This meeting will be held via teleconference only in order to reduce the risk of spreading COVID-19 and pursuant to the Governor’s Executive Orders N-25-20 and N-29-20 and the County of Los Angeles Public Health Officer’s Order (revised March 19, 2021).

HOW TO VIEW THE MEETING: No physical location from which members of the public may observe the meeting and offer public comment will be provided. Please view the meeting, which will be live streamed at https://malibucity.org/video and https://malibucity.org/VirtualMeeting.

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence to mlinden@malibucity.org before the meeting begins.

HOW TO PARTICIPATE DURING THE MEETING: Members of the public may also speak during the meeting through the Zoom application. You must first sign up to speak before the item you would like to speak on has been called and then you must be present in the Zoom conference to be recognized.

Please visit https://malibucity.org/VirtualMeeting and follow the directions for signing up to speak and to download the Zoom application.

Malibu City Council
Administration and Finance Subcommittee
Special Meeting Agenda
(to be held during COVID-19 emergency)

Thursday, April 1, 2021
9:00 A.M.
Various Teleconference Locations

YOU MAY VIEW THIS MEETING LIVE OVER THE INTERNET AT MALIBUCITY.ORG/VIDEO

Mayor Mikke Pierson
Councilmember Steve Uhring

Call to Order

Approval of Agenda

Report on Posting of the Agenda – March 29, 2021

1. Presentations

None.
2. **Old Business**

   None.

3. **New Business**

   A. **Approval of Minutes – February 1, 2021**

      Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meetings of February 1, 2021.

      Staff Contact: Assistant City Manager Soghor, 456-2489, ext. 224

   B. **Investment Policy Updates**

      Recommended Action: 1) Review proposed updates to the City’s Investment Policy; and 2) Provide a recommendation to the City Council.

      Staff Contact: City Treasurer Quinto, 456-2489 ext. 224

   C. **Revised Job Specification for the Deputy Building Official**

      Recommended Action: Provide a recommendation to the City Council to approve the revisions to the job specification for the Environmental Sustainability Manager and retitling the job description to Deputy Building Official in the Environmental Sustainability Department.

      Staff Contact: Assistant City Manager Soghor, 456-2489, ext. 224

   D. **Funding to Map Existing Wireless Communication Facilities within the City**

      Recommended Action: Provide a recommendation to the City Council on the appropriation of $120,000 from the General Fund Undesignated Reserve to identify and map existing wireless communication facilities (WCFs) within the City.

      Staff Contact: Planning Director Mollica, 456-2489, ext. 346

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**Adjournment**

*I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Special meeting agendas may be amended up to 24 hours in advance of the meeting. Dated this 29th day of March 2021, at 4:30 p.m.*

Mary Linder, Executive Assistant
To: Mayor Pierson and Councilmember Uhring

Prepared by: Mary Linden, Executive Assistant

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: March 26, 2021

Meeting date: April 1, 2021

Subject: Approval of Minutes – February 1, 2021

RECOMMENDED ACTION: Approve the minutes for the Administration and Finance Subcommittee Special meeting of February 1, 2021.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Special meeting of February 1, 2021, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the February 1, 2021 Administration and Finance Subcommittee Special meeting
The following meeting was held pursuant to the Governor’s Executive Orders N-25-20 and N-29-20 and fully teleconferenced from various locations during the coronavirus disease (COVID-19) pandemic.

CALL TO ORDER

Mayor Pierson called the meeting to order at 4:00 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Mikke Pierson and Councilmember Steve Uhring

ALSO PRESENT: City Manager Reva Feldman, Assistant City Manager Lisa Soghor; Finance Manager Renée Neermann; City Treasurer Ruth Quinto; City Clerk Heather Glaser; Planning Director Richard Mollica; Community Services Director Jesse Bobbett; Environmental Sustainability Director Yolanda Bundy; Senior Administrative Analyst Patricia Salazar; Media Technician Parker Davis; and Executive Assistant Mary Linden

APPROVAL OF AGENDA

MOTION Councilmember Uhring moved and Mayor Pierson seconded a motion to approve the agenda. The question was called and the motion carried unanimously.

REPORT ON POSTING OF AGENDA

Executive Assistant Linden reported that the agenda for the meeting was properly posted on January 28, 2021.

ITEM 1 PRESENTATIONS

None.

ITEM 2 OLD BUSINESS

None.

ITEM 3 NEW BUSINESS

A. Approval of Minutes – October 28, 2020

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of October 28, 2020.
MOTION  Councilmember Uhring moved and Mayor Pierson seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of October 28, 2020. The question was called and the motion carried unanimously.

B. Fiscal Year 2020-2021 Second Quarter Financial Report and Mid-Year Budget Amendments

Recommended Action: 1) Review Fiscal Year 2020-2021 Fourth Quarter financial information; 2) Provide a recommendation to the City Council regarding Fiscal Year 2020-2021 mid-year budget amendments; and 3) Provide a recommendation to the City Council on adopting revised Authorized Positions and Salary Ranges for Fiscal Year 2020-21 and approving Code Enforcement Manager, Media Analyst, and Public Safety Liaison job specifications.

Councilmember Uhring asked if the prior City Council provided any direction for the proceeding with the budget.

City Manager Feldman stated the goal with this fiscal year’s budget was to have a balanced budget and tighten our belts wherever possible. She discussed savings realized through such modifications as reduced staff time, bypassing staff’s cost of living increase and deferred compensation mapping programs, and a greatly reduced work plan. She stated the budget and work plan go hand in hand with resources for that fiscal year, including funding, staffing and work hours required to complete the tasks.

Councilmember Uhring thanked City Manager Feldman and Assistant City Manager Soghor for assisting him with a review of the budget. He suggested asking the City Council for direction on the budget. He stated the community had many concerns that needed to be addressed. He stated the City needs a multi-year budget plan to demonstrate to residents that the City is doing its best with their funds.

Mayor Pierson agreed with Councilmember Uhring. He stated the role of the Administration and Finance Subcommittee (A&F) was to provide recommendations for a potential plan for the budget.

City Manager Feldman stated the budget for next year starts now. She explained the budget process and timeline. She stated the mid-year review provided the opportunity to evaluate where we thought we would be and where we actually are. She stated there were Council policies in place that staff used as guides when developing the budget.

Councilmember Uhring stated that was exactly what the Council would do moving into the new fiscal year budget process. He stated City Manager Feldman and Assistant City Manager Soghor provided good fundamentals for him on the process.
City Manager Feldman provided an overview of the Fiscal Year 2020-2021 budget process to date. She stated she and staff considered both this year and next year in making decisions about possible mid-year amendments. She stated the City was in a better place than was expected. She stated staff recommended continuing to be conservative with this year’s budget. She stated this year’s budget was balanced with the one-time fix of funds from the Southern California Edison (SCE) settlement. She discussed costs expected in upcoming years that would affect the bottom line. She discussed benefits provided by new City Treasurer Ruth Quinto. She stated Ms. Quinto was investigating the City’s investment policy to make recommendations to Council.

Assistant City Manager Soghor presented the report. She stated staff was cautiously optimistic. She stated the City ended in a better position than expected at the end of last year and after the first and second quarters of the current year. She explained the timing of when revenues and expenses were recognized. She discussed the COVID-19 pandemic impacts on certain expenses. She stated proposed staffing recommendations were partly in response to additional time required to accomplish daily duties and not just due to the pandemic. She discussed recommendations from the Public Safety Commission, including the addition of a Public Safety Liaison. She stated the promotions would be paid with salary savings from unfilled positions. She discussed unfunded items requested by the Public Safety Commission. She stated those recommendations had high-cost implications. She discussed the Council’s direction to review Woolsey Fire fee waiver extensions.

Chris Frost, Public Safety Commission Chair, discussed the Public Safety Commission’s request for extra Sheriff’s patrol cars. He stated extra patrol vehicles would allow for necessary enforcement of parking and car racing at night. He discussed his observations of speeding vehicles and prohibited trucks on Pacific Coast Highway (PCH) when he attended sweeps with Volunteers on Patrol (VOP) during night hours. He stated the City should receive timely reporting of the third patrol car. He discussed the benefits of adding a Public Safety Liaison and HOST team.

Councilmember Uhring commended Assistant City Manager Soghor for a great job on the budget. He stated he was looking only at the budget items as presented without making any changes in the Work Plan. He questioned spending $60,000 for the School Separation Committee. In response to Councilmember Uhring, City Manager Feldman stated the School District Separation Ad Hoc Committee would provide regular updates to the City Council. She stated a public hearing on the City’s petition was scheduled in April before the Los Angeles County Office of Education’s Committee on School District Separation. She stated the $60,000 would not all be spent in this fiscal year and any unused funds would roll over to next year. She stated the next step would be local public meetings when it was safe to hold them. In response to Councilmember Uhring, City Manager Feldman stated all funds spent now would be reimbursed by the new school district after it was formed.
Councilmember Uhring discussed expenses to address homelessness. He agreed with the recommendation for Beacon Boxes.

City Manager Feldman discussed the costs of cleaning homeless encampments. She stated the Bell property and Smith property would be cleaned tomorrow.

Councilmember Uhring asked how the Subcommittee’s recommendations would be presented to the City Council. He agreed with any recommendations to help the City Clerk. He commended City Clerk Glaser for an excellent job. He suggested waiting until after the February public meeting on homelessness before approving the addition of a Public Safety Liaison. Assistant City Manager Soghor suggested the Subcommittee could approve the job description now without recommending the position be filled. In response to Councilmember Uhring, Assistant City Manager Soghor confirmed the Public Safety Liaison pay range was $77,000 to $100,000. In response to Councilmember Uhring, Mayor Pierson stated the position would not be a desk job and the Liaison would spend a lot of time in the field. Councilmember Uhring commended staff on the detail provided in the job description.

Mayor Pierson stated the City could not afford a Sheriff’s Department Mental Evaluation Team (MET) right now. He stated the Public Safety Liaison staff position would be more cost-effective to address the many homelessness issues that come up on a daily basis. In response to Councilmember Uhring, Mayor Pierson stated he would support filling the position now.

In response to Mayor Pierson, City Manager Feldman confirmed staff hoped to add the Subcommittee’s recommendations to an amended agenda for the February 8, 2021 City Council Regular meeting.

In response to Councilmember Uhring, Assistant City Manager Soghor stated the cost for the proposed Code Enforcement change was approximately $7,000 to $8,000. In response to Councilmember Uhring, Mayor Pierson explained the current code enforcement process. Councilmember Uhring discussed code requirements to register for short-term rentals (STR). He questioned if the City would be verifying that those requirements were met. He suggested putting funds aside for a STR enforcement officer.

City Manager Feldman discussed current Code Enforcement staffing. She stated she expected the new fiscal year budget would likely include dedicated STR code enforcement. Councilmember Uhring stated the STR issues presented a risk.

In response to Councilmember Uhring, Assistant City Manager Soghor discussed the City’s growing need for media, broadcasting and technical expertise beyond what the Information Technology (IT) Department provided. City Manager Feldman discussed additional functions provided by the Senior Media Technician not included in that job description. She discussed services managed by the two IT staff.
Mayor Pierson agreed with Mr. Frost that one or two incidents at night could leave the City with only one deputy on patrol.

Councilmember Uhring agreed with the need for additional enforcement on PCH but expressed concern about the cost. He suggested looking for programs to change problems rather than simply increasing the Sheriff budget.

Mayor Pierson suggested a three-month pilot program to test the value of additional Sheriff patrols. He stated Captain Becerra and Lieutenant Braden both agreed that more patrols would provide the most improvement. Councilmember Uhring agreed with implementing a pilot program.

In response to Councilmember Uhring, Mayor Pierson stated he would like to see additional traffic patrols in the summer. He stated he fully supported a fourth VOP car.

Councilmember Uhring stated he could not support the addition of a HOST team. Mayor Pierson agreed with not including that in the Subcommittee’s recommendation.

Councilmember Uhring discussed the City’s work with Caltrans to improve backup power for signals. He stated generators were not the answer. Mayor Pierson agreed with not including that in the Subcommittee’s recommendation.

Councilmember Uhring stated he got calls about the need for parking for the Farmers Market. He suggested the City waive the $4,000 fee for use of parking on the former Chili Cook-Off site.

Planning Director Mollica provided an update on the status of the Farmers Market application for parking. He stated the application was not yet submitted. He stated the organizers were hesitating due to issues with the City’s fees. City Manager Feldman stated the fee could be calculated after they submitted the application.

In response to Assistant City Manager Soghor, Mayor Pierson and Councilmember Uhring agreed to recommend setting aside $2.5 million to Designated Reserve for the next fiscal year.

Mayor Pierson suggested the City Council discuss extension of fee waivers.

Councilmember Uhring expressed concern that the rebuilds were leading to some serial development. He discussed situations homeowners came back shortly after waivers were issued with revised plans that would not have been eligible for the waiver. He stated those homeowners were exploiting the system and costing the City hundreds of thousands of dollars. He suggested detailed procedures be developed for Woolsey Fire rebuilds and fee waiver eligibility.
City Manager Feldman agreed the fee waiver could be presented to the City Council with all that data provided.

Councilmember Uhring expressed concern that these changes might create more work for an already busy staff. He stated it was necessary to determine what was approved by the Council.

In response to Mayor Pierson, City Manager Feldman stated staff could provide the fee waiver data at the February 22, 2021 City Council meeting.

Councilmember Uhring thanked staff for taking the City from a budget crisis to a math problem.

Mayor Pierson agreed with Councilmember Uhring. He stated he looked forward to the budget process. He stated he learned a great deal from staff over the past few years. He thanked Mr. Frost for his dedication.

Councilmember Uhring stated it was critical that the Council give direction for its top budget goals.

In response to Councilmember Uhring, Assistant City Manager Soghor stated the Council staff report would include the recommendation of a three-month trial for the nighttime Sheriff’s patrol. City Manager Feldman stated the Council report would include options for the Council to choose from, such as a saturation patrol with specific duties that would not respond to emergent service calls or a full-service patrol vehicle.

**MOTION** Councilmember Uhring moved and Mayor Pierson seconded a motion to: 1) Receive and file Fiscal Year 2020-2021 Fourth Quarter financial information; 2) Provide a recommendation to the City Council to approve staff’s recommended Fiscal Year 2020-2021 mid-year budget amendments; and 3) Provide a recommendation to the City Council to adopt the revised Authorized Positions and Salary Ranges for Fiscal Year 2020-2021, postponing the Council’s decision on filling the Public Safety Liaison position until after the homelessness public meeting to be held on February 25, 2021, approving the Code Enforcement Manager, Media Analyst, and Public Safety Liaison job specifications, and approving a three-month trial of an additional Sheriff’s patrol vehicle with two deputies during nighttime hours from 9:00 p.m. to 5:00 a.m. from April through June 2021. The question was called and the motion carried unanimously.

**ADJOURNMENT**

**MOTION** At 5:13 p.m., Councilmember Uhring moved and Mayor Pierson seconded a motion to adjourn the meeting. The question was called and the motion carried unanimously.
Approved and adopted by the Administration and Finance Subcommittee of the City of Malibu on ______.

______________________________
MIKKE PIERSON, Mayor

ATTEST:

______________________________
MARY LINDEN, Executive Assistant
To: Mayor Pierson and Councilmember Uhring

Prepared by: Ruth Quinto, City Treasurer

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: March 25, 2021 Meeting date: April 1, 2021

Subject: Investment Policy Updates

RECOMMENDED ACTION: 1) Review proposed updates to the City’s Investment Policy; and 2) Provide a recommendation to the City Council.

FISCAL IMPACT: There is no fiscal impact associated with updating the Investment Policy; however, the Investment Policy establishes the procedures for the City to invest available funds that can generate interest earnings.

DISCUSSION: The City of Malibu’s Investment Policy was originally adopted by Resolution No. 07-01 on January 8, 2007. On April 22, 2013, the Council adopted Resolution No. 13-12 approving a revision of the Investment Policy. On May 12, 2014, the Council adopted Resolution No. 14-17 approving further revisions to the City of Malibu’s Investment Policy.

Since that time, the City Council has appointed a new City Treasurer who has reviewed the existing policy. As part of her duties, the City Treasurer is recommending some minor changes to the existing policy to ensure consistency with State law and best practices.

The City Treasurer has evaluated the current investment policy to ensure compliance with:

- SB 998, which was effective January 1, 2021; and,
- Best practices as provided by the Government Finance Officers Association.
As a result of the review, no material changes are recommended at this time to the City’s Investment Policy. There are, however, a few minor changes as noted in the attached redline draft in sections I, IV, VII, and IX. The City’s Investment Policy is conservative in nature and establishes regulations that limit the City’s financial exposure. The City’s independent auditor, Lance, Soll and Lunghard, review the City’s Investment Policy and compliance with the policy as part of its annual audit of the City’s finance. The results of the auditor’s review of the Investment Policy are reported in the City’s Annual Comprehensive Financial Report (CAFR).

The key aspects of SB 998, as compared to those in the City’s investment policy, are as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>SB 998</th>
<th>City Policy</th>
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<tbody>
<tr>
<td>Commercial Paper – Total</td>
<td>Less than 25%</td>
<td>Less than 15%</td>
</tr>
<tr>
<td>Commercial Paper – Single Issuer</td>
<td>Less than 10%</td>
<td>Less than 5%</td>
</tr>
<tr>
<td>US Government – Zero or Negative Yields</td>
<td>Allowable</td>
<td>Not allowable</td>
</tr>
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</table>

As demonstrated above, the City’s Investment Policy is more conservative in limiting otherwise higher levels of potential risk. Therefore, the City Treasurer recommends the minor changes, mostly clerical in nature, as illustrated in the redline version of the Investment Policy (Attachment 1); however, no material changes are recommended at this time.

Government Code Section 53646 requires that the City Council approve any revisions to the Investment Policy. If the A&F Subcommittee recommends approval of the updated Investment Policy, it will be presented to Council for consideration.

**ATTACHMENTS:** Proposed City of Malibu Investment Policy, Revised April 2021 (redline version)
City of Malibu
Investment Policy

I. POLICY STATEMENT

This policy establishes the limits within which the City's Investment Program shall be conducted. Investment goals and objectives are defined. Qualified investment instrumentalities and reporting requirements are identified. Authority, accountability, audit control and procedures governing the investment program are delineated.

The investment policies and practices of the City of Malibu are based upon state law, city ordinance and prudent money-treasury management.

II. SCOPE

This Investment Policy applies to all funds under the control of the Investment Officer, unless there exists express prohibitions against the investment of such funds. These funds are accounted for in the City of Malibu's Comprehensive Annual Financial Report and include the general fund, special revenue funds, internal service funds, capital improvement funds, trust funds, any new fund created from proceeds of bond sales in the custody of the Investment Officer or any other funds under his/her control. This policy does not apply to the employees' deferred compensation funds, the Public Employee Retirement System (CalPERS) funds or the Public Agency Retirement Service funds (PARS), which are administered separately.

III. PRUDENCE

Pursuant to California Government Code Section 53606.3 as amended, the City Council and all people authorized to make investment decisions on behalf of the City are trustees of the public funds and therefore fiduciaries subject to the following prudent investor standard:

When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

The Investment Officer and other individuals who are assigned to manage the investment portfolio will be relieved of personal responsibility as individual security's credit risk or market price changes, provided that they are acting in accordance with the City's Investment Policy and in reasonable reliance on existing California statutes and have properly exercised due diligence, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
IV. INVESTMENT OBJECTIVES

The City invests in full compliance with all governing laws and its own investment policy adopted by the City Council. It ensures that all investments are safe by preserving the principal of the investment. It seeks to maximize the amount of cash on hand, which is invested, but only after assuring adequate liquidity (accessible cash or other readily marketable assets), which allows the City to properly satisfy its short-term liabilities when they are due.

The criteria for selecting investments by order of priority shall be:

1. Safety: Safety of principal is the City of Malibu’s foremost objective. Investments shall seek to ensure that capital losses resulting from institution default, broker-dealer default or the erosion of market value are avoided. The City of Malibu shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.
   
   a. Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in only the highest quality securities (see Section XII Authorized and Suitable Investments) and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the City’s cash flow.
   
   b. Market risk, defined as the risk of market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by structuring the portfolio to eliminate the need to sell securities prior to maturity and by prohibiting the taking of short positions, that is, selling securities that the City does not own. It is explicitly recognized, however, that in a diversified portfolio, occasional measured losses may occur and must be considered within the context of overall investment return.

2. Liquidity: The portfolio will be structured with sufficient liquidity to allow the City to meet expected cash requirements. It is the City’s objective to maintain at least 50 percent of the General Fund operating budget in short-term securities of one year or less (see Section XIII Maturity Goals).

3. Yield: In a manner consistent with the objectives of safety of principal and liquidity uppermost, a yield higher than the market rate of return shall be sought.

4. Cash Obligation: It shall be the policy of the City that all idle funds shall be invested consistent with providing adequate cash to meet the City’s obligation.

V. INVESTMENT COMMITTEE

The City Manager, City Treasurer, Assistant City Manager and the Administration and Finance Subcommittee of the City Council shall serve as the Investment Committee. This committee will meet as needed to review the City’s investments and related policies.
VI. REQUIRED REPORTING
The following report shall be provided to the City Council:

1. A quarterly investment report (as required by Government Code Section 53601 which will include the type of investment, issuer, date of maturity, par and dollar amount invested and market value for each security held by the City. The report shall state the source of the market value valuation and include a statement denoting the ability to meet the City’s expected expenditure requirements for the next six months. This report shall be issued in coordination with the quarterly financial reports to the City Council.

VII. AUTHORIZED FINANCIAL INSTITUTIONS AND BROKER/DEALERS
A. General criteria for the selection of financial institutions and broker/dealers have been developed by the City Manager and are contained herein.

B. Selection of financial institutions and broker/dealers shall be performed by authorized City staff under direction of the Investment Committee. Every three to five years, the City will distribute a Broker/Dealer Questionnaire to interested and known financial institutions and broker/dealers. The Investment Officer will maintain a list of qualified broker/dealers authorized to provide investment service to the City of Malibu. Qualified broker/dealers selected to do business with the City shall submit annually a current audited financial statement. After the adoption of the City’s Investment Policy by the City Council, a copy shall be sent to all broker/dealers approved to do business with the City. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the City’s investment policies and intends to sell the City only appropriate investments authorized by this investment policy.

C. Selection of specific institutions in which City funds may be invested shall be performed by the Investment Officer and reviewed by the City Investment Committee.

VIII. SAFEKEEPING AND CUSTODY
To protect against potential losses by the collapse of individual securities dealers, all securities owned by the City shall be held in safekeeping by a third party bank trust department acting as agent for the City under the terms of a custody agreement executed by the bank and the City. All securities will be received and delivered using standard delivery versus payment procedures.

IX. ACCOUNTABILITY AND AUTHORITY
The Malibu Municipal Code vests authority for and control of investments to the City Treasurer. In the event that the office of the City Treasurer is vacant, the City Manager assumes the responsibilities of the City Treasurer. Daily management responsibility of the investment program may be delegated to other qualified and competent employees of the City, who shall follow procedures for operation consistent with the investment policy.

X. ETHICS AND CONFLICTS OF INTEREST
Officers and employees involved in the investment process shall refrain from
personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. Additionally, the Investment Officer is required to annually file a Statement of Economic Interest as mandated by Government Code Section 91013.

XI. INTERNAL CONTROL
The Investment Officer shall establish procedures for controlling daily investment transactions and monthly reconciliations of accounts. The investment portfolio and all related transactions are balanced to appropriate general ledger accounts by the Administrative Services Department on a monthly basis. Such procedures and controls shall be subject to review and comments by the City's independent auditor.

XII. AUTHORIZED AND SUITABLE INVESTMENTS
A. Qualifying Investment Instruments Policy:

1. The following instruments are generally approved as qualifying investment instruments for City funds:
   a. Local Agency Investment Fund (LAIF) of the State of California
   b. Obligations of the U.S. Government, its agencies and instrumentalities
   c. Certificates of deposit with banks and savings and loans doing business in the State of California
   d. Prime Banker’s Acceptances
   e. Prime Commercial Paper
   f. Municipal Bonds of governmental agencies in the State of California rated AAA or AA. This shall include cities, counties, universities, community colleges and school districts
   g. Repurchase Agreements and Money Market Funds whose underlying collateral consists of the foregoing. (The City may invest in repurchase agreements with which the City has entered into a master repurchase contract, which specifies terms and conditions of repurchase agreements.)
   h. Pools and other investments structures incorporating investments listed in a. through f.

B. Diversions by Type of Investment:

The City is governed by California Government Code, Sections 53600 et seq. It shall be the policy of the City that investments shall be diversified with respect to the type of investment instruments used. Within the context of these limitations, the following investments are generally approved as qualifying investment instruments for City funds, as further limited herein:

1. Local Agency Investment Fund. The City may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer for the benefit of local agencies up to the maximum amount permitted by State Law. It
shall be the goal of the City of Malibu to maintain a minimum balance of 50 percent of the General Fund operating budget in LAIF or other short-term securities of one year or less.

2. United States Treasury Bills, Bonds and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the portfolio which can be invested in this category.

3. Obligation issued by the United States Government Agencies, such as the Federal Farm Credit Bank System (FFCB) and the Federal Home Loan Bank Board (FHLB).

4. Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as banker's acceptances. Banker's acceptances purchased may not exceed 180 days to maturity or 20 percent of the market value of the portfolio. No more than 10 percent of the market value of the portfolio may be invested in banker's acceptances issued by any one bank.

5. Commercial paper ranked P1 by Moody's Investor Services and A1 by Standard and Poor's and issued by a domestic corporation having assets in excess of $500 million and having an A or better rating on its long-term debentures as provided by Moody's or Standard and Poor's. Purchases of eligible commercial paper may not exceed 15 percent of the market value of the portfolio. No more than 5 percent of the market value of the portfolio may be invested in commercial paper issued by any one corporation.

6. Money market funds are limited to 20 percent of the market value of the portfolio. The funds must be rated in the highest category of Moody's or Standard and Poor's, or must be administered by a domestic bank with long-term debt rated in one of the top two categories of Moody's or Standard and Poor's. A thorough investigation of any money market fund or investment pool is required prior to investing, as well as on an ongoing basis. The following information should be obtained and analyzed:

a. A description of eligible investment securities

b. A written statement of investment policies and objectives

c. A description of interest calculations and their distribution, and the treatment of gains and losses

d. A description of how the securities are safeguarded and how often the securities are priced and the program audited

e. Information about the size and frequency of deposits and withdrawals allowed and how much notice is needed for withdrawals

f. A schedule for receiving statements and portfolio listings

g. A fee schedule, as well as how and when the fees are assessed
h. The rating of the pool/fund
i. Information about investment advisors, including registration with the Securities and Exchange Commission, length of experience and total assets under management

C. Ineligible Investments.

Investments not described herein, including, but not limited to common stocks and corporate bonds, are prohibited from use in this portfolio. Investments which exceed five years in maturity require authorization by the City Council prior to purchase. Further, any investments that are in the form of inverse floaters, range notes or mortgage-derived interest-only strips are prohibited.

D. Diversification by Institution.

1. Not more than $100,000 shall be placed in any qualifying institution unless collateralized in accordance with this policy.

2. All certificates of deposit investments shall be collateralized by government securities with a market value of 110 percent of the City's investment or mortgages in value equal to 150 percent of the City's investments. Each investment institution must meet specific financial criteria as determined by the City Treasurer.

3. With the exception of LAIF, in no event may any institution have City investments exceeding $5,000,000 without approval of the Investment Committee. This restriction shall not apply for periods of seven days or less when the City is receiving substantial funds (e.g., proceeds of bond sales) or is consolidating funds for a major transaction.

E. Collateralization

1. An independent third party with whom the City has a current custodial agreement must always hold collateral.

2. State law regarding collateralization of deposits of public funds requires that securities be held by an agent (i.e. a trust company) of the bank, which may include the bank's trust department only if acceptable to both the bank and the Treasurer, pursuant to California Government Code Section 53656 and 53658. Under the provision of California Government Code Section 53652, banks are required to secure the deposits of public funds, including certificates of deposits, by: a) pledging government securities with a value of 110 percent of the principal and accrued interest; b) pledging first trust deed mortgage notes having a value 150 percent of the total agency deposit; or c) a letter of credit drawn on the Federal Home Loan Bank of 105 percent of the total agency deposit. Deposits must be secured at all times with eligible securities pursuant to Section 53651.

3. Collateralization of repurchase agreements must be at least 102 percent of the market value of principal and accrued interest. Collateral must consist of U.S. Treasury obligations or U.S. Agency obligations. Other specific requirements on repurchase agreements must be addressed in a master repurchase agreement by the City and the financial institution or
XIII. Maturity Goals

A. Subject to the availability of funds short-term investments (maturity of one year or less) of the City shall not be less than 50 percent of the General Fund's annual operating budget of the City.

B. The percentage of the City's portfolio that may be invested intermediate-term (maturity term over one year and not greater than five years) shall be determined by the Investment Officer based on cash requirements.

C. Long-term investments (over five years to maturity date) shall be made only after review and approval by the City Council. Accordingly, no fixed percentage of the City's portfolio is designated for long-term investments.

D. Additional and/or clarifying maturity guidelines shall be adopted from time to time as devised by the Investment Officer and reviewed by the Investment Committee.

XIV. Policy Review

This Investment Policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield and its relevance to current law and financial and economic trends. If changes are made, the City of Malibu's Investment Policy must be approved by the City Council.

XV. Investment Procedures

The Investment Officer shall establish written investment policy procedures for the day-to-day operations of the investment program consistent with this policy. The procedures should include reference to cash balancing, safekeeping, wire transfer agreements, collateral/depository agreements and the selection process for financial institutions and broker/dealers. The procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer.

XVI. Investment Strategy and Performance Standards

The City shall maintain a laddered portfolio of various maturity dates ranging from 30 days to 5 years and the investment strategy will generally be passive (buy and hold). Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved shall be to identify a comparable benchmark to the City's portfolio investment duration. Given the liquidity objective and the portfolio duration, the 2-year U.S. Treasury Note shall be the City's selected benchmark.
GLOSSARY OF TERMS

Agencies - Agencies of the Federal government set up to supply credit to various classes of institutions (e.g., S&Ls, small business firms, students, farmers, housing agencies, etc.)

Asked - The price at which securities are offered

Bankers Acceptance (BA) - A draft, bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Benchmark - A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bid - Price a prospective buyer is ready to pay

Brokered CD - A Certificate of Deposit account established at an insured bank by an agent or broker that represents the deposits of one or multiple investors

Broker/Dealer - Individual or firm acting as principal in securities transactions

Callables - Securities that the issuer has the right to redeem prior to maturity

Certificates of Deposit (CD) - A time deposit with a specific maturity evidenced by a certificate

Collateral - Securities pledged to secure repayment of a loan

Comprehensive Annual Financial Report (CAFR) - An official annual financial report. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material and a detailed statistical section.

Coupon - a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value; and b) A certificate attached to a bond evidencing interest due on a payment date.

Custody - A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement, which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

Debenture - A bond secured only by the general credit of the issuer

Delivery vs. Payment - There are two methods of delivery of securities: Delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with a simultaneous exchange of money. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Derivatives - a) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging...
factor; b) Financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities)

**Discount** - The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**Discount Securities** - Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills

**Diversification** - Dividing investment funds among a variety of securities offering independent returns

**Federal Credit Agencies** - Agencies of the Federal government set up to supply credit to various classes on institutions and individuals, e.g., S&Ls, small business firms, students, farmers, farm cooperatives and exporters

**Federal Deposit Insurance Corporation (FDIC)** - A federal agency that insures bank deposits. The basic FDIC insurance amount is $250,000 per depositor, per bank, per ownership category. Deposits held in different ownership categories, such as single, joint, trust, and retirement, are separately insured, when the requirements for each ownership category are met, even if held at the same bank.

**Federal Funds Rate** - The rate of interest associated with borrowing a federal reserve bank’s excess reserves. This rate is currently pegged by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB)** - Government-sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, draft institutions, credit unions and insurance companies. The mission of FHLBs is to liquify the housing related assets of its members who must purchase stock in their district bank.

**Intermediate Maturity** - Investment period greater than one year but less than five years and one day.

**Investment Officer** - The Investment Officer shall be the City Treasurer or, in his/her absence, the City Manager (see Section IX).

**Liquidity** - The ability to turn an asset into cash. The ability to buy or sell an asset quickly and in large volume without substantially affecting the asset’s price.

**Long-Term Maturity** - Investment period greater than five years.

**Market Value** - The price at which a security is trading, usually the liquidation value.

**Master Repurchase Agreement** - A written contract covering all future transactions between the parties to repurchase reverse repurchase agreements that establish each party’s rights in the transactions. A master repurchase agreement will often specify the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.
**Maturity** - The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market** - The market in which short-term debt instruments (e.g. Treasury bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**Offer** - The price at which someone who owns a security offers to sell it; also known as the asked price.

**Qualified Investment** - An investment instrument which is approved by this policy or pursuant to procedures set forth in this policy.

**Safety** - The ability of a security issuer to guarantee redemption of their security.

**Treasury Bills** - A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

**Treasury Bonds** - Medium-term coupon bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

**Treasury Notes** - Medium-term coupon bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

**Yield** - Percentage rate of interest received versus the purchase price of the instrument if held to maturity.
Administration and Finance Subcommittee Agenda Report

To: Mayor Pierson and Councilmember Uhring

Prepared by: Yolanda Bundy, Environmental Sustainability Director

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: March 23, 2021           Meeting date: April 1, 2021

Subject: Revised Job Specification for the Deputy Building Official

RECOMMENDED ACTION: Provide a recommendation to the City Council to approve the revisions to the job specification for the Environmental Sustainability Manager and retitling the job description to Deputy Building Official in the Environmental Sustainability Department.

FISCAL IMPACT: There is no fiscal impact from this action. The Environmental Sustainability Manager position is currently vacant and was included in the Adopted Budget of Fiscal Year 2020-2021. If approved, the revised job specification would be used for the recruitment.

DISCUSSION: Since the Woolsey Fire, the Environmental Sustainability Department (ESD) has been focused on the rebuilding efforts for the community. Additionally, non-Woolsey related construction projects have continued to be submitted at the same high levels. The Environmental Sustainability Manager position, which also serves as the Deputy Building Official, has been vacant since September 2020. A recruitment under the existing job description did not yield any candidates who met the building and safety requirements of the position. To maintain and improve the level of service provided to the community and to attract more qualified applicants, ESD is requesting revisions to the Environmental Sustainability Manager job specification, including a name change to Deputy Building Official. ESD is comprised of Building Safety and Sustainability, Wastewater Management, Clean Water, and Solid Waste Services. The workload experienced by the Building Division of ESD has substantially increased since the Woolsey Fire and has become unsustainable at the current staffing level.
The chart below shows the increase in plan reviews handled by the department:

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* The numbers for 2021 reflect only two and one-half months.

ESD currently has two positions dedicated to plan review: the ESD Director and the Building Safety Associate Civil Engineer. The Department strives to maintain a 10- to 15-day turnaround time for plan review and to provide inspection continuity. With the uptick of incoming Woolsey Fire projects over the last two years, it has been difficult for ESD to continue to keep up with the high-level workflow. Revising the job specification with a focus on building and safety will provide a deputy position that will help the ESD Director deliver excellent customer service and thorough oversight of the Building and Safety staff.

The ESD Director currently supervises the staff handling the City’s environmental regulations, mandatory compliance and other environmental programs. Two staff positions are dedicated to these tasks. If the revisions to the job description are approved, the Director would continue to directly supervise this staff. The attached chart illustrates the organization of the department.

If the A&F Subcommittee recommends approval of the job description, it will be presented to the City Council for review.

ATTACHMENTS:

1. Deputy Building Official Job Description
2. Environmental Sustainability Department Organizational Chart
CITY OF MALIBU

DEPUTY BUILDING OFFICIAL

Class Description
April 2021

FLSA: Exempt

DEFINITION

Under general direction, supervises, coordinates and reviews building code activities and operations within the Building Safety Division of the Environmental Sustainability Department; coordinates assigned activities with other departments and divisions, outside agencies and the general public; produces and maintains records as required; prepares and presents staff reports; assumes responsibilities of the Building Official in the absence of same; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction by the Environmental Sustainability Director. Exercises general and direct supervision over inspection and technical staff.

CLASS CHARACTERISTICS

This is a single-position mid-management classification in the Environmental Sustainability Department. The incumbent organizes and oversees day-to-day building safety public counter and inspection activities. Successful performance of the work requires an extensive building safety, construction, inspections, and plan review background, as well as skill in coordinating departmental work with that of other City departments. This class is distinguished from the Environmental Sustainability Director in that the latter has overall responsibility for all department functions, including administration and professional staff, and for developing, implementing and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the organization, staffing and operational activities for commercial, residential, and industrial inspections
- Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements
- Coordinates and reviews the work plan for all building inspection services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems
- Reviews construction plans, drawings and specifications to ascertain compliance with building codes
- Conducts field inspections of complicated or highly technical situations
- Ensures consistent and appropriate interpretation of the building codes and City ordinances
- Meets with architects, engineers, contractors and property owners regarding pre-construction requirements
Coordinates the development and enhancement of automated permit tracking and inspection tracking systems
• Reviews, analyzes, and evaluates management systems and procedures; develops program procedures and procedural manuals
• Selects, trains, motivates and evaluates inspection personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
• Provides staff assistance to the Director/Building Official; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary
• Coordinates Building Safety Division activities with those of other divisions and outside agencies and organizations
• Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and zoning code enforcement
• Assumes management responsibility for all services and activities of the Building Safety Division with major emphasis on the public counter, plan check, building inspections, geology, grading and drainage
• Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; makes recommendations within departmental policy
• Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and reviews with the director
• Develops staff reports related to building safety activities and services; presents reports to the City Council and any necessary City commission, committees and boards; performs a variety of public relations and outreach work related to assigned activities
• Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action as approved by director
• Supervises onsite inspections of residential and commercial structures in Malibu to determine compliance with local and California building codes, approved plans and product manufacturer instructions; maintains and adjusts inspection schedules and daily routes as needed; routes inspection requests to each inspector for their daily calls
• Identifies site safety concerns and works with job site supervisors to correct any deficiencies
• Writes “stop work” notices for work being done without permits or in an unsafe manner
• Coordinates with Geology, Coastal Engineering, Environmental Health, County Fire and Health Departments for their final releases
• Reviews plans for site inspection and answers questions; performs plan checks for residential and commercial projects
• Attends pre-construction site meetings with engineers, architects, contractors, and property owners
• Provides customer service for all permits and plan reviews on the phone, at the public counter and at the job site
• Performs other duties as assigned

QUALIFICATIONS
The following generally describes the knowledge and ability required to enter the job or which must be learned within a short period of time to successfully perform the assigned duties.

Knowledge of:

• Principles, practices and procedures related to California’s building code and permit compliance
• Operational characteristics, services and activities of a municipal building code enforcement program
• California building, plumbing, mechanical, and electrical codes
• Modern and complex principles and practices of construction plan checking
• Methods and techniques of building inspection
• Automated permit tracking and workflow systems
• Principles of supervision and training
• Pertinent federal, state, and local laws, codes, and regulations
• Modern principles and practices, technical and legal issues, and research methods of construction projects, building code and permit compliance, and environmental management
• General concepts of architecture, landscaping, grading, drainage, and engineering as they relate to the process of building inspection
• Recent developments, current literature and information related to assigned functional areas
• Construction, electrical, plumbing, mechanical, framing, and associated trades
• Modern office methods, practices, procedures, and equipment, including computer hardware and software, including Microsoft Office, Project, City permitting software, and basic GIS concepts and applications
• Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures
• Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
• Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone

Skill in:

• Administering complex, technical and building code compliance programs in a cooperative manner
• Interpreting, applying and explaining complex laws, codes, regulations and ordinances
• Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff
• Training staff in work procedures
• Evaluating and developing improvements in operations, procedures, policies, or methods
• Researching, analyzing, and evaluating new service delivery methods, procedures and techniques
• Identifying and responding to issues and concerns
• Making effective public presentations
• Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals
• Interpreting building safety programs for the general public
• Preparing clear and concise reports, correspondence, policies, procedures and other written materials
• Reading plans and specifications and making effective site visits
• Effectively communicating in person, over the telephone and in writing
• Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
• Recommending and implementing goals, objectives, and practices for providing effective and efficient services.
• Providing leadership for the Building Safety Division
• Planning, organizing, and carrying out assignments with minimal direction
• Establishing and maintaining effective working relationships with those contacted in the course of the work
• Providing excellent customer service to both in-house staff and the public
Education and Experience:
*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from an accredited four-year college or university with major coursework in building trades, construction management, architecture, civil engineering, community development, or public administration or a related field; a minimum of five (5) years of responsible professional experience in building trade and field inspection; and a minimum of three (3) years of supervisory experience in a municipal setting.

**LICENSE**

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record
- Must possess registration in the State of California as a Civil Engineer or Structural Engineer or Architect
- Must also possess certification as a Building Inspector and one other related trade through the International Conference of Building Officials (ICBO) or International Code Council (ICC) and/or certification as a Combination Inspector by ICBO or ICC
- Possession of, or ability to obtain, certification as a Building Official within one year of employment

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards, and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels and controlled temperature conditions but may occasionally be exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays.
To: Mayor Pierson and Councilmember Uhring  
Prepared by: Patricia Salazar, Senior Administrative Analyst  
Richard Mollica, Planning Director  
Reviewed by: Lisa Soghor, Assistant City Manager  
Approved by: Reva Feldman, City Manager  
Date prepared: March 15, 2021  
Meeting date: April 1, 2021  
Subject: Funding to Map Existing Wireless Communication Facilities within the City

**RECOMMENDED ACTION:** Provide a recommendation to the City Council on the appropriation of $120,000 from the General Fund Undesignated Reserve to identify and map existing wireless communication facilities (WCFs) within the City.

**FISCAL IMPACT:** This project was not included in the Adopted Budget for Fiscal Year 2020-2021. An appropriation of $120,000 from the General Fund Undesignated Reserve to Account Number 101-2001-5100 (Planning - Professional Services) is needed for the proposed project. The projected General Fund Reserve at June 30, 2021 is $27.5 million.

**WORK PLAN:** This item was not included in the Adopted Work Plan for Fiscal Year 2020-2021.

**DISCUSSION:** City Council Policy #44 requires that all proposed appropriations over $10,000 be reviewed and discussed by the Administration and Finance Subcommittee prior to being presented to the City Council.

In October 2020, the City issued a Request for Proposals for WCF application review services. On January 11, 2021, the City Council awarded agreements to two firms – HR Green Pacific, Inc. and The Center for Municipal Solutions. As part of the Council’s review of the agreements, the Council directed staff to amend the agreements to include
the mapping of existing WCFs within the City. Since The Center for Municipal Solutions does not provide the requested services, the task to prepare a proposal for this project was assigned to HR Green Pacific, Inc. The item before the Subcommittee is a proposal from HR Green Pacific, Inc. to identify and map existing WCF facilities in the City in the amount of $120,000.

The scope of work includes research of all WCF applications on file with the City, field verifications of known sites, field observations to identify unknown sites, and extensive data collection for each verified site. The final deliverables include a database of the data collected, photographs of each facility, a GIS shapefile, and static PDF map of existing facilities.

After the project is completed, staff recommends that the City enter into a separate agreement with the consultant for ongoing maintenance of the map and database.

If the Subcommittee recommends the appropriation of $120,000 from the General Fund Undesignated Reserve, the appropriation and an agreement with HR Green Pacific, Inc. will be presented to Council on April 26, 2021.

ATTACHMENTS: Proposal by HR Green Pacific, Inc. dated March 17, 2021
March 17, 2021

Richard Mollica, Planning Director
City of Malibu, California
23825 Stuart Ranch Road
Malibu, CA 90265-4861

Small Cell/5G Consulting Services

Dear Richard,

HR Green is pleased to have been selected to assist the City of Malibu in regulating the installation of Wireless Communication Facilities (WCF). We appreciate working with the City to manage this effort.

Per your request, HR Green has prepared the attached scope of work and fee estimate for mapping services that may be required by the City of Malibu. Some of these additional tasks can only be specified on a time and materials basis until the quantity of WCF facilities is known.

We are proposing the following to complete the review:

Task 1: Review of all 351 sites at a lump sum cost of $120,000 inclusive of our expenses. This equates to approximately $342 per site for all related work. Should we encounter any additional WCF locations during the investigation, they will be included at no additional cost.

We are prepared to begin work within 10 days of your notice to proceed.

Thank you for the opportunity to serve the City of Malibu.

Sincerely,

HR GREEN PACIFIC, INC

George A. Wentz, PE | Vice-President

Draft Scope
WCF Facility Mapping

Existing Facilities

Items provided or to be provided by the City of Malibu

- City has provided a spreadsheet containing 2 lists of WCF application files of 351 sites (284 and 67 sites) with entries fully or partially completed and some may be duplicates or amendments to existing permits.
- City will continue to identify any WCF sites on an ongoing basis
- Workspace at City Hall for review of application files, research, meetings, etc.
- City will provide a shapefiles of known locations. Currently, there are 178.
- City identification for HR Green personnel
- Provide a copy of and access to use LARIAC aerial imagery of the City
- List of public rights-of-way segments used for asset management or pavement Maintenance
- All GIS mapping data used for public right-of-way maintenance
- Parcel coverage shapefile

Project Startup and Management

- Project setup
- Review of information provided by City
- Creation of GIS Platform(s)
- Project updates
- Project meetings with City Staff
- Equipment

Assumptions

- Work will not include locations outside of the Malibu City limits
- Work will not include locations within gated communities
- Database will be completed to the extent information is readily available and does not include efforts to complete all data fields for which information is not readily available
- Accuracy of GPS data points will be +/- 10 feet. Higher accuracy can be provided with adjustments to time and cost.
Task 1 – Map known WCF locations in the City of Malibu

1. Review all 351 available City of Malibu WCF case files to identify and map all known WCF facilities on record.
   a. Review each file compared to the entries and available maps. To the extent that the information is readily available, complete any missing fields.

2. Create a GIS database of relevant information. This list of available information will be similar to the attached list (Exhibit – Task 1 Data).
   a. Map each location based upon desired level of precision.

3. Conduct an online investigation into other data sources to identify other possible existing WTF locations that are not currently identified in City records.

4. Conduct a field investigation of each location identified in Task 1 to:
   a. Determine its current status (Existing, Damaged, or Removed, Uncertain).
   b. Look for available information posted at the facility (ownership, contact information).
   c. Photograph each location.
   d. Facilities located on private property will be documented only to the extent that access is granted by the owner or manager.

5. Conduct field observations from public rights-of-way, parks, etc. to identify any additional facilities not included in the tasks above.

6. Create a GIS shapefile containing all data collection outlined in tasks above. Deliver shapefile to the City of Malibu via ftp site.

7. Online research of electrical permits for each existing installation.

Deliverables

   a. GIS Shapefile of known WCF locations within the City of Malibu
   b. PDF map of GIS Shapefile and layer of known WCF locations within the City of Malibu
   c. Database of all data collected including links to photos
Timeline - 6 months

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<th>DESCRIPTION OF TASK</th>
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<th>Estimated End Date*</th>
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<td>05/31/21</td>
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<td>Review all available City of Malibu WCF case files (351 +/-)</td>
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<td>Create a database of relevant information</td>
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<td>1.3</td>
<td>Conduct an investigation into other data sources</td>
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<td>Conduct Field Investigations of Documented Sites</td>
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<td>Conduct Field Observations for Undocumented Sites</td>
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<td>Create a GIS Shapefile and pdf</td>
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* Schedule assumes all items to be provided by City of Malibu are received by April 1, 2021

Fee for Task 1 – Lump sum cost of $120,000, inclusive of HR Green related expenses

Note: Ongoing updates to subsequent data would be provided on a time and materials basis at the direction of the City.