City Council Meeting
02-23-26
Item
7.A.

Supplemental Council Agenda Report

To: Mayor Silverstein and the Honorable Members of the City Council

Prepared by: Renée Neermann, Financial Controller

Reviewed by: Christopher Smith, Assistant City Manager

Date prepared: February 18, 2026 Meeting date: February 23, 2026

Subject: Fiscal Year 2025-26 Second Quarter Financial Report and Mid-Year Budget Amendments

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RECOMMENDED ACTION: 1) Authorize bypassing the Administrative and Finance Subcommittee; 2) Receive and file Fiscal Year (FY) 2025-26 Second Quarter Financial Report; 3) Adopt Resolution No. 26-07 amending the annual budget for Fiscal Year 2025-26; and 4) Adopt Resolution No. 26-08 amending the Authorized Positions and Salary Ranges for FY 2025-26.

DISCUSSION: Attachment A to the Fiscal Year 2025-26 Second Quarter Financial Report and Mid-Year Budget Amendments and Resolution No. 26-07 amending the total proposed revenue budget Fiscal Year 2025-26 has been corrected due to a formula error. This was an administrative error that affects only the proposed total revenue, it has no impact on specific revenues or fund balance projections.

Resolution No. 26-08 amending the Authorized Positions and Salary Ranges for FY 2025-26 has been corrected to include salary ranges for the proposed Public Works Administration Manager and Communications Assistant job specifications.

ATTACHMENTS:
1. Resolution No. 26-07 - FY 2025-26 Amended Annual Budget
2. Resolution No. 26-08 - FY 2025-26 Authorized Positions and Salary Ranges

RESOLUTION NO. 26-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU AMENDING THE ANNUAL BUDGET FOR FISCAL YEAR 2025-26

The City Council of the City of Malibu does hereby find, order and resolve as follows:

SECTION 1. Since the adoption of the 2025-26 annual budget on June 23, 2025, the City has determined that additional revenue and expenditure adjustments are necessary, which require amending the Adopted Budget for Fiscal Year 2025-26.

SECTION 2. The 2025-26 annual budget is hereby amended as shown in Exhibit A. The 2025-26 annual budget adopted June 23, 2025, by Resolution No. 25-37 as modified by Exhibit A shall be the official municipal budget for the City of Malibu.

SECTION 3. This Resolution shall become effective immediately upon its passage and adoption.

SECTION 4. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED this 23rd day of February 2026.

_____
BRUCE SILVERSTEIN, Mayor

ATTEST:

_____
KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE
TREVOR RUSIN, Interim City Attorney

EXHIBIT A

FISCAL YEAR 2025-26 PROPOSED BUDGET AMENDMENTS

Account	Description	Amount	Detail
REVENUE			
	TOTAL ADOPTED REVENUE BUDGET	**$ 81,942,564**	
General Fund			
100-0000-3111-00	Property Tax	1,000,000	To increase anticipated Property Tax revenue
100-0000-3131-00	Documentary Transfer Tax	400,000	To increase anticipated Documentary Transfer Tax revenue
100-0000-3133-01	Transient Occupancy Tax - Private Rentals	(1,000,000)	Reduced TOT due to homes not operating as a result of Palisades Fire
100-0000-3137-xx	Sales and Use Tax	(596,404)	Reduced Sales Tax due to slow local economy
100-0000-3250-00	Parking Citation Fines	500,000	To increase anticipated Parking Citation Fines revenue
100-0000-3501-00	Interest Earnings	(700,000)	Reduced investment interest earnings
101-0000-3410-03	Building Plan Check Fees - Dark Sky	(100,000)	No anticipated revenue for FY 2025-26
101-0000-3410-04	Building Plan Check Fees - Exterior Elevated Elements	(100,000)	No anticipated revenue for FY 2025-26
	Total General Fund Revenue	**(596,404)**	
Emergency & Disaster Management			
102-0000-3313/41-00	FEMA/OES Reimbursements	3,697,542	Funding for Disaster CIP projects
102-0000-3600-00	Proceeds from Grants	200,000	LA County Grant - Las Flores Park fire damages
	Total Disaster Fund Revenue	**3,897,542**	
Special Revenue Funds			
225-0000-3600-00	Measure M Subregional Highway Funds	1,500,000	Additional Measure M Funding provided by METRO for CIP 9066
225-0000-3600-00	Measure M Subregional Highway Funds	(175,812)	Reduction in Measure M Funding for cancelled project - CIP 9102
225-0000-3600-00	Proceeds from Grants	(185,822)	OGALS Grant applied to CIP 9090 in FY 2024-25
225-0000-3600-00	Proceeds from Grants	(200,000)	LA County Grant - Las Flores Park fire damages
	Total Disaster Fund Revenue	**938,366**	
Legacy Park Fund			
500-0000-3905-00	Miscellaneous Reimbursements	85,000	For Legacy Park tenant reimbursements (utilities, insurance, WW fees)
	Total Legacy Park Fund Revenue	**85,000**	
	TOTAL PROPOSED AMENDMENTS - ALL FUNDS	**4,324,504**	
	Total Proposed Revenue Budget	**$ 86,267,068**	

FISCAL YEAR 2025-26 PROPOSED BUDGET AMENDMENTS

Account	Description	Amount	Detail
EXPENDITURES			
	TOTAL ADOPTED EXPENDITURE BUDGET	**110,958,261**	
	Total Adopted General Fund Expenditures	*89,701,113*	
General Fund			
100-3001-5120-00	Street Maintenance - Routine Street Maintenance	300,000	Increase for routine maint (repairs, labor costs, & speed hump install)
100-3001-5123-00	Street Maintenance - Storm Response	1,000,000	Increase for potential expenses through the rainy season (Dec-Apr)
100-3001-5127-00	Street Maintenance - Weed Abatement	55,000	Increase due to high rainfall and resulting vegetation growth
100-3001-7800-00	Street Maintenance - Equipment	25,000	To remove/replace bollards and replace City entrance signs
100-3001-7800-00	Street Maintenance - Equipment	61,000	To purchase 3 portable changeable message signs
100-3001-8500-00	Street Maintenance - Information Systems Allocation	31,946	To correct Internal Service charges for this division
100-3008-5107-00	Public Works/Engineering - Contract Personnel	50,000	For temporary administrative staff to ease workload
100-3008-8500-00	Public Works/Engineering - Information Systems Allocation	121,839	To correct Internal Service charges for this division
100-7001-6160-00	City Council - Operating Supplies	4,000	Additional funding for operating expenses
100-7002-4xxx-00	Media Operations - Salaries & Benefits	33,000	To fund a Media Assistant position
100-7002-6120-00	Media Operations - Computer Software	10,000	For teleprompter and access card cloud service
100-7003-4xxx-00	City Manager - Salaries & Benefits	450,000	For existing salary & benefit compensation
100-7003-4xxx-00	City Manager - Salaries & Benefits	145,000	To fund an Assistant City Manager Position in the CM Office
100-7003-5100-00	City Manager - Professional Services	35,000	Athenian Group - Strategic Plan Modernization/CM Transition Support
100-7007-5100-00	City Clerk - Professional Services	10,000	Consultant assistance with records management program
100-7054-4xxx-00	Finance - Salaries & Benefits	17,000	For existing salary & benefit compensation
100-7054-4xxx-00	Finance - Salaries & Benefits	40,000	Part-time Temporary Staff for Budget planning support
100-7054-6120-00	Finance - Computer Software	25,000	For financial software increased pricing
100-7059-5107-00	Non-Departmental Services - Contract Personnel	15,000	For temporary administrative staff
100-7059-5720-00	Non-Departmental Services - Offsite Storage	30,000	Add'l offsite storage due to reconfiguration of City Hall office space
101-2001-5401-00	Planning - Advertising & Noticing	10,000	For increase in public noticing of planning applications
102-7021-4101-00	Public Safety - Full-Time Salaries	29,957	Public Safety Specialist to implement & operate a speed safety program
103-9050-7300-00	City Hall Operations - Leasehold Improvements	250,000	Architectural space design services for City Hall office space
105-9088-5401-00	Vacant Properties - Advertising & Noticing	1,000	Advertisements for Community Lands project
	Proposed Amended General Fund Expenditures	**2,749,742**	
Emergency & Disaster Management - Palisades Fire			
102-3100-5100-04	Disaster Response - Professional Services - Public Works	20,000	For DCM Partners to begin closeout of Woolsey Fire FEMA/OES
102-3102-5100-02	Disaster Response - Professional Services - Planning	110,000	For Permitting Liaison - Fundedy by HCD Planning Recovery Grant
102-3102-5100-02	Disaster Response - Professional Services - ESD	50,000	Geotechnical, coastal engineering, & environmental health coordination
102-3102-5100-04	Disaster Response - Professional Services - Public Works	800,000	For various consultants/contractors to assist with Palisades recovery
	Proposed Amended Emergency & Disaster Management Expenditures	**980,000**	
Special Revenue Funds			
207-3004-5100-00	Solid Waste Management - Professional Services	45,000	Increase for expanded workload and SB 1383 & AB 939 compliance
207-3004-5100-01	Solid Waste Management - Dumpster Lid Enforcement	15,000	Increase for expanded scope of Clean Bay inspections
215-7070-7800-00	CDBG - Other Equipment	67,500	Increase for continued rental of trailer and restroom (pending perm trailer)
	Proposed Amended Special Revenue Expenditures	**127,500**	
Capital Improvement Project Fund			
310-9002-5100-00	CIP - Annual Street Overlay	200,000	Increased costs to asphalt
310-9058-5100-00	CIP - PCH Intersection Improvements	132,504	Final costs on project due to disallowed expenses determined at audit
310-9066-5100-00	CIP - PCH Signal Synchronization (Measure M Hwy Ops)	1,500,000	Additional Measure M Funding provided by METRO
310-9090-5100-00	CIP - Permanent Skate Park	340,000	To perform materials inspection required for the skate park project
310-9108-5100-00	CIP - Harbor Vista Curb Return Modifications	350,000	To increase curb return radius at Malibu Canyon & Harbor Vista Drive
310-9124-5100-00	CIP - Land Management System	800,000	To fund replacement of current system & include project mgmt support
310-XXXX-5100-00	CIP - City Hall Fire Suppression System (Information Syst)	150,000	To detect and extinguish fires in areas housing sensitive IT equipment
	Proposed Amended CIP Expenditures	**3,472,504**	
Disaster Capital Improvements			
102-9223-5100-00	Disaster CIP - Big Rock Drainage Infrastructure	4,500,000	To complete replacement of drainage system in the Big Rock community
102-9224-5100-00	Disaster CIP - Rambla Vista Retaining Walls	10,000	To complete repairs to retaining walls damaged by the Palisades Fire
102-9226-5100-00	Disaster CIP - Malibu Canyon Guardrails Replacement	11,974	To complete replacement of guardrails damaged by the Franklin Fire
	Proposed Amended Disaster CIP Expenditures	**4,521,974**	
	TOTAL PROPOSED AMENDMENTS - ALL FUNDS	**11,851,720**	
	TOTAL AMENDED EXPENDITURE BUDGET (all funds)	**$ 122,809,981**	

RESOLUTION NO. 26-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU RESCINDING SECTION 2 OF RESOLUTION NO. 25-39 AND APPROVING THE AUTHORIZED POSITIONS AND SALARY RANGES FOR FISCAL YEAR 2025-26 AND APPROVING THE PUBLIC WORKS ADMINISTRATION MANAGER AND COMMUNICATIONS ASSISTANT JOB SPECIFICATIONS

The City Council of the City of Malibu does hereby find, order and resolve as follows:

SECTION 1. On June 23, 2025, the City Council adopted Resolution No. 25-39 approving the Authorized Position and Salary Ranges for Fiscal Year 2025-26.

SECTION 2. Since June 23, 2025, changes to the Authorized Positions and Salary Ranges for Fiscal Year 2025-26 are needed.

SECTION 3. Section 2 of Resolution 25-39 is hereby rescinded.

SECTION 4. The Public Works Administration Manager and Communications Assistant job specifications, as set forth in Exhibit A, are hereby approved.

SECTION 5. The City Council has reviewed the updated Authorized Positions and Salary Ranges for Fiscal Year 2025-26 as set forth in Exhibit B.

SECTION 6. The Authorized Positions and Salary Ranges for Fiscal Year 2025-26 incorporated by this reference are hereby approved.

SECTION 7. The City Manager has the authority to increase a salary range as needed for authorized positions that are required to be on call for emergency services by a maximum of three percent.

SECTION 8. This Resolution shall become effective immediately upon its passage and adoption.

SECTION 9. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, and ADOPTED this 23rd day of February 2026.

_____
BRUCE SILVERSTEIN, Mayor

ATTEST:

_____
KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

EXHIBIT A

CITY OF MALIBU

PUBLIC WORKS ADMINISTRATION MANAGER
Class Description
February 2026

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the work of staff performing a variety of professional, technical, and office support duties related to the operation and administration of the Public Works Department; manages department-wide administrative functions, maintenance and operations support programs, and customer service; develops and administers budgets, contracts, policies, and procedures; provides professional assistance to the Public Works Director, City Council, and other departments and agencies; prepares and presents staff reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises direct supervision over administrative, technical, and office support staff; may provide project and program oversight to consultants and contractors; coordinates closely with the Deputy Public Works Director and the Assistant Public Works Director.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, supervising, reviewing, and evaluating the staff and operations of department-wide administrative and operational support programs. Incumbents perform diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, including development and implementation of policies and procedures, budget preparation and administration, contract and procurement management, program evaluation, and regulatory compliance. Performance of the work requires considerable independence, initiative, and discretion within broad policy guidelines. The position is distinguished from the Deputy/Assistant Public Works Director in that the latter are responsible for executive-level leadership over major functional divisions and capital programs; this classification emphasizes administrative leadership and program coordination across the department.

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.

- Plans, manages, and oversees daily functions, operations, and activities of Public Works administrative and operational support programs, including customer response, work order and asset management, records/workflow coordination,

public works inspections coordination (in support of the Deputy Public Works Director and inspection staff), and administrative support for public works maintenance and capital improvement program (CIP) projects delivery.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Develops, administers, and monitors assigned operating and program and department budgets; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding and procurement requirements; prepares and administers contracts, requests for proposals (RFPs), and professional services agreements.
- Prepares, routes, tracks, and maintains the department's contracts and agreements through execution and close-out; ensures compliance with purchasing policies, insurance/risk requirements, and records retention; coordinates with Finance and the City Clerk's Office on contract processing and reporting.
- Tracks and submits the department's staff reports and agenda materials to the City Clerk; maintains calendars and timelines; coordinates internal reviews and approvals; ensures accuracy, completeness, and conformance with City formatting and submittal standards.
- Plans, directs, coordinates, and reviews the work plan for assigned staff; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures; ensures adherence to City and regulatory standards and safety protocols.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Coordinates department administrative functions including records management, council agenda items and staff reports, grants administration and reporting, purchasing, public outreach, website content, and performance metrics.
- Oversees the development and maintenance of work order, asset management, and permitting/tracking systems; collaborates with Information Technology staff to implement process and technology improvements.
- Serves as a liaison for the department with other City departments, divisions, outside agencies, utilities, and community groups; represents the department at meetings, committees, and task forces; negotiates and resolves significant and controversial issues.
- Coordinates and supports the department's engineering staff and field operations in collaboration with the Deputy Public Works Director and the Assistant Public Works Director, including communications, scheduling interfaces, documentation, customer response metrics, and development-related inspections coordination; assist with emergency response planning, logistics, and after-action documentation.
- Evaluates Public Works training needs and coordinates staff participation in training programs.

- Conducts and/or directs a variety of organizational studies, investigations, and operational analyses; recommends modifications to programs, policies, and procedures as appropriate.
- Prepares and presents staff reports, technical memoranda, and agenda materials to the City Council, commissions, and committees; responds to public records requests and inquiries regarding codes, standards, and Public Works processes.
- Monitors changes in laws, regulations, technology, and best practices that may affect departmental operations and programs; implements policy and procedural changes as required.
- Receives, investigates, and resolves difficult and sensitive complaints and inquiries from the public and other stakeholders; ensures effective and timely customer service.
- Participates in the City's Emergency Operations Center (EOC) during activations, serving as the Public Works liaison/lead as assigned; coordinates Public Works situation reports, resource requests, and restoration priorities with the EOC Planning/Operations/Logistics Sections.
- Coordinates and tracks disaster-recovery documentation, including damage assessments, work orders, timesheets, force-account labor/equipment, materials, mutual aid, photographs, and procurement records; maintains auditable files in accordance with City retention policies.
- Manages FEMA and Cal OES public assistance reimbursement processes for emergency and recovery work; prepares and submits project worksheets/requests for reimbursement; monitors eligibility, deadlines, and closeout requirements; responds to inquiries and audits.
- Administers other recovery grants (e.g., FHWA ER, CDBG-DR, hazard mitigation), including application preparation, scope/budget development, compliance tracking (procurement, environmental, labor), reporting, and financial reconciliation in coordination with various City departments.
- Performs related duties as assigned.

QUALIFICATIONS

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:

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in public or business administration, civil engineering, construction management, or a closely related field.

Experience: Five (5) years or more of increasingly responsible technical, administrative, or analytical experience in public works operations and administration, including experience leading or supervising staff, programs, or projects.

License:

Must possess and maintain a valid California Class C Driver License and have a satisfactory driving record.

Knowledge of:

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and practices of municipal public works operations, including streets, right-of-way, stormwater/drainage, traffic operations/maintenance, facilities and fleet coordination, and public works inspections.
- Principles and practices of budget preparation and administration, contract administration, and public procurement.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, performance evaluation, and staff development.
- Applicable federal, state, and local laws, regulations, permits, and standards pertinent to Public Works operations (e.g., Caltrans, MUTCD, stormwater/NPDES, environmental health and safety).
- Techniques for effective public outreach, customer service, and community relations.
- Methods and techniques for report writing and presentations; business correspondence; and records management.
- Modern equipment and communication tools used for business functions and project coordination, including computers and software programs relevant to work performed (e.g., Microsoft Office, asset management/work order systems, permitting and financial systems).

Ability to:

- Provide administrative, management, and professional leadership for Public Works operations and administrative programs.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Select, supervise, train, and evaluate staff; provide coaching and development opportunities; ensure work is performed effectively and safely.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques; recommend and implement improvements.
- Prepare clear and concise reports, correspondence, policies, procedures, and presentations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.

- Effectively represent the department and the City in meetings with governmental agencies, community groups, businesses, professional organizations, and the public.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City 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; 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, 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.

CITY OF MALIBU

COMMUNICATIONS ASSISTANT
Class Description
February 2026

FLSA: Non-Exempt

GENERAL DESCRIPTION

Under general direction and supervision, assists the City's Media Information Office with the planning and implementation of public information, communications, marketing, and outreach programs and social media activities; assists in the preparation of a variety of informational, educational, and marketing materials; collaborates with staff to maintain effective media information services; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level position classification is responsible to independently perform professional duties in support of the City's Media Information Office efforts. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the media work unit.

EXAMPLES OF ESSENTIAL DUTIES

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.

- Responds to and assists with media inquiries and coordinates media requests under the direction of Media Information Office leadership
- Supports the development, scheduling, and publication of content across the City's official communication and social media platforms
- Researches, tracks, and compiles analytics and performance data related to media and social media activities
- Drafts, proofreads, and reviews public information and communications materials for accuracy, clarity, formatting, and compliance with City standards
- Designs basic graphics and visual materials to support City programs, events, and outreach efforts
- Takes photographs and assists with visual documentation of City facilities, programs, and special events
- Assists with the planning, setup, and execution of City events and public engagement activities
- Coordinates with City departments to gather information and prepare outlines or draft materials for communication requests
- Maintains Media Information Office calendars, deadlines, and media request tracking systems
- Provides administrative and logistical support for public information and communications

activities
- Participates in emergency communications support, including availability to work evenings, weekends, holidays, or non-traditional hours as required
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles and practices of public information, media relations, and municipal communications
- Objectives, functions, and workflows of communications and media relations within a municipal government setting
- Graphic design fundamentals and visual communication standards used in public-sector communications
- Social media platforms, content distribution methods, and performance metrics used by public agencies
- Basic operation of standard audio, lighting, video, and photography equipment used for City events, programs, and public outreach
- Methods for evaluating and improving the quality and effectiveness of communication materials and event support

Skill in:

- Managing multiple communications projects and requests while meeting deadlines and adapting to changing priorities
- Preparing, proofreading, and editing written communications to ensure accuracy, clarity, proper formatting, and compliance with City standards
- Using office productivity software, content management systems, and communications or design applications to support public information activities
- Operating standard office and communications equipment, including computers, software applications, and related technology
- Communicating clearly and professionally in person, over the telephone, and in writing with City staff, media representatives, external partners, and the public
- Applying initiative and independent judgment within established policies, procedures, and guidelines
- Building and maintaining effective working relationships across City departments and with external stakeholders

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university in Journalism, Communications, Marketing, Business, or a closely related field

Experience:
Three (3) years of increasingly responsible experience in communications or a related field

License/Certifications:

Must possess and maintain a valid California class C driver license and have a satisfactory driving record. Other certifications may be required depending on program assignment.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although 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 or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

DISASTER SERVICE WORKER

In accordance with California Government Code Section 3100, City of Malibu employees are considered disaster service workers and may be asked to respond in the event of an emergency or natural disaster.

EXHIBIT B

CITY OF MALIBU AUTHORIZED PERSONNEL PROPOSED FOR FY 2025-26			
		2025-26 Adopted	2025-26 Amended
MANAGEMENT & ADMINISTRATIVE SERVICES			
	City Manager	1.00	1.00
	Assistant City Manager	1.00	2.00
	Deputy City Manager	2.00	0.00
	Assistant to the City Manager	1.00	1.00
	Senior Management Analyst	1.00	2.00
	Management Analyst	2.00	1.00
	Executive Assistant	1.00	1.00
	Human Resources Manager	1.00	1.00
	Human Resources Analyst	1.00	1.00
	Human Resources Technician	1.00	1.00
	Media Information Officer	1.00	1.00
	Media Production Technician	1.00	1.00
	Communications Assistant	0.00	1.00
	Financial Controller	1.00	1.00
	Financial Analyst	1.00	1.00
	Senior Accounting Technician	1.00	1.00
	Accounting Technician	2.00	2.00
	Accounting Assistant	1.00	1.00
	Information Systems Manager	1.00	1.00
	Information Systems Administrator	1.00	1.00
	Information Systems Analyst	1.00	0.00
	Information Systems Technician	2.00	3.00
	Senior Maintenance Technician	1.00	1.00
	Office Assistant/Receptionist	1.00	1.00
	Total	27.00	27.00
CITY CLERK			
	City Clerk	1.00	1.00
	Deputy City Clerk	2.50	2.50
	Adminstrative Assisant	1.00	1.00
	Total	4.50	4.50
PUBLIC SAFETY			
	Public Safety Director	1.00	1.00
	Fire Safety Liaison (Part-Time)	1.50	1.50
	Public Safety Coordinator	1.00	1.00
	Emergency Services Coordinator	1.00	1.00
	Administrative Assistant	1.00	2.00
	Total	5.50	6.50

COMMUNITY DEVELOPMENT			
	Community Development Director*	1.00	1.00
	Assistant Community Development Director	1.00	1.00
	Building Official	1.00	1.00
	Deputy Community Development Director	1.00	1.00
	Code Enforcement Manager	1.00	1.00
	Senior Code Enforcement Officer	1.00	1.00
	Code Enforcement Officer	3.00	3.00
	Supervising Building Inspector	1.00	1.00
	Senior Building Inspector	1.00	1.00
	Building Inspector	2.00	2.00
	Environmental Health Administrator	1.00	1.00
	Wastewater Man. Program Specialist	1.00	1.00
	Senior Plan Check Engineer	1.00	1.00
	Plan Check Engineer	1.00	1.00
	Supervising Permit Services Technician	1.00	1.00
	Senior Permit Services Technician	1.50	1.50
	Permit Services Technician	2.00	2.00
	Planning Manager	1.00	1.00
	Principal Planner	2.00	2.00
	Senior Planner	3.00	3.00
	Associate Planner	4.00	3.00
	Assistant Planner	4.00	5.00
	Planning Technician	4.00	4.00
	Development and Operations Manager	1.00	1.00
	Environmental Programs Manager	1.00	1.00
	Environmental Compliance Coordinator	1.00	1.00
	Environmental Sustainability Analyst	2.00	2.00
	Senior Management Analyst	1.00	2.00
	Senior Administrative Assistant	1.00	0.00
	Administrative Assistant	4.00	4.00
	Senior Office Assistant	2.00	2.00
	Office Assistant	2.00	2.00
	Office Assistant/Receptionist--Rebuild Center	1.00	1.00
	Total	55.50	55.50

PUBLIC WORKS			
	Public Works Director/City Engineer	1.00	1.00
	Assistant Public Works Director/City Engineer	1.00	1.00
	Deputy Public Works Director	1.00	1.00
	Public Works Administration Manager	0.00	1.00
	Public Works Superintendent	1.00	1.00
	Senior Civil Engineer	1.00	1.00
	Associate Engineer	1.00	1.00
	Assistant Engineer	2.00	2.00
	Engineering Technician	0.50	0.50
	Senior Public Works Inspector	1.00	1.00
	Senior Management Analyst	1.00	0.00
	Management Analyst	1.00	1.00
	Administrative Assistant	1.00	1.00
	Total	12.50	12.50
COMMUNITY SERVICES			
	Community Services Director	1.00	1.00
	Community Services Deputy Director	0.00	1.00
	Recreation Manager	2.00	1.00
	Recreation Supervisor	1.00	1.00
	Senior Recreation Coordinator	1.00	1.00
	Recreation Coordinator	2.00	2.00
	Parks Supervisor	1.00	1.00
	Senior Maintenance Technician	1.00	1.00
	Parks Maintenance Worker	1.00	1.00
	Management Analyst	1.00	1.00
	Administrative Assistant	0.00	0.00
	Recreation Assistant II (Perm Part-Time)	3.20	4.00
	Senior Lifeguards (Part-time)	1.21	1.21
	Lifeguards (Part-time)	2.96	2.96
	Recreation Assistants (Part-time)	4.47	4.47
	Recreation Assistants - Skate Park (Part-time)	0.15	0.15
	Parks Maintenance Assistant (Part-time)	0.59	0.59
	Media Assistant (Part-time)	0.00	0.00
	Total	23.58	24.38
TOTAL EMPLOYEES		**128.58**	**130.38**
** Funding for this position is included in the Planning Department proposed budget for FY 2025-26*			

Classification Title	Salary Range	Annual Base Salary	
		Minimum	Maximum
City Manager	n/a	Per Contract	
Assistant City Manager	38	$235,976	$307,895
Community Development Director	36	$214,037	$279,270
Deputy City Manager	36	$214,037	$279,270
Public Works Director/City Engineer	36	$214,037	$279,270
Community Services Director	34	$194,138	$253,306
Public Safety Director	34	$194,138	$253,306
Assistant Community Development Director	32	$176,089	$229,756
Building Official	32	$176,089	$229,756
Financial Controller	32	$176,089	$229,756
City Clerk	31	$167,704	$218,815
Assistant Public Works Director/Asst City Engineer	30	$159,718	$208,395
Deputy Community Development Director	30	$159,718	$208,395
Environmental Sustainability Manager/Dep Building Official	30	$159,718	$208,395
Human Resources Manager	30	$159,718	$208,395
Information Systems Manager	30	$159,718	$208,395
Deputy Public Works Director	29	$152,112	$198,472
Planning Manager	29	$152,112	$198,472
Community Services Deputy Director	28	$144,869	$189,021
Environmental Programs Manager	28	$144,869	$189,021
Public Safety Manager	28	$144,869	$189,021
Public Works Superintendent	27	$137,970	$180,020
Senior Civil Engineer	27	$137,970	$180,020
Senior Plan Check Engineer	27	$137,970	$180,020
Code Enforcement Manager	26	$131,400	$171,447
Development and Operations Manager	26	$131,400	$171,447
Information Systems Administrator	26	$131,400	$171,447
Principal Planner	26	$131,400	$171,447
Public Information Officer	26	$131,400	$171,447
Public Works Administration Manager	26	$131,400	$171,447
Recreation Manager	26	$131,400	$171,447
Assistant to the City Manager	25	$125,143	$163,283
Associate Civil Engineer	25	$125,143	$163,283
Plan Check Engineer	25	$125,143	$163,283
Associate Engineer	24	$119,184	$155,508
Environmental Health Administrator	24	$119,184	$155,508
Media Information Officer	24	$119,184	$155,508
Senior Planner	24	$119,184	$155,508
Supervising Building Inspector	24	$119,184	$155,508
Assistant City Clerk	23	$113,508	$148,103
Emergency Services Coordinator	23	$113,508	$148,103
Environmental Compliance Coordinator	23	$113,508	$148,103
Information Systems Analyst	23	$113,508	$148,103

Parks Supervisor	23	$113,508	$148,103
Senior Management Analyst	23	$113,508	$148,103
Assistant Engineer	22	$108,103	$141,050
Associate Planner	22	$108,103	$141,050
Certified Plans Examiner	22	$108,103	$141,050
Financial Analyst	22	$108,103	$141,050
Environmental Sustainability Analyst	21	$102,955	$134,333
Fire Safety Liaison	21	$102,955	$134,333
Grants Analyst	21	$102,955	$134,333
Human Resources Analyst	21	$102,955	$134,333
Management Analyst	21	$102,955	$134,333
Public Safety Coordinator	21	$102,955	$134,333
Senior Building Inspector	21	$102,955	$134,333
Senior Public Works Inspector	21	$102,955	$134,333
Executive Assistant	20	$98,053	$127,937
Recreation Supervisor	20	$98,053	$127,937
Senior Code Enforcement Officer	20	$98,053	$127,937
Assistant Planner	19	$93,384	$121,844
Building Inspector	19	$93,384	$121,844
Environmental Programs Specialist	19	$93,384	$121,844
Public Works Inspector	19	$93,384	$121,844
Code Enforcement Officer	18	$88,937	$116,042
Deputy City Clerk	18	$88,937	$116,042
Information Systems Technician	18	$88,937	$116,042
Supervising Permit Services Technician	18	$88,937	$116,042
Wastewater Management Program Specialist	18	$88,937	$116,042
Human Resources Technician	17	$84,702	$110,516
Management Specialist	17	$84,702	$110,516
Planning Technician	17	$84,702	$110,516
Public Safety Specialist	17	$84,702	$110,516
Senior Accounting Technician	17	$84,702	$110,516
Senior Recreation Coordinator	17	$84,702	$110,516
Communications Assistant	16	$80,668	$105,254
Graphic Artist	16	$80,668	$105,254
Media Production Technician	16	$80,668	$105,254
Senior Administrative Assistant	16	$80,668	$105,254
Senior Maintenance Technician	16	$80,668	$105,254
Senior Permit Services Technician	16	$80,668	$105,254
Accounting Technician	15	$76,827	$100,242
Engineering Technician	15	$76,827	$100,242
Recreation Coordinator	15	$76,827	$100,242
Administrative Assistant	14	$73,169	$95,468
Maintenance Technician	14	$73,169	$95,468
Permit Services Technician	14	$73,169	$95,468
Records Management Specialist	14	$73,169	$95,468

Accounting Assistant	12	$66,366	$86,593
Pool Manager	11	$63,206	$82,469
Senior Office Assistant	10	$60,196	$78,542
Office Assistant	8	$54,599	$71,240

Part Time Classifications	**Salary Range**	**Hourly Base Rate**	
		Minimum	**Maximum**
Fire Safety Liaison	21	$49.50	$64.58
Deputy City Clerk	18	$42.76	$55.79
Senior Permit Services Technician	16	$38.78	$50.60
Media Assistant	8	$26.25	$34.25
Office Assistant	8	$26.25	$34.25
Parks Maintenance Assistant	6	$23.81	$31.07
Recreation Assistant II	6	$23.81	$31.07
Senior Lifeguard	6	$23.81	$31.07
Intern	2	$19.59	$25.56
Lifeguard	2	$19.59	$25.56
Recreation Assistant I	2	$19.59	$25.56
Student Intern	1	$18.66	$24.34