



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, OCTOBER 25, 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 Junior Girl Scout Troop 1056  
Approval of Agenda

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

➤ Adjourn in Memory

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

### **CONSENT ITEMS – 7:25 P.M.**

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 \(Maurer\)](#)

**NEW BUSINESS – 7:35 P.M.**

6. [City of Calabasas Green Business Program](#)

**INFORMATIONAL REPORTS – 8:10 P.M.**

7. [Check Register for the period of October 4-11, 2017](#)

**TASK FORCE REPORTS – 8:15 P.M.**

**CITY MANAGER’S REPORT – 8:20 P.M.**

**FUTURE AGENDA ITEMS – 8:25 P.M.**

**ADJOURN – 8:30 P.M.**

The City Council will adjourn in memory of Mariam Mkrtchyan (Muk-urch-yan), mother of City employee Annie Krdilyan to their next regular meeting scheduled on Wednesday, November 8, 2017, at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, OCTOBER 11, 2017**

Mayor Maurer called the meeting to order at 7:02 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

**ROLL CALL**

Mayor Maurer, Mayor pro Tem Gaines, Councilmembers Bozajian, Shapiro and Weintraub  
Absent: None  
Staff: Bingham, Cohen, Coroalles, Farassati, Hernandez, Howard, Jordan, Lysik and Yalda

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Girl Scout Cadette Troop 1786, Junior Troop 1036 and Brownie Troop 2296

**APPROVAL OF AGENDA**

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

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

**PRESENTATIONS**

- Update from Las Virgenes Unified School District

Dr. Stepenosky introduced new school administrators and showcased a welcome back to school video.

- By LA County staff on Gates Canyon Park Stormwater Treatment Project

Messrs. De Leon and Coon provided an update.

**ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Councilmember Shapiro:

- Expressed appreciation to staff for their help with the Flu Clinic as well as the

International Walk to School Day, which were both a great success.

- Expressed his thoughts and prayers to the victims, and those affected by the tragic shooting in Las Vegas as well as everyone affected by the fires in Northern California.

Councilmember Weintraub:

- Expressed her thoughts on gun control and the importance of taking action with relation to the recent shooting in Las Vegas, and extended her deepest condolences to everyone affected by the tragedy.
- Extended an invitation organized by local Boy and Girl Scouts for their Annual Food Drive at the Calabasas Commons on November 11 and 12.
- Extended an invitation to a community workshop to discuss Wild Walnut Park on November 4.

Mayor pro Tem Gaines:

- Extended an invitation to the monthly Chamber breakfast on October 12 at the Calabasas Country Club.
- Congratulated the Calabasas HS Football Team for their undefeated status, and extended an invitation to the upcoming game on October 13 and a homecoming game on October 20.
- Extended an invitation to a public meeting on October 12 at King Gillette Ranch regarding the Wile Life Crossing over the 101 Freeway.
- Extended an invitation to the Calabasas Senior Center on October 19 for an event with Arts for Kids and a book signing.
- Will attend an upcoming VICA Business Forecast Conference on October 20.
- Expressed his thoughts and concerns regarding the fires in Northern California and the Las Vegas shooting incident. Requested future discussion in respects to what the City can do for safety and prevention.
- Wished Happy 30<sup>th</sup> Birthday to a Vegas shooting victim who grew up in Calabasas, and encouraged everyone to write to Congress requesting action to help prevent and stop these violent occurrences.

Councilmember Bozajian:

- Extended an invitation for a free event on October 17 with previous and founding Councilmembers who will be discussing their past experiences.
- Extended an invitation of the upcoming Pumpkin Festival on October 21-22.
- Extended an invitation for the upcoming Trunk & Treat Halloween event taking place at the Calabasas Community Center.
- Wished a Happy Halloween to everyone and encouraged Councilmembers to dress up for the next Council meeting.

Mayor Maurer:

- Acknowledged recent events in particular the Vegas massacre and stated tonight's meeting would be adjourned in memory of her colleague Lt. Derrick

- "Bo" Taylor who was killed during the shooting.
- Expressed appreciation to the Firefighters and their crews for their efforts in the different areas.

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

Stephanie Williams, Samta Gupta, Sophie Helfend, Lesley Rosenthal, Carole Sarian, Renee Missakian, Nancy Gray, Dee Dee Frank, Marilyn Geller, Caroline King-Saperstein and Paula Pool spoke during public comment.

### **CONSENT ITEMS**

1. Approval of meeting minutes from September 27, 2017
2. Recommendation to approve a professional services agreement with Ruiz Concrete and Paving, Inc. in the amount of \$300,000 on as-needed basis for sidewalk and roadway repair, concrete maintenance and other related general maintenance work
3. Adoption of Resolution No. 2017-1563, establishing employee flex credit amounts for 2018 and rescinding Resolution No. 2016-1518
4. Adoption of Ordinance No. 2017-357, revising the City of Calabasas Ordinance No. 2017-349, Calabasas Municipal Code Article 10 Section 15.04.600 revising the expedited permitting procedures for electrical vehicle charging stations
5. Adoption of Resolution No. 2017-1565, designation of applicant's agent for non-state agencies

**Councilmember Bozajian moved, seconded by Councilmember Shapiro to approve Consent Items No. 1-5. MOTION CARRIED 5/0 as follows:**

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

### **OLD BUSINESS**

6. Adoption of Resolution No. 2017-1564, approving documents related to the refinancing of the City of Calabasas Community Facilities District No. 2001-1 Special Tax Refunding Bonds, Series 2006 and the issuance and sale of the not-to-exceed \$20,000,000 Special Tax Refunding Bonds, Series 2017

Dr. Lysik presented the item.

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

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

### **NEW BUSINESS**

7. Adoption of Resolution No. 2017-1566 to support a Vision Zero Initiative

Mr. Yalda presented the item.

After discussion, Councilmember Weintraub moved, seconded by Mayor pro Tem Gaines to approve Item No. 7. MOTION CARRIED 5/0 as follows:

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

8. Report on arbitrator's recommendation accepting the City's tax sharing proposal in the matter of Calabasas v. Hamai et al

Mr. Howard presented the item.

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

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

### **INFORMATIONAL REPORTS**

9. Check Register for the period of September 22-27, 2017

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

### **TASK FORCE REPORTS**

Councilmember Shapiro reported Councilmember Weintraub's and his attendance to recent PFA and PFC meetings.

Councilmember Weintraub reported her attendance to a recent LACCE meeting.

In response to Councilmember Bozajian's inquiry regarding attendance to an upcoming City Selection Committee meeting, Councilmember Shapiro confirmed that he would represent the City.

### **CITY MANAGER'S REPORT**

Mr. Coroalles reported that the City will be hosting the annual Holiday party.

### **FUTURE AGENDA ITEMS**

Councilmember Weintraub requested that the City utilize the City's AM Radio Station for the purpose of sending out emergency notifications as an added safety measure to residents.

Councilmember Bozajian inquired about the status of historical monumental plaques. Mr. Coroalles reported that the HPC is scheduled to review this matter.

### **ADJOURN**

The meeting adjourned in memory of Lt. Derrick "Bo" Taylor at 8:46 p.m. to the next regular meeting scheduled on Wednesday, October 25, 2017, at 7:00 p.m.

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Maricela Hernandez, MMC  
City Clerk



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

**DATE: OCTOBER 16, 2017**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: ANTHONY COROALLES, CITY MANAGER**  
**DR. GARY LYSIK, CHIEF FINANCIAL OFFICER**  
**JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER**

**SUBJECT: ADOPTION OF RESOLUTION NO. 2017-1567, RESCINDING RESOLUTION 2016-1537 AND APPROVING A SALARY SCHEDULE FOR HOURLY EMPLOYEES**

**MEETING**

**DATE: OCTOBER 25, 2017**

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**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2017-1567 and the associated salary matrix.

**DISCUSSION/ANALYSIS:**

The City currently has 175 hourly employees who are an integral and vital part of the staffing with many primarily working the evenings and weekends for many City services. It is now necessary to adjust salary ranges to reflect the increase in California minimum wage requirement to \$11.00 per hour effective January 1, 2018. The updated salary matrix will eliminate the salary ranges that start lower than \$11.00 per hour. Resolution No. 2017-1567 does not provide for any new positions or delete any current positions.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The estimated annual cost increase for the hourly employees is less than \$1,000.00; this increase has already been included in the 2017-2018 fiscal year



budget.

**REQUESTED ACTION:**

That the City Council adopt Resolution No. 2017-1567 and its associated salary matrix.

**ATTACHMENTS:**

Resolution No. 2017-1567 with Hourly Salary Matrix

**ITEM 2 ATTACHMENT  
RESOLUTION NO. 2017-1567**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, RESCINDING RESOLUTION  
2016-1537 AND APPROVING POSITION TITLES AND A  
SALARY SCHEDULE FOR HOURLY EMPLOYEES.**

This resolution is adopted in order to set forth compensation procedures for hourly employees and shall be effective as of January 1, 2018.

**SECTION 1. DEFINITION**

**Hourly Employees.** An hourly employee is hired on a seasonal, temporary, or as needed basis and is limited to working less than 1,000 hours in a fiscal year (July 1 to June 30). Hourly employees do not have a probationary period, an anniversary date, or regularly scheduled performance evaluations or merit reviews. They are not eligible for retirement, health or leave benefits, except as otherwise required by law. The following salary ranges and allocated positions in the budget are hereby established.

**HOURLY EMPLOYEE SALARY RANGES**

Public Safety & Emergency Preparedness Director	H179	1
Fitness Instructor III	H127	8
Assistant Landscape Manager	H120	1
Public Information Officer	H110	1
Fitness Instructor II	H102	35
Building Inspector	H99	1
Assistant Transportation Planner	H96	2
Librarian	H96	5
Recreation Coordinator	H96	5
Building Assistant	H89	2
Media Production Specialist	H89	3
Events Specialist	H88	8
Executive Assistant	H84	2
Fitness Instructor I	H77	10
Swim Coach	H77	5
Facility Maintenance Technician	H66	8
Recreation Specialist	H64	6
Library Assistant	H42	2
Assistant Aquatics Coordinator	H25	10
Preschool Teacher	H25	15
Maintenance Assistant	H19	12

Library Clerk II	H17	3
Recreation Leader II	H10	8
Fleet Maintenance Assistant	H8	1
Engineering Assistant	H8	2
Production Assistant	H8	2
Child Watch	H2	5
Head Lifeguard	H2	15
Teacher Aid	H2	16
Water Safety Instructor	H2	25
Fitness Staff	H1	10
Library Clerk I	H1	6
Lifeguard	H1	45
Intern	H1	6
Recreation Leader I	H1	25
Camp Counselor	H1	8

**SECTION 2. ESTABLISHMENT OF COMPENSATION PROCEDURE**

- A. The City Manager shall recommend to the City Council the prescribed salary ranges for all classifications.
- B. Employees may be considered eligible for an increase in salary on the recommendation of the department head and with the approval of the City Manager.

Resolution No. 2016-1537, and any conflicting provisions previously adopted, are hereby rescinded.

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 25<sup>th</sup> day of October, 2017.

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Mary Sue Maurer, Mayor

ATTEST:

APPROVED AS TO FORM:

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Maricela Hernandez, MMC  
City Clerk

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

**CITY OF CALABASAS  
HOURLY POSITIONS  
HOURLY WAGE RANGE / STEP SCHEDULE  
Effective January 1, 2018**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
H1	11.00	11.28	11.56	11.85	12.14	12.45	12.76	13.08	13.40	13.74
H2	11.11	11.39	11.67	11.96	12.26	12.57	12.88	13.21	13.54	13.87
H3	11.22	11.50	11.79	12.08	12.39	12.70	13.01	13.34	13.67	14.01
H4	11.33	11.62	11.91	12.20	12.51	12.82	13.14	13.47	13.81	14.15
H5	11.45	11.73	12.03	12.33	12.63	12.95	13.27	13.61	13.95	14.30
H6	11.56	11.85	12.15	12.45	12.76	13.08	13.41	13.74	14.09	14.44
H7	11.68	11.97	12.27	12.57	12.89	13.21	13.54	13.88	14.23	14.58
H8	11.79	12.09	12.39	12.70	13.02	13.34	13.68	14.02	14.37	14.73
H9	11.91	12.21	12.51	12.83	13.15	13.48	13.81	14.16	14.51	14.88
H10	12.03	12.33	12.64	12.96	13.28	13.61	13.95	14.30	14.66	15.02
H11	12.15	12.45	12.77	13.09	13.41	13.75	14.09	14.44	14.80	15.17
H12	12.27	12.58	12.89	13.22	13.55	13.89	14.23	14.59	14.95	15.33
H13	12.40	12.70	13.02	13.35	13.68	14.02	14.37	14.73	15.10	15.48
H14	12.52	12.83	13.15	13.48	13.82	14.16	14.52	14.88	15.25	15.63
H15	12.64	12.96	13.28	13.62	13.96	14.31	14.66	15.03	15.41	15.79
H16	12.77	13.09	13.42	13.75	14.10	14.45	14.81	15.18	15.56	15.95
H17	12.90	13.22	13.55	13.89	14.24	14.59	14.96	15.33	15.72	16.11
H18	13.03	13.35	13.69	14.03	14.38	14.74	15.11	15.49	15.87	16.27
H19	13.16	13.49	13.82	14.17	14.52	14.89	15.26	15.64	16.03	16.43
H20	13.29	13.62	13.96	14.31	14.67	15.04	15.41	15.80	16.19	16.60
H21	13.42	13.76	14.10	14.45	14.82	15.19	15.57	15.95	16.35	16.76
H22	13.56	13.90	14.24	14.60	14.96	15.34	15.72	16.11	16.52	16.93
H23	13.69	14.03	14.39	14.74	15.11	15.49	15.88	16.28	16.68	17.10
H24	13.83	14.17	14.53	14.89	15.26	15.65	16.04	16.44	16.85	17.27
H25	13.97	14.32	14.67	15.04	15.42	15.80	16.20	16.60	17.02	17.44
H26	14.11	14.46	14.82	15.19	15.57	15.96	16.36	16.77	17.19	17.62
H27	14.25	14.60	14.97	15.34	15.73	16.12	16.52	16.94	17.36	17.79
H28	14.39	14.75	15.12	15.50	15.88	16.28	16.69	17.11	17.53	17.97
H29	14.53	14.90	15.27	15.65	16.04	16.44	16.86	17.28	17.71	18.15
H30	14.68	15.05	15.42	15.81	16.20	16.61	17.02	17.45	17.89	18.33
H31	14.83	15.20	15.58	15.97	16.37	16.77	17.19	17.62	18.06	18.52
H32	14.97	15.35	15.73	16.13	16.53	16.94	17.37	17.80	18.25	18.70
H33	15.12	15.50	15.89	16.29	16.69	17.11	17.54	17.98	18.43	18.89
H34	15.28	15.66	16.05	16.45	16.86	17.28	17.72	18.16	18.61	19.08
H35	15.43	15.81	16.21	16.61	17.03	17.46	17.89	18.34	18.80	19.27
H36	15.58	15.97	16.37	16.78	17.20	17.63	18.07	18.52	18.99	19.46
H37	15.74	16.13	16.54	16.95	17.37	17.81	18.25	18.71	19.18	19.66
H38	15.90	16.29	16.70	17.12	17.55	17.98	18.43	18.90	19.37	19.85
H39	16.05	16.46	16.87	17.29	17.72	18.16	18.62	19.08	19.56	20.05
H40	16.22	16.62	17.04	17.46	17.90	18.35	18.80	19.27	19.76	20.25
H41	16.38	16.79	17.21	17.64	18.08	18.53	18.99	19.47	19.95	20.45
H42	16.54	16.95	17.38	17.81	18.26	18.71	19.18	19.66	20.15	20.66
H43	16.71	17.12	17.55	17.99	18.44	18.90	19.37	19.86	20.36	20.86
H44	16.87	17.30	17.73	18.17	18.63	19.09	19.57	20.06	20.56	21.07
H45	17.04	17.47	17.91	18.35	18.81	19.28	19.76	20.26	20.76	21.28
H46	17.21	17.64	18.08	18.54	19.00	19.47	19.96	20.46	20.97	21.50
H47	17.39	17.82	18.27	18.72	19.19	19.67	20.16	20.67	21.18	21.71
H48	17.56	18.00	18.45	18.91	19.38	19.87	20.36	20.87	21.39	21.93
H49	17.73	18.18	18.63	19.10	19.58	20.06	20.57	21.08	21.61	22.15
H50	17.91	18.36	18.82	19.29	19.77	20.27	20.77	21.29	21.82	22.37
H51	18.09	18.54	19.01	19.48	19.97	20.47	20.98	21.50	22.04	22.59
H52	18.27	18.73	19.20	19.68	20.17	20.67	21.19	21.72	22.26	22.82
H53	18.45	18.92	19.39	19.87	20.37	20.88	21.40	21.94	22.49	23.05
H54	18.64	19.11	19.58	20.07	20.57	21.09	21.62	22.16	22.71	23.28

**CITY OF CALABASAS  
HOURLY POSITIONS  
HOURLY WAGE RANGE / STEP SCHEDULE  
Effective January 1, 2018**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
H55	18.83	19.30	19.78	20.27	20.78	21.30	21.83	22.38	22.94	23.51
H56	19.01	19.49	19.98	20.48	20.99	21.51	22.05	22.60	23.17	23.75
H57	19.20	19.68	20.18	20.68	21.20	21.73	22.27	22.83	23.40	23.98
H58	19.40	19.88	20.38	20.89	21.41	21.94	22.49	23.06	23.63	24.22
H59	19.59	20.08	20.58	21.10	21.62	22.16	22.72	23.29	23.87	24.47
H60	19.79	20.28	20.79	21.31	21.84	22.39	22.95	23.52	24.11	24.71
H61	19.98	20.48	21.00	21.52	22.06	22.61	23.17	23.75	24.35	24.96
H62	20.18	20.69	21.21	21.74	22.28	22.84	23.41	23.99	24.59	25.21
H63	20.39	20.89	21.42	21.95	22.50	23.06	23.64	24.23	24.84	25.46
H64	20.59	21.10	21.63	22.17	22.73	23.29	23.88	24.47	25.09	25.71
H65	20.80	21.31	21.85	22.39	22.95	23.53	24.12	24.72	25.34	25.97
H66	21.00	21.53	22.07	22.62	23.18	23.76	24.36	24.97	25.59	26.23
H67	21.21	21.74	22.29	22.84	23.42	24.00	24.60	25.22	25.85	26.49
H68	21.43	21.96	22.51	23.07	23.65	24.24	24.85	25.47	26.10	26.76
H69	21.64	22.18	22.73	23.30	23.89	24.48	25.10	25.72	26.37	27.02
H70	21.86	22.40	22.96	23.54	24.12	24.73	25.35	25.98	26.63	27.29
H71	22.07	22.63	23.19	23.77	24.37	24.98	25.60	26.24	26.90	27.57
H72	22.30	22.85	23.42	24.01	24.61	25.22	25.86	26.50	27.16	27.84
H73	22.52	23.08	23.66	24.25	24.86	25.48	26.11	26.77	27.44	28.12
H74	22.74	23.31	23.89	24.49	25.10	25.73	26.38	27.03	27.71	28.40
H75	22.97	23.54	24.13	24.74	25.36	25.99	26.64	27.30	27.99	28.69
H76	23.20	23.78	24.37	24.98	25.61	26.25	26.91	27.58	28.27	28.97
H77	23.43	24.02	24.62	25.23	25.87	26.51	27.17	27.85	28.55	29.26
H78	23.67	24.26	24.86	25.49	26.12	26.78	27.45	28.13	28.84	29.56
H79	23.90	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85
H80	24.14	24.75	25.36	26.00	26.65	27.31	28.00	28.70	29.42	30.15
H81	24.38	24.99	25.62	26.26	26.92	27.59	28.28	28.98	29.71	30.45
H82	24.63	25.24	25.87	26.52	27.18	27.86	28.56	29.27	30.01	30.76
H83	24.87	25.50	26.13	26.79	27.46	28.14	28.85	29.57	30.31	31.06
H84	25.12	25.75	26.39	27.05	27.73	28.42	29.13	29.86	30.61	31.37
H85	25.37	26.01	26.66	27.32	28.01	28.71	29.43	30.16	30.92	31.69
H86	25.63	26.27	26.93	27.60	28.29	29.00	29.72	30.46	31.22	32.01
H87	25.88	26.53	27.19	27.87	28.57	29.29	30.02	30.77	31.54	32.33
H88	26.14	26.80	27.47	28.15	28.86	29.58	30.32	31.08	31.85	32.65
H89	26.40	27.06	27.74	28.43	29.15	29.87	30.62	31.39	32.17	32.98
H90	26.67	27.33	28.02	28.72	29.44	30.17	30.93	31.70	32.49	33.31
H91	26.93	27.61	28.30	29.01	29.73	30.47	31.24	32.02	32.82	33.64
H92	27.20	27.88	28.58	29.30	30.03	30.78	31.55	32.34	33.15	33.97
H93	27.48	28.16	28.87	29.59	30.33	31.09	31.86	32.66	33.48	34.31
H94	27.75	28.44	29.16	29.88	30.63	31.40	32.18	32.99	33.81	34.66
H95	28.03	28.73	29.45	30.18	30.94	31.71	32.50	33.32	34.15	35.00
H96	28.31	29.02	29.74	30.49	31.25	32.03	32.83	33.65	34.49	35.35
H97	28.59	29.31	30.04	30.79	31.56	32.35	33.16	33.99	34.84	35.71
H98	28.88	29.60	30.34	31.10	31.88	32.67	33.49	34.33	35.18	36.06
H99	29.17	29.90	30.64	31.41	32.19	33.00	33.82	34.67	35.54	36.43
H100	29.46	30.19	30.95	31.72	32.52	33.33	34.16	35.02	35.89	36.79
H101	29.75	30.50	31.26	32.04	32.84	33.66	34.50	35.37	36.25	37.16
H102	30.05	30.80	31.57	32.36	33.17	34.00	34.85	35.72	36.61	37.53
H103	30.35	31.11	31.89	32.68	33.50	34.34	35.20	36.08	36.98	37.90
H104	30.65	31.42	32.21	33.01	33.84	34.68	35.55	36.44	37.35	38.28
H105	30.96	31.74	32.53	33.34	34.18	35.03	35.91	36.80	37.72	38.67
H106	31.27	32.05	32.85	33.68	34.52	35.38	36.26	37.17	38.10	39.05
H107	31.58	32.37	33.18	34.01	34.86	35.73	36.63	37.54	38.48	39.44
H108	31.90	32.70	33.51	34.35	35.21	36.09	36.99	37.92	38.87	39.84

**CITY OF CALABASAS  
HOURLY POSITIONS  
HOURLY WAGE RANGE / STEP SCHEDULE  
Effective January 1, 2018**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
H109	32.22	33.02	33.85	34.70	35.56	36.45	37.36	38.30	39.25	40.24
H110	32.54	33.35	34.19	35.04	35.92	36.82	37.74	38.68	39.65	40.64
H111	32.87	33.69	34.53	35.39	36.28	37.18	38.11	39.07	40.04	41.04
H112	33.19	34.02	34.87	35.75	36.64	37.56	38.50	39.46	40.44	41.46
H113	33.53	34.36	35.22	36.10	37.01	37.93	38.88	39.85	40.85	41.87
H114	33.86	34.71	35.58	36.47	37.38	38.31	39.27	40.25	41.26	42.29
H115	34.20	35.06	35.93	36.83	37.75	38.69	39.66	40.65	41.67	42.71
H116	34.54	35.41	36.29	37.20	38.13	39.08	40.06	41.06	42.09	43.14
H117	34.89	35.76	36.65	37.57	38.51	39.47	40.46	41.47	42.51	43.57
H118	35.24	36.12	37.02	37.95	38.89	39.87	40.86	41.89	42.93	44.01
H119	35.59	36.48	37.39	38.33	39.28	40.27	41.27	42.30	43.36	44.45
H120	35.94	36.84	37.76	38.71	39.68	40.67	41.68	42.73	43.80	44.89
H121	36.30	37.21	38.14	39.10	40.07	41.07	42.10	43.15	44.23	45.34
H122	36.67	37.58	38.52	39.49	40.47	41.49	42.52	43.59	44.68	45.79
H123	37.03	37.96	38.91	39.88	40.88	41.90	42.95	44.02	45.12	46.25
H124	37.40	38.34	39.30	40.28	41.29	42.32	43.38	44.46	45.57	46.71
H125	37.78	38.72	39.69	40.68	41.70	42.74	43.81	44.91	46.03	47.18
H126	38.16	39.11	40.09	41.09	42.12	43.17	44.25	45.36	46.49	47.65
H127	38.54	39.50	40.49	41.50	42.54	43.60	44.69	45.81	46.95	48.13
H128	38.92	39.90	40.89	41.92	42.96	44.04	45.14	46.27	47.42	48.61
H129	39.31	40.30	41.30	42.34	43.39	44.48	45.59	46.73	47.90	49.10
H130	39.71	40.70	41.72	42.76	43.83	44.92	46.05	47.20	48.38	49.59
H131	40.10	41.11	42.13	43.19	44.27	45.37	46.51	47.67	48.86	50.08
H132	40.50	41.52	42.55	43.62	44.71	45.83	46.97	48.15	49.35	50.58
H133	40.91	41.93	42.98	44.05	45.16	46.28	47.44	48.63	49.84	51.09
H134	41.32	42.35	43.41	44.49	45.61	46.75	47.92	49.11	50.34	51.60
H135	41.73	42.77	43.84	44.94	46.06	47.21	48.39	49.60	50.84	52.12
H136	42.15	43.20	44.28	45.39	46.52	47.69	48.88	50.10	51.35	52.64
H137	42.57	43.63	44.72	45.84	46.99	48.16	49.37	50.60	51.87	53.16
H138	43.00	44.07	45.17	46.30	47.46	48.65	49.86	51.11	52.39	53.70
H139	43.43	44.51	45.62	46.76	47.93	49.13	50.36	51.62	52.91	54.23
H140	43.86	44.96	46.08	47.23	48.41	49.62	50.86	52.14	53.44	54.77
H141	44.30	45.41	46.54	47.70	48.90	50.12	51.37	52.66	53.97	55.32
H142	44.74	45.86	47.01	48.18	49.39	50.62	51.89	53.18	54.51	55.88
H143	45.19	46.32	47.48	48.66	49.88	51.13	52.40	53.71	55.06	56.43
H144	45.64	46.78	47.95	49.15	50.38	51.64	52.93	54.25	55.61	57.00
H145	46.10	47.25	48.43	49.64	50.88	52.15	53.46	54.79	56.16	57.57
H146	46.56	47.72	48.91	50.14	51.39	52.68	53.99	55.34	56.73	58.14
H147	47.02	48.20	49.40	50.64	51.90	53.20	54.53	55.90	57.29	58.73
H148	47.49	48.68	49.90	51.15	52.42	53.73	55.08	56.45	57.87	59.31
H149	47.97	49.17	50.40	51.66	52.95	54.27	55.63	57.02	58.44	59.91
H150	48.45	49.66	50.90	52.17	53.48	54.81	56.19	57.59	59.03	60.51
H151	48.93	50.16	51.41	52.70	54.01	55.36	56.75	58.17	59.62	61.11
H152	49.42	50.66	51.92	53.22	54.55	55.92	57.31	58.75	60.22	61.72
H153	49.92	51.16	52.44	53.75	55.10	56.48	57.89	59.33	60.82	62.34
H154	50.42	51.68	52.97	54.29	55.65	57.04	58.47	59.93	61.43	62.96
H155	50.92	52.19	53.50	54.83	56.21	57.61	59.05	60.53	62.04	63.59
H156	51.43	52.71	54.03	55.38	56.77	58.19	59.64	61.13	62.66	64.23
H157	51.94	53.24	54.57	55.94	57.34	58.77	60.24	61.74	63.29	64.87
H158	52.46	53.77	55.12	56.50	57.91	59.36	60.84	62.36	63.92	65.52
H159	52.99	54.31	55.67	57.06	58.49	59.95	61.45	62.98	64.56	66.17
H160	53.52	54.85	56.23	57.63	59.07	60.55	62.06	63.61	65.21	66.84
H161	54.05	55.40	56.79	58.21	59.66	61.15	62.68	64.25	65.86	67.50
H162	54.59	55.96	57.36	58.79	60.26	61.77	63.31	64.89	66.52	68.18

**CITY OF CALABASAS  
HOURLY POSITIONS  
HOURLY WAGE RANGE / STEP SCHEDULE  
Effective January 1, 2018**

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
H163	55.14	56.52	57.93	59.38	60.86	62.38	63.94	65.54	67.18	68.86
H164	55.69	57.08	58.51	59.97	61.47	63.01	64.58	66.20	67.85	69.55
H165	56.25	57.65	59.09	60.57	62.09	63.64	65.23	66.86	68.53	70.24
H166	56.81	58.23	59.69	61.18	62.71	64.27	65.88	67.53	69.22	70.95
H167	57.38	58.81	60.28	61.79	63.33	64.92	66.54	68.20	69.91	71.66
H168	57.95	59.40	60.88	62.41	63.97	65.57	67.21	68.89	70.61	72.37
H169	58.53	59.99	61.49	63.03	64.61	66.22	67.88	69.57	71.31	73.10
H170	59.12	60.59	62.11	63.66	65.25	66.88	68.56	70.27	72.03	73.83
H171	59.71	61.20	62.73	64.30	65.91	67.55	69.24	70.97	72.75	74.57
H172	60.30	61.81	63.36	64.94	66.56	68.23	69.93	71.68	73.47	75.31
H173	60.91	62.43	63.99	65.59	67.23	68.91	70.63	72.40	74.21	76.06
H174	61.52	63.05	64.63	66.25	67.90	69.60	71.34	73.12	74.95	76.83
H175	62.13	63.68	65.28	66.91	68.58	70.30	72.05	73.85	75.70	77.59
H176	62.75	64.32	65.93	67.58	69.27	71.00	72.77	74.59	76.46	78.37
H177	63.38	64.96	66.59	68.25	69.96	71.71	73.50	75.34	77.22	79.15
H178	64.01	65.61	67.25	68.94	70.66	72.43	74.24	76.09	78.00	79.94
H179	64.65	66.27	67.93	69.63	71.37	73.15	74.98	76.85	78.77	80.74
H180	65.30	66.93	68.61	70.32	72.08	73.88	75.73	77.62	79.56	81.55
H181	65.95	67.60	69.29	71.03	72.80	74.62	76.49	78.40	80.36	82.37
H182	66.61	68.28	69.99	71.74	73.53	75.37	77.25	79.18	81.16	83.19
H183	67.28	68.96	70.69	72.45	74.26	76.12	78.02	79.97	81.97	84.02
H184	67.95	69.65	71.39	73.18	75.01	76.88	78.80	80.77	82.79	84.86
H185	68.63	70.35	72.11	73.91	75.76	77.65	79.59	81.58	83.62	85.71
H186	69.32	71.05	72.83	74.65	76.51	78.43	80.39	82.40	84.46	86.57
H187	70.01	71.76	73.56	75.39	77.28	79.21	81.19	83.22	85.30	87.43
H188	70.71	72.48	74.29	76.15	78.05	80.00	82.00	84.05	86.16	88.31
H189	71.42	73.20	75.03	76.91	78.83	80.80	82.82	84.89	87.02	89.19
H190	72.13	73.94	75.78	77.68	79.62	81.61	83.65	85.74	87.89	90.08
H191	72.85	74.68	76.54	78.46	80.42	82.43	84.49	86.60	88.77	90.98
H192	73.58	75.42	77.31	79.24	81.22	83.25	85.33	87.47	89.65	91.89
H193	74.32	76.18	78.08	80.03	82.03	84.08	86.19	88.34	90.55	92.81
H194	75.06	76.94	78.86	80.83	82.85	84.93	87.05	89.22	91.46	93.74
H195	75.81	77.71	79.65	81.64	83.68	85.77	87.92	90.12	92.37	94.68
H196	76.57	78.48	80.45	82.46	84.52	86.63	88.80	91.02	93.29	95.63
H197	77.34	79.27	81.25	83.28	85.36	87.50	89.69	91.93	94.23	96.58
H198	78.11	80.06	82.06	84.12	86.22	88.37	90.58	92.85	95.17	97.55
H199	78.89	80.86	82.88	84.96	87.08	89.26	91.49	93.78	96.12	98.52
H200	79.68	81.67	83.71	85.81	87.95	90.15	92.40	94.71	97.08	99.51
H201	80.48	82.49	84.55	86.66	88.83	91.05	93.33	95.66	98.05	100.50
H202	81.28	83.31	85.40	87.53	89.72	91.96	94.26	96.62	99.03	101.51
H203	82.09	84.15	86.25	88.41	90.62	92.88	95.20	97.58	100.02	102.52
H204	82.91	84.99	87.11	89.29	91.52	93.81	96.16	98.56	101.02	103.55
H205	83.74	85.84	87.98	90.18	92.44	94.75	97.12	99.55	102.03	104.58
H206	84.58	86.70	88.86	91.08	93.36	95.70	98.09	100.54	103.05	105.63
H207	85.43	87.56	89.75	92.00	94.30	96.65	99.07	101.55	104.08	106.69
H208	86.28	88.44	90.65	92.92	95.24	97.62	100.06	102.56	105.13	107.75
H209	87.14	89.32	91.56	93.84	96.19	98.60	101.06	103.59	106.18	108.83
H210	88.02	90.22	92.47	94.78	97.15	99.58	102.07	104.62	107.24	109.92
H211	88.90	91.12	93.40	95.73	98.12	100.58	103.09	105.67	108.31	111.02
H212	89.78	92.03	94.33	96.69	99.11	101.58	104.12	106.73	109.39	112.13
H213	90.68	92.95	95.27	97.66	100.10	102.60	105.16	107.79	110.49	113.25
H214	91.59	93.88	96.23	98.63	101.10	103.63	106.22	108.87	111.59	114.38
H215	92.51	94.82	97.19	99.62	102.11	104.66	107.28	109.96	112.71	115.53
H216	93.43	95.77	98.16	100.61	103.13	105.71	108.35	111.06	113.84	116.68

**CITY OF CALABASAS  
 HOURLY POSITIONS  
 HOURLY WAGE RANGE / STEP SCHEDULE  
 Effective January 1, 2018**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>
H217	94.36	96.72	99.14	101.62	104.16	106.76	109.43	112.17	114.97	117.85
H218	95.31	97.69	100.13	102.64	105.20	107.83	110.53	113.29	116.12	119.03
H219	96.26	98.67	101.13	103.66	106.25	108.91	111.63	114.42	117.29	120.22
H220	97.22	99.65	102.15	104.70	107.32	110.00	112.75	115.57	118.46	121.42
H221	98.20	100.65	103.17	105.75	108.39	111.10	113.88	116.72	119.64	122.63
H222	99.18	101.66	104.20	106.80	109.47	112.21	115.02	117.89	120.84	123.86
H223	100.17	102.67	105.24	107.87	110.57	113.33	116.17	119.07	122.05	125.10
H224	101.17	103.70	106.29	108.95	111.67	114.47	117.33	120.26	123.27	126.35
H225	102.18	104.74	107.36	110.04	112.79	115.61	118.50	121.46	124.50	127.61
H226	103.21	105.79	108.43	111.14	113.92	116.77	119.69	122.68	125.75	128.89
H227	104.24	106.84	109.51	112.25	115.06	117.93	120.88	123.91	127.00	130.18
H228	105.28	107.91	110.61	113.37	116.21	119.11	122.09	125.14	128.27	131.48
H229	106.33	108.99	111.72	114.51	117.37	120.31	123.31	126.40	129.56	132.79
H230	107.40	110.08	112.83	115.65	118.54	121.51	124.55	127.66	130.85	134.12
H231	108.47	111.18	113.96	116.81	119.73	122.72	125.79	128.94	132.16	135.46
H232	109.55	112.29	115.10	117.98	120.93	123.95	127.05	130.23	133.48	136.82
H233	110.65	113.42	116.25	119.16	122.14	125.19	128.32	131.53	134.82	138.19
H234	111.76	114.55	117.41	120.35	123.36	126.44	129.60	132.84	136.16	139.57
H235	112.87	115.70	118.59	121.55	124.59	127.71	130.90	134.17	137.53	140.96
H236	114.00	116.85	119.77	122.77	125.84	128.98	132.21	135.51	138.90	142.37
H237	115.14	118.02	120.97	124.00	127.10	130.27	133.53	136.87	140.29	143.80
H238	116.29	119.20	122.18	125.24	128.37	131.58	134.87	138.24	141.69	145.24
H239	117.46	120.39	123.40	126.49	129.65	132.89	136.21	139.62	143.11	146.69
H240	118.63	121.60	124.64	127.75	130.95	134.22	137.58	141.02	144.54	148.15
H241	119.82	122.81	125.88	129.03	132.26	135.56	138.95	142.43	145.99	149.64
H242	121.02	124.04	127.14	130.32	133.58	136.92	140.34	143.85	147.45	151.13
H243	122.23	125.28	128.41	131.62	134.92	138.29	141.75	145.29	148.92	152.64
H244	123.45	126.53	129.70	132.94	136.26	139.67	143.16	146.74	150.41	154.17
H245	124.68	127.80	131.00	134.27	137.63	141.07	144.59	148.21	151.91	155.71
H246	125.93	129.08	132.31	135.61	139.00	142.48	146.04	149.69	153.43	157.27
H247	127.19	130.37	133.63	136.97	140.39	143.90	147.50	151.19	154.97	158.84
H248	128.46	131.67	134.96	138.34	141.80	145.34	148.98	152.70	156.52	160.43





# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF

(818) 878-1808



October 10, 2017

Anthony Coroalles, City Manager  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302

Dear Mr. Coroalles:

Listed below are the year-to-date crime statistic comparisons for the City of Calabasas for the month of September 2017.

## I. CRIME STATISTICS

CRIME	CURRENT MTH	YTD 2017	YTD 2016	CHANGE
Homicide	0	0	0	0
Rape	2	4	1	3
<b>Robbery</b>				
Armed	1	5	0	5
Strong-Arm	0	2	1	1
Assault	0	2	11	-9
<b>Burglary</b>				
Residential	1	28	36	-8
Business	1	18	13	5
Garage/Out-Building	2	5	5	0
Vehicle (locked)	4	43	22	21
<b>Theft</b>				
Grand (\$950 +)	3	29	13	16
Petty	4	55	35	20
Vehicle (unlocked)	4	67	31	36
Grand Theft Vehicle	1	16	11	5
Arson	0	0	2	-2
Domestic Violence Felony	0	2	0	2
<b>Total Part I Crimes</b>	<b>23</b>	<b>276</b>	<b>181</b>	<b>+95</b>
<b>Percent Change</b>				<b>+52.5%</b>
Domestic Violence Misdemeanor	1	12	21	-9

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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— Since 1850 —

**VII. ARREST STATISTICS**

The numbers of arrests listed below are the most current available.

	YEAR TO DATE 2017		CURRENT MONTH SEPTEMBER	
	ADULT	JUVENILE	ADULT	JUVENILE
Criminal Homicide	0	0	0	0
Forcible Rape	3	0	1	0
Robbery	5	0	2	0
Aggravated Assault	1	0	0	0
Burglary	2	0	0	0
Larceny Theft	9	0	0	0
Grand Theft Auto	9	2	1	0
Arson	0	0	0	0
Forgery	0	0	0	0
Fraud and NSF checks	4	0	0	0
Sex Offenses, Felonies	0	0	0	0
Sex Offenses, Misdemeanors	2	0	0	0
Non-Aggravated Assaults	1	1	0	0
Domestic Violence, Felony	0	0	0	0
Domestic Violence, Misd.	5	0	1	0
Weapon Laws	5	2	0	0
Offenses Against Family	1	0	0	0
Narcotics	31	3	3	0
Liquor Laws	0	0	0	0
Drunk/Alcohol/Drugs	8	0	0	0
Disorderly Conduct	0	0	0	0
Vagrancy	0	0	0	0
Gambling	0	0	0	0
Drunk Driving Vehicle/Boat	26	0	6	0
Vehicle/Boating Laws	55	1	10	0
Vandalism	1	0	0	0
Warrants	69	1	7	0
Receiving Stolen Property	2	0	0	0
Federal Offenses W/O Money	0	0	0	0
Federal Offenses With Money	0	0	0	0
Felonies, Miscellaneous	1	2	0	0
Misdemeanors, Miscellaneous	11	0	1	0
<b>ARREST TOTALS</b>	<b>251</b>	<b>12</b>	<b>32</b>	<b>0</b>

Sincerely,

JIM McDONNELL, SHERIFF



Joshua W. Thai, Captain  
Malibu/Lost Hills Station

## II. NOTEWORTHY INCIDENTS

Three Los Angeles suspects were arrested by the Los Angeles County Sheriff's Department Major Crimes Bureau for the home invasion robbery that occurred last month in the 22500 block of Charleston Drive. (17-04519)

An armed robbery was reported in the 4800 block of Las Virgenes Road. The employee assisted one of the suspects with the air machine outside. Once the employee walks inside the location, he sees the other suspect is placing cigarette cartons into a duffle bag. Then the suspect that the employee assisted begins to also place cigarette cartons into another duffle bag. The suspects also take lottery tickets and the cash in the register. They also tell the employee to open the safe but the employee does not have the code. The suspects flee in a white Porsche SUV. One of the suspects, a Van Nuys resident, was arrested by the Los Angeles Police Department's North Hollywood Division for robbery, grand theft and evading. This suspect was responsible for five additional robberies. (17-05342)

A resident of Van Nuys was arrested for theft of a vehicle and possession of stolen property in the area of Parkway Calabasas and the 101 Freeway. The vehicle was reported stolen from the jurisdiction of the Los Angeles Police Department's Topanga Division. The stolen property consisted of purses that still had factory price tags and packaging. The suspect was also charged with possession of narcotics and paraphernalia. (17-05174)

A stolen vehicle taken from the jurisdiction of the Los Angeles Police Department's Mission Division was recovered in the area of Valley Circle and the 101 Freeway. A North Hills resident was arrested for the theft of the vehicle. (17-05204)

## III. TRAFFIC

See attached.

## IV. AGENDIZED CAR

See attached

## V. CRIME PREVENTION

See attached

## VI. JUVENILE INTERVENTION TEAM

See attached.



<b>COLLISION SUMMARY*</b>	<b>This Month</b>	<b>Month Year Prior</b>	<b>Total YTD</b>	<b>Total Prior YTD</b>	<b>Change +/-</b>
<b>Total Collisions - Excluding Private Property</b>	28	23	184	156	+28
Fatal Collisions	0	0	0	0	0
Injury Collisions	6	3	50	27	+23
Property Collisions	22	20	133	129	+4
Private Property Collisions	8	5	43	36	+7
DUI Collisions with Injuries	0	0	2	0	+2
DUI Collisions with Property Damage	1	0	4	3	+1
<b>Total Pedestrian Collisions</b>	0	0	4	1	+3
Pedestrians Killed	0	0	0	0	0
Pedestrians Injured	0	0	5	1	+4
<b>Total Hit &amp; Run Collisions</b>	2	6	33	29	+4
Hit & Run Fatalities	0	0	0	0	0
Hit & Run Injuries	0	0	0	0	0
Hit & Run Property Only	2	6	33	29	+4
<b>CITATION SUMMARY*</b>	<b>This Month</b>	<b>Month Year Prior</b>	<b>Total YTD</b>	<b>Total Prior YTD</b>	<b>Change +/-</b>
<b>Traffic Total</b>	358	339	2811	2942	-131
Hazardous Violations	149	127	1510	1286	+224
Non-Hazardous Violations	64	73	427	556	-129
Parking Violations	140	139	850	1084	-234
DUI Arrests	5	0	24	16	+8

\*Collision Summary and Citation Summary does not reflect all collisions and citations which were not entered into the database.

COUNTY OF LOS ANGELES  
**SHERIFF'S DEPARTMENT**  
"A Tradition of Service"  
OFFICE CORRESPONDENCE

DATE: 10-11-17

FROM: David Huelsen, Traffic Detective      TO: Joshua W. Thai, Captain  
Malibu/Lost Hills Station                      Malibu/Lost Hills Station

SUBJECT: September Motor Activity Report City of Calabasas

During the month of September the motorcycle officers wrote 82 violations. The citations break down into the following categories:

Unsafe Speed	18
Other Hazard	15
Other Non-Hazard	10
Signs and Signals	30
Fail To Yield	4
Unsafe Turning	5

DHH

**L.A. County Sheriff's Department  
Lost Hills & Malibu Station  
Monthly Traffic Safety Management Report**

*City of CALABASAS  
Date Range Reported: 9/1/2017 to 9/30/2017*

**Total No. of Collisions: 28 Injury: 6 Non-Injury: 22 Fatal: 0 Private Property: 8**

**Total No. of Citations: 213 Hazardous Cites: 149 Non-Hazardous Cites: 64**

**Collisions by Reporting Districts**

<u>Reporting District</u>	<u>No.</u>	<u>Location</u>
2241	2	at 27050 Agoura Rd and Private Property
	4	at Separate Locations
2242	1	at Calabasas Hills Rd and Lost Hills Rd
2243	3	at Separate Locations
2244	1	at Las Virgenes Rd and Mulholland Hwy
2245	2	at Calabasas Rd and Parkway Calabasas
	4	at Separate Locations
2246	3	at Separate Locations
2248	8	at Separate Locations

**Collision Occurred Most Frequently On:**

<u>Street Name</u>	<u>Number of Collisions</u>
Las Virgenes Rd	4
4 at at Separate Locations	
Calabasas Rd	3
2 at Parkway Calabasas	
1 at Rt 101 Sboff/R €	
Old Topanga Canyon Rd	2
2 at at Separate Locations	
Parkway Calabasas	2
2 at at Separate Locations	
22475 Paul Revere Dr	1
1 at Mulholland Hwy	

<b>23562 Calabasas Rd</b>		<b>1</b>
	1 at El Canon Dr	
<b>Agoura Rd</b>		<b>1</b>
	1 at Lost Hills Rd	
<b>Bluebird Dr</b>		<b>1</b>
	1 at Meadow Lark Dr (N)	
<b>Civic Center Wy</b>		<b>1</b>
	1 at Calabasas Rd	
<b>Liberty Bell Rd</b>		<b>1</b>
	1 at Bon Homme Rd	
<b>Lost Hills Rd</b>		<b>1</b>
	1 at Calabasas Hills Rd	
<b>Park Oro</b>		<b>1</b>
	1 at Valmar Rd	
<b>Valmar Rd</b>		<b>1</b>
	1 at Park Ora	

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***Primary Collision Factors:***

<u>Violations</u>	<u>Description</u>	<u>Number of Collisions</u>
22350	Unsafe Speed	5
21658(a)	Lane Straddling; Unsafe Lane Change	4
22107	Unsafe Turning Movement	3
22106	Unsafe Start Or Backing	2
22100(a)	Right Turn At Intersection, Improper Position	2
21453(a)	Red Signal; Failure To Stop	2
		2
23152(e)	Dui-Drugs	1
22601		1
21801(a)	Left Turns Or U-Turns Yield To Other Vehicles	1
21703	Following Too Closely	1
21460(a)	Double Yellow Lines; Drive To The Left Of	1
		0

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***Violations Most Frequently Cited:***

<u>Violations</u>	<u>Description</u>	<u>Number of Citations</u>
4000(a)(1)	Vehicle Registration Required	30
21461(a)	Obey Traffic Control Sign	28
22350	Unsafe Speed	25
22450(a)	Failure To Stop For Posted Stop Sign	21
16028(a)	Proof Of Financial Liability-Traffic Accident	18
38300	Off-Highway Vehicle, Disobey Signs	18
12500(a)	Unlicensed Driver	13
23123(a)	Using Wireless Hand Held Phone While Driving	13

5200(a)	License Plates, Two On A Vehicle Front/Rear	13
14601.1(a)	Driving With Suspended License	9
22101(d)	Req'd Or Prohibited Turn; Fail To Obey Sign	7
23123.5(a)	Texting While Driving	6
22349(a)	Speeding, Excess Of 65 Mph	5
23152(a)	Dui; Alcohol	5
24252(a)	Maintain Required Lighting	5
21950(a)	Yield To Pedestrian In Crosswalk	4
26708(a)(		4
22102	Violation U-Turn; Business District	3
12951(a)	Drivers License, Not In Possession	2
21453(a)	Red Signal; Failure To Stop	2
21658(a)	Lane Straddling; Unsafe Lane Change	2
22107	Unsafe Turning Movement	2
22454(a)	Passing School Bus, Stop When Red Lts Are Flashi	2
23152(b)	Dui, .08 Bac Or Greater	2
27151	Exhaust System Modified	2
27202.1	Motorcycle In Use Must Display Epa Certification	2
14600(a)	Change Of Address Notification To Dmv Required	1
14601.2(a)	Driving With Suspended License, Dui	1
21460(a)	Double Yellow Lines; Drive To The Left Of	1
21650	Failure To Drive On Right Half Of Roadway	1
21706	Following Emergency Vehicles	1
22100.5	U-Turn From Left Lane	1
22507.8(a)	Parked In Disabled Parking	1
23247(e)	Ignition Interlock Device Required To Oper. Veh.	1
24252(b)	Voltage Of Required Lamps	1
24601	License Plate Lamp White Only, Vis 50'	1
24603(b)	Stoplamps 2 Required (Mfr Post 1957)	1
26710	Defective Windshield & Rear Windows	1
27150(a)	Adequate Muffler Required	1
5204(a)	Current Month And Year Tabs Attached	1

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***Collisions Involving Pedestrians: 0***

**Most Frequent Violations**

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***Collisions Involving Bicyclists: 0***

**Most Frequent Violations**



**L.A. County Sheriff's Department  
Lost Hills & Malibu Station**

**From 9/1/2017 to 9/30/2017**

**Total Collisions: 27**

**Injury Collisions: 6**

**Fatal Collisions: 0**

**Collision Summary Report**

**10/6/17**

**Page 1 of 5**

<b>917-05060-2246-471</b>	<b>9/1/2017</b>	<b>15:24</b>	Friday	CALABASAS RD - PARKWAY CALABASAS	350'	Direction: West	Daylight	Cloudy	Pty at Fault:1
	Rear-End		Other Motor Vehicle	Following Too Closely	21703	Hit & Run: No	Complaint of Pain	# Inj: 3	# Killed: 0
<b>Party 1</b>	Driver	East	Proceeding Straight	Female Age: 43	2016 CADILLAC	SUV	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: Inattention		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Driver	East	Stopped In Road	Female Age: 43	2017 MERCEDES-BENZ	CLS400	Passenger Car, Station Wagon, Jeep	Complaint of Pain	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05063-2245-472</b>	<b>9/1/2017</b>	<b>17:00</b>	Friday	23677 CALABASAS RD - PRIVATE PROPERTY	0'	Direction: Not Stated	Daylight	Cloudy	Pty at Fault:1
	Sideswipe		Other Motor Vehicle	Other Improper Driving		Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	South	Backing	Female Age: 80	2015 TOYOTA	CAMRY	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Driver	West	Proceeding Straight	Female Age: 47	2009 TOYOTA	COROLLA	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05098-2246-472</b>	<b>9/2/2017</b>	<b>22:48</b>	Saturday	PARKWAY CALABASAS - PASEO PRIMARIO	427'	Direction: South	Dark - Street Lig	Clear	Pty at Fault:1
	Hit Object		Fixed Object	Unsafe Lane Change	21658(a)	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	North	Proceeding Straight	Male Age: 45	2012 FORD	F-150	Pickups & Panels	No Injury	
	Veh Type: Pickup Truck		Sobriety: HNBD	Assoc Factor: Other		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05135-2245-471</b>	<b>9/4/2017</b>	<b>14:05</b>	Monday	CALABASAS RD - PARKWAY CALABASAS	0'	Direction: Not Stated	Daylight	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle	Traffic Signals and Signs	21453(a)	Hit & Run: No	Other Visible Injury	# Inj: 1	# Killed: 0
<b>Party 1</b>	Driver	South	Proceeding Straight	Male Age: 21	2017 FORD	ESCAPE	Sport Utility Vehicle	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: Inattention		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Driver	West	Proceeding Straight	Male Age: 49	2015 TRIUMPH	BONNEVILLE	Motorcycle	Other Visible Injury	
	Veh Type: Motorcycle		Sobriety: HNBD	Assoc Factor: None Apparent		M/C Helmet Driver - Yes	Cell Phone Not In Use		
<b>917-05160-2243-472</b>	<b>9/5/2017</b>	<b>14:04</b>	Tuesday	LAS VIRGENES RD - PARKMOR RD	27'	Direction: North	Daylight	Clear	Pty at Fault:1
	Rear-End		Other Motor Vehicle	Unsafe Speed	22350	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	North	Proceeding Straight	Male Age: 64	2016 GMC	TERRAIN	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent			Cell Phone Not In Use		
<b>Party 2</b>	Parked Vehicle		Parked	Age: 2009	FORIZ	2DR	Tour Bus	No Injury	
	Veh Type: Other Bus		Sobriety: Not Applicable	Assoc Factor: None Apparent			Not Stated		
<b>917-05183-2241-472</b>	<b>9/6/2017</b>	<b>12:56</b>	Wednesday	AGOURA RD - LOST HILLS RD	52'	Direction: East	Daylight	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle	Improper Turning	22107	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	South	Making Left Turn	Male Age: 24	2010 TOYOTA	COROLLA		No Injury	
	Veh Type:		Sobriety: HNBD	Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use		

<b>Party 2</b>	Driver	West	Proceeding Straight	Male	Age: 28	2015 FORD MUSTANG	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>917-05241-2248-472</b>	<b>9/6/2017</b>	<b>15:15</b>	Wednesday	BLUEBIRD DR - MEADOW LARK DR (N)	0'	Direction: Not Stated		Pty at Fault:
						Hit & Run: No	Property Damage Only	# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	East		Male	Age: 42	2008 HUMMER H2	Sport Utility Vehicle	No Injury
	Veh Type: Passenger Car		Sobriety:		Assoc Factor:	Lap/Shoulder Harness Used		
<b>Party 2</b>	Driver	West		Female	Age: 57	2015 BMW X1	Sport Utility Vehicle	No Injury
	Veh Type: Passenger Car		Sobriety:		Assoc Factor:	Lap/Shoulder Harness Used		
<b>917-05190-2248-471</b>	<b>9/6/2017</b>	<b>16:25</b>	Wednesday	VALMAR RD - PARK ORA	0'	Direction: Not Stated	Daylight	Clear
	Head-On		Other Motor Vehicle	Auto R/W Violation	21801(a)	Hit & Run: No	Other Visible Injury	Pty at Fault:1
								# Inj: 2 # Killed: 0
<b>Party 1</b>	Driver	North	Making Left Turn	Female	Age: 18	2015 MERCEDES-BENZ C300	Passenger Car, Station Wagon, Jeep	Other Visible Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 2</b>	Driver	South	Proceeding Straight	Female	Age: 17	2014 NISSAN ALTIMA	Passenger Car, Station Wagon, Jeep	Other Visible Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 3</b>	Driver	East	Stopped In Road	Male	Age: 81	2017 CHEVROLET VOLT	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>917-05197-2248-250</b>	<b>9/6/2017</b>	<b>16:45</b>	Wednesday	PARK ORO - VALMAR RD	45'	Direction: West	Daylight	Clear
	Sideswipe		Other Motor Vehicle	Unsafe Lane Change	21658(a)	Hit & Run: Misde	Property Damage Only	Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	East	Proceeding Straight	Female	Age:	SUV	Sport Utility Vehicle	No Injury
	Veh Type: Passenger Car		Sobriety: Impairment Not Kno		Assoc Factor: Violation		Cell Phone Not In Use	
<b>Party 2</b>	Driver	East	Proceeding Straight	Female	Age: 25	2015 MERCEDES-BENZ C300	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Stop and Go Traffi	Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>917-05196-2246-472</b>	<b>9/6/2017</b>	<b>18:00</b>	Wednesday	CALABASAS RD - RT 101 SBOFF/R €	0'	Direction: Not Stated	Daylight	Clear
	Hit Object		Fixed Object	Unsafe Speed	22350	Hit & Run: No	Property Damage Only	Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	East	Other	Female	Age: 19	2009 HONDA CIVIC	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Entering - Leaving	Lap/Shoulder Harness Used	Not Stated	
<b>917-05228-2243-245</b>	<b>9/8/2017</b>	<b>08:05</b>	Friday	LAS VIRGENES RD - MUREAU RD	112'	Direction: South	Daylight	Clear
	Hit Object		Fixed Object	Driving Under Influence	23152(e)	Hit & Run: No	Property Damage Only	Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	South	Other Unsafe Turning	Female	Age: 47	2012 TOYOTA CAMRY	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: Under Drug Influen		Assoc Factor: Violation	Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>917-05247-2248-472</b>	<b>9/9/2017</b>	<b>13:51</b>	Saturday	LIBERTY BELL RD - BON HOMME RD	0'	Direction: Not Stated	Daylight	Clear
	Sideswipe		Parked Motor Vehicle	Unsafe Speed	22350	Hit & Run: No	Property Damage Only	Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	North	Making Left Turn	Male	Age: 16	2015 LEXUS ES300H	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Inattention	Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 2</b>	Parked Vehicle		Parked		Age: 1997	FORD F-150	Pickups & Panels	No Injury
	Veh Type: Pickup Truck		Sobriety: Not Applicable		Assoc Factor: None Apparent		Cell Phone Not In Use	
<b>917-05263-2245-471</b>	<b>9/10/2017</b>	<b>16:10</b>	Sunday	PARKWAY CALABASAS - CALABASAS RD	30'	Direction: North	Daylight	Clear
	Broadside		Other Motor Vehicle	Traffic Signals and Signs	21453(a)	Hit & Run: No	Property Damage Only	Pty at Fault:1
								# Inj: 0 # Killed: 0
<b>Party 1</b>	Driver	North	Proceeding Straight	Female	Age: 30	2009 TOYOTA PRIUS	Passenger Car, Station Wagon, Jeep	No Injury
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent		Cell Phone Not In Use	

<b>Party 2</b>	Driver	East	Proceeding Straight	Male	Age: 61	2009 TOYOTA	CAMRY	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent		Cell Phone Not In Use			
<b>917-05275-2241-471</b>	<b>9/12/2017</b>	<b>07:10</b>	Tuesday			LAS VIRGENES RD - MEADOW CREEK LN	797'	Direction: South	Daylight	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle			Improper Turning	22107	Hit & Run: No	Other Visible Injury	# Inj: 1	# Killed: 0
<b>Party 1</b>	Driver	North	Making U Turn	Female	Age: 60	2010 TOYOTA	PRIUS	Passenger Car, Station Wagon, Jeep	Other Visible Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: Inattention		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Driver	North	Proceeding Straight	Male	Age: 60	2010 LEXUS	RX350	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05303-2248-472</b>	<b>9/12/2017</b>	<b>11:05</b>	Tuesday			CIVIC CENTER WY - CALABASAS RD	146'	Direction: South	Daylight	Clear	Pty at Fault:1
	Head-On		Fixed Object			Unsafe Lane Change	21658(a)	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	South	Parking Maneuver	Female	Age: 85	1997 LEXUS	ES300	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: Inattention		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05349-2241-472</b>	<b>9/14/2017</b>	<b>11:51</b>	Thursday			4785 LAS VIRGENES RD - PRIVATE PROPERTY	0'	Direction: Not Stated	Daylight	Clear	Pty at Fault:1
	Rear-End		Other Motor Vehicle			Unsafe Starting or Backing	22106	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	North	Backing		Age:	2016 FORD	MUSTANG	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Driver	East	Proceeding Straight	Male	Age: 58	2015 FORD	F550	Pickups & Panels	No Injury		
	Veh Type: Pickup Truck		Sobriety: HNBD			Assoc Factor: Inattention		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05366-2248-471</b>	<b>9/15/2017</b>	<b>01:45</b>	Friday			22475 PAUL REVERE DR - MULHOLLAND HWY	0'	Direction: North	Dark - Street Lig	Clear	Pty at Fault:1
	Head-On		Parked Motor Vehicle			Unsafe Lane Change	21658(a)	Hit & Run: No	Complaint of Pain	# Inj: 1	# Killed: 0
<b>Party 1</b>	Driver	South	Proceeding Straight	Female	Age: 76	2009 TOYOTA	CAMRY	Passenger Car, Station Wagon, Jeep	Complaint of Pain		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent		Lap Belt Used	Cell Phone Not In Use		
<b>Party 2</b>	Parked Vehicle		Parked		Age:	2017 FORD	F-150	Pickups & Panels	No Injury		
	Veh Type: Pickup Truck		Sobriety: Not Applicable			Assoc Factor: None Apparent		Cell Phone Not In Use			
<b>917-05406-2241-472</b>	<b>9/17/2017</b>	<b>06:45</b>	Sunday			27050 AGOURA RD - PRIVATE PROPERTY	0'	Direction: Not Stated	Daylight	Cloudy	Pty at Fault:1
	Hit Object		Fixed Object			Other Improper Driving		Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	West	Proceeding Straight	Male	Age: 27	2016 FORD	EXPLORER	Police Car	No Injury		
	Veh Type: Emergency Vehicle		Sobriety: HNBD			Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05412-2241-472</b>	<b>9/17/2017</b>	<b>15:57</b>	Sunday			26799 AGOURA RD - PRIVATE PROPERTY	0'	Direction: Not Stated	Daylight	Clear	Pty at Fault:1
	Sideswipe		Parked Motor Vehicle			Improper Turning	22107	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	West	Parking Maneuver	Female	Age: 54	2010 MERCURY	MARINER	Sport Utility Vehicle	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent		Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Parked Vehicle		Parked		Age:	2008 ACURA	MDX	Sport Utility Vehicle	No Injury		
	Veh Type: Passenger Car		Sobriety: Not Applicable			Assoc Factor: None Apparent		Not Stated			
<b>917-05433-2245-250</b>	<b>9/18/2017</b>	<b>13:00</b>	Monday			4799 COMMONS WAY - PRIVATE PROPERTY	0'	Direction: Not Stated			Pty at Fault:
								Hit & Run: Misde	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver				Age:				No Injury		
	Veh Type:		Sobriety:			Assoc Factor:					
<b>Party 2</b>	Parked Vehicle				Age:	2006 MERCEDES-BENZ	CLK320	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety:			Assoc Factor:					

<b>917-05458-2248-472</b>	<b>9/20/2017</b>	<b>07:53</b>	Wednesday	OLD TOPANGA CANYON RD - BLUEBIRD DR	144'	Direction: North	Daylight	Clear	Pty at Fault:1
	Sideswipe		Parked Motor Vehicle	Unsafe Starting or Backing	22106	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	South	Parking Maneuver	Male	Age: 16	2015 TOYOTA PRIUS	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Other	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Parked Vehicle	Parked		Age: 2008	2008 BMW 328i	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: Not Applicable		Assoc Factor: None Apparent	Not Stated			
<b>917-05493-2244-471</b>	<b>9/21/2017</b>	<b>20:35</b>	Thursday	LAS VIRGENES RD - MULHOLLAND HWY	528'	Direction: North	Dark - No Street	Clear	Pty at Fault:1
	Other		Non-Collision	Wrong Side of Road	21460(a)	Hit & Run: No	Other Visible Injury	# Inj: 2	# Killed: 0
<b>Party 1</b>	Driver	North	Ran Off Road	Male	Age: 90	2010 MERCEDES-BENZ E350	Passenger Car, Station Wagon, Jeep	Other Visible Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05507-2243-472</b>	<b>9/22/2017</b>	<b>19:15</b>	Friday	05332 LAS VIRGENES RD - PARKMOR RD	200'	Direction: North	Dark - Street Lig	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle	Improper Turning	22100(a)	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	West	Proceeding Straight	Male	Age: 23	2014 HYUNDAI SONATA	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Driver	North	Making Right Turn	Female	Age: 42	2003 HYUNDAI SANTA FE	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05520-2245-472</b>	<b>9/23/2017</b>	<b>12:16</b>	Saturday	23562 CALABASAS RD - EL CANON DR	258'	Direction: West	Daylight	Clear	Pty at Fault:1
	Rear-End		Other Motor Vehicle	Unsafe Speed	22350	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	East	Proceeding Straight	Female	Age: 21	2016 NISSAN SENTRA	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Driver	East	Stopped In Road	Female	Age: 42	2017 MERCEDES-BENZ GLS450	Sport Utility Vehicle	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05556-2245-472</b>	<b>9/25/2017</b>	<b>16:46</b>	Monday	23622 CALABASAS RD - PRIVATE PROPERTY	0'	Direction: Not Stated	Daylight	Clear	Pty at Fault:1
	Rear-End		Other Motor Vehicle	Unknown	22601	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	South	Backing	Male	Age: 30	2015 MERCEDES-BENZ CLA250	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Violation	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Driver	East	Stopped In Road	Female	Age: 41	2016 MAZDA MAZ3	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>917-05560-2248-471</b>	<b>9/26/2017</b>	<b>03:25</b>	Tuesday	OLD TOPANGA CANYON RD - WREN CREST DR	699'	Direction: West	Daylight	Clear	Pty at Fault:1
	Hit Object		Parked Motor Vehicle	Improper Turning	22100(a)	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	South	Ran Off Road	Female	Age: 23	2002 HONDA CIVIC	Passenger Car, Station Wagon, Jeep	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Other	Lap/Shoulder Harness Used	Cell Phone Not In Use		
<b>Party 2</b>	Parked Vehicle	Parked		Age: 2017	2017 VOLKSWAGEN JETTA	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: Not Applicable		Assoc Factor: None Apparent	Not Stated			
<b>Party 3</b>	Parked Vehicle	Parked		Age: 2015	2015 VOLKSWAGEN GOLF	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: Not Applicable		Assoc Factor: None Apparent	Not Stated			
<b>917-05572-2242-472</b>	<b>9/26/2017</b>	<b>16:36</b>	Tuesday	LOST HILLS RD - CALABASAS HILLS RD	9'	Direction: West	Daylight	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle	Unsafe Speed	22350	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	South	Proceeding Straight	Female	Age: 69	2002 LEXUS RX300	Sport Utility Vehicle	No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD		Assoc Factor: Inattention	Lap/Shoulder Harness Used	Cell Phone Not In Use		

Party 2 Driver West Proceeding Straight Female Age: 63 2016 MERCEDES-BENZ E350 Passenger Car, Station Wagon, Jeep No Injury  
Veh Type: Passenger Car Sobriety: HNBD Assoc Factor: None Apparent Lap/Shoulder Harness Used Cell Phone Not In Use

**Settings for Query:**

**City: CALABASAS**

**Sorted By: Date and Time**

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**L.A. County Sheriff's Department  
Lost Hills & Malibu Station**

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**Monthly Traffic Collision Report**

**10/6/2017      City of CALABASAS**

**Date Range Reported: 9/1/2017 to 9/30/2017**

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**Collisions**

Total Non-Injury Collisions	22
Total Injury and Fatal Collisions	6
Total Collisions (Injury + Non-Injury)	28

**DUI Collisions**

Number of DUI Collisions with Fatalities	0
Number of DUI Collisions with Injuries	0
Number of DUI Collisions Involving Property Damage	1
Total Number of DUI Collision Deaths	0
Total Number of DUI Collision injuries	0
Total Number of DUI Collisions	1
Total Actual Number of DUI Arrests	5

**Non-DUI Collisions**

Number of Non-DUI Collisions with Fatalities	0
Number of Non-DUI Collisions with Injuries	6
Number of Non-DUI Collisions Involving Property Damage	21
Total Number of Non-DUI Collision Deaths	0
Total Number of Non-DUI Collision injuries	10

**Vehicle/Pedestrian Collisions**

Number of Vehicle/Pedestrian Collisions with Fatalities	0
Number of Vehicle/Pedestrian Collisions with Injuries	0
Total Number of Pedestrian Fatalities	0
Total Number of Pedestrian Injuries	0

**Vehicle/Bicycle Collisions**

Number of Vehicle/Bicycle Collisions with Fatalities	0
Number of Vehicle/Bicycle Collisions with Injuries	0
Total Number of Vehicle/Bicycle Collision Fatalities	0
Total Number of Vehicle/Bicycle Collision Injuries	0

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**Hit & Run Collisions**

Total Number of Hit & Run Fatalities	0
Total Number of Hit & Run Injuries	0
Total Number of PDO Hit & Run Collisions	2

**Traffic Citations**

Total Number of Radar Citations Issued	20
Total Number of Bicycle Citations Issued	0
Total Number of Pedestrian Citations Issued	0
Total Number of Safety Belt Citations Issued	0
Total Number of Child Restraint Citations Issued	0
Total Number of Financial Responsibility Citations Issued	18
Total Number of Hazardous Citations Issued	149
Total Number of Non-Hazardous Citations Issued	64
Total Number of Citations Issued	213

**Parking Citations**

Total Number of Parking Citations Issued	1
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**Miscellaneous**

Child in Passenger Seat or Belts, Number of Fatalities	
Child in Passenger Seat or Belts, Number of Injuries	
Child Not in Passenger Seat or Belts, Number of Fatalities	
Child Not in Passenger Seat or Belts, Number of Injuries	
Number of Code 3 or Pursuit Collision Fatalities	
Number of Code 3 or Pursuit Collision Injuries	
Number of Patrol Vehicle Rear-End Collisions with Amber On	

**Enforcement Index**

Enforcement Index	24.8
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Los Angeles County  
**Sheriff's Department**

## Lost Hills Sheriff's Station - Community Impact Team

27050 Agoura Road Agoura, CA 91301

(818) 878-1808

[www.lasd.org](http://www.lasd.org)

### Calabasas Monthly Report for September, 2017

- Networked with field deputies regarding recent crime trends in the city. Assisted Detective Bureau Major Crimes Bureau with Calabasas Home Invasion Robbery.
- Working with field deputies regarding school enforcement issues.
- Maintained communication with the several Homeowners Associations. Discussed with several residents of the community crime trends and safety measures that homeowners can follow to minimize risk.
- Continued to monitor progress at the Lost Hills/101 Freeway overpass. Have not heard of any recent complaints regarding traffic.
- Networked with Calabasas detectives and the Lost Hills Station Burglary Team regarding crime trends, areas of concern, and saturation patrol.
- Placed a decoy car in several locations around the city.
- Working with Department of Health for a joint enforcement inspection of the food vendors along Malibu Canyon. A recent check found that they were all properly licensed. Another check is forthcoming.
- Sent out STTOP letters to dangerous drivers in the city of Calabasas.
- Worked with motor deputies with school enforcement issues.
- Attended city council meetings.
- Visited with children at local school and spoke about safety.
- Networked with local residents regarding traffic concerns on Bluebird Dr. and patrolled area several times to enforce parking restrictions.
- Attended training with L.A. County Fire Department regarding upcoming fire season. Drove to several locations around Calabasas area to discuss strategy should major fire occur.
- Networked with local Jewish Synagogues regarding security concerns for Jewish holidays this month.
- Worked Tip A Cop event sponsored by the City of Calabasas and helped earn over \$4,600.
- Organized traffic control plan for Malibu Ride to the Flags event
- Worked with Calabasas High School PFC to for addition traffic enforcement at school dismissal time.



**LOST HILLS JUVENILE INTERVENTION UNIT  
ACTIVITY REPORT FOR SEPTEMBER 2017  
CALABASAS**

**A. SCHOOL ISSUES**

Investigated a fight at the Commons.

Investigated rape allegations at Calabasas High.

Met with a Calabasas High mother re: troubling texts her daughter received.

**B. INTERVENTIONS**

No interventions were held this month.

**C. COMMUNITY / CRIMINAL ISSUES**

1. We conducted a monthly parental resource class at Lost Hills Sheriff's Station. This program was developed by our unit and is designed to educate parents about: 1) The current trends in juvenile behavior and delinquency, 2) Alcohol/narcotic awareness and recognition, 3) School policy and campus issues, 4) Gang awareness and negative peer relations, 5) Parental rights and responsibilities and, 6) Parental responses to incorrigible and/or delinquent behavior. We also address the specific concerns relating to the minor's behavior. We educate the minor and their parents of possible criminal behavior and the legal consequences. We offer suggestions and make recommendations to improve the minor's quality of life.
2. Spoke with numerous citizens and parents who called to question various juvenile concerns and issues in the community. We also provide the parents with various juvenile resource programs within our community.
3. We met with the Sylmar Juvenile Court District Attorney regarding the investigation and filing of criminal charges against juvenile offenders.
4. Met with Captain Josh Thai throughout the month in order to keep him up to date regarding our unit's investigations and current juvenile issues within our city.
5. Entered juveniles into the Juvenile Automated Index system for various violations.
6. Made court appearances to testify as witnesses on the part of the People of the State of California and attended court proceedings in cases generated from the City of Calabasas. We also investigated, prepared, and filed cases with the District Attorney's office. We additionally assisted other investigators in the preparation of cases for court.

7. We met with station narcotic detectives on a regular basis to exchange information regarding juvenile and drug related issues. We have worked with the narcotic detectives on several narcotic cases directly and indirectly involving juveniles.

8. Handled the processing and follow-up of various juvenile referrals brought to the attention of this unit (i.e., Juvenile Information Forms, Field Interview Cards, Juvenile Automated Index, and citations for various juvenile contacts with uniform personnel).

9. Conducted our normal checks of juvenile problem areas in the city during weekend evenings and responded to juvenile related calls for service.

10. Updated the Gang Book and briefed the captain on criminal activity trends.

11. Registered 6 sexual predators.

12. Conducted home checks of 4 sex registrants.

13. Attended the quarterly meeting of our contract cities.

14. Assisted Detective Bureau with a search warrant and a "Baby Formula" operation.

15. Conducted a DNA swab of a juvenile incarcerated in Lancaster.

16. Searched for a Reseda High teenager with an arrest warrant.

17. Attended a law enforcement meet-and-greet sponsored by D.C.F.S.

18. Participated in Teen Court.



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:** OCTOBER 16, 2017  
**TO:** HONORABLE MAYOR AND COUNCILMEMBERS  
**FROM:** DR. GARY J. LYSIK, CHIEF FINANCIAL OFFICER *Gary J. Lysik*  
**SUBJECT:** ADOPTION OF RESOLUTION 2017-1568, DEBT MANAGEMENT POLICY

**MEETING**  
**DATE:** OCTOBER 25, 2017

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**SUMMARY RECOMMENDATION:**

Staff recommends that City Council adopts Resolution 2017-1568, Debt Management Policy, for the purpose of providing guidance and direction regarding debt issuance and to be in compliance with the requirements set forth in Senate Bill (SB) 1029.

**BACKGROUND:**

On September 12, 2016, Governor Jerry Brown approved SB 1029 which mandates tracking of state and local government borrowing and spending of bond proceeds in an effort to increase transparency and improve public knowledge. This measure resulted from the recommendations of the Treasurer's Task Force on Bond Accountability, which was tasked with identifying best practices for tracking bond proceeds. The information gathered through the provisions of SB 1029 will populate the Treasurer's new online tool, Debt Watch, a transparency tool designed to enable taxpayers and the media to access debt data on California's 4,200 units of local government.

The California Debt and Investment Advisory Commission (CDIAC) operates as a part of the State Treasurer's Office, has nine members, including the State Treasurer, the Governor or the Director of Finance, the State Controller, two local government finance officials, two Assembly Members, and two Senators. CDIAC collects, maintains, provides comprehensive information on all state and local debt authorization and issuance, and serves as a statistical clearinghouse for all state and local debt issues.

Currently, state and local government debt issuers must submit several types of reports containing information about debt issuance to CDIAC. SB 1029 additionally requires state and local government debt issuers to report to the California Debt and Investment Advisory Commission (CDIAC) specified information about proposed and outstanding debt. Specifically, this measure requires that a report of proposed debt issuance submitted to CDIAC, no later than 30 days prior to the sale, must include a certification by the issuer that it has adopted local debt policies concerning the use of debt and that the contemplated debt issuance is consistent with those local debt policies. While failure to submit the report will not affect the validity of the sale, a local debt policy must be included and detail the following:

1. The purposes for which the debt proceeds may be used;
2. The types of debt that may be issued;
3. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable;
4. Policy goals related to the issuer's planning goals and objectives; and
5. Internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

The measure provides local control over the timeline and mechanism for adopting local debt policies, however, this measure requires that when a state or local government issues debt, it must submit a report of final sale to CDIAC no later than 21 days after the sale.

**DISCUSSION / ANALYSIS:**

In order to be in strict compliance with SB 1029, this Resolution will supplement Section 3.48.040 – Capital Financing and Debt Management of the City's Municipal Code by providing a more detailed and comprehensive debt management policy.

**FINANCIAL IMPACT / SOURCE OF FUNDING:**

There is no known fiscal impact for this item.

**REQUESTED ACTION:**

Staff recommends that City Council adopts Resolution 2017-1568, Debt Management Policy.

**ATTACHMENT:**

1. Resolution No. 2017-1568

**ITEM 4 ATTACHMENT 1  
RESOLUTION NO. 2017-1568**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CALABASAS, CALIFORNIA, APPROVING A DEBT  
MANAGEMENT POLICY.**

**WHEREAS**, Municipal Code Section 3.48.040 – Capital Financing and Debt Management provides general guidance for how the City will handle debt related matters; and

**WHEREAS**, Senate Bill (SB) 1029 requires municipalities to approve a broader debt management policy which addresses certain additional areas of concern; and

**WHEREAS**, a more comprehensive Debt Management Policy which addresses each of the requirements set forth in SB 1029 was prepared for Council consideration and is attached hereto as Exhibit A;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Calabasas, that the attached Debt Management Policy shall be adopted.

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 25<sup>th</sup> day of October, 2017.

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

ATTEST:

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

APPROVED AS TO FORM:

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

## Exhibit A

### CITY OF CALABASAS

#### DEBT MANAGEMENT POLICY

This Debt Management Policy (the "Debt Policy") of the City of Calabasas was approved by the City Council (as defined below) on October 25, 2017. The Debt Policy may be amended by City Council as it deems appropriate from time to time in the prudent management of the debt of the City of Calabasas or its affiliated agencies.

This Debt Policy will also apply to any debt issued by any other public agency for which the City Council of the City of Calabasas acts as the legislative body (as appropriate, hereinafter, individually or collectively, the "City" and "City Council").

The Debt Policy has been developed to provide guidance in the issuance and management of debt by the City and is intended to comply with Government Code Section 8855(i), effective on January 1, 2017. This Policy is not intended to conflict with Municipal Code Section 3.48.040 – Capital Financing & Debt Management. The main objectives are to establish conditions for the use of debt; to ensure that debt capacity and affordability are adequately considered; to minimize the City's interest and issuance costs; to maintain the highest possible credit rating; to provide complete financial disclosure and reporting; and to maintain financial flexibility for the City.

Debt, properly issued and managed, is a critical element in any financial management program. It assists in the City's effort to allocate limited resources to provide the highest quality of service to the public. The City understands that poor debt management can have ripple effects that hurt other areas of the City. On the other hand, a properly managed debt program promotes economic growth and enhances the vitality of the City for its residents and businesses.

#### 1. Findings

This Debt Policy shall govern all debt undertaken by the City. The City hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the City's sound financial position;
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses;
- Protect the City's credit-worthiness;

- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City;
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable; and
- Encourage those that benefit from a facility/improvement to pay the cost of that facility/improvement without the need for the expenditure of limited general fund resources.

## 2. Policies

### A. Purposes For Which Debt May Be Issued

The City will consider the use of debt financing primarily for capital improvement projects (CIPs) when the project's useful life will equal or exceed the term of the financing and when resources are identified sufficient to fund the debt service requirements. An exception to this CIP driven focus is the issuance of short-term instruments such as tax and revenue anticipation notes, which are to be used for prudent cash management purposes and conduit financing, as described below. Bonded debt should not be issued for projects with minimal public benefit or support, or to finance normal operating expenses.

If a department has any project which is expected to use debt financing, the department director is responsible for expeditiously providing the City Manager and the Chief Financial Officer with reasonable cost estimates, including specific revenue accounts that will provide payment for the debt service. This will allow an analysis of the project's potential impact on the City's debt capacity and limitations. The department director shall also provide an estimate of any incremental operating and/or additional maintenance costs associated with the project and identify sources of revenue, if any, to pay for such incremental costs.

**(i) Long-Term Debt.** Long-term debt may be issued to finance or refinance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment, and land to be owned and/or operated by the City.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services;



- When the project to be financed will provide benefit to constituents over multiple years;
  - When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers; and if applicable
  - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
- (b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.
- (c) The City may use long-term debt financings subject to the following conditions:
- The project to be financed has been or will be approved by the City Council;
  - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%, unless specific conditions exist that would mitigate the extension of time to repay the debt and it would not cause the City to violate any covenants to maintain the tax-exempt status of such debt, if applicable;
  - The City estimates that sufficient income or revenues will be available to service the debt through its maturity;
  - The City determines that the issuance of the debt will comply with the applicable requirements of state and federal law; and
  - The City considers the improvement/facility to be of vital, time-sensitive need of the community and there are no plausible alternative financing sources.
- (d) Periodic reviews of outstanding long-term debt will be undertaken to identify refunding opportunities. Refunding will be considered (within federal tax law constraints, if applicable) if and when there is a net economic benefit of the refunding. Refundings which are non-economic may be undertaken to achieve City objectives

relating to changes in covenants, call provisions, operational flexibility, tax status of the issuer, or the debt service profile.

In general, a refunding which produces a net present value savings on the principal of bonds refunded of at least three (3) percent of the refunded debt will be considered economically viable for a current refunding, which is a bond issue that can be redeemed within 90 days. For a refunding that has a redemption date over 90 days, savings should be four (4) percent or greater depending on time and interest cost to the redemption date. A refunding which produces a net present value savings of less than three (3) percent or negative savings will be considered on a case-by-case basis. All refunding must be approved by the City Council.

- (ii) **Short-term debt.** Short-term borrowing may be issued to generate funding for cash flow needs in the form of Tax and Revenue Anticipation Notes or Bond Anticipation Notes.

Short-term borrowing, such as commercial paper, and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and other financing-related costs. Prior to issuance of the short-term debt, a reliable revenue source shall be identified to secure repayment of the debt. The final maturity of the debt issued to finance the project shall be consistent with the economic or useful life of the project and, unless the City Council determines that extraordinary circumstances exist, must not exceed seven (7) years.

Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

- (iii) **Financings on Behalf of Other Entities.** The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein. In no event will the City incur any liability or assume responsibility for payment of debt service on such debt.

## B. Types of Debt

In order to maximize the financial options available to benefit the public, it is the policy of the City to allow for the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

- (i) **General Obligation (GO) Bonds:** General Obligation Bonds are suitable for use in the construction or acquisition of improvements to real property and/or public infrastructure that benefit the public at large. Examples of projects include libraries, parks, overpasses and public safety facilities. All GO bonds shall be authorized by the requisite number, currently 2/3, of voters in order to pass.
- (ii) **Special Revenue Bonds:** Revenue Bonds are limited-liability obligations tied to a specific enterprise or special fund revenue stream where the projects financed clearly benefit or relate to the enterprise or are otherwise permissible uses of the special revenue. Generally, no voter approval is required to issue this type of obligation if structured as a lease revenue, installment revenue or refunding but in some cases, the City must comply with proposition 218 regarding rate adjustments.
- (iii) **Lease-Backed Debt/Certificates of Participation (COP/Lease Revenue Bonds):** Issuance of lease-backed debt is a commonly used form of debt that allows a City to finance projects where the debt service is secured via a lease or installment sale agreement and where the payments are budgeted in the annual budget appropriation by the City from the general fund. Lease-backed debt does not constitute indebtedness under the state or the City's constitutional debt limit and does not require voter approval. Lease revenue bonds may be issued by the City of Calabasas Facilities Corporation on behalf of the City.
- (iv) **Special Assessment/Special District Debt:** The City will consider requests from developers or other property owners for the use of debt financing secured by property based assessments or special taxes in

order to provide for necessary infrastructure for new development or addition or replacement of existing infrastructure only under strict guidelines adopted by City Council, which may include minimum value-to-lien ratios and maximum tax burdens. Examples of this type of debt are Assessment Districts (AD) and Community Facilities Districts (CFD) or more commonly known as Mello-Roos Districts. In order to protect bondholders as well as the City's credit rating, the City will also comply with all State guidelines regarding the issuance of special district or special assessment debt. The credit criteria for Special Assessment/ Special District Debt will be reviewed on a case by case basis in consultation with its Municipal Advisor.

- (v) **Tax Allocation Bonds:** Tax Allocation Bonds are special obligations that are secured by the allocation of tax increment revenues that are generated by increased property taxes in the designated redevelopment area. Tax Allocation Bonds are not debt of the City. Due to changes in the law affecting California Redevelopment agencies with the passage of ABX1 26 (as amended, the "Dissolution Act") as codified in the California Health and Safety Code, the Calabasas Redevelopment Agency ("RDA") was dissolved as of February 1, 2012, and its operations substantially eliminated but for the continuation of certain enforceable RDA obligations to be administered by the Successor Agency to the RDA ("Successor Agency"). The Successor Agency may issue Tax Allocation Bonds to refinance outstanding obligations of the RDA, subject to limitations included in the Dissolution Act.
- (vi) **Pension Bonds:** the City may issue taxable pension bonds if needed to meet its pension obligation or OPEB requirements. This type of debt to be secured by the City General Fund and is only issued after independent study and evaluation.

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

To maintain a predictable debt service burden, the City will give preference in the future to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is variable rate debt. The City may choose in the future to issue securities that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of securities. When making the determination to issue bonds in a variable rate mode in the future, consideration will be given in regards to the useful life of the project

or facility being financed or the term of the project requiring the funding, market conditions, credit risk and third party risk analysis, and the overall debt portfolio structure when issuing variable rate debt for any purpose. The City's goal is to limit the maximum amount of variable-rate debt payable from the general fund to no more than 20 percent of the total debt payable from the general fund or any special revenue funds.

The City will not employ derivatives, such as interest rate swaps, in its debt program unless specifically recommended by its Municipal Advisor and Bond Counsel and only if such derivatives reduce or hedge existing risk, such as on variable rate issue. A derivative product is a financial instrument which derives its own value from the value of another instrument, usually an underlying asset such as a stock, bond, or an underlying reference such as an interest rate. Derivatives are commonly used as hedging devices in managing interest rate risk and thereby reducing borrowing costs. However, these products bear certain risks not associated with standard debt instruments.

### **C. Relationship of Debt to Capital Improvement Program and Budget**

The City intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City's capital budget and the capital improvement plan.

The City shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

### **D. Policy Goals Related to Planning Goals and Objectives**

The City is committed to financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management, and budget administration. The City intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City's annual operating budget.

It is a policy goal of the City to protect taxpayers, ratepayers, and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

Except as described in Section 2.A., when refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations minimum net present value debt service savings equal to or greater than three (3) percent of the refunded principal amount.

#### **E. Internal Control Procedures**

When issuing debt, in addition to complying with the terms of this Debt Policy, the City shall comply with all continuing bond disclosure requirements and the post-issuance compliance with Federal Tax Requirements applicable to Tax-Exempt Bonds, and any other applicable policies regarding initial bond disclosure and investment of bond proceeds.

The City will periodically review the requirements of and will remain in compliance with the following:

- (i) any continuing disclosure undertakings under SEC Rule 15c2-12;
- (ii) any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues; and
- (iii) the City's investment policies as they relate to the investment of bond proceeds.

The City shall be vigilant in using bond proceeds in accordance with the stated purpose at the time that such debt was issued. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the City Manager or the Chief Financial Officer.

#### **F. Initial Disclosure**

When the City determines to issue debt directly, the Chief Financial Officer shall request the involved departments to prepare, review, or update portions of any required offering document or preliminary official statement (the "POS") within their particular areas of knowledge for which they are responsible. The information contained in the POS is developed by personnel under the direction of the Chief Financial Officer, with the assistance of the

financing team, including the Bond Counsel, Disclosure Counsel, City Attorney, and/or its Municipal Advisor. The financing team shall assist staff in determining the materiality of any particular item, and in the development of specific language for the POS. Once the draft POS has been substantially updated, the entire draft POS is reviewed in its entirety to obtain final comments and to allow the underwriters, if any, to ask questions of the City's senior officials.

A substantially final form of the POS is provided to the City Council in advance of approval, generally by including the document with the agenda material relating to the approval of the debt, to afford such City Council an opportunity to review the POS, ask questions, and make comments.

### **G. Waivers of Debt Policy**

There will be circumstances from time to time when strict adherence to a provision of this Debt Policy is not possible or not in the best interest of the City. If the City staff has determined that a waiver of one or more provisions of this Debt Policy should be considered by the City Council, it will prepare an analysis for the City Council describing the rationale for the waiver and the impact of the waiver on the proposed debt issuance and on taxpayers, if applicable.

Upon a majority vote of the City Council, one or more provisions of this Debt Policy may be waived for a debt financing.

The failure of a debt financing to comply with one or more provisions of this Debt Policy shall in no way affect the validity of any debt issued by the City in accordance with applicable laws.

### **H. Credit Quality**

The City seeks to obtain and maintain the highest possible credit ratings for all categories of short-and long-term debt. The City will not issue bonds directly or on behalf of others such as private activity bonds that do not carry investment grade ratings of "A"<sup>[C1]</sup> or higher from Standard and Poor's or "A2" from Moody's Investor Service unless such bonds are privately placed with appropriate resale restrictions. The City will consider the public issuance of non-rated special assessment and community facilities bond but only upon recommendation of as Municipal Advisor and provided such bond meets the requirements of the City.

*Special Bond Reserve Funds and Bond Insurance:* the City may consider eliminating bond reserve funds so long as the elimination does not materially

reduce the credit rating of the bonds. The City may also consider bond insurance, bank letters of credit, or other forms of guarantee or bond reserve fund surety policies so long as premium or costs is more than offset by a reduction in interest cost.

## **I. Method of Issuance**

The City will determine, on a case-by-case basis, whether to sell its bonds competitively or through negotiation in consultation with its Municipal Advisor. Public offerings can be executed through either a competitive sale or a negotiated sale. It shall be the policy of the City to issue debt through a competitive sale whenever feasible.

- (i) Competitive Sale:** In a competitive sale, the City's bonds shall be awarded to the bidder providing the lowest true interest cost (TIC), as long as the bid adheres to requirements set forth in the official notice of sale.
  
- (ii) Negotiated Sale:** City recognizes that some securities are best sold through negotiation. In consideration of a negotiated sale, the City shall assess the following circumstances in determining the advisability of such a sale:
  - (a) Issuance of variable rate or taxable bonds;
  - (b) Complex structure or credit considerations (such as non-rated bonds), which requires a strong pre-marketing effort;
  - (c) Significant par value, which may limit the number of potential bidders;
  - (d) Unique proprietary financing mechanism (such as a financing pool), or specialized knowledge of financing mechanism or process;
  - (e) Market volatility, such that the City would be better served by flexibility in the timing of its sale in a changing interest rate environment;
  - (f) When an Underwriter has identified new financing opportunities or presented alternative structures that financially benefit the City that could not be achieved through a competitive bid; or
  - (g) As a result of an Underwriter's familiarity with the project/financing, which enables the City to take advantage of efficiency and timing considerations.



- (iii) **Private Placement:** From time to time the City may elect to issue debt on a private placement basis. Such method shall only be considered if it is demonstrated to result in cost savings or provide other advantages relative to other methods of debt issuance, or if it is determined that access to the public market is unavailable and timing considerations require that a financing be completed.



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 *smc*  
**SUBJECT:** APPROVAL OF APPOINTMENT OF JOANNE SUWARA TO THE TRAFFIC AND TRANSPORTATION COMMISSION (MAURER)

**MEETING DATE:** OCTOBER 25, 2017

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**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**

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**DATE:** OCTOBER 11, 2017

**TO:** HONORABLE MAYOR AND COUNCILMEMEBERS

**FROM:**  ROBERT YALDA, PUBLIC WORKS DIRECTOR  
MARINA ISSAKHANI, RECYCLING COORDINATOR

**SUBJECT:** CITY OF CALABASAS GREEN BUSINESS PROGRAM

**MEETING**

**DATE:** OCTOVER 25, 2017

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**SUMMARY RECOMMENDATION:**

That the Council will receive this report and provide feedback to Staff.

**BACKGROUND:**

In 2016, the Environmental Commission Green Business Subcommittee began researching and developing a Citywide Green Business Program under the direction of the City Council. On March 22, 2017 the subcommittee proposed the following program at the City Council meeting:

- Business owners and office managers will be approached by phone (commissioner calls), mail, and email from the Calabasas Chamber of Commerce and invited to participate in the program.
- Over the period of one year, we will ask participants to attend four (4) meetings of not more than one hour at either the Chamber of Commerce office, an office at City Hall or Founder's Hall.
- At each meeting, one or more environmental goals will be presented and discussed by either an 'expert' (invited to speak by the Commission) or by one of the Commission's members. Participants will then be asked to take those ideas back to their offices for implementation.

- At the following meeting, participants will report on their successes and failures so that everyone can learn from both.
- After the fourth and final meeting, participants who have attended each meeting and attempted and reviewed environmental goals will be certified as a green business.

Council concluded that the structure of this program would be too time-consuming and onerous to the business owners and City Staff and therefore directed Staff to re-design it to be more flexible and less burdensome to both Staff and business owners.

### **DISCUSSION:**

City Staff has developed a program to recognize and reward businesses that practice environmental stewardship through energy and water conservation, solid waste reduction and/or pollution prevention.

Staff is collaborating with the Chamber of Commerce to obtain contact information for businesses. All businesses within City Limits will receive a letter introducing the program (see Attachment B). Businesses that are interested in applying can contact City Staff to obtain more information and an application checklist (sample of an application checklist is provided as Attachment C) that is specific to their business.

In order to qualify, businesses will have to meet 60% of the criteria as set forth on the checklist. However, the application allows for applicants to list any sustainable/green efforts they have implemented that are not included in the checklist application. Therefore, if there any businesses that do not meet the 60% requirement, yet have implemented other/additional sustainable practices, City Staff will review the application and take into consideration the efforts that have been made.

The following types of businesses are eligible for the program: Automotive, Dental, Garment Cleaning, Grocery, Hotels, Office/Retail, Restaurants and Salons. If there are businesses interested in applying that are not included in the categories listed above, they may contact the City, and staff will design a checklist specific to their business.

Due to a lack of Staff and budget, on-site visits and inspections will not be made. Applications will be reviewed based on the honor system.

Businesses will be certified for a 3-year period. Subsequently, each business will have to apply for recertification, which is an abbreviated version of the initial certification.

**Recognition:**

All qualifying businesses will receive a Green Business graphic logo (see Attachment A), window decal, and will be promoted on the City Website, and e.Newsletter. Furthermore, the top 3 most qualified applicants will receive a framed certificate and recognition by City Council and local newspapers.

**ANALYSIS:**

City Staff presented the aforementioned program to the Environmental Commission on September 5, 2017 and requested feedback regarding program details and procedures. The Commission responded with the suggestion that Staff conduct random/spontaneous inspections at business to verify the application, as opposed to reviewing the applications based on the honor system.

**REQUESTED ACTION:**

That Council will receive this report and provide feedback to Staff.

**ATTACHMENTS:**

- Attachment A: Green Business Logo
- Attachment B: Letter to Businesses
- Attachment C: Auto Repair Checklist
- Attachment D: Dentist Checklist
- Attachment E: Garment Cleaning Checklist
- Attachment F: Grocery Checklist
- Attachment G: Hotels Checklist
- Attachment H: Office and Retail Checklist
- Attachment I: Restaurants Checklist
- Attachment J: Salons Checklist

Item 6 Attachment A







CITY of CALABASAS



**RE: City of Calabasas Green Business Program**

Dear Calabasas Business Owner,

As you may know, the City of Calabasas is committed to 'going green' and becoming a sustainable community. The City of Calabasas would like to recognize and reward businesses that practice environmental stewardship through energy and water conservation, solid waste reduction and/or pollution prevention. If your business is currently implementing these best management practices and would like to be recognized by the City for conducting a green business, please contact Marina Issakhani at 818-224-1682 or at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com) to receive an application checklist.

Please keep in mind that the checklist you will receive will be provided as a general guideline. If you have made an effort to run a sustainable business yet your application does not meet the requirement as specified on the checklist, please go ahead and submit your application regardless. City Staff will review your submission and take into consideration the green practices you have implemented. In addition, if you have implemented any sustainable practices that are not included in the checklist, please include an attached letter detailing these practices.

The submissions will be reviewed by City of Calabasas Public Works Staff and all qualifying businesses will be awarded and recognized as a Calabasas Green Business. In addition, businesses will be provided with a green business graphic logo as well as a window decal. Furthermore, the top three most qualified businesses will receive recognition by the City Council and a framed certificate.

For more information and to apply for a green business certification, please contact Recycling Coordinator, Marina Issakhani at 818-224-1682 or [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

Sincerely,

Robert Yalda



CITY of CALABASAS



### City of Calabasas Green Business Program

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please review the following checklist carefully and mark all checkboxes that apply to your business. If your business has implemented any sustainable practices that are not included in this checklist, please provide a supplemental letter detailing these practices. **There are a total of 95 items on this checklist. In order to qualify, your business must comply with at least 57 of the items.** You may submit a hard copy of this application at 100 Civic Center Way, Calabasas, CA 91302, ATTN: Marina Issakhani or electronically at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

<h1>AUTO REPAIR</h1>	
<b>Energy</b>	
<b>Motors and Pumps</b>	
Use an outside air intake for air compressors (cool air takes less energy to compress).	<input type="checkbox"/>
<b>Generic</b>	
Use a solar water heater or preheater.	<input type="checkbox"/>
Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).	<input type="checkbox"/>
Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.	<input type="checkbox"/>
<b>Heating, Ventilation &amp; Cooling</b>	
Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>
Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.	<input type="checkbox"/>
Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>

Apply window film to reduce heat.	<input type="checkbox"/>
Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.	<input type="checkbox"/>
<b>Equipment</b>	
Shut off equipment when not in use, such as exhaust fan systems and air compressors.	<input type="checkbox"/>
<b>Lighting</b>	
Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>
Replace incandescent bulbs with efficient compact fluorescents and reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>
Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>
Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>
Use task lighting instead of lighting the entire area.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
<b>Recycle/Reuse</b>	
Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	<input type="checkbox"/>
Recycle used copier toner cartridges and used ink jet cartridges.	<input type="checkbox"/>
When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling ( <a href="http://www.e-stewards.org">www.e-stewards.org</a> ).	<input type="checkbox"/>
Crush used oil filters to extract another 3-4 oz. of oil per filter to be recycled OR substitute less toxic propylene glycol for ethylene glycol OR use re-refined oil in all vehicles and machinery.	<input type="checkbox"/>
Filter and reuse parts cleaning liquid onsite.	<input type="checkbox"/>
Recycle and reuse all properly recovered refrigerants from air conditioning systems.	<input type="checkbox"/>
Use an industrial laundry service for shop rags and uniforms. Keep rags in a covered container and do not saturate.	<input type="checkbox"/>
<b>Generic</b>	
Use available resources to identify alternative products and practices that are more protective of employees and the environment. Review your inventory annually and see if there are further opportunities for replacement chemicals to prevent pollution.	<input type="checkbox"/>

Inspect inventory, storage and/or shipping areas for potential accidents on a regular basis	<input type="checkbox"/>
There are posted, abbreviated Emergency Response or Spill Response Postings in areas where hazardous materials are used and stored and by phones.	<input type="checkbox"/>
<b>Shop Maintenance</b>	
Eliminate the use of powdered or granular absorbent for routine cleanup. Refer to Dry Cleanup Methods in the Floor Cleanup section of this checklist.	<input type="checkbox"/>
Never hose down the shop as a routine cleaning measure.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at <a href="http://www.sfapproved.org">www.sfapproved.org</a> .	<input type="checkbox"/>
Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>
Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>
<b>Janitorial Products</b>	
Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.	<input type="checkbox"/>
Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input type="checkbox"/>
Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>
Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.	<input type="checkbox"/>
<b>Toxics Reduction</b>	
Become a State Certified Used Oil Collection Facility (the State reimburses 16 cents/gallon if you become certified and collect used oil from the public).	<input type="checkbox"/>
Minimize the inventory of fluids and chemicals where feasible. Only stock what you need and order materials on a just in time basis. Consider next-day or weekly ordering for custom or slow-moving colors.	<input type="checkbox"/>
Store any potentially hazardous materials securely, control access and rotate stock to use oldest product first.	<input type="checkbox"/>
Use a detergent-based rather than caustic-based solution in a hot tank.	<input type="checkbox"/>
Use a water-based brake washing method.	<input type="checkbox"/>

Use aqueous-based cleaning systems that re-circulate and filter cleaning solution.	<input type="checkbox"/>
<b>Clean Air</b>	
Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>
Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (see website in Help Button).	<input type="checkbox"/>
Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.).	<input type="checkbox"/>
<b>General</b>	
<b>Education</b>	
Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>
Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	<input type="checkbox"/>
Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.	<input type="checkbox"/>
<b>Water</b>	
<b>Dishwashing &amp; Laundry</b>	
Install aerators on kitchen sinks (except fill sinks) that do not exceed flow rates of 1.5 gpm.	<input type="checkbox"/>
<b>Water Conservation</b>	
Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.	<input type="checkbox"/>
Install urinals with 1.0 gpf (gallon per flush) or less.	<input type="checkbox"/>
Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.	<input type="checkbox"/>
Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.	<input type="checkbox"/>
Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.	<input type="checkbox"/>

<b>Radiator Maintenance</b>	
For hand wash and detailing services, use high-pressure vehicle washing equipment.	<input type="checkbox"/>
Use closed-loop water recycling (recirculating) systems for radiator flushing, car washing, steam cleaning, and/or parts washing (or send cars to a facility that does).	<input type="checkbox"/>
<b>Equipment</b>	
Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).	<input type="checkbox"/>
If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.	<input type="checkbox"/>
<b>Solid Waste</b>	
<b>Source Reduction</b>	
In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="checkbox"/>
Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	<input type="checkbox"/>
Send and receive faxes directly from computers without printing.	<input type="checkbox"/>
Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.	<input type="checkbox"/>
Reduce printing of emails, attachments and documents.	<input type="checkbox"/>
Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.	<input type="checkbox"/>
Eliminate individual bottles of water for employees and guests.	<input type="checkbox"/>
Reduce junk mail. See <a href="http://www.StopJunkMail.org">www.StopJunkMail.org</a> for tips.	<input type="checkbox"/>
For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).	<input type="checkbox"/>
<b>Source Reduction through Reuse</b>	
Compost food scraps.	<input type="checkbox"/>
Leave mowed grass on lawn (grasscycling).	<input type="checkbox"/>
Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as	<input type="checkbox"/>

charging fees for bags).	
Reuse paper or plastic packaging materials in your own shipments.	<input type="checkbox"/>
Reuse garbage bag liners.	<input type="checkbox"/>
Recycle or donate old uniforms, linens, and rags to shelters or non-profits.	<input type="checkbox"/>
Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.	<input type="checkbox"/>
Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Purchase business cards with recycled content.	<input type="checkbox"/>
Purchase toilet seat covers and toilet paper with recycled content.	<input type="checkbox"/>
Remodel/build with materials containing recycled content.	<input type="checkbox"/>
Purchase paper towels for restrooms with the highest recycled content available.	<input type="checkbox"/>
Purchase copier/printer paper with at least 30% post consumer waste.	<input type="checkbox"/>
Purchase envelopes and letterhead with the highest recycled content available	<input type="checkbox"/>
Use electronic billing methods to invoice customers and receive payment.	<input type="checkbox"/>
<b>Waste Diversion</b>	
Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>
Recycle scrap metal and metal drums.	<input type="checkbox"/>
Recycle tires at an approved recycler.	<input type="checkbox"/>
Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	<input type="checkbox"/>
Use reusable dishware in break room.	<input type="checkbox"/>
<b>Wastewater</b>	
<b>Prevent Storm Water Pollution</b>	

Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>
Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	<input type="checkbox"/>
Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	<input type="checkbox"/>
Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.	<input type="checkbox"/>
Park wrecked vehicles inside over concrete unless they have been drained of all vehicle fluids.	<input type="checkbox"/>
Clean outdoor surfaces by dry sweeping.	<input type="checkbox"/>
<b>Good Housekeeping</b>	
Always use drip pans or portable storage containers while changing vehicle fluids.	<input type="checkbox"/>
Have no open floor drains in the process area.	<input type="checkbox"/>
<b>Spill prevention control &amp; response</b>	
Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill.	<input type="checkbox"/>
Develop and post a spill response plan for employees to use in case of emergency.	<input type="checkbox"/>





CITY of CALABASAS

### City of Calabasas Green Business Program

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please review the following checklist carefully and mark all checkboxes that apply to your business. If your business has implemented any sustainable practices that are not included in this checklist, please provide a supplemental letter detailing these practices. **There are a total of 82 items on this checklist. In order to qualify, your business must comply with at least 50 of the items.** You may submit a hard copy of this application at 100 Civic Center Way, Calabasas, CA 91302, ATTN: Marina Issakhani or electronically at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

# DENTIST

## Energy

### Motors and Pumps

Use an outside air intake for air compressors (cool air takes less energy to compress).

### HVAC

Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.

### Generic

Use a solar water heater or preheater.

Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.

### Heating, Ventilation & Cooling

Use a 365 day programmable thermostat to control heating and air conditioning.

Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.	<input type="checkbox"/>
Use occupancy sensors to control air conditioning and heat.	<input type="checkbox"/>
Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>
Apply window film to reduce heat.	<input type="checkbox"/>
<b>Energy Conservation</b>	
Plug all radios, cell phone chargers, fans, heaters, and other personal electronics into a power strip that can be turned off when not in use. These devices draw energy 24/7, even when switched off.	<input type="checkbox"/>
Create a plan to hold bi-annual training for staff on energy conservation measures.	<input type="checkbox"/>
<b>Lighting</b>	
Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>
Replace incandescent bulbs with efficient compact fluorescents and reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>
Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>
Use task lighting instead of lighting the entire area.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
<b>Recycle/Reuse</b>	
Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	<input type="checkbox"/>
Recycle used copier toner cartridges and used ink jet cartridges.	<input type="checkbox"/>
When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling ( <a href="http://www.e-stewards.org">www.e-stewards.org</a> ).	<input type="checkbox"/>
<b>Generic</b>	
Assess chemicals used in your business by reviewing Material Safety Data Sheets (MSDS) and Prop.65 warnings on labels. Substitute with less toxic alternatives if available. Track the amounts of hazardous waste generated, and dispose of at local hazardous waste programs.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at	<input type="checkbox"/>

www.sfapproved.org.	
Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>
Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	<input type="checkbox"/>
Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>
Become a fragrance free or chemical free facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.	<input type="checkbox"/>
<b>Janitorial Products</b>	
Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input type="checkbox"/>
Replace all aerosols with pump dispensers.	<input type="checkbox"/>
Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>
<b>Pest Management</b>	
Adopt IPM practices at the office: monitor for pests before taking action, implementing sanitation and exclusion practices first. Treat only as necessary, using physical and biological methods before using chemical treatments.	<input type="checkbox"/>
<b>Clean Air</b>	
Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>
Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).	<input type="checkbox"/>
Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.).	<input type="checkbox"/>
<b>General</b>	
<b>General</b>	
Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.	<input type="checkbox"/>
<b>Water</b>	
<b>Water Conservation</b>	

Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.	<input type="checkbox"/>
Install urinals with 1.0 gpf (gallon per flush) or less.	<input type="checkbox"/>
Learn how to read your water meter. Use the water meter to check for leaks.	<input type="checkbox"/>
Install low flow aerators or control valves in faucets to meet 2010 CA Green Building Standards. Lavatory faucets-max flow rate-0.5 gpm, Self closing lavatory faucets max 0.25 gallons/cycle, kitchen faucets max flow rate 2.2 gpm.	<input type="checkbox"/>
Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.	<input type="checkbox"/>
Use dry floor cleaning methods indoors followed by damp mopping, or use a water efficient water boom or recycling filtered system such as an electronic powered cleaning machine, rather than spraying or hosing with water.	<input type="checkbox"/>
<b>Indoor Water Management</b>	
Post signs in restrooms and kitchen to encourage water conservation and to report leaks.	<input type="checkbox"/>
Change window cleaning schedule from periodic to as required.	<input type="checkbox"/>
<b>Solid Waste</b>	
<b>Source Reduction</b>	
In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="checkbox"/>
Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.	<input type="checkbox"/>
Work with vendors to minimize packaging; Ask vendors to take back packaging and used/damaged product for reuse or recycling. (e.g. - require chemical suppliers to take back empty drums and containers).	<input type="checkbox"/>
Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	<input type="checkbox"/>
Send and receive faxes directly from computers without printing.	<input type="checkbox"/>
Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.	<input type="checkbox"/>
Reduce printing of emails, attachments and documents.	<input type="checkbox"/>
<b>Source Reduction through Reuse</b>	
Use electronic billing methods to invoice customers and receive payment.	<input type="checkbox"/>
Reuse paper or plastic packaging materials in your own shipments.	<input type="checkbox"/>

Reuse garbage bag liners.	<input type="checkbox"/>
Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste.	<input type="checkbox"/>
Remodel/build with materials containing recycled content.	<input type="checkbox"/>
Purchase pencils, rulers and other desk accessories with recycled content.	<input type="checkbox"/>
Purchase copier/printer paper with at least 30% post consumer waste.	<input type="checkbox"/>
<b>Waste Diversion</b>	
Collect items that are prohibited from the garbage (batteries, CFLs, cellphones and other electronics, etc.) and institute a program for their safe disposal.	<input type="checkbox"/>
Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>
Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	<input type="checkbox"/>
<b>Dental Office</b>	
Use cloth lab coats in place of paper lab coats.	<input type="checkbox"/>
Become a paperless office by using digital patient charts, forms, billing, and appointment reminders.	<input type="checkbox"/>
Replace disposable patient bibs, headrest covers, and tray covers with cloth versions.	<input type="checkbox"/>
To minimize waste, offer pre-packaged products (such as toothbrushes, floss) to patients only upon request.	<input type="checkbox"/>
Choose tooth brushes with recycled content for use in office and for distribution upon request.	<input type="checkbox"/>
<b>Wastewater</b>	
<b>Amalgam &amp; Restorations</b>	
Reduce or completely stop placing amalgam fillings. When judged to be medically appropriate, use mercury-free alternatives to amalgam (e.g., gold, ceramic, porcelain, composites, polymers, glass ionomers, cold silver).	<input type="checkbox"/>
Eliminate all use of bulk elemental mercury. Any bulk mercury must be recycled or disposed of as hazardous waste (It must never be placed in the regular trash, placed with infectious waste (red bag) or down the drain).	<input type="checkbox"/>

<p>Install plastic disposable chairside amalgam traps in both the vacuum system and the cuspidor of each operatory where restoration work is done. Change these Chairside traps frequently. Never rinse these traps in the sink.</p>	<input type="checkbox"/>
<p>Change and recycle vacuum pump filters and screens at least once per month or as directed by the manufacturer. Carefully seal the vacuum screen in its plastic container, including any water that may be present, and store it in an airtight container with other amalgam.</p>	<input type="checkbox"/>
<p>If your practice has a dry turbine vacuum unit, then have a licensed amalgam recycler or hazardous waste disposal service pump out and clean the air-water separator at least once every 6 months. Perform this service more frequently if necessary to maintain suction or if so directed by the vacuum system manufacturer.</p>	<input type="checkbox"/>
<p>Have a licensed recycling contractor, mail-in service, or hazardous waste hauler recycle your amalgam wastes. You may also transport small quantities yourself to your local CESQG program facility. Amalgam waste includes:; a. Non-contact amalgam (scrap); b. Contact amalgam (e.g., extracted teeth containing amalgam); c. Amalgam or amalgam sludge captured by chair-side traps, vacuum pump filters, screens, and other devices, including the traps filters and screens themselves; d. Used amalgam capsules, and; e. Leaking or unusable amalgam capsules.</p>	<input type="checkbox"/>
<p>Maintain a written or computerized log of amalgam waste that you generate, and of amalgam waste that you remove from your vacuum system or plumbing. In addition, obtain receipts or other certified documentation from your recycler or hazardous waste hauler of all amalgam waste recycling and disposal shipments that you make. Keep these records on file for at least three years, and make them available upon request.</p>	<input type="checkbox"/>
<p>Store amalgam waste in airtight containers. Follow recyclers or haulers instructions, if any, for disinfection of waste and separation of contact and non-contact amalgam. Do not use disinfectant solutions with oxidizers, such as bleach, to disinfect amalgam. Do not add water or waste fixer to the waste containers.</p>	<input type="checkbox"/>
<p>Limit the amount of amalgam used to the smallest appropriate size for each restoration. Keep a variety of amalgam capsule sizes on hand to more closely match the amount triturated to the amount needed in the restoration.</p>	<input type="checkbox"/>
<p>Refrain from using sodium hypochlorite (bleach) to disinfect vacuum lines, because it speeds up the release of mercury from amalgam.</p>	<input type="checkbox"/>
<p>Store, handle, and triturate amalgam away from sinks so that the chance of an accidental spill reaching the sewer is minimized.</p>	<input type="checkbox"/>
<p>During amalgam restoration removal procedures, remove wet cuspidors from service and rely solely upon the high-speed suction (vacuum) system to remove debris and saliva.</p>	<input type="checkbox"/>
<p>Install clear plastic, easily removable under-sink bottle-traps, and have the contents recycled or disposed of as hazardous waste if they contain inadvertently spilled mercury containing material.</p>	<input type="checkbox"/>
<p>If you use bulk elemental mercury or mercury containing thermometers, obtain one or more mercury spill kits, place them in appropriate easy to access locations, and immediately use them as directed by the manufacturer for any spill of mercury-containing material. All spilled mercury-containing material must be recycled or hauled away as hazardous waste.</p>	<input type="checkbox"/>
<p>Switch to an enzyme or detergent type cleaner for your ultrasonic instrument cleaning bath.</p>	<input type="checkbox"/>

Switch to instrument sterilization via a steam autoclave or dry heat oven.	<input type="checkbox"/>
Evaluate the use of a work surface disinfectant containing less-hazardous active ingredients that are not subject to hazardous waste disposal regulations, such as quaternary ammonium compounds.	<input type="checkbox"/>
Use digital x-ray equipment.	<input type="checkbox"/>
Evaluate the potential health, safety and environmental impacts of alternative new products before accepting samples from your dental supplier.	<input type="checkbox"/>



CITY of CALABASAS



### City of Calabasas Green Business Program

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please review the following checklist carefully and mark all checkboxes that apply to your business. If your business has implemented any sustainable practices that are not included in this checklist, please provide a supplemental letter detailing these practices. **There are a total of 81 items on this checklist. In order to qualify, your business must comply with at least 50 of the items.** You may submit a hard copy of this application at 100 Civic Center Way, Calabasas, CA 91302, ATTN: Marina Issakhani or electronically at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

## GARMENT CLEANING

### Energy

#### Dishwashing & Laundry

- |   |                          |
|---|--------------------------|
| Use an ENERGY STAR clothes washer.          | <input type="checkbox"/> |
| Clean lint filters after every drying load. | <input type="checkbox"/> |

#### Generic

- |  |                          |
|--|--------------------------|
| Use weather stripping to seal air gaps around doors and windows.   | <input type="checkbox"/> |
| Insulate all hot water pipes, heaters, tanks and cold suction lines  | <input type="checkbox"/> |
| Use a solar water heater or preheater.   | <input type="checkbox"/> |
| Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same. | <input type="checkbox"/> |
| Assign staff to track energy bills over time, looking for sudden rises in use.   | <input type="checkbox"/> |
| Use or invest in renewable energy for at least 50% of your energy needs.   | <input type="checkbox"/> |

#### Heating, Ventilation & Cooling



Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>
Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.	<input type="checkbox"/>
Use and maintain economizers on A/C to increase air circulation.	<input type="checkbox"/>
Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>
Apply window film to reduce heat.	<input type="checkbox"/>
Replace or supplement an A/C system with an evaporative cooler.	<input type="checkbox"/>
<b>At Job Sites</b>	
Employ solar energy to supply a supplemental source of energy to the building	<input type="checkbox"/>
<b>Energy Conservation</b>	
If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).	<input type="checkbox"/>
Set hot water heaters to standard 120-140° F.	<input type="checkbox"/>
Incandescent bulbs that are not replaced with compact fluorescents are replaced with LEDs.	<input type="checkbox"/>
Plug all radios, cell phone chargers, fans, heaters, and other personal electronics into a power strip that can be turned off when not in use. These devices draw energy 24/7, even when switched off.	<input type="checkbox"/>
Install a programmable thermostat and set to 78 degrees for cooling and 68 degrees for heating. Use the night setback, and if no night setback is available, during unoccupied hours set thermostat to 90 degrees for cooling and 55 degrees for heating.	<input type="checkbox"/>
Create a plan to hold bi-annual training for staff on energy conservation measures.	<input type="checkbox"/>
<b>Lighting</b>	
Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>
Replace incandescent bulbs with efficient compact fluorescents; reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>
Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>
Use task lighting instead of lighting the entire area.	<input type="checkbox"/>
<b>Pollution Prevention</b>	

<b>Recycle/Reuse</b>	
Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	<input type="checkbox"/>
Recycle used copier toner cartridges and used ink jet cartridges.	<input type="checkbox"/>
<b>Garment Cleaning</b>	
Switch to using Carbon Dioxide or Wet Cleaning (steam and/or detergent) for garment washing. Eliminate the use of perchloroethylene.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at <a href="http://www.sfapproved.org">www.sfapproved.org</a> .	<input type="checkbox"/>
Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>
Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	<input type="checkbox"/>
Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>
Use laundry detergents that have little or no phosphates.	<input type="checkbox"/>
<b>Janitorial Products</b>	
Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input type="checkbox"/>
Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>
Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.	<input type="checkbox"/>
<b>Toxics Reduction</b>	
Replace chlorinated hydrocarbon spotting agents with spotting agents compatible with your particular cleaning system. Check with your equipment supplier for the safest, most effective spotters available. Some spotters can cross-contaminate your water or CO2 cleaning solutions, making your solution illegal to discharge to the sewer drains.	<input type="checkbox"/>
Keep all containers properly labeled and covered, including small spot remover bottles and spray containers.	<input type="checkbox"/>
Provide sturdy, compatible, leak-proof secondary containment for large or bulk containers of cleaning agents.	<input type="checkbox"/>
<b>General</b>	

Education	
Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>
Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	<input type="checkbox"/>
Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.	<input type="checkbox"/>
Water	
Dishwashing & Laundry	
Wash full loads in laundry machines.	<input type="checkbox"/>
Install aerators on kitchen sinks (except fill sinks) that do not exceed flow rates of 1.5 gpm.	<input type="checkbox"/>
Equipment	
If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.	<input type="checkbox"/>
For businesses with an average water consumption rate exceeding 1,200 gallons per day and which use a garment cleaning machine equipped with ""single-pass"" cooling, install closed loop cooling tower to reduce water waste. Your local water company may offer rebates to reduce the cost of this upgrade.	<input type="checkbox"/>
Water Conservation	
Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring).	<input type="checkbox"/>
Learn how to read your water meter. Use the water meter to check for leaks.	<input type="checkbox"/>
Change window cleaning schedule from "periodic" to "as required."	<input type="checkbox"/>
Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.	<input type="checkbox"/>
Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.	<input type="checkbox"/>
Industrial/Process Water Use	
Use a wash and rinse water reclamation system.	<input type="checkbox"/>

<b>Indoor Water Management</b>	
Post signs in restrooms and kitchen to encourage water conservation and to report leaks.	<input type="checkbox"/>
Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.	<input type="checkbox"/>
Evaluate wash formula and machine cycles for efficiency. It may be appropriate to reprogram machines to eliminate a cycle.	<input type="checkbox"/>
<b>Solid Waste</b>	
<b>Source Reduction</b>	
In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="checkbox"/>
Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.	<input type="checkbox"/>
Work with vendors to minimize packaging; Ask vendors to take back packaging and used/damaged product for reuse or recycling. (e.g. - require chemical suppliers to take back empty drums and containers).	<input type="checkbox"/>
Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	<input type="checkbox"/>
Provide reusable nylon bags for customers to buy and in which they can transport their dirty clothes. After being cleaned, the clothes can be hung on hangers and covered with the nylon bag rather than plastic wrap.	<input type="checkbox"/>
Reduce printing of emails, attachments and documents.	<input type="checkbox"/>
Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.	<input type="checkbox"/>
Buy products in bulk or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.	<input type="checkbox"/>
For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).	<input type="checkbox"/>
<b>Reuse</b>	
Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste.	<input type="checkbox"/>

Purchase pencils, rulers and other desk accessories with recycled content.	<input type="checkbox"/>
Purchase copier/printer paper with at least 30% post consumer waste.	<input type="checkbox"/>
Purchase or obtain previously used furniture, supplies or materials (freecycle.org, Craigs List).	<input type="checkbox"/>
Purchase reusable garment bags with post-consumer waste/recycled content.	<input type="checkbox"/>
<b>Reduce</b>	
Use electronic billing methods to invoice customers and receive payment.	<input type="checkbox"/>
Manage incoming and outgoing mail.	<input type="checkbox"/>
<b>Waste Diversion</b>	
Collect items that are prohibited from the garbage (batteries, CFLs, cellphones and other electronics, etc.) and institute a program for their safe disposal.	<input type="checkbox"/>
Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>
Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	<input type="checkbox"/>
<b>Wastewater</b>	
<b>Prevent Storm Water Pollution</b>	
Post signs at targeted trouble spots (e.g., loading docks, dumpster areas, outside hoses) to explain proper practices to prevent pollutants from reaching storm drains.	<input type="checkbox"/>
Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>
Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	<input type="checkbox"/>
Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	<input type="checkbox"/>
Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.	<input type="checkbox"/>
Clean outdoor surfaces by dry sweeping.	<input type="checkbox"/>



CITY of CALABASAS



## City of Calabasas Green Business Program

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please review the following checklist carefully and mark all checkboxes that apply to your business. If your business has implemented any sustainable practices that are not included in this checklist, please provide a supplemental letter detailing these practices. **There are a total of 102 items on this checklist. In order to qualify, your business must comply with at least 62 of the items.** You may submit a hard copy of this application at 100 Civic Center Way, Calabasas, CA 91302, ATTN: Marina Issakhani or electronically at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

# GROCERY

### Energy

#### Equipment

Use ENERGY STAR® office equipment and enable energy saving features, wherever applicable.

#### Generic

Use a solar water heater or preheater.

Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.

Institute and enforce a Start-up and Shut-down schedule for all cooking and holding equipment and kitchen ventilation systems.

#### Heating, Ventilation & Cooling

Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.

Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year.

#### Greenhouse Gases

Use a total of 100% renewable energy (75% additional REC's).

Employ solar energy to supply a supplemental source of energy to the building	<input type="checkbox"/>
<b>Energy Conservation</b>	
Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.	<input type="checkbox"/>
Set hot water heaters to standard 120-140° F.	<input type="checkbox"/>
Program computer monitors to sleep mode after 15 min or less.	<input type="checkbox"/>
Install anti-sweat heater controls for glass doors on refrigeration.	<input type="checkbox"/>
Install night covers to use during non-operational hours on open vertical and horizontal display cases.	<input type="checkbox"/>
When specifying new refrigeration equipment, purchase Energy Star rated equipment.	<input type="checkbox"/>
When specifying new cooking appliances, purchase Energy Star rated cooking appliances.	<input type="checkbox"/>
Replace evaporator fan motors in refrigeration units from before 2006 with efficient evaporator fan motors with electronically commutated motors in refrigerated display cases, walk-in coolers and freezers.	<input type="checkbox"/>
<b>Lighting</b>	
Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>
Replace incandescent bulbs with efficient compact fluorescents.	<input type="checkbox"/>
Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>
Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>
Replace high wattage MR-16 halogen lamps with LEDs.	<input type="checkbox"/>
Replace T-12 and T-8 lighting fixtures with high efficiency linear LED lights.	<input type="checkbox"/>
<b>Refrigeration</b>	
Install plastic strip curtains on walk-in refrigerator/freezer doors.	<input type="checkbox"/>
Set refrigerator temperature to meet minimum health requirements (typically between 38F and 41F for refrigerators and between 10 F and 20F for freezers).	<input type="checkbox"/>
Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.	<input type="checkbox"/>

Use automatic door closers or open door buzzers on walk-in refrigerator/freezer doors.	<input type="checkbox"/>
Install LED lights for freezers and refrigerated display cases.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
<b>Uncategorized</b>	
Replace standard fluorescent lights with low or no mercury fluorescent lights.	<input type="checkbox"/>
<b>Recycle/Reuse</b>	
Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	<input type="checkbox"/>
Recycle used ink jet cartridges.	<input type="checkbox"/>
Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>
Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	<input type="checkbox"/>
Purchase EPEAT certified ( <a href="http://www.EPEAT.net">www.EPEAT.net</a> ) computers, laptops and monitors.	<input type="checkbox"/>
<b>Greenhouse Gases</b>	
Install renewable energy sources, such as solar panels or wind generators. Specify system size.	<input type="checkbox"/>
<b>Janitorial Products</b>	
Replace all aerosols with pump dispensers.	<input type="checkbox"/>
Use low toxic cleaning products in non-aerosol containers.	<input type="checkbox"/>
Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>
<b>Toxics Reduction</b>	
When sourcing with a commercial printer, request vegetable or other low-VOC inks.	<input type="checkbox"/>
<b>Pest Management</b>	
Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and	<input type="checkbox"/>



making physical changes to keep out pests (by caulking/sealing holes or using traps).	<input type="checkbox"/>
<b>Clean Air</b>	
Hire locally.	<input type="checkbox"/>
When possible, arrange for a single vendor who makes deliveries for several items.	<input type="checkbox"/>
Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.	<input type="checkbox"/>
Provide secure bicycle storage for staff and customers.	<input type="checkbox"/>
<b>Kitchen</b>	
Offer certified organic, fair trade, sustainably harvested and/or locally grown products.	<input type="checkbox"/>
<b>General</b>	
<b>Education</b>	
Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>
Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	<input type="checkbox"/>
<b>General</b>	
Adopt an Environmental Policy that addresses the following sections: Recycling, Toxics Reduction, Environmentally Preferable Purchasing, Resource Conservation, Education	<input type="checkbox"/>
<b>Water</b>	
<b>Dishwashing &amp; Laundry</b>	
Use a water-conserving, WaterSense dishwasher to save both heating and water costs. (A door-type dishwasher should use 1.2 gallons/rack or less.) Low temperature machines ( requiring chemical sanitizers) are available.	<input type="checkbox"/>
Operate dishwashers only when fully loaded.	<input type="checkbox"/>
Hand scrape dishes before loading into dishwasher.	<input type="checkbox"/>
Soak dirty pots and pans instead of cleaning with running water.	<input type="checkbox"/>
Install aerators on kitchen sinks (except fill sinks) that do not exceed flow rates of 1.5 gpm.	<input type="checkbox"/>

<b>Outdoor Water Management</b>	
Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.	<input type="checkbox"/>
<b>Generic</b>	
Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.	<input type="checkbox"/>
Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).	<input type="checkbox"/>
Schedule your water company to make a presentation to staff to encourage water conservation at home. (Some water companies offer training and take home conservation kits.)	<input type="checkbox"/>
<b>Water Conservation</b>	
Do not use running water to melt ice or frozen foods	<input type="checkbox"/>
Install toilets with 1.28 gallons per flush or less, unless the toilet is 5 years old or less and is 1.6 gpf.	<input type="checkbox"/>
Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.	<input type="checkbox"/>
Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.	<input type="checkbox"/>
<b>Equipment</b>	
Reduce indoor water pressure to no higher than 50 psi by installing pressure reducing valves.	<input type="checkbox"/>
<b>Indoor Water Management</b>	
Post signs in restrooms and kitchen to encourage water conservation and to report leaks.	<input type="checkbox"/>
Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.	<input type="checkbox"/>
Change window cleaning schedule from periodic to as required.	<input type="checkbox"/>
<b>Kitchen</b>	
Use 1.28 gpm or less pre-rinse spray valves to rinse dishes.	<input type="checkbox"/>
<b>Solid Waste</b>	
<b>Source Reduction</b>	
In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable	<input type="checkbox"/>

containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="checkbox"/>
Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.	<input type="checkbox"/>
Work with vendors to minimize packaging; Ask vendors to take back packaging and used/damaged product for reuse or recycling. (e.g. - require chemical suppliers to take back empty drums and containers).	<input type="checkbox"/>
Eliminate paper documents by using electronic forms and contracts.	<input type="checkbox"/>
Request that marketing materials be printed on recycled content paper.	<input type="checkbox"/>
Use only compostable or recyclable to-go food service ware.	<input type="checkbox"/>
Eliminate paper hand towels by installing air hand dryers in restrooms.	<input type="checkbox"/>
Use cloth instead of paper napkins and tablecloths (contact Environmental Health to ensure proper sanitizing).	<input type="checkbox"/>
Eliminate individual bottles of water for employees and guests.	<input type="checkbox"/>
<b>Source Reduction through Reuse</b>	
Recycle or reuse plastic wrap/bags.	<input type="checkbox"/>
Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).	<input type="checkbox"/>
Donate excess non-perishable food (bread/produce OK, No cooked meat or cooked food) to food banks or shelters.	<input type="checkbox"/>
<b>Recycle/Reuse</b>	
Utilize clearly labeled recycle bins (and compost bins where approp) co-located next to all trash receptacles in all areas that generate waste and recycling: break rooms, bathrooms, offices, meeting rooms, copy rooms, lobby areas, and cubicles.	<input type="checkbox"/>
<b>Waste Management</b>	
Train custodial staff to reuse clean trash liners.	<input type="checkbox"/>
Have a solid waste assessment done for your facility to help identify waste reduction, reuse and recycling practices that would best work for your business. Your Green Business Coordinator can organize this for you.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
When building or remodeling: use recycled content, refurbished, or salvaged materials such as building fixtures, ceramic tiles, drywall, insulation, concrete, composite lumber/wood, roofing, flooring, cabinets, ceiling tile, interior paneling, etc.).	<input type="checkbox"/>

Purchase toilet seat covers and toilet paper with recycled content.	<input type="checkbox"/>
Purchase office/copier paper with 100% post consumer waste.	<input type="checkbox"/>
Purchase copier/printer paper with at least 30% post consumer waste.	<input type="checkbox"/>
Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>
Purchase paper towels with 35% post-consumer waste.	<input type="checkbox"/>
<b>Reduce</b>	
Keep a stack of previously used paper near printers to use for drafts or internal memos, or designate a draft tray on printers with multiple trays.	<input type="checkbox"/>
<b>Waste Diversion</b>	
Participate in the composting program for collecting food and yard discards, soiled paper products, and compostable food containers.	<input type="checkbox"/>
Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>
Recycle wood, including pallets.	<input type="checkbox"/>
Designate a recycling coordinator to take responsibility for monitoring disposal and maintaining recycling and composting programs.	<input type="checkbox"/>
<b>Wastewater</b>	
<b>Fats, Oils &amp; Grease</b>	
Install a grease trap if not installed already and make sure all grease producing fixtures flow through the grease trap (i.e. pot sink, pre-rinse sink, automatic fume hood cleaning systems, mop sink). Properly maintain and service your grease trap or interceptor and keep logs of service and of grease removal/hauling.	<input type="checkbox"/>
<b>Prevent Storm Water Pollution</b>	
Post signs at targeted trouble spots (e.g., loading docks, dumpster areas, outside hoses) to explain proper practices to prevent pollutants from reaching storm drains.	<input type="checkbox"/>
Keep receiving, loading docks, dumpster, landscape, storage and parking areas free of litter, oil drips and debris.	<input type="checkbox"/>
Keep dumpsters covered and impermeable to rainwater. If there are no covers on the dumpster, provide overhead coverage. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>
Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	<input type="checkbox"/>

Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	<input type="checkbox"/>
<b>Spill prevention control &amp; response</b>	
Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill.	<input type="checkbox"/>



CITY of CALABASAS



## City of Calabasas Green Business Program

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please review the following checklist carefully and mark all checkboxes that apply to your business. If your business has implemented any sustainable practices that are not included in this checklist, please provide a supplemental letter detailing these practices. **There are a total of 119 items on this checklist. In order to qualify, your business must comply with at least 70 of the items.** You may submit a hard copy of this application at 100 Civic Center Way, Calabasas, CA 91302, ATTN: Marina Issakhani or electronically at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

# HOTELS

### Energy

#### Dishwashing & Laundry

Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (high heat or chemical/heat).

Use a 1.6 gpm (gallons per minute) or lower pre-rinse nozzle for dish scraping and pre-cleaning. (Saves both heating and water costs).

Use an ENERGY STAR clothes washer.

#### HVAC

Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.

#### Generic

Use ENERGY STAR® office equipment and enable energy saving features.

Use sensors on vending machines and place machines in shaded areas.

Use a solar water heater or preheater.	<input type="checkbox"/>
Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.	<input type="checkbox"/>
Set hot water heaters to meet minimum sanitation requirements (typically 140-150 F).	<input type="checkbox"/>
Use timers on hood fans, exhaust systems and hood-lights.	<input type="checkbox"/>
During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas. Facility must have central heating and cooling and the ability to isolate sections of the building.	<input type="checkbox"/>
Institute and enforce a Start-up and Shut-down schedule for all cooking and holding equipment and kitchen ventilation systems.	<input type="checkbox"/>
<b>Heating, Ventilation &amp; Cooling</b>	
Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>
Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.	<input type="checkbox"/>
Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>
Apply window film to reduce heat.	<input type="checkbox"/>
<b>Energy Conservation</b>	
Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.	<input type="checkbox"/>
Set room thermostat to 78° F for cooling, 68°F for heating, and use the thermostat's night setback.	<input type="checkbox"/>
<b>Lighting</b>	
Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>
Replace incandescent bulbs with efficient compact fluorescents, and reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>
Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>
Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>
Use task lighting instead of lighting the entire area.	<input type="checkbox"/>
Replace high wattage MR-16 halogen lamps with LEDs.	<input type="checkbox"/>

Replace T-12 and T-8 lighting fixtures with high efficiency linear LED lights.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
<b>Recycle/Reuse</b>	
Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	<input type="checkbox"/>
Recycle used copier toner cartridges and used ink jet cartridges.	<input type="checkbox"/>
Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.	<input type="checkbox"/>
Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles rechargeables for free! <a href="http://www.call2recycle.org">www.call2recycle.org</a> ).	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at <a href="http://www.sfapproved.org">www.sfapproved.org</a> .	<input type="checkbox"/>
Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>
Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>
When remodeling, use natural or low emissions building materials, carpets, or furniture.	<input type="checkbox"/>
<b>Greenhouse Gases</b>	
Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	<input type="checkbox"/>
Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.	<input type="checkbox"/>
Install renewable energy sources, such as solar panels or wind generators. Specify system size.	<input type="checkbox"/>
<b>Janitorial Products</b>	
Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.	<input type="checkbox"/>
Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input type="checkbox"/>
Use low toxic cleaning products in non-aerosol containers such as Green Seal certified ( <a href="http://greenseal.org">greenseal.org</a> ), EWG.org/skindeep, Safer Choice ( <a href="http://epa.gov/saferchoice">epa.gov/saferchoice</a> ), SF Approved ( <a href="http://sfapproved.org">sfapproved.org</a> ), or those with a GoodGuide rating	<input type="checkbox"/>



of 8.1 or more (goodguide.com).	
Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>
Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.	<input type="checkbox"/>
Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.	<input type="checkbox"/>
<b>Toxics Reduction</b>	
Use non-perchloroethylene (PCE) alternative fabricare technologies if providing garment cleaning services. Ensure that your cleaner does not use PCE and Trichloroethylene (TCE) for spot cleaning.	<input type="checkbox"/>
If you have a spa onsite, work with the spa management to stock at least 50% of personal care products that rank 6 or lower on EWG's ranking (www.cosmeticsdatabase.com).	<input type="checkbox"/>
<b>Pollution Prevention</b>	
Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).	<input type="checkbox"/>
<b>Pest Management</b>	
Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests (by caulking/sealing holes or using traps).	<input type="checkbox"/>
If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at www.EcoWiseCertified.com.	<input type="checkbox"/>
<b>Clean Air</b>	
Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>
Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (see website in Help Button).	<input type="checkbox"/>
Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input type="checkbox"/>
Provide secure bicycle storage for staff and customers.	<input type="checkbox"/>
Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.).	<input type="checkbox"/>

<b>Kitchen</b>	
Offer certified organic, fair trade, sustainably harvested and/or locally grown products.	<input type="checkbox"/>
<b>General</b>	
<b>Education</b>	
Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>
Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	<input type="checkbox"/>
Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.	<input type="checkbox"/>
<b>General</b>	
Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.	<input type="checkbox"/>
Business has achieved compliance with all storm water-related regulatory requirements.	<input type="checkbox"/>
Business has achieved compliance with all wastewater-related regulatory requirements.	<input type="checkbox"/>
Business has achieved compliance with all air quality regulatory requirements.	<input type="checkbox"/>
Business is in compliance with all applicable Fire Department regulations.	<input type="checkbox"/>
<b>Water</b>	
<b>Dishwashing &amp; Laundry</b>	
Use a water-conserving, WaterSense dishwasher to save both heating and water costs. (A door-type dishwasher should use 1.2 gallons/rack or less.) Low temperature machines ( requiring chemical sanitizers) are available.	<input type="checkbox"/>
<b>Generic</b>	
Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.	<input type="checkbox"/>
Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).	<input type="checkbox"/>
Institute an optional towel and linen reuse policy for guests. Provide information in the guest rooms about this option.	<input type="checkbox"/>

<b>Water Conservation</b>	
Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.	<input type="checkbox"/>
Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.	<input type="checkbox"/>
Understand how to read water bill and review it monthly for indications of leaks, or spikes. Call your water utility if you notice any unusual increases in or if you are looking for suggestions on how to improve the efficiency of your water use.	<input type="checkbox"/>
Do not use running water to melt ice or frozen foods.	<input type="checkbox"/>
Use "dry sweeping" to clean concrete or asphalt surfaces instead of using water to wash down surfaces.	<input type="checkbox"/>
Install toilets with 1.28 gallons per flush or less, unless the toilet is 5 years old or less and is 1.6 gpf.	<input type="checkbox"/>
Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.	<input type="checkbox"/>
Install sink aerators that do not exceed 0.5 gpm flow in guest rooms.	<input type="checkbox"/>
<b>Equipment</b>	
Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).	<input type="checkbox"/>
If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.	<input type="checkbox"/>
<b>Indoor Water Management</b>	
Post signs in restrooms and kitchen to encourage water conservation and to report leaks.	<input type="checkbox"/>
Replace old showerheads with newer low-flow showerheads that do not exceed 1.5 gpm flow.	<input type="checkbox"/>
<b>Solid Waste</b>	
<b>Source Reduction</b>	
Use electronic billing methods to invoice customers and receive payment.	<input type="checkbox"/>
Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	<input type="checkbox"/>
Replace disposable cups and cutlery with durable items for in-room, reception, breakfast and room services.	<input type="checkbox"/>
Use bulk-dispensed shampoo and other amenities in guest room.	<input type="checkbox"/>

Replace wire/plastic hangers with permanent hangers (to reduce waste by lowering theft and replacement costs).	<input type="checkbox"/>
Eliminate paper hand towels by installing air hand dryers in restrooms.	<input type="checkbox"/>
Switch from individual condiment packets (e.g., salt, pepper & sugar) to Environmental Health -approved, refillable containers.	<input type="checkbox"/>
Use cloth instead of paper napkins and tablecloths (contact Environmental Health to ensure proper sanitizing).	<input type="checkbox"/>
Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.	<input type="checkbox"/>
Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.	<input type="checkbox"/>
Provide guests with the option of reusing their towels and linens if staying multiple nights.	<input type="checkbox"/>
<b>Source Reduction through Reuse</b>	
Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).	<input type="checkbox"/>
Reuse paper or plastic packaging materials in your own shipments; reuse garbage liners.	<input type="checkbox"/>
Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.	<input type="checkbox"/>
Reuse old tablecloths, cloth napkins and washcloths (properly sanitized) as rags.	<input type="checkbox"/>
Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.	<input type="checkbox"/>
<b>Waste Management</b>	
Require kitchen staff to recycle food, liquid, and beverage containers when recyclable.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Purchase business cards with recycled content.	<input type="checkbox"/>
Purchase disposable drink and food containers with recycled content.	<input type="checkbox"/>
Purchase toilet seat covers and toilet paper with recycled content.	<input type="checkbox"/>
Remodel/build with materials containing recycled content.	<input type="checkbox"/>
Purchase copier/printer paper with at least 30% post consumer waste.	<input type="checkbox"/>

Purchase envelopes, letterhead, napkins and tissues with the highest recycled content available.	<input type="checkbox"/>
<b>Waste Diversion</b>	
Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>
Compost or recycle pre-consumer vegetable & fruit trimmings or participate in food waste program, where available.	<input type="checkbox"/>
Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	<input type="checkbox"/>
Use reusable dishware in break room.	<input type="checkbox"/>
<b>Wastewater</b>	
<b>Prevent Storm Water Pollution</b>	
Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>
Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	<input type="checkbox"/>
Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	<input type="checkbox"/>
Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.	<input type="checkbox"/>
Clean outdoor surfaces by dry sweeping.	<input type="checkbox"/>



CITY of CALABASAS

Item 6 Attachment H



### City of Calabasas Green Business Program

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please review the following checklist carefully and mark all checkboxes that apply to your business. If your business has implemented any sustainable practices that are not included in this checklist, please provide a supplemental letter detailing these practices. **There are a total of 63 items on this checklist. In order to qualify, your business must comply with at least 35 of the items.** You may submit a hard copy of this application at 100 Civic Center Way, Calabasas, CA 91302, ATTN: Marina Issakhani or electronically at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

## OFFICE AND RETAIL

### Energy

#### Generic

Use ENERGY STAR® office equipment and enable energy saving features.

Use sensors on vending machines and place machines in shaded areas.

Use weather stripping to seal air gaps around doors and windows.

Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.

Assign staff to track energy bills over time, looking for sudden rises in use.

#### Heating, Ventilation & Cooling

Use a 365 day programmable thermostat to control heating and air conditioning.

Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.

Use occupancy sensors to control air conditioning and heat.

Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>
Apply window film to reduce heat.	<input type="checkbox"/>
Employ solar energy to supply a supplemental source of energy to the building.	<input type="checkbox"/>
<b>Energy Conservation</b>	
Plug all radios, cell phone chargers, fans, heaters, and other personal electronics into a power strip that can be turned off when not in use. These devices draw energy 24/7, even when switched off.	<input type="checkbox"/>
Create a plan to hold bi-annual training for staff on energy conservation measures.	<input type="checkbox"/>
Earn incentives for your business by participating in FlexAlert.org and reducing energy during peak demand periods.	<input type="checkbox"/>
<b>Lighting</b>	
Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>
Replace incandescent bulbs with efficient compact fluorescents; reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>
Use task lighting instead of lighting the entire area.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
<b>Recycle/Reuse</b>	
Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	<input type="checkbox"/>
Recycle used copier toner cartridges and used ink jet cartridges.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at <a href="http://www.sfapproved.org">www.sfapproved.org</a> .	<input type="checkbox"/>
Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>
Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>
<b>Janitorial Products</b>	
Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input type="checkbox"/>

Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>
Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.	<input type="checkbox"/>
<b>General</b>	
<b>Education</b>	
Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>
Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	<input type="checkbox"/>
Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.	<input type="checkbox"/>
<b>Water</b>	
<b>Water Conservation</b>	
Install urinals with 1.0 gpf (gallon per flush) or less.	<input type="checkbox"/>
Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water provider, or use food coloring).	<input type="checkbox"/>
Learn how to read your water meter. Use the water meter to check for leaks.	<input type="checkbox"/>
Install low flow aerators or control valves in faucets to meet 2010 CA Green Building Standards. Lavatory faucets-max flow rate-0.5 gpm, Self-closing lavatory faucets max 0.25 gallons/cycle, kitchen faucets max flow rate 2.2 gpm.	<input type="checkbox"/>
Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.	<input type="checkbox"/>
Change window cleaning schedule from "periodic" to "as required."	<input type="checkbox"/>
Use dry floor cleaning methods indoors followed by damp mopping, or use a water efficient water boom or recycling filtered system such as an electronic powered cleaning machine, rather than spraying or hosing with water.	<input type="checkbox"/>
<b>Solid Waste</b>	
<b>Source Reduction</b>	
In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="checkbox"/>



Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.	<input type="checkbox"/>
Work with vendors to minimize packaging; Ask vendors to take back packaging and used/damaged product for reuse or recycling. (e.g. - require chemical suppliers to take back empty drums and containers).	<input type="checkbox"/>
Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	<input type="checkbox"/>
Send and receive faxes directly from computers without printing.	<input type="checkbox"/>
Retailers - stock/sell products that are less toxic or less polluting than conventional products.	<input type="checkbox"/>
Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.	<input type="checkbox"/>
Reduce printing of emails, attachments and documents.	<input type="checkbox"/>
Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.	<input type="checkbox"/>
Buy products in bulk or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.	<input type="checkbox"/>
Eliminate individual bottles of water for employees and guests.	<input type="checkbox"/>
Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.	<input type="checkbox"/>
For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).	<input type="checkbox"/>
<b>Source Reduction through Reuse</b>	
Reuse paper or plastic packaging materials in your own shipments.	<input type="checkbox"/>
Designate a reuse area for office supplies such as binders, folders and staplers.	<input type="checkbox"/>
Reuse garbage bag liners.	<input type="checkbox"/>
Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.	<input type="checkbox"/>
<b>Reuse</b>	
Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	

Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste.	<input type="checkbox"/>
Remodel/build with materials containing recycled content.	<input type="checkbox"/>
Purchase pencils, rulers and other desk accessories with recycled content.	<input type="checkbox"/>
Purchase copier/printer paper with at least 30% post consumer waste.	<input type="checkbox"/>
<b>Reduce</b>	
Use electronic billing methods to invoice customers and receive payment.	<input type="checkbox"/>
Manage incoming and outgoing mail.	<input type="checkbox"/>
<b>Waste Diversion</b>	
Collect items that are prohibited from the garbage (batteries, CFLs, cellphones and other electronics, etc.) and institute a program for their safe disposal.	<input type="checkbox"/>
Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>
Compost food waste (where available).	<input type="checkbox"/>
Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	<input type="checkbox"/>



CITY of CALABASAS

### City of Calabasas Green Business Program

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please review the following checklist carefully and mark all checkboxes that apply to your business. If your business has implemented any sustainable practices that are not included in this checklist, please provide a supplemental letter detailing these practices. **There are a total of 79 items on this checklist. In order to qualify, your business must comply with at least 47 of the items.** You may submit a hard copy of this application at 100 Civic Center Way, Calabasas, CA 91302, ATTN: Marina Issakhani or electronically at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

# RESTAURANTS

## Energy

### Dishwashing & Laundry

Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (high heat or chemical/heat).

Use a 1.6 gpm (gallons per minute) or lower pre-rinse nozzle for dish scraping and pre-cleaning. (Saves both heating and water costs).

### Generic

Use a solar water heater or preheater.

Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).

Set hot water heaters to meet minimum sanitation requirements (typically 140-150 F).

Purchase ENERGY STAR electrical equipment and Food Service appliances. See fishnick.com in PG&E territory and the Irwindale Energy Education Center in SCE territory.

During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas. Facility

must have central heating and cooling and the ability to isolate sections of the building.	
Institute and enforce a Start-up and Shut-down schedule for all cooking and holding equipment and kitchen ventilation systems.	<input type="checkbox"/>
<b>Heating, Ventilation &amp; Cooling</b>	
Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>
Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.	<input type="checkbox"/>
Replace single or package A/C unit with one that exceeds Title 24 building standards.	<input type="checkbox"/>
Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>
Apply window film to reduce heat.	<input type="checkbox"/>
Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.	<input type="checkbox"/>
<b>Energy Conservation</b>	
Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.	
<b>Lighting</b>	
Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>
Replace incandescent bulbs with efficient compact fluorescents; reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>
Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
<b>Recycle/Reuse</b>	
Recycle used copier toner cartridges and used ink jet cartridges.	<input type="checkbox"/>
Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	

Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>
Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	<input type="checkbox"/>
Offer sustainable options for at least 50% of all seafood and communicate to customers which fish are sustainable. Use Monterey Bay Aquarium's Seafood Watch Program as a guide ( <a href="http://www.montereybayaquarium.org/cr/seafoodwatch.aspx">http://www.montereybayaquarium.org/cr/seafoodwatch.aspx</a> ).	<input type="checkbox"/>
<b>Janitorial Products</b>	
Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.	<input type="checkbox"/>
Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input type="checkbox"/>
Use low toxic cleaning products in non-aerosol containers such as Green Seal certified ( <a href="http://greenseal.org">greenseal.org</a> ), EWG.org/skindeep, Safer Choice ( <a href="http://epa.gov/saferchoice">epa.gov/saferchoice</a> ), SF Approved ( <a href="http://sfapproved.org">sfapproved.org</a> ), or those with a GoodGuide rating of 8.1 or more ( <a href="http://goodguide.com">goodguide.com</a> ).	<input type="checkbox"/>
Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>
Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.	<input type="checkbox"/>
Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.	<input type="checkbox"/>
<b>Pest Management</b>	
Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests (by caulking/sealing holes or using traps).	<input type="checkbox"/>
If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at <a href="http://www.EcoWiseCertified.com">www.EcoWiseCertified.com</a> .	<input type="checkbox"/>
<b>Kitchen</b>	
Offer certified organic, fair trade, sustainably harvested and/or locally grown products.	<input type="checkbox"/>
<b>General</b>	
<b>Education</b>	

Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>
Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	<input type="checkbox"/>
Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.	<input type="checkbox"/>
<b>Water</b>	
<b>Dishwashing &amp; Laundry</b>	
Use a water-conserving, WaterSense dishwasher to save both heating and water costs. (A door-type dishwasher should use 1.2 gallons/rack or less.) Low temperature machines ( requiring chemical sanitizers) are available.	<input type="checkbox"/>
<b>Water Conservation</b>	
Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.	<input type="checkbox"/>
Install aerators on kitchen sinks (except fill sinks) and showerheads that do not exceed flow rates of 1.5 gpm.	<input type="checkbox"/>
Install toilets with 1.28 gallons per flush or less, unless the toilet is 5 years old or less and is 1.6 gpf.	<input type="checkbox"/>
Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.	<input type="checkbox"/>
<b>Equipment</b>	
Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).	<input type="checkbox"/>
Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.	<input type="checkbox"/>
If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.	<input type="checkbox"/>
<b>Solid Waste</b>	
<b>Source Reduction</b>	
Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.	<input type="checkbox"/>

Send and receive faxes directly from computers without printing.	<input type="checkbox"/>
Eliminate individually wrapped items. Use bulk straws, condiments, to-go cutlery, salt, pepper, sugar, etc.	<input type="checkbox"/>
Replace disposable flatware and tableware with reusable items.	<input type="checkbox"/>
Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.	<input type="checkbox"/>
Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.	<input type="checkbox"/>
Eliminate individual bottles of water for employees and guests.	<input type="checkbox"/>
For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).	<input type="checkbox"/>
<b>Source Reduction through Reuse</b>	
Use electronic billing methods to invoice customers and receive payment.	<input type="checkbox"/>
Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).	<input type="checkbox"/>
Reuse paper or plastic packaging materials in your own shipments.	<input type="checkbox"/>
Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.	<input type="checkbox"/>
<b>Waste Management</b>	
Require kitchen staff to recycle food, liquid, and beverage containers when recyclable.	<input type="checkbox"/>
Provide recycling container(s) for recyclables for both wait/bussing and kitchen staff.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Purchase business cards with recycled content.	<input type="checkbox"/>
Purchase disposable drink and food containers with recycled content.	<input type="checkbox"/>
Purchase copier/printer paper with at least 30% post consumer waste.	<input type="checkbox"/>
Purchase tissues and napkins with the highest recycled content available.	<input type="checkbox"/>
Purchase janitorial paper products with the highest postconsumer waste (PCW) recycled content. Toilet paper and tissues	<input type="checkbox"/>

must contain a minimum of 20% PCW recycled content and paper towels must contain a minimum of 40% PCW recycled content.	
<b>Waste Diversion</b>	
Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>
Compost or recycle pre-consumer vegetable & fruit trimmings or participate in food waste program, where available.	<input type="checkbox"/>
Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	<input type="checkbox"/>
Everything for which a convenient collection or drop-off opportunity exists is reused or recycled.	<input type="checkbox"/>
<b>Wastewater</b>	
<b>Fats, Oils &amp; Grease</b>	
Install a grease trap if not installed already and make sure all grease producing fixtures flow through the grease trap (i.e. pot sink, pre-rinse sink, automatic fume hood cleaning systems, mop sink). Properly maintain and service your grease trap or interceptor and keep logs of service and of grease removal/hauling.	<input type="checkbox"/>
<b>Good Housekeeping</b>	
Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
Pour out non-hazardous liquids and leftover beverages in the sink before disposal (they may leak into the environment). If you see a leaking dumpster, notify the garbage hauler.	<input type="checkbox"/>





CITY of CALABASAS

### City of Calabasas Green Business Program

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_ Date \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Please review the following checklist carefully and mark all checkboxes that apply to your business. If your business has implemented any sustainable practices that are not included in this checklist, please provide a supplemental letter detailing these practices. **There are a total of 107 items on this checklist. In order to qualify, your business must comply with at least 64 of the items.** You may submit a hard copy of this application at 100 Civic Center Way, Calabasas, CA 91302, ATTN: Marina Issakhani or electronically at [missakhani@cityofcalabasas.com](mailto:missakhani@cityofcalabasas.com).

## SALONS

### Energy

#### HVAC

Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.

#### Generic

Use ENERGY STAR® office equipment and enable energy saving features.

Use weather stripping to seal air gaps around doors and windows.

Use instantaneous hot water heaters (or on demand systems) at point of use

Use a solar water heater or preheater.

Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).

Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.

Close blinds and curtains during peak summer period (white reflects) or use ceiling fans to reduce A/C load.

Install a gas booster heater for hot water use (laundry, dishwashing etc.)	<input type="checkbox"/>
Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.	<input type="checkbox"/>
Use or invest in renewable energy for at least 50% of your energy needs.	<input type="checkbox"/>
<b>Heating, Ventilation &amp; Cooling</b>	
Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>
Apply window film to reduce heat.	<input type="checkbox"/>
<b>Refrigeration</b>	
Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.	<input type="checkbox"/>
<b>Lighting</b>	
Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>
Replace incandescent bulbs with efficient compact fluorescents.	<input type="checkbox"/>
Increase fixture lighting efficiency by installing optical reflectors and/or diffusers.	<input type="checkbox"/>
Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>
Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>
Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible .	<input type="checkbox"/>
Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
<b>Carbon Offsets</b>	
Offset your company's CO2 emissions through purchase of renewable energy credits or installation of renewable energy sources.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>

Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	<input type="checkbox"/>
Print promotional materials with vegetable or other low-VOC inks.	<input type="checkbox"/>
Purchase EPEAT certified ( <a href="http://www.EPEAT.net">www.EPEAT.net</a> ) computers, laptops and monitors.	<input type="checkbox"/>
Purchase recycled content construction materials when building/remodeling (such as plastic lumber for decking, benches and railing, carpet, carpet padding, etc).	<input type="checkbox"/>
Use at least two alternative building/maintenance materials or supplies.	<input type="checkbox"/>
Switch from commercial air fresheners to potpourri or vinegar & lemon juice.	<input type="checkbox"/>
When remodeling, use natural or low emissions building materials, carpets, or furniture.	<input type="checkbox"/>
<b>Greenhouse Gases</b>	
Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.	<input type="checkbox"/>
Install renewable energy sources, such as solar panels or wind generators.	<input type="checkbox"/>
Participate in a greenhouse gas (GHG) inventory	<input type="checkbox"/>
Post the result of the GHG inventory and targeted company GHG reduction goals where all employees can access it.	<input type="checkbox"/>
Institute a "smart driving" education program for business services. (Reduce excess weight in vehicles, drive the speed limit and at steady speeds, accelerate and decelerate slowly and steadily, turn off engine when stopped for more than two minutes).	<input type="checkbox"/>
Provide company bike(s), electric bike(s), electric vehicle(s), and/or scooter(s) to employees for lunchtime and/or work time errands.	<input type="checkbox"/>
<b>Janitorial Products</b>	
Replace harmful cleaning products with safer alternatives. Work with your janitorial service, building maintenance staff, and any others to use these products. List specific replacements.	<input type="checkbox"/>
Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.	<input type="checkbox"/>
<b>Toxics Reduction</b>	
Obtain safety ratings for products used/sold from the Skin Deep Database found here: <a href="http://www.cosmeticsdatabase.com">http://www.cosmeticsdatabase.com</a> . At least 90% of products should be rated as a 6 or lower with emphasis put on products used most frequently.	<input type="checkbox"/>
Prohibit the use and sale of acrylic and gel nails.	<input type="checkbox"/>

Talk about your environmentally friendly hair care products and educate your clients on why it is better.	<input type="checkbox"/>
If spraying, use high-efficiency paint spray equipment with high solids paint.	<input type="checkbox"/>
Use a safer nail polish remover that DOES NOT contain toxic chemicals such as ethyl acetate, butyl acetate, and methyl ethyl ketone that cause a range of health and environmental impacts. Acetone-based nail polish removers are safer.	<input type="checkbox"/>
<b>Pollution Prevention</b>	
Obtain MSDSs of all beauty products used and sold in the Salon that are not rated on Skin Deep. Provide e-copies to share with the GB Coordinator. Review those products against a list of carcinogenic, endocrine disrupting, and toxic chemicals.	<input type="checkbox"/>
Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).	<input type="checkbox"/>
<b>Pest Management</b>	
When chemical pest control is necessary, use traps, barriers and less toxic pesticides. Apply on an as-needed (vs. set) schedule.	<input type="checkbox"/>
Only apply pesticides or herbicides during dry weather and never before it rains.	<input type="checkbox"/>
<b>Education</b>	
Train all employees on proper cleaning and janitorial procedures.	<input type="checkbox"/>
<b>Clean Air</b>	
When possible, arrange for a single vendor who makes deliveries for several items.	<input type="checkbox"/>
Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>
Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input type="checkbox"/>
Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.	<input type="checkbox"/>
<b>General</b>	
<b>Education</b>	
Ensure that any custodial services or other contractors that you hire follow Best Environmental Practices when working at your business.	<input type="checkbox"/>
Establish a 'green team' that can help guide efforts to green your business.	<input type="checkbox"/>

<b>Water</b>	
<b>Dishwashing &amp; Laundry</b>	
Install aerators on kitchen sinks (except fill sinks) that do not exceed flow rates of 1.5 gpm.	<input type="checkbox"/>
<b>Equipment</b>	
If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.	<input type="checkbox"/>
<b>Generic</b>	
Understand your water bill and review it monthly for indications of leaks, spikes or other problems. Call your water department for a free water walk-through if you notice any unusual increases in use or if you need suggestions on how to improve the efficiency of your water use.	<input type="checkbox"/>
Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).	<input type="checkbox"/>
<b>Water Conservation</b>	
Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.	<input type="checkbox"/>
Subsurface or low volume (drip) irrigation, or low-volume bubblers are used for all non-turf areas and areas less than 8' wide.	<input type="checkbox"/>
Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.	<input type="checkbox"/>
Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.	<input type="checkbox"/>
<b>Solid Waste</b>	
<b>Source Reduction</b>	
In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.	<input type="checkbox"/>
Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.	<input type="checkbox"/>
Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.	<input type="checkbox"/>
Select products shipped with less or reusable packaging.	<input type="checkbox"/>
Work with vendors to minimize packaging; Ask vendors to take back packaging and used/damaged product for reuse or	<input type="checkbox"/>

recycling. (e.g. - require chemical suppliers to take back empty drums and containers).	
Eliminate duplicate mailings & subscriptions by returning labels to the sender requesting that all but one be removed.	<input type="checkbox"/>
Send and receive faxes directly from computers without printing.	<input type="checkbox"/>
Centralize meeting announcements and journals in a single location (bulletin board, white board, email, etc.) to reduce printed copies.	<input type="checkbox"/>
Request that marketing materials be printed on recycled content paper.	<input type="checkbox"/>
Reuse envelopes.	<input type="checkbox"/>
<b>Source Reduction through Reuse</b>	
Where applicable, provide recycling and composting container(s) at convenient and appropriate locations such as staff lunch or break rooms and near vending machines.	<input type="checkbox"/>
Encourage reusable containers for lunches.	<input type="checkbox"/>
Use a laundry service that provides reusable bags for dirty and clean linen.	<input type="checkbox"/>
Recycle or donate old uniforms, linens, and rags to shelters or non-profits.	<input type="checkbox"/>
<b>Waste Management</b>	
Go paperless for reports and manuals.	<input type="checkbox"/>
Do not use balloons for promotions or events.	<input type="checkbox"/>
<b>Environmentally Preferable Purchasing</b>	
Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).	<input type="checkbox"/>
Purchase business cards with recycled content.	<input type="checkbox"/>
Purchase disposable drink and food containers with recycled content.	<input type="checkbox"/>
Purchase storage bins and recycling containers with recycled content.	<input type="checkbox"/>
Purchase floor mats with recycled content.	<input type="checkbox"/>
Purchase toilet seat covers and toilet paper with recycled content.	<input type="checkbox"/>
Purchase carpet, carpet undercushion, or flooring with recycled content.	<input type="checkbox"/>
Remodel/build with materials containing recycled content.	<input type="checkbox"/>

Use recycled-content paint.	<input type="checkbox"/>
Purchase pencils, rulers and other desk accessories with recycled content.	<input type="checkbox"/>
Purchase paper towels for restrooms with the highest recycled content available.	<input type="checkbox"/>
<b>Reduce</b>	
Purchase/lease all new copiers and printers with double sided copying capability or ensure that employees are printing on both sides of the page manually (print odd pages, return to printer, then print even pages).	<input type="checkbox"/>
Keep a stack of previously used paper near printers to use for drafts or internal memos, or designate a draft tray on printers with multiple trays.	<input type="checkbox"/>
For bulk mail, request removal of name, and write "refused" on first class mail.	<input type="checkbox"/>
<b>Waste Diversion</b>	
Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>
Designate a storage area for spent fluorescent tubes and bulbs, and ensure that they are turned over to an appropriate recycler and are not put into trash or recycling containers.	<input type="checkbox"/>
Designate a storage area for spent batteries, and ensure that they are turned over to an appropriate recycler and are not put into the trash or recycling containers.	<input type="checkbox"/>
Designate a storage area for spent electronic and mercury-containing items that may not be land-filled (TVs, computer monitors, thermostats, clothes irons, etc.) and ensure that they are turned over to an appropriate recycler and are not put into the trash or recycling containers.	<input type="checkbox"/>
When remodeling or constructing new facilities, all materials must be taken to the Construction and Demolition recycling lines at the local landfill.	<input type="checkbox"/>
<b>Wastewater</b>	
<b>Prevent Storm Water Pollution</b>	
Keep receiving, loading docks, dumpster, landscape, storage and parking areas free of litter, oil drips and debris.	<input type="checkbox"/>
Keep dumpsters covered and impermeable to rainwater. If there are no covers on the dumpster, provide overhead coverage. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>
Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	<input type="checkbox"/>
Dry sweep outdoor seating areas and dispose of the debris in the garbage.	<input type="checkbox"/>
Report a leaking dumpster to your waste management agency so it can be repaired or replaced.	<input type="checkbox"/>

**Good Housekeeping**

Use dry cleanup methods as a norm, and sweep prior to mopping floors. If necessary, use spot mopping only.

Discharge mop water (soapy water only) to the sanitary sewer, not the storm drain

Pour out liquids and leftover beverages in the sink before disposal (they may leak into the environment).

**Spill prevention control & response**

If hazardous materials are stored in quantities larger than 1 gallon (not including janitorial cleaners), demonstrate that your business practices spill prevention (training or inspection logs, periodic spill drills, carrying full containers with spill protection, etc.). Also, ensure there is adequate absorbent material to contain the largest possible spill from entering the storm or sewer drain.





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<b>City Council</b>					
100072	10/11/2017	BOZAJIAN/JAMES R.//	REIMB TRAVEL-CCCA CONFERENCE	550.80	City Council
100009	10/4/2017	BOZAJIAN/JAMES R.//	REIMB OFFICE SUPPLIES	79.74	City Council
<b>Total Amount for 2 Line Item(s) from City Council</b>				<b>\$630.54</b>	
<b>City Management</b>					
100054	10/4/2017	YALDA/ROBERT//	REIMB TRAVEL EXP- AIB	222.00	City Management
<b>Total Amount for 1 Line Item(s) from City Management</b>				<b>\$222.00</b>	
<b>Civic Center O&amp;M</b>					
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	11,053.26	Civic Center O&M
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	8,936.68	Civic Center O&M
100028	10/4/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	526.85	Civic Center O&M
100087	10/11/2017	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
100028	10/4/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	425.96	Civic Center O&M
100079	10/11/2017	CIRCULATING AIR, INC.	HVAC MAINTENANCE	158.01	Civic Center O&M
<b>Total Amount for 6 Line Item(s) from Civic Center O&amp;M</b>				<b>\$21,600.76</b>	
<b>Community Development</b>					
100093	10/11/2017	M6 CONSULTING, INC.	PLAN CHECK SERVICES	27,033.56	Community Development
100093	10/11/2017	M6 CONSULTING, INC.	INSPECTION SERVICES	19,012.50	Community Development
100093	10/11/2017	M6 CONSULTING, INC.	PERMIT SERVICES	5,040.00	Community Development
100017	10/4/2017	DUDEK & ASSOCIATES INC	EIR CONSULTING	1,612.63	Community Development
100018	10/4/2017	ENVIRONMENTAL SCIENCE	ENVIRONMENTAL CONSULTING	922.50	Community Development
100050	10/4/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	351.04	Community Development
100048	10/4/2017	VALLEY NEWS GROUP	LEGAL ADVERTISING	135.00	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	121.60	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	105.70	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	85.76	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	80.03	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	64.73	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	57.41	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	50.53	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	40.70	Community Development





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100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	27.69	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	26.49	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	17.86	Community Development
100016	10/4/2017	CYBERCOPY	COPY/PRINTING SERVICE	17.32	Community Development
<b>Total Amount for 19 Line Item(s) from Community Development</b>				<b>\$54,803.05</b>	

## Community Services

100055	10/9/2017	CALABASAS FILM FESTIVAL, INC.	2018 FILM FESTIVAL SPONSOR	15,000.00	Community Services
100084	10/11/2017	CUSTOM PRINTING, INC.	RECREATION BROCHURE	12,822.25	Community Services
100065	10/11/2017	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- DE ANZA	6,286.00	Community Services
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,527.64	Community Services
100063	10/11/2017	A RENTAL CONNECTION	EQUIPMENT RENTAL - CONCERT	3,341.91	Community Services
100084	10/11/2017	CUSTOM PRINTING, INC.	POSTAGE	3,232.58	Community Services
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,158.66	Community Services
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,857.40	Community Services
100067	10/11/2017	AMERIGAS - OXNARD	PROPANE SERVICE - CREEKSIDE	963.43	Community Services
100083	10/11/2017	COMMERCIAL MAINTENANCE	JANITORIAL SERVICES	543.00	Community Services
100100	10/11/2017	RICH/BOBBIE//	RECREATION INSTRUCTOR	532.00	Community Services
100064	10/11/2017	ACORN NEWSPAPER	ARTS FEST ADVERTISING	501.12	Community Services
100080	10/11/2017	CLARK PEST CONTROL	PEST CONTROL SERVICES	350.00	Community Services
100107	10/11/2017	TANENBAUM/PATTY//	RECREATION INSTRUCTOR	245.00	Community Services
100115	10/11/2017	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	189.67	Community Services
100087	10/11/2017	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
100028	10/4/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	168.15	Community Services
100113	10/11/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	140.84	Community Services
100098	10/11/2017	PURE HEALTH SOLUTIONS, INC.	WATER SERVICE	114.58	Community Services
100043	10/4/2017	SECURAL SECURITY CORP	SECURITY- PARTY AT DE ANZA	113.60	Community Services
100080	10/11/2017	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Community Services
100080	10/11/2017	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Community Services
100111	10/11/2017	UNITED SITE SERVICES OF CA INC	PORTABLE TOILET RENTAL	103.16	Community Services
100097	10/11/2017	PORT-A-STOR INC.	STORAGE - LUPIN HILL	85.00	Community Services
100097	10/11/2017	PORT-A-STOR INC.	STORAGE - A E WRIGHT	85.00	Community Services
100113	10/11/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	55.55	Community Services
100115	10/11/2017	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	47.63	Community Services
100088	10/11/2017	FILICE/LANA//	REIMB MILEAGE - SEP 17	47.56	Community Services
100080	10/11/2017	CLARK PEST CONTROL	PEST CONTROL SERVICES	45.00	Community Services



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100011	10/4/2017	CINTAS FIRST AID & SAFETY	QUARTERLY MONITORING- CRKSIDE	36.00	Community Services
100115	10/11/2017	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	35.19	Community Services
<b>Total Amount for 31 Line Item(s) from Community Services</b>				<b>\$54,022.92</b>	
<b><u>Klubhouse Preschool</u></b>					
100083	10/11/2017	COMMERCIAL MAINTENANCE	JANITORIAL SERVICES	1,267.00	Klubhouse Preschool
100115	10/11/2017	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	442.55	Klubhouse Preschool
100098	10/11/2017	PURE HEALTH SOLUTIONS, INC.	WATER SERVICE	267.35	Klubhouse Preschool
100102	10/11/2017	SECURAL SECURITY CORP	SECURITY- BACK TO SCHOOL	113.60	Klubhouse Preschool
100115	10/11/2017	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	111.12	Klubhouse Preschool
100080	10/11/2017	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Klubhouse Preschool
100011	10/4/2017	CINTAS FIRST AID & SAFETY	QUARTERLY MONITORING- CRKSIDE	84.00	Klubhouse Preschool
100115	10/11/2017	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	82.10	Klubhouse Preschool
<b>Total Amount for 8 Line Item(s) from Klubhouse Preschool</b>				<b>\$2,472.72</b>	
<b><u>Library</u></b>					
100021	10/4/2017	GALE CENGAGE LEARNING	E-BOOKS	7,097.60	Library
100042	10/4/2017	RECORDED BOOKS, LLC	E- AUDIO BOOKS	1,133.88	Library
100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	855.31	Library
100035	10/4/2017	OCLC, INC.	MEMBERSHIP DUES- AUG 2017	706.49	Library
100023	10/4/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	595.23	Library
100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	435.72	Library
100050	10/4/2017	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	426.64	Library
100023	10/4/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	355.60	Library
100047	10/4/2017	TIME WARNER CABLE	CABLE MODEM- LIBRARY	290.00	Library
100005	10/4/2017	AT&T	TELEPHONE SERVICE	206.79	Library
100010	10/4/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01368	193.08	Library
100052	10/4/2017	WENGER/DEANNE//	YOGA INSTRUCTOR- LIBRARY	180.00	Library
100010	10/4/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01091	167.27	Library
100042	10/4/2017	RECORDED BOOKS, LLC	BOOKS ON CD	133.47	Library
100023	10/4/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	131.65	Library
100042	10/4/2017	RECORDED BOOKS, LLC	BOOKS ON CD	120.93	Library
100023	10/4/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	97.47	Library
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	90.27	Library
100007	10/4/2017	BAKER & TAYLOR	BOOKS-LIBRARY	87.08	Library



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100042	10/4/2017	RECORDED BOOKS, LLC	E- AUDIO BOOKS	75.99	Library
100010	10/4/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01091	75.60	Library
100010	10/4/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WHG01368	75.60	Library
100042	10/4/2017	RECORDED BOOKS, LLC	E- AUDIO BOOKS	56.90	Library
100042	10/4/2017	RECORDED BOOKS, LLC	BOOKS ON CD	45.45	Library
100031	10/4/2017	MIDWEST TAPE	DVD'S-LIBRARY	28.78	Library
100007	10/4/2017	BAKER & TAYLOR	BOOKS-LIBRARY	24.53	Library
100031	10/4/2017	MIDWEST TAPE	DVD'S-LIBRARY	23.31	Library
100031	10/4/2017	MIDWEST TAPE	DVD'S-LIBRARY	20.04	Library
100023	10/4/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	12.42	Library
100023	10/4/2017	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	10.48	Library
<b>Total Amount for 30 Line Item(s) from Library</b>				<b>\$13,753.58</b>	

## LMD #22

100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,000.04	LMD #22
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,000.04	LMD #22
100112	10/11/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,949.00	LMD #22
100096	10/11/2017	PACIFIC COAST FALCONRY INC.	BIRD CONTROL SERVICES	2,500.00	LMD #22
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,278.29	LMD #22
100112	10/11/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,666.09	LMD #22
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,562.50	LMD #22
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	473.62	LMD #22
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	451.57	LMD #22
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	369.54	LMD #22
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	253.88	LMD #22
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	229.48	LMD #22
100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	114.80	LMD #22
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	79.65	LMD #22
100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	78.14	LMD #22
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	77.29	LMD #22
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	50.66	LMD #22
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	37.02	LMD #22
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	12.70	LMD #22



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<b>Total Amount for 21 Line Item(s) from LMD #22</b>				<b>\$23,284.31</b>	
<b><u>LMD #24</u></b>					
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	415.86	LMD #24
100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	8.20	LMD #24
100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	5.58	LMD #24
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	0.91	LMD #24
<b>Total Amount for 4 Line Item(s) from LMD #24</b>				<b>\$430.55</b>	
<b><u>LMD #27</u></b>					
100034	10/4/2017	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	2,795.00	LMD #27
100032	10/4/2017	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	700.00	LMD #27
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	24.30	LMD #27
100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	2.05	LMD #27
100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	1.40	LMD #27
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	0.23	LMD #27
<b>Total Amount for 6 Line Item(s) from LMD #27</b>				<b>\$3,522.98</b>	
<b><u>LMD #32</u></b>					
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	23.98	LMD #32
100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	2.05	LMD #32
100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	1.40	LMD #32
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	0.23	LMD #32
<b>Total Amount for 4 Line Item(s) from LMD #32</b>				<b>\$27.66</b>	
<b><u>LMD 22 - Common Benefit Area</u></b>					
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,932.24	LMD 22 - Common Benefit Area
100112	10/11/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,452.00	LMD 22 - Common Benefit Area
100112	10/11/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	695.00	LMD 22 - Common Benefit Area
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	476.74	LMD 22 - Common Benefit Area
100112	10/11/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	241.00	LMD 22 - Common Benefit Area
100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	233.50	LMD 22 - Common Benefit Area



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100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	157.25	LMD 22 - Common Benefit Area
100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	90.65	LMD 22 - Common Benefit Area
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	19.96	LMD 22 - Common Benefit Area
<b>Total Amount for 9 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$5,298.34</b>	

## Media Operations

100038	10/4/2017	PC MALL GOV	BACK-UP USB'S	4,282.55	Media Operations
100105	10/11/2017	SOLID WASTE SOLUTIONS, INC	FILM PERMITS/SERVICES	1,830.00	Media Operations
100069	10/11/2017	AT&T	TELEPHONE SERVICE	1,118.78	Media Operations
100024	10/4/2017	KEY INFORMATION SYSTEMS, INC.	T-1 LINE MONTHLY FEE	578.77	Media Operations
100033	10/4/2017	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	504.00	Media Operations
100066	10/11/2017	AMERICOMP GROUP IMAGING	PRINTER REPAIRS	238.17	Media Operations
100109	10/11/2017	TRIBUNE MEDIA SERVICES, LLC	CTV GUIDE LISTING	99.79	Media Operations
100078	10/11/2017	CHARTER COMMUNICATIONS	CABLE MODEM- CITY HALL	85.25	Media Operations
100064	10/11/2017	ACORN NEWSPAPER	CTV ADVERTISING	61.76	Media Operations
100064	10/11/2017	ACORN NEWSPAPER	CTV ADVERTISING	61.76	Media Operations
100064	10/11/2017	ACORN NEWSPAPER	CTV ADVERTISING	61.76	Media Operations
100064	10/11/2017	ACORN NEWSPAPER	CTV ADVERTISING	61.76	Media Operations
100064	10/11/2017	ACORN NEWSPAPER	CTV ADVERTISING	61.76	Media Operations
100006	10/4/2017	AT&T MOBILITY	TELEPHONE SERVICE	47.01	Media Operations
<b>Total Amount for 13 Line Item(s) from Media Operations</b>				<b>\$9,031.36</b>	

## Non-Departmental

100104	10/11/2017	SECURITY PAVING COMPANY INC	LVMWD WATER LINE	153,792.70	Non-Departmental
100094	10/11/2017	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	2,677.50	Non-Departmental
100086	10/11/2017	DISCOUNT PRINTING	CITY FLAGS	481.80	Non-Departmental
100029	10/4/2017	MAILFINANCE	POSTAGE METER LEASE	452.46	Non-Departmental
100075	10/11/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- JME22147	395.70	Non-Departmental
100041	10/4/2017	READYREFRESH BY NESTLE	WATER SERVICE	313.62	Non-Departmental
100010	10/4/2017	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	24.40	Non-Departmental
100019	10/4/2017	FEDERAL EXPRESS CORP.	COURIER SERVICE	16.18	Non-Departmental
<b>Total Amount for 8 Line Item(s) from Non-Departmental</b>				<b>\$158,154.36</b>	

## Payroll

100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	7,917.04	Payroll
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100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	4,139.82	Payroll
100004	10/4/2017	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	920.00	Payroll
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	788.00	Payroll
100056	10/9/2017	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100057	10/9/2017	FOLEY/KARYN//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100058	10/9/2017	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100059	10/9/2017	HILL/BOB//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100060	10/9/2017	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100061	10/9/2017	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100062	10/9/2017	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	707.26	Payroll
100004	10/4/2017	APPLE ONE	TEMPORARY EMPLOYMENT SVCS	368.00	Payroll
<b>Total Amount for 12 Line Item(s) from Payroll</b>				<b>\$19,083.68</b>	
<b><u>Police / Fire / Safety</u></b>					
100026	10/4/2017	L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- AUG 2017	3,750.33	Police / Fire / Safety
100027	10/4/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE OAKS	823.24	Police / Fire / Safety
100027	10/4/2017	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- VIEWPOINT	419.81	Police / Fire / Safety
100092	10/11/2017	LIFELOC TECHNOLOGIES, INC.	PAS UNIT MAINTENANCE	76.15	Police / Fire / Safety
<b>Total Amount for 4 Line Item(s) from Police / Fire / Safety</b>				<b>\$5,069.53</b>	
<b><u>Public Works</u></b>					
100081	10/11/2017	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	7,108.84	Public Works
100022	10/4/2017	GORGIN/KLAYMOND//	CONSULTING SERVICES	1,529.82	Public Works
100028	10/4/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	983.87	Public Works
100028	10/4/2017	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	786.06	Public Works
100091	10/11/2017	LEMUS/ALBA//	CONSULTING SERVICES	770.00	Public Works
100091	10/11/2017	LEMUS/ALBA//	CONSULTING SERVICES	770.00	Public Works
100112	10/11/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	750.00	Public Works
100101	10/11/2017	RIVERA/CLARIS//	CONSULTING SERVICES	560.00	Public Works
100101	10/11/2017	RIVERA/CLARIS//	CONSULTING SERVICES	500.00	Public Works
100053	10/4/2017	WILLDAN ASSOCIATES INC.	TRAFFIC REVIEW	231.00	Public Works
100112	10/11/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	217.00	Public Works
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	206.53	Public Works
100110	10/11/2017	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	79.30	Public Works
100014	10/4/2017	COUNTY OF LOS ANGELES	CONTRACT SERVICES	64.01	Public Works



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<b>Total Amount for 14 Line Item(s) from Public Works</b>				<b>\$14,556.43</b>	
<b><u>Recoverable / Refund / Liability</u></b>					
100039	10/4/2017	PETTY CASH	PETTY CASH- PUMPKIN FEST	15,000.00	Recoverable / Refund / Liability
100020	10/4/2017	FLAWLESS DESIGN GROUP, INC.	REFUNDABLE BOND	8,882.50	Recoverable / Refund / Liability
100085	10/11/2017	DEPARTMENT OF CONSERVATION	3RD QUARTER 2017 SMIP FEE	4,350.72	Recoverable / Refund / Liability
100036	10/4/2017	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	1,286.58	Recoverable / Refund / Liability
100036	10/4/2017	P&A ADMINISTRATIVE SVCS INC	FSA-MED/DEP CARE REIMBURSEMENT	1,242.30	Recoverable / Refund / Liability
100074	10/11/2017	CALIFORNIA BUILDING STANDARDS	3RD QTR 2017 GREEN BLDG	837.45	Recoverable / Refund / Liability
100044	10/4/2017	SILVA/TARA//	REFUND BUS PASS	120.00	Recoverable / Refund / Liability
100099	10/11/2017	REZAEINIA/RAHELEH//	REFUND BUS PASS	120.00	Recoverable / Refund / Liability
100073	10/11/2017	BROTH/MERRIL//	RECREATION REFUND	115.00	Recoverable / Refund / Liability
100046	10/4/2017	STATE DISBURSMENT	WAGE GARNISHMENT- 9/29/17	46.15	Recoverable / Refund / Liability
<b>Total Amount for 10 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$32,000.70</b>	
<b><u>Tennis &amp; Swim Center</u></b>					
100013	10/4/2017	COMPLETE CONSTRUCTION SERVICES	ROOF REPAIRS	8,635.00	Tennis & Swim Center
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,183.18	Tennis & Swim Center
100082	10/11/2017	COMMERCIAL AQUATIC SVCS INC	POOL SERVICE/REPAIR	818.65	Tennis & Swim Center
100076	10/11/2017	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	761.78	Tennis & Swim Center
100049	10/4/2017	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	677.00	Tennis & Swim Center
100070	10/11/2017	B & B PLUMBING	PLUMBING REPAIRS- T&SC	519.00	Tennis & Swim Center
100065	10/11/2017	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- T&SC	513.00	Tennis & Swim Center
100051	10/4/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	498.10	Tennis & Swim Center
100012	10/4/2017	COMMERCIAL AQUATIC SVCS INC	POOL SERVICE/REPAIR	496.08	Tennis & Swim Center
100077	10/11/2017	CASCIONE/GAYLENE//	RECREATION INSTRUCTOR	477.88	Tennis & Swim Center
100106	10/11/2017	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	449.61	Tennis & Swim Center
100051	10/4/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	384.25	Tennis & Swim Center
100114	10/11/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	284.69	Tennis & Swim Center
100051	10/4/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	274.74	Tennis & Swim Center
100114	10/11/2017	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	234.42	Tennis & Swim Center
100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	208.00	Tennis & Swim Center
100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	180.42	Tennis & Swim Center
100090	10/11/2017	KISHIMOTO/RAINE//	REIMB MILEAGE - SEP 17	58.37	Tennis & Swim Center
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	36.86	Tennis & Swim Center





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100040	10/4/2017	PREFERRED BENEFIT	VISION/DENTAL PREMIUM- SEP 17	29.28	Tennis & Swim Center
100008	10/4/2017	BCC	LIFE & DISABILITY INS- SEP 17	19.61	Tennis & Swim Center
100015	10/4/2017	CSAC-EXCESS INSURANCE	EAP/OCT-DEC 2017	3.40	Tennis & Swim Center
<b>Total Amount for 22 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$17,743.32</b>	
<b>Transportation</b>					
100103	10/11/2017	SECURITY PAVING COMPANY INC	LOST HILLS INTERCHANGE PROJ	135,155.83	Transportation
100037	10/4/2017	PARSONS TRANSPORTATION GROUP	LOST HILLS INTERCHANGE	70,982.37	Transportation
100030	10/4/2017	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	14,043.55	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - AUG 17	13,782.45	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - JUL 17	11,114.97	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - JUL 17	10,400.92	Transportation
100089	10/11/2017	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE SEP 2017	8,841.00	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - AUG 17	8,059.75	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - AUG 17	8,042.65	Transportation
100025	10/4/2017	KOA CORPORATION	CALABASAS ON-CALL SVCS	7,270.00	Transportation
100071	10/11/2017	BANK OF SACRAMENTO	LOST HILLS PROJ- RETENTION	7,113.46	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - JUL 17	6,581.51	Transportation
100003	10/4/2017	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	5,249.73	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - JUL 17	3,982.34	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - AUG 17	3,269.54	Transportation
100045	10/4/2017	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,763.17	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - AUG 17	1,151.65	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - JUL 17	833.80	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - AUG 17	353.73	Transportation
100068	10/11/2017	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	264.32	Transportation
100108	10/11/2017	TOYOTA FINANCIAL SERVICES	LEASE PAYMENT- OCT 2017	258.32	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE SERVICES - JUL 17	253.65	Transportation
100095	10/11/2017	MV TRANSPORTATION, INC.	SHUTTLE FUEL COST- JUL 17	81.49	Transportation
100014	10/4/2017	COUNTY OF LOS ANGELES	CONTRACT SERVICES	38.73	Transportation
<b>Total Amount for 24 Line Item(s) from Transportation</b>				<b>\$318,888.93</b>	
<b>GRAND TOTAL for 248 Line Items</b>				<b>\$754,597.72</b>	

## FUTURE AGENDA ITEMS

Department                      Agenda Headings      Agenda Title/Future Agenda

**8-Nov**

CC	Presentation	By Jon Shull/JPIA regarding the liability trust fund
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**Future Items**

CD	Public Hearing	Viewpoint Street Vacation
CC	Consent	Library Commission appointments
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	Introduction of Ordinance for drone regulations
PS	New Business	Review of what was learned during fires/what the City can do better
PW	New Business	Business recognition program for environmental efforts

2017 Meeting Dates	
14-Nov State of the City Address	29-Nov - Special Meeting Council Reorganization
22-Nov - Canceled Thanksgiving Eve	13-Dec
	27-Dec - Canceled