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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.

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

Wednesday, November 16, 2022

3:30 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 15, 2022

1. **Presentations**

None.

2. **Old Business**

None.

3. **New Business**

A. Approval of Minutes – November 8, 2022

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of November 8, 2022.

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


B. Comprehensive Development Services Review Consultant Agreement

Recommended Action: Provide a recommendation to the City Council on the appropriation of \$81,000 from the General Fund Undesignated Reserve to fund a Professional Services Agreement for a Comprehensive Development Services Review.

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

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 15th day of November 2022, at 2:00 p.m.



Kelsey Pettijohn, City Clerk



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
11-16-22

Item 3.A.

To: Councilmember Pierson and Councilmember Uhring

Prepared by: Mary Linden, Executive Assistant

Approved by: Steve McClary, City Manager

Date prepared: November 14, 2022 Meeting date: November 16, 2022

Subject: Approval of Minutes – November 8, 2022

RECOMMENDED ACTION: Approve the minutes for the Administration and Finance Subcommittee Special meeting of November 8, 2022.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Special meeting of November 8, 2022, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the November 8, 2022 Administration and Finance Subcommittee Special meeting

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
SPECIAL MEETING
NOVEMBER 8, 2022
TELECONFERENCED - VARIOUS LOCATIONS
3:00 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 3:00 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; Planning Director Richard Mollica; Development and Operations Manager Patricia Salazar; 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 November 4, 2022.

ITEM 1 PRESENTATIONS

None.

ITEM 2 OLD BUSINESS

None.

ITEM 3 NEW BUSINESS

- A. Approval of Minutes – October 11, 2022
Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of October 11, 2022.

MOTION Councilmember Uhring moved, and Councilmember Pierson seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of October 11, 2022. The question was called, and the motion carried unanimously.

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.

Assistant City Manager Toney presented the report.

Councilmember Pierson stated he understood there was a backlog in Planning. He stated the Council wants to do anything it can to bring on necessary resources. He stated it was critical to help projects move forward, and it was smart to ask for more than was needed. He thanked staff for bringing the item forward.

Councilmember Uhring questioned why the request was to go to the Reserves. Assistant City Manager Toney stated it would provide a smoother transition while trying to fill permanent positions. Councilmember Uhring asked the dollar difference between hiring contract planners rather than employees. Assistant City Manager Toney discussed staffing overhead costs, including pensions and benefits. Councilmember Uhring requested comparison costs be provided when it was presented to the Council.

In response to Councilmember Uhring, Planning Director Mollica stated Planning would contract a minimum of five planners, but the goal was for more. He stated a contract planner cost between \$20,000 to \$25,000 per month. He stated the optimum would be 13 contract planners. He discussed the firms currently contracted by the City.

Councilmember Uhring asked how contract planners were managed and trained. Planning Director Mollica stated lead planners came to City Hall. He stated the City provided lead planners with City emails and phone numbers for the public to communicate with them directly.

In response to Councilmember Uhring, Planning Director Mollica stated senior City Planning staff reviewed the General Plan, Zoning Ordinance, and Local Coastal Program (LCP) with new contract planners. He discussed how the Planning Department utilizes quality assurance committee meetings for internal reviews.

Councilmember Uhring asked what the problems were in hiring staff. He asked why projects were backing up. He discussed projects that came to the Planning Commission multiple times.

City Manager McClary discussed the request for proposals (RFP) for development services review. He stated that consultant would help provide recommendations to improve these processes.

Councilmember Uhring stated the management team at City Hall should have some ideas on how to improve the process. He stated there were too many variances.

Assistant City Manager Toney stated process improvement was difficult to attain when departments were short-staffed.

Councilmember Uhring stated the client should be the City and the Code, not necessarily the applicant. He suggested looking for short-term solutions. He stated he would like to see some metrics.

In response to Councilmember Uhring, Planning Director Mollica provided a presentation on Planning Metrics.

MOTION Councilmember Uhring moved, and Councilmember Pierson seconded a motion to recommend that the City Council approve the appropriation of \$950,000 from the General Fund Undesignated Reserve to fund additional contract planners to augment Planning Department staffing. The question was called, and the motion carried unanimously.

ADJOURNMENT

MOTION At 3:29 p.m., Councilmember Uhring moved, and Councilmember 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, Councilmember

ATTEST:

MARY LINDEN, Executive Assistant



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
11-16-22

Item 3.B.

To: Councilmembers Pierson and Uhring

Prepared by: Joseph D. Toney, Assistant City Manager

Reviewed by: Elizabeth Shavelson, Deputy City Manager

Approved by: Steve McClary, City Manager

Date prepared: November 8, 2022 Meeting date: November 16, 2022

Subject: Comprehensive Development Services Review Consultant Agreement

RECOMMENDED ACTION: Provide a recommendation to the City Council on the appropriation of \$81,000 from the General Fund Undesignated Reserve to fund a Professional Services Agreement for a Comprehensive Development Services Review.

FISCAL IMPACT: An appropriation of \$81,000 from the General Fund Undesignated Reserve to Account Number 100-7003-5100-00 (City Manager - Professional Services) is needed to fund a professional services agreement for a Comprehensive Development Services Review. The projected General Fund Undesignated Reserve as of November 14, 2022, for Fiscal Year ending June 30, 2022, is \$55.16 million (Unaudited).

WORK PLAN: This item was not included in the Adopted Work Plan for Fiscal Year 2022-2023.

DISCUSSION: 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. The proposed appropriation item will be presented to the Council at its Regular meeting on November 28, 2022.

In an effort to improve operations and services related to planning and building functions, the City initiated a Request for Proposals (RFP) for Comprehensive Development Services Review. This review will encompass all City Departments involved in permitting including Planning, Environmental Sustainability, and Public Works. The goal is to have a consultant partner with City staff and the community to identify needs and process improvement. The assessment will review all aspects of the City's processes, such as but not limited to,

identifying appropriate organizational structure and culture, resource needs, technology requirements, regulations, and process documentation. This holistic soup to nuts approach is intended to set up the organization for long-term success. Identifying and implementing operational improvements will not only enhance customer service but will also be instrumental to the success of the City's planned Land Management Software System (permitting software). This comprehensive review of development services will help ensure that the appropriate processes are in place when the City's permitting software system is built out.

The RFP was issued on September 16, 2022 and closed on October 11, 2022. The City received three proposals and staff interviewed two firms most qualified to conduct the review. Funding for this initiative was not included in the Adopted Budget for FY 2022-23. Funding in the amount of \$81,000, will need to be appropriated in order to ensure enough resources are available to initiate an agreement with the selected consultant.

ATTACHMENTS: None