

MINUTES  
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE  
SPECIAL MEETING  
AUGUST 7, 2020  
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

Councilmember Mullen called the meeting to order at 11:01 a.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Pro Tem Skylar Peak and Councilmember Rick Mullen

ALSO PRESENT: City Manager Reva Feldman, Assistant City Manager Lisa Soghor; Finance Manager Renée Neermann; Planning Director Bonnie Blue; City Clerk Heather Glaser; Environmental Sustainability Director Yolanda Bundy; Community Services Director Jesse Bobbett; Media Technician Parker Davis; and Executive Assistant Mary Linden

APPROVAL OF AGENDA

MOTION Councilmember Peak moved and Councilmember Mullen seconded a motion to approve the agenda. The motion carried unanimously.

REPORT ON POSTING OF AGENDA

Executive Assistant Linden reported that the agenda for the meeting was properly posted on August 4, 2020.

ITEM 1 PRESENTATIONS

None.

ITEM 2 OLD BUSINESS

None.

ITEM 3 NEW BUSINESS

A. Approval of Minutes – June 29, 2020

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of June 29, 2020.

Patrick Schay indicated he would speak under Item No. 3.C.

Elizabeth Martinez was not present at the time of the hearing.

Christian Press was not present at the time of the hearing.

Joseph Jacques was not present at the time of the hearing.

MOTION Mayor Pro Tem Peak moved and Councilmember Mullen seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of June 29, 2020. The question was called and the motion carried unanimously.

B. Vacation and Sick Leave Cash-Out Provision

Recommended Action: Provide a recommendation to the City Council on the adoption of a revised Vacation and Sick Leave Cash-Out Provision.

Assistant City Manager Soghor presented the report.

Patrick Schay declined to speak.

Elizabeth Martinez was not present at the time of the hearing.

Christian Press was not present at the time of the hearing.

Joseph Jacques was not present at the time of the hearing.

MOTION Mayor Pro Tem Peak moved and Councilmember Mullen seconded a motion to recommend the City Council adopt the revised Vacation and Sick Leave Cash-Out Provision. The question was called and the motion carried unanimously

C. Review of Fiscal Year 2020-2021 Budget

Recommended Action: 1) Receive update on status of Fiscal Year 2020-2021 Budget; and 2) Provide direction to staff.

City Manager Feldman presented the report.

Jo Drummond discussed the View Preservation Permit Fee. She requested the fee be reduced.

Patrick Schay discussed his father's time working for the City. He requested the Council reconsider eliminating his position.

Elizabeth Martinez was not present at the time of the hearing.

Christian Press was not present at the time of the hearing.

Joseph Jacques was not present at the time of the hearing.

Mayor Pro Tem Peak stated he did not see a need to change the View Preservation Permit Fee at this time. He thanked Mr. Schay for his comments. He stated the City appreciates its longtime, loyal employees and all staff were very valuable.

Councilmember Mullen agreed with Mayor Pro Tem Peak about not changing fees. He noted that the City had already waived over \$5 million in rebuild fees. He asked if a severance package for eliminated positions could be considered.

Mayor Pro Tem Peak suggested the severance package could include a payment and/or time for extended health care coverage.

#### CONSENSUS

By consensus, the Subcommittee requested staff develop a draft severance package to be presented to the City Council.

City Manager Feldman stated a proposed severance package would be presented to the Council with the Subcommittee's recommendation on the Budget at the August 24, 2020 City Council Regular meeting. She discussed funding for law enforcement and public safety services.

Assistant City Manager Soghor discussed the impact of the COVID-19 pandemic on Community Services programming. She stated all major events in Fiscal Year 2020-2021 were cancelled. She stated the Senior Center would remain closed at least through the end of 2020. She stated virtual programming would be offered for all ages at a lower cost than in-person programs since it required fewer staff and contractors. She stated fewer environmental programs would be offered this year, but two positions would be retained to ensure the City's compliance with environmental regulations.

City Manager Feldman stated not all services related to homelessness had been funded. She discussed the status of the new Sheriff's substation being built in the Santa Monica College (SMC) campus project. In response to Councilmember Mullen, City Manager Feldman stated the project was funded by SMC bonds. She stated the project was behind schedule, but once completed, the City and County would fund the substation staffing. She stated public meetings to determine what the community wanted from the substation were postponed due to the pandemic.

In response to Councilmember Mullen, City Manager Feldman stated the substation staffing was not included in the Fiscal Year 2020-2021 budget. She suggested the Council could revisit the discussion at mid-year or in early 2021 when preparing the Fiscal Year 2021-2022 budget.

**MOTION** Mayor Pro Tem Peak moved and Councilmember Mullen seconded a motion to recommend the City Council approve the recommended budget adjustments and the Associate Civil Engineer-Building and Safety Division Job Specification to be added to the Authorized Positions for Fiscal Year 2020-2021. The question was called and the motion carried unanimously.

**ADJOURNMENT**


**CONSENSUS**

By consensus, the Subcommittee adjourned the meeting at 11:48 a.m.

Approved and adopted by the Administration and Finance Subcommittee of the City of Malibu on October 28, 2020.

  
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SKYLAR PEAK, Mayor Pro Tem

**ATTEST:**

  
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MARY LINDEN, Executive Assistant