

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
SPECIAL MEETING
APRIL 1, 2021
TELECONFERENCED - VARIOUS LOCATIONS
9:00 A.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 9:00 a.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Mikke Pierson and Councilmember Steve Uhring

ALSO PRESENT: Reva Feldman, City Manager; Lisa Soghor, Assistant City Manager; Renée Neermann, Finance Manager; Ruth Quinto, City Treasurer; Richard Mollica, Planning Director; Yolanda Bundy, Environmental Sustainability Director; Adrian Fernandez, Principal Planner; Patricia Salazar, Senior Administrative Analyst; Alex Montano, Media Analyst; and Mary Linden, Executive Assistant

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 March 29, 2021.

ITEM 1 PRESENTATIONS

None.

ITEM 2 OLD BUSINESS

None.

ITEM 3 NEW BUSINESS

A. Approval of Minutes – February 1, 2021

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

MOTION Councilmember Uhring moved and Mayor Pierson seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of February 1, 2021. The question was called and the motion carried unanimously.

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.

City Manager Feldman explained the Investment Policy. She stated one role of the City's auditor was to review the investment policy and make sure the City's investments were held pursuant to the policy.

City Treasurer Quinto presented the report. She stated she was asked to review the policy in light of Senate Bill (SB) 998, which expanded limitations on certain types of investments. She stated no major changes were being recommended. She stated current criteria for zero or negative yields were more conservative.

Mayor Pierson stated the wording in Item IX was a judgement call, so he agreed with the recommended change.

Councilmember Uhring thanked City Treasurer Quinto for providing her recommendations in a redline format. He agreed about accountability. He requested including that City administration keep the City Council informed of changes regarding the City Treasurer. He discussed benchmarking. He asked if the City was consistent with or more conservative than other cities. City Treasurer Quinto stated a section in the Government Code described different types of municipalities and types of investments for each. She confirmed the City was in line with those requirements and national advice provided by the Government Finance Officers Association (GFOA). She stated if a majority of the City Council wanted to approach the portfolio differently, the City could invest at a greater risk, but she would not recommend that at this time.

In response to Councilmember Uhring, City Manager Feldman stated she understood concerns related to the status of the prior City Treasurer. She stated that would belong in a different policy.

Mayor Pierson stated the Council had been informed of the prior City Treasurer's health issues.

MOTION Councilmember Uhring moved and Mayor Pierson seconded a motion to recommend the City Council approve the proposed updates to the City's Investment Policy. The question was called, and the motion carried unanimously.

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.

City Manager Feldman discussed the history of the Environmental Sustainability Department (ESD). She stated it was originally formed with the priority on environmental. She stated that, after the Woolsey Fire, that emphasis shifted to building safety being the higher priority. She discussed recruitment challenges of finding someone with both environmental and building experience. She stated the City needed a number two building official to assume some of the duties Environmental Sustainability Director Bundy was handling. She stated recruitment under the current title resulted in no qualified applicants. She stated the recommended revisions would be to find a true Deputy Building Official at this time with environmental leadership to be addressed separately.

Environmental Sustainability Director Bundy provided a presentation on the ESD structure and operations. She discussed expertise needed for managing building in Malibu's unique location. She agreed with City Manager Feldman that it was important to make the number two position a true building official. She stated the applicant needed to be hands-on to assist with plan check and inspections and should be a licensed engineer or architect. She stated she preferred not to go to a contractor for those duties. She stated most ESD staff continued working at City Hall throughout the pandemic to accomplish all the work and to find new ways to safely accomplish it electronically. She stated communication with homeowners and coordination with other agencies was necessary for rebuilds.

City Manager Feldman stated the Environmental Health Manager had been out on medical leave for most of the past year. She commended Environmental Sustainability Director Bundy for picking up the slack.

Environmental Sustainability Director Bundy stated the department needed help to make sure the community received the service it deserves. She stated it was difficult with only 14 staff. She stated requests for in-person service were increasing now that more people were receiving the COVID-19 vaccine.

Councilmember Uhring thanked Environmental Sustainability Director Bundy for her presentation. He commended ESD staff. He asked about the salary range for the requested position.

In response to Mayor Pierson, City Manager Feldman stated it was a budgeted position with the request being to retitle the position. She announced that each department head would present a similar department overview at the budget presentation to Council on April 22, 2021. She stated the salary range was \$120,000 to \$157,000 for someone who was licensed and had supervisory experience.

Councilmember Uhring asked if that was enough money to get what was needed. Environmental Sustainability Director Bundy stated being more specific in the title would attract more qualified candidates. Councilmember Uhring commended Environmental Sustainability Director Bundy always being so available to the community. Environmental Sustainability Director Bundy stated it was important for ESD to also be prepared for an earthquake. She stated she would need to have someone to whom she could delegate necessary response.

Mayor Pierson commended staff for a very detailed job description.

MOTION Councilmember Uhring moved and Mayor Pierson seconded a motion to recommend the City Council 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. The question was called, and the motion carried unanimously.

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.

Assistant City Manager Soghor explained that requests over \$25,000 for appropriation from the General Fund Undesignated Reserve must come to the Administration and Finance Subcommittee before being taken to Council. She discussed the Planning Department's work in response to the Council's request for mapping of WCFs in the City. She stated the appropriation was required before the consultant's work could begin.

Planning Director Mollica presented the report. He stated this project was in response to a request from the public. He stated HR Green was recommended because the other consultant did not have required capabilities. He stated staff could bring forward a maintenance plan in the future. He stated the maps would be compatible with the City's GIS. He explained the 10-foot accuracy disclaimer was the limit for mapping inaccuracies.

In response to Councilmember Uhring, Principal Planner Fernandez stated the information could be used by decision makers on new applications. In response to Councilmember Uhring, Principal Planner Fernandez stated staff was working on revamping the wireless ordinance. He stated residents wanted a map to help limit clusters and ensure a 1,500-foot radius between the facilities.

Principal Planner Fernandez stated many applications asserted there were no other WCF within a specified distance. He stated staff did not currently have an accurate way to verify that assertion, but the maps would help identify true separation between facilities.

Senior Administrative Analyst Salazar stated the map and data would be available to the public to answer some of the most common basic, non-technical questions. She stated it would be helpful with future selection of sites.

In response to Councilmember Uhring, Principal Planner Fernandez stated part of HR Green's research would identify permitting for each WCF. He stated staff would also conduct research to locate original permits. Planning Director Mollica stated it would also identify defunct sites in the City, which would help identify a potential future site.

Councilmember Uhring asked if telecom companies had all this information. Principal Planner Fernandez stated the telecom companies, like the City, have information in files.

Planning Director Mollica stated the Federal Communications Commission (FCC) would have the details Councilmember Uhring was requesting. Councilmember Uhring asked if details had been requested from the telecom companies.

Senior Administrative Analyst Salazar stated staff tried years ago to compile this information. She stated high turnover and poor communication from telecom carriers made gathering data extremely difficult.

Councilmember Uhring suggested recovering the cost of this project from permits for WCF.

Planning Director Mollica discussed wireless acts that delineated how much could be charged for permits.

Mayor Pierson discussed proposed legislation regarding wireless facilities. He stated the telecom industry changed so fast and then work was subcontracted making regulations difficult.

In response to Councilmember Uhring, Principal Planner Fernandez stated the City could ask, but he was not confident the information would be reliable or complete. He stated improvements and upgrades were often done without permits, which could be difficult to verify.

Senior Administrative Analyst Salazar stated the intention of the Council and what residents wanted was important. She stated this project would verify information with photographs rather than relying on what the telecom carriers provided.

Councilmember Uhring stated requesting telecom companies to provide lists of locations to be verified by HR Green would save time and money.

Mayor Pierson asked if there would be a mechanism to add new facilities to the maps in order to keep it current. Planning Director Mollica stated HR Green would

provide a changeable shape file that was compatible with the City's GIS data. He stated City staff would do future edits. Mayor Pierson stated keeping it current was critical.

Principal Planner Fernandez agreed with Mayor Pierson. He stated keeping it current would be easier once the original map was developed. He stated the City could get information from its database moving forward and would link that information with the map. He stated the main concern was the amount of time required for the initial research and creation of the map. He stated the City would require completion determinations for all future WCF. He stated the consultant would do the final inspection with pictures.

Mayor Pierson asked if WCF behind private gates would be included. Principal Planner Fernandez stated that would not be an issue. He stated he knew of no applications processed on private roads. He stated most WCF were on Pacific Coast Highway (PCH) and in the public right-of-way.

Mayor Pierson discussed his involvement with wireless companies after the Woolsey Fire. He stated that experience reinforced for him how quickly information changed, how political it was, and how unreliable the information from carriers was. He stated the map was vital. He stated the cost of \$370 per site for the complete process put the amount of work required in perspective.

In response to Councilmember Uhring, Senior Administrative Analyst Salazar discussed what was in place moving forward. She stated the process should be simple after HR Green completed its work. In response to Councilmember Uhring, Senior Administrative Analyst Salazar stated a process for moving forward would be included when the item was presented to Council.

Principal Planner Fernandez stated fees could be increased to include funding for that.

Mayor Pierson stated legislation focused more on underserved areas, but Malibu's rural nature could allow it to benefit from some new legislation changes.

Councilmember Uhring stated some cell towers presented to Council appeared to be unprotected and have fire hazards. He asked if telecom companies could be required to make repairs.

Planning Director Mollica stated staff had reached out to the Public Utilities Commission (PUC). He stated the hindrance in reporting had been unknown locations and owners of WCFs. He stated this project would remedy that. Principal Planner Fernandez stated photos would verify any repairs needed.

MOTION Councilmember Uhring moved and Mayor Pierson seconded a motion to: 1) Recommend the City Council appropriate \$120,000 from the General Fund Undesignated Reserve to identify and map existing wireless communication

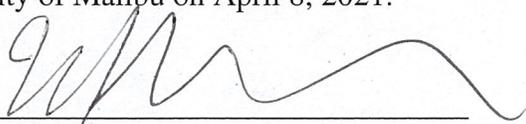
facilities (WCFs) within the City; and 2) Direct staff to include the process for updating the maps and data moving forward when the item is presented to the City Council. The question was called and the motion carried unanimously.

Mayor Pierson stated the project would also address fire hazards associated with the WCFs, which would improve fire safety.

ADJOURNMENT

MOTION At 9:58 a.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 8, 2021.



MIKKE PIERSON, Mayor

ATTEST:


MARY LINDEN, Executive Assistant