch when measured twelve (12) inches above grade.

"Oak tree permit" means a permit issued by the city in compliance with Section 17.26.070 of this title.

"Oak Tree Preservation and Protection Guidelines" means the guidelines adopted by council resolution 91-36, as amended, on file with the city clerk, or the most recently adopted council resolution replacing them. This document may be referred to as the "Guidelines."

"Oak Tree Report" means a report prepared by a licensed arborist, landscape architect or other licensed consultant specializing in oak tree preservation and approved by the city that contains specific information on the location, condition, potential impacts of development, recommended actions and mitigation measures regarding one or more scrub oak or oak trees on an individual lot or project site.

"Oak woodlands" means an area of land containing at least ten (10) percent ground coverage of the genera *Quercus* (i.e.: with single trunk diameters greater than six inches at DBH or if multi-trunked, eight composite inches at DBH with no trunk less than two inches in diameter) and total oak canopy coverage of a minimum of one acre, not surrounded by or heavily influenced by urban development such as structures or roads, and where the understory has not been permanently disturbed by structures or roads.

"Object" means, for purposes of Chapter 17.36, a material thing of historical, cultural, or architectural value.

"Occupancy" means all or a portion of a structure occupied by one tenant.

"Planted area" means the total area of a site containing only plants and natural landscaping and not covered by buildings, parking lots, driveways, patios, plazas, or other structures.

"Pool house" means a building with a toilet, sink, and shower used as a changing and rinsing facility in conjunction with a swimming pool.

"Portable storage container" means portable, weather-resistant receptacle designed and used for the storage or shipment of household goods, wares, building materials or merchandise.

"Preferential parking" means parking spaces designated or assigned, through use of a sign or painted space markings, for carpool and vanpool vehicles carrying commute passengers on a regular basis that are provided in a location more convenient to a place of employment than parking spaces provided for single occupant vehicles.

"Preservation" means, for purposes of Chapter 17.36, the identification, study, protection, restoration, rehabilitation, or acquisition of historical resources.

"Primary structure" means a structure that accommodates the primary use of the site.

"Primary use" means the main purpose for which a site is developed and occupied, including the activities that are conducted on the site a majority of the hours during which activities occur.

Property Line. See "Lot line" or "property line."

"Property owner" means the legal owner(s) of a lot.

"Proposed parcel(s)" means each separate parcel shown on a tentative map or lot line adjustment, as proposed by an applicant.

"Protected zone" means a defined area surrounding an oak tree within which work activities are strictly controlled. When shown on a map, the outermost edge of the protected zone will appear as an irregular shaped circle that follows the outline of the drip line of the tree. Using the drip line as a point of reference, the protected zone shall commence at a point five feet outside of the drip line and extend inward to the trunk of the tree. The protected zone shall be no less than fifteen (15) feet from the trunk of an oak tree or fifty (50) feet from the trunk of a heritage oak or five outside of a mass growth of scrub oak.

"Public right-of-way" means a street or highway owned and maintained by the city or the state.

redemption rates, and to meet the requirements of certification as a recycling facility, multiple grouping of reverse vending machines may be necessary.

A bulk reverse vending machine is a reverse vending machine that is larger than fifty (50) square feet, is designed to accept more than one container at a time and will pay by weight instead of by container.

"Replacement", for the purposes of Chapter 17.27, means to put something new in place of and shall include any or all of the components that make up a light fixture.

"Residential accessory uses and structures" means and includes any use that is customarily part of, and clearly incidental and secondary to a residence and does not change the character of the residential use. These uses include accessory structures (e.g., garages, gazebos, greenhouses, spas and hot tubs, studios, swimming pools, tennis courts, workshops, and other similar facilities). Does not include secondary housing units, which are defined separately.

"Residential care homes" means facilities providing residential social and personal care for children, the elderly, and people with some limits on their ability for self-care, but where medical care is not a major element. Includes: children's homes; halfway houses; orphanages; rehabilitation centers; self-help group homes and hospices. Convalescent homes, nursing homes and similar facilities providing medical care are included under a separate land use.

Residential Density. See "Density."

"Residential zone" or "zoning district" means any of the residential zoning districts established by Section 17.10.010 of this development code.

Restaurant, Counter Service. "Counter service restaurant" means franchised or independently-operated restaurants where customers are served prepared food from a walk-up ordering counter for either on- or off-premise consumption. A restaurant with drive-up or drive-through service is instead included under the definition of "Drive-in and drive-thru sales."

Restaurant, Table Service. "Table service restaurant" means a retail business selling food and beverages prepared on the site, where most customers are served food at tables for on-premise consumption. These restaurants may also provide food on a take-out basis where take-out is clearly secondary to table service.

"Review authority" means the individual or official city body (the development review committee, community development director, commission or council) identified by this development code as having the responsibility and authority to review, and approve or disapprove the subdivision applications described in Article IV, permits described in Article V, and appeals and amendments described in Article VI.

"Ridgeline" means a line connecting the highest points along a ridge and separating drainage basins or small-scale drainage systems from one another.

"Ridgeline, significant" means those ridgelines depicted on Figure III-4 of the General Plan Open Space Element.

"Riparian" means lands that are comprised of the vegetative and wildlife areas adjacent to perennial and intermittent streams. Riparian areas are delineated by the existence of plant species normally found near freshwater.

"Rooming and boarding houses" means the renting of individual bedrooms within a dwelling to three or more people, whether or not meals are provided; or a single-family dwelling occupied by six or more unrelated people, living together as a single housekeeping unit.

"Routine maintenance" means, with respect to oak trees, actions taken for the continued health of an oak tree such as dead wooding. In special cases fertilization, insect control, limited watering and ground aeration may also be warranted. Routine maintenance shall not include pruning.

"Rural" means an area characterized by a non-urban or agricultural environment at low densities without typical urban services. Urban services and facilities not normally found in rural areas include curbs, gutters, sidewalks, street lighting, landscaping, and commercial centers dependent on large consumer volumes, such as regional shopping centers.

S. Definitions, S. The following definitions are in alphabetical order.

"Scrub oak habitat" means either of two separate oak species that form a thicket, three or more, of shrubs or small trees, including *Quercus dumosa* (Coastal Shrub) and *Quercus berberidifolia* (Inland Scrub).

"Secondary housing unit" means a second permanent dwelling that is accessory to a primary dwelling on the same site. For the purposes of Title 17, a guest house shall be considered a secondary housing unit. A secondary housing unit provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

"Secretary of the Interior Standards for the Treatment of Historic Properties" means the most current version of the standards and guidelines prepared by the National Park Service for the preservation, rehabilitation, restoration and reconstruction of historic buildings.

"Senior citizen" means a person fifty-five (55) years of age or older.

"Senior residential projects" means a multifamily housing project providing housing for senior citizens (fifty-five (55) years of age or more) in an independent living environment.

"Service station" means a retail business selling gasoline or other motor vehicle fuels, which may also provide vehicle engine maintenance and repair services incidental to fuel sales.

"Setback" means the distance by which a structure, parking area or other development feature must be separated from a lot line, other structure or development feature, or street centerline. See also "Yard".

"Shielding" means, for the purposes of Chapter 17.27, a technique or method of construction or manufacture that prevents any light dispersion to shine beyond the horizontal plane from the light emitting point of a fixture. The light emitting, reflecting, or refracting components of the light fixture, (i.e., lamp, lens, and reflective surface), shall not extend beyond the shielding of the fixture. Any structural part of the light fixture providing this shielding shall be permanently affixed to the light fixture.

"Shrub/hedge" means a plant or number of plants with a compact growth habit and branches coming from the base of the plant cultivated and maintained in a linear fashion to form a barrier similar to a fence or wall. Mature heights of shrubs/hedges may vary from one foot to fifteen (15) feet depending on their species and landscape application.

"Shopping center" means a group of retail stores and similar complementary commercial establishments on a site, planned and built as a coordinated unit with shared pedestrian and vehicular circulation and off-street parking.

"Window sign" means a sign posted, painted, placed or affixed in or on a window exposed to public view. An interior sign that faces a window exposed to public view and is located within three (3) feet of the window is also a window sign.

"Significant feature" means, for purposes of Chapter 17.36, the manmade elements embodying the style or components of an improvement, including the kind and texture of the building materials, and the type and style of windows, doors, lights, signs, and other fixtures appurtenant to such improvement.

"Significant Ecological Area" means an area that possesses one or more of the following features, or classes:

1. Is the habitat of rare, endangered, or threatened plant or animal species.
2. Represents biotic communities, vegetative associations, or habitat of plant or animal species that are either one-of-a-kind, or are restricted in distribution on a regional basis.
3. Represents ecological communities, vegetative associations, or habitat of plant or animal species that are either one-of-a-kind, or are restricted in distribution in Los Angeles County.
4. Is habitat that at some point in the life cycle of a species or group of species, serves as a concentrated breeding, feeding, resting, or migrating grounds, and is limited in availability
5. Represents biotic resources that are of scientific interest because they are either an extreme in physical/geographical limitations, or they represent an unusual variation in a population or community.
6. Is an area important as game species habitat or as fisheries.
7. Is an area that would provide for the preservation of relatively undisturbed examples of the natural biotic communities in Los Angeles County.
8. Is a special area, worthy of inclusion, but one which does not fit any of the other seven criteria.

"Single-family housing" means a building containing one dwelling unit located on a single lot. Also includes factory-built housing (modular housing) units, constructed in compliance with Title 15 of this Code.

"Stored" means putting property away for future use.

"Storm water" means as any surface or water flow produced by rain, snow or sleet.

"Structure" means anything constructed or erected that is placed on the ground or that is attached to something located on the ground. For the purposes of this development code, the term "structure" includes "buildings," "fences," and "walls."

"Sub-divider" means a person, firm, corporation, partnership or association, a governmental agency, public entity or public utility, or the grantor to any agency, entity, utility or subsidiary, who proposes a subdivision for themselves or for others, except employees and consultants or other persons or entities acting in this capacity.

Subdivision Improvements. See "Improvements."

"Subdivision Map Act" or "Map Act" means division 2, Title 7 of the California Government Code, commencing with Section 66410 as presently constituted, and any amendments to those provisions.

"Subdivision" means the division, by any subdivider, of any unit or portion of land shown on the latest equalized Los Angeles County assessment roll as a unit or contiguous units, for the purpose of sale, lease or financing, whether immediate or future. Land shall be considered as contiguous units, even if it is separated by roads, streets, utility easement or railroad rights-of-way. Subdivision includes a condominium project, as defined in Section 1350 of the Civil Code, a community apartment project, as defined in Section 11004 of the Business and Professions Code, or the conversion of five or more existing dwelling units to a stock cooperative, as defined in Section 11003.2 of the Business and Professions Code.

"Supportive housing" has the same meaning as defined in subdivision (b) of Section 50675.14 of the Health and Safety Code.

T. Definitions, T. The following definitions are in alphabetical order.

"Temporary Structure" means a structure without any foundation or footings, and which is removed when the designated time period, activity, or use for which the temporary structure was erected has ceased.

"Temporary Use" means a use of land that is designed, operated and occupies a site for a limited period of time, in compliance with the terms of the applicable temporary use permit.



"Tenant" means the lessee of facility space within a development project.

"Tentative map" means a map made for the purpose of showing the design and improvement of a proposed subdivision and the existing conditions within and around it.

"Traffic safety visibility area" means an area on a corner lot formed by measuring thirty-five (35) feet from the intersection of the front and side property lines, and connecting the two lines across the property. See Section 17.26.060.

"Transitional housing" has the same meaning as defined in subdivision (h) of Section 50675.2 of the Health and Safety Code.

"Transportation demand management (TDM)" means the alteration of travel behavior—usually on the part of commuters—through programs of incentives, services, and policies. TDM addresses alternatives to single-occupant vehicles such as carpooling, and changes in work schedules that move trips out of the peak period or eliminate them altogether (as in the case in telecommuting or compressed work weeks).

"Trellis" means any framework or structure of crossed wood or other suitable building material open on at least three sides and used to cover open space for aesthetic or shading purposes. For the purposes of lot coverage calculations, the roof of the trellis must be at least fifty (50) percent open.

"Trip reduction" means reduction in the number of work-related trips made by single occupant vehicles.

"Turf" means a single blade of grass or sod.

U. Definitions, U. The following definitions are in alphabetical order.

"Undeveloped" means a parcel devoid of any structure or utility.

"Uniform ratio," as used in [Chapter 17.27](#), means the relationship between the maximum and minimum illuminance values over an area. Uniform ratios close to one indicate an area with even illuminance and low shadow. Large ratios indicate areas with uneven illuminance and high shadow.

"Urban runoff" means any surface water flow produced by non-storm water resulting from residential, commercial and industrial activities involving the use of potable and non-potable water.



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<b><u>Boards and Commissions</u></b>					
100116	10/16/2017	US BANK	VISA- RALPHS	19.93	Boards and Commissions
<b>Total Amount for 1 Line Item(s) from Boards and Commissions</b>				<b><u>\$19.93</u></b>	
<b><u>City Attorney</u></b>					
100133	10/18/2017	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	12,403.34	City Attorney
100133	10/18/2017	COLANTUONO, HIGHSMITH &	MALIBU CANYON ASSOCIATION	3,770.70	City Attorney
100133	10/18/2017	COLANTUONO, HIGHSMITH &	2015 ANNEXATION	3,216.60	City Attorney
100133	10/18/2017	COLANTUONO, HIGHSMITH &	LABOR & EMPLOYMENT	75.00	City Attorney
100133	10/18/2017	COLANTUONO, HIGHSMITH &	COURT FILING FEE CREDIT	-20.00	City Attorney
<b>Total Amount for 5 Line Item(s) from City Attorney</b>				<b><u>\$19,445.64</u></b>	
<b><u>City Clerk</u></b>					
100116	10/16/2017	US BANK	VISA- COURTYARD	665.58	City Clerk
100167	10/18/2017	LOGO ZOO, LLC	CITY LOGO LAPEL PINS	562.50	City Clerk
100141	10/18/2017	DAILY NEWS	PUBLIC HEARING AD	429.55	City Clerk
100164	10/18/2017	KRDILYAN/ANNIE//	REIMB TRAVEL EXP- CLERK WKSHP	228.56	City Clerk
100116	10/16/2017	US BANK	VISA- AMAZON.COM	105.94	City Clerk
100238	10/25/2017	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	City Clerk
100116	10/16/2017	US BANK	VISA- NNA SERVICES	39.33	City Clerk
100204	10/25/2017	CYBERCOPY	COPY/PRINTING SERVICE	37.39	City Clerk
100204	10/25/2017	CYBERCOPY	COPY/PRINTING SERVICE	36.68	City Clerk
100116	10/16/2017	US BANK	VISA- STAPLES	22.17	City Clerk
100116	10/16/2017	US BANK	VISA- ITUNES.COM	6.99	City Clerk
<b>Total Amount for 11 Line Item(s) from City Clerk</b>				<b><u>\$2,224.69</u></b>	
<b><u>City Council</u></b>					
100225	10/25/2017	MOST DEPENDABLE FOUNTAINS, INC	WATER FOUNTAIN	3,215.56	City Council
100116	10/16/2017	US BANK	VISA- PRO DRINKING FOUNTAIN	3,060.00	City Council
100116	10/16/2017	US BANK	VISA- CALABASAS SELF STORAGE	184.00	City Council
100116	10/16/2017	US BANK	VISA- VALLEY INDUSTRY	125.00	City Council
100219	10/25/2017	LANDS' END BUSINESS OUTFITTERS	BUSINESS ATTIRE W/ LOGO	88.70	City Council
100116	10/16/2017	US BANK	VISA- PRODRYER	62.00	City Council





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<b>Total Amount for 6 Line Item(s) from City Council</b>				<b>\$6,735.26</b>	
<b><u>City Management</u></b>					
100116	10/16/2017	US BANK	VISA- SOUTHWEST AIRLINES	305.45	City Management
100116	10/16/2017	US BANK	VISA- SHERATON HOTEL	214.46	City Management
100116	10/16/2017	US BANK	VISA- SUPER SHUTTLE	78.40	City Management
100116	10/16/2017	US BANK	VISA- LEAGUE OF CA CITIES	-375.00	City Management
100116	10/16/2017	US BANK	VISA- SOUTHWEST AIRLINES	-435.46	City Management
<b>Total Amount for 5 Line Item(s) from City Management</b>				<b>\$-212.15</b>	
<b><u>Civic Center O&amp;M</u></b>					
100156	10/18/2017	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	2,806.79	Civic Center O&M
100156	10/18/2017	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,845.96	Civic Center O&M
100130	10/18/2017	CIRCULATING AIR, INC.	HVAC MAINTENANCE	1,180.00	Civic Center O&M
100130	10/18/2017	CIRCULATING AIR, INC.	HVAC MAINTENANCE	1,180.00	Civic Center O&M
100244	10/25/2017	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	1,103.42	Civic Center O&M
100131	10/18/2017	CLIMATEC BUILDING	HVAC SERVICES	899.00	Civic Center O&M
100131	10/18/2017	CLIMATEC BUILDING	HVAC SERVICES	899.00	Civic Center O&M
100152	10/18/2017	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	792.18	Civic Center O&M
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	540.05	Civic Center O&M
100180	10/18/2017	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	443.82	Civic Center O&M
100216	10/25/2017	L.A. CO. FIRE DEPARTMENT	HAZMAT PROGRAM CUPA# AR0050416	440.00	Civic Center O&M
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	436.63	Civic Center O&M
100180	10/18/2017	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	358.83	Civic Center O&M
100150	10/18/2017	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	250.00	Civic Center O&M
100177	10/18/2017	SECURAL SECURITY CORP	PATROL CAR SERVICES- CITY	218.28	Civic Center O&M
100177	10/18/2017	SECURAL SECURITY CORP	PATROL CAR SERVICES- CITY	218.27	Civic Center O&M
100116	10/16/2017	US BANK	VISA- WALMART	16.19	Civic Center O&M
100116	10/16/2017	US BANK	VISA- DIY	12.51	Civic Center O&M
100150	10/18/2017	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- LIBRARY	0.00	Civic Center O&M
<b>Total Amount for 19 Line Item(s) from Civic Center O&amp;M</b>				<b>\$13,640.93</b>	
<b><u>Community Development</u></b>					
100198	10/25/2017	CALABASAS CREST LTD	R.A.P.- NOV 2017	6,426.00	Community Development



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100116	10/16/2017	US BANK	VISA- APA	650.00	Community Development
100205	10/25/2017	DUDEK & ASSOCIATES INC	EIR CONSULTING	602.50	Community Development
100205	10/25/2017	DUDEK & ASSOCIATES INC	EIR CONSULTING	467.63	Community Development
100205	10/25/2017	DUDEK & ASSOCIATES INC	EIR CONSULTING	427.50	Community Development
100116	10/16/2017	US BANK	VISA- EMBASSY SUITES	331.69	Community Development
100207	10/25/2017	FLEYSHMAN/ALBERT//	R.A.P.- NOV 2017	218.00	Community Development
100223	10/25/2017	MEDVETSKY/LINA//	R.A.P.- NOV 2017	218.00	Community Development
100212	10/25/2017	HENDERSON/LYN//	R.A.P.- NOV 2017	218.00	Community Development
100235	10/25/2017	SHAHIR/RAHIM//	R.A.P.- NOV 2017	218.00	Community Development
100245	10/25/2017	YAZDINIAN/SUSAN//	R.A.P.- NOV 2017	218.00	Community Development
100224	10/25/2017	MILES/AUDREY//	R.A.P.- NOV 2017	218.00	Community Development
100140	10/18/2017	CYBERCOPY	COPY/PRINTING SERVICE	195.29	Community Development
100116	10/16/2017	US BANK	VISA- FRY'S ELECTRONICS	173.13	Community Development
100116	10/16/2017	US BANK	VISA- SOUTHWEST AIRLINES	145.46	Community Development
100204	10/25/2017	CYBERCOPY	COPY/PRINTING SERVICE	104.63	Community Development
100140	10/18/2017	CYBERCOPY	COPY/PRINTING SERVICE	99.92	Community Development
100132	10/18/2017	COHEN/SPARKY//	REIMB TRAVEL EXP- CALBO	98.00	Community Development
100116	10/16/2017	US BANK	VISA- SMART TAXI	92.12	Community Development
100204	10/25/2017	CYBERCOPY	COPY/PRINTING SERVICE	89.19	Community Development
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	87.66	Community Development
100116	10/16/2017	US BANK	VISA- GBCI	85.00	Community Development
100140	10/18/2017	CYBERCOPY	COPY/PRINTING SERVICE	82.84	Community Development
100238	10/25/2017	VALLEY NEWS GROUP	LEGAL ADVERTISING	45.00	Community Development
100140	10/18/2017	CYBERCOPY	COPY/PRINTING SERVICE	36.68	Community Development
100116	10/16/2017	US BANK	VISA- UBER	35.80	Community Development
100116	10/16/2017	US BANK	VISA- SOUTHWEST AIRLINE	30.00	Community Development
100116	10/16/2017	US BANK	VISA- STAPLES	25.71	Community Development
100204	10/25/2017	CYBERCOPY	COPY/PRINTING SERVICE	20.26	Community Development
100116	10/16/2017	US BANK	VISA- BOB HOPE AIRPORT	20.00	Community Development
100140	10/18/2017	CYBERCOPY	COPY/PRINTING SERVICE	12.05	Community Development
100116	10/16/2017	US BANK	VISA- MARRIOT HOTEL	9.95	Community Development
100165	10/18/2017	L.A. CO. ASSESSOR	MAPS AND POSTAGE	6.91	Community Development
<b>Total Amount for 33 Line Item(s) from Community Development</b>				<b>\$11,708.92</b>	

**Community Services**

100177	10/18/2017	SECURAL SECURITY CORP	SECURITY- PUMPKIN FEST	15,118.44	Community Services
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100148	10/18/2017	DSR AUDIO	SOUND/POWER- PUMPKIN FEST	10,000.00	Community Services
100123	10/18/2017	AWESOME EVENTS INC	ENTERTAINMENT- PUMPKIN FEST	7,600.00	Community Services
100182	10/18/2017	TEAM PLAY EVENTS	ENTERTAINMENT- PUMPKIN FEST	6,068.58	Community Services
100177	10/18/2017	SECURAL SECURITY CORP	SECURITY- PUMPKIN FEST	5,039.48	Community Services
100163	10/18/2017	KASTL AMUSEMENTS	ENTERTAINMENT- PUMPKIN FEST	5,000.00	Community Services
100145	10/18/2017	DMH ENTERPRISES	ENTERTAINMENT- PUMPKIN FEST	3,500.00	Community Services
100177	10/18/2017	SECURAL SECURITY CORP	SUPPLIES- 2-WAY RADIOS	2,913.00	Community Services
100116	10/16/2017	US BANK	VISA- SICO AMERICA	2,710.27	Community Services
100116	10/16/2017	US BANK	VISA- SICO AMERICA	2,710.26	Community Services
100179	10/18/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,426.72	Community Services
100155	10/18/2017	GUDIS/MATT//	ENTERTAINMENT- PUMPKIN FEST	2,400.00	Community Services
100134	10/18/2017	COLD DUCK PRODUCTIONS, INC.	ENTERTAINMENT- PUMPKIN FEST	2,000.00	Community Services
100174	10/18/2017	PHARIAS/MATT//	ENTERTAINMENT- PUMPKIN FEST	2,000.00	Community Services
100119	10/18/2017	ALADIN JUMPERS	ENTERTAINMENT- PUMPKIN FEST	1,897.20	Community Services
100126	10/18/2017	BARRY KAY ENTERPRISES, INC.	PUMPKIN FEST T-SHIRTS	1,732.02	Community Services
100156	10/18/2017	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,311.37	Community Services
100144	10/18/2017	DIAL M PRODUCTIONS	ENTERTAINMENT- PUMPKIN FEST	1,150.00	Community Services
100209	10/25/2017	GESAS/HELAIN W.//	RECREATION INSTRUCTOR	840.00	Community Services
100166	10/18/2017	LAS VIRGENES UNIFIED SCHOOL	FACILITY RENTAL	680.00	Community Services
100116	10/16/2017	US BANK	VISA- CALABASAS SELF STORAGE	658.00	Community Services
100116	10/16/2017	US BANK	VISA- GLENDALE CENTER	624.00	Community Services
100203	10/25/2017	COMMERCIAL MAINTENANCE	JANITORIAL SERVICES	615.00	Community Services
100244	10/25/2017	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	558.49	Community Services
100116	10/16/2017	US BANK	VISA- LALALAND IMPORTS	499.20	Community Services
100116	10/16/2017	US BANK	VISA- COST PLUS	491.59	Community Services
100116	10/16/2017	US BANK	VISA- BACKDROPS	489.00	Community Services
100177	10/18/2017	SECURAL SECURITY CORP	PATROL CAR SERVICES- GATES/GRP	431.42	Community Services
100116	10/16/2017	US BANK	VISA- PYRAMID PIPE & SUPPLY	375.91	Community Services
100116	10/16/2017	US BANK	VISA- OTC BRANDS	342.72	Community Services
100116	10/16/2017	US BANK	VISA- COSTCO	337.57	Community Services
100157	10/18/2017	HUDSON/DUFFY//	RECREATION INSTRUCTOR	336.00	Community Services
100214	10/25/2017	KARASIK/TRACIE//	RECREATION INSTRUCTOR	285.60	Community Services
100116	10/16/2017	US BANK	VISA- DIY	277.03	Community Services
100116	10/16/2017	US BANK	VISA- COSTCO	273.60	Community Services
100116	10/16/2017	US BANK	VISA- ULINE	269.32	Community Services
100199	10/25/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
100116	10/16/2017	US BANK	VISA- HOMEGOODS	246.06	Community Services



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100116	10/16/2017	US BANK	VISA- HOMEGOODS	243.36	Community Services
100194	10/25/2017	AT&T	TELEPHONE SERVICE	235.60	Community Services
100116	10/16/2017	US BANK	VISA- VIVA WHOLESAL	212.00	Community Services
100116	10/16/2017	US BANK	VISA- PROFIX APPLIAN	204.68	Community Services
100116	10/16/2017	US BANK	VISA- 7 ELEVEN	189.57	Community Services
100116	10/16/2017	US BANK	VISA- COMPETITIVE E	180.70	Community Services
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	172.36	Community Services
100116	10/16/2017	US BANK	VISA- DIY	169.93	Community Services
100116	10/16/2017	US BANK	VISA- HOBBY LOBBY	166.43	Community Services
100116	10/16/2017	US BANK	VISA- AMAZON.COM	156.28	Community Services
100143	10/18/2017	DEPARTMENT OF JUSTICE	STAFF FINGERPRINTING APPS	148.00	Community Services
100116	10/16/2017	US BANK	VISA- COSTCO	142.02	Community Services
100180	10/18/2017	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	141.65	Community Services
100116	10/16/2017	US BANK	VISA- ROSS STORES	135.56	Community Services
100116	10/16/2017	US BANK	VISA- TARGET	132.40	Community Services
100116	10/16/2017	US BANK	VISA -US RESEARCH & CHEMICAL	131.57	Community Services
100116	10/16/2017	US BANK	VISA- BEST BUY	131.09	Community Services
100116	10/16/2017	US BANK	VISA- CANOGA ELECTRIC	120.18	Community Services
100116	10/16/2017	US BANK	VISA- AMAZON.COM	113.90	Community Services
100116	10/16/2017	US BANK	VISA- HOME DEPOT	105.84	Community Services
100116	10/16/2017	US BANK	VISA- POND ARMOR	100.72	Community Services
100177	10/18/2017	SECURAL SECURITY CORP	PATROL CAR SERVICES- CITY	100.00	Community Services
100116	10/16/2017	US BANK	VISA- DS SERVICES	98.00	Community Services
100194	10/25/2017	AT&T	TELEPHONE SERVICE	94.08	Community Services
100189	10/18/2017	ZEE MEDICAL SERVICE CO.	FIRST AID KIT SUPPLIES	76.35	Community Services
100116	10/16/2017	US BANK	VISA- CHEVRON	70.00	Community Services
100122	10/18/2017	AT&T	TELEPHONE SERVICE	67.52	Community Services
100116	10/16/2017	US BANK	VISA- PETCO	65.53	Community Services
100116	10/16/2017	US BANK	VISA- TUEDAY MORNING	61.15	Community Services
100116	10/16/2017	US BANK	VISA- MALIBU LAUNDRY	53.75	Community Services
100116	10/16/2017	US BANK	VISA- FRESH BROTHERS	53.72	Community Services
100116	10/16/2017	US BANK	VISA- STAPLES	52.95	Community Services
100116	10/16/2017	US BANK	VISA- DOMINO'S PIZZA	51.94	Community Services
100116	10/16/2017	US BANK	VISA- DIRECT TV	47.26	Community Services
100116	10/16/2017	US BANK	VISA- AMAZON.COM	46.44	Community Services
100116	10/16/2017	US BANK	VISA- CONSTANT CONTACT	45.00	Community Services
100116	10/16/2017	US BANK	VISA- HOME DEPOT	41.70	Community Services



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100116	10/16/2017	US BANK	VISA- ALBERTSONS	41.14	Community Services
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	40.78	Community Services
100116	10/16/2017	US BANK	VISA- MARSHALLS	39.98	Community Services
100116	10/16/2017	US BANK	VISA- TARGET	39.09	Community Services
100116	10/16/2017	US BANK	VISA- FRANKLINS HARDWARE	30.55	Community Services
100162	10/18/2017	JOHNSTON/KURT//	REIMB MILEAGE - SEP-OCT 17	30.39	Community Services
100116	10/16/2017	US BANK	VISA- DOMINO'S PIZZA	29.99	Community Services
100116	10/16/2017	US BANK	VISA- SPROUTS	22.44	Community Services
100116	10/16/2017	US BANK	VISA- ALBERTSONS	21.99	Community Services
100116	10/16/2017	US BANK	VISA- DILPOMA ARTS	21.14	Community Services
100116	10/16/2017	US BANK	VISA- DOLLAR TREE	19.31	Community Services
100116	10/16/2017	US BANK	VISA- MICHAELS STORE	16.55	Community Services
100116	10/16/2017	US BANK	VISA- DOLLAR TREE	15.02	Community Services
100116	10/16/2017	US BANK	VISA- DIY	14.51	Community Services
100116	10/16/2017	US BANK	VISA- HOME DEPOT	14.16	Community Services
100116	10/16/2017	US BANK	VISA- RALPHS	5.98	Community Services
<b>Total Amount for 91 Line Item(s) from Community Services</b>				<b>\$89,238.08</b>	

## Finance

100190	10/25/2017	ADP, INC	PAYROLL PROCESSING	3,904.60	Finance
100190	10/25/2017	ADP, INC	PAYROLL PROCESSING	2,777.49	Finance
100190	10/25/2017	ADP, INC	PAYROLL PROCESSING	1,149.19	Finance
100190	10/25/2017	ADP, INC	PAYROLL PROCESSING	1,049.70	Finance
100190	10/25/2017	ADP, INC	PAYROLL PROCESSING	1,048.47	Finance
100190	10/25/2017	ADP, INC	PAYROLL PROCESSING	1,014.88	Finance
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	140.34	Finance
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	44.40	Finance
<b>Total Amount for 8 Line Item(s) from Finance</b>				<b>\$11,129.07</b>	

## Klubhouse Preschool

100203	10/25/2017	COMMERCIAL MAINTENANCE	JANITORIAL SERVICES	1,435.00	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- DISCOUNT SCHOOL SUPPLY	999.47	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- AQUARIUM OF PACIFIC	825.00	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- PYRAMID PIPE & SUPPLY	751.34	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- HOME DEPOT	696.73	Klubhouse Preschool



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100116	10/16/2017	US BANK	VISA- TARGET	653.98	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- COSTCO	603.20	Klubhouse Preschool
100216	10/25/2017	L.A. CO. FIRE DEPARTMENT	HAZMAT PROGRAM CUPA# AR0019106	440.00	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- CALABASAS STYLE	325.00	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- TARGET	90.56	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- COSTCO	57.25	Klubhouse Preschool
100116	10/16/2017	US BANK	VISA- JC PENNEY	54.61	Klubhouse Preschool
<b>Total Amount for 12 Line Item(s) from Klubhouse Preschool</b>				<b>\$6,932.14</b>	

## Library

100139	10/18/2017	CUSTOM PLASTIC CARD COMPANY	LIBRARY CARDS	3,240.00	Library
100128	10/18/2017	BIBLIOTHECA, LLC	E-BOOKS	3,000.00	Library
100128	10/18/2017	BIBLIOTHECA, LLC	E-BOOKS	2,828.31	Library
100128	10/18/2017	BIBLIOTHECA, LLC	E-BOOKS	2,822.74	Library
100128	10/18/2017	BIBLIOTHECA, LLC	E-BOOKS	2,546.09	Library
100159	10/18/2017	INFOGROUP	LICENSE RENEWAL	2,285.00	Library
100153	10/18/2017	GALE CENGAGE LEARNING	E-BOOKS	2,282.67	Library
100125	10/18/2017	BAKER & TAYLOR	BOOKS-LIBRARY	1,443.14	Library
100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	855.31	Library
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	771.90	Library
100172	10/18/2017	OCLC, INC.	MEMBERSHIP DUES- SEP 2017	705.92	Library
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	435.72	Library
100196	10/25/2017	BOOKPAGE	MAGAZINE SUBSCRIPTION	324.00	Library
100129	10/18/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
100129	10/18/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	149.88	Library
100176	10/18/2017	RECORDED BOOKS, LLC	E- AUDIO BOOKS	97.09	Library
100127	10/18/2017	BASCH SUBSCRIPTIONS INC	MAGAZINE SUBSCRIPTION	90.35	Library
100176	10/18/2017	RECORDED BOOKS, LLC	E- AUDIO BOOKS	73.60	Library
100116	10/16/2017	US BANK	VISA- LIBRARY JOURNAL	63.24	Library
100125	10/18/2017	BAKER & TAYLOR	BOOKS-LIBRARY	41.75	Library
100200	10/25/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- FTG80700	38.10	Library
100176	10/18/2017	RECORDED BOOKS, LLC	E- AUDIO BOOKS	36.54	Library
100175	10/18/2017	PRENAX INC.	MAGAZINE SUBSCRIPTION	32.00	Library
100116	10/16/2017	US BANK	VISA- RALPHS	26.67	Library
100116	10/16/2017	US BANK	VISA- USPS	2.20	Library





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<b>Total Amount for 25 Line Item(s) from Library</b>				<b>\$24,342.10</b>	
<b><u>LMD #22</u></b>					
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	19,333.63	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,648.27	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,000.04	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	10,702.62	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	10,667.16	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,412.88	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	9,200.45	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,925.55	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,925.55	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,925.55	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	6,074.34	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,954.12	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	5,908.42	LMD #22
100124	10/18/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,528.81	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	5,083.52	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,895.86	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,632.16	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,000.04	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,843.47	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,512.01	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,355.44	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,303.96	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,136.00	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,970.84	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,713.53	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,278.29	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,022.00	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,591.91	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,512.00	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,255.06	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,245.08	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,150.00	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,104.68	LMD #22



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100185	10/18/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	930.00	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	809.79	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	802.64	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	749.00	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	693.00	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	518.19	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	491.50	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	459.00	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	402.00	LMD #22
100124	10/18/2017	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	392.68	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	385.00	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	362.65	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	344.75	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	339.00	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	332.38	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	246.72	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	209.17	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	197.86	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	165.46	LMD #22
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	152.47	LMD #22
100179	10/18/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	143.93	LMD #22
100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	114.80	LMD #22
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	93.04	LMD #22
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	78.14	LMD #22
<b>Total Amount for 58 Line Item(s) from LMD #22</b>				<b>\$197,776.41</b>	
<b><u>LMD #24</u></b>					
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	4,913.74	LMD #24
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,698.08	LMD #24
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	400.00	LMD #24
100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	8.20	LMD #24
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	5.58	LMD #24
<b>Total Amount for 5 Line Item(s) from LMD #24</b>				<b>\$10,025.60</b>	



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<b><u>LMD #27</u></b>					
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	1,125.91	LMD #27
100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	2.05	LMD #27
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	1.40	LMD #27
<b>Total Amount for 3 Line Item(s) from LMD #27</b>				<b><u>\$1,129.36</u></b>	
<b><u>LMD #32</u></b>					
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	1,861.52	LMD #32
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	943.98	LMD #32
100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	2.05	LMD #32
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	1.40	LMD #32
<b>Total Amount for 4 Line Item(s) from LMD #32</b>				<b><u>\$2,808.95</u></b>	
<b><u>LMD 22 - Common Benefit Area</u></b>					
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	13,186.09	LMD 22 - Common Benefit Area
100168	10/18/2017	MARINE BIOCHEMISTS OF CA INC	LAKE MAINTENANCE	11,730.00	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,677.34	LMD 22 - Common Benefit Area
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	9,591.96	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,739.65	LMD 22 - Common Benefit Area
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,436.08	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,101.83	LMD 22 - Common Benefit Area
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,017.19	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,637.95	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,883.51	LMD 22 - Common Benefit Area
100185	10/18/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,631.00	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,065.84	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	700.33	LMD 22 - Common Benefit Area
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	514.10	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	438.67	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	339.00	LMD 22 - Common Benefit Area
100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	233.50	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	127.48	LMD 22 - Common Benefit Area
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	102.10	LMD 22 - Common Benefit Area
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	90.65	LMD 22 - Common Benefit Area



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<b>Total Amount for 20 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$69,244.27</b>	
<b><u>Media Operations</u></b>					
100117	10/18/2017	ACCELA, INC.	CALABASAS APP	7,504.82	Media Operations
100186	10/18/2017	VERIZON WIRELESS	TELEPHONE SERVICE	7,484.20	Media Operations
100236	10/25/2017	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	700.00	Media Operations
100116	10/16/2017	US BANK	VISA- AMAZON.COM	573.43	Media Operations
100116	10/16/2017	US BANK	VISA- EXECUTIVE EVENTS	525.00	Media Operations
100116	10/16/2017	US BANK	VISA- AMAZON.COM	468.68	Media Operations
100246	10/25/2017	YIN/TONG//	REIMB TRAVEL EXP-MISAC CONF	453.40	Media Operations
100169	10/18/2017	MEGAPATH CLOUD COMPANY	DSL SERVICE	443.65	Media Operations
100116	10/16/2017	US BANK	VISA- PRICELINE HOTEL	416.50	Media Operations
100121	10/18/2017	AT&T	TELEPHONE SERVICE	164.24	Media Operations
100116	10/16/2017	US BANK	VISA- FRESH BROTHERS	107.53	Media Operations
100116	10/16/2017	US BANK	VISA- AMAZON.COM	53.52	Media Operations
100116	10/16/2017	US BANK	VISA- WESTERN BAGEL	50.95	Media Operations
100116	10/16/2017	US BANK	VISA- CREATIVE CLOUD	49.99	Media Operations
100116	10/16/2017	US BANK	VISA- RALPHS	15.96	Media Operations
100116	10/16/2017	US BANK	VISA- LA TIMES	7.96	Media Operations
<b>Total Amount for 16 Line Item(s) from Media Operations</b>				<b>\$19,019.83</b>	
<b><u>Non-Departmental</u></b>					
100237	10/25/2017	U.S. BANK TRUST NATIONAL	2015 COP ADMIN FEES	2,965.00	Non-Departmental
100177	10/18/2017	SECURAL SECURITY CORP	PARKING ENFORCEMENT	2,850.43	Non-Departmental
100116	10/16/2017	US BANK	VISA- LIFE STORE	2,035.00	Non-Departmental
100138	10/18/2017	COUNTY OF LOS ANGELES	CHAPTER 8 AGREEMENT #2717	2,024.94	Non-Departmental
100226	10/25/2017	NEOFUNDS BY NEOPOST	POSTAGE	2,000.00	Non-Departmental
100200	10/25/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF09673	519.82	Non-Departmental
100116	10/16/2017	US BANK	VISA- COFFEE WHOLESALE USA	483.26	Non-Departmental
100116	10/16/2017	US BANK	VISA- COSTCO	481.56	Non-Departmental
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	397.43	Non-Departmental
100116	10/16/2017	US BANK	VISA- COSTCO	384.30	Non-Departmental
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	329.18	Non-Departmental
100116	10/16/2017	US BANK	VISA- AMAZON.COM	274.77	Non-Departmental
100199	10/25/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	254.12	Non-Departmental



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100116	10/16/2017	US BANK	VISA- SMART & FINAL	117.92	Non-Departmental
100137	10/18/2017	COUNTY CLERK, CO. OF L.A.	NOE FILING FEE- CEQA	75.00	Non-Departmental
100199	10/25/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	72.55	Non-Departmental
100200	10/25/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF09673	63.00	Non-Departmental
100200	10/25/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- KZT02095	61.10	Non-Departmental
100116	10/16/2017	US BANK	VISA- RALPHS	57.59	Non-Departmental
100200	10/25/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	25.86	Non-Departmental
100199	10/25/2017	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	19.78	Non-Departmental
100116	10/16/2017	US BANK	VISA- RITE AID	16.38	Non-Departmental
100116	10/16/2017	US BANK	VISA- USPS	6.95	Non-Departmental

**Total Amount for 23 Line Item(s) from Non-Departmental**

**\$15,515.94**

## Payroll

100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	7,279.59	Payroll
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	4,089.72	Payroll
100202	10/25/2017	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100208	10/25/2017	FOLEY/KARYN//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100211	10/25/2017	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100213	10/25/2017	HILL/BOB//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100222	10/25/2017	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100229	10/25/2017	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100243	10/25/2017	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100228	10/25/2017	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- NOV 17	54.00	Payroll

**Total Amount for 10 Line Item(s) from Payroll**

**\$16,374.13**

## Police / Fire / Safety

100217	10/25/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- SEP 2017	373,541.70	Police / Fire / Safety
100217	10/25/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- SEP 2017	8,798.58	Police / Fire / Safety
100215	10/25/2017	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- SEP 2017	3,407.28	Police / Fire / Safety
100217	10/25/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- VIEWPOINT	3,397.92	Police / Fire / Safety
100217	10/25/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE OAKS	1,488.74	Police / Fire / Safety
100217	10/25/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- PARK EST	744.37	Police / Fire / Safety
100217	10/25/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- SEP 2017	387.50	Police / Fire / Safety



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<b>Total Amount for 7 Line Item(s) from Police / Fire / Safety</b>				<b>\$391,766.09</b>	
<b><u>Public Safety &amp; Emergency Preparedness</u></b>					
100116	10/16/2017	US BANK	VISA- MACKAY COMMUNICATIONS	1,261.46	Public Safety & Emergency Preparedness
100116	10/16/2017	US BANK	VISA- BICEPP CLUB EXPRESS	190.00	Public Safety & Emergency Preparedness
<b>Total Amount for 2 Line Item(s) from Public Safety &amp; Emergency Preparedness</b>				<b>\$1,451.46</b>	
<b><u>Public Works</u></b>					
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	15,908.59	Public Works
100154	10/18/2017	GREENE TREE CARE	LANDSCAPE SERVICES	14,650.00	Public Works
100154	10/18/2017	GREENE TREE CARE	LANDSCAPE SERVICES	14,625.00	Public Works
100147	10/18/2017	DOWNSTREAM SVCS, INC.	CDS UNIT MAINTENANCE	8,930.00	Public Works
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	8,873.55	Public Works
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	7,554.74	Public Works
100197	10/25/2017	BURNS PACIFIC CONSTRUCTION	SIDEWALK REPAIRS	7,296.73	Public Works
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	6,625.99	Public Works
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	4,944.15	Public Works
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	4,514.12	Public Works
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	4,514.12	Public Works
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,595.97	Public Works
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	3,139.18	Public Works
100160	10/18/2017	ISSAKHANI/MARINA//	CONSULTING SERVICES	2,525.00	Public Works
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	2,403.09	Public Works
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	2,403.09	Public Works
100210	10/25/2017	GORGIN/KLAYMOND//	CONSULTING SERVICES	1,750.34	Public Works
100188	10/18/2017	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	1,534.75	Public Works
100188	10/18/2017	WILLDAN ASSOCIATES INC.	PUBLIC WORKS SERVICES	829.75	Public Works
100171	10/18/2017	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	708.75	Public Works
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	687.47	Public Works
100227	10/25/2017	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	595.00	Public Works
100184	10/18/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	587.00	Public Works
100233	10/25/2017	RIVERA/CLARIS//	CONSULTING SERVICES	560.00	Public Works
100233	10/25/2017	RIVERA/CLARIS//	CONSULTING SERVICES	520.00	Public Works
100142	10/18/2017	DARABEDIAN/MEGHEDI//	CONSULTING SERVICES	510.00	Public Works
100142	10/18/2017	DARABEDIAN/MEGHEDI//	CONSULTING SERVICES	510.00	Public Works



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100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	437.50	Public Works
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	437.50	Public Works
100188	10/18/2017	WILLDAN ASSOCIATES INC.	PUBLIC WORKS SERVICES	376.00	Public Works
100227	10/25/2017	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	325.00	Public Works
100116	10/16/2017	US BANK	VISA- AMAZON.COM	311.18	Public Works
100188	10/18/2017	WILLDAN ASSOCIATES INC.	PUBLIC WORKS SERVICES	277.50	Public Works
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	277.00	Public Works
100116	10/16/2017	US BANK	VISA- SMART & FINAL	239.68	Public Works
100116	10/16/2017	US BANK	VISA- HOMEWOOD SUITES	216.98	Public Works
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	130.82	Public Works
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	125.00	Public Works
100239	10/25/2017	VANDERGEEST LANDSCAPE CARE INC	LANDSCAPE MAINTENANCE	125.00	Public Works
100116	10/16/2017	US BANK	VISA- MARMALADE CAFE	115.01	Public Works
100188	10/18/2017	WILLDAN ASSOCIATES INC.	PUBLIC WORKS SERVICES	83.00	Public Works
100116	10/16/2017	US BANK	VISA- PARTY CITY	69.88	Public Works
100116	10/16/2017	US BANK	VISA- APWA	60.00	Public Works
100116	10/16/2017	US BANK	VISA- HOME DEPOT	57.74	Public Works
100116	10/16/2017	US BANK	VISA- JOANN STORES	54.51	Public Works
100179	10/18/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	52.14	Public Works
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	43.75	Public Works
100186	10/18/2017	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
100116	10/16/2017	US BANK	VISA- RALPHS	34.16	Public Works
100116	10/16/2017	US BANK	VISA- DIY	29.78	Public Works
100116	10/16/2017	US BANK	VISA- ALBERTSONS	24.30	Public Works
100142	10/18/2017	DARABEDIAN/MEGHEDI//	CONSULTING SERVICES	20.00	Public Works
100142	10/18/2017	DARABEDIAN/MEGHEDI//	CONSULTING SERVICES	20.00	Public Works
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	14.96	Public Works
100116	10/16/2017	US BANK	VISA- RALPHS	8.36	Public Works
100116	10/16/2017	US BANK	VISA- DIY	6.00	Public Works
100116	10/16/2017	US BANK	VISA- ITUNES.COM	2.99	Public Works
<b>Total Amount for 57 Line Item(s) from Public Works</b>				<b>\$125,310.13</b>	

**Recoverable / Refund / Liability**

100173	10/18/2017	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	294.40	Recoverable / Refund / Liability
100228	10/25/2017	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	270.00	Recoverable / Refund / Liability
100173	10/18/2017	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	154.00	Recoverable / Refund / Liability



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100234	10/25/2017	ROSENBERG/VICKI//	RECREATION REFUND	65.00	Recoverable / Refund / Liability
100158	10/18/2017	IE INC	REFUND BUILDING PERMIT	64.00	Recoverable / Refund / Liability
100221	10/25/2017	LEVIN/JOEY//	RECREATION REFUND	49.17	Recoverable / Refund / Liability
100181	10/18/2017	STATE DISBURSMENT	WAGE GARNISHMENT- 10/13/17	46.15	Recoverable / Refund / Liability
100116	10/16/2017	US BANK	VISA- MARRIOT HOTEL	21.99	Recoverable / Refund / Liability
<b>Total Amount for 8 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$964.71</b>	

## Tennis & Swim Center

100136	10/18/2017	COMPLETE CONSTRUCTION SERVICES	ROOF REPAIRS	6,257.69	Tennis & Swim Center
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	3,720.94	Tennis & Swim Center
100220	10/25/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,891.18	Tennis & Swim Center
100241	10/25/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	1,378.00	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- KULLY SUPPLY	1,159.92	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- HOME DEPOT	1,029.77	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- SUPERIOR AWNING	717.25	Tennis & Swim Center
100135	10/18/2017	COMMERCIAL AQUATIC SVCS INC	POOL SERVICE/REPAIR	621.52	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- CAP LEASING	524.00	Tennis & Swim Center
100201	10/25/2017	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	384.43	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- PYRAMID PIPE & SUPPLY	369.18	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- OFFICE DEPOT	334.05	Tennis & Swim Center
100183	10/18/2017	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	326.44	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- SWEETHEART.COM	299.00	Tennis & Swim Center
100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	293.02	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- SUPER A CLEANERS	275.00	Tennis & Swim Center
100187	10/18/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	228.67	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- STAPLES	225.03	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- PATIO COLLECTION	218.50	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- KULLY SUPPLY	214.70	Tennis & Swim Center
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	209.70	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- AMAZON.COM	192.78	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- CATALINA PAINTS	188.78	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- HOME DEPOT	171.89	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- WALMART	162.78	Tennis & Swim Center
100146	10/18/2017	DNA ELECTRIC	ELECTRICAL REPAIRS	150.00	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- SHERWIN WILLIAMS	147.44	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- RALPHS	142.34	Tennis & Swim Center





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100116	10/16/2017	US BANK	VISA- LESLIE'S POOL SUPPLY	110.86	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- FRANKLINS HARDWARE	102.52	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- CONSTANT CONTACT	100.00	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- DEEN INTERNATIONAL	99.99	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- SUPER A CLEANERS	75.00	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- GRAINGER	70.10	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- ARC SERVICES	70.00	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- INDEED	46.08	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- USTA TOURNAMENT	43.00	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- RALPHS	39.95	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- RALPHS	39.95	Tennis & Swim Center
100191	10/25/2017	AIRGAS- WEST	TC HELIUM	35.20	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- FOUR PAIR	34.48	Tennis & Swim Center
100118	10/18/2017	AIRGAS- WEST	TC HELIUM	32.50	Tennis & Swim Center
100231	10/25/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- OCT 17	29.28	Tennis & Swim Center
100195	10/25/2017	BCC	LIFE & DISABILITY INS- OCT 17	20.10	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- MCCALLA COMPANY	15.44	Tennis & Swim Center
100116	10/16/2017	US BANK	VISA- WALMART	15.03	Tennis & Swim Center
<b>Total Amount for 46 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$22,813.48</b>	

## Transportation

100170	10/18/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - SEP 17	19,396.24	Transportation
100170	10/18/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - SEP 17	12,292.48	Transportation
100149	10/18/2017	DURHAM SCHOOL SERVICES	SUMMER BEACH BUS/EXCURSION	11,460.08	Transportation
100230	10/25/2017	PCI	PAVEMENT STRIPING & MARKING	7,270.98	Transportation
100161	10/18/2017	JOHN KULAR CONSULTING	ENGINEERING SERVICES	6,375.26	Transportation
100192	10/25/2017	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	5,824.65	Transportation
100149	10/18/2017	DURHAM SCHOOL SERVICES	SUMMER BEACH BUS/EXCURSION	5,103.79	Transportation
100120	10/18/2017	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	4,524.19	Transportation
100170	10/18/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - SEP 17	4,476.43	Transportation
100179	10/18/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,414.49	Transportation
100178	10/18/2017	SIEMENS INDUSTRY INC.	TRAFFIC SIGN MAINTENANCE	3,280.00	Transportation
100178	10/18/2017	SIEMENS INDUSTRY INC.	TRAFFIC SIGN MAINTENANCE	2,998.93	Transportation
100206	10/25/2017	DURHAM SCHOOL SERVICES	SUMMER BEACH BUS/EXCURSION	2,563.97	Transportation
100151	10/18/2017	FUSCOE ENGINEERING, INC.	ENGINEERING SERVICES	2,077.00	Transportation
100193	10/25/2017	AMERICAN HONDA FINANCE CORP	LEASE PAYMENT- NOV 2017	1,933.82	Transportation



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100178	10/18/2017	SIEMENS INDUSTRY INC.	TRAFFIC SIGN MAINTENANCE	1,595.29	Transportation
100178	10/18/2017	SIEMENS INDUSTRY INC.	TRAFFIC SIGN MAINTENANCE	1,266.62	Transportation
100170	10/18/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - SEP 17	942.59	Transportation
100149	10/18/2017	DURHAM SCHOOL SERVICES	SUMMER BEACH BUS/EXCURSION	730.34	Transportation
100142	10/18/2017	DARABEDIAN/MEGHEDI//	CONSULTING SERVICES	490.00	Transportation
100116	10/16/2017	US BANK	VISA- PARTY CITY	427.75	Transportation
100206	10/25/2017	DURHAM SCHOOL SERVICES	SUMMER BEACH BUS/EXCURSION	359.97	Transportation
100142	10/18/2017	DARABEDIAN/MEGHEDI//	CONSULTING SERVICES	340.00	Transportation
100142	10/18/2017	DARABEDIAN/MEGHEDI//	CONSULTING SERVICES	320.00	Transportation
100116	10/16/2017	US BANK	VISA- NAT'L NEIGHBORHOOD	268.54	Transportation
100116	10/16/2017	US BANK	VISA- CHEVRON	262.96	Transportation
100116	10/16/2017	US BANK	VISA- EXXON MOBIL	168.52	Transportation
100218	10/25/2017	LA DWP	TRAFFIC METER SERVICE	163.35	Transportation
100170	10/18/2017	MV TRANSPORTATION, INC.	SHUTTLE FUEL COST- SEP 17	150.04	Transportation
100116	10/16/2017	US BANK	VISA- SHELL OIL	95.16	Transportation
100116	10/16/2017	US BANK	VISA- UNION 76	80.37	Transportation
100232	10/25/2017	R P BARRICADE INC	EQUIPMENT RENTAL- LOST HILLS	72.00	Transportation
100232	10/25/2017	R P BARRICADE INC	EQUIPMENT RENTAL- LOST HILLS	72.00	Transportation
100116	10/16/2017	US BANK	VISA- CHEVRON	61.64	Transportation
100116	10/16/2017	US BANK	VISA- DIY	50.20	Transportation
100116	10/16/2017	US BANK	VISA- EXXON MOBIL	45.48	Transportation
100116	10/16/2017	US BANK	VISA- UNION 76	36.50	Transportation
100116	10/16/2017	US BANK	VISA- VALLEY DISCOUNT	35.00	Transportation
100116	10/16/2017	US BANK	VISA- CALABASAS SINCLAIR	34.62	Transportation
100116	10/16/2017	US BANK	VISA- EXXON MOBIL	32.46	Transportation
100116	10/16/2017	US BANK	VISA- CHEVRON	29.32	Transportation
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	25.33	Transportation
100116	10/16/2017	US BANK	VISA- DIY	19.60	Transportation
100242	10/25/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	13.09	Transportation
100116	10/16/2017	US BANK	VISA- HOME DEPOT	12.53	Transportation
<b>Total Amount for 45 Line Item(s) from Transportation</b>				<b>\$101,193.58</b>	
<b>GRAND TOTAL for 520 Line Items</b>				<b>\$1,160,598.55</b>	

# FUTURE AGENDA ITEMS

Department                      Agenda Headings      Agenda Title/Future Agenda

**13-Dec**

CC	Presentation	By Jon Shull, CJPIA regarding the liability trust fund
CC	Consent	Library Commission appointments
PW	Consent	Recommendation to approve amendment to existing professional services agreement for construction management and administration services for the Lost Hills Road Interchange Project with Parsons Corporation totaling an amount not to exceed \$600,000
Finance	New Business	Kilroy Melloroos refunding
CD	New Business	Update on second hand smoke ordinance

**Future Items**

CD	New Business	Discussion of process for small projects
CD	New Business	Ridgeline discussion
CS	New Business	PRE recommendations regarding Wild Walnut Park Master Plan
CS	New Business	Review of Calabasas Klubhouse school operations
MO	New Business	CTC review of AM radio
PS	New Business	Review of what was learned during fires/what the City can do better

<b>2017 Meeting Dates</b>	
22-Nov - Canceled Thanksgiving Eve	27-Dec - Canceled
29-Nov - Special Meeting Council Reorganization	