



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, MAY 9, 2018  
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 Girl Scout Brownie Troop 2296  
Approval of Agenda

### **ANNOUNCEMENTS/INTRODUCTIONS – 7:05 P.M.**

### **PRESENTATIONS – 7:10 P.M.**

- [Proclamation in support of the Energy Upgrade California Initiative](#)
- Proclamation honoring National Building & Safety Month
- Proclamation honoring Municipal Clerks' Week

### **ORAL COMMUNICATION – PUBLIC COMMENT – 7:40 P.M.**

### **CONSENT ITEMS – 7:50 P.M.**

1. [Approval of meeting minutes from April 19 and 25, 2018](#)
2. [Thirteenth amended employment contract for City Manager](#)

**PUBLIC HEARING – 7:55 P.M.**

3. Introduction of Ordinance No. 2018-353, amending Chapter 17.60 of the Calabasas Municipal Code by adding a new section, Section 17.60.055, requiring applicants and/or developers of certain larger development projects to conduct Community Development Forums before formal consideration of the project by the City’s official decision making bodies

*The Ordinance is exempt from California Environmental Quality Act review pursuant to the provisions of §15061(b)(3) and §15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines*

**NEW BUSINESS – 8:15 P.M.**

4. Discussion of the Planning Commission’s recommendation regarding the review and approval process for small-scale development projects, and direction to staff
5. Update on HOAs subscription to the City’s electronic notices

**INFORMATIONAL REPORTS – 8:40 P.M.**

6. Check Register for the period of April 13-25, 2018

**TASK FORCE REPORTS – 8:45 P.M.**

**CITY MANAGER’S REPORT – 8:50 P.M.**

**TENTATIVE FUTURE AGENDA ITEMS – 8:55 P.M.**

**ADJOURN – 9:00 P.M.**

The City Council will adjourn to their next regular meeting scheduled on Wednesday, May 23, 2018, at 7:00 p.m.



#DoYourThing®



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SECTION 1

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# WHAT IS THE ISSUE?





## CALIFORNIA SET RESPONSIBLE ENERGY GOALS

California passed SB 350 in 2015, the bill set big goals, such as:

- Lowering carbon pollution back to 1990s levels by 2020.
- Powering half of California's grid with renewable energy sources by 2030.
- Doubling energy efficiency by 2030.

Our state is already an energy leader, but we need the participation of Californians from all fields of life if we're going to meet the goals in sb 350.



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SECTION 2

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# WHAT WE'RE DOING



# WE BELIEVE INDIVIDUALS CAN HELP

Our campaign is called Do Your Thing<sup>®</sup>, because we believe that small actions can add up to a big impact on our environment. We are encouraging every Californian (all 39.5 million of us) to be more energy efficient. Everyone has the power to make a difference, so we invite you to Do Your Thing<sup>®</sup> to use energy more efficiently.



# #DoYourThing<sup>®</sup>



Television



Digital



Website



Promotional Material



Small Business Print



Outdoor



Community Based Organizations







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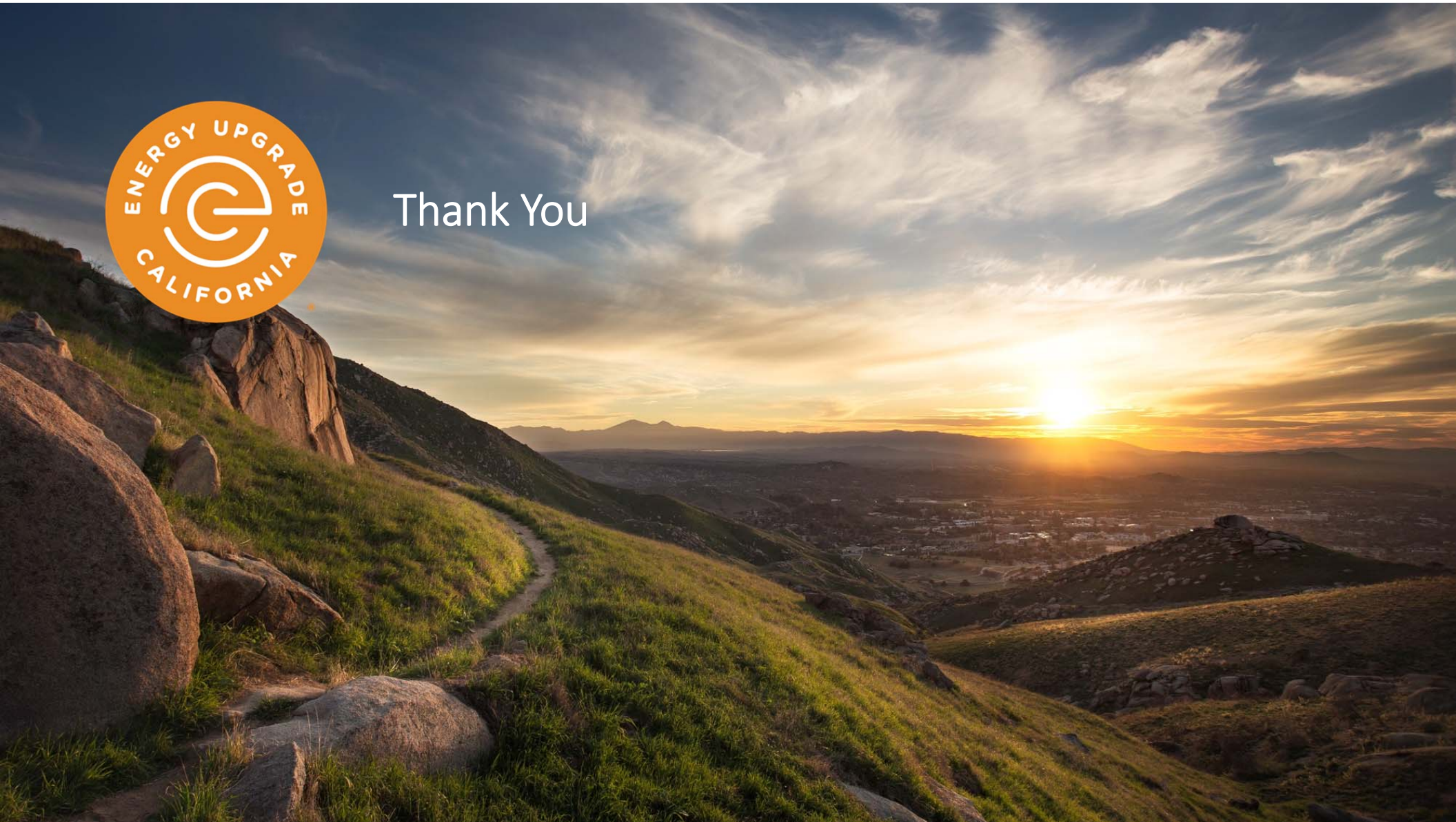
SECTION 3

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## WHAT YOU CAN DO



Thank You



**MINUTES OF A SPECIAL MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD THURSDAY, APRIL 19, 2018**

Mayor Gaines called the meeting to order at 1:46 p.m. in the Council Conference Room, 100 Civic Center Way, Calabasas, CA.

**ROLL CALL**

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

Absent: None

Staff: Coroalles and Howard

**CLOSED SESSION**

1. Public Employment – City Manager

There were no reportable actions regarding Closed Session Item No.1.

**ADJOURN**

The meeting adjourned at 3:35 p.m.

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Maricela Hernandez, MMC  
City Clerk

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, APRIL 25, 2018**

Mayor Gaines called the meeting to order at 7:01 p.m. in the Council Chambers, 100 Civic Center Way, Calabasas, CA.

**ROLL CALL**

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

Absent: None

Staff: Bartlett, Coroalles, Fleishman, Hernandez, Klein, Rice, Rubin, Steller and Yalda

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance by Boy Scout Pack 333, Tigers.

**APPROVAL OF AGENDA**

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

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

**ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Mayor Gaines:

- Announced that the City Manager will be retiring; and that Ralph Andersen & Associates has been retained to assist with the recruitment process.
- Extended an invitation to honor Tony and Patti Coroalles at a Chamber luncheon on May 10 and the upcoming City Council meeting on May 23, followed by a reception in Founders Hall.
- Extended an invitation to the Savvy Senior Spring Bingo on April 27 at the Calabasas Senior Center.
- Congratulated Rick Shumacher, who is being honored by Temple Aliyah.
- Extended an invitation to two fundraising events at Bay Laurel Elementary and at Viewpoint School on May 5.

Councilmember Weintraub:

- Extended an invitation to the Calabasas Fine Arts Festival on May 5-6.
- Extended an invitation to the annual Chamber Wine Tasting event on May 18 at the Commons.

Mayor pro Tem Shapiro:

- Expressed appreciation to staff for a well-attended and successful Earth Day event.
- Extended an invitation to the Relay for Life event on May 19 at A.E. Wright Middle School.

Councilmember Bozajian:

- Extended an invitation to the annual Calabasas Las Virgenes Historical Society meeting on April 26.

Councilmember Maurer:

- Met with 4<sup>th</sup> grade girl scouts from Bay Laurel Elementary regarding the Raise Your Hand badge commitment.
- Wildfire Awareness Week kickoff begins on May 7.
- Extended an invitation to the 5<sup>th</sup> annual Calabasas Rotary Club CalaBingo event on April 29
- Encouraged everyone to become a poll worker at the upcoming June 5 primary election.

➤ Adjourn in Memory

Mayor Gaines announced that the meeting would be adjourned in memory of Lillian Marie Martin, mother of former Councilmember/Mayor Lucy Martin and Marvin Malk, uncle of Mayor pro Tem David Shapiro.

Members of the Council expressed condolences to Ms. Martin and Mr. Shapiro.

**PRESENTATIONS**

➤ Annual book donation by Las Virgenes Municipal Water District

LVMWD Vice President, Charles Caspary presented the book donation to the City.

**ORAL COMMUNICATIONS – PUBLIC COMMENT**

Christine Renay and Randi Feilich spoke during public comment.

## **CONSENT ITEMS**

1. Approval of meeting minutes from April 11, 2018
2. Recommendation to approve an amendment to expand the scope of services of the existing Child Care, After School and Camp Program Agreement with Little Learners, LLC
3. Adoption of Ordinance No. 2018-364 amending the following Sections of the Calabasas Municipal Code: 17.80.065 of Chapter 17.80, "Enforcement of Development Code Provisions," Section 17.11.010 "Permitted, Conditional and Ancillary Land Uses – All Zoning Districts", and Section 17.90.020 defining residential and accessory uses; and adding a new Section 17.12.175 prohibiting short-term rentals or occupancies of property except for lawfully approved hotels, motels, and bed and breakfast inns
4. Accept offers of the dedication of easements for the purposes of maintaining public hiking trails across properties located at 3101 and 3111 Old Topanga Canyon Road

**Councilmember Weintraub moved, seconded by Councilmember Mayor pro Tem Shapiro to approve Consent Item Nos.1-4. MOTION CARRIED 5/0 as follows:**

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

## **PUBLIC HEARING**

5. Consideration of Resolution No. 2018-1583 and Resolution No. 2018-1586 approving File No. 170000993, an application, inclusive of a Site Plan Review, Oak Tree Permit, Lot Merger and Summary Street Vacation to merge five lots into one 26,460 square-foot lot and construct a new 2,840 square-foot single-family residence with a two-car attached garage located at 23742 Fern Trail (APN 2072-018-022), within the Rural Community (RC) zoning district, and Calabasas Highlands (CH) overlay zone

Mayor Gaines opened the public hearing.

Mr. Klein presented the report.

Marcin Jagoda spoke on item No. 5.

Mayor Gaines closed the public hearing.

**After discussion, Mayor pro Tem Shapiro moved, seconded by Councilmember Weintraub to approve Item No. 5. MOTION CARRIED 4/1 as follows:**

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

**NEW BUSINESS**

6. Recommendation from the Communications and Technology Commission to update the CTV Channel policy and Adopt Resolution No. 2018-1585, approving and adopting policies for government access programming channel for the City of Calabasas (CTV) and rescinding Resolution No. 2007-1093

Ms. Steller presented the report.

**After discussion, Councilmember Bozajian moved, seconded by Councilmember Maurer to approve Item No. 6 with modifications. MOTION CARRIED 5/0 as follows:**

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

7. Discussion of CTV coverage/protocols during 2018 election

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

**INFORMATIONAL REPORTS**

8. Check Register for the period of April 4-12, 2018

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

**TASK FORCE REPORTS**

Mayor pro Tem Shapiro reported his attendance to the League's Policy Committee meeting where they discussed homelessness issues.

Mayor Gaines reported that he will not be able to attend the upcoming LA County City Selection Committee meeting on May 7, and invited the Council to attend in his place if interested.

## **CITY MANAGER'S REPORT**

Mr. Coroalles reported his attendance to a Sheriff's panel interview for the selection of a new Deputy Community Officer.

## **TENTATIVE FUTURE AGENDA ITEMS**

Councilmember Weintraub requested an update from the Public Safety Commission regarding the location of emergency preparedness bins.

Further, Councilmember Weintraub requested that the Public Safety Commission review The Oaks HOA's Emergency Preparedness procedures and report back to Council with ideas and recommendations.

Councilmember Maurer requested an update on timeline for Wild Walnut Park Master Plan.

Councilmember Maurer also requested an item regarding public notifications to HOAs.

Further, Councilmember Maurer requested that the Environmental Commission review the Anticoagulant Rodenticides Resolution and report back to the Council with recommendations.

Mayor pro Tem Shapiro reported the Budget Workshop previously scheduled on June 16 has been cancelled.

Councilmember Bozajian requested that a letter be sent to Caltrans regarding graffiti, signage, trash and debris along the 101 freeway.

## **ADJOURN**

The City Council adjourned the meeting at 9:18 p.m. in memory of Lillian Marie Martin, mother of former Mayor/Councilmember Lucy Martin and Marvin Malk, uncle of Mayor pro Tem David Shapiro to their next regular meeting scheduled on Wednesday, May 9, 2018, at 7:00 p.m.

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Maricela Hernandez, MMC  
City Clerk





**CITY of CALABASAS**

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**CITY COUNCIL AGENDA REPORT**

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**DATE: APRIL 26, 2018**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: THIRTEENTH AMENDED EMPLOYMENT CONTRACT FOR CITY MANAGER**

**MEETING**

**DATE: MAY 9, 2018**

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**SUMMARY:**

The City Manager's employment agreement entitles him to specified salary, benefits and reimbursement of expenses which may be adjusted by the Council in their discretion. The city manager has requested that his current contract be amended to include reimbursement for actual out-of-pocket expenses in connection with his continued employment, including periodic travel as required, and a provision allowing some telecommuting for the period while engaged in recruitment for a new city manager. The Thirteenth Amended Employment Agreement would become effective June 1, 2018 and terminate by October 1, 2018 unless sooner terminated by the parties. With the above noted exceptions and other changes consistent with the short term nature of the agreement, all other provisions of the Twelfth Amended Agreement remain in effect.

The changes are noted as highlighted text in the attached thirteenth amended employment agreement.

**FISCAL IMPACT/SOURCE OF FUNDING:**

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

**SUMMARY RECOMMENDATION:**

If the Council desires to approve the amendments to the City Manager's contract as outlined above, you should approve the thirteenth amended employment agreement and authorize the Mayor to sign it on behalf of the City.

**ATTACHMENT:**

Thirteenth Amended Employment Agreement between Anthony M. Coroalles and the City of Calabasas.

ITEM 2 ATTACHMENT  
THIRTEENTH AMENDED EMPLOYMENT AGREEMENT

THIS THIRTEENTH AMENDED AGREEMENT is made and entered into as of the 1<sup>ST</sup> day of June 2018, by and between the CITY OF CALABASAS, California, a Municipal Corporation, hereinafter called the “City,” and ANTHONY M. COROALLES, hereinafter called “Employee.”

RECITALS

A. City desires to continue retaining the services of Employee in the position of City Manager, and Employee desires to continue employment as City Manager of the City;

B. The City Council desires to:

- (1) Retain the services of Employee.
- (2) Encourage the highest standards of fidelity and public service on the part of Employee.
- (3) Provide a just means for terminating Employee’s employment and this Agreement when City may desire to do so;
- (4) Recognize Employee’s accomplishments during his service to the City to date; and

C. The parties further desire to modify the Employee’s conditions of employment.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained the parties agree as follows:

1. Duties. City hereby continues to employ Employee as City Manager of City to perform the functions and duties of the City Manager as specified in City’s Municipal Code and to perform such other legally permissible and proper duties and functions as the City Council may from time to time assign to Employee. Employee agrees to devote Employee’s full time and effort to the performance of this Agreement and to remain in the exclusive employ of City and not to become otherwise employed while this Agreement is in effect without the prior written approval of the City Council.

2. Hours of Work. Employee shall maintain a regular work schedule through personal attendance, email, facsimile, audio conference or video conference hours per day, Monday through Friday and shall not participate in the 9/80 schedule made available to other employees. Employee’s duties may involve expenditures of time in excess of eight (8) hours per day and/or forty (40) hours per week, and may also include time outside normal office hours such as attendance at City Council meetings. Employee shall not be entitled to additional compensation for such time.

3. Term. This Thirteenth Amended Agreement shall be effective June 1, 2018, and will remain in force and effect until either October 1, 2018 or if terminated earlier by the City Council or Employee on a minimum of 10 days notice.

4. Salary; Effective July 1, 2017 Employee's annual salary is \$243,368. Salary and/or benefit adjustments shall be considered by the City Council annually in conjunction with Employee's annual performance evaluation pursuant to paragraph 11 of this Agreement. City shall not, at any time during the term of this Agreement, reduce Employee's salary or benefits unless such reduction is imposed across-the-board for all employees of the City.

5. Automobile and other Expenses. City shall provide Employee with a monthly auto allowance of \$500, which Employee acknowledges shall be subject to taxation. City shall reimburse Employee for the following expenses as they are incurred: rental car for employee's time in Calabasas, (estimated at two days each time employee is in the City); parking of employee's vehicle at departure airport; roundtrip coach air travel to California, (estimated at two times per month); lodging at the Garden Inn or equivalent, (estimated at two nights per trip). ~~Employee shall have access to City owned vehicles as needed to conduct official business during regular business hours or extended travel authorized by the City Council.~~ Employee shall be responsible for paying for all liability, property damage, and comprehensive insurance for his rental automobile, and for the purchase, operation, maintenance, repair, and replacement of his automobile.

6. Retirement and Deferred Compensation. City shall contribute the employer's and Employee's portion of cost of membership in the Public Employees Retirement System (PERS) during the term of this Agreement. City shall also make available to Employee a qualified deferred compensation program under Internal Revenue Code Section 457 and will match any contributions Employee may make to that plan consistent with the City match provided to all other employees (currently 2% of the employee's salary).

7. Medical, Dental and Vision Insurance. City shall pay the monthly premiums for medical, dental and vision insurance for Employee and Employee's dependents in an amount sufficient to cover most plans offered by the City and not less than the amount afforded department heads. If Employee elects not to participate in the City's medical plan, the City will contribute the amount it pays in lieu of those benefits under the current benefit resolution of the City to the Section 457 plan referred to in paragraph 6 above or, at Employee's option, pay that sum as additional taxable compensation to Employee.

8. Other Benefits. City shall provide to Employee any other benefits mandated by state or federal law.

9. General Expenses and Business Equipment. City recognizes that certain expenses of a non-personal and job-related nature may be incurred by Employee. City agrees to reimburse Employee for reasonable expenses which are authorized by the City budget, submitted to the City Council for approval, and which are supported by expense receipts, statements or

personal affidavits, and audit thereof in like manner as other demands against the City. City shall provide Employee with a lap-top computer and a cellular phone for the conduct of City business and to assure his availability to the City. ~~in the event of an emergency.~~

10. Official and Professional Development Expenses. City shall pay reasonable sums for professional dues and subscriptions for Employee necessary in the judgment of the City Council for Employee's continued participation in associations and organizations, which memberships are necessary and desirable for the continued professional development of Employee and for the good of the City, such as the League of California Cities and the International City/County Management Association. Notwithstanding the foregoing, the City Council shall have discretion to establish appropriate amounts, in the annual City budget or otherwise, for official and professional development expenses and travel costs.

11. Performance Evaluation. The City Council shall review and evaluate Employee's performance at least once annually. The City Council and Employee shall annually develop mutually agreeable performance goals and criteria which the City Council shall use in reviewing Employee's performance in the following year. It shall be Employee's responsibility to initiate this review each year. Employee will be afforded an adequate opportunity to discuss each evaluation with the City Council.

12. Indemnification. City shall defend, hold harmless and indemnify Employee against any claim, demand, judgment, or action of any type or kind arising within the course and scope of Employee's employment to the extent required by Government Code Sections 825 and 995.

13. Other Terms and Conditions of Employment.

(A) The City Council may from time to time fix other terms and conditions of employment relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement, the Municipal Code, or other applicable law.

(B) The provisions of the City's Personnel Rules and Regulations ("Rules") shall apply to Employee to the extent they explicitly apply to the position of City Manager, except that if the specific provisions of this Agreement conflict with the Rules, the terms of this Agreement shall prevail. Without limiting the generality of the exception noted in the previous sentence, however, no provision of the Rules or this Agreement shall confer upon Employee a property right in Employee's employment or a right to be discharged only upon cause during Employee's tenure as City Manager. At such times as Employee is serving as City Manager, Employee is an at-will employee serving at the pleasure of the Council and may be dismissed at any time with or without cause, subject only to the provisions of this Agreement.

(C) Until such time as the Rules entitle him to a greater amount, ~~effective February 22, 2017~~ June 1, 2018 Employee shall be entitled to 25 days of vacation leave with pay per year. Employee may accrue up to 45 days vacation and, once having accrued that

amount, shall accrue no further vacation under this Agreement until he uses **or cashes out** vacation time to reduce his accrued balance. The Employee may cash out vacation time on the same terms and conditions as established by the City for other management employees.

(D) Employee shall be entitled to 12 days of sick leave and 8 days of administrative leave with pay per year. Employee may not cash out unused sick leave upon termination of this Agreement. Administrative leave is prorated and Employee shall receive 4 and 1/3 days administrative leave for the \*2003-04\* fiscal year. Except as expressly provided in this Agreement, Employee's use and accrual of sick and administrative leave shall be governed by the Rules.

(E) Employee shall be exempt from paid overtime compensation and from Social Security taxes other than the mandatory Medicare portion of such taxes.

(F) Employee shall be entitled to eleven and one-half holidays per year pursuant to City policy and to one floating holiday per year. Except as expressly provided in this Agreement, Employee's holidays shall be governed by the Rules.

(G) The City will pay for Employee's memberships in the Calabasas Tennis & Swim Center and the Agoura Hills / Calabasas Community Center while employed by City.

(H) The City will provide Employee short-term and long-term disability insurance on the same terms as such insurance is provided to department heads of the City. The City will provide Employee with life insurance in the amount of 1 and one-half times his annual salary with Employee to name the beneficiary. The City will pay the premium for Employee and his household members to participate in the City's Employee Assistance Program.

#### 14. General Provisions.

(A) The parties agree to fully comply with Government Code sections that are part of AB 1344 and other applicable law as it relates to reimbursement by an employee upon conviction of a qualifying crime or abuse of office as defined, including the following:

- (1) Gov't Code sec. 53243. Reimbursement of paid leave salary required upon conviction of crime involving the office or position.
- (2) Gov't Code sec. 53243.1. Reimbursement of legal criminal defense upon conviction of a qualifying crime involving the office or position.
- (3) Gov't Code sec. 53243.2. Reimbursement of cash settlement upon conviction of a qualifying crime involving the office or position.
- (4) Gov't Code sec. 53243.3. Reimbursement of non-contractual payments upon conviction of a qualifying crime involving the office or

position.

(5) Gov't Code sec. 53243.4 Abuse of office or position defined.

(B) This Agreement constitutes the entire agreement between the parties. City and Employee hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement. This Agreement may be amended only by a writing signed by Employee, approved by the City Council, and executed on behalf of the City.

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

(D) This Agreement may be terminated by either party with 10 days notice and with or without cause ~~subject only to the requirements of paragraph 14 below regarding severance~~. Notice of termination to City shall be given in writing to City, either by personal service or by registered or certified mail, postage prepaid, addressed to City as follows:

Mayor  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302.

With a courtesy copy to:

Scott H. Howard  
Colantuono Highsmith & Whatley,  
790 E. Colorado Blvd Ste. 850  
Pasadena, CA 91101-2109.

Any notice to Employee shall be given in a like manner, and, if mailed, shall be addressed to Employee at the address then shown in City's personnel records. For the purpose of determining compliance with any time limit stated in this Agreement, a notice shall be deemed to have duly given (a) on the date of delivery, if served personally on the party to whom notice is to be given, or (b) on the second (2<sup>nd</sup>) calendar day after mailing, if mailed in the manner provided in this section to the party to whom notice is to be given. Notwithstanding the forgoing, this Agreement shall automatically terminate on the death or permanent disability of Employee and Employee agrees to make best efforts to give City not less than 10 days' written notice of his resignation.

(E) If an action at law or in equity is necessary to enforce or interpret this Agreement, the prevailing party in that action shall be entitled to reasonable and actual attorneys' fees and costs with respect to the prosecution or defense of the action.

(F) A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver by the City and the City shall be free to enforce any term or

condition of this Agreement with or without notice to Employee notwithstanding any prior waiver of that term or condition.

15. Severance. If City terminates this Contract without cause, as defined in this paragraph, then City shall pay Employee severance equal to six months' salary plus one month's salary, in the amounts in effect at the time the notice of termination is given, for each full year of service to the City which Employee has completed as of the termination date, not to exceed an amount equal to twelve months' salary. The City shall have cause to terminate Employee without payment of severance under this paragraph 15 if Employee engages in any of the following conduct: theft or destruction of City property; conviction of a felony, or of a misdemeanor adversely reflecting on Employee's fitness to perform assigned duties; unauthorized absence from employment or abuse of leave privileges; reporting for work, or being at work, under the influence of, or in the possession of, alcoholic beverages, or non-prescribed "controlled substances" as that term is defined in the federal Comprehensive Drug Abuse Prevention and Control Act of 1970 as amended to date (excluding possession of alcoholic beverages in compliance with the Rules); improper or unauthorized use of City funds or City property; acceptance by Employee of any valuable consideration from any person or entity other than the City for the regular performance of Employee's duties; or engaging in harassment prohibited by state or federal law.

IN WITNESS WHEREOF the parties have executed this Thirteenth Amended Agreement as of the day and year first above written.

**EMPLOYEE**

\_\_\_\_\_  
Anthony M. Coroalles

**CITY OF CALABASAS**

ATTEST:

\_\_\_\_\_  
Maricela Hernandez , MMC  
CITY CLERK

\_\_\_\_\_  
Fred Gaines  
MAYOR

Approved as to form:

\_\_\_\_\_  
Scott H. Howard  
Colantuono Highsmith & Whatley  
CITY ATTORNEY





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

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**DATE: APRIL 26, 2018**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: INTRODUCTION OF ORDINANCE 2018-353, AMENDING CHAPTER 17.60 OF THE CALABASAS MUNICIPAL CODE BY ADDING A NEW SECTION, SECTION 17.60.055, REQUIRING APPLICANTS AND/OR DEVELOPERS OF CERTAIN LARGER DEVELOPMENT PROJECTS TO CONDUCT COMMUNITY DEVELOPMENT FORUMS BEFORE FORMAL CONSIDERATION OF THE PROJECT BY THE CITY'S OFFICIAL DECISION MAKING BODIES**

**THE ORDINANCE IS EXEMPT FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT REVIEW PURSUANT TO THE PROVISIONS OF §15061(B)(3) AND §15378(B)(5) OF DIVISION 6 OF TITLE 14 OF THE CALIFORNIA CODE OF REGULATIONS, THE CEQA GUIDELINES.**

**MEETING**

**DATE: MAY 9, 2018**

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**SUMMARY RECOMMENDATION:**

That the City Council introduces Ordinance 2018-353, amending Chapter 17.60 of the Calabasas Municipal Code by adding a new section, Section 17.60.055, requiring applicants/developers of certain larger development projects to conduct Community Development Forums before formal consideration of the project by the City's official decision making bodies.

## **DISCUSSION/BACKGROUND:**

At their meeting of February 22, 2017 the City Council adopted Resolution No. 2017-1546 establishing a requirement for the conduct of public outreach meetings for certain larger development projects. Following adoption of the Community Development Forum Guidelines, Staff began efforts to codify the new requirements.

At their meeting of June 28, 2017, the City Council considered the introduction of Ordinance No. 2017-353, amending Chapter 17.60 of the Calabasas Municipal Code by adding a new section, 17.60.055, to require applicants/developers of certain larger development projects to conduct Community Development Forums prior to formal consideration of the project by official decision making bodies. During their discussion of this item, the Council determined that they wished to have the Planning Commission review the draft Ordinance and submit comments or recommendations to the City Council for consideration.

The Planning Commission conducted extensive reviews of the Community Development Forums Guidelines at their meetings of July 20, August 3 and August 17th, 2017. The Commission's recommendations were reviewed by the City Council at their meeting of September 27, 2017, and direction was provided back to the Planning Commission for incorporation of selected revisions into the final Code amendment. The Planning Commission met on February 15, 2018 to discuss the Council's changes, and requested that staff update the draft ordinance accordingly. On April 26, 2018, the Planning Commission unanimously adopted Resolution 2018-266, recommending Council adoption of the proposed ordinance.

The document before the City Council today represents the culmination of the 14-month effort to develop the final code language.

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

Staff time for the preparation of reports and meeting attendance related to the development of this ordinance are provided for under the FY17/18 staffing and consulting budget. On March 28, 2018, the City Council was provided a report on the additional staff efforts associated with Community Development Forums and other planning entitlement efforts, and Staff was requested to return with a recommendation for additional fees to cover these expenditures. Staff anticipates providing the Council such recommendations in June 2018.

**REQUESTED ACTION:**

That the City Council introduces Ordinance 2018-353, amending Chapter 17.60 of the Calabasas Municipal Code by adding a new section, Section 17.60.055, requiring applicants/developers of certain larger development projects to conduct Community Development Forums before formal consideration of the project by the City's official decision making bodies.

**ATTACHMENTS:**

- A: Ordinance No. 2018-353
- B: Planning Commission Resolution 2018-666

**ORDINANCE NO. 2018-353**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AMENDING CHAPTER 17.60 OF THE CALABASAS MUNICIPAL CODE BY ADDING A NEW SECTION, 17.60.055, TO REQUIRE APPLICANTS/DEVELOPERS OF CERTAIN LARGER DEVELOPMENT PROJECTS TO CONDUCT COMMUNITY DEVELOPMENT FORUMS PRIOR TO FORMAL CONSIDERATION OF THE PROJECT BY OFFICIAL DECISION MAKING BODIES.**

**WHEREAS**, the Calabasas City Council desires to maximize public input and involvement in the design and evolution of larger development projects in the City, and to afford opportunities for community input at the earliest possible stage of the development process; and,

**WHEREAS**, the Calabasas 2030 General Plan specifically states within Chapter XIII, *General Plan Implementation*, that “to facilitate citizen participation in the development review process in a manner that is meaningful to individuals at the neighborhood level, Calabasas encourages informal meetings between citizen groups and developers on proposed development projects”; and,

**WHEREAS**, after extensive discussion by the Planning Commission and City Council, this ordinance is intended to codify the principles expressed in and to supersede the guidelines for the conduct of two community development forums by the developers of larger projects in the City, approved and adopted by the City Council on April 26, 2017 via passage of City Council Resolution No. 2017-1546, and developed over the course of approximately six months by a two-member committee of the City Council working closely with staff of the Community Development Department and other community stakeholders;

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

**SECTION 1. CODE AMENDMENT.** Chapter 17.60 within Title 17 of the Calabasas Municipal Code is hereby amended by adding the following as a new Section 17.60.055 within the chapter, as follows:

**17.60.055. – Community Development Forum Requirement.**

- A. Purpose. The City of Calabasas is committed to informing and engaging the community as large development projects are proposed within the City and move through the City’s development permit application review and approval process. The required Community Development Forums offer the community, applicants, and project stakeholders an opportunity to hear and

consider the ideas and concerns of residents and stakeholders as applicants develop and finalize project design before and during the initial stage of the formal application process and the City's development permit application review and approval process.

Statement of Purpose. Every notice required to be provided by applicants under this section shall include the following Statement of Purpose:

"The City of Calabasas requires that Community Development Forums be conducted for the following reasons:

1. This forum is an opportunity to inform the public at the earliest stage possible that a development project may be proposed for the area.
2. Because the development project being discussed may be one that could have an effect, benefit, impact, or contribution to your neighborhood, the City believes that community engagement and outreach is important.
3. The City of Calabasas believes that an informal exchange of project information, together with ideas and concerns from members of the public, can result in superior projects.
4. This Forum is not a formally noticed "public hearing," and no decisions will be made at the Forum. Neither is there any obligation for the City, Applicant, or Property Owner to adopt or incorporate ideas and suggestions which arise and are discussed at the Forum."

B. Applicability.

1. Projects Required to Hold Two Community Development Forums. The City requires that two Community Development Forums be held for project applications located in Commercial, Recreational, Multi-family or Planned Development Zones proposing either a new, replacement or addition building area larger than 10,000 square feet, or seeking one or more of the following entitlements, in addition to all other applicable application requirements under this Code:

- a. General Plan Amendment,
- b. Development Plan Amendment,
- c. Development Agreement,
- d. Zone Change,
- e. Variance,
- g. Tract maps.

2. Exemptions. This requirement does not apply to development projects that are either individual single-family residences in a residential zoning district or consist of solely interior remodeling or alterations of existing commercial structures.
3. Other Projects. An applicant for a project not subject to the requirement to host Community Development Forums may nevertheless choose to hold Community Development Forums for any project of potentially significant public interest.
4. Waiver Requests and Criteria. Notwithstanding the requirements in subsection B.1 of this Section, an Applicants may apply for a waiver of the Community Development Forums requirement. The Director may waive the requirement for projects with a building area smaller than 10,000 square feet if the Director finds that waiving the requirement would not substantially impact the ability of the public to provide meaningful comments on a project's development and that adequate alternative measures exist to ensure that the public is kept informed of the proposed project, including, but not limited to, a public hearing notice for a project under consideration by the Planning Commission. The Planning Commission may waive the requirement for projects with a building area larger than 10,000 square feet if the Planning Commission finds that waiving the requirement would not substantially impact the ability of the public to provide meaningful comments on a project's development, that adequate alternative measures exist to ensure that the public is kept informed of the proposed project, including, but not limited to, a public hearing notice for a project under consideration by the Planning Commission, and that granting the waiver is not likely to result in substantial adverse impacts as a result of insufficient public participation in considering the application.

C. Forum Number, Location, and Timing Requirements

1. Two Community Development Forums Required. An Applicant is required to hold two Community Development Forums. The Applicant must hold the First Community Development Forum prior to submitting a development application for planning entitlements for a project subject to this Section. The Applicant must hold the Second Community Development Forum after the Development Review Committee has met and considered the submitted project application. The City will not deem an application subject to this Section complete until after submission of proof, as specified in this Section, that the

applicant has held both the First and Second Community Development Forums.

2. Location and Time. The Applicant must hold Community Development Forums on a Monday through Thursday, starting between 6 p.m. and 7 p.m. Community Development Forums may not be held on Fridays, Saturdays, Sundays, or a declared Federal, State, or City holiday. Applicants shall consider scheduled community events that may be likely to conflict and shall coordinate with Planning Department staff in scheduling Community Development Forums. Community Development Forums must be located within city limits, and near the project site to the extent feasible. The First Community Development Forum may be held at a private facility or one of two City facilities, Founders Hall located at 200 Civic Center Way, and the Community Center Located at 27040 Malibu Hills Road. The second Community Development Forum shall be held in either the Council Chambers or Founders Hall in the Civic Center, and broadcast live on the Calabasas TV Channel (CTC).

#### D. Forum Notice Requirements

1. The applicant is required to provide at least 21 days' notice of the first and second Community Development Forums, using the Community Development Forum template available from the Director, by US mail to the following persons and entities:
  - a. To all resident stakeholders identified as having a potential interest in the Project, known to the applicant and/or City by having signed up on an interest or notification list maintained by the applicant for the project or by having signed up with the City on a list seeking additional information regarding a project.
  - b. To all residents of the City Zone in which the project is located, whether East, Central, or West, as depicted on the City's most recent notification zones map available from the Director, using USPS "Every Door Direct Mail" or other equivalent targeted mail service. Notices sent using this service shall be sent to both property owners and resident tenants, to the extent separate addressing information is available.
  - c. To the Planning Department. Upon receipt of a copy of the first Community Development Forum notice, the City will assist in advertising the forum in the City's website, and will additionally send the notice by email to:
    1. The City's Citywide Homeowners Associations (HOA) list;
    2. The City's standard media notification lists; and

3. The City’s listing of individuals who have requested to be notified of Public Meetings, specific projects as applicable, or all Community Development Forums.
              - d. For the Second Community Development Forum, to all persons who attended the First Community Development Forum and signed in or otherwise provided their mailing address to the Applicant.
2. The Applicant is additionally required to publish a minimum one-eighth-page display ad providing notice of the first and second Community Development Forums in the Acorn newspaper or other adjudicated newspaper of general circulation in the City at least 21 days prior to the workshops. The Applicant is additionally required to place a banner or sign, acceptable in form and size to the Director, announcing the first and second Community Development Forums at the project site 21 days in advance of each Community Development Forum. If available and approved by the Director, banners announcing the meeting may also be placed at the City’s designated community messaging sites.

#### E. Forum Content Requirements

1. First Community Development Forum. The first Community Development Forum is intended as an opportunity to exchange ideas with the community about the proposed development and project options and alternatives for the project site. The format is ideally a “charrette”, with audience participation in design concepts and development features.
  - a. To facilitate the purposes of the First Community Development Forum, the Applicant is required to provide the following materials to attendees and complete the following requirements in holding the first Community Development Forum:
    1. Any available slide show presentation providing information on the proposed project, such as an overview of the project’s conceptual plan, proposed land uses, and site plan, with optional copies for the public;
    2. A recent aerial photograph of the site and surrounding area;
    3. The adopted Zoning Map and zoning designation of the subject property, along with a list of allowable land uses under that zoning designation;



4. The City adopted General Plan land use designation of the subject project, and any specific plan which identified desired or specified uses or development at that location;
  5. Any Applicant-generated preliminary plans/concepts/sketches or image boards that illustrate the project's idea or concept for site use. If the applicant has analyses of project traffic, geotechnical studies, parking calculations, or other specific information, applicants shall include that information as well;
  6. An opportunity for the public to engage with the project's design team and other subject matter experts. The proposer may, at their option, use a "hands on" or "charrette" style interactive design process;
  7. Applicant's company profile or individual biography, providing a list of significant or relevant past projects or other relevant development background; and
  8. Contact information for a designated representative and the address of a project website or social media site.
- b. At the conclusion of the Forum, the Applicant is required to provide an oral summary of the discussions held, ideas received, and concepts offered by attendees.
  - c. The Applicant must provide a sign-in sheet to allow attendees to register their attendance and provide their name, mailing address, and other contact information for receipt of future project notices. The Applicant must advise attendees that the sign-in sheet will be transmitted to the City, is a public document, and thus that attendees are not required to sign in to attend the forum.
2. Second Community Development Forum. The Second Community Development Forum is intended to be held after the Applicant has received formal comments from the City's Design Review Committee regarding the proposed project, but must be held before the project application may be deemed complete. The City intends that this second forum serve as an opportunity for the Applicant to inform the public about project proposals and updates after the first forum and to inform the public and neighborhood about benefits that the project will contribute to the community. It is also a forum for the Applicant to receive substantive audience comments regarding the project's size, land uses, and other aspects and suggestions in order to improve and refine project designs.
    - a. To facilitate the purposes of the Second Community Development Forum, the Applicant is required to provide the

following materials to attendees to the extent they are available, and complete the following requirements in holding the Second Community Development Forum:

1. The project and site information available at the first Community Development Forum, updated as applicable;
  2. A project site plan;
  3. Floor plans, elevations and cross-sections through the project;
  4. Renderings or models;
  5. A written narrative of how the project addresses applicable site constraints and City, regional, state, and federal legal requirements, related to traffic, parking, natural, biological, historic, and other resources, grading, or other potential environmental impacts, and any planned mitigation measures to reduce one or more of those potential impacts;
  6. A written narrative of how the project addresses the goals and requirements of the General Plan and Development Code, and any applicable Specific Plan or specialty zone or development standard, such as the Scenic Corridor; and
  7. A written narrative of special conditions at the project site, as appropriate.
- b. At the Second Community Development Forum, The Applicant is required to present the project's conceptual plan, provide an overview of the proposed land uses and site plan, provide an overview of the information required above, and then answer detailed questions from the audience. Planning Staff will also be present to provide an overview of the various applicable standards, such as those found in the General Plan, any relevant Specific Plan and the development code which will be used in evaluating the proposal. After completing the presentation and answering questions from the public, the Applicant is required to host several small-group discussions with members of the project's design and engineering teams, then answer further specific questions from members of the Public. The City anticipates that the public will have specific questions regarding project impacts such as traffic, noise, or grading of concern to the community, and thus the Applicant is required to have present members of the project team qualified to answer questions regarding those and other potential impacts of the project. After completing the small-group break-out sessions,

the Applicant is required to provide an oral summary of the discussions held, ideas received, and concepts discussed at each small-group break-out session.

F. Development Permit Application Requirements after Community Development Forum.

1. Post-First Forum Requirements. After the first Community Development Forum, the Applicant may file formal planning entitlement applications with the City of Calabasas Planning Department, in compliance with all applicable requirements of this Code. The Applicant must include the following materials, to the extent that they are available from the First Community Development Forum, as part of the application submittal for a project subject to this Section:

- a. A copy of the published Acorn or other newspaper ad, with a proof of publication;
- b. A copy of the residents and other stakeholders list developed and used for notification of the First Community Development Forum;
- c. A proof of service evidencing that notices were delivered to the City zone in which the project is located through USPS "Every Door Direct Mail" or other targeted mail service;
- d. A copy of the sign-in sheet from the First Community Development Forum;
- e. Copies of available presentation materials from the First Community Development Forum;
- f. A written narrative description/summary of the First Community Development Forum, that must describe the Applicant's presentation, materials and format, include a summary of the Applicant's outreach efforts to identify key stakeholder groups and explanation of the use of social media sites to solicit meeting interest, include a summary of public comments, suggestions and concerns, and include a narrative description of how those public comments, suggestions and concerns will be addressed; and
- g. Proof that the Applicant has established a webpage or social media page for the project, as well as contact information for a project representative.

2. Post-Second Forum Requirements. After the Second Community Development Forum, the Applicant must submit the following materials to the City, to the extent that they are available, providing

proof of completing this requirement, before the project's planning entitlement applications may be deemed complete, if in compliance with all other applicable requirements of this Code:

- a. A copy of the published Acorn or other newspaper ad, with a proof of publication;
- b. A copy of the residents and other stakeholders list developed and used for notification of the Second Community Development Forum;
- c. A proof of service evidencing that notices were delivered to the City zone in which the project is located through USPS "Every Door Direct Mail" or other targeted mail service;
- d. A copy of the sign-in sheet from the Second Community Development Forum;
- e. Copies of available presentation materials from the Second Community Development Forum;
- f. A written narrative description/summary of the Second Community Development Forum, that must describe the Applicant's presentation, materials and format, include a summary of the Applicant's outreach efforts to identify key stakeholder groups and explanation of the use of social media sites to solicit meeting interest, include a summary of public comments, suggestions and concerns, and include a narrative description of how those public comments, suggestions and concerns will be addressed in revised project plans, as applicable; and
- g. Proof that the Applicant has established an updated webpage or social media page for the project, as well as contact information for a project representative.

G. Enforcement. The Director shall have the power to enforce this Section under all remedies available under this Code and to require an Applicant to comply with the terms of this Section by not deeming a planning entitlement application complete until the Applicant submits proof of compliance, as stated in subsection F, with the terms of this Section. The Director shall also have the power to waive strict compliance with the terms of this Section, in the event of failure or deviation by an Applicant from strict compliance with the terms of this Section, if the Director finds that granting a waiver of strict compliance with this Section will not defeat the stated purpose of this Section and will not prejudice the public's right to be apprised of and participate in a Community Development Forum for a project subject to this Section. Any person may appeal a Director determination under this subsection to the Planning Commission under Chapter 17.74 of this Code.

**SECTION 2. SEVERABILITY.** Should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by any court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Ordinance shall remain in full force and effect and, to that end, the provisions hereof are declared to be severable.

**SECTION 3. CONSTRUCTION.** The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the Calabasas Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

**SECTION 4. ENVIRONMENTAL DETERMINATION.** The City Council determines that the following findings reflect the independent judgment of the City Council. The City Council finds that this amendment to the Municipal Code is exempt from California Environmental Quality Act (CEQA). The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the City Council, and hereby determines that the text amendments will not have a significant effect on the environment, as this ordinance adds an additional step in the public process to review certain larger proposed development projects, but does not authorize any development nor change any applicable development standards. This Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061 (b)(3) of the California Code of Regulations.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

**SECTION 6. CERTIFICATION.**

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

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Fred Gaines, Mayor

ATTEST:

APPROVED AS TO FORM:

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

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

**PLANNING COMMISSION RESOLUTION NO. 2018-666**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CALABASAS RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF CALABASAS ADOPTION OF AN ORDINANCE AMENDING CHAPTER 17.60 OF THE CALABASAS MUNICIPAL CODE BY ADDING A NEW SECTION, 17.60.055, TO REQUIRE APPLICANTS/DEVELOPERS OF CERTAIN LARGER DEVELOPMENT PROJECTS TO CONDUCT COMMUNITY DEVELOPMENT FORUMS PRIOR TO FORMAL CONSIDERATION OF THE PROJECT BY OFFICIAL DECISION MAKING BODIES.**

**Section 1. The Planning Commission has considered all of the evidence submitted into the administrative record which includes, but is not limited to:**

1. Agenda reports prepared by the Community Development Department, including draft Ordinance No. 2018-353.
2. Staff presentation at the public hearing held on April 26, 2018, before the Planning Commission.
3. The City of Calabasas Land Use and Development Code, General Plan, and all other applicable regulations and codes.
4. Public comments, and/or comments from interested parties or organizations, both written and oral, received and/or submitted at, or prior to, the public hearing, supporting and/or opposing the item.
5. All related documents received or submitted at, or prior to, the public hearing.

**Section 2. Based of the foregoing evidence, the Planning Commission finds that:**

1. At the Council meeting of April 26, 2017 via passage of City Council Resolution No. 2017-1546, Guidelines for Community Development Forums were adopted, requiring the developers of certain larger development projects to conduct community development forums prior to formal consideration of the project by official decision making bodies; and
2. At their meeting of June 28, 2017, the City Council considered introduction of an Ordinance to amend Chapter 17.60 of the Calabasas Municipal

Code by adding a new section, 17.60.055, to implement the adopted Guidelines and require certain larger development projects to hold Community Development Forums as part of the development application process, and requested comments from the Planning Commission prior to its introduction; and

3. At their meeting of September 27, 2017 the City Council reviewed Planning Commission recommendations, as developed during the commission meetings of July 20, August 3 and August 17, 2017; and provided direction to Staff to have the Planning Commission incorporate additional revisions into the draft Ordinance; and
4. At their meeting of February 15, 2018, the Planning Commission reviewed draft Ordinance No. 2018-353, and crafted text revisions reflecting the City Council's requested changes; and
5. The proposed amendments to Title 17 of the Calabasas Municipal Code (The Land Use and Development Code) are intended to maintain and strengthen the City's zoning ordinance in a manner consistent with the 2030 General Plan Land Use Goals and Policies; and
6. Notice of the April 26th, 2018 Planning Commission public hearing was posted at Juan Bautista de Anza Park, the Calabasas Tennis and Swim Center, the Agoura-Calabasas Community Center, Gelson's Market and at Calabasas City Hall; and
7. Notice of the April 26th, 2018 Planning Commission public hearing was published at least ten days prior to the hearing date in the ***Las Virgenes and Calabasas Enterprise*** newspaper; and
8. Notice of the April 26th, 2018 Planning Commission public hearing was mailed or delivered at least ten (10) days prior to the hearing to persons who had requested notice; and
9. Notice of Planning Commission public hearing included the notice requirements set forth in Government Code Sections 65094 and 65009 (b)(2).

**Section 3.** In view of all of the evidence and based on the following findings, the Planning Commission concludes as follows:

### **FINDINGS**

Section 17.76.050(B) Calabasas Municipal Code authorizes the Planning Commission to recommend, and the City Council to approve, a Development Code Amendment, provided that the following findings are made:



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

Inclusion of a Community Development Forum code requirement for certain larger development projects is consistent with the stated purpose of the General Plan (as articulated in Section I.B of the General Plan), which is to “provide citizens the opportunity to participate in the planning and decision making process affecting the City and its surrounding planning area”. The code amendment is also consistent with the objectives of the Community Design Element, particularly the Citywide Community Design objectives found in Section IX.A, which promote high quality design for structures and building sites. Furthermore, the proposed code amendment promulgates General Plan Policy No. IX-1, which states that “through community input and design review, ensure that new development and redevelopment is of high quality design, is aesthetically pleasing, and contributes to a positive image for the City”. Finally, the new code requirement requiring public engagement via community forums in the early stages of project design and evolution specifically aligns with General Plan guidance provided within Chapter XIII, General Plan Implementation, which includes the following on page XIII-11:

*In order to facilitate citizen participation in the development review process in a manner that is meaningful to individuals at the neighborhood level, Calabasas encourages informal meetings between citizen groups and developers on proposed development projects. The purpose of such meetings is to facilitate interaction between the developer and neighborhood interests in a relaxed, informal setting, and to provide the developer with the opportunity to inform and obtain feedback from the neighborhood.*

*Specifically, the City encourages developers to meet with affected citizens, and ask Calabasas citizens to give direction to proposed developments by:*

- *Delineating neighborhood values, goals, and objectives;*
- *Participating in choosing among alternative project designs; and*
- *Participating in the review and modification of development plans.*

*Although the results of these informal meetings are not binding upon the City, early consultation and discussion between developers and affected citizens can significantly facilitate the development review process by resolving issues of social compatibility before public hearings begin.*

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

The proposed development code amendment strengthens the City's ability to preserve a high quality of life for its citizens by seeking community input on projects which have the potential to be unsafe, or to introduce undesirable impacts, services or activities.

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

The proposed amendment is exempt from environmental review in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines (General Rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment). The proposed ordinance does not amend the City's list of allowed land uses or development regulations nor amend the zoning map. The proposed amendment, imposing a set of further application requirements for certain specified larger development projects, will not result in additional development opportunities or any foreseeable environmental impact.

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

The proposed code amendment is consistent with the provisions of CMC Chapter 17.60 - APPLICATION FILING AND PROCESSING, and establishes activity timeframes that do not conflict with California State Permit Streamlining regulations as found in Govt. Code Section 65921.

**Section 4. In view of all of the evidence, including the staff report and testimony provided at the public hearing, and based on the foregoing findings and conclusions, the Planning Commission hereby recommends to the City Council adoption of Ordinance No. 2018-353 (which is attached hereto as "Attachment 1", and fully incorporated), which amends Chapter 17.60 of the Calabasas Municipal Code, by adding a new Section 17.60.055, requiring applicants/developers of certain larger development projects to conduct community development forums prior to formal consideration of the project by official decision making bodies.**

**Section 5. All documents described in Section 1 of Planning Commission Resolution No. 2018-666 are deemed incorporated by reference as set forth at length.**

PLANNING COMMISSION RESOLUTION NO. 2018-666 PASSED,  
APPROVED AND ADOPTED this 26<sup>th</sup> DAY of APRIL, 2018.

  
Dennis Washburn, Chairperson

ATTEST:

  
Maureen Tamuri  
Community Development Director

APPROVED AS TO FORM:

  
Matthew Summers  
Assistant City Attorney

Planning Commission Resolution No. 2018-666, was adopted by the Planning Commission at a regular meeting held April 26, 2018, and that it was adopted by the following vote:

AYES: Chair Washburn, Commissioners Sikand, Kraut, Fassberg and Mueller

NOES: None

ABSENT: None

ABSTAINED None

"The Secretary of the Planning Commission shall certify the adoption of this Resolution, and transmit copies of this Resolution to the applicant along with proof of mailing in the form required by law and enter a copy of this Resolution in the book of Resolutions of the Planning Commission. Section 1094.6 of the Civil Code of Procedure governs the time in which judicial review of this decision may be sought."

**Attachment:**

- 1. Draft Ordinance No. 2018-353**

**Attachment 1**  
**To Planning Commission Resolution No. 2018-666**

***DRAFT***  
**ORDINANCE NO. 2018-353**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AMENDING CHAPTER 17.60 OF THE CALABASAS MUNICIPAL CODE BY ADDING A NEW SECTION, 17.60.055, TO REQUIRE APPLICANTS/DEVELOPERS OF CERTAIN LARGER DEVELOPMENT PROJECTS TO CONDUCT COMMUNITY DEVELOPMENT FORUMS PRIOR TO FORMAL CONSIDERATION OF THE PROJECT BY OFFICIAL DECISION MAKING BODIES.**

**WHEREAS**, the Calabasas City Council desires to maximize public input and involvement in the design and evolution of larger development projects in the City, and to afford opportunities for community input at the earliest possible stage of the development process; and,

**WHEREAS**, the Calabasas 2030 General Plan specifically states within Chapter XIII, *General Plan Implementation*, that “to facilitate citizen participation in the development review process in a manner that is meaningful to individuals at the neighborhood level, Calabasas encourages informal meetings between citizen groups and developers on proposed development projects”; and,

**WHEREAS**, after extensive discussion by the Planning Commission and City Council, this ordinance is intended to codify the principles expressed in and to supersede the guidelines for the conduct of two community development forums by the developers of larger projects in the City, approved and adopted by the City Council on April 26, 2017 via passage of City Council Resolution No. 2017-1546, and developed over the course of approximately six months by a two-member committee of the City Council working closely with staff of the Community Development Department and other community stakeholders;

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

**SECTION 1. CODE AMENDMENT.** Chapter 17.60 within Title 17 of the Calabasas Municipal Code is hereby amended by adding the following as a new Section 17.60.055 within the chapter, as follows:

**17.60.055. – Community Development Forum Requirement.**

- A. Purpose. The City of Calabasas is committed to informing and engaging the community as large development projects are proposed within the City and move through the City's development permit application review and approval process. The required Community Development Forums offer the community, applicants, and project stakeholders an opportunity to hear and consider the ideas and concerns of residents and stakeholders as applicants develop and finalize project design before and during the initial stage of the formal application process and the City's development permit application review and approval process.

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1. This forum is an opportunity to inform the public at the earliest stage possible that a development project may be proposed for the area.
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4. This Forum is not a formally noticed "public hearing," and no decisions will be made at the Forum. Neither is there any obligation for the City, Applicant, or Property Owner to adopt or incorporate ideas and suggestions which arise and are discussed at the Forum."

B. Applicability.

1. Projects Required to Hold Two Community Development Forums. The City requires that two Community Development Forums be held for project applications located in Commercial, Recreational, Multi-family or Planned Development Zones proposing either a new, replacement or addition building area larger than 10,000 square feet, or seeking one or more of the following entitlements, in addition to all other applicable application requirements under this Code:

- a. General Plan Amendment,
  - b. Development Plan Amendment,
  - c. Development Agreement,
  - d. Zone Change,
  - e. Variance,
  - g. Tract maps.
2. Exemptions. This requirement does not apply to development projects that are either individual single-family residences in a residential zoning district or consist of solely interior remodeling or alterations of existing commercial structures.
  3. Other Projects. An applicant for a project not subject to the requirement to host Community Development Forums may nevertheless choose to hold Community Development Forums for any project of potentially significant public interest.
  4. Waiver Requests and Criteria. Notwithstanding the requirements in subsection B.1 of this Section, an Applicants may apply for a waiver of the Community Development Forums requirement. The Director may waive the requirement for projects with a building area smaller than 10,000 square feet if the Director finds that waiving the requirement would not substantially impact the ability of the public to provide meaningful comments on a project's development and that adequate alternative measures exist to ensure that the public is kept informed of the proposed project, including, but not limited to, a public hearing notice for a project under consideration by the Planning Commission. The Planning Commission may waive the requirement for projects with a building area larger than 10,000 square feet if the Planning Commission finds that waiving the requirement would not substantially impact the ability of the public to provide meaningful comments on a project's development, that adequate alternative measures exist to ensure that the public is kept informed of the proposed project, including, but not limited to, a public hearing notice for a project under consideration by the Planning Commission, and that granting the waiver is not likely to result in substantial adverse impacts as a result of insufficient public participation in considering the application.

C. Forum Number, Location, and Timing Requirements

1. Two Community Development Forums Required. An Applicant is required to hold two Community Development Forums. The Applicant must hold the First Community Development Forum prior to submitting a development application for planning entitlements for a project

subject to this Section. The Applicant must hold the Second Community Development Forum after the Development Review Committee has met and considered the submitted project application. The City will not deem an application subject to this Section complete until after submission of proof, as specified in this Section, that the applicant has held both the First and Second Community Development Forums.

2. Location and Time. The Applicant must hold Community Development Forums on a Monday through Thursday, starting between 6 p.m. and 7 p.m. Community Development Forums may not be held on Fridays, Saturdays, Sundays, or a declared Federal, State, or City holiday. Applicants shall consider scheduled community events that may be likely to conflict and shall coordinate with Planning Department staff in scheduling Community Development Forums. Community Development Forums must be located within city limits, and near the project site to the extent feasible. The First Community Development Forum may be held at a private facility or one of two City facilities, Founders Hall located at 200 Civic Center Way, and the Community Center Located at 27040 Malibu Hills Road. The second Community Development Forum shall be held in either the Council Chambers or Founders Hall in the Civic Center, and broadcast live on the Calabasas TV Channel (CTC).

D. Forum Notice Requirements

1. The applicant is required to provide at least 21 days' notice of the first and second Community Development Forums, using the Community Development Forum template available from the Director, by US mail to the following persons and entities:
  - a. To all resident stakeholders identified as having a potential interest in the Project, known to the applicant and/or City by having signed up on an interest or notification list maintained by the applicant for the project or by having signed up with the City on a list seeking additional information regarding a project.
  - b. To all residents of the City Zone in which the project is located, whether East, Central, or West, as depicted on the City's most recent notification zones map available from the Director, using USPS "Every Door Direct Mail" or other equivalent targeted mail service. Notices sent using this service shall be sent to both property owners and resident tenants, to the extent separate addressing information is available.
  - c. To the Planning Department. Upon receipt of a copy of the first Community Development Forum notice, the City will assist in

advertising the forum in the City's website, and will additionally send the notice by email to:

1. The City's Citywide Homeowners Associations (HOA) list;
  2. The City's standard media notification lists; and
  3. The City's listing of individuals who have requested to be notified of Public Meetings, specific projects as applicable, or all Community Development Forums.
- d. For the Second Community Development Forum, to all persons who attended the First Community Development Forum and signed in or otherwise provided their mailing address to the Applicant.
2. The Applicant is additionally required to publish a minimum one-eighth-page display ad providing notice of the first and second Community Development Forums in the Acorn newspaper or other adjudicated newspaper of general circulation in the City at least 21 days prior to the workshops. The Applicant is additionally required to place a banner or sign, acceptable in form and size to the Director, announcing the first and second Community Development Forums at the project site 21 days in advance of each Community Development Forum. If available and approved by the Director, banners announcing the meeting may also be placed at the City's designated community messaging sites.

#### E. Forum Content Requirements

1. First Community Development Forum. The first Community Development Forum is intended as an opportunity to exchange ideas with the community about the proposed development and project options and alternatives for the project site. The format is ideally a "charrette", with audience participation in design concepts and development features.
  - a. To facilitate the purposes of the First Community Development Forum, the Applicant is required to provide the following materials to attendees and complete the following requirements in holding the first Community Development Forum:
    1. Any available slide show presentation providing information on the proposed project, such as an overview of the project's conceptual plan, proposed land uses, and site plan, with optional copies for the public;
    2. A recent aerial photograph of the site and surrounding area;



3. The adopted Zoning Map and zoning designation of the subject property, along with a list of allowable land uses under that zoning designation;
  4. The City adopted General Plan land use designation of the subject project, and any specific plan which identified desired or specified uses or development at that location;
  5. Any Applicant-generated preliminary plans/concepts/sketches or image boards that illustrate the project's idea or concept for site use. If the applicant has analyses of project traffic, geotechnical studies, parking calculations, or other specific information, applicants shall include that information as well;
  6. An opportunity for the public to engage with the project's design team and other subject matter experts. The proposer may, at their option, use a "hands on" or "charrette" style interactive design process;
  7. Applicant's company profile or individual biography, providing a list of significant or relevant past projects or other relevant development background; and
  8. Contact information for a designated representative and the address of a project website or social media site.
- b. At the conclusion of the Forum, the Applicant is required to provide an oral summary of the discussions held, ideas received, and concepts offered by attendees.
  - c. The Applicant must provide a sign-in sheet to allow attendees to register their attendance and provide their name, mailing address, and other contact information for receipt of future project notices. The Applicant must advise attendees that the sign-in sheet will be transmitted to the City, is a public document, and thus that attendees are not required to sign in to attend the forum.
2. Second Community Development Forum. The Second Community Development Forum is intended to be held after the Applicant has received formal comments from the City's Design Review Committee regarding the proposed project, but must be held before the project application may be deemed complete. The City intends that this second forum serve as an opportunity for the Applicant to inform the public about project proposals and updates after the first forum and to inform the public and neighborhood about benefits that the project will contribute to the community. It is also a forum for the Applicant to receive substantive audience comments regarding the project's size,

land uses, and other aspects and suggestions in order to improve and refine project designs.

- a. To facilitate the purposes of the Second Community Development Forum, the Applicant is required to provide the following materials to attendees to the extent they are available, and complete the following requirements in holding the Second Community Development Forum:
  1. The project and site information available at the first Community Development Forum, updated as applicable;
  2. A project site plan;
  3. Floor plans, elevations and cross-sections through the project;
  4. Renderings or models;
  5. A written narrative of how the project addresses applicable site constraints and City, regional, state, and federal legal requirements, related to traffic, parking, natural, biological, historic, and other resources, grading, or other potential environmental impacts, and any planned mitigation measures to reduce one or more of those potential impacts;
  6. A written narrative of how the project addresses the goals and requirements of the General Plan and Development Code, and any applicable Specific Plan or specialty zone or development standard, such as the Scenic Corridor; and
  7. A written narrative of special conditions at the project site, as appropriate.
- b. At the Second Community Development Forum, The Applicant is required to present the project's conceptual plan, provide an overview of the proposed land uses and site plan, provide an overview of the information required above, and then answer detailed questions from the audience. Planning Staff will also be present to provide an overview of the various applicable standards, such as those found in the General Plan, any relevant Specific Plan and the development code which will be used in evaluating the proposal. After completing the presentation and answering questions from the public, the Applicant is required to host several small-group discussions with members of the project's design and engineering teams, then answer further specific questions from members of the Public. The City anticipates that the public will have specific questions regarding

project impacts such as traffic, noise, or grading of concern to the community, and thus the Applicant is required to have present members of the project team qualified to answer questions regarding those and other potential impacts of the project. After completing the small-group break-out sessions, the Applicant is required to provide an oral summary of the discussions held, ideas received, and concepts discussed at each small-group break-out session.

F. Development Permit Application Requirements After Community Development Forum.

1. Post-First Forum Requirements. After the first Community Development Forum, the Applicant may file formal planning entitlement applications with the City of Calabasas Planning Department, in compliance with all applicable requirements of this Code. The Applicant must include the following materials, to the extent that they are available from the First Community Development Forum, as part of the application submittal for a project subject to this Section:
  - a. A copy of the published Acorn or other newspaper ad, with a proof of publication;
  - b. A copy of the residents and other stakeholders list developed and used for notification of the First Community Development Forum;
  - c. A proof of service evidencing that notices were delivered to the City zone in which the project is located through USPS "Every Door Direct Mail" or other targeted mail service;
  - d. A copy of the sign-in sheet from the First Community Development Forum;
  - e. Copies of available presentation materials from the First Community Development Forum;
  - f. A written narrative description/summary of the First Community Development Forum, that must describe the Applicant's presentation, materials and format, include a summary of the Applicant's outreach efforts to identify key stakeholder groups and explanation of the use of social media sites to solicit meeting interest, include a summary of public comments, suggestions and concerns, and include a narrative description of how those public comments, suggestions and concerns will be addressed; and



Applicant from strict compliance with the terms of this Section, if the Director finds that granting a waiver of strict compliance with this Section will not defeat the stated purpose of this Section and will not prejudice the public's right to be apprised of and participate in a Community Development Forum for a project subject to this Section. Any person may appeal a Director determination under this subsection to the Planning Commission under Chapter 17.74 of this Code.

**SECTION 2. SEVERABILITY.** Should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by any court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences or words of this Ordinance shall remain in full force and effect and, to that end, the provisions hereof are declared to be severable.

**SECTION 3. CONSTRUCTION.** The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the Calabasas Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

**SECTION 4. ENVIRONMENTAL DETERMINATION.** The City Council determines that the following findings reflect the independent judgment of the City Council. The City Council finds that this amendment to the Municipal Code is exempt from California Environmental Quality Act (CEQA). The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the City Council, and hereby determines that the text amendments will not have a significant effect on the environment, as this ordinance adds an additional step in the public process to review certain larger proposed development projects, but does not authorize any development nor change any applicable development standards. This Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061 (b)(3) of the California Code of Regulations.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

**SECTION 6. CERTIFICATION.**

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

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Fred Gaines, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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





CITY of CALABASAS

**CITY COUNCIL AGENDA REPORT**

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**DATE:** MAY 1, 2018

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

**FROM:** MAUREEN TAMURI, AIA, AICP,  
COMMUNITY DEVELOPMENT DEPARTMENT DIRECTOR   
TOM BARTLETT, AICP, CITY PLANNER 

**SUBJECT:** DISCUSSION OF THE PLANNING COMMISSION  
RECOMMENDATION REGARDING THE REVIEW AND APPROVAL  
PROCESS FOR SMALL-SCALE DEVELOPMENT PROJECTS, AND  
DIRECTION TO STAFF

**MEETING DATE:** MAY 9, 2018

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**RECOMMENDATION:**

That the City Council discusses the Planning Commission recommendation regarding the review and approval process for small-scale development projects, and provides direction to Staff.

**BACKGROUND:**

On February 22, 2017 the City Council adopted Ordinance No. 2017-347, which modified and updated the City’s standards and development review process for Accessory Dwelling Units (ADUs) to bring them into conformance with State law. Under California law any proposed new accessory dwelling unit (ADU) which does not exceed 1,200 square feet must be reviewed and approved by the local agency via a ministerial non-discretionary process, meaning without a public hearing and no CUP.

At the time, Staff noted a processing disparity which the new State laws created. Any addition to a home in Calabasas is required to conduct a noticed public hearing,

while property owners seeking to build an ADU would be exempt and receive an “over the counter” permit. The Council acknowledged Staff’s concern regarding the new State exemption, and endorsed discussion with the Planning Commission on the subject of entitlement processing.

On April 27, 2017, Staff provided a report to the Planning Commission regarding the processing of small projects within the City. The report also looked at the practices of neighboring jurisdictions in comparison to the City’s entitlement process, which was enacted in 2010 as part of the new Development Code. A copy of the presentation is provided as Attachment B.

The City administers two significantly different review processes for additions to existing single-family dwellings: one process based upon whether the addition will accommodate residential habitation by an independent person or household within an ADU, and another to accommodate expanded living space for ongoing residential habitation by the primary resident(s). Below is a comparison summary:

<b>Review Parameter</b>	<b>ADU Project</b>	<b>Small SFR Addition</b>	<b>Large SFR Addition</b>
Project Size Threshold:	Up to 1,200 sf	Up to 500 sf	500 sf +
Planning Permit Type:	Zoning Clearance	Admin. Plan Review	Site Plan Review
Review Body:	Staff (ministerial)	Director (discretionary)	P. C. (discretionary)
Public Hearing Required?	No	Yes	Yes
Noticing Required?	No	Yes – 500 ft. radius	Yes – 500 ft. radius
Additional Conditions?	No	Yes	Yes
Typical Processing Time:	1 – 2 Weeks	2 – 3 Months	3 – 4 Months
Ave. / Typical Fees:	\$153	\$1,100	\$2,150

The Planning Commission acknowledged the disparities in processing, and agreed that additional discussion was warranted regarding small project application processing. They requested staff to return with information concerning three primary aspects:

- a) Further ideas on the “trigger” to when a project should go through a public hearing vs. a ministerial review process;
- b) A default size under which a staff (over the counter) review was appropriate;
- c) The hearing radius and posting requirements on site for public hearing notices.



On February 15, 2018 and April 26, 2018 Staff presented to the Planning Commission for discussion suggestions for modifying the process for review and approval of small projects. Based on the feedback received by the Planning Commission, especially concerns raised by two Commissioners regarding curtailing public noticing processes, staff proposed a simplified processing effort that maintained public hearings for all home addition projects between 400 s.f. and 1200 s.f. The Commission added to that a proportionality “test” of 20%, whereby any proposed addition which would exceed 20% of the current home square footage would be heard by an approval authority one level above.

The proposal before you reflects this approach, and was unanimously endorsed by all Commissioners as being the Commission’s recommendation to the Council.

**DISCUSSION AND ANALYSIS:**

During the February 15 discussion the Planning Commission provided feedback to Staff regarding several alternative procedural modifications. To assist the Commission in their discussions of April 26, 2018, staff presented an analysis of projects over a 27-month period that either went before a Director public hearing or the Planning Commission, and how each would be modified under a revised permit processing approach. Below is a chart summarizing the 60 cases processed during that time:

<b>Review Threshold</b>	<b>Zone Clearance</b>	<b>Director Hearing</b>	<b>Planning Commission</b>	<b>Total Cases</b>
Current Process	0	43 (74%)	17 (26%)	60
Modified Process 400sf to 1,200 sf	40 (66%)	16 (27%)	4 (7%)	60
Modified Process - 20%	40 (66%)	6 (10%)	14 (24%)	60

After reviewing the above data, the Commission reached a unanimous consensus on a preferred approach. The following chart summarizes the proposed changes:

<b>PROJECT SIZE</b>	<b>New ADU</b>	<b>SFR Addition (Current)</b>	<b>SFR Addition (Recommended)</b>
1 to 400 s.f.	Ministerial	Director Hearing	<b>Ministerial (1)</b>
401 to 500 s.f.	Ministerial	Director Hearing	<b>Director Hearing (2)</b>
501 to 1,200 s.f.	Ministerial	P. Commission	<b>Director Hearing (2)</b>
1,200 s.f. +	P. Commission	P. Commission	<b>P. Commission</b>

*(1) If the proposed additional square footage exceeds 20% of the*

*existing size of the dwelling, the project shall be processed via Administrative Plan Review and a public hearing shall be conducted by the Director.*

*(2) If the proposed additional square footage exceeds 20% of the existing size of the dwelling, the project shall be processed via Site Plan Review and a public hearing shall be conducted by the Planning Commission.*

If the City Council wishes to proceed with the above recommendations, or a version thereof, Staff would prepare new Code language for review and consideration by the Planning Commission at a public hearing, and with a subsequent public hearing before the City Council.

**REQUESTED ACTION:**

That the City Council discusses the Planning Commission recommendation regarding the review and approval process for small-scale development projects, and provides direction to Staff.

**ENVIRONMENTAL REVIEW:**

This is a discussion item, and does not constitute a project under the California Environmental Quality Act (CEQA). Accordingly, no CEQA review is warranted.

**ATTACHMENTS:**

Attachment A: Recommendation from the Planning Commission Regarding Small Project Processing, April 26, 2018

Attachment B: Staff Presentation to the Planning Commission Regarding Small Project Processing, August 27, 2017

## Planning Commission Small Project Recommendations

**April 26, 2018**

The following modifications to the review and approval process are recommended by the Planning Commission for discussion by the City Council. The recommendations provide benefit to residents in four areas:

- A. Address the parity between fees for non ADU projects which were eight to fifteen times greater;
- B. Reduce processing time of an additional three months;
- C. Reduce property owner time and/or consultant costs for ARP attendance
- D. Reduce property owner time and/or consultant costs for public hearing attendance (500-foot radius noticing to neighboring property owners and published notice)

### Summary Recommendation

<b>PROJECT SIZE</b>	<b>SFR Addition (Current)</b>	<b>SFR Addition (Recommended)</b>
1 to 400 s.f.	Director Hearing	<b>Ministerial (1)</b>
401 to 500 s.f.	Director Hearing	<b>Director Hearing (2)</b>
501 to 1,200 s.f.	P. Commission	<b>Director Hearing (2)</b>
1,200 s.f. +	P. Commission	<b>P. Commission</b>

- (1) *If the proposed additional square footage exceeds 20% of the existing size of the dwelling, the project shall be processed via Administrative Plan Review and a public hearing shall be conducted by the Director.*
- (2) *If the proposed additional square footage exceeds 20% of the existing size of the dwelling, the project shall be processed via Site Plan Review and a public hearing shall be conducted by the Planning Commission.*

### Detailed Recommendation

1. Process via **Zoning Clearance** (Ministerial Review) any proposed addition to an existing single-family home where the addition does not exceed 400 sq. ft. or 20% of the existing square footage of the home. This Staff-level review, requiring no public notice or hearing, would involve examining plans for conformance to the applicable zoning standards and project approval when determining that the design is 100% code

compliant. The 400 sq. ft. recommended addition threshold comes from the size of a typical 2-car garage space (typically 20' x 20'), which is the most common type of ADU project (convert old garage to living space and add a new attached garage). The 20% threshold was suggested by the Planning Commission on the basis that proposed additions which are proportionally larger in scale are more likely to bring about substantial architectural congruency issues, as well as concern about neighborhood compatibility. Consequently, if a proposed project falls below the 400 s.f. threshold but exceeds 20% of the existing home square footage, then the project must be reviewed and considered at a Director's Hearing.

2. Process via **Administrative Plan Review** (Director's Public Hearing) any proposed addition to an existing single-family home where the addition falls between 401 sq. ft. and 1,200 sq. ft. (1,200 s.f. is the ADU state exemption square-footage threshold). This is a discretionary review whereby staff and the Director examine the plans for conformance to the applicable zoning standards and the Director approves the project only after determining that the design is 100% conformant with hard, numeric standards and is compatible with the area's existing development and land uses, and only following a noticed public hearing. Noticing for the public hearing would remain as-is, a 500ft radius mailing to neighboring property owners. If a proposed project falls within the square-footage range (between 401 s.f. and 1,200 s.f.), but exceeds 20% of the existing home square footage, then the project must be reviewed and considered by the Planning Commission at a public hearing. Meanwhile, as already provided in the Code, timely written appeals of the Director's decision would be also heard by the Planning Commission.

3. Process via **Site Plan Review** (Planning Commission) any proposed addition to an existing single-family home where the addition equals or exceeds 1,201 sq. ft. This is a discretionary review whereby staff and the Planning Commission examine the plans for conformance to the applicable zoning standards and compatibility with applicable design standards, and the Commission approves the project only after determining that the design is 100% conformant with hard, numeric standards and is compatible with the area's existing development and land uses, and only following a noticed public hearing. Noticing for the public hearing would remain as-is, a 500ft radius mailing to neighboring property owners. As already provided in the Code, timely written appeals of a Planning Commission decision would be heard by the City Council.

4. Require the same level of review, same noticing, and the same square footage thresholds for any proposed new detached accessory structures as for new attached additions to existing dwellings (except in-ground pools and spas).



# Discussion Regarding the Permitting Process for Minor Home Additions

Planning Commission Meeting  
April 27, 2017

# Background

- AB 2299 and SB1069 amended State Law for Accessory Dwelling Units (ADU) (effective 1/17)
- Calabasas adopted revised code reflecting the revisions February 22, 2017:
  - Increases ADU max. from 700SF to 1,200SF
  - Eliminates the requirement for a Public Hearing (CUP)
  - Ministerial approval (Zoning Clearance)

# Background

- The New State Law for ADU's contrasts sharply to the City's current permitting process, costs and time frame for approvals of minor additions to single family homes
- Current City planning regulations were adopted as part of the revised 2010 Development Code and made any addition subject to a Public Hearing
- In 2016, the City processed 32 small additions via publically noticed hearings (Director's Hearing or PC)

# Calabasas Permitting Process

**ADU's up to 1,200 sf:** Zoning Clearance, \$150 fee, no notice, no hearing, 3 day process

**Additions <499 sf:** Admin. Plan Review, \$860 fee, noticing cost to 500ft radius, DRC and Director's Hearing, 1 to 2 month process

**Additions >500 sf:** Site Plan Review, \$1,800 fee, noticing cost to 500ft radius, DRC, ARP and PC Hearing, 2 to 4 month process



# Agoura Hills

- **Additions <200 sf**: Ministerial Approval (\$56)
- **Additions >200 sf and <2,999sf**: Notice to 750ft radius seeking written comments; discretionary approval by the Director
  - Exception: New second floor additions to an existing single story home, or expansion of the second floor > 75% of the first floor SF.
  - Fee of \$1,440
- **Additions >3,000 sf**: PC Public Hearing
  - Fee of \$5,206

# City of Malibu

- If the addition requires a Coastal Development Permit (CDP), then it goes to the PC.
  - PC hearings require either 500ft or 1000ft noticing, and a sign on site.
  - 8 levels of fees, \$5,566 for additions
- The need to obtain a CDP is based on SF, environmental and/or accessory use “triggers”
  - **Every exempt addition is ministerial**, and simply reported to the PC.
  - 5 levels of fees from \$1,237 to \$5,566

# Westlake Village

- **Additions >1,000sf or 50% of existing SF:**  
Public hearing before Council
  - Code considers cumulative additions over a 5 year period
  - Fee is \$1,081, notice to 300 ft radius
- **All other additions are ministerial**
  - Zoning Clearance \$50

# County of Los Angeles

- Additions are approved ministerially
  - Fee is \$500 up to \$1,550
- Public hearings are triggered by either environmental or zoning exceptions
  - In an Overlay Zone (Local Coastal Plan, Habitat Zone, Hillside management Area, etc)
  - Involves grading of over 15,000cy
  - Hearing is via a Hearing Officer
  - Notice to 1,000 ft radius, and on site sign
  - Fees of \$7,831 up to \$10,061

# Summary

- Calabasas has the most stringent local public hearing requirements for small additions
  - Exception is sheds up to 120sf/6 feet in height
- With the exception of Westlake Village, all other jurisdictions offer a ministerial review process for 1,200 sf additions (Agoura threshold is 1,000)
- All local jurisdictions will be required to modify their approval processes to conform with the new State ADU requirements.

# Staff Request

That the Planning Commission consider the preceding report and discuss what revisions, if any, to the permitting process for small projects should be considered



# Calabasas Permitting Process

**ADU's >1,200 sf**: Zoning Clearance, \$150 fee, no notice, no hearing, 3 day process

**Additions >499 sf**: Admin. Plan Review, \$860 fee, noticing cost to 500ft radius, DRC and Directors Hearing, 1 to 2 month process

**Additions <500 sf**: Site Plan Review, \$1,800 fee, noticing cost to 500ft radius, DRC, ARP and PC Hearing, 2 to 4 month process



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE:** APRIL 26, 2018

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT:** UPDATE ON HOAS SUBSCRIPTION TO THE CITY'S ELECTRONIC NOTICES

**MEETING DATE:** MAY 9, 2018

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**SUMMARY:**

At the request of the City Council, an update is being provided in regard to Homeowner Associations' (HOA) subscriptions to the City's electronic notices.

**BACKGROUND:**

The City uses Constant Contact for residents, HOA representatives, and others to subscribe to the various notifications, which include meeting agendas, public notices, e.News and project updates. All of these notices are also posted to social media through links to the City's Twitter and Facebook accounts.

During a Planning Commission meeting early this year, one of the HOAs expressed concern that they had not received the Public Hearing Notice regarding a sign program for the COTY project. After staff researched, it was discovered that the HOA had unsubscribed from the City's electronic notification database.

Staff reached out to all HOA representatives with an email address on file to confirm their preference of receiving City notices (see Attachment A).



Of the 54 HOAs in the City's database most have two contacts listed; a president and a management company. Below are results of staff's inquiry regarding HOA notification preferences:

- One of two representatives from nine HOAs requested to be removed from the City's distribution list.
- Representatives from 13 HOAs did not respond to staff's correspondence; therefore, they continue on the distribution list.
- One HOA requested to receive notifications via U.S. mail.
- Only one HOA opted to be removed from the distribution list.

**SUMMARY RECOMMENDATION:**

This is an information only item.

**ATTACHMENT:**

A: Email correspondence sent to all HOAs on file.

**Item 5 Attachment A**

Our records indicate that you are currently subscribed to receive City notices via electronic mail. In an effort to update our records, please indicate by responding to this email and completing information below whether you wish to continue on the City's email distribution list.

Please remove my name from the distribution list.

Please keep my name on the distribution list for the following:

- All City related notices
- Only public hearing notices
- Only City Council agendas
- Only \_\_\_\_\_ Commission agenda (please specify commission name)
- Only City projects \_\_\_\_\_ (please specify project name)

Name:

\_\_\_\_\_

Organization: \_\_\_\_\_

Email address: \_\_\_\_\_

Please update my information as follows:

Name:

\_\_\_\_\_

Organization: \_\_\_\_\_

Email address: \_\_\_\_\_

You always have the ability to subscribe to electronic notices, project updates, Council/Commission agendas and more at <http://www.cityofcalabasas.com/email-notification.html>.



# Check Register Report

Bank: BANK OF AMERICA - OPERATING  
 Reporting Period: 04/13/2018 to 04/25/2018

Date: 4/30/2018  
 Time: 11:59:50AM  
 Page 1 of 16

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b><u>Administrative Services</u></b>					
101815	4/18/2018	HENRY/CEDRIC//	REIMBURSE EDUC EXPS- WINTER 18	902.50	Administrative Services
101797	4/13/2018	US BANK	VISA- CA CONTRACT CITIES	600.00	Administrative Services
101797	4/13/2018	US BANK	VISA- SHRM	418.00	Administrative Services
101797	4/13/2018	US BANK	VISA- IPMA	397.00	Administrative Services
<b>Total Amount for 4 Line Item(s) from Administrative Services</b>				<b>\$2,317.50</b>	
<b><u>Boards and Commissions</u></b>					
101797	4/13/2018	US BANK	VISA- RALPHS	25.15	Boards and Commissions
<b>Total Amount for 1 Line Item(s) from Boards and Commissions</b>				<b>\$25.15</b>	
<b><u>City Attorney</u></b>					
101808	4/18/2018	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	16,373.25	City Attorney
101856	4/25/2018	ARCHER NORRIS	PROFESSIONAL SERVICES	4,534.30	City Attorney
101808	4/18/2018	COLANTUONO, HIGHSMITH &	MALIBU CANYON ASSOCIATION	4,395.14	City Attorney
101808	4/18/2018	COLANTUONO, HIGHSMITH &	ZEESMAN	4,200.00	City Attorney
101808	4/18/2018	COLANTUONO, HIGHSMITH &	2015 ANNEXATION	2,661.45	City Attorney
<b>Total Amount for 5 Line Item(s) from City Attorney</b>				<b>\$32,164.14</b>	
<b><u>City Clerk</u></b>					
101874	4/25/2018	CYBERCOPY	COPY/PRINTING SERVICE	148.04	City Clerk
101907	4/25/2018	VALLEY NEWS GROUP	LEGAL ADVERTISING	45.00	City Clerk
101810	4/18/2018	CYBERCOPY	COPY/PRINTING SERVICE	30.81	City Clerk
101797	4/13/2018	US BANK	VISA- ITUNES	6.99	City Clerk
<b>Total Amount for 4 Line Item(s) from City Clerk</b>				<b>\$230.84</b>	
<b><u>City Council</u></b>					
101797	4/13/2018	US BANK	VISA- US MAYORS CONFERENCE	1,650.00	City Council
101797	4/13/2018	US BANK	VISA- CA CONTRACT CITIES	600.00	City Council
101797	4/13/2018	US BANK	VISA- THE FOUNDATION	250.00	City Council
101797	4/13/2018	US BANK	VISA- THE FOUNDATION	250.00	City Council
101797	4/13/2018	US BANK	VISA- LA PAZ RESTAURANT	240.00	City Council





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101899	4/25/2018	SHAPIRO/DAVID//	REIMB TRAVEL- 2018 LCC CONF	232.00	City Council
101797	4/13/2018	US BANK	VISA- CALABASAS SELF STORAGE	184.00	City Council
101797	4/13/2018	US BANK	VISA- ROSTI TUSCAN KITCHEN	183.78	City Council
101797	4/13/2018	US BANK	VISA- THE FOUNDATION	125.00	City Council
101797	4/13/2018	US BANK	VISA- CALABASAS CHAMBERS	72.00	City Council
101797	4/13/2018	US BANK	VISA- CALABASAS CHAMBERS	72.00	City Council
101797	4/13/2018	US BANK	VISA- CALABASAS CHAMBERS	50.00	City Council
101797	4/13/2018	US BANK	VISA- CALABASAS CHAMBERS	50.00	City Council
101797	4/13/2018	US BANK	VISA- CALABASAS CHAMBERS	50.00	City Council
101797	4/13/2018	US BANK	VISA- CALABASAS CHAMBERS	50.00	City Council
101897	4/25/2018	ROTARY CLUB OF CALABASAS	DONATION	50.00	City Council
101862	4/25/2018	CALABASAS- LAS VIRGENES	MEMBERSHIP DUES- A. WEINTRAUB	25.00	City Council
101797	4/13/2018	US BANK	VISA- HOME DEPOT	14.20	City Council
<b>Total Amount for 17 Line Item(s) from City Council</b>				<b>\$4,097.98</b>	
<b>City Management</b>					
101797	4/13/2018	US BANK	VISA- THE FOUNDATION	250.00	City Management
101797	4/13/2018	US BANK	VISA- CALABASAS CHAMBERS	50.00	City Management
<b>Total Amount for 2 Line Item(s) from City Management</b>				<b>\$300.00</b>	
<b>Civic Center O&amp;M</b>					
101850	4/18/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	933.43	Civic Center O&M
101797	4/13/2018	US BANK	VISA- HUNTINGTON HARDWARE	674.30	Civic Center O&M
101839	4/18/2018	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	641.50	Civic Center O&M
101822	4/18/2018	LEDDY POWER SYSTEMS, INC.	GENERATOR REPAIRS	564.00	Civic Center O&M
101869	4/25/2018	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
101869	4/25/2018	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
101839	4/18/2018	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	518.66	Civic Center O&M
101797	4/13/2018	US BANK	VISA- EASY KEYS	36.00	Civic Center O&M
101797	4/13/2018	US BANK	VISA- HOME DEPOT	21.93	Civic Center O&M
101797	4/13/2018	US BANK	VISA- RALPHS	10.93	Civic Center O&M
101797	4/13/2018	US BANK	VISA- RITE AID	7.11	Civic Center O&M
<b>Total Amount for 11 Line Item(s) from Civic Center O&amp;M</b>				<b>\$4,524.86</b>	
<b>Community Development</b>					



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101893	4/25/2018	RINCON CONSULTANTS INC	ENVIRONMENTAL CONSULTING	11,750.02	Community Development
101805	4/18/2018	CALABASAS CREST LTD	R.A.P.- MAY 2018	6,426.00	Community Development
101797	4/13/2018	US BANK	VISA- APA	1,530.00	Community Development
101842	4/18/2018	TAMURI/MAUREEN//	REIMB TRAVEL- LCC CONFERENCE	460.05	Community Development
101797	4/13/2018	US BANK	VISA- US GREEN BLDG	300.00	Community Development
101812	4/18/2018	FLEYSHMAN/ALBERT//	R.A.P.- MAY 2018	218.00	Community Development
101827	4/18/2018	MEDVETSKY/LINA//	R.A.P.- MAY 2018	218.00	Community Development
101814	4/18/2018	HENDERSON/LYN//	R.A.P.- MAY 2018	218.00	Community Development
101836	4/18/2018	SHAHIR/RAHIM//	R.A.P.- MAY 2018	218.00	Community Development
101853	4/18/2018	YAZDINIAN/SUSAN//	R.A.P.- MAY 2018	218.00	Community Development
101828	4/18/2018	MILES/AUDREY//	R.A.P.- MAY 2018	218.00	Community Development
101823	4/18/2018	LEVY/ESTHER//	R.A.P.- MAY 2018	218.00	Community Development
101835	4/18/2018	RASCOE/JOAN//	R.A.P.- MAY 2018	218.00	Community Development
101797	4/13/2018	US BANK	VISA- CA BLDG OFFICIALS	215.00	Community Development
101797	4/13/2018	US BANK	VISA- CA BLDG OFFICIALS	195.00	Community Development
101824	4/18/2018	LOCAL GOVERNMENT PUBLICATIONS	CA LAND USE - 2018 UPDATE	143.56	Community Development
101797	4/13/2018	US BANK	VISA- NAWT.ORG	100.00	Community Development
101874	4/25/2018	CYBERCOPY	COPY/PRINTING SERVICE	99.04	Community Development
101797	4/13/2018	US BANK	VISA- LANDSEND BUSINESS	96.28	Community Development
101810	4/18/2018	CYBERCOPY	COPY/PRINTING SERVICE	87.05	Community Development
101910	4/25/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	68.48	Community Development
101874	4/25/2018	CYBERCOPY	COPY/PRINTING SERVICE	63.78	Community Development
101874	4/25/2018	CYBERCOPY	COPY/PRINTING SERVICE	55.46	Community Development
101874	4/25/2018	CYBERCOPY	COPY/PRINTING SERVICE	53.93	Community Development
101910	4/25/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	51.73	Community Development
101810	4/18/2018	CYBERCOPY	COPY/PRINTING SERVICE	49.71	Community Development
101843	4/18/2018	VALLEY NEWS GROUP	LEGAL ADVERTISING	45.00	Community Development
101874	4/25/2018	CYBERCOPY	COPY/PRINTING SERVICE	36.68	Community Development
101874	4/25/2018	CYBERCOPY	COPY/PRINTING SERVICE	33.12	Community Development
101810	4/18/2018	CYBERCOPY	COPY/PRINTING SERVICE	32.69	Community Development
101797	4/13/2018	US BANK	VISA- USPS	1.15	Community Development
<b>Total Amount for 31 Line Item(s) from Community Development</b>				<b>\$23,637.73</b>	

**Community Services**

101908	4/25/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,158.66	Community Services
101895	4/25/2018	ROADRUNNER SHUTTLE	SHUTTLE SERVICE	1,694.00	Community Services



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101819	4/18/2018	JACOBS/SAUL//	RECREATION INSTRUCTOR	1,400.00	Community Services
101797	4/13/2018	US BANK	VISA- HOME DEPOT	1,001.38	Community Services
101861	4/25/2018	BARRY KAY ENTERPRISES, INC.	BASKETBALL T-SHIRTS	900.53	Community Services
101902	4/25/2018	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	818.90	Community Services
101861	4/25/2018	BARRY KAY ENTERPRISES, INC.	STAFF T-SHIRTS	808.11	Community Services
101838	4/18/2018	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	726.25	Community Services
101797	4/13/2018	US BANK	VISA- CALABASAS SELF STORAGE	658.00	Community Services
101825	4/18/2018	LOVE/JASON//	RECREATION INSTRUCTOR	648.00	Community Services
101797	4/13/2018	US BANK	VISA- OTC BRANDS	606.04	Community Services
101797	4/13/2018	US BANK	VISA- HARBOR FREIGHTS	542.00	Community Services
101837	4/18/2018	SHALEV/ ALINA//	RECREATION INSTRUCTOR	504.00	Community Services
101797	4/13/2018	US BANK	VISA- AMAZON.COM	497.79	Community Services
101797	4/13/2018	US BANK	VISA- SHARKEY'S	400.06	Community Services
101878	4/25/2018	FOX LAKE PRODUCTIONS	RECREATION INSTRUCTOR	400.00	Community Services
101797	4/13/2018	US BANK	VISA- TARGET	369.23	Community Services
101901	4/25/2018	SNAP-O-GRAM	T-BALL PHOTOGRAPHS	355.00	Community Services
101858	4/25/2018	AT&T	TELEPHONE SERVICE	300.77	Community Services
101898	4/25/2018	SECURAL SECURITY CORP	SECURITY- EGGHUNT	295.40	Community Services
101797	4/13/2018	US BANK	VISA- AMAZON.COM	278.11	Community Services
101797	4/13/2018	US BANK	VISA- COSTCO	274.32	Community Services
101797	4/13/2018	US BANK	VISA- OTC BRANDS	270.60	Community Services
101864	4/25/2018	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	267.98	Community Services
101867	4/25/2018	CAYNE/STACIE//	RECREATION INSTRUCTOR	252.00	Community Services
101797	4/13/2018	US BANK	VISA- THE BAKER CAFE	241.34	Community Services
101797	4/13/2018	US BANK	VISA- Y2H INC	236.52	Community Services
101797	4/13/2018	US BANK	VISA- DIY	231.20	Community Services
101797	4/13/2018	US BANK	VISA- CORNER BAKERY	230.00	Community Services
101797	4/13/2018	US BANK	VISA- DOLLAR TREE	227.10	Community Services
101797	4/13/2018	US BANK	VISA- COSTCO	224.85	Community Services
101797	4/13/2018	US BANK	VISA- SMART & FINAL	222.07	Community Services
101908	4/25/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	214.19	Community Services
101839	4/18/2018	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	204.73	Community Services
101841	4/18/2018	STEWART/ELIZABETH//	RECREATION INSTRUCTOR	200.00	Community Services
101797	4/13/2018	US BANK	VISA- VIKTOR BENES	200.00	Community Services
101848	4/18/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	171.74	Community Services
101797	4/13/2018	US BANK	VISA- SB ORCHARD SHOW	168.00	Community Services
101797	4/13/2018	US BANK	VISA- CAD CHEVY	168.00	Community Services



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101797	4/13/2018	US BANK	VISA- PUBLIC SECTOR EXECELL	155.00	Community Services
101797	4/13/2018	US BANK	VISA- DIRECT TV	148.66	Community Services
101797	4/13/2018	US BANK	VISA- NISC	145.00	Community Services
101797	4/13/2018	US BANK	VISA- CEDAR VALLEY PLUMBING	136.89	Community Services
101898	4/25/2018	SECURAL SECURITY CORP	PATROL CAR SERVICES- DE ANZA	135.00	Community Services
101797	4/13/2018	US BANK	VISA- 7 ELEVEN	129.75	Community Services
101797	4/13/2018	US BANK	VISA- VONS	129.01	Community Services
101797	4/13/2018	US BANK	VISA- PARTY CITY	119.33	Community Services
101833	4/18/2018	PURE HEALTH SOLUTIONS, INC.	WATER SERVICE	114.32	Community Services
101839	4/18/2018	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	96.86	Community Services
101811	4/18/2018	DEPARTMENT OF JUSTICE	STAFF FINGERPRINTING APPS	96.00	Community Services
101858	4/25/2018	AT&T	TELEPHONE SERVICE	95.25	Community Services
101797	4/13/2018	US BANK	VISA- DS SERVICES	91.38	Community Services
101797	4/13/2018	US BANK	VISA- JERSEY MIKE'S	89.87	Community Services
101797	4/13/2018	US BANK	VISA- TRADER JOE'S	89.80	Community Services
101797	4/13/2018	US BANK	VISA- ALBERTSONS	79.44	Community Services
101798	4/18/2018	ACCURATE FIRST AID SERVICES	FIRST AID SUPPLIES	70.93	Community Services
101858	4/25/2018	AT&T	TELEPHONE SERVICE	68.40	Community Services
101797	4/13/2018	US BANK	VISA- CITY OF L.A.	65.00	Community Services
101797	4/13/2018	US BANK	VISA- HOME DEPOT	63.73	Community Services
101797	4/13/2018	US BANK	VISA- AMAZON.COM	62.00	Community Services
101797	4/13/2018	US BANK	VISA- DOMINO'S PIZZA	53.14	Community Services
101848	4/18/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	53.07	Community Services
101797	4/13/2018	US BANK	VISA- CONSTANT CONTACT	45.00	Community Services
101797	4/13/2018	US BANK	VISA- SSI SCHOOL SPECIALTY	43.74	Community Services
101916	4/25/2018	WYMORE/KELLI//	REIMB MILEAGE - MAR 18	38.48	Community Services
101797	4/13/2018	US BANK	VISA- MALIBU LAUNDRY	35.00	Community Services
101797	4/13/2018	US BANK	VISA- WEEBLY.COM	35.00	Community Services
101797	4/13/2018	US BANK	VISA- SMART & FINAL	34.27	Community Services
101797	4/13/2018	US BANK	VISA- US RESEARCH & CHEMICAL	33.16	Community Services
101797	4/13/2018	US BANK	VISA- MICHAELS	30.61	Community Services
101797	4/13/2018	US BANK	VISA- BARON BARCLAY	29.85	Community Services
101797	4/13/2018	US BANK	VISA- STAPLES	26.28	Community Services
101797	4/13/2018	US BANK	VISA- DIY	25.46	Community Services
101797	4/13/2018	US BANK	VISA- WALMART	17.45	Community Services
101797	4/13/2018	US BANK	VISA- DIPLOMA ARTS	13.96	Community Services
101797	4/13/2018	US BANK	VISA- TARGET	10.27	Community Services



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101797	4/13/2018	US BANK	VISA- EXXON MOBIL	7.00	Community Services
101797	4/13/2018	US BANK	VISA- CANVA	5.00	Community Services
101797	4/13/2018	US BANK	VISA- BED BATH & BEYOND	-102.95	Community Services
<b>Total Amount for 79 Line Item(s) from Community Services</b>				<b>\$22,982.28</b>	
<b>Finance</b>					
101829	4/18/2018	MOSS, LEVY & HARTZHEIM	STATE CONTROLLERS REPORT	2,500.00	Finance
101799	4/18/2018	ADP, INC	PAYROLL PROCESSING	1,032.91	Finance
101848	4/18/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	182.03	Finance
101797	4/13/2018	US BANK	VISA- CSMFO	30.00	Finance
<b>Total Amount for 4 Line Item(s) from Finance</b>				<b>\$3,744.94</b>	
<b>Klubhouse Preschool</b>					
101797	4/13/2018	US BANK	VISA- TOYS R US	1,884.31	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- COSTCO	1,448.12	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- OTC BRANDS	739.95	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- LOWES	728.47	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- KIDSPACE MUSEUM	700.00	Klubhouse Preschool
101803	4/18/2018	BBA PROMOTIONS	KLUBHOUSE ADVERTISING	486.30	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- HOME DEPOT	432.34	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- SPROUTS	330.80	Klubhouse Preschool
101833	4/18/2018	PURE HEALTH SOLUTIONS, INC.	WATER SERVICE	266.74	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- COSTCO	216.52	Klubhouse Preschool
101798	4/18/2018	ACCURATE FIRST AID SERVICES	FIRST AID SUPPLIES	165.49	Klubhouse Preschool
101858	4/25/2018	AT&T	TELEPHONE SERVICE	159.61	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- SCOOTER'S JUNGLE	150.00	Klubhouse Preschool
101898	4/25/2018	SECURAL SECURITY CORP	SECURITY- SPRING PARTY	118.16	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- TARGET	106.49	Klubhouse Preschool
101797	4/13/2018	US BANK	VISA- DISCOUNT SCHOOL SUPPLY	90.71	Klubhouse Preschool
<b>Total Amount for 16 Line Item(s) from Klubhouse Preschool</b>				<b>\$8,024.01</b>	
<b>Library</b>					
101864	4/25/2018	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	254.12	Library
101851	4/18/2018	WENGER/DEANNE//	YOGA INSTRUCTOR- LIBRARY	225.00	Library





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101797	4/13/2018	US BANK	VISA- ALA	115.00	Library
101797	4/13/2018	US BANK	VISA- ELM USA	69.95	Library
101797	4/13/2018	US BANK	VISA- S&S WORLDWIDE	68.98	Library
101797	4/13/2018	US BANK	VISA- RITE AID	2.84	Library
<b>Total Amount for 6 Line Item(s) from Library</b>				<b>\$735.89</b>	

**LMD #22**

101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	13,899.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,648.27	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	12,000.04	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,925.55	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,954.12	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	5,550.56	LMD #22
101802	4/18/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	5,528.81	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,895.86	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,632.16	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	4,000.04	LMD #22
101859	4/25/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	3,857.85	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,843.47	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,970.84	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,704.08	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,358.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,278.29	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,194.92	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,140.00	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,544.77	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,542.13	LMD #22
101802	4/18/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,355.00	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,316.49	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,245.08	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	857.40	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	797.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	789.55	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	749.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	733.50	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	716.00	LMD #22



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101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	669.42	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	653.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	642.00	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	637.36	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	550.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	549.00	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	532.08	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	476.00	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	437.44	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	334.06	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	298.30	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	256.80	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	253.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	197.92	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	184.00	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	177.36	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	173.20	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	136.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	115.13	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	94.00	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	93.04	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	86.71	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	82.26	LMD #22
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	69.64	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	58.42	LMD #22
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	56.84	LMD #22
<b>Total Amount for 55 Line Item(s) from LMD #22</b>				<b>\$119,840.76</b>	
<b><u>LMD #24</u></b>					
101802	4/18/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	7,104.60	LMD #24
101802	4/18/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,560.00	LMD #24
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,186.79	LMD #24
<b>Total Amount for 3 Line Item(s) from LMD #24</b>				<b>\$9,851.39</b>	
<b><u>LMD #27</u></b>					



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101802	4/18/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	18,180.10	LMD #27
101802	4/18/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,457.63	LMD #27
<b>Total Amount for 2 Line Item(s) from LMD #27</b>				<b>\$19,637.73</b>	
<b><u>LMD #32</u></b>					
101802	4/18/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,977.34	LMD #32
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	436.96	LMD #32
<b>Total Amount for 2 Line Item(s) from LMD #32</b>				<b>\$3,414.30</b>	
<b><u>LMD 22 - Common Benefit Area</u></b>					
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	9,677.34	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,739.65	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	3,101.83	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,637.95	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	2,590.51	LMD 22 - Common Benefit Area
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,375.19	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,883.51	LMD 22 - Common Benefit Area
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	707.55	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	700.33	LMD 22 - Common Benefit Area
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	696.87	LMD 22 - Common Benefit Area
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	636.96	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	523.50	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	402.56	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	370.79	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	253.00	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	251.50	LMD 22 - Common Benefit Area
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	212.95	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	138.00	LMD 22 - Common Benefit Area
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	38.35	LMD 22 - Common Benefit Area
101903	4/25/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	28.18	LMD 22 - Common Benefit Area
<b>Total Amount for 20 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$32,966.52</b>	
<b><u>Media Operations</u></b>					
101904	4/25/2018	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	2,350.00	Media Operations



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101847	4/18/2018	VERIZON WIRELESS	TELEPHONE SERVICE	2,300.50	Media Operations
101797	4/13/2018	US BANK	VISA- B&H PHOTO	1,519.80	Media Operations
101797	4/13/2018	US BANK	VISA- AMAZON.COM	783.00	Media Operations
101879	4/25/2018	GRANICUS INC.	WEB ARCHIVING SERVICE	750.00	Media Operations
101879	4/25/2018	GRANICUS INC.	WEB ARCHIVING SERVICE	750.00	Media Operations
101879	4/25/2018	GRANICUS INC.	WEB ARCHIVING SERVICE	750.00	Media Operations
101879	4/25/2018	GRANICUS INC.	WEB ARCHIVING SERVICE	750.00	Media Operations
101879	4/25/2018	GRANICUS INC.	WEB ARCHIVING SERVICE	750.00	Media Operations
101879	4/25/2018	GRANICUS INC.	WEB ARCHIVING SERVICE	750.00	Media Operations
101797	4/13/2018	US BANK	VISA- NATOA	610.00	Media Operations
101904	4/25/2018	TELECOM LAW FIRM, P.C.	TELECOMM CONSULT SVCS	550.00	Media Operations
101797	4/13/2018	US BANK	VISA- NATOA	400.00	Media Operations
101797	4/13/2018	US BANK	VISA- NATOA	300.00	Media Operations
101797	4/13/2018	US BANK	VISA- UAV COACH TEACHABLE	249.00	Media Operations
101854	4/25/2018	ACORN NEWSPAPER	CTV ADVERTISING	62.40	Media Operations
101854	4/25/2018	ACORN NEWSPAPER	CTV ADVERTISING	62.40	Media Operations
101854	4/25/2018	ACORN NEWSPAPER	CTV ADVERTISING	62.40	Media Operations
101854	4/25/2018	ACORN NEWSPAPER	CTV ADVERTISING	62.40	Media Operations
101854	4/25/2018	ACORN NEWSPAPER	CTV ADVERTISING	62.40	Media Operations
101797	4/13/2018	US BANK	VISA- ADOBE SYSTEMS	49.99	Media Operations

**Total Amount for 21 Line Item(s) from Media Operations**

**\$13,924.29**

**Non-Departmental**

101830	4/18/2018	MOUNTAINS RESTORATION TRUST	HEADWATER CORNER O & M	30,000.00	Non-Departmental
101863	4/25/2018	CANOGA PARK HEATING & AIR COND	CDBG RES REHAB- HOLLIDAY	9,961.39	Non-Departmental
101898	4/25/2018	SECURAL SECURITY CORP	PARKING ENFORCEMENT	3,078.46	Non-Departmental
101817	4/18/2018	IRON MOUNTAIN	STORAGE SERVICES	2,734.37	Non-Departmental
101797	4/13/2018	US BANK	VISA- LIFE STORAGE	2,035.00	Non-Departmental
101797	4/13/2018	US BANK	VISA- AMAZON.COM	343.66	Non-Departmental
101848	4/18/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	283.88	Non-Departmental
101797	4/13/2018	US BANK	VISA- COSTCO	253.23	Non-Departmental
101910	4/25/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	219.57	Non-Departmental
101797	4/13/2018	US BANK	VISA- WALMART	84.70	Non-Departmental
101806	4/18/2018	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- XUP00663	78.00	Non-Departmental
101865	4/25/2018	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- WXF09673	63.00	Non-Departmental
101865	4/25/2018	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- KZT02095	61.10	Non-Departmental



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101876	4/25/2018	FEDERAL EXPRESS CORP.	COURIER SERVICE	55.55	Non-Departmental
101797	4/13/2018	US BANK	VISA- AMAZON.COM	54.98	Non-Departmental
101865	4/25/2018	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- NMC09173	35.78	Non-Departmental
101797	4/13/2018	US BANK	VISA- COGNITO	23.18	Non-Departmental
101864	4/25/2018	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	19.78	Non-Departmental
<b>Total Amount for 18 Line Item(s) from Non-Departmental</b>				<b>\$49,385.63</b>	

## Payroll

101866	4/25/2018	CATE/CHARLES R.//	HEALTH INS REIMB (RETIREE)	691.94	Payroll
101877	4/25/2018	FOLEY/KARYN//	HEALTH INS REIMB (RETIREE)	691.94	Payroll
101880	4/25/2018	GROVEMAN/BARRY//	HEALTH INS REIMB (RETIREE)	691.94	Payroll
101881	4/25/2018	HILL/BOB//	HEALTH INS REIMB (RETIREE)	691.94	Payroll
101887	4/25/2018	LOPATA/MARVIN//	HEALTH INS REIMB (RETIREE)	691.94	Payroll
101892	4/25/2018	PARKER/ROBIN//	HEALTH INS REIMB (RETIREE)	691.94	Payroll
101911	4/25/2018	WASHBURN/DENNIS//	HEALTH INS REIMB (RETIREE)	691.94	Payroll
101891	4/25/2018	P&A ADMINISTRATIVE SVCS INC	FSA MONTHLY ADMIN FEE- MAY 18	58.50	Payroll
<b>Total Amount for 8 Line Item(s) from Payroll</b>				<b>\$4,902.08</b>	

## Police / Fire / Safety

101820	4/18/2018	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2018	373,541.70	Police / Fire / Safety
101820	4/18/2018	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2018	8,798.58	Police / Fire / Safety
101820	4/18/2018	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- MAR 2018	387.50	Police / Fire / Safety
101883	4/25/2018	KUSTOM SIGNALS, INC.	LASER EQUIPMENT REPAIRS	47.20	Police / Fire / Safety
<b>Total Amount for 4 Line Item(s) from Police / Fire / Safety</b>				<b>\$382,774.98</b>	

## Public Safety & Emergency Preparedness

101797	4/13/2018	US BANK	VISA- MACKAY COMMUNICATION	233.58	Public Safety & Emergency Preparedness
101797	4/13/2018	US BANK	VISA- CORNER BAKERY	161.05	Public Safety & Emergency Preparedness
101797	4/13/2018	US BANK	VISA- TECH SMITH	42.95	Public Safety & Emergency Preparedness
101797	4/13/2018	US BANK	VISA- RALPHS	39.14	Public Safety & Emergency Preparedness
101797	4/13/2018	US BANK	VISA- TRADER JOE'S	27.53	Public Safety & Emergency Preparedness
101797	4/13/2018	US BANK	VISA- COSTCO	23.47	Public Safety & Emergency Preparedness



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<b>Total Amount for 6 Line Item(s) from Public Safety &amp; Emergency Preparedness</b>				<b>\$527.72</b>	
<b>Public Works</b>					
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- CIP	23,558.79	Public Works
101908	4/25/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	17,750.85	Public Works
101908	4/25/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	15,908.59	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	10,750.00	Public Works
101870	4/25/2018	CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	7,108.84	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	5,491.00	Public Works
101831	4/18/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	4,750.00	Public Works
101831	4/18/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	4,435.00	Public Works
101896	4/25/2018	RON'S MAINTENANCE, INC.	CATCH BASIN CLEANING SERVICE	3,925.00	Public Works
101852	4/18/2018	WILHELM/RICHARD//	FIELD INVESTIGTN/DRAFTING SVCS	3,410.00	Public Works
101882	4/25/2018	JOHN ZGRABLICH CONSTRUCTION	INSPECTION SERVICES	3,036.00	Public Works
101818	4/18/2018	ISSAKHANI/MARINA//	CONSULTING SERVICES	2,950.00	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	2,522.81	Public Works
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,230.00	Public Works
101873	4/25/2018	COUNTY OF LOS ANGELES	CONTRACT SERVICES	1,153.15	Public Works
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,066.28	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	960.00	Public Works
101889	4/25/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	955.00	Public Works
101831	4/18/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	940.00	Public Works
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	929.16	Public Works
101831	4/18/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	895.00	Public Works
101831	4/18/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	800.00	Public Works
101889	4/25/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	795.00	Public Works
101797	4/13/2018	US BANK	VISA- APWA	777.80	Public Works
101857	4/25/2018	ARUCAN/KEVIN//	CONSULTING SERVICES	700.00	Public Works
101857	4/25/2018	ARUCAN/KEVIN//	CONSULTING SERVICES	700.00	Public Works
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	569.66	Public Works
101894	4/25/2018	RIVERA/CLARIS//	CONSULTING SERVICES	560.00	Public Works
101894	4/25/2018	RIVERA/CLARIS//	CONSULTING SERVICES	560.00	Public Works
101907	4/25/2018	VALLEY NEWS GROUP	LEGAL ADVERTISING	525.00	Public Works
101888	4/25/2018	NATURE OF WILDWORKS	EARTH DAY -ANIMAL EXHIBIT	500.00	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	481.00	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	437.50	Public Works



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101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	437.50	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	403.00	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	368.00	Public Works
101797	4/13/2018	US BANK	VISA- HD SUPPLY	362.95	Public Works
101797	4/13/2018	US BANK	VISA- THEODORE PAYNE FOUND	344.93	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	344.00	Public Works
101854	4/25/2018	ACORN NEWSPAPER	WORKSHOP ADVERTISING	336.96	Public Works
101854	4/25/2018	ACORN NEWSPAPER	ARBOR DAY ADVERTISING	336.96	Public Works
101854	4/25/2018	ACORN NEWSPAPER	ARBOR DAY ADVERTISING	336.96	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	297.00	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	282.00	Public Works
101915	4/25/2018	WOOD GRAPHICS UNLIMITED INC.	LADDER	217.50	Public Works
101797	4/13/2018	US BANK	VISA- APWA	194.45	Public Works
101797	4/13/2018	US BANK	VISA- APWA	194.45	Public Works
101797	4/13/2018	US BANK	VISA- HOME DEPOT	126.69	Public Works
101797	4/13/2018	US BANK	VISA- HD SUPPLY	109.48	Public Works
101906	4/25/2018	UNDERGROUND SERVICE ALERT	MONTHLY MEMBERSHIP FEE	97.45	Public Works
101797	4/13/2018	US BANK	VISA- DIY	92.98	Public Works
101797	4/13/2018	US BANK	VISA- GRAINGER	85.03	Public Works
101838	4/18/2018	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	66.50	Public Works
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	65.00	Public Works
101847	4/18/2018	VERIZON WIRELESS	TELEPHONE SERVICE	38.01	Public Works
101797	4/13/2018	US BANK	VISA- HD SUPPLY	20.80	Public Works
101872	4/25/2018	COUNTY CLERK, CO. OF L.A.	RECORDING FEE	9.00	Public Works
101797	4/13/2018	US BANK	VISA- ITUNES	2.99	Public Works
<b>Total Amount for 58 Line Item(s) from Public Works</b>				<b>\$126,302.02</b>	

**Recoverable / Refund / Liability**

101914	4/25/2018	WILLIAMS/ROSS//	CODE ENFORCEMENT REFUND	46,662.98	Recoverable / Refund / Liability
101834	4/18/2018	R.C. BECKER & SON, INC.	STORMWATER CONSULTING (RET)	9,149.48	Recoverable / Refund / Liability
101891	4/25/2018	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	2,410.73	Recoverable / Refund / Liability
101891	4/25/2018	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	955.72	Recoverable / Refund / Liability
101804	4/18/2018	CALABASAS CHAMBER OF COMMERCE	REFUND TEMP USE PERMIT	315.90	Recoverable / Refund / Liability
101909	4/25/2018	VICTORSON/ANA//	ARTS FESTIVAL REFUND	295.00	Recoverable / Refund / Liability
101890	4/25/2018	NOVAK/CATHERINE//	ARTS FESTIVAL REFUND	295.00	Recoverable / Refund / Liability
101900	4/25/2018	SISLYAN/ANNA//	RECREATION REFUND	210.00	Recoverable / Refund / Liability



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101832	4/18/2018	PALM/ KEVIN//	REFUND RECOVERABLE PROJECT	117.50	Recoverable / Refund / Liability
101826	4/18/2018	MCINERNEY-PRITCHARD/ERIN//	FACILITY RENTAL REFUND	81.00	Recoverable / Refund / Liability
101826	4/18/2018	MCINERNEY-PRITCHARD/ERIN//	FACILITY RENTAL REFUND	75.00	Recoverable / Refund / Liability
101813	4/18/2018	GARDNER/MICHAEL//	REFUND BUILDING PERMIT	65.20	Recoverable / Refund / Liability
101840	4/18/2018	STATE DISBURSMENT	WAGE GARNISHMENT- 4/13/18	46.15	Recoverable / Refund / Liability
101863	4/25/2018	CANOGA PARK HEATING & AIR COND	CDBG RES REHAB- HOLLIDAY	-996.14	Recoverable / Refund / Liability
<b>Total Amount for 14 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$59,683.52</b>	

## Tennis & Swim Center

101839	4/18/2018	SOUTHERN CALIFORNIA GAS CO	GAS SERVICE	2,747.57	Tennis & Swim Center
101885	4/25/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,196.68	Tennis & Swim Center
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	884.00	Tennis & Swim Center
101807	4/18/2018	CASAS ORAMAS/JORGE//	FITNESS EQUIPMENT REPAIRS	837.28	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- NATIONAL GYM SUPPLY	822.48	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- ARC SERVICES	644.06	Tennis & Swim Center
101849	4/18/2018	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	630.03	Tennis & Swim Center
101871	4/25/2018	COMMERCIAL AQUATIC SVCS INC	POOL SERVICE/REPAIR	602.73	Tennis & Swim Center
101809	4/18/2018	COMMERCIAL AQUATIC SVCS INC	POOL SERVICE/REPAIR	578.38	Tennis & Swim Center
101912	4/25/2018	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	498.87	Tennis & Swim Center
101801	4/18/2018	ALLIANT INSURANCE SERVICES INC	SPECIAL EVENTS INS- T&SC	462.00	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- HOME DEPOT	459.79	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- INDEED	437.20	Tennis & Swim Center
101849	4/18/2018	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	388.78	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- POWER SYSTEMS	370.19	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- HOME DEPOT	359.52	Tennis & Swim Center
101905	4/25/2018	TIME WARNER CABLE	CABLE MODEM/HDTV- T&SC	326.44	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- ACCESS DISPLAY GRP	319.06	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- LESLIE'S POOL SUPPLY	295.55	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- OFFICE DEPOT	266.84	Tennis & Swim Center
101821	4/18/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	216.32	Tennis & Swim Center
101809	4/18/2018	COMMERCIAL AQUATIC SVCS INC	POOL SERVICE/REPAIR	204.78	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- CAP LEASING	191.00	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- STAPLES DIRECT	182.82	Tennis & Swim Center
101860	4/25/2018	B & B PLUMBING	PLUMBING REPAIRS- T&SC	175.50	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- FERGUSON ENTERPRISE	175.16	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- OFFICE DEPOT	169.06	Tennis & Swim Center





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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
101797	4/13/2018	US BANK	VISA- SAFETY PRODUCTS	156.43	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- OFFICE DEPOT	151.90	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- DELL SALES	142.34	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- ULOOP.COM	125.00	Tennis & Swim Center
101868	4/25/2018	CINTAS FIRST AID & SAFETY	QUARTERLY MONITORING- T&SC	120.00	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- SUPERIOR AWNING	109.50	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- CONSTANT CONTACT	100.00	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- ROADSIDE LUMBER	98.92	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- HOME DEPOT	93.71	Tennis & Swim Center
101846	4/18/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- T&SC	84.90	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- BOB'S GARDEN EQUIP	69.80	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- SHERWIN WILLIAMS	66.20	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- MALIBU LAUNDRY	61.25	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- JOMAR LINENS	60.73	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- FRY'S ELECTRONICS	46.49	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- CRAIGSLIST.COM	45.00	Tennis & Swim Center
101800	4/18/2018	AIRGAS- WEST	TC HELIUM	43.06	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- SECA CORP	39.24	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- CHEVRON	36.36	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- POSTAL ANNEX	15.52	Tennis & Swim Center
101797	4/13/2018	US BANK	VISA- AMAZON.COM	6.99	Tennis & Swim Center
<b>Total Amount for 48 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$17,115.43</b>	

## Transportation

101816	4/18/2018	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE MAR 2018	9,636.00	Transportation
101855	4/25/2018	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	5,824.65	Transportation
101797	4/13/2018	US BANK	VISA- VISTA FORD	3,000.00	Transportation
101855	4/25/2018	ALL CITY MANAGEMENT SVCS, INC.	SCHOOL CROSSING GUARD SVCS	2,337.40	Transportation
101917	4/25/2018	Z.A.P. MANUFACTURING, INC.	TRAFFIC SIGNS	1,733.32	Transportation
101886	4/25/2018	LAS VIRGENES UNIFIED SCHOOL	BEFORE & AFTER SCHOOL AIDES	1,145.24	Transportation
101797	4/13/2018	US BANK	VISA- APWA	583.30	Transportation
101875	4/25/2018	DEPARTMENT OF TRANSPORTATION	TRAFFIC SIGNALS/LIGHTING	505.25	Transportation
101797	4/13/2018	US BANK	VISA- HOME DEPOT	289.45	Transportation
101903	4/25/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	281.87	Transportation
101913	4/25/2018	WESTERN HIGHWAY PRODUCTS, INC.	TRAFFIC SIGNS	259.02	Transportation
101797	4/13/2018	US BANK	VISA- UNION 76	195.69	Transportation



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Check No.	Check Date	Vendor Name	Check Description	Amount	Department
101884	4/25/2018	LA DWP	TRAFFIC METER SERVICE	148.93	Transportation
101797	4/13/2018	US BANK	VISA- JOEY WOODLAND HILLS	114.55	Transportation
101797	4/13/2018	US BANK	VISA- CHEVRON	91.91	Transportation
101797	4/13/2018	US BANK	VISA- UNION 76	91.38	Transportation
101797	4/13/2018	US BANK	VISA- SHELL OIL	85.00	Transportation
101797	4/13/2018	US BANK	VISA- DIY	75.16	Transportation
101797	4/13/2018	US BANK	VISA- CALABASAS CAR CARE	62.27	Transportation
101797	4/13/2018	US BANK	VISA- CALABASAS SINCLAIR	40.13	Transportation
101797	4/13/2018	US BANK	VISA- 7 ELEVEN	40.09	Transportation
101797	4/13/2018	US BANK	VISA- CHEVRON	40.01	Transportation
101797	4/13/2018	US BANK	VISA- CHEVRON	39.32	Transportation
101797	4/13/2018	US BANK	VISA- CALABASAS SINCLAIR	39.04	Transportation
101797	4/13/2018	US BANK	VISA- CHEVRON	33.17	Transportation
<b>Total Amount for 25 Line Item(s) from Transportation</b>				<b>\$26,692.15</b>	
<b>GRAND TOTAL for 464 Line Items</b>				<b>\$969,803.84</b>	

## TENTATIVE FUTURE AGENDA ITEMS

Department                      Agenda Headings      Agenda Title/Future Agenda

### 23-May

CC	Consent	Election Resolutions
PW	Consent	Approval of MOU regarding the administration and cost sharing for implementing the Coordinated Integrated Monitoring Program (CIMP) and enhanced Watershed Management Plan (EWMP) in the amount of \$301,259 for the upper Los Angeles Rivever Watershed Management Area
CC	Presentations	City Manager's recognition

### Future Items

CD	New Business	Consideration of refund to LVUSD for Blackbird
CD	Public Hearing	Planning fee increases for commercial and multi-family projects
PW	Public Hearing	LMD Assessments
FIN	Consent	Adoption of Resolution No. 2018-1588, levying special taxes within City of Calabasas Community Facilities District No. 2001-1, Special Tax Refunding Bonds, Series 2017. Adoption of Resolution No. 2018-1589, levying special taxes within City of Calabasas Community Facilities District No. 98-1, Special Tax Refunding Bonds, Series 2018
PW	Consent	LMD Assessments ballot count certification
PS	Consent	False alarm service charge
CC	New Business	Update on email sent to HOAs regarding preference of receiving City notices
PS	New Business	Public Safety to review The Oaks Emergency Preparedness and give recommendation Council
PW	New Business	Environmental Commission to review rodenticides Resolution
CD	New Business	Development Code fixes for uses in CT zone
PW	New Business	Plastic bag ordinance review by EC, including cost of bags
PW	New Business	Enviromental Commission recommendation for outreach plan regarding plastic straws, etc.
CD	New Business	Ridgeline discussion
PS	Consent	Approval of Las Virgenes-Malibu COG Multi-Jurisdictional Hazard Mitigation Plan
CC	Consent	Conflict of Interest Code
CS	New Business	PRE recommendations regarding Wild Walnut Park Master Plan
MO	New Business	CTC review of AM radio

### 2018 Meeting Dates

6-Jun - Special Meeting	22-Aug
13-Jun	12-Sep - Canceled League's Annual Conference
14-Jun - Special Meeting	26-Sep
15-Jun - Special Meeting	10-Oct
16-Jun - Special Meeting (Saturday)	24-Oct
27-Jun	6-Nov - General Municipal Election
11-Jul - Canceled	14-Nov
25-Jul - Canceled	28-Nov
8-Aug	12-Dec - Election Certification/Council Reorganization
	26-Dec - Canceled