

MINUTES  
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE  
SPECIAL MEETING  
FEBRUARY 1, 2021  
TELECONFERENCED - VARIOUS LOCATIONS  
4:00 P.M.

**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, City Manager Feldman 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.

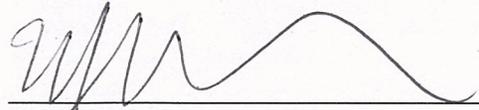
In response to Councilmember Uhring, Assistant City Manager Soghor stated the Council staff report would include the recommendation of a three-month trial for the nighttime Sheriff's patrol. City Manager Feldman stated the Council report would include options for the Council to choose from, such as a 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 April 1, 2021.



MIKKE PIERSON, Mayor

ATTEST:



MARY LINDEN, Executive Assistant