

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
SPECIAL MEETING
MAY 3, 2022
TELECONFERENCED - VARIOUS LOCATIONS
10:00 A.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 10:00 a.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Councilmember Mikke Pierson and Councilmember Steve Uhring

ALSO PRESENT: City Manager Steve McClary; Interim Assistant City Manager/City Treasurer Ruth Quinto; Finance Manager Renée Neermann; City Clerk Kelsey Pettijohn; Assistant to the City Manager Elizabeth Shavelson; Planning Director Richard Mollica; Environmental Sustainability Director Yolanda Bundy; Public Works Director Rob DuBoux; Community Services Director Jesse Bobbett; Public Safety Manager Susan Dueñas; Senior Administrative Analyst Patricia Salazar; Administrative Analyst Tracey Rossine; 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 April 29, 2022.

ITEM 1 PRESENTATIONS

None.

ITEM 2 OLD BUSINESS

None.

ITEM 3 NEW BUSINESS

A. Fiscal Year 2021-2022 Third Quarter Financial Report

Recommended Action: Review Fiscal Year 2021-2022 Third Quarter financial information.

Interim Assistant City Manager/City Treasurer Quinto presented the report.

Councilmember Uhring commended staff.

Councilmember Pierson stated expenses appeared to be under projections consistently across all departments. Interim Assistant City Manager/City Treasurer Quinto agreed actual expenditures were lower than budgeted. She stated the main driver was staff vacancies. She stated expenditures for delayed major projects were moved into the next fiscal year.

CONSENSUS

By consensus, the Subcommittee received and filed the Fiscal Year 2021-2022 Third Quarter financial information.

B. Proposed Budget for Fiscal Year 2022-2023

Recommended Action: Provide a recommendation to the City Council concerning the Proposed Fiscal Year 2022-2023 Budget and Annual Work Plan.

Interim Assistant City Manager/City Treasurer Quinto presented the report.

In response to Councilmember Uhring, Interim Assistant City Manager/City Treasurer Quinto confirmed the Work Plan for the current fiscal year was previously adopted by the City Council with the Fiscal Year 2021-2022 Budget and had been amended at the mid-year meeting in January 2022. She stated the staff report attachment represented the proposed Fiscal Year 2022-2023 Work Plan to coincide with the proposed budget. She noted that new items were listed at the end of the Work Plan.

Councilmember Uhring stated the recovery in sales tax was partially the result of the City allowing restaurants to provide outdoor seating. He questioned the sales tax impact if outdoor seating was revoked. Planning Director Mollica stated outdoor seating was still on the Work Plan while the City was under a state of emergency. He stated consideration to continue it beyond the state of emergency would go to the Planning Commission.

In response to Councilmember Uhring, Councilmember Pierson stated the City had approximately 245 short-term rental permits. In response to Councilmember Uhring, Planning Director Mollica confirmed the California Coastal Commission

(CCC) had expressed concerns about the hosted aspect of the City's ordinance. He stated staff was preparing a report to present to the City Council in June for direction about how to address CCC concerns.

Councilmember Uhring asked if the proposed cost of living adjustment (COLA) to staff salaries would help the City retain and attract quality staff. Interim Assistant City Manager/City Treasurer Quinto discussed a comprehensive class and compensation study to be conducted in the coming year.

In response to Councilmember Pierson, Interim Assistant City Manager/City Treasurer Quinto stated more details and options about the new Sheriff's substation would be presented within the next month.

Councilmember Uhring asked about the origins of the Beach Team being paid for by the City. City Manager McClary stated a police presence provided a benefit to the City. He stated the Beach Team was implemented to address incidents on the beach. Assistant to the City Manager Shavelson stated she would provide additional information in a memo to Council. She stated the Beach Team preceded the City's incorporation. She stated the City's cost was linked to a beach parking tax measure.

Community Services Director Bobbett presented the proposed budget details for the Community Services Department. He stated the proposed budget did not reflect the \$55,000 requested by the Arts Commission for a publicist and establishment of an Arts in Business Program. He stated an additional staff member not in the proposed budget would be necessary to implement those programs.

Councilmember Uhring discussed the Parks and Recreation Commission's request to consider possible uses for City properties. Community Services Director Bobbett discussed how plans to get community input were delayed by the Woolsey Fire and COVID-19 pandemic. He stated both the Parks and Recreation Commission and Malibu Arts Commission were looking at potential projects for those properties.

City Manager McClary stated more discussion about a community survey regarding use of City properties would be brought to the City Council.

Public Works Director DuBoux discussed 16 Capital Improvement Projects proposed for Fiscal Year 2022-2023 with a budget of \$33.3 million. He stated staff was looking into alternate funding sources for five projects, as well as the Civic Center Water Treatment Facility (CCWTF) Phase Two.

In response to Councilmember Uhring, Public Works Director DuBoux confirmed staff was working with the Regional Water Quality Control Board on an extension for the CCWTF.

Environmental Sustainability Director Bundy presented a report on the Environmental Sustainability Department (ESD) proposed budget and department restructuring.

In response to Councilmember Uhring, Environmental Sustainability Director Bundy stated Planning approved approximately 330 plans for Woolsey Fire rebuilds, and ESD issued 248 permits.

Councilmember Pierson stated other cities suffered more from the pandemic than Malibu. He expressed concern that appropriate adjustments were being made following changes implemented due to the pandemic to provide the services the community required.

City Manager McClary stated he and the Department Heads were confident the proposed plans were moving in the right direction but were not there yet. He stated the future workload may result in a need for addition of new positions at mid-year or in the next fiscal year budget.

Councilmember Pierson stated retention of current staff and bringing in experienced help were critical. He requested staff not wait to bring those needs to the Subcommittee and Council.

Environmental Sustainability Director Bundy thanked the Council for sympathizing with staff. She stated the ESD reorganization was just the first step.

Planning Director Mollica presented the report on the Planning Department's reorganization and proposed budget for Fiscal Year 2022-2023. He stated the community needed immediate answers while the City Council needed projections, which often competed for staff time and efficiency. He stated he was presenting a multiyear plan.

Interim Assistant City Manager/City Treasurer Quinto discussed the Subcommittee's recommendation to increase the proposed General Fund Grant Program budget to \$200,000 that would be considered at its Adjourned meeting on May 18, 2022. She continued the presentation of the Fiscal Year 2022-2023 proposed budget.

Merlin Clarke was not available at the time of the hearing.

Nick Shurgot was not available at the time of the hearing.

Councilmember Uhring thanked everyone for a clear presentation. He stated it was important that the plan in place was going to make a difference for the community.

Councilmember Pierson stated staff did a fantastic job in this process. He suggested the City target in the future updating the sound and projection equipment and technology at City Hall for events, including films.

Councilmember Uhring suggested a City Council Special meeting be scheduled to discuss staffing issues. He stated technology proposed by the Planning Department needed further discussion. He stated he was unsure if the proposed staffing changes would give residents the answers they wanted to hear.

Councilmember Pierson stated he would support an addition to the budget to achieve necessary staffing levels.

MOTION Councilmember Uhring moved, and Councilmember Pierson seconded a motion to recommend that the City Council: 1) discuss the Proposed Fiscal Year 2022-2023 Budget and Annual Work Plan at its May 23, 2022 public hearing to ensure it meets the needs of the community; and 2) consider a City Council Special meeting between May 23, 2022 and the final adoption of the Budget in June. The question was called, and the motion carried unanimously.

C. New Job Descriptions for Fiscal Year 2022-2023

Recommended Action: Provide a recommendation to the City Council related to five new job specifications: Information Systems Analyst; Public Safety Director; Senior Civil Engineer - Building and Safety; Principal Permit Technician; and Development Services Manager.

Interim Assistant City Manager/City Treasurer Quinto presented the report. She stated some of the positions were conversions.

Councilmember Pierson stated he had no issues with the positions proposed.

Councilmember Uhring asked how a position was offset by generated Plan Check fees. Interim Assistant City Manager/City Treasurer Quinto clarified that only positions in Planning and ESD were effected.

MOTION Councilmember Uhring moved, and Councilmember Pierson seconded a motion to recommend that the City Council approve five new job specifications: Information Systems Analyst; Public Safety Director; Senior Civil Engineer - Building and Safety; Principal Permit Technician; and Development Services Manager. The question was called, and the motion carried unanimously.

ADJOURNMENT


MOTION At 12:09 p.m., Councilmember Pierson adjourned the meeting.

Approved and adopted by the Administration and Finance Subcommittee of the City of Malibu on May 18, 2022.



MIKKE PIERSON, Councilmember

ATTEST:


MARYLINDEN, Executive Assistant