

This meeting will be held via teleconference only in order to reduce the risk of spreading COVID-19 and pursuant to AB 361 and the County of Los Angeles Public Health Officer's Order (revised September 22, 2022). All votes taken during this teleconference meeting will be by roll call vote, and the vote will be publicly reported.

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)

Tuesday, November 8, 2022

3:00 P.M.

Various Teleconference Locations

YOU MAY VIEW THIS MEETING LIVE OVER THE INTERNET AT
[MALIBUCITY.ORG/VIDEO](https://malibucity.org/video)

Councilmember Mikke Pierson
Councilmember Steve Uhring

Call to Order

Roll Call

Approval of Agenda

Report on Posting of the Agenda – November 4, 2022

1. **Presentations**

None.

2. **Old Business**

None.

3. **New Business**

A. Approval of Minutes – October 11, 2022

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Adjourned Special meeting of October 11, 2022.

Staff Contact: Executive Assistant Linden, 456-2489, ext. 232

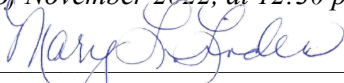
B. Funding For Contract Planners

Recommended Action: Provide a recommendation to the City Council regarding appropriation of \$950,000 from the General Fund Undesignated Reserve to fund additional contract planners to augment Planning Department staffing.

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

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 4th day of November 2022, at 12:30 p.m.



Mary Linden, Executive Assistant



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
11-08-22

Item 3.A.

To: Councilmember Pierson and Councilmember Uhring

Prepared by: Mary Linden, Executive Assistant

Approved by: Steve McClary, City Manager

Date prepared: November 2, 2022 Meeting date: November 8, 2022

Subject: Approval of Minutes – October 11, 2022

RECOMMENDED ACTION: Approve the minutes for the Administration and Finance Subcommittee Adjourned Special meeting of October 11, 2022.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Adjourned Special meeting of October 11, 2022, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the October 11, 2022 Administration and Finance Subcommittee Adjourned Special meeting

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
SPECIAL MEETING
OCTOBER 11, 2022
TELECONFERENCED - VARIOUS LOCATIONS
3:30 P.M.

The following meeting was held pursuant to AB 361 and fully teleconferenced from various locations during the coronavirus disease (COVID-19) pandemic.

CALL TO ORDER

Councilmember Pierson called the meeting to order at 3:30 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Councilmember Mikke Pierson and Councilmember Steve Uhring

ALSO PRESENT: City Manager Steve McClary; Assistant City Manager Joseph Toney; Public Works Director Rob DuBoux; Finance Manager Renée Neermann; Media Technician Parker Davis; and Executive Assistant Mary Linden

APPROVAL OF AGENDA

MOTION Councilmember Uhring moved, and Councilmember 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 October 7, 2022.

ITEM 1 PRESENTATIONS

None.

ITEM 2 OLD BUSINESS

None.

ITEM 3 NEW BUSINESS

A. Approval of Minutes – July 26, 2022

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Adjourned Special meeting of July 26, 2022.

MOTION Councilmember Uhring moved, and Councilmember Pierson seconded a motion to approve the minutes for the Administration and Finance Subcommittee Adjourned Special meeting of July 26, 2022. The question was called, and the motion carried unanimously.

B. Funding for Malibu Road Drainage Repair Project

Recommended Action: Provide a recommendation to the City Council on the appropriation of \$56,000 from the General Fund Undesignated Reserve for the repair of damage to Malibu Road that was caused by the Woolsey Fire and severe storm events.

Public Works Director DuBoux presented the report.

In response to Councilmember Uhring, Public Works Director DuBoux explained the California Office of Emergency Services (CalOES) reimbursement process, which he stated would begin after the project was completed. He stated it should not take long.

MOTION Councilmember Uhring moved, and Councilmember Pierson seconded a motion to recommend that the City Council appropriate \$56,000 from the General Fund Undesignated Reserve for the repair of damage to Malibu Road that was caused by the Woolsey Fire and severe storm events. The question was called, and the motion carried unanimously.

C. Funding for Comprehensive School Safety Assessment Consultant Services

Recommended Action: Provide a recommendation to the City Council on the appropriation of \$66,000 from the General Fund Undesignated Reserve to fund a Professional Services Agreement for a Comprehensive School Safety Assessment.

Assistant City Manager Toney presented the report.

In response to Councilmember Uhring, Assistant City Manager Toney stated no additional costs were expected over the amount requested for appropriation. He stated staff had negotiated that amount down from what was proposed in the original bid. He stated the requested amount also included a small buffer amount.

MOTION Councilmember Uhring moved, and Councilmember Pierson seconded a motion to recommend that the City Council appropriate \$66,000 from the General Fund Undesignated Reserve to fund a Professional Services Agreement for a Comprehensive School Safety Assessment. The question was called, and the motion carried unanimously.

ADJOURNMENT

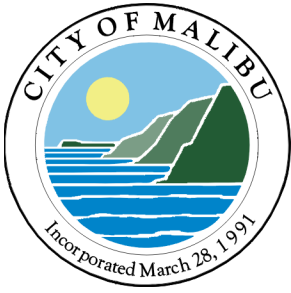
MOTION At 3:41 p.m., Councilmember Pierson moved, and Councilmember Uhring seconded a motion to adjourn the meeting. The question was called, and the motion carried unanimously.

Approved and adopted by the Administration and Finance Subcommittee of the City of Malibu on _____.

MIKKE PIERSON, Councilmember

ATTEST:

MARY LINDEN, Executive Assistant



Administration and Finance Subcommittee Agenda Report

Administration and
Finance Subcommittee
Special Meeting
11-08-22

Item 3.B.

To: Councilmember Pierson and Councilmember Uhring

Prepared by: Richard Mollica, Planning Director
Patricia Salazar, Development and Operations Manager

Reviewed by: Joseph Toney, Assistant City Manager

Approved by: Steve McClary, City Manager

Date prepared: November 2, 2022 Meeting date: November 8, 2022

Subject: Funding For Contract Planners

RECOMMENDED ACTION: Provide a recommendation to the City Council regarding appropriation of \$950,000 from the General Fund Undesignated Reserve to fund additional contract planners to augment Planning Department staffing.

FISCAL IMPACT: Funding for contract planners was included in the Adopted Budget for Fiscal Year 2022-2023 (FY 2022-23) in two accounts: Account No. 101-2001-5100.00 (Planning Department - Professional Services) in the amount of \$500,000 and Account No. 102-3002-5100.02 (Fire Rebuilds-Planning) in the amount of \$250,000. The total amount of funds requested to augment staffing levels is \$950,000 from the General Fund Undesignated Reserve to Account No. 101-2001-5100.00 (Planning Professional Services) and Account No. 102-3002-5100.02 (Fire-Rebuilds Planning). The projected General Fund Undesignated Reserve on October 3, 2022 is \$29.45 million. The entire augmentation will not likely be needed by yearend due to salary savings, but approval of the appropriation now will ensure continuity of operations.

WORK PLAN: This item was not included in the Adopted Work Plan for FY 2022-23. However, contract planners support numerous Work Plan items such as Community Rebuilding, Temporary Use Permit Ordinance, Accessory Dwelling Unit Ordinance, Short-Term Rental Hosted Ordinance, and Planning Department Operations.

DISCUSSION: The Planning Department utilizes contract planners to augment staffing levels to aid in the processing of current planning development applications and long-range planning efforts. For FY 2022-23, the City Council approved \$500,000 for Planning

Professional Services, of which approximately \$310,000 was reserved for contract planners, and the remaining was earmarked for other consulting services, such as the Housing Element consultant, City Arborist, and the Citywide Wireless Mapping project. In addition, the City Council approved \$250,000 for a Woolsey Fire rebuild contract planner.

Currently, the City has agreements with Joyce Parker-Bozylinski, JLee Engineering, and Civic Solutions for contract planning services. These agreements were executed in 2021 as a result of a Request for Proposals (RFP) for contract planning services. In addition, as a result of additional staff turnover, this fiscal year, two additional agreements in the amount of \$24,999 were executed by the City Manager to obtain additional contract planners from California Coastal Works and Rincon Consultants, Inc. on a short-term basis to address staffing vacancies. Lastly, the City has an agreement with 4Leaf Consultant, Inc. to provide the equivalent of 1.0 full-time contract planner to work on Woolsey Fire rebuilds. The current agreements provide for 2.5 full-time contract planners to assist with long-range planning, current planning, and fire rebuild applications.

During the process of adopting the FY 2022-23 Budget, it was anticipated that vacancies would be filled, and contract planners would be assisting staff with long-range planning projects and the backlog of planning projects due to staffing turnover. By July 2022, it became apparent that staff needed additional contract planners due to a high number of resignations and a limited number of qualified applicants. Staff attempted to address this by increasing utilization of its existing contracts; however, the existing firms were unable to provide a sufficient number of qualified contract planners to assist the Planning Department. As such, the Department issued an RFP for contract planning services. The City received a positive response from numerous firms and staff would like to enter into agreements with the selected firms.

At the time this report was prepared, the Planning Department has five planner vacancies, with the most recent resignation from a full-time staff member that exclusively processed Woolsey Fire rebuild applications. Additional funding is requested to compensate for these vacancies and to address the backlog of applications while staff continues to recruit full-time staff members.

As presented to the City Council as part of the FY 2022-23 Budget hearings, this effort to augment staffing levels aligns with the Planning Department's goal to improve overall operations and processing of applications. Improvements to the application submittal process have been made and met with a positive response from the building professional community. To further advance the Department's goals, the City issued an RFP for a Comprehensive Development Services Review to further to assess all aspects of the City's building processes including organization culture, resource needs, technology requirements, regulations and process documentation. Also, the City has issued an RFP for an integrated land use management, permitting, and code compliance/case management system. Combined with newly implemented improvement measures, comprehensive Development Services review, and technology upgrades, the additional

contract planners will assist the Department in improving its current and long-range planning processing times.

Prior to executing agreements for additional contract planners, the Planning Department will create baseline metrics to measure improvements and will be reporting these metrics to the City Council in the future.

Staff recommends the Administration and Finance Subcommittee recommend that the City Council appropriate \$950,000 from the General Fund Undesignated Reserve to fund agreements for contract planners to augment Planning Department staffing.

ATTACHMENTS: Planning Department Professional Services Budget

Planning Consultant Budget

November 2, 2022

Planning Profession Services - 101-2001-5100.00	Open Purchase Orders	Amendment	Total Budget for FY 22-23
CDBG-R Multifamily Housing Program	\$ 75,000.00	\$ -	\$ 75,000.00
Rincon - Contract Planners (WCF LCPA)	\$ 10,661.00	\$ -	\$ 10,661.00
New - WCF Hearing Officer	\$ 9,248.00	\$ -	\$ 9,248.00
WCF Mapping	\$ 19,731.00	\$ -	\$ 19,731.00
New - CMS Wireless Ord Review	\$ 2,000.00	\$ -	\$ 2,000.00
Misc Services (Cotton Shires)	\$ 25,000.00	\$ -	\$ 25,000.00
City Arborist	\$ 14,000.00	\$ -	\$ 14,000.00
Database Maintenance	\$ 27,400.00	\$ -	\$ 27,400.00
City Biologist- Non-reimbursable reviews	\$ 5,000.00	\$ -	\$ 5,000.00
Joyce Parker-Bozylinski	\$ 79,800.00	\$ -	\$ 79,800.00
Civic Solutions	\$ 100,000.00	\$ 210,000.00	\$ 310,000.00
Jlee Engineering	\$ 80,000.00	\$ 118,000.00	\$ 198,000.00
Rincon Contract Planning	\$ 24,999.00	\$ 112,000.00	\$ 136,999.00
CSG Consultants	\$ -	\$ 115,000.00	\$ 115,000.00
Capstone	\$ -	\$ 100,000.00	\$ 100,000.00
California Coastal Works	\$ 24,999.00	\$ 195,000.00	\$ 219,999.00
	\$ -	\$ 50,000.00	\$ 50,000.00
Subtotal	\$ 497,838.00	\$ 900,000.00	\$ 1,397,838.00
Adopted Budget	500,000.00		
Summary of Contract Planner Budget	309,798.00	900,000.00	1,209,798.00
Woolsey Fire Planning - 102-3002-5100.02	Open Purchase Orders	Amendment	Total Budget for FY 22-23
4Leaf Contract Planner	\$250,000.00	\$50,000.00	\$300,000.00
Legend:			
Contract Planner Consultants			