



Council Agenda Report

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

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Reviewed by: Renée Neermann, Finance Manager

Approved by: Steve McClary, City Manager

Date prepared: June 5, 2024

Meeting date: June 24, 2024

Subject: Proposed Budget for Fiscal Year 2024-25

RECOMMENDED ACTION: 1) Adopt Resolution No. 24-31 adopting the Annual Budget for Fiscal Year (FY) 2024-25; 2) Adopt Resolution No. 24-32 establishing the Appropriations Limit for FY 2024-25; and 3) Adopt Resolution No. 24-33 approving the FY 2024-25 Authorized Positions, Salary Ranges and Class Specifications.

FISCAL IMPACT: The Proposed Budget totals \$85.90 million in revenue and \$99.02 million in expenses and includes General Fund revenue of \$61.79 million and General Fund expenditures of \$72.09 million.

The overall budget includes nearly \$17.11 million in one-time General Fund capital project expenditures from accumulated committed fund balances. This includes \$12.20 million in General Fund committed fund balances for capital and \$4.91 million for Disaster related capital.

Furthermore, the General Fund Undesignated revenues are \$59.43 million. The Undesignated Expenditures are \$60.23 million, but there are offsetting operating expenditure transfers-in of \$1.29 million, for operating expenditures totaling \$58.94 million. The resulting Operating Net Financial Impact is a positive \$492 thousand.

The City Staff presents a balanced budget each fiscal year. For FY 2024-25, the proposed budget is structurally balanced. The ongoing operating revenues of \$59.43 million exceed the ongoing operating expenditures of \$58.94 million.

General Fund Revenue/Expense	FY 2024-25
Total Revenue	\$61,788,422
Disaster Capital	(2,357,327)
Total Ongoing Revenue	59,431,095
Total Expenditures	72,089,775
CIP	(11,860,171)
Transfers net of Capital	(1,290,924)
Total Ongoing Expenditures	58,938,680
General Fund-Net Financial Impact	\$492,415

STRATEGIC PRIORITY: This item is part of the day-to-day operations identified in the Adopted FY 2023-24 Strategic Priority Project List.

DISCUSSION: On April 24, 2024, the City Council conducted a Budget Workshop and reviewed the Proposed Budget for FY 2024-25 and provided preliminary direction to staff. The Administration and Finance (A&F) Subcommittee met on May 2, 2024, and provided additional feedback and suggestions for the Proposed Budget for Council consideration. Subsequently, the Council deliberated and conducted the Budget Hearing on May 28, 2024.

The financial impact from the modifications to the FY 2024-25 Proposed Budget per Council Direction and other modifications are below.

Expenditure	Initial	Modification	Proposed
Malibu Community Lands (Vacant Property)	\$302,700	\$200,000	\$502,700
Speed Cameras (Public Safety)	16,564,554	200,000	16,764,554
Malibu Education Foundation (Grants)	787,832	315,000	1,102,832
LA Emergency Preparedness (Grants)	37,000	63,000	100,000
CA Skate Parks (Grants)		25,000	25,000
Expenditure Subtotal		\$803,000	

Capital	Initial	Modification	Proposed
9097-Bluffs Park S. Walkway	\$50,000	\$23,235	\$73,235
9090-Permanent Skate Park	1,051,007	1,448,993	2,500,000
9117-Equestrian Park Roof Replace	300,000	(300,000)	
CIP Subtotal		\$1,172,228	

Disaster Recovery Capital	Initial	Modification	Proposed
9204-Clover Heights Storm Drain	\$0	\$2,150,603	\$2,150,603
9216-Westward Beach Rd Shoulder	0	774,403	774,403
Disaster Recovery Capital Subtotal		\$2,925,006	

Council Recommendations:

- Malibu Community Lands, +\$200,000 – During the A&F meeting, the possibility of developing more parks in the City was discussed. This also broached into the ongoing Community Lands project, and the Subcommittee recommended setting aside some funding to continue the efforts. An appropriation of \$200,000 has been added to the Vacant Lands program in Professional Services for potential future design and development work.
- Speed Cameras, +\$200,000 – Recommended estimating the amount needed to acquire and install speed cameras should lobbying efforts at the State prove fruitful in changing legislation to allow cameras in Malibu and add it to the Proposed Budget. Also, pursue grant funding if possible.
 - Staff have added a rough estimate of \$50,000 for nine speed cameras and \$150,000, for Professional Services for a consultant to help develop a plan and impact report. A total change of \$200,000.
- Malibu Education Foundation (MEF), +\$315,000 – The initial seed funding for the first phase of MEF was \$353,100, and was provided to the Foundation in FY 2023-24. During the A&F meeting, the Subcommittee suggested that MEF submit their formal request for Phase II to the Council for consideration. The MEF is requesting \$265,000, for Phase II in FY 2024-25. In addition, they are coordinating with the schools who refrained from submitting requests as part of the General Fund Grant process so that they could be synchronized with MEF efforts; the school requests total \$50,000. The total additional General Fund Grant request is for \$315,000, identified in the City Council – Community Grants budget. Staff will return to Council with a Staff Report and Amendment to the Agreement for the additional funding.
- General Fund Grant Program – created a separate line item for the LA Emergency Preparedness Foundation (Community Brigade). The original A&F recommendation was \$37,000, but at the Budget Hearing the direction was provided to remove this amount and increase the isolated allocation to \$100,000, a net increase of \$63,000. Furthermore, the Council directed staff to add \$25,000, for the CA Skate Parks in the Grants Program. The net result of all changes is a reduction of the \$200,000 Grant Program to \$188,000, and an additional line item of \$100,000.

Other Modifications since April 24, 2024:

- CIP, +\$1,172,228 - Three projects that are being adjusted from what was originally displayed are the Bluffs Park South Walkway (CIP 9097), the Permanent Skate Park (CIP 9090), and Equestrian Park Roof Replacement (CIP 9117).

- The Bluffs Park South Walkway is a minor change increasing from an estimated \$50,000, expenditure budget to a firmer \$73,235; and TDA funding of \$33,800 was reduced to \$10,730, having an inverse impact on the General Fund for the project, increasing the General Fund Source of Funds from \$39,435, to \$62,505.
 - The Permanent Skatepark was originally displayed at \$1.05 million as a rough estimate on the project spend next year, but staff now believe that the vast majority of the project should be completed in FY 2024-25, so the budget is now displaying \$2.5 million.
 - The Equestrian Park Roof Replacement is being explored for other options and working with SMMUSD for reestablishing management. For the time being, staff have recommended the removal of this project from the planned CIP list, but could return at Mid-Year if there is more certainty on next steps. This results in a reduction of \$300,000, to the FY 2024-25 CIP.
- Disaster Recovery Capital, +\$2,925,006 – Two projects are being adjusted based on expected timelines for completion. Clover Heights Storm Drain Improvements (CIP 9204), +\$2,150,603; and Westward Beach Road Shoulder Repairs (CIP 9216), +\$774,403. The funding for these projects are already identified through disaster recovery funds. The original version of the proposed budget had no planned expenditures, but the project should be able to be completed in the next fiscal year. revised amounts are as follows:
 - Community Development Department, Director (see discussion in more detail at the end of this report) – One of the Development Services Review study recommendations is to create a Community Development Department (encompassed mainly in the Study Recommendations: 13, 14, 15). The starting place for creating the department is with a new Director position. The current budget already has the necessary funds to cover the cost, currently identified in the Planning Department budget as a placeholder location. The added Director will be an addition of 1.0 FTE. The creation of a new department will take time and is not intended to occur immediately in the new fiscal year. The Director will play an integral role in building out the department, and staff will work through the Development Services Review study to identify the proper organizational structure and relationship of the positions to ensure a strong and effective Department. The final iteration of the Proposed Budget will include the Job Description for the Director.
 - FY 2023-24 Third Quarter (Q3) Estimates - Staff have updated the FY 2023-24 Estimated by reviewing the budget and projections as of the 3rd Quarter, for the period ending March 31, 2024. These projections have been included in the Estimated columns and fund balances. The FY 2023-24 Q3 report will be provided to A&F and the Council at future meetings.

- Proposition A Funds (FY 2023-24) - Included in the Q3 projections are modifications to “Prop A” funds. The City has Prop A funds that could potentially lapse if we do not use them. This is due to the low level of transportation programming and known demand in the City. While the City offers Dial-a-Ride and Community Transportation programming, the anticipated expenditures from these funds are only \$196,500 in FY 2024-25, with a fund balance of \$1.07 million at the budget workshop. To not lose these Prop A funds, the City is able to exchange the funds to another city at a discount. The City approved exchanging the funds at \$0.73 on the dollar, and the subsequent sale results in General Fund dollars. The City will exchange about \$450,000 from the Prop A Fund Balance and will receive an estimated \$328,500 in General Fund in return. This is displayed in the FY 2023-24 Estimated and in the Fund Balance at June 30, 2024, with a net financial impact of -\$121,500, to the Fund Balance on All Funds.

	FY 2023-24	April 24, 2024	Modification
Revenue	3602 Prop A Funds Exchange	-	\$328,500
Expense	3009 Prop A Funds Exchange	-	(450,000)
Net Financial Impact			(\$121,500)

Other Council Recommendations:

- Facility Use Rental Rates – Review the level that facility use rates are set at (e.g. parks) to identify the amounts that the market will bear. Staff will need to conduct more research and can include any changes in the Fee Schedule when it returns in early FY 2024-25.
- Wi-Fi at the Parks – Consider options for expanding free public Wi-Fi at all parks. Look to possible grant funds and State initiatives that may help fund the effort. Also, consider satellite-based internet options. This project will likely be a significant focus and will eventually need to be considered in coordination with the Strategic Workplan.
- CIP: Dog Park at Las Flores – Begin exploring feasibility of a dog park in Las Flores Park and add to the CIP if it’s possible. Staff reviewed and identified that this recommendation was studied in 2021 with a special Parks and Recreation Commission Meeting occurring February 17, 2021. The consensus of the Commission was to review other locations that would be more suitable for a dog park (e.g. vacant City property) because the size, environmentally sensitive area, and parking limitations of Las Flores would not make it conducive to a dog park.
- Skate Park Naming Rights – A suggestion was made that fundraising and naming rights (donation) be considered as a possible funding option. Staff will need to

review this topic and return to Council with a separate Staff Report for deliberation and direction.

- Vacant Land Debt Schedule – Request to provide a summary of the outstanding debt on the vacant lands. Staff will provide a memo to Council summarizing the outstanding debt.
- Reserve Fund Policy – The Council requested that a draft policy be provided for consideration regarding Fund Balances. Staff will draft a policy and return at a future meeting for Council consideration.
- Bluffs Park Snack Shack – Council requested that staff look at potentially increasing the FY 2024-25 CIP budget. After closer analysis, the project is still in the review phase and a total project cost is not yet known. The existing proposed budget of \$200,000, covers the initial phase of the project of design services.

Background

The FY 2024-25 Proposed Budget is recommended for the Council's adoption. The budget, as always, is a point-in-time projection of what will occur in the upcoming year.

The General Fund is structurally balanced with ongoing revenues of \$59.43 million exceeding ongoing expenditures of \$58.94 million. The General Fund Undesignated Reserve at July 1, 2024, is estimated at \$73.37 million, and a projected ending balance of \$69.45 million at June 30, 2025. The projected ending balance is 115.3% of the FY 2024-25 General Fund Program Expenditures of \$60.23 million. This exceeds the City's goal of maintaining a minimum of 50% of the budgeted expenditures in reserves (Council Policy #3) and exceeds the 65% goal necessary to retain the highest credit rating for the City (per the City's underwriter). In addition, there is \$6.5 million in Fund Balance designated for contingencies. The total projected General Fund balance (including Designated and Undesignated Reserves) at June 30, 2025, is \$83.04 million. These reserves are detailed on the Schedule of Fund Balances page of the budget.

The Special Revenue Funds total \$18.44 million in revenue and expenditures total \$3.84 million. Transfers of \$13.12 million to other funds will leave a projected reserve of \$16.10 million at FY 2024-25 year-end.

Revenue to the Legacy Park Project Fund totals \$1.92 million and expenditures total \$2.05 million, leaving a projected Fund Balance at June 30, 2025, of approximately \$751,000.

The totals for all funds are \$85.90 million in revenue and \$99.02 million in expenditures. Staff are working on implementing a new budget system and intend on building out a modern online budget. The goal is that the new structure will be clearer and more

transparent. Unfortunately, due to staffing turnover in the Finance Division, the project has been delayed. Nevertheless, the initiative has been ongoing, and the intent is to build the system out to completion for future budget cycles.

General Fund Revenue

As is prudent practice, the Proposed Budget includes realistic yet conservative revenue growth estimates. The City's major General Fund revenue sources are Property Tax, Transient Occupancy Tax, and Sales and Use Tax.

- Property Taxes are budgeted at \$19.5 million. Secured Property Taxes and Property Tax In-Lieu are displaying a growth of 5.5% over the FY 2023-24 Estimated to close amount. Historically, Malibu has averaged over 6.0% growth in property taxes year-over-year for the past 10 years.
- Transient Occupancy Tax (TOT) – Hotels and Motels – is budgeted to remain flat from prior year actuals and current year estimated at about \$3.7 million. The City currently collects TOT from six hotel/motel properties and one RV Park. The City's TOT rate is 15%.
- Transient Occupancy Tax (TOT) – Private Rentals - is budgeted at the same level as the FY 2023-24 Estimated budget of \$5.8 million. For the time being, it appears that about \$6.0 million is where TOT for Hotels and Motels has settled post-pandemic.
- Sales and Use Tax – is budgeted at \$8.9 million, a growth of \$2.5 million over FY 2022-23 Actuals and \$500,000 over FY 2023-24 Amended. The growth is due to the Transactions and Use Tax (TUT) ½ cent increase approved in November 2022. The proceeds are currently exceeding original expectations of \$3.0 million per year, with a FY 2024-25 forecasted amount of \$3.6 million. Of concern, the Taxpayer Protection and Government Accountability Act is an initiative proposed for the November 2024 Ballot that could, if approved in its current form by voters, retroactively remove all voter approved tax increases since January 1, 2022, which could eliminate the projected \$3.6 million in TUT revenue.

Special Revenue Funds

The Special Revenue Funds total \$18.4 million. The funds are mostly budgeted to remain flat in the next fiscal year. Of the more significant funds, Gas Tax revenue is budgeted at \$307,000. Gas Tax revenues are based, in part, on projected fuel costs and sales, and fuels prices are projected to remain near current levels. Traffic Safety revenue is projected next year at \$239,000. Proposition A revenue is projected at \$454,000, which is a \$116,000 increase over the current year. Proposition C revenue is projected at \$303,000. The City is projected to receive \$465,000 from Measure W – the Los Angeles County Safe Clean Water Act. This funding can be used for stormwater-related projects and

maintenance. Revenue from the three Landslide Maintenance Districts, the Carbon Beach Undergrounding Community Facilities District, and the Broad Beach Undergrounding Assessment District, are also budgeted in Special Revenue funds. Revenue from the Landslide Maintenance Districts is used for operations and maintenance. Revenue from the other special districts is used to pay debt service and associated administrative costs.

The Special Revenue Fund also includes a projected \$3.15 million for Phase One Assessment District of the Civic Center Water Treatment Facility. Staff are still working through issues that have put the project on pause but anticipate that it will pick back up in FY 2024-25.

Legacy Park Project Fund

The Legacy Park Project Fund reflects revenues and expenditures associated with the City's three commercial properties, Legacy Park, and clean water projects. The Proposed Budget includes \$1.6 million of base rental income from three commercial properties. Revenue is used for debt service associated with the Legacy Park acquisition, operations and maintenance of Legacy Park, and other high priority clean water expenses.

Expenditures

The FY 2024-25 Proposed Budget is \$99.02 million for All Funds, this is an increase of \$1.2 million from the Current FY 2023-24 Amended Budget primarily due to increases in Special Revenue Grants Funds for capital expenditures.

The Proposed Budget includes implementation of the recent Classification and Compensation Study (Class and Comp) and a net increase of 4.59 full-time equivalents (FTE) as detailed in the department sections. Overall, salaries and benefits are decreasing nearly \$584,000 from the current year. This is mostly due to modifying the method of budgeting vacancies from a full year to six months to account for the fact the vacancies take time to fill, and often new positions become vacant throughout the year. This change should result in more accurate representation of the budget and how the year progresses and ends in actuals compared to the adopted budget.

Internal Service Fund allocations for Information Technology (IT) and Vehicles are assigned by department. The Proposed Budget includes an IT allocation of all overhead costs per FTE in each Department, resulting in \$11,198 per user. The Fleet charges are based on an estimate of about \$150,000 in costs for 25 vehicles, or \$6,000 per assigned vehicle.

The City's CalPERS contribution rate for FY 2024-25 will be 20.31% of payroll for Classic Employees (hired prior to 2013) and 8.18% of payroll for Public Employee's Pension Reform Act (PEPRA) Employees (hired after 2013). In FY 2023-24, the City's contribution rate for Classic Employees was 20.26% and 8.00% for PEPRA Employees. Currently the

City has approximately 36 Classic Employees and 49 PEPRA Employees. Part-Time Employees and Interns do not participate in CalPERS.

The City is also responsible for Other Post Employment Benefits (OPEB), which includes retiree health insurance. In 2009, the City began contributing to a Prefunding Program through CalPERS to address the City’s unfunded OPEB liability.

Disaster Impact

The impacts of the 2018 Woolsey Fire are winding down. The budget includes \$4.9 million in expenditures for any additional rebuild expenses. The Council extended the rebuild deadline for applications to November 8, 2024. To date, 360 applications have been approved by Planning, 286 permits issued, and 178 rebuilds completed.

The City received a \$13.6 million settlement for the Woolsey Fire from Southern California Edison (SCE) and \$4.2 million in escrow settlement funds, a total of \$17.8 million. The settlement funds have a projected remaining balance at June 30, 2025, of \$5.8 million.

Significant capital expenditures remain outstanding for repair and restoration projects necessary after recent storms. These infrastructure and facility repair costs are detailed separately in Fund 102 – Woolsey Fire & Storm Response Capital Improvement Projects. The total amount in the projects is \$4.9 million in expenditures for FY 2024-25. For previous years, additional expenditures were as follows: \$792,000 projected in FY 2023-24, \$1.2 million in FY 2022-23, \$828,000 FY 2021-22; \$1.7 million in FY 2020-21; \$1.0 million in FY 2019-20; and, \$3.0 million in FY 2018-19.

A large share of these capital expenses will be covered by FEMA, CalOES and the City’s insurance policy with CJPIA. In past disasters, these agencies have taken years to reimburse the City for these costs. To date, the City has received \$6.1 million in reimbursements. Staff is projecting that an additional \$783 thousand in reimbursement will be received in FY 2023-24. The disaster-related projects for FY 2024-25 include:

Project Name	FY 2024-25 Proposed
Clover Heights Storm Drain Improvements	\$2,150,603
Latigo Canyon Road and Retaining Wall	900,000
Trancas Canyon Park Improvements	1,089,001
Westward Beach Road Shoulder Repairs	774,403
Total	\$4,914,007

Department Overviews

All departments have Salary and Benefit (S&B) increases of 3.4% for Cost-of-Living Adjustment (COLA) as well as the Class and Comp recommendations. All vacancies are now being budgeted at half a year to estimate that positions take time to fill, and other vacancies will pop-up throughout the year. This change has resulted in some departments' budgets remaining flat or decreasing from the current year's amended budget.

Management and Administration

In FY 2024-25, the Management and Administration Department budget remains relatively flat with a decrease of \$135,000.

- **Media Operations:** The budget is decreasing by \$164,000, primarily due to staffing changes. A vacant Media Analyst position is being relocated to Information Systems as an Information Technician to assist the City's overall IT needs while still supporting media technology and equipment.
- **City Manager:** The budget is increasing by about \$100,000, due to the addition of a Management Analyst (MA) position. The MA will be a generalist that can support internal operations and special projects of the City. MAs can also jump into departments to assist with project management and analyze efficiencies, while also growing into the future leaders of the organization.
- **Non-Departmental:** The budget displays a decrease of \$625,000, and this is simply due to a placeholder of \$764,000, that was put in the FY 2023-24 Budget for unknown impacts that may have resulted from the Class and Comp Study. These impacts have now been absorbed in the FY 2024-25 Proposed Budget.
- **City Hall Operations:** An increase of \$190,000, is due to necessary leasehold improvements that include replacing the carpet, general repairs, and replacing a fire suppression system in the server room with a gas-based suppression system.
- **Vacant Properties:** An increase of \$200,000, is the addition of appropriation for potential additional professional services related to design and development of the City's Malibu Community Lands project.

City Clerk

The City Clerk Department is displaying an increase of \$141,000, due to the election in November 2024 and a fully staffed department along with planned temporary assistance for ongoing projects with addition of a 0.5 FTE Deputy City Clerk.

Public Safety

The Public Safety Department budget is decreasing from the FY 2023-24 Amended Budget by \$169,000. The FY 2023-24 Budget was heavily loaded with increases due to the anticipated opening of the Sheriff Substation. Due to Sheriff staffing constraints, the Substation has yet to open, and it is not anticipated that the staffing issues will resolve

themselves anytime soon. Nevertheless, there are offsetting increases in California Highway Patrol contract costs that are providing services on Pacific Coast Highway. Additionally, the Public Safety Department is adding an Administrative Assistant, 1.0 FTE. Furthermore, based on direction from the Council and A&F, additional funds of \$200,000, have been added to the budget since April 24, 2024, as a placeholder for Speed Cameras.

Community Services

The Community Services budget will experience an overall reduction of \$271,000, across all Divisions. This is primarily due to S&B decreases in General Recreation from one-time increases in the current FY 2023-24 Amended Budget that were anticipated when modifying some positions from Part-Time Temporary to Part-Time Regular, as well as the one-time equipment expenditure of \$120,000, for a new pool office trailer. An offset is the addition of 1.0 FTE, Maintenance Technician, in Park Maintenance.

Environmental Sustainability

The proposed budget increases by \$667,000, across all divisions. The increase is driven by \$500,000, for Exterior Elevated Elements (E3) program costs. Nevertheless, these costs should be fully offset by the accompanying related fees. The Department is anticipating 800 zoned properties needing an assessment report.

Planning

The Planning Department budget remains relatively flat going into the next fiscal year. The Department will continue to balance the need for consultants while focusing on filling vacancies. The goal is to slowly reduce the dependence on consultant support to a normalized level.

Public Works

The budget for Public Works has a net decrease of \$667,000, overall. The decreases are driven by Fleet Operations, -\$240,000, and Engineering, -\$311,000, simply from purchasing less vehicles in the upcoming fiscal year as compared to the current, and general reductions in projects needing professional engineering services.

Capital Projects

The Proposed Budget for FY 2024-25 includes a Capital Improvement Plan (CIP) that intends to address as many projects as possible. The CIP budget totals \$24.45 million for FY 2024-25. Note that staff are still reviewing the CIP needs for the upcoming year so the presentation of projects in this report are not yet firm and are subject to change.

Project Name	FY 2024-25 Proposed
Annual Street Overlay	\$ 1,300,000
Big Rock Drive and Tuna Canyon Resurfacing	675,000
PCH Median Improvements	85,000
Malibu Community Labor Exchange Trailer	55,485
PCH Signal Synchronization System	8,600,000
Civic Center Water Treatment Facility-Phase Two	54,877
City Hall Solar Power Project	3,800,000
Permanent Skate Park	2,500,000
Malibu Bluffs Park South Walkway	73,235
Trancas Canyon Park Playground Resurfacing	14,612
PCH at Trancas Canyon Road Right Turn Lane	513,587
PCH Crosswalk - Big Rock Dr./20326 PCH	200,000
PCH Median - Paradise Cove/Zuma Beach	1,000,000
Kanan Dume Biofilter	580,000
City Traffic Signals Backup Power	20,000
Harbor Vista Curb Return Modifications	100,000
PCH at Las Flores and Rambla Pacifico Intersection	160,000
Encinal Canyon 60-inch Storm Drain Repairs	900,000
Citywide Asphalt Concrete Berms Repairs	300,000
Bluffs and Equestrian Park Roof Replacement	400,000
PCH Pedestrian Undercrossing at Malibu Seafood	200,000
Stuart Ranch Road Walkway	400,000
Legacy Park Arbors Renovations	150,000
Las Flores Storm Drain Repair	300,000
Point Dume Storm Drain Improvements - Phase 1	395,000
Charmlee Park Nature Center Renovations	500,000
Legacy Park Irrigation Improvements	225,000
Malibu Bluffs Park Snack Shack/Storage Building	200,000
Land Management System	750,000
Total	\$ 24,451,796

Much of the funding for capital projects comes from outside funding sources and grants.

Funding for the Permanent Skate Park comes from two sources: the Case/Crummer Designated Reserve in the amount of \$282,486, and additional funding from the General Fund Reserve in the amount of \$2,217,514. However, should the Council give direction to Staff to pursue fundraising efforts for the new Park, the amount of funds from the GF reserve to the project could be reduced.

Pursuant to the City's budgeting policies, unspent capital project funds will be rolled over each year until the project is completed.

Of the total \$24.45 million of capital expenditures, \$12.3 million is being funded from grants/state funds and \$0.3 million from the Case/Crummer Designated Reserve. There are \$11.9 million in capital projects being funded from the General Fund.

Personnel

The Proposed Budget provides for 119.78 full-time equivalent (FTE) positions comprised of 107.50 full-time employees and 12.28 FTEs working as part-time employees (See Appendices "Proposed Authorized Positions" page 145). The FTE count does not include the 5.00 City Councilmembers.

Pending review and approval by the City Council, the following positions have been added in the Proposed Budget, as noted in the above department discussions, an additional 4.59 FTE as part of the 119.78 FTE total:

- 1.0 Management Analyst, City Manager
- 0.5 Deputy City Clerk, City Clerk
- 1.0 Administrative Assistant, Public Safety
- 0.5 Senior Permit Services Technician, Environmental Sustainability
- 1.0 Maintenance Technician, Community Services
- 0.59 Part-Time Employees in Community Services
- 1.0 Community Development Director

The City typically provides an annual Cost of Living Adjustment (COLA) to employees. The adjustment is derived from the Consumer Price Index (CPI) using an annual percentage from February. The percentage change of the CPI in February 2024 was 3.4%. The Proposed Budget for FY 2024-25 includes this COLA. The financial impact of the COLA is approximately \$440,000.

During the current fiscal year, a Class and Comp Study was conducted. The results of the study were presented to Council on April 8, 2024. As a result of the study, the following classification changes are included with the Proposed Budget:

Title Change Recommendations	
<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Accounting Clerk	Accounting Assistant
Administrative Analyst	Management Analyst
Assistant Civil Engineer	Assistant Engineer
Environmental Programs Coordinator	Environmental Compliance Coordinator
Media Analyst	Media & Technology Systems Specialist
Media Technician	Media Production Technician
Principal Permit Services Technician	Supervising Permit Services Technician
Public Safety Liaison	Public Safety Coordinator
Senior Maintenance Worker	Senior Maintenance Technician
Senior Park Maintenance Worker	Senior Maintenance Technician

Reclassification Recommendations	
<u>Current Classification Title</u>	<u>Proposed Classification Title</u>
Administrative Analyst	Senior Management Analyst
Finance Manager	Financial Controller
Office Assistant	Senior Office Assistant
Senior Civil Engineer	Senior Plan Check Engineer

<u>New Classification Titles</u>
Plan Check Engineer
Senior Plan Check Engineer
Management Specialist
Public Information Officer

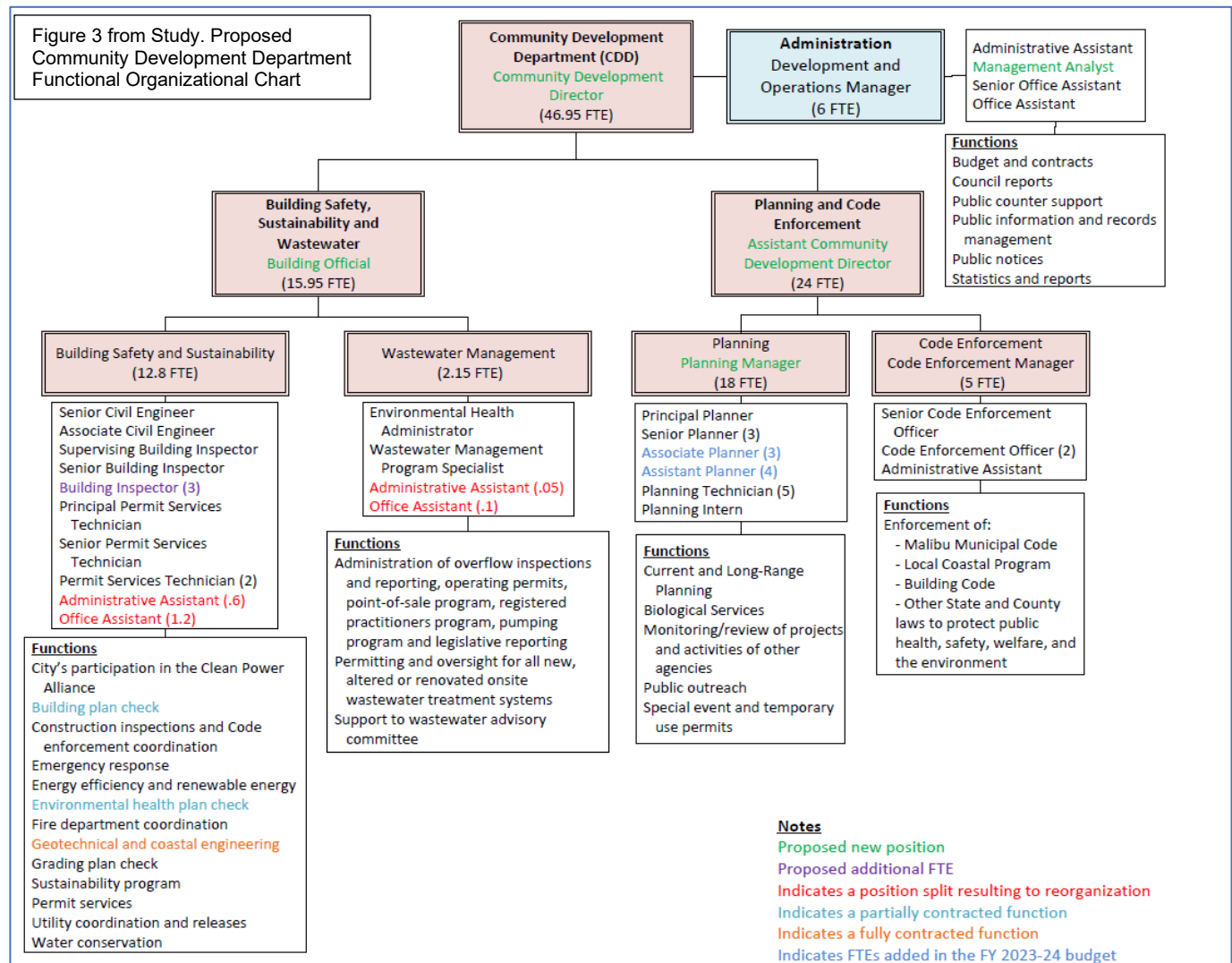
The Compensation portion of the study resulted in a new compensation structure that associates classifications to ranges that are competitive in the marketplace and has appropriate internal relationships so there are no compaction issues with staff and supervisors. The new ranges are included in Appendix “Proposed Salary Schedule” on page 148. The estimated fiscal impact of fully instituting the Compensation plan is approximately \$500,000.

While the COLA and new compensation plan have increased expenditures, the modified method of budgeting vacancies has reduced the overall compensation expenditures. Thus, overall S&B impacts of the COLA and Class and Comp are fully absorbed and net neutral in the Proposed Budget.

Community Development Department

The recommendation for development of a Community Development Department is derived from the Development Services Review study (Study) conducted by Baker Tilly and reported to Council, Item 6A, on August 28, 2023 (see that report for more detail).

Creating a consolidated department would strengthen the operating capacity of the related functions and provide more cohesive leadership. The structure would also improve the City's ability to process and regulate its development-related functions, and have greater capacity to be proactive in addressing local challenges. It places the core development services within one organizational structure for more seamless processes by establishing consistent practices for project review, turnaround times, and communication with customers. A single Community Development Department aligns the related development services functions that is more in-line with industry best practices, and how other similar sized cities are organized. The proposed org chart from the Study is depicted below.



The creation of the Department begins with hiring a Director to help lead the initiation and build out the organization. The position is included in the Proposed Budget. In addition, the City Manager will be reviewing the suggested organizational structure and analyze the positions needed within the City's new Salary Schedule. The City Manager will plan on returning to the Council with an update on the additional positions or positions that will be re-titled. The main changes will be at the leadership levels, while existing staff positions and functions should remain the same under revised functional groups and divisions.

One area of note, the Study recommended moving the Clean Water Program and Solid Waste Management in Public Works. This will need to be considered at a later date, and is not being recommended by the City Manager at this time.

General Fund Grant Applications

The Proposed Budget includes \$200,000 for the General Fund Grant program which is consistent with the prior fiscal years. The application deadline for General Fund Grants was March 29. The City received 24 grant applications totaling \$575,275. A list of the grant applications is provided in Appendix “General Fund Grant Applications” on page 151. The A&F Subcommittee reviewed all applications on May 20, 2024, and made a recommendation to the City Council. The City Council modified the recommendation at the Budget Hearing on May 28, 2024, to the following General Fund Grant awards:

Organization	Recommended
Adamson House Foundation	\$10,000
Aurelia Foundation	2,000
Beach Ecology Coalition	1,000
Big Heart Ranch	2,500
Boys and Girls Club Malibu	50,000
California State Parks	25,000
California Wildlife Center	10,000
Cancer Support Community LA	1,000
Cavallo Foundation	8,500
Children's Lifesaving Foundation	2,500
Emily Shane Foundation	5,500
Esperance Center	1,500
Gan Malibu	4,000
Hand in Hand	4,000
Malibu Community Labor Exchange	7,500
Malibu Foundation	10,000
Malibu Friends of Music	5,000
Malibu Monarch Project	3,500
Malibu Scouts Pack 224	1,500
Malibu Search and Rescue	15,000
Meals on Wheels West	2,000
Poison Free Malibu	6,000
Shalom Institute	10,000
Total	\$188,000

The City Council also awarded the following grant funds separately:

- LA Emergency Preparedness Foundation (Community Brigade), \$100,000
- Malibu Education Foundation, \$315,000

Strategic Work Plan

The City Council adopted the FY 2023-24 Strategic Work Plan on September 27, 2023. The initial six-month follow-up workshop was presented on March 20, 2024, and updates to the Work Plan are being developed by staff. The updated Work Plan will be presented to the City Council at a future date.

Gann Limit

Article XIII B of the California State Constitution, commonly referred to as the Gann Appropriations Limit, was adopted in 1979 and placed limits on the amount of proceeds of taxes that State and local agencies can appropriate and spend each year. The Gann Appropriations Limit was modified by Proposition 98 in 1988 and Proposition 111 in 1990.

The limit is different for each agency and changes each year. The annual limit is based on the amount of tax proceeds that were authorized to be spent in Fiscal Year 1978-1979, modified for changes in inflation and population. Inflationary adjustments are based on increases in the California per capita income or the increase in non-residential assessed valuation due to new construction. An adjustment is also made based on changes in Malibu's population. The State Department of Finance provides the population growth factor for both the City and the County, and the City can calculate the appropriations limit using the higher of the two factors.

For FY 2024-25, the population growth factor for the County of Los Angeles is +0.05% and the population growth factor for the City of Malibu is -0.18%; therefore, the appropriations limit will be based on the County's factor. The California per capita personal income growth factor is 3.62%, as provided by the State Department of Finance.

The estimated tax proceeds appropriated by the City Council are under the limit. The Appropriations Limit for FY 2024-25 is \$34,685,542. This is the maximum amount of tax proceeds the City is able to appropriate and spend in FY 2024-25. The net proceeds subject to the Appropriations limit is \$27,513,599. The City is under the Limit, or remaining appropriation capacity, by \$7,171,943.

The Proposed Budget includes a total of \$44,986,455 of proceeds subject to the Appropriations Limit and \$35,575,116 of proceeds not subject to the Appropriations Limit. The appropriations subject to the Limit is reduced for eligible exclusions of \$17,472,856, netting \$27,513,599.

Section 7910 of the State Government Code requires a governing body to annually adopt, by resolution, an appropriations limit for the upcoming fiscal year. Resolution No. 24-32 establishes the Appropriations Limit of \$34,685,542 for FY 2024-25.

ATTACHMENTS:

1. FY 2024-25 Proposed Budget
2. Resolution No. 24-31 adopting the Annual Budget for Fiscal Year 2024-25
3. Resolution No. 24-32 establishing the Appropriations Limit for Fiscal Year 2024-25
4. Resolution No. 24-33 approving the Fiscal Year 2024-25 Authorized Positions, Salary Ranges, and Class Specifications.

City of Malibu, California

Proposed Budget

Fiscal Year 2024-2025



City Officials

Steve Uhring, Mayor
Doug Stewart, Mayor Pro Tem
Paul Grisanti, Councilmember
Marianne Riggins, Councilmember
Bruce Silverstein, Councilmember

Steven McClary, City Manager
Joseph Toney, Assistant City Manager
Alexis Brown, Deputy City Manager
Trevor Rusin, Interim City Attorney
Yolanda Bundy, Environmental Sustainability Director
Rob DuBoux, Public Works Director
Susan Dueñas, Public Safety Director
Richard Mollica, Planning Director
Kelsey Pettijohn, City Clerk
Kristin Riesgo, Community Services Director

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CITY OF MALIBU
PROPOSED BUDGET
Fiscal Year 2024-25

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CITY OF MALIBU
PROPOSED BUDGET
Fiscal Year 2024-25

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SUMMARIES



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SCHEDULE OF FUND BALANCES FY 2024-25

Fund	Fund Balance July 1, 2024 (Projected)	Proposed Revenues	Proposed Expenditures	Transfers In/(Out)	Fund Balance June 30, 2025 (Projected)
General Fund - Undesignated	73,374,262	59,431,095	60,229,604	(3,129,261)	69,446,492
General Fund - Designated for Contingencies	6,500,000	-	-	-	6,500,000
General Fund - SCE Settlement Woolsey Fire	6,710,988	-	-	(886,877)	5,824,111
General Fund - Capital Improvement Projects	8,138,335	-	11,860,171	3,721,836	-
Designated for Deferred Maintenance - City Facilities	955,410	-	-	(445,500)	509,910
Designated for Case/Crummer Parcel	282,486	-	-	(282,486)	-
Designated for Water Quality Settlement	51,142	-	-	-	51,142
Designated for Housing Element	129,140	-	-	(65,000)	64,140
Designated for City Facilities - La Paz	500,000	-	-	-	500,000
Designated for Disaster Capital Projects	1,088,461	2,357,327	-	(3,299,205)	146,583
Designated for American Rescue Plan	-	-	-	-	-
Total General Fund (*)	\$ 97,730,224	\$ 61,788,422	\$ 72,089,775	\$ (4,386,493)	\$ 83,042,378
Gas Tax Fund	149,458	306,789	-	(225,000)	231,247
Traffic Safety Fund	246,638	239,000	-	(200,000)	285,638
Proposition A Fund	787,478	453,667	196,500	-	1,044,645
Proposition C Fund	320,201	303,248	-	(290,000)	333,449
Measure R Fund	240,875	227,936	-	(220,000)	248,811
Air Quality Management Fund	189,979	39,000	-	(20,000)	208,979
Solid Waste Management Fund	370,180	221,150	221,150	-	370,180
Parkland Development Fund	207,742	46,000	-	-	253,742
Art in Public Places Fund	42,719	6,000	-	-	48,719
Quimby Fund	4,585	1,000	-	-	5,585
COPS (Brulte) Grant Fund	-	175,000	175,000	-	-
Measure M Fund	502,118	275,461	-	(390,000)	387,579
Road Maintenance and Rehabilitation Fund	659,303	354,109	-	(280,000)	733,412
Community Development Block Grant	(35,100)	65,276	9,791	(55,485)	(35,100)
Measure W LA County Stormwater	762,648	465,000	-	(640,000)	587,648
Grants Fund	-	10,792,387	-	(10,769,317)	23,070
Civic Center Water Treatment Facility Phase One AD	8,363,502	3,150,519	2,321,017	-	9,193,004
Civic Center Water Treatment Facility Phase Two	699,874	341,000	-	(29,337)	1,011,537
Big Rock Mesa LMD Fund	125,465	387,837	372,425	-	140,877
Malibu Road LMD Fund	49,020	75,238	84,400	-	39,858
Calle Del Barco LMD Fund	109,219	99,673	84,040	-	124,852
Carbon Beach Undergrounding CFD Fund	530,054	259,507	234,350	-	555,211
Broad Beach Assessment District	289,195	158,583	140,521	-	307,257
Total Special Revenue Funds	\$ 14,615,153	\$ 18,443,380	\$ 3,839,193	\$ (13,119,139)	\$ 16,100,201
Capital Improvements Fund	-	-	12,591,625	12,591,625	-
Capital Improvements Fund - Disaster Projects	-	-	4,914,007	4,914,007	-
Capital Improvements Fund	\$ -	\$ -	\$ 17,505,632	\$ 17,505,632	\$ -
Legacy Park Project Fund	887,573	1,916,378	2,052,864	-	751,087
Total Legacy Fund	\$ 887,573	\$ 1,916,378	\$ 2,052,864	\$ -	\$ 751,087
Civic Center Water Treatment Facility	601,218	2,324,000	2,205,455	-	719,763
Total Civic Center Water Treatment Facility	\$ 601,218	\$ 2,324,000	\$ 2,205,455	\$ -	\$ 719,763
Vehicle Fund	(17,156)	179,000	86,000	-	75,844
Information Technology Fund	82,540	1,244,336	1,243,336	-	83,540
Total Internal Service Funds	\$ 65,384	\$ 1,423,336	\$ 1,329,336	\$ -	\$ 159,384
Total All Funds	\$ 113,899,552	\$ 85,895,516	\$ 99,022,255	\$ -	\$ 100,772,813

SCHEDULE OF TRANSFERS 2024-25

Fund	Transfers		Description	Fund/ Program
	In	(Out)		
<u>GENERAL FUND - CIP:</u>				
General Fund - Undesignated		(727,925)		
General Fund - Capital Improvement Projects		(11,834,631)		
General Fund - Designated Case Crummer		(282,486)		
General Fund - Escrow & SCE Settlement Woolsey Fire		(886,877)		
General Fund - Disaster Response		(3,299,205)		
Capital Improvements	425,000		Annual Street Overlay	310-9002
Capital Improvements	3,800,000		City Hall Solar Power Project	310-9078
Capital Improvements	2,500,000		Permanent Skate Park	310-9090
Capital Improvements	62,505		Malibu Bluffs Park South Walkway	310-9097
Capital Improvements	14,612		Trancas Canyon Park Playground Resurfacing	310-9098
Capital Improvements	20,000		City Traffic Signals Backup Power	310-9105
Capital Improvements	100,000		Harbor Vista Curb Return Modifications	310-9108
Capital Improvements	900,000		Encinal Canyon 60-inch Storm Drain Repairs	310-9110
Capital Improvements	300,000		Citywide Asphalt Concrete Berm Repairs	310-9111
Capital Improvements	400,000		Bluffs Park Roof Replacement	310-9112
Capital Improvements	675,000		Big Rock Drive and Tuna Canyon Resurfacing	310-9115
Capital Improvements	400,000		Stuart Ranch Road Walkway	310-9116
Capital Improvements	150,000		Legacy Park Arbors Renovations	310-9118
Capital Improvements	300,000		Las Flores Storm Drain Repair	310-9119
Capital Improvements	395,000		Point Dume Storm Drain Improvements - Ph 1	310-9120
Capital Improvements	500,000		Charmlee Park Nature Center Renovations	310-9121
Capital Improvements	225,000		Legacy Park Irrigation Improvements	310-9122
Capital Improvements	200,000		Malibu Bluffs Park Snack Shack/Storage Bldg	310-9123
Capital Improvements	750,000		Land Management System	310-9124
Capital Improvements - Woolsey Fire/Storm	2,150,603		Clover Heights Storm Drain Improvements	102-9204
Capital Improvements - Woolsey Fire/Storm	900,000		Latigo Canyon Roadway/Retaining Wall	102-9207
Capital Improvements - Woolsey Fire/Storm	1,089,001		Trancas Canyon Park Improvements	102-9209/10
Capital Improvements - Woolsey Fire/Storm	-		Encinal Canyon Road Drainage Improvements	102-9213
Capital Improvements - Woolsey Fire/Storm	774,403		Westward Beach Road Shoulder Repairs	102-9216
Capital Improvements - Woolsey Fire/Storm	-		Outdoor Warning Sirens	102-9219
<hr/>				
<u>LOCAL STREETS AND ROADS FUNDS:</u>				
Gas Tax Fund 201		(225,000)		
Traffic Safety Fund 202		(200,000)		
Proposition C Fund 204 (Local Return)		(290,000)		
Measure R Fund 205 (Local Return)		(220,000)		
Measure M Fund 212 (Local Return)		(390,000)		
Measure W - LA County Stormwater		(640,000)		
Road Maintenance and Rehabilitation (RMRA)		(280,000)		
Operating Expenditures	685,000		Street Maintenance Program	100-3001
Operating Expenditures	60,000		Stormwater Treatment Facilities	100-3007
Operating Expenditures	45,000		Public Works/Engineering	100-3008
Operating Expenditures	-		Clean Water Program	101-3003
Capital Improvements	875,000		Annual Street Overlay	310-9002
Capital Improvements	580,000		Kanan Dume Biofilter	310-9103
<hr/>				
<u>GRANTS FUND:</u>				
Grants Fund - 225		-		
Transportation Development Act - Article 3		(10,730)		
Measure M Subregional Highway Funds		(1,400,000)		
Measure R Highway Operational Improvement Funds		(9,358,587)		
Surface Transportation Program - Local (STP-L)		-		
Capital Improvements	85,000		PCH Median Improvements	310-9059
Capital Improvements	8,600,000		PCH Signal Synchronization System Improvmnts	310-9066
Capital Improvements	10,730		Malibu Bluffs Park South Walkway	310-9097
Capital Improvements	513,587		PCH at Trancas Canyon Rd Right Turn Lane	310-9100
Capital Improvements	200,000		PCH Crosswalk Imprvmnts-Big Rock/20326 PCH	310-9101
Capital Improvements	1,000,000		PCH Median Imprvmnts-Paradise Cove/Zuma	310-9102
Capital Improvements	160,000		PCH at Las Flores & Rambla Pacifico Intersect	310-9109
Capital Improvements	200,000		PCH Ped Undercrossing at Malibu Seafood	310-9114
General Fund	-		Salaries and Benefits	100-3008

SCHEDULE OF TRANSFERS 2024-25

Fund	Transfers	Transfers	Description	Fund/ Program
	In	(Out)		
Schedule of Transfers (Continued)				
<u>SPECIAL REVENUE FUNDS:</u>				
Air Quality Management District		(20,000)		
Community Development Block Grant		(55,485)		
Operating Expenditures	20,000		Park Maintenance - Capital Outlay	100-4010
Capital Improvements	55,485		Malibu Community Labor Exchange Trailer	310-9065
<u>CIVIC CENTER WATER TREATMENT FACILITY:</u>				
General Fund - Capital Improvement Projects		(25,540)		
HRL Funding Agreement		(29,337)		
Capital Improvements	54,877		Civic Center Water Treatment Facility - Phase 2	310-9075
<u>GENERAL FUND - Operating and Maintenance:</u>				
General Fund - Undesignated		(480,924)		
General Fund - Designated for Deferred Maintenance		(445,500)		
General Fund - Designated for Housing Element		(65,000)		
Operating Expenditures	445,500		Park Maintenance - Capital Outlay	100-4010
Operating Expenditures	65,000		Current/Advanced Planning	101-2001
Operating Expenditures	295,924		Solid Waste Management	207-3004
Operating Expenditures	185,000		Fleet Operations	601-3005
Totals	\$ 31,167,227	\$ (31,167,227)		

REVENUE SUMMARY BY FUND

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
100, 101 and 102 General Fund						
	Revenue From Property Taxes	16,054,850	17,858,263	17,946,000	18,555,000	19,537,245
	Revenue From Other Taxes	21,640,132	21,311,101	23,108,000	23,747,000	23,800,000
	Revenue From Licenses and Permits	3,898,632	4,132,152	4,062,500	4,266,000	4,062,000
	Revenue From Fines and Forfeitures	1,399,190	1,468,688	1,500,000	1,400,000	2,050,000
	Revenue From Other Governments	574,823	3,025,167	2,230,768	2,228,659	2,420,327
	Revenue From Service Charges	4,580,588	4,957,094	5,582,700	4,965,550	6,073,850
	Use of Money and Property	295,440	1,688,489	2,549,000	3,523,000	3,520,000
	Miscellaneous Revenue	4,924,548	577,197	1,322,467	1,818,646	325,000
	SCE Woolsey Fire Settlement	-	-	-	-	-
Total General Fund		\$ 53,368,204	\$ 55,018,151	\$ 58,301,435	\$ 60,503,855	\$ 61,788,422
105 Land Acquisition - COP/Grant		-	-	-	-	-
201 Gas Tax Fund		299,648	280,171	316,286	322,074	306,789
202 Traffic Safety Fund		289,569	245,870	210,000	239,233	239,000
203 Proposition A Fund		350,808	327,770	337,837	467,121	453,667
204 Proposition C Fund		247,255	259,003	265,172	314,351	303,248
205 Measure R Fund		185,003	195,684	201,129	236,192	227,936
206 Air Quality Management Fund		15,308	18,097	20,000	37,941	39,000
207 Solid Waste Management Fund		149,102	172,118	220,500	145,500	221,150
208 Parkland Development Fund		48,973	36,576	25,000	46,080	46,000
209 Quimby Fund		21	112	100	625	1,000
211 COPS (Brulte) Grant Fund		161,285	165,271	186,159	186,159	175,000
212 Measure M Fund		211,525	226,861	233,746	67,007	275,461
213 Road Maintenance and Rehabilitation Fund		247,144	252,126	280,471	96,876	354,109
214 Art in Public Places Fund		202	1,039	1,000	5,831	6,000
215 Community Development Block Grant Fund		19,690	46,428	66,000	66,000	65,276
218 Measure W Fund		391,707	412,040	420,000	474,924	465,000
225 Grants Fund		644,213	548,149	13,012,070	6,105,918	10,792,387
290 Big Rock Mesa LMD Fund		316,260	359,284	359,470	373,262	387,837
291 Malibu Road LMD Fund		60,857	61,220	65,356	70,781	75,238
292 Calle Del Barco LMD Fund		75,287	82,933	90,050	101,539	99,673
715 Civic Center Water Treatment Facility Phase 1		2,554,514	2,529,564	2,684,519	3,150,612	3,150,519
517 Civic Center Water Treatment Facility Phase 2		1,097,891	798,742	49,000	341,136	341,000
712 Carbon Beach Undergrounding CFD Fund		236,225	238,898	243,032	264,313	259,507
713 Broad Beach Assessment District		146,776	146,187	144,710	156,539	158,583
Total Special Revenue Funds		\$ 7,749,263	\$ 7,404,143	\$ 19,431,607	\$ 13,270,015	\$ 18,443,380
500 Legacy Park Fund		1,746,885	1,767,979	1,792,534	1,904,817	1,916,378
Total Legacy Park Project Fund		\$ 1,746,885	\$ 1,767,979	\$ 1,792,534	\$ 1,904,817	\$ 1,916,378
515 CCWTF Fund		2,237,163	2,276,163	2,332,000	2,323,844	2,324,000
Total CCWTF Fund		\$ 2,237,163	\$ 2,276,163	\$ 2,332,000	\$ 2,323,844	\$ 2,324,000
601 Vehicle Fund		114,392	250,272	124,000	149,240	179,000
602 Information Technology Fund		657,391	710,646	1,160,596	1,059,711	1,244,336
Total Internal Service Funds		\$ 771,783	\$ 960,918	\$ 1,284,596	\$ 1,208,951	\$ 1,423,336
Total Revenue - All Funds		\$ 65,873,298	\$ 67,427,354	\$ 83,142,172	\$ 79,211,482	\$ 85,895,516

REVENUE DETAIL BY FUND

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
100 and 101 General Fund						
3111	Current Year Secured Property Tax	13,244,706	\$ 14,379,623	15,100,000	15,709,000	16,572,995
3112	Current Year Unsecured Property Tax	436,936	854,537	425,000	425,000	425,000
3113	Homeowner's Exemption	59,557	60,830	60,000	60,000	60,000
3114	Prior Year Secured Property Tax	32	-	1,000	1,000	-
3115	Prior Year Unsecured Property Tax	-	27,434	10,000	10,000	-
3118	Property Tax In-Lieu	2,313,619	2,535,839	2,350,000	2,350,000	2,479,250
	Revenue From Property Taxes	\$ 16,054,850	\$ 17,858,263	\$ 17,946,000	\$ 18,555,000	\$ 19,537,245
3131	Documentary Transfer Tax	1,611,206	1,015,484	1,358,000	1,358,000	1,200,000
3132	Utility User's Tax	2,654,963	3,058,345	2,500,000	3,000,000	3,000,000
3133	Transient Occupancy Tax - Hotels and Motels	3,762,871	3,744,980	3,500,000	3,700,000	3,700,000
3133-01	Transient Occupancy Tax - Private Rentals	6,575,172	5,785,537	6,000,000	5,800,000	5,800,000
3134	Franchise Fees	750,710	817,392	750,000	750,000	750,000
3137	Sales and Use Tax	5,788,909	6,405,550	8,400,000	8,700,000	8,900,000
3138	Parking Occupancy Tax	496,301	483,813	600,000	439,000	450,000
	Revenue From Other Taxes	\$ 21,640,132	\$ 21,311,101	\$ 23,108,000	\$ 23,747,000	\$ 23,800,000
3201	Alarm Permits	33,344	34,897	30,000	27,000	30,000
3202	Film Permits	570,266	519,661	450,000	369,000	450,000
3203	Building Permits	997,904	1,083,010	1,200,000	1,251,000	1,200,000
3203-01	Special Investigation Fees	22,758	22,899	21,000	16,000	21,000
3204	Wastewater Treatment System Permits	38,294	39,257	40,000	45,000	40,000
3205	Plumbing Permits	150,604	183,976	170,000	201,000	170,000
3207	Mechanical Permits	94,117	137,761	120,000	176,000	120,000
3208	Electrical Permit Fees	273,739	320,643	280,000	349,000	280,000
3209	Grading/Drainage Permit Fees	87,220	78,514	90,000	108,000	90,000
3210	Miscellaneous Permits	6,781	5,023	10,000	8,000	10,000
3418	OWTS Operating Permit Fees	322,730	424,999	450,000	422,000	450,000
3420	Parking Permits	1,032	1,016	1,500	1,000	1,000
3421	Planning Review Fees	1,299,843	1,280,496	1,200,000	1,293,000	1,200,000
	Revenue From Licenses and Permits	\$ 3,898,632	\$ 4,132,152	\$ 4,062,500	\$ 4,266,000	\$ 4,062,000
3250	Parking Citation Fines	1,399,190	1,468,688	1,500,000	1,400,000	2,050,000
	Revenue From Fines and Forfeitures	\$ 1,399,190	\$ 1,468,688	\$ 1,500,000	\$ 1,400,000	\$ 2,050,000
3316	Motor Vehicle In-Lieu Fees	14,608	11,008	15,000	13,265	13,000
3318	Street Sweeping Reimbursements	51,678	57,005	51,678	12,920	50,000
3322	American Rescue Plan	489,138	2,338,459	-	-	-
3313/3341	OES/FEMA Reimbursements	-	591,851	2,164,090	2,164,090	2,357,327
3373	Proposition A Recreation	-	-	-	12,010	-
3381	LA County EWMP Reimbursement	19,399	26,844	-	26,374	-
	Revenue From Other Governments	\$ 574,823	\$ 3,025,167	\$ 2,230,768	\$ 2,228,659	\$ 2,420,327
3408	Biology Review Fees	204,506	252,470	235,000	243,000	235,000
3409	Document Retention Fees	15,555	23,978	20,000	25,000	20,000
3410	Building Plan Check Fees	843,691	1,030,156	1,200,000	1,092,000	1,200,000
3410-01	Administrative Plan Check Processing Fee	49,649	60,536	45,000	78,000	45,000
3410-03	Building Plan Check Fees - Dark Sky	-	-	650,000	-	650,000
3410-XX	Building Plan Check Fees - Ext Elevated Elements	-	-	-	-	500,000
3411	Inspector Plan Check Fees	214,470	186,002	200,000	210,000	200,000
3412	Geo Soils Engineering Fees	1,042,307	987,774	1,000,000	952,000	1,000,000
3413	Other Plan Check Fees	37,327	30,415	35,000	53,000	35,000
3414	Environmental Health Review Fees	488,897	568,303	550,000	543,000	550,000
3415	Grading/Drainage Plan Review Fees	2,334	1,435	5,000	15,000	5,000
3416	Code Enforcement Investigation Fees	68,885	83,768	80,000	87,000	80,000
3419	Credit Card Fees	141,337	130,829	95,000	145,000	145,000
3422	OWTS Practitioners Fees	8,046	6,550	8,000	17,000	8,000
3425	CA Building Standards Commission Fee	843	2,728	1,600	3,000	1,600
3427	Technology Enhancement Fee	113,321	125,009	95,000	145,000	95,000
3431	Public Works/Engineering Fees	429,378	462,894	375,000	558,000	375,000
3432	WQMP Fees	36,432	42,846	35,000	31,000	35,000
3434	TOT Registration Fees	25	-	-	-	-

REVENUE DETAIL BY FUND

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
General Fund (Continued)						
3434-01	Short-Term Rental Permit Fee	121,164	147,900	150,000	136,000	150,000
3434-02	Short-Term Rental Violation Fines	2,610	-	2,000	1,500	2,000
3435	Administrative Permit Processing Fees	84,455	96,181	75,000	109,000	75,000
3436	Electric Vehicle Charger Fees	3,006	4,399	4,000	4,000	4,000
3441	Sale of Publications and Materials	47	-	100	50	50
3444	Returned Check Service Fees	120	175	500	500	200
3446	Vehicle Impound Release Fees	87,490	90,935	75,000	75,000	75,000
3447	Election Fees	-	1,501	1,000	-	1,000
3448	Subpoena Fees	365	4,953	1,000	4,000	3,000
3449	False Alarm Service Charge	13,601	10,022	12,000	2,000	2,000
3450	Residential Decals	645	595	1,000	500	500
3461	Municipal Facility Use Fees	60,424	73,112	80,000	61,000	80,000
3464	Sports Program	40,246	48,681	67,000	56,000	52,000
3464-01	Girls Youth Sports	4,350	3,000	7,000	-	7,000
3466	Aquatics Program	221,208	174,557	220,000	167,000	202,000
3467	Day Camp	126,379	111,098	75,000	18,000	75,000
3468	Senior Adult Program	9,203	26,470	30,000	27,000	33,000
3469	Skate Park	24,009	38,031	50,000	23,000	40,000
3470	Recreation/Community Class Registration	82,263	122,281	95,000	70,000	85,000
3472	Special Events	2,000	7,510	7,500	14,000	7,500
Revenue From Service Charges		\$ 4,580,588	\$ 4,957,094	\$ 5,582,700	\$ 4,965,550	\$ 6,073,850
3501	Interest Earnings	270,850	1,654,792	2,529,000	3,510,000	3,500,000
3505	City Hall Use Fees	24,590	33,697	20,000	13,000	20,000
Use of Money and Property		\$ 295,440	\$ 1,688,489	\$ 2,549,000	\$ 3,523,000	\$ 3,520,000
3600	Proceeds From Grants	585,805	546,495	376,000	376,000	300,000
3602	Proposition A Transportation Funds Exchange	-	-	328,500	328,500	-
3901	Settlements	4,239,344	(13,994)	554,467	1,113,735	-
3904	TOT Private Rental Penalties	39,936	12,739	25,000	(614)	-
3905	Miscellaneous Reimbursements	48,065	17,746	25,000	(9,214)	15,000
3920	Donations	-	-	5,000	-	-
3940	Sale of Surplus Property	-	-	1,000	3,950	-
3943	Miscellaneous Revenue	11,398	14,211	7,500	6,289	10,000
Miscellaneous Revenue		\$ 4,924,548	\$ 577,197	\$ 1,322,467	\$ 1,818,646	\$ 325,000
Subtotal General Fund		\$ 53,368,204	\$ 55,018,151	\$ 58,301,435	\$ 60,503,855	\$ 61,788,422
Special Revenue Funds						
201 Gas Tax Fund						
3315	Highway User's Fees	298,305	274,858	309,286	309,286	293,789
3501	Interest Earning	1,343	5,313	7,000	12,788	13,000
Total Gas Tax Fund		\$ 299,648	\$ 280,171	\$ 316,286	\$ 322,074	\$ 306,789
202 Traffic Safety Fund						
3312	Fines & Forfeitures	288,284	237,861	200,000	200,000	200,000
3501	Interest Earnings	1,285	8,009	10,000	39,233	39,000
Total Traffic Safety Fund		\$ 289,569	\$ 245,870	\$ 210,000	\$ 239,233	\$ 239,000
203 Proposition A Fund						
3371	Prop A Funds	347,276	303,247	308,837	308,837	295,667
3501	Interest Earnings	3,532	24,523	29,000	158,284	158,000
Total Proposition A Fund		\$ 350,808	\$ 327,770	\$ 337,837	\$ 467,121	\$ 453,667
204 Proposition C Fund						
3372	Prop C Funds	245,497	251,534	256,172	256,172	245,248
3501	Interest Earnings	1,758	7,469	9,000	58,179	58,000
Total Proposition C Fund		\$ 247,255	\$ 259,003	\$ 265,172	\$ 314,351	\$ 303,248

REVENUE DETAIL BY FUND

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
Special Revenue Funds (Continued)						
205 Measure R Fund						
3374	Measure R Annual Allocation	184,093	188,596	192,129	192,129	183,936
3501	Interest Earnings	910	7,088	9,000	44,063	44,000
	Total Measure R Fund	\$ 185,003	\$ 195,684	\$ 201,129	\$ 236,192	\$ 227,936
206 Air Quality Management Fund						
3377	AQMD Funds	14,610	14,106	15,000	14,000	15,000
3501	Interest Earnings	698	3,991	5,000	23,941	24,000
	Total Air Quality Management Fund	\$ 15,308	\$ 18,097	\$ 20,000	\$ 37,941	\$ 39,000
207 Solid Waste Management Fund						
3311	Solid Waste Management Surcharge	127,156	137,033	120,000	120,000	120,000
3434	Recycling Fees	17,024	16,733	17,500	17,500	18,150
3501	Interest Earnings	449	2,666	3,000	3,000	3,000
3600	Grant Proceeds	4,473	15,686	80,000	5,000	80,000
	Total Solid Waste Management Fund	\$ 149,102	\$ 172,118	\$ 220,500	\$ 145,500	\$ 221,150
208 Parkland Development Fund						
3135	Parkland Development Fees	48,323	32,437	20,000	20,000	20,000
3501	Interest Earnings	650	4,139	5,000	26,080	26,000
	Total Parkland Development Fund	\$ 48,973	\$ 36,576	\$ 25,000	\$ 46,080	\$ 46,000
209 Quimby Fund						
3501	Interest Earnings	21	112	100	625	1,000
	Total Quimby Fund	\$ 21	\$ 112	\$ 100	\$ 625	\$ 1,000
211 COPS (Brulte) Grant Fund						
3600	Proceeds From Grants (Brulte)	161,285	165,271	186,159	186,159	175,000
	Total COPS (Brulte) Fund	\$ 161,285	\$ 165,271	\$ 186,159	\$ 186,159	\$ 175,000
212 Measure M Fund						
3375	Measure M Annual Allocation	208,323	213,343	217,746	-	208,461
3501	Interest Earnings	3,202	13,518	16,000	67,007	67,000
	Total Measure M Fund	\$ 211,525	\$ 226,861	\$ 233,746	\$ 67,007	\$ 275,461
213 Road Maintenance and Rehabilitation (RMRA) Fund						
3319	SB1 Annual Allocation	244,730	239,668	265,471	-	257,109
3501	Interest Earnings	2,414	12,458	15,000	96,876	97,000
	Total Road Maintenance & Rehabilitation Fund	\$ 247,144	\$ 252,126	\$ 280,471	\$ 96,876	\$ 354,109
214 Art in Public Places Fund						
3135	Art in Public Places Fees	-	-	-	-	-
3501	Interest Earnings	202	1,039	1,000	5,831	6,000
	Total Parkland Development Fund	\$ 202	\$ 1,039	\$ 1,000	\$ 5,831	\$ 6,000
215 Community Development Block Grant Fund						
3600	Proceeds From Grants	19,690	46,428	66,000	66,000	65,276
3600-01	Proceeds From Grants - Disaster Recovery	-	-	-	-	-
	Total Comm. Dev. Block Grant Fund	\$ 19,690	\$ 46,428	\$ 66,000	\$ 66,000	\$ 65,276
218 Measure W - LA County Stormwater Fund						
3379	Measure W Annual Allocation	389,247	390,327	390,000	390,000	380,000
3501	Interest Earnings	2,460	21,713	30,000	84,924	85,000
	Total Measure W - LA County Stormwater Fund	\$ 391,707	\$ 412,040	\$ 420,000	\$ 474,924	\$ 465,000
225 Grants Fund						
3376	TDA Article 3	-	25,000	23,070	-	33,800
3600	Proceeds From Grants	644,213	523,149	12,989,000	6,105,918	10,758,587
	Total Grants Fund	\$ 644,213	\$ 548,149	\$ 13,012,070	\$ 6,105,918	\$ 10,792,387

REVENUE DETAIL BY FUND

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
Special Revenue Funds (Continued)						
290 Big Rock LMD Fund						
3116	Big Rock Mesa Assessment	315,598	356,347	356,470	356,470	370,837
3501	Interest Earnings	662	2,937	3,000	16,792	17,000
	Total Big Rock LMD Fund	\$ 316,260	\$ 359,284	\$ 359,470	\$ 373,262	\$ 387,837
291 Malibu Road LMD Fund						
3116	Malibu Road Assessment	60,405	58,993	62,356	62,356	67,238
3501	Interest Earnings	452	2,227	3,000	8,425	8,000
	Total Malibu Road LMD Fund	\$ 60,857	\$ 61,220	\$ 65,356	\$ 70,781	\$ 75,238
292 Calle Del Barco LMD Fund						
3116	Calle Del Barco Assessment	74,841	80,267	87,050	87,050	85,673
3501	Interest Earnings	446	2,666	3,000	14,489	14,000
	Total Calle Del Barco LMD Fund	\$ 75,287	\$ 82,933	\$ 90,050	\$ 101,539	\$ 99,673
517 Civic Center Water Treatment Facility - Phase Two						
3501	Interest Earnings	13,869	48,742	49,000	341,136	341,000
3950	CCWTF - Phase Two Construction	-	-	-	-	-
2080	CCWTF - Phase Two Contributions	1,084,022	750,000	-	-	-
	Total Civic Ctr Water Treatment Facility CFD	\$ 1,097,891	\$ 798,742	\$ 49,000	\$ 341,136	\$ 341,000
712 Carbon Beach Undergrounding CFD						
3915	Carbon Beach Undergrounding Assessment	235,115	233,399	236,032	236,032	231,507
3501	Interest Earnings	1,110	5,499	7,000	28,281	28,000
	Total Carbon Beach Undergrounding CFD	\$ 236,225	\$ 238,898	\$ 243,032	\$ 264,313	\$ 259,507
713 Broad Beach Assessment District						
3915	Broad Beach Undergrounding Assessment	146,290	139,579	141,710	141,710	143,583
3501	Interest Earnings	486	6,608	3,000	14,829	15,000
	Total Broad Beach Undergrounding AD	\$ 146,776	\$ 146,187	\$ 144,710	\$ 156,539	\$ 158,583
715 Civic Center Water Treatment Facility AD - Construction						
3501	Interest Earnings	18,374	196,076	97,000	563,093	563,000
3600	SWRCB Grant	-	-	-	-	-
3915	Civic Center Water Treatment Facility AD	2,536,140	2,333,488	2,587,519	2,587,519	2,587,519
3950-01	Recycled Water Loan	-	-	-	-	-
3950-02	Water Loan	-	-	-	-	-
	Total CCWTF - Construction	\$ 2,554,514	\$ 2,529,564	\$ 2,684,519	\$ 3,150,612	\$ 3,150,519
Total Special Revenue Funds		\$ 7,749,263	\$ 7,404,143	\$ 19,431,607	\$ 13,270,015	\$ 18,443,380

REVENUE DETAIL BY FUND

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
500 Legacy Park Project Fund						
3501	Interest Earnings	6,368	31,378	31,000	143,283	143,000
3505	Proceeds From Rent	1,537,570	1,574,439	1,611,534	1,611,534	1,623,378
3373	Prop A Recreation	42,720	-	-	-	-
3383	Measure A Recreation	-	-	-	-	-
3905	Miscellaneous Revenue	160,227	162,162	150,000	150,000	150,000
Total Legacy Park Project Fund		\$ 1,746,885	\$ 1,767,979	\$ 1,792,534	\$ 1,904,817	\$ 1,916,378
Total Legacy Park Project Fund		\$ 1,746,885	\$ 1,767,979	\$ 1,792,534	\$ 1,904,817	\$ 1,916,378
515 Civic Center Wastewater Treatment Facility (CCWTF) Fund						
3501	Interest Earnings	644	15,803	32,000	23,844	24,000
3510	Sewer Services	2,210,583	2,260,360	2,300,000	2,300,000	2,300,000
3915	Contributions from Property Owners	25,936	-	-	-	-
3943	Miscellaneous Revenue	-	-	-	-	-
Total CCWTF Fund		\$ 2,237,163	\$ 2,276,163	\$ 2,332,000	\$ 2,323,844	\$ 2,324,000
Total CCWTF Fund		\$ 2,237,163	\$ 2,276,163	\$ 2,332,000	\$ 2,323,844	\$ 2,324,000
Internal Service Funds						
601 Vehicle Fund						
3501	Interest Earnings	392	3,092	4,000	29,240	29,000
3951	Vehicle Charges	114,000	247,180	120,000	120,000	150,000
Total Vehicle Fund		\$ 114,392	\$ 250,272	\$ 124,000	\$ 149,240	\$ 179,000
602 Information Technology Fund						
3501	Interest Earnings	391	646	1,000	-	1,000
3952	Information Technology Charges	657,000	710,000	1,159,596	1,059,711	1,243,336
Total Information Technology Fund		\$ 657,391	\$ 710,646	\$ 1,160,596	\$ 1,059,711	\$ 1,244,336
Total Internal Service Funds		\$ 771,783	\$ 960,918	\$ 1,284,596	\$ 1,208,951	\$ 1,423,336
Total Revenue - All Funds		\$ 65,873,298	\$ 67,427,354	\$ 83,142,172	\$ 79,211,482	\$ 85,895,516

EXPENDITURE SUMMARY BY FUND

Fund	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
General Fund Program Expenditures	36,753,375	40,544,422	60,640,720	48,803,705	60,229,604
American Rescue Plan Expenditures	489,138	-	-	-	-
Capital Improvement Projects - General Fund	127,133	75,689	9,221,138	855,588	12,198,142
Disaster Capital Improvement Projects - General Fund	827,884	1,233,956	3,891,921	792,145	4,914,007
General Fund	\$ 38,197,530	\$ 41,854,067	\$ 73,753,779	\$ 50,451,438	\$ 77,341,753
Special Revenue Funds					
Gas Tax Fund	325,000	308,848	-	-	-
Traffic Safety Fund	200,000	200,000	-	-	-
Proposition A Fund	93,260	104,322	646,500	610,500	196,500
Proposition C Fund	300,000	65,000	225,000	225,000	225,000
Measure R Fund	100,000	100,000	120,000	120,000	120,000
Air Quality Management Fund	-	-	-	-	-
Solid Waste Management Fund	64,570	324,051	149,998	116,406	221,150
Parkland Development In-Lieu Fund	-	-	-	-	-
Quimby Fund	-	-	-	-	-
COPS (Brulte) Fund	155,000	165,271	186,159	186,159	175,000
Measure M Fund	310,000	197,472	12,000	11,252	250,000
Road Maintenance and Rehabilitation Fund	229,889	-	550,000	280,000	280,000
Community Development Block Grant Fund	8,000	8,000	9,900	9,900	9,791
Measure W Fund	100,441	354,001	509,101	59,101	580,000
Grants Fund	491,246	872,448	12,962,070	6,205,653	10,769,317
Big Rock Mesa LMD Fund	344,437	315,025	370,520	359,297	372,425
Malibu Road LMD Fund	79,166	71,380	77,441	76,678	84,400
Calle Del Barco LMD Fund	77,328	65,023	83,631	83,039	84,040
Carbon Beach Undergrounding CFD Fund	226,877	228,820	235,174	235,900	234,350
Broad Beach Undergrounding AD	140,657	139,512	143,168	143,168	140,521
Land Acquisition	-	-	-	-	-
Civic Center Water Treatment Facility Phase One AD	2,353,866	2,482,660	2,316,717	2,317,578	2,321,017
Civic Center Water Treatment Facility Phase Two AD	1,084,022	88,676	-	55,272	29,337
Total Special Revenue Funds	\$ 6,683,759	\$ 6,090,509	\$ 18,597,379	\$ 11,094,904	\$ 16,092,847
Legacy Park Project Fund					
Legacy Park Project Fund	1,732,870	1,793,747	2,083,838	1,863,958	2,052,864
Legacy Park Project Fund	\$ 1,732,870	\$ 1,793,747	\$ 2,083,838	\$ 1,863,958	\$ 2,052,864
Civic Center Water Treatment Facility					
Civic Center Water Treatment Facility	1,858,512	1,908,410	2,073,976	2,069,475	2,205,455
Civic Center Water Treatment Facility	\$ 1,858,512	\$ 1,908,410	\$ 2,073,976	\$ 2,069,475	\$ 2,205,455
Internal Service Funds					
Vehicle Fund	33,038	60,692	84,000	84,000	86,000
Information Technology Fund	580,730	843,422	1,204,411	1,059,711	1,243,336
Total Internal Service Funds	\$ 613,768	\$ 904,114	\$ 1,288,411	\$ 1,143,711	\$ 1,329,336
Total All Funds	\$ 49,086,439	\$ 52,550,847	\$ 97,797,383	\$ 66,623,486	\$ 99,022,255

EXPENDITURE SUMMARY BY DEPARTMENT

Department	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
General Fund					
Management and Administration					
7001 City Council	640,547	594,437	1,134,113	1,114,659	1,190,832
7002 Media Operations	511,293	593,436	900,742	646,979	736,914
7003 City Manager	612,476	857,282	1,097,383	1,017,500	1,191,481
7005 Legal Counsel	1,017,702	813,292	1,078,000	1,070,000	1,113,000
7054 Finance	1,623,610	1,598,307	1,886,629	1,462,948	2,007,741
7058 Human Resources	380,346	487,566	916,637	672,954	885,112
7059 Non-Departmental Services	2,821,559	2,543,414	4,187,975	2,651,964	3,562,851
9050 City Hall	636,637	821,279	1,290,150	1,030,606	1,478,402
9088 Vacant Properties	276,528	251,091	302,675	297,675	502,700
9050-74 Debt Service	3,190,000	3,187,925	3,184,151	3,209,151	3,174,326
Total Management and Administration	\$ 11,710,698	\$ 11,748,029	\$ 15,978,455	\$ 13,174,435	\$ 15,843,358
City Clerk					
7007 City Clerk	235,713	341,764	605,945	568,666	747,273
Total City Clerk	\$ 235,713	\$ 341,764	\$ 605,945	\$ 568,666	\$ 747,273
Public Safety					
7021-31 Public Safety	11,074,657	11,684,987	16,758,083	13,265,126	16,589,554
Total Public Safety	\$ 11,074,657	\$ 11,684,987	\$ 16,758,083	\$ 13,265,126	\$ 16,589,554
Community Services					
4001 General Recreation	714,079	708,997	1,234,758	848,088	857,314
4002 Aquatics	358,523	354,245	476,168	323,684	433,429
4003 Outdoor Recreation	-	46,169	50,445	108,445	56,601
4004 Day Camp	118,644	116,180	136,615	116,645	126,164
4005 Skate Park	52,780	60,210	192,362	148,775	143,205
4006 Sports	76,590	96,817	139,460	96,918	145,511
4007 Community Classes	110,783	135,565	155,806	114,757	174,730
4008 Senior Adult Program	118,105	189,425	222,322	204,247	227,976
4010 Park Maintenance	1,066,709	1,255,010	1,740,606	1,385,606	1,828,236
4011 Special Events	102,710	188,503	220,149	230,993	326,096
4012 Malibu Arts	158,200	179,522	264,481	162,957	242,981
Total Community Services	\$ 2,877,123	\$ 3,330,643	\$ 4,833,172	\$ 3,741,114	\$ 4,562,244
Environmental Sustainability Department					
2004 Building Safety and Sustainability	2,574,514	3,003,771	5,658,907	4,396,267	6,309,340
2010 Wastewater Management	566,987	528,594	596,105	546,486	611,204
3003 Clean Water Program	816,282	1,042,932	1,565,297	934,954	1,605,873
3004 Solid Waste Management	75,000	-	334,552	334,552	295,924
Total Environmental Sustainability	\$ 4,032,783	\$ 4,575,297	\$ 8,154,861	\$ 6,212,260	\$ 8,822,342
Planning Department					
2001 Planning	2,518,883	3,511,456	5,380,158	4,372,835	5,426,983
2012 Code Enforcement	452,448	613,088	838,804	714,588	873,514
Total Planning Department	\$ 2,971,331	\$ 4,124,544	\$ 6,218,962	\$ 5,087,423	\$ 6,300,498
Public Works					
3001 Street Maintenance	854,468	1,336,123	2,943,810	3,584,695	2,827,116
3005 Fleet Operations	78,000	92,781	427,000	349,500	185,000
3007 City Facilities	26,398	179,117	226,300	210,100	229,300
3008 Public Works	1,361,108	1,284,997	2,578,332	1,812,386	2,266,919
Total Public Works	\$ 2,319,974	\$ 2,893,018	\$ 6,175,442	\$ 5,956,681	\$ 5,508,335
Disaster Response					
3002 Fire Rebuilds and Storm Response	1,876,518	1,767,138	1,915,800	798,000	1,856,000
3002-19 COVID-19 Response	143,716	79,002	-	-	-
Total Disaster Response	\$ 2,020,234	\$ 1,846,140	\$ 1,915,800	\$ 798,000	\$ 1,856,000
Total General Fund	\$ 37,242,513	\$ 40,544,422	\$ 60,640,720	\$ 48,803,705	\$ 60,229,604

EXPENDITURE SUMMARY BY DEPARTMENT

Department	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
Special Revenue Funds					
3001 Street Maintenance	785,000	785,000	-	-	-
3003 Clean Water Program	-	-	-	-	-
3007 Stormwater Treatment Facilities	100,000	100,000	-	-	-
3004 Solid Waste Management	64,570	324,051	149,998	116,406	221,150
3005 Fleet Operations - AQMD	-	-	-	-	-
3008 Public Works	81,633	328,848	-	-	-
3009 Transportation Services	93,260	104,322	646,500	610,500	196,500
4010 Park Maintenance	-	-	-	-	-
6002 Big Rock Mesa LMD	344,437	315,025	370,520	359,297	372,425
6003 Malibu Road LMD	79,166	71,380	77,441	76,678	84,400
6004 Calle Del Barco LMD	77,328	65,023	83,631	83,039	84,040
7021 Public Safety - Brulte	155,000	165,271	186,159	186,159	175,000
9048 Carbon Beach Undergrounding CFD	226,877	228,820	235,174	235,900	234,350
9052 Broad Beach Undergrounding AD	140,657	139,512	143,168	143,168	140,521
9049 Civic Center Wastewater Treatment AD	2,353,866	2,482,660	2,316,717	2,317,578	2,321,017
9088 Land Acquisition	-	-	-	-	-
7070 Community Development Block Grant (CDBG)	8,000	8,000	9,900	9,900	9,791
Total Special Revenue Funds	\$ 4,509,794	\$ 5,117,912	\$ 4,219,208	\$ 4,138,626	\$ 3,839,193
Capital Project Funds					
9002 Annual Street Overlay	634,889	57,472	2,196,000	636,252	1,300,000
9059 PCH Median Improvements	30,044	24,561	4,490,000	1,553,688	85,000
9061 Civic Center Way Improvements	12,551	11,783	-	-	Completed
9065 Malibu Community Labor Exchange Trailer	11,690	54,760	91,200	95,825	55,485
9066 PCH Signal Synchronization System Improvements	405,311	350,706	7,100,000	4,242,747	8,600,000
9070 Civic Center Stormwater Diversion Structure	96,740	154	-	-	Completed
9072 Marie Canyon Green Streets	441	254,001	-	-	Completed
9075 CCWTF - Phase Two	1,084,022	88,676	-	55,272	54,877
9078 City Hall Solar Power Project	-	-	4,000,000	200,000	3,800,000
9082 Westward Beach Road Improvements	-	-	350,000	72,952	Completed
9090 Permanent Skate Park	18,703	20,775	1,156,108	64,993	2,500,000
9093 Bluff Park Shade Structure	-	57,095	-	-	Completed
9096 Legacy Park Paver Repair	3,560	-	-	-	Completed
9097 Malibu Bluffs Park South Walkway	-	25,000	127,900	82,500	73,235
9098 Trancas Canyon Park Playground Resurfacing	-	-	230,000	215,388	14,612
9100 PCH at Trancas Canyon Road Right Turn Lane	6,707	103,303	531,000	111,413	513,587
9101 PCH Cross Walk Improvements	-	-	200,000	-	200,000
9102 PCH Median Improvements at Paradise Cove/Zuma	-	-	100,000	175,000	1,000,000
9103 Kanan Dume Biofilter	-	-	500,000	50,000	580,000
9104 Stormdrain Trash Screens - Phase Two	-	-	9,101	9,101	Completed
9105 City Traffic Signals Backup Power	-	-	50,000	30,000	20,000
9106 Malibu Canyon Road Traffic Study	-	-	108,000	99,735	Completed
9108 Harbor Vista Curb Return Modifications	-	-	100,000	-	100,000
9109 PCH at Las Flores & Rambla Pacifico Intersection	-	-	160,000	-	160,000
9110 Encinal Canyon 60-inch Storm Drain Repairs	-	-	1,000,000	100,000	900,000
9111 Citywide Asphalt Concrete Berm Repairs	-	-	300,000	-	300,000
9112 Bluffs and Equestrian Park Roof Replacements	-	-	400,000	-	400,000
9113 Legacy Park Benches and Arbors Renovations	-	-	150,000	17,000	Completed
9114 PCH Pedestrian Crossing at Malibu Seafood	-	-	250,000	-	200,000
9115 Big Rock Drive and Tuna Canyon Resurfacing	-	-	-	-	675,000
9116 Stuart Ranch Road Walkway	-	-	-	-	400,000
9117 Equestrian Park Roof Replacement	-	-	-	-	-
9118 Legacy Park Arbors Renovations	-	-	-	-	150,000
9119 Las Flores Storm Drain Repair	-	-	-	-	300,000
9120 Point Dume Storm Drain Improvements - Phase 1	-	-	-	-	395,000
9121 Charmlee Park Nature Center Renovations	-	-	-	-	500,000
9122 Legacy Park Irrigation Improvements	-	-	-	-	225,000
9123 Malibu Bluffs Park Snack Shack/Storage Building	-	-	-	-	200,000
9124 Land Management System	-	-	-	-	750,000
Disaster Capital Improvement Projects					
9200 Woolsey Fire & Storm Response Capital Projects	827,884	1,233,956	3,891,921	792,145	4,914,007
Total Capital Project Funds	\$ 3,132,542	\$ 2,282,242	\$ 27,491,230	\$ 8,604,011	\$ 29,365,803

EXPENDITURE SUMMARY BY DEPARTMENT

Department	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
Legacy Park Fund					
3003 Clean Water Program	-	-	-	-	-
3007 Stormwater Treatment Facilities	-	-	-	-	-
7004 Legacy Park Debt Service	1,093,838	1,112,475	1,092,001	1,092,001	1,091,901
7008 Legacy Park Operations	635,472	681,272	991,837	771,957	960,963
Total Legacy Park Project Fund	\$ 1,729,310	\$ 1,793,747	\$ 2,083,838	\$ 1,863,958	\$ 2,052,864
Civic Center Water Treatment Facility (CCWTF) Fund					
3010 Civic Center Water Treatment Facility	1,858,512	1,908,410	2,073,976	2,069,475	2,205,455
Total CCWTF Fund	\$ 1,858,512	\$ 1,908,410	\$ 2,073,976	\$ 2,069,475	\$ 2,205,455
Internal Service Funds					
601 Vehicle Fund	33,038	60,692	84,000	84,000	86,000
602 Information Systems Fund	580,730	843,422	1,204,411	1,059,711	1,243,336
Total Internal Service Funds	\$ 613,768	\$ 904,114	\$ 1,288,411	\$ 1,143,711	\$ 1,329,336
Total All Funds	\$ 49,086,439	\$ 52,550,847	\$ 97,797,383	\$ 66,623,486	\$ 99,022,255

SALARIES AND BENEFITS BY DEPARTMENT

Department		2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
Disaster Response						
3002	Woolsey Fire / Storm Response	13,719	-	-	-	-
3002-19	COVID-19	73,124	38,199	-	-	-
Total Disaster Response		\$ 86,843	\$ 38,199	\$ -	\$ -	\$ -
Management & Administrative Services						
7001	City Council	109,073	102,492	89,994	92,540	96,642
7002	Media Operations	441,662	497,537	512,877	402,427	404,470
7003	City Manager	565,046	710,342	728,772	810,389	803,689
7007	City Clerk	172,270	233,952	447,534	460,655	520,580
7054	Finance	742,959	688,812	891,806	762,975	1,003,385
7058	Human Resources	280,873	365,697	463,526	274,991	431,518
7059	Non-Departmental Services	131,605	124,819	899,933	116,488	74,428
7060	Information Systems	303,491	405,907	600,411	436,311	559,336
9050	City Hall Operations	116,338	133,951	144,136	144,875	157,394
9048	Carbon Beach Undergrouding	12,250	12,635	13,386	14,112	15,162
9049	Civic Center Water Treatment Facility	13,767	14,948	15,836	16,697	17,938
Total Mgmnt & Admin Services		\$ 2,889,334	\$ 3,291,092	\$ 4,808,211	\$ 3,532,459	\$ 4,084,541
Public Safety						
7021	Public Safety & Emergency Mgmnt	478,092	549,250	669,982	642,932	824,560
Total Public Safety		\$ 478,092	\$ 549,250	\$ 669,982	\$ 642,932	\$ 824,560
Community Services						
3009	Transportation Services	4,000	4,000	4,000	4,000	4,000
4001	General Recreation	623,030	597,337	952,733	573,363	662,541
4002	Aquatics	207,510	232,233	283,068	216,884	308,559
4003	Outdoor Recreation	-	44,269	38,395	34,745	39,177
4004	Day Camp	39,569	39,878	62,915	43,145	63,664
4005	Skate Park	34,200	15,015	41,862	25,175	39,690
4006	Sports	41,999	50,437	78,785	63,068	98,601
4007	Community Classes	63,140	39,809	76,371	45,807	93,945
4008	Senior Adults	96,871	122,186	123,457	109,147	112,079
4010	Parks Maintenance	204,667	239,432	260,718	240,487	315,922
4011	Special Events	62,188	101,038	105,722	77,456	142,064
4012	Malibu Arts	123,767	130,974	181,037	107,813	155,364
7008	Legacy Park Operations	69,033	98,440	119,637	106,373	143,663
Total Community Services		\$ 1,569,974	\$ 1,715,048	\$ 2,328,700	\$ 1,647,463	\$ 2,179,270
Environmental Sustainability						
2004	Building Safety and Sustainability	1,240,043	1,368,409	1,807,757	1,563,317	1,886,667
2010	Wastewater Management	395,311	251,356	325,396	216,277	280,509
3003	Clean Water Program	287,581	362,655	504,134	486,441	544,730
3004	Solid Waste Management	93,419	226,167	327,341	325,249	359,879
Total Environmental Sustainability		\$ 2,016,354	\$ 2,208,587	\$ 2,964,628	\$ 2,591,285	\$ 3,071,786
Planning						
2001	Current/Advanced Planning	1,866,626	2,080,718	3,258,766	2,244,443	3,313,231
2012	Code Enforcement	410,301	573,448	668,835	618,269	692,024
Total Planning		\$ 2,276,927	\$ 2,654,166	\$ 3,927,601	\$ 2,862,712	\$ 4,005,256
Public Works						
3001	Street Maintenance	326,468	402,429	422,222	445,107	492,640
3008	Public Works/Engineering	1,128,523	1,283,566	1,693,474	1,276,028	1,600,319
3010	Civic Center Water Treatment Facility	81,938	89,275	94,476	95,375	98,360
6002	Big Rock Mesa LMD	14,385	15,374	15,488	16,097	16,892
6003	Malibu Road LMD	7,193	7,687	7,743	8,048	8,446
6004	Calle del Barco LMD	7,193	7,687	7,743	8,049	8,446
Total Public Works		\$ 1,565,700	\$ 1,806,018	\$ 2,241,146	\$ 1,848,704	\$ 2,225,102
Total Salaries and Benefits		\$ 10,883,224	\$ 12,262,360	\$ 16,940,268	\$ 13,125,555	\$ 16,390,515

EMERGENCY AND DISASTER MANAGEMENT



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EMERGENCY AND DISASTER MANAGEMENT

Department Expenditures by Program

Department	Program	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
3002	Woolsey Fire & Storm Response	1,876,518	1,767,138	1,915,800	798,000	1,856,000
3002-19	COVID-19 Response	143,716	79,002	-	-	-
9200	Disaster Capital Improvement Projects	827,884	1,233,956	3,891,921	792,145	4,914,007
Total		\$ 2,848,118	\$ 3,080,096	\$ 5,807,721	\$ 1,590,145	\$ 6,770,007

WOOLSEY FIRE AND STORM RESPONSE OPERATIONS

The FY 2024-25 Budget includes expenditures to address the ongoing operational costs spanning multiple departments to address recovery and rebuilding efforts as a result of the Woolsey Fire. These costs include various professional services, including contract planners, inspectors, plan checking, and other services.

EXPENDITURE DETAIL

Fund 100 - General Fund

Fund 102 - FEMA

Program 3002 - Woolsey Fire/Storm Response

Object	Description	2021-22	2022-23	2023-24	2023-24	2024-25
		Actual	Actual	Amended	Estimated	Proposed
4101	Full-Time Salaries	-	-	-	-	-
4102	Part-Time Salaries	-	-	-	-	-
4104	Overtime	-	-	-	-	-
4201	Retirement	6,112	-	-	-	-
4202	Health Insurance	5,910	-	-	-	-
4203	Vision Insurance	84	-	-	-	-
4204	Dental Insurance	492	-	-	-	-
4205	Life Insurance	45	-	-	-	-
4208	Deferred Compensation	-	-	-	-	-
4209	Disability Insurance	263	-	-	-	-
4210	Other	813	-	-	-	-
Total Salaries & Benefits		\$ 13,719	\$ -	\$ -	\$ -	\$ -
5100	Professional Services	9,535	3,678	10,000	2,000	10,000
5100-01	Coastal Dev. Permit Services	37,684	46,298	55,000	35,000	45,000
5100-02	Fire Rebuilds - Planning	255,813	278,610	300,000	210,000	300,000
5100-03	Fire Rebuilds - ESD	942,467	666,853	1,500,000	525,000	1,500,000
5100-04	Fire Rebuilds - Public Works	70,012	-	-	-	-
5107	Contract Personnel	-	-	-	-	-
5120	Street Maintenance	-	-	-	-	-
5120-01	Debris Removal	-	-	-	-	-
5123	Storm Response	534,357	770,904	50,000	-	-
5126	Wall/Sidewalk Maintenance	-	-	-	-	-
5200	Tree Maintenance	-	-	-	-	-
5210	Service Fees & Charges	-	-	-	-	-
5300	Travel & Training	-	-	-	-	-
5401	Advertising & Noticing	-	-	-	-	-
5405	Printing	-	-	-	-	-
5725	Trash Pickup/Recycling	-	-	-	-	-
6160	Operating Supplies	12,172	-	-	25,000	-
6160-01	Emergency Supplies During Fire	-	-	-	-	-
6165	Website Services	759	795	800	1,000	1,000
6500	Motor Fuels	-	-	-	-	-
Total Operating & Maintenance		\$ 1,862,799	\$ 1,767,138	\$ 1,915,800	\$ 798,000	\$ 1,856,000
Total Expenditures		\$ 1,876,518	\$ 1,767,138	\$ 1,915,800	\$ 798,000	\$ 1,856,000
Source of Funds						
SCE Woolsey Fire Settlement Fund		-	-	300,000	300,000	-
General Fund (100)		1,876,518	1,767,138	1,615,800	473,001	1,856,000
General Fund (FEMA) 102		-	-	-	24,999	-
Total Source of Funds		\$ 1,876,518	\$ 1,767,138	\$ 1,915,800	\$ 798,000	\$ 1,856,000

COVID-19 PANDEMIC

On March 4, 2020, California Governor Gavin Newsom declared a State of Emergency in response to the increased spread of COVID-19. Additionally, on March 4, 2020, the Los Angeles County Board of Supervisors and the Department of Public Health declared a local and public health emergency in response to increased spread of COVID-19 across the country and in Los Angeles County. The City of Malibu's Emergency Operations Center (EOC) was activated on March 13. On March 16, the City Council adopted Resolution No. 20-14 ratifying the City's Emergency Services Director's Proclamation of Existence of a Local Emergency issued on March 14, 2020. The President of the United States declared a major disaster for California for the COVID-19 pandemic on March 22, 2020.

Since that time Federal, State and County governments have revised public health regulations in response to evolving epidemiological metrics.

During FY 2022-23, the California and Los Angeles County declarations came to an end. In FY 2023-24, the City reviewed all expenditures related to the pandemic and submitted eligible costs to FEMA for reimbursement. No additional COVID-19 related appropriations will be proposed going forward.

EXPENDITURE DETAIL

Fund 100 - General Fund

Fund 102 - FEMA

Program 3002-19 - COVID-19 Response

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	59,269	27,352	-	-	-
4102	Part-Time Salaries	5,745	361	-	-	-
4104	Overtime	-	-	-	-	-
4201	Retirement	1,086	3,211	-	-	-
4202	Health Insurance	5,963	5,591	-	-	-
4203	Vision Insurance	34	63	-	-	-
4204	Dental Insurance	(26)	385	-	-	-
4205	Life Insurance	54	40	-	-	-
4208	Deferred Compensation	31	16	-	-	-
4209	Disability Insurance	269	306	-	-	-
4210	Other	699	874	-	-	-
Total Salaries & Benefits		\$ 73,124	\$ 38,199	\$ -	\$ -	\$ -
5100	Professional Services	65,868	40,721	-	-	-
5300	Transport/Hotels/Meals	-	-	-	-	-
5401	Advertising & Noticing	-	-	-	-	-
5405	Printing	-	-	-	-	-
6160	Operating Supplies	4,724	82	-	-	-
Total Operating & Maintenance		\$ 70,592	\$ 40,803	\$ -	\$ -	\$ -
Total Expenditures		\$ 143,716	\$ 79,002	\$ -	\$ -	\$ -
Source of Funds						
General Fund 100		142,233	79,002	-	-	-
General Fund (FEMA) 102		1,483	-	-	-	-
General Fund (American Rescue Plan) 102		-	-	-	-	-
Total Source of Funds		\$ 143,716	\$ 79,002	\$ -	\$ -	\$ -

DISASTER RECOVERY CAPITAL IMPROVEMENT PROJECTS

CORRAL CANYON ROAD CULVERT REPAIRS (9202) (COMPLETED)

This project is located several hundred feet up Corral Canyon Road where there was a new depression in the pavement surface that was discovered after the Woolsey Fire. The pipe was damaged or partially collapsed. The project included replacing the culvert and drainage inlet and repairing the pavement. This project was completed in FY 2019-20.

CITYWIDE GUARDRAIL REPLACEMENT (9203) (COMPLETED)

This project consisted of replacing all damaged guardrails throughout the City caused by the Woolsey Fire on Encinal Canyon Road, Birdview Avenue, Wildlife Road, Latigo Canyon Road, Corral Canyon Road, and Kanan Dume Road. The design, permitting, bidding and construction of this project was coordinated with the County since they had similar projects in the area. This project was completed in FY 2020-21.

CLOVER HEIGHTS STORM DRAIN IMPROVEMENTS (9204)

After the Woolsey Fire, the City experienced heavy rains in 2019 causing damage to the drainage system on Clover Heights. The City received grant funding through the FEMA Hazard Mitigation Grant Program for design and construction to install a new storm drain line on Clover Heights. The design for this project began in FY 2021-22. The design of this project was completed in FY 2022-23. Construction is expected to begin in FY 2024-25.

LATIGO CANYON ROAD ROADWAY/RETAINING WALL IMPROVEMENTS (9207)

This project consists of repairing the roadway and existing timber retaining walls on Latigo Canyon Road that were damaged from the Woolsey Fire. The design of this project was completed in FY 2022-23 and construction will begin in FY 2023-24.

TRANCAS CANYON PARK IMPROVEMENTS (9209/9210)

This project consists of repairing the damaged planting and irrigation system that was destroyed by the Woolsey Fire. The project also includes the repair of the septic system equipment in Trancas Canyon Park. The design of this project will be completed in FY 2023-24 and construction will begin in FY 2024-25.

The project also consists of repairing the existing slope east of Trancas Canyon Park. The Woolsey Fire damaged the slope causing stability issues from soil and rock erosion and damaged concrete benching. This project was combined with Trancas Canyon Park Improvements and will be completed in FY 2024-25.

BIRDVIEW AVENUE IMPROVEMENTS (9211) (COMPLETED)

This project consisted of repairs to roadway embankment cut slopes located on Birdview Avenue that have eroded due to severe storm events after the Woolsey Fire that caused mud, debris, and rock flow within the adjacent street. This project was completed in FY 2021-2022.

BROAD BEACH ROAD WATER QUALITY IMPROVEMENTS (9212) (COMPLETED)

The City owns over 800 feet of permeable pavers, landscaping and underground biofiltration devices on Broad Beach Road that were damaged by silts, mud and debris caused by storms in 2019. These items are permanent best management devices required to comply with the City's MS4 NPDES Stormwater Water Quality Permit. This project consisted of replacing the existing media material in the biofilters and replacing damaged landscaping. This project was completed in FY 2022-23.

ENCINAL CANYON ROAD DRAINAGE IMPROVEMENTS (9213) (COMPLETED)

This project is located on Encinal Canyon Road where minor erosion areas were discovered after the severe storm events. This project consisted of repairing the minor erosion areas and damaged storm drain lines.

MALIBU ROAD SLOPE REPAIRS (9215) (COMPLETED)

The existing slope adjacent to the beach access stairs at 24712 Malibu Road had eroded and had caused damage to Malibu Road. This project repaired the existing slope and repaired the pavement to Malibu Road. Construction was completed in FY 2022-23.

WESTWARD BEACH ROAD SHOULDER REPAIRS (9216)

This project consists of repairing the shoulder on Westward Beach Road that was damaged during the rainy season 2019 following the Woolsey Fire. Additional roadway embankment protection devices will be constructed along Westward Beach Road adjacent to Zuma Creek. Construction for this project will begin in FY 2024-25.

CHARMLEE PARK PERMANENT WORK (9218) (COMPLETED)

Charmlee Park sustained substantial damage during the Woolsey Fire, so staff coordinated with FEMA to address the repairs. There was damage to the buildings, picnic areas and trails. This project was completed in FY2023-24.

OUTDOOR WARNING SIRENS (9219)

An Emergency Warning Siren system will improve the City's ability to alert the community by providing mechanisms to alert residents in areas without power and those who live in neighborhoods with poor cell service. Phase One of the project included a sound study to determine the optimal number and locations of individual sirens, power and infrastructure requirements, and siren sound range. The City has been awarded a FEMA Hazard Mitigation grant to fund the design, engineering and environmental compliance needed for a shovel ready project. Phase Two of the Emergency Warning Sirens project consists of implementation of the design plan, which includes purchasing, installing, and testing the sirens. The City will apply for future grant funding for this phase of the project. This project is currently on hold pending available funding. This project is scheduled to be completed in FY 2024-25.

MALIBU PARK STORM DRAIN IMPROVEMENTS (9220) (COMPLETED)

Multiple storm drains throughout the Malibu Park Area and on Birdview Avenue had sustained substantial damage. The damage was due to the rainy seasons and associated mud and debris caused by the lack of vegetation from the Woolsey Fire aftermath. The damage occurred during the 2019 rainy season that brought heavy debris and localized flooding from the surrounding burned areas. The drainage structures, slopes and roadways were repaired within the identified project locations. This project was completed FY 2021-22.

STORM DRAIN MASTER PLAN (9221) (COMPLETED)

After the Woolsey Fire, the City experienced storm damage throughout areas affected by the fire. The City received grant funding through the FEMA Hazard Mitigation Grant Program for the development of a Storm Drain Master Plan. This master plan is assisting the City in future planning of infrastructure improvements to reduce storm damage. This project was completed in FY 2023-24.

POINT DUME WALKWAYS REPAIRS (9222) (COMPLETED)

This project consisted of repairing damaged walkways in the Point Dume neighborhood damaged by the Woolsey Fire. The design was completed in FY 2021-22 and construction completed in FY 2022-23.

EXPENDITURE DETAIL

Fund 102 - Woolsey Fire & Storm Response Capital Improvement Projects

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
9202	Corral Canyon Culvert Improvements	1,190	-	-	-	
<i>Source of Funds</i>						
	General Fund SCE Woolsey Fire Settlement	75	-	-	-	PROJECT COMPLETED
	FEMA	893	-	-	-	
	Cal OES	222	-	-	-	
9203	Citywide Guardrail Replacement	27,798	-	-	-	
<i>Source of Funds</i>						
	General Fund SCE Woolsey Fire Settlement	27,798	-	-	-	PROJECT COMPLETED
	Escrow Settlement	-	-	-	-	
	FEMA	-	-	-	-	
	Cal OES	-	-	-	-	
	CalJPIA Reimbursement	-	-	-	-	
9204	Clover Heights Storm Drain Improvements	-	137,372	134,161	3,148	2,150,603
<i>Source of Funds</i>						
	General Fund SCE Woolsey Fire Settlement	-	34,343	33,540	3,148	-
	HMGP Program	-	103,029	100,621	-	1,612,952
	Escrow Settlement	-	-	-	-	537,651
9207	Latigo Canyon Road Roadway/Retaining Wall	68,672	24,024	779,677	26,000	900,000
<i>Source of Funds</i>						
	General Fund SCE Woolsey Fire Settlement	-	-	39,945	-	49,625
	Escrow Settlement	68,672	24,024	140,556	26,000	106,000
	FEMA	-	-	479,341	-	595,500
	Cal OES	-	-	119,835	-	148,875
9209/9210	Trancas Canyon Park Improvements	35,556	3,483	1,974,626	750,000	1,089,001
<i>Source of Funds</i>						
	General Fund Undesignated Reserve	-	-	863,550	-	727,925
	General Fund SCE Woolsey Fire Settlement	-	-	-	-	-
	FEMA	-	-	-	-	-
	Cal OES	-	-	-	-	-
	CalJPIA Reimbursement	35,556	3,483	1,111,076	750,000	361,076
9211	Birdview Avenue Improvements	8,284	-	-	-	
<i>Source of Funds</i>						
	Cal OES	6,834	-	-	-	PROJECT COMPLETED
	General Fund SCE Woolsey Fire Settlement	1,450	-	-	-	
9212	Broad Beach Road Water Quality Improvements	4,045	285,461	-	-	
<i>Source of Funds</i>						
	CalJPIA Reimbursement	4,045	285,461	-	-	PROJECT COMPLETED
9213	Encinal Canyon Road Drainage Improvements	56,428	354,825	15,750	-	
<i>Source of Funds</i>						
	Cal OES	-	-	-	-	PROJECT COMPLETED
	Escrow Settlement	56,428	354,825	15,750	-	
	General Fund SCE Woolsey Fire Settlement	-	-	-	-	
9215	Malibu Road Slope Repairs	72,939	184,152	-	-	
<i>Source of Funds</i>						
	Cal OES	52,897	76,801	-	-	PROJECT COMPLETED
	Escrow Settlement	8,821	260	-	-	
	General Fund Undesignated Reserve	-	-	-	-	
	General Fund SCE Woolsey Fire Settlement	11,221	107,091	-	-	

EXPENDITURE DETAIL

Fund 102 - Woolsey Fire & Storm Response Capital Improvement Projects

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
9216	Westward Beach Road Shoulder Repairs	68,091	36,598	92,075	8,797	774,403
<i>Source of Funds</i>						
	Cal OES	-	-	35,598	-	580,802
	Escrow Settlement	68,091	36,598	48,925	8,797	31,203
	General Fund SCE Woolsey Fire Settlement	-	-	7,552	-	162,398
9218	Charmlee Park Permanent Work	6,964	1,445	-	-	
<i>Source of Funds</i>						
	FEMA	-	-	-	-	PROJECT COMPLETED
	Cal OES	-	-	-	-	
	General Fund SCE Woolsey Fire Settlement	6,964	1,445	-	-	
9219	Outdoor Warning Sirens - Design	27,000	51,000	895,632	4,200	-
<i>Source of Funds</i>						
	HMPG Funds	20,250	38,250	671,724	4,200	-
	General Fund SCE Woolsey Fire Settlement	6,750	12,750	223,908	-	-
9220	Malibu Park Storm Drain Improvements	362,843	-	-	-	PROJECT COMPLETED
<i>Source of Funds</i>						
	General Fund SCE Woolsey Fire Settlement	362,843	-	-	-	
9221	Storm Drain Master Plan	64,270	59,490	-	-	
<i>Source of Funds</i>						
	HMPG Funds	20,648	59,490	-	-	PROJECT COMPLETED
	Escrow Settlement	36,739	-	-	-	
	General Fund SCE Woolsey Fire Settlement	6,883	-	-	-	
9222	Point Dume Walkways	23,804	96,106	-	-	
<i>Source of Funds</i>						
	FEMA	17,853	44,131	-	-	PROJECT COMPLETED
	Cal OES	4,464	12,136	-	-	
	Escrow Settlement	-	2,850	-	-	
	General Fund SCE Woolsey Fire Settlement	1,487	36,989	-	-	
Total Expenditures						
		\$ 827,884	\$ 1,233,956	\$ 3,891,921	\$ 792,145	\$ 4,914,007
<i>Source of Funds</i>						
	General Fund Undesignated Reserve	-	-	863,550	-	727,925
	General Fund SCE Woolsey Fire Settlement	425,471	192,618	304,945	3,148	212,023
	General Fund Escrow Settlement	238,751	418,557	205,231	34,797	674,854
	Cal OES - Storm Response State Share	59,731	76,801	35,598	-	580,802
	Cal OES - Woolsey Fire Response State Share	4,686	12,136	119,835	-	148,875
	FEMA - Woolsey Fire Federal Share	18,746	44,131	479,341	-	595,500
	Hazard Mitigation Program Grant	40,898	200,769	772,345	4,200	1,612,952
	CalJPIA Reimbursement	39,601	288,944	1,111,076	750,000	361,076
Total Source of Funds						
		\$ 827,884	\$ 1,233,956	\$ 3,891,921	\$ 792,145	\$ 4,914,007

MANAGEMENT AND ADMINISTRATIVE SERVICES



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MANAGEMENT AND ADMINISTRATIVE SERVICES

Department Expenditures by Program

Department	Program	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
7001	City Council	640,547	594,437	1,134,113	1,114,659	1,190,832
7002	Media Operations	511,293	593,436	900,742	646,979	736,914
7003	City Manager	612,476	857,282	1,097,383	1,017,500	1,191,481
7005	Legal Counsel	1,017,702	813,292	1,078,000	1,070,000	1,113,000
7054	Finance	1,623,610	1,598,307	1,886,629	1,462,948	2,007,741
7058	Human Resources	380,346	487,566	916,637	672,954	885,112
7059	Non-Departmental	2,821,559	2,543,414	4,187,975	2,651,964	3,562,851
7060	Information Systems	580,730	843,422	1,204,411	1,059,711	1,243,336
7070	Community Development Block Grant	8,000	8,000	9,900	9,900	9,791
9050	City Hall	636,637	821,279	1,290,150	1,030,606	1,478,402
9048	Carbon Beach Undergrounding	226,877	228,820	235,174	235,900	234,350
9049	Civic Ctr Water Treatment Facility	2,353,866	2,482,660	2,316,717	2,317,578	2,321,017
9052	Broad Beach Undergrounding	140,657	139,512	143,168	143,168	140,521
9088	Land Acquisition	276,528	251,091	302,675	297,675	502,700
Multiple	Debt Service	4,283,838	4,300,400	4,276,152	4,301,152	4,266,227
Total		\$ 16,114,666	\$ 16,562,918	\$ 20,979,826	\$ 18,032,693	\$ 20,884,274

CITY COUNCIL

The City of Malibu is a general law city and operates under the Council-Manager form of government. The five-member City Council is elected at-large to serve four-year terms. The Mayor's office is rotated among all Councilmembers. As elected officials, the City Councilmembers represent the citizens of Malibu in the governing process and act on their behalf with regard to regional and local issues, as well as state and federal legislation.

The City Council is the legislative authority and sets the policies under which the City operates. Duties of the City Council include enacting legislation, such as local laws and ordinances, approving City programs, adopting the City's budget and appropriating the funds necessary to provide service to the City's residents, businesses and visitors. The City Council provides leadership through policy development regarding the current practices and future direction of the City.

The City Council convenes regular meetings on the second and fourth Mondays of each month and holds occasional special meetings. The City Council appoints the City Manager, City Attorney and City Treasurer, as well as the members of the City's Boards, Commissions and Committees.

In FY 2024-25, the City Council's budget contains \$150,000 for legislative consulting services and \$200,000 in professional services to support the City's school district separation efforts. The Community Grants line item is budgeted at \$200,000 for the General Fund Grants program awarded by the City Council to non-profit community groups providing services for the benefit of Malibu residents.

The Council's travel and training budget of \$20,000 consists of \$5,000 for the Mayor and \$3,750 for each of the four Councilmembers. The Events budget of \$10,000 covers expenses related to City Council events including the Council reorganization, ribbon cuttings and ceremonies.

The Memberships and Dues budget of \$45,000 includes costs related to the City's membership in the Las Virgenes-Malibu Council of Governments (COG), the League of California Cities, the California Contract Cities Association, the Southern California Association of Governments (SCAG), the National League of Cities, Sister Cities International, the California Coastal Coalition and the National Organization to Insure a Sound-Controlled Environment (NOISE).

EXPENDITURE DETAIL

Fund 100 - General
Program 7001 - City Council

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4102	Part-Time Salaries	33,941	34,506	33,941	33,941	33,941
4201	Retirement	2,099	1,580	1,086	1,087	1,111
4202	Health Insurance	65,227	58,864	47,644	50,607	54,311
4203	Vision Insurance	942	775	608	608	608
4204	Dental Insurance	5,198	5,080	4,658	4,657	4,658
4205	Life Insurance	724	733	733	732	733
4209	Disability Insurance	325	332	333	332	333
4210	Other	617	622	991	576	949
Total Salaries & Benefits		\$ 109,073	\$ 102,492	\$ 89,994	\$ 92,540	\$ 96,642
5100	Professional Services	163,411	57,994	200,000	200,000	200,000
5104	Legislative Services	149,975	150,000	150,000	150,000	150,000
5300	Travel & Training	9,134	12,682	20,000	10,000	20,000
5330	Dues & Memberships	42,684	43,258	45,000	47,000	45,200
5930	Community Grants	53,000	200,000	200,000	200,000	188,000
5930.01	Comm Grants - Boys & Girls Club	90,000	-	-	-	-
5930.02	Comm Grants - Malibu Edu Fndn	-	-	353,100	353,100	315,000
5930.03	Comm Grants - LA Emergency Prep	-	-	-	-	100,000
6160	Operating Supplies	66	906	5,000	5,000	5,000
6170	Events	704	2,105	10,000	1,000	10,000
6201	Community Rewards	-	-	5,000	-	5,000
Total Operating & Maintenance		\$ 508,974	\$ 466,945	\$ 988,100	\$ 966,100	\$ 1,038,200
8500	Information Systems Allocation	22,500	25,000	56,019	56,019	55,990
Total Internal Service Charges		\$ 22,500	\$ 25,000	\$ 56,019	\$ 56,019	\$ 55,990
Total Expenditures		\$ 640,547	\$ 594,437	\$ 1,134,113	\$ 1,114,659	\$ 1,190,832
Source of Funds						
General Fund 100		640,547	594,437	1,134,113	1,114,659	1,190,832
Total Source of Funds		\$ 640,547	\$ 594,437	\$ 1,134,113	\$ 1,114,659	\$ 1,190,832

MEDIA OPERATIONS

Media Operations is responsible for the management and development of the City's communications and public relations through the use of traditional media outlets, the internet and social media. Media Operations produces printed material, graphics and videos to promote the City's programs. This division also oversees the City's website including the website's e-notification and advisory features.

The City of Malibu maintains Malibu City TV, which is also available for viewing on the City's website and YouTube channel. Programming includes live and tape-delay broadcasts of City Council and Planning Commission meetings, Mayor and City Councilmember programming, City produced informational videos, public service announcements and information regarding community events. The Media Operations budget also includes the cost to hire a firm to provide closed captioning services for City Council and Planning Commission meetings.

Media Operations successfully brought in a broadcast team to help with City Council, Planning Commission and other meetings. Furthermore, the Division will continue to make broadcast and communications improvements in FY 2024-25.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Media Information Officer	1.00	1.00	1.00
Media & Technology Systems Spec	1.00	1.00	0.00
Media Production Technician	1.00	1.00	1.00
Graphic Artist	1.00	1.00	1.00
Total	4.00	4.00	3.00

EXPENDITURE DETAIL

Fund 100 - General

Program 7002 - Media Operations

Object	Description	2021-22	2022-23	2023-24	2023-24	2024-25
		Actual	Actual	Amended	Estimated	Proposed
4101	Full-Time Salaries	326,496	363,302	366,269	298,124	287,500
4102	Part-Time Salaries	-	278	-	-	-
4104	Overtime	9,920	14,965	15,000	1,668	15,000
4201	Retirement	31,306	36,920	42,261	27,113	23,518
4202	Health Insurance	56,441	63,381	66,546	59,932	60,599
4203	Vision Insurance	541	543	543	441	429
4204	Dental Insurance	3,497	3,607	3,530	2,996	2,930
4205	Life Insurance	491	499	499	408	396
4209	Disability Insurance	2,914	3,319	3,589	2,668	2,818
4210	Other	10,056	10,723	14,640	9,076	11,281
Total Salaries & Benefits		\$ 441,662	\$ 497,537	\$ 512,877	\$ 402,427	\$ 404,470
5100	Professional Services	26,387	34,621	180,500	103,000	125,500
5107	Contract Personnel	-	-	-	-	-
5300	Travel & Training	1,816	-	2,500	750	5,000
5330	Dues & Memberships	355	120	800	950	1,000
5340	Transportation & Mileage	20	12	250	500	350
5401	Advertising & Noticing	5,369	84	6,000	6,000	6,000
5405	Printing	-	-	2,500	1,000	2,500
5640	Equipment Maintenance	-	450	4,000	500	4,000
6160	Operating Supplies	2,024	3,646	5,000	3,500	5,000
6165	Website Services	15,430	29,667	15,000	13,000	23,000
6170	Events	230	3,037	1,000	900	1,000
6200	Publications	-	-	500	-	500
Total Operating & Maintenance		\$ 51,631	\$ 71,637	\$ 218,050	\$ 130,100	\$ 173,850
7600	Other Equipment	-	4,262	25,000	1,500	25,000
7800	Equipment	-	-	100,000	68,137	100,000
Total Capital Outlay		\$ -	\$ 4,262	\$ 125,000	\$ 69,637	\$ 125,000
8500	Information Systems Allocation	18,000	20,000	44,815	44,815	33,594
Total Internal Service Charges		\$ 18,000	\$ 20,000	\$ 44,815	\$ 44,815	\$ 33,594
Total Expenditures		\$ 511,293	\$ 593,436	\$ 900,742	\$ 646,979	\$ 736,914
Source of Funds						
General Fund 100		511,293	593,436	900,742	646,979	736,914
Total Source of Funds		\$ 511,293	\$ 593,436	\$ 900,742	\$ 646,979	\$ 736,914

CITY MANAGER

The City Manager is appointed by the City Council to carry out its policies and direction. Responsible for oversight of all City operations and delivery of public services, the City Manager provides leadership and direction to the City's management team in developing policy recommendations and responding to directives of the City Council.

In addition to performing the day-to-day activities associated with management of the organization, the City Manager's office implements special projects authorized by the City Council, oversees implementation of the Council's legislative agenda, provides direction on the annual budget process and supports the City Council in the development and adoption of City policy.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
City Manager	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00
Management Analyst	0.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00
Total	3.00	3.00	4.00

EXPENDITURE DETAIL

Fund 100 - General

Program 7003 - City Manager

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	441,489	560,208	561,770	656,445	637,658
4104	Overtime	4,878	2,011	2,000	441	2,000
4201	Retirement	57,774	64,867	85,004	63,424	42,069
4202	Health Insurance	42,802	48,011	35,505	48,283	64,710
4203	Vision Insurance	559	587	447	548	662
4204	Dental Insurance	3,070	3,379	2,494	3,028	3,677
4205	Life Insurance	487	1,306	1,377	1,495	1,407
4208	Deferred Compensation	2,231	15,600	14,100	18,859	19,380
4209	Disability Insurance	2,916	4,894	5,505	6,041	6,249
4210	Other	8,840	9,479	20,570	11,825	25,877
Total Salaries & Benefits		\$ 565,046	\$ 710,342	\$ 728,772	\$ 810,389	\$ 803,689
5100	Professional Services	24,750	125,155	230,000	75,000	230,000
5105	Grant Consultant	-	-	75,000	75,000	78,000
5300	Travel & Training	8,944	2,889	10,000	15,000	15,000
5330	Dues & Memberships	-	2,800	3,500	3,500	3,500
6160	Operating Supplies	236	1,096	16,500	5,000	16,500
Total Operating & Maintenance		\$ 33,930	\$ 131,940	\$ 335,000	\$ 173,500	\$ 343,000
8500	Information Systems Allocation	13,500	15,000	33,611	33,611	44,792
Total Internal Service Charges		\$ 13,500	\$ 15,000	\$ 33,611	\$ 33,611	\$ 44,792
Total Expenditures		\$ 612,476	\$ 857,282	\$ 1,097,383	\$ 1,017,500	\$ 1,191,481
Source of Funds						
General Fund 100		612,476	857,282	1,097,383	1,017,500	1,191,481
Total Source of Funds		\$ 612,476	\$ 857,282	\$ 1,097,383	\$ 1,017,500	\$ 1,191,481

LEGAL COUNSEL

The City of Malibu contracts for legal services to provide counsel to the City Council, City staff, and City Boards, Commissions and Committees. The City contracts with the firm Best, Best & Krieger LLP to represent the City in litigation, manage outside counsel representing the City, draft ordinances and resolutions, review claims and contracts, counsel the City regarding personnel, law enforcement, land use and public works issues, and supervise another firm in the prosecution of violations of the City Municipal Code in criminal court.

The FY 2024-25 Budget includes \$100,000 to cover the continuation of legal services related to School District Separation.

EXPENDITURE DETAIL

Fund 100 - General
Program 7005 - Legal Counsel

Object	Description	2021-22	2022-23	2023-24	2023-24	2024-25
		Actual	Actual	Amended	Estimated	Proposed
5100	Professional Services	20,384	106,295	75,000	15,000	75,000
5100-01	Investigations	49,440	-	50,000	-	50,000
5101	General Legal Counsel	304,791	327,061	328,000	345,000	328,000
5101-01	School District Legal Services	156,045	86,033	75,000	150,000	100,000
5102	Litigation	479,350	284,346	500,000	550,000	500,000
5102-01	Litigation - NRDC	-	-	-	-	50,000
5103	Criminal Prosecution	7,692	9,557	50,000	10,000	10,000
5550	Settlements	-	-	-	-	-
Total Operating & Maintenance		\$ 1,017,702	\$ 813,292	\$ 1,078,000	\$ 1,070,000	\$ 1,113,000
Total Expenditures		\$ 1,017,702	\$ 813,292	\$ 1,078,000	\$ 1,070,000	\$ 1,113,000
Source of Funds						
General Fund 100		1,017,702	813,292	1,078,000	1,070,000	1,113,000
Total Source of Funds		\$ 1,017,702	\$ 813,292	\$ 1,078,000	\$ 1,070,000	\$ 1,113,000

FINANCE

As part of the Management and Administration Department, the Finance division is responsible for advising City officials on the City's financial position and providing timely financial information necessary for decision making. This is achieved through financial reporting and compliance in accordance with generally accepted accounting principles, budget development and financial systems administration.

The Finance division provides the following services: maintenance of accurate, reliable financial information and records for all City funds; bi-weekly payroll; preparation and distribution of warrants for payment of invoices and contracts; coordination of state, federal and independent audits of the City's financial management systems and records; oversight of the City's debt service requirements; preparation of accurate and timely annual reports including the Annual Budget and Annual Comprehensive Financial Report; collection activities to assure payment of accounts receivable; procurement of supplies and equipment; processing of purchase orders; maintenance of fixed asset records; and monitoring of grant administration.

The Finance division is also responsible for film permit activities, which are provided by a contract service provider, as indicated in line item 5117.

The Finance division professional services budget (line item 5100-00) includes the cost for the City's accounting and auditing services. The FY 2023-24 Budget for professional services included funding to update the City's cost allocation and fee study to ensure that the City's fees properly reflect the cost of services provided; the project kicked-off in January 2024, and a new schedule will be implemented during FY 2024-25.

City Treasurer functions are budgeted in the Finance division (line item 5100-01). The City Treasurer is appointed by and serves at the will of the City Council. The Treasurer assures the administration and management of all City monies and funds and provides accountability to the citizens of Malibu. The Treasurer's responsibilities include the investment of funds and reporting of such activities to the City Council and other government agencies. The City Treasurer oversees the City's investment portfolio which is invested in accordance with the City's adopted investment policy.

The Division is also working on the ongoing implementation of a budgeting software system (BSS). The BSS will assist with operating and capital improvement (CIP) budget preparation, calculate internal service charges and cost allocations, improve payroll cost projections, manage position control, provide for detailed budget reports, and include online applications that will increase governmental transparency. The FY 2023-24 Budget was the first time the City used the new system and will continue to expand the program until fully utilized. The Proposed FY 2024-25 Budget is built in this new software. The goal is to migrate to an online budget.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Assistant City Manager	1.00	1.00	1.00
Financial Controller	0.82	0.82	0.82
Financial Analyst	0.76	0.76	0.76
Senior Accounting Technician	0.00	0.00	1.00
Accounting Technician	0.00	1.00	2.00
Senior Accounting Clerk	1.00	0.00	0.00
Accounting Assistant	1.00	1.00	1.00
Grants Analyst	1.00	1.00	0.00
Total	5.58	5.58	6.58

EXPENDITURE DETAIL

Fund 100 - General

Program 7054 - Finance

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	581,544	543,164	649,001	585,305	757,360
4104	Overtime	41	67	500	835	500
4201	Retirement	74,653	76,201	115,375	94,059	111,385
4202	Health Insurance	62,424	47,100	88,716	55,632	91,364
4203	Vision Insurance	751	430	811	557	827
4204	Dental Insurance	3,939	2,346	4,479	2,952	4,516
4205	Life Insurance	815	642	921	759	954
4208	Deferred Compensation	2,125	3,000	3,000	3,000	3,000
4209	Disability Insurance	4,971	4,686	6,360	5,737	7,422
4210	Other	11,696	11,176	22,643	14,139	26,057
Total Salaries & Benefits		\$ 742,959	\$ 688,812	\$ 891,806	\$ 762,975	\$ 1,003,385
5100	Professional Services	153,639	139,346	215,000	-	221,020
5100-01	City Treasurer	24,000	25,600	43,600	26,500	43,600
5107	Contract Personnel	-	64,075	25,000	-	-
5117	Film Permit Consultant	421,129	389,697	337,500	300,000	337,500
5205	Postage	-	25	-	-	-
5210	Service Fees & Charges	151	382	500	500	500
5211	Bank Service Fees	147,163	174,150	150,000	150,000	175,000
5300	Travel & Training	10,636	5,312	10,000	10,000	10,000
5330	Dues & Memberships	1,562	1,715	5,000	5,000	5,000
5340	Transportation & Mileage	366	217	500	250	500
5401	Advertising & Noticing	343	414	1,500	1,500	1,500
5405	Printing	9,660	9,106	10,000	10,000	7,500
5721	Telephone	37	-	-	-	-
6120	Computer Software	80,619	66,929	124,000	124,000	118,850
6160	Operating Supplies	4,346	2,527	5,000	5,000	5,000
Total Operating & Maintenance		\$ 853,651	\$ 879,495	\$ 927,600	\$ 632,750	\$ 925,970
8500	Information Systems Allocation	27,000	30,000	67,223	67,223	78,386
Total Internal Service Charges		\$ 27,000	\$ 30,000	\$ 67,223	\$ 67,223	\$ 78,386
Total Expenditures		\$ 1,623,610	\$ 1,598,307	\$ 1,886,629	\$ 1,462,948	\$ 2,007,741
Source of Funds						
General Fund 100		1,517,232	1,598,307	1,886,629	1,462,948	2,007,741
American Rescue Plan Act of 2021		106,378	-	-	-	-
Total Source of Funds		\$ 1,623,610	\$ 1,598,307	\$ 1,886,629	\$ 1,462,948	\$ 2,007,741

HUMAN RESOURCES

The Human Resources division of the Management and Administration Department provides support services to City employees in the areas of recruitment, selection, classification and compensation; equal employment opportunity; performance evaluation; training and development; employee benefits, services, and programs; personnel record keeping; and employee relations, including discipline and administration of federal and state employment laws.

The FY 2023-24 Budget initiated significant developments to improve functions and modernize the Division. The efforts included but are not limited to: digitizing records into the City's database, migrating to a new recruiting system that is the standard in local government, bringing on a consultant to help with staffing needs and process improvement, and conducting a classification and compensation study. These initiatives are anticipated to be complete and implemented in FY 2024-25. The budget maintains \$345,000 for expenses to complete recruitments for a variety of City positions, as well as retention efforts, as it is anticipated that these operations will continue to ramp up.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Human Resources Manager	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00
Total	3.00	3.00	3.00

EXPENDITURE DETAIL

Fund 100 - General

Program 7058 - Human Resources

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	188,895	250,501	306,071	184,148	313,035
4104	Overtime	706	1,784	1,000	5,112	1,000
4201	Retirement	34,759	41,756	62,010	34,133	39,240
4202	Health Insurance	46,380	58,857	75,000	43,020	59,866
4203	Vision Insurance	410	544	612	304	516
4204	Dental Insurance	2,361	3,218	3,614	2,045	3,153
4205	Life Insurance	207	326	440	196	366
4209	Disability Insurance	1,799	2,265	2,999	1,460	3,068
4210	Other	5,356	6,446	11,780	4,572	11,274
Total Salaries & Benefits		\$ 280,873	\$ 365,697	\$ 463,526	\$ 274,991	\$ 431,518
5100	Professional Services	-	17,607	40,000	150,000	40,000
5100-01	Employee Health Awareness	-	2,142	3,000	3,000	3,000
5107	Contract Personnel	-	-	-	31,479	-
5300	Travel & Training	575	751	7,000	7,000	7,000
5320	Recruitment/Retention Expense	77,377	62,813	345,000	149,373	345,000
5330	Dues & Memberships	843	5,773	2,500	1,000	2,500
5340	Transportation & Mileage	233	-	500	500	1,000
6160	Operating Supplies	4,108	4,834	7,500	5,000	7,500
6170	Events	7,337	12,949	14,000	17,000	14,000
Total Operating & Maintenance		\$ 90,473	\$ 106,869	\$ 419,500	\$ 364,352	\$ 420,000
8500	Information Systems Allocation	9,000	15,000	33,611	33,611	33,594
Total Internal Service Charges		\$ 9,000	\$ 15,000	\$ 33,611	\$ 33,611	\$ 33,594
Total Expenditures		\$ 380,346	\$ 487,566	\$ 916,637	\$ 672,954	\$ 885,112
Source of Funds						
General Fund 100		380,346	487,566	916,637	672,954	885,112
Total Source of Funds		\$ 380,346	\$ 487,566	\$ 916,637	\$ 672,954	\$ 885,112

NON-DEPARTMENTAL SERVICES

The non-departmental program accounts for the centralization of services provided for the benefit of all departments. These services include fixed asset management; insurance premiums; claims settlements; receptionist services; printing; postage; telephone; and equipment leases. Expenses include retiree health premiums and other post-employment benefit costs.

This program accounts for the expenditures related to the Joint Use Agreement between the Santa Monica-Malibu Unified School District and the City of Malibu. This agreement provides for the joint operation and maintenance of school district facilities including ball fields, tennis courts and the swimming pool at Malibu High School.

Also included in this program is the risk management function, which maintains responsibility for all the City's insurance needs, including property, workers' compensation, fidelity bonds, special events, and auto liability. The goal of the risk management function is to apply loss prevention and control measures through identification and analysis of loss exposure in the areas of liability, workers' compensation, and property loss. The City is a member of the California Joint Powers Insurance Authority ("JPIA"), which provides for the pooling of self-insured losses of its member cities.

The budget for non-departmental services also includes funding for the City's required payments under the Governmental Accounting Standards Board (GASB) for retiree health costs and for the City's CalPERS liability payment. These costs are reviewed every two years as mandated.

In 2009, the City began contributing to a Prefunding Program through CalPERS to address the City's unfunded Other Post-Employment Benefits (OPEB) liability. As of 2021, the City is currently fully funded.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Senior Office Assistant	1.00	0.00	0.00
Office Assistant	1.00	2.00	1.00
Total	2.00	2.00	1.00

EXPENDITURE DETAIL

Fund 100 - General

Program 7059 - Non-Departmental Services

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	87,875	89,549	101,096	82,447	54,547
4101	Class & Compensation Study	-	-	764,266	-	-
4104	Overtime	1,575	151	500	389	500
4201	Retirement	12,497	9,409	8,088	7,029	4,462
4202	Health Insurance	19,155	16,929	18,130	17,207	10,859
4203	Vision Insurance	205	189	227	201	113
4204	Dental Insurance	908	1,022	1,201	1,068	601
4205	Life Insurance	165	171	206	183	103
4209	Disability Insurance	784	831	991	856	535
4210	Other	8,441	6,568	5,228	7,108	2,708
4212	Retiree Health Insurance	263,264	292,105	348,000	327,168	355,000
4217	Other Post Employment Benefits	560,000	-	219,889	178,146	200,000
4218	CalPERS Liabilities	496,082	585,762	538,245	538,245	690,348
Total Salaries & Benefits		\$ 1,450,951	\$ 1,002,686	\$ 2,006,067	\$ 1,160,047	\$ 1,319,776
5107	Contract Personnel	-	20,246	-	-	-
5205	Postage	10,308	6,525	15,000	10,500	15,000
5210	Service Fees and Charges	7,751	10,401	7,500	8,000	7,500
5300	Travel & Training	349	-	3,000	-	3,000
5405	Printing	-	2,540	-	-	-
5510	Insurance Premiums	654,948	811,009	1,600,000	1,004,009	1,666,377
5640	Equipment Maintenance	34,488	39,967	30,000	30,000	30,000
5720	Off-site Storage	29,246	32,446	30,000	25,000	30,000
5721	Telephone	89,447	91,266	150,000	105,000	150,000
5800	Equipment Leases	23,322	27,742	27,000	25,000	27,000
5921	Joint Use Agreement - SMMUSD	199,261	202,675	220,000	220,000	220,000
6140	Office Equipment	2,152	-	5,000	-	5,000
6160	Operating Supplies	23,843	27,691	50,000	25,000	50,000
7599	Bad Debt	(173)	-	-	-	-
Total Operating & Maintenance		\$ 1,074,942	\$ 1,272,508	\$ 2,137,500	\$ 1,452,509	\$ 2,203,877
7600	Equipment/Furniture	52,666	56,220	10,000	5,000	10,000
Total Capital Outlay		\$ 52,666	\$ 56,220	\$ 10,000	\$ 5,000	\$ 10,000
8100	Vehicle Allocation	18,000	12,000	12,000	12,000	18,000
8500	Information Systems Allocation	225,000	200,000	22,408	22,408	11,198
Total Internal Service Charges		\$ 243,000	\$ 212,000	\$ 34,408	\$ 34,408	\$ 29,198
Total Expenditures		\$ 2,821,559	\$ 2,543,414	\$ 4,187,975	\$ 2,651,964	\$ 3,562,851
Source of Funds						
General Fund 100		2,821,559	2,543,414	4,187,975	2,651,964	3,562,851
Total Source of Funds		\$ 2,821,559	\$ 2,543,414	\$ 4,187,975	\$ 2,651,964	\$ 3,562,851

INFORMATION SYSTEMS

The Information Systems Technology (IS) division provides support and advisory services for all City automated information and communications systems. The division supports the City's telephone system as well as the local area network which consists of 19 physical servers, 22 virtual servers and over 275 computers consisting of personal computers, laptops, and virtual machines. The Information Technology Fund primarily derives its revenue from a service charge to each department of overhead costs allocated per person which contributes towards the maintenance and future replacement of equipment.

FY 2023-24 was an active year for IS and should continue to be for the foreseeable future as the City's systems and operations continue to advance and improve. The Division initiated a Technology Assessment & Strategic Plan that immediately paid dividends with cyber security updates implemented without delay. The strategic initiatives will be ongoing with the goals of efficiency, accessibility, and transparency, and will better protect IT infrastructure from potential disasters and/or cyber-attack.

Furthermore, the Division worked tirelessly on projects such as but not limited to: quickly fixing urgent organizational issues as they were reported; improved the resiliency of the network to minimize, if not eliminate, any network outages; Office 365 training and expanded use; updated security card/ID Badge readers; Bluebeam for permit review; obsolete equipment replacements; support for digitization of records; and initiating development of a staff intranet.

The most significant initiative, a new Land Management System (LMS) or "permitting software" system, is intended to be brought for Council's consideration and approval with kick-off during the calendar year and will promote government resiliency and improve permit processing timelines.

The FY 2024-25 Budget will continue the aforementioned initiatives as well as further advance the Malibu technology.

To properly staff and support the City's ongoing and ever-increasing technology requirements, the budget includes moving a vacant position from Media Operations to Information Systems.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Information Systems Manager	1.00	1.00	1.00
Information Systems Administrator	0.00	1.00	1.00
Information Systems Analyst	1.00	1.00	1.00
Information Systems Technician	1.00	1.00	2.00
Total	3.00	4.00	5.00

EXPENDITURE DETAIL

Fund 602 - Information Systems Fund
Program 7060 - Information Systems

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	214,323	293,540	423,441	317,035	375,969
4104	Overtime	2,160	6,002	2,500	1,271	2,500
4201	Retirement	30,751	37,348	66,512	44,183	59,338
4202	Health Insurance	44,768	54,795	82,792	58,811	95,540
4203	Vision Insurance	537	622	852	625	840
4204	Dental Insurance	2,950	3,580	4,823	3,525	4,804
4205	Life Insurance	290	370	543	373	513
4209	Disability Insurance	1,942	2,711	4,150	2,901	4,226
4210	Other	5,770	6,939	14,798	7,587	15,605
Total Salaries & Benefits		\$ 303,491	\$ 405,907	\$ 600,411	\$ 436,311	\$ 559,336
5100	Professional Services	32,406	82,036	150,000	142,400	150,000
5107	Contract Personnel	-	-	-	40,000	-
5300	Travel & Training	6,193	12,238	10,000	6,000	15,000
5330	Dues & Memberships	68	578	2,000	1,000	2,000
5630	Computer Maintenance	8,118	1,955	4,000	2,000	4,000
5721	Telephone	26,509	19,107	55,000	25,000	133,000
6120	Computer Software	83,501	132,102	203,000	250,000	200,000
6160	Operating Supplies	2,681	4,327	5,000	2,000	5,000
Total Operating & Maintenance		\$ 159,476	\$ 252,343	\$ 429,000	\$ 468,400	\$ 509,000
7400	Computer Equipment	102,763	170,172	125,000	140,000	125,000
7500	GIS Software	15,000	15,000	50,000	15,000	50,000
Total Capital Outlay		\$ 117,763	\$ 185,172	\$ 175,000	\$ 155,000	\$ 175,000
Total Expenditures		\$ 580,730	\$ 843,422	\$ 1,204,411	\$ 1,059,711	\$ 1,243,336
Source of Funds						
Information Systems Fund		580,730	843,422	1,204,411	1,059,711	1,243,336
American Rescue Plan Act of 2021		-	-	-	-	-
Total Source of Funds		\$ 580,730	\$ 843,422	\$ 1,204,411	\$ 1,059,711	\$ 1,243,336

COMMUNITY DEVELOPMENT BLOCK GRANT

The Community Support program accounts for funds provided by the Community Development Block Grant (CDBG) program, administered by the Federal Government's Department of Housing and Urban Development (HUD) and passed through Los Angeles County's Community Development Authority (LACDA) to the City of Malibu.

CDBG funds provide for service programs and capital projects benefiting low and moderate-income residents of the community. The City is anticipated to receive approximately \$65,000 to support such programs in FY 2024-25. Per the CDBG guidelines, funding for public service programs is limited to 15% and 85% for capital projects. In recent years, LACDA has granted the City exceptions to this funding allocation on a case-by-case basis.

EXPENDITURE DETAIL

Fund 215 - Community Development Block Grant (CDBG)
Program 7070 - CDBG Programs

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
5931-01	CDBG Grants - Labor Exchange	8,000	8,000	9,900	9,900	9,791
Total Operating & Maintenance		\$ 8,000	\$ 8,000	\$ 9,900	\$ 9,900	\$ 9,791
7800	Other Equipment	-	-	-	-	-
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 8,000	\$ 8,000	\$ 9,900	\$ 9,900	\$ 9,791
Source of Funds						
CDBG Fund 215		8,000	8,000	9,900	9,900	9,791
CDBG Fund 215 Transfer of Fund Balance		-	-	-	-	-
Total Source of Funds		\$ 8,000	\$ 8,000	\$ 9,900	\$ 9,900	\$ 9,791

CITY HALL OPERATIONS

City Hall houses all City Departments in a 35,000 square foot building. Planning, Building Safety, Environmental Health and Public Works all have public counter hours in City Hall. The Community Services Department hosts a wide range of programming in the building, including housing the City's Senior Center. The building has a civic theater that serves as the City Council chambers and is used for other public meetings and workshops.

The City typically hosts special community events in the building and makes it available to outside groups for rental. Similarly, the public lobbies are typically used for changing art exhibitions throughout the year.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Senior Maintenance Technician	1.00	1.00	1.00
Total	1.00	1.00	1.00

EXPENDITURE DETAIL

Fund 103 - General

Program 9050 - City Hall Operations

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	78,049	89,898	94,064	94,420	102,090
4102	Part-Time Salaries	-	-	-	-	-
4104	Overtime	-	-	500	88	500
4201	Retirement	14,130	16,025	19,057	19,325	20,734
4202	Health Insurance	19,587	23,029	24,355	25,813	27,636
4203	Vision Insurance	197	203	203	203	203
4204	Dental Insurance	1,089	1,190	1,164	1,164	1,164
4205	Life Insurance	141	147	147	147	147
4209	Disability Insurance	730	843	922	913	1,000
4210	Other	2,415	2,616	3,724	2,801	3,920
Total Salaries & Benefits		\$ 116,338	\$ 133,951	\$ 144,136	\$ 144,875	\$ 157,394
5100	Professional Services	84,418	91,001	146,000	100,000	146,000
5210	Service Fees and Charges	3,579	3,771	3,810	3,810	3,810
5510	Insurance Premiums	156,033	193,976	195,000	240,717	195,000
5610	Facilities Maintenance	99,950	144,995	160,000	160,000	160,000
5612	Sewer Service Fees	41,673	42,611	80,000	80,000	80,000
5721	Telephone	4,325	4,550	4,500	4,500	4,500
5722	Electricity	89,685	100,105	100,000	100,000	100,000
5723	Water	10,359	7,510	10,000	10,000	10,000
5725	Trash Pickup/Recycling	-	-	-	-	1,000
6160	Operating Supplies	586	1,672	25,000	5,000	24,000
6300	Tools & Minor Equipment	352	632	10,000	5,000	10,000
6400	Clothing & Emergency Gear	-	-	500	500	500
Total Operating & Maintenance		\$ 490,960	\$ 590,823	\$ 734,810	\$ 709,527	\$ 734,810
7300	Leasehold Improvements	24,839	86,620	375,000	165,000	550,000
7800	Equipment	-	4,885	25,000	-	25,000
Total Capital Outlay		\$ 24,839	\$ 91,505	\$ 400,000	\$ 165,000	\$ 575,000
8500	Information Systems Allocation	4,500	5,000	11,204	11,204	11,198
Total Internal Service Charges		\$ 4,500	\$ 5,000	\$ 11,204	\$ 11,204	\$ 11,198
Total Expenditures		\$ 636,637	\$ 821,279	\$ 1,290,150	\$ 1,030,606	\$ 1,478,402
Source of Funds						
General Fund 103		636,637	821,279	1,290,150	1,030,606	1,028,402
Deferred Maintenance - City Facilities Reserve		-	-	-	-	450,000
Total Source of Funds		\$ 636,637	\$ 821,279	\$ 1,290,150	\$ 1,030,606	\$ 1,478,402

CARBON BEACH UNDERGROUNDING COMMUNITY FACILITIES DISTRICT

In 2008-2009, the City assisted a group of 21 property owners in the Carbon Beach area with the formation of a Community Facilities District (CFD). The CFD provides a mechanism for the property owners to finance the undergrounding of utilities in the Carbon Beach area along Pacific Coast Highway. Each property within the CFD pays for the undergrounding project via annual assessments levied against the properties through the Los Angeles County Assessor's Office.

Bonds were sold as a part of the process and all costs of issuing the bonds were paid from proceeds of the bond sale. Funds are administered by US Bank, which acts as the fiscal agent and trustee for the CFD.

The City contracts with a financial services firm to manage the Carbon Beach Undergrounding CFD.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Financial Analyst	0.11	0.11	0.11
Total	0.11	0.11	0.11

EXPENDITURE DETAIL

Fund 712 - Carbon Beach Undergrounding Communities Facilities District (CFD)

Program 9048 - Carbon Beach Undergrounding

Object	Description	2021-22	2022-23	2023-24	2023-24	2024-25
		Actual	Actual	Amended	Estimated	Proposed
4101	Full-Time Salaries	9,709	10,138	10,576	11,293	11,988
4104	Overtime	-	-	-	-	-
4201	Retirement	749	741	846	868	981
4202	Health Insurance	1,283	1,278	1,352	1,432	1,534
4203	Vision Insurance	14	13	13	12	13
4204	Dental Insurance	80	68	67	67	67
4205	Life Insurance	13	11	11	12	11
4209	Disability Insurance	93	93	104	107	117
4210	Other	309	293	417	321	452
Total Salaries & Benefits		\$ 12,250	\$ 12,635	\$ 13,386	\$ 14,112	\$ 15,162
5100	Professional Services	10,989	11,222	15,000	15,000	15,000
5810	Debt Service - Interest	83,638	79,963	76,788	76,788	74,188
5820	Debt Service - Principal	120,000	125,000	130,000	130,000	130,000
Total Debt Service		\$ 214,627	\$ 216,185	\$ 221,788	\$ 221,788	\$ 219,188
Total Expenditures		\$ 226,877	\$ 228,820	\$ 235,174	\$ 235,900	\$ 234,350
Source of Funds						
Carbon Beach Undergrounding CFD		226,877	228,820	235,174	235,900	234,350
Total Source of Funds		\$ 226,877	\$ 228,820	\$ 235,174	\$ 235,900	\$ 234,350

BROAD BEACH UNDERGROUND UTILITIES ASSESSMENT DISTRICT

In Fiscal Year 2009-2010, the City assisted a group of property owners in the Broad Beach Road area with the formation of an Assessment District (AD). The AD provides a mechanism for the property owners to finance the undergrounding of utilities in the Broad Beach Road area along Pacific Coast Highway. Each property within the AD pays for the undergrounding project via annual assessments levied against the properties through the Los Angeles County Assessor's Office.

The AD does not place any fiscal impact on the City. Bonds were sold as part of the process and all costs of issuing the bonds were paid from proceeds of the bond sale. Funds are administered by US Bank, which acts as the fiscal agent and trustee for the AD.

The City contracts with a financial services firm to manage the Broad Beach Undergrounding AD.

EXPENDITURE DETAIL

Fund 713 - Broad Beach Undergrounding Assessment District (AD)

Program 9052 - Broad Beach Undergrounding

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	-	-	-	-	-
4201	Retirement	-	-	-	-	-
4202	Health Insurance	-	-	-	-	-
4203	Vision Insurance	-	-	-	-	-
4204	Dental Insurance	-	-	-	-	-
4205	Life Insurance	-	-	-	-	-
4209	Disability Insurance	-	-	-	-	-
4210	Other	-	-	-	-	-
Total Salaries & Benefits		\$ -	\$ -	\$ -	\$ -	\$ -
5100	Professional Services	6,746	7,882	9,000	9,000	9,000
5810	Debt Service - Interest	83,911	81,630	79,168	79,168	76,521
5820	Debt Service - Principal	50,000	50,000	55,000	55,000	55,000
Total Debt Service		\$ 140,657	\$ 139,512	\$ 143,168	\$ 143,168	\$ 140,521
Total Expenditures		\$ 140,657	\$ 139,512	\$ 143,168	\$ 143,168	\$ 140,521
Source of Funds						
Broad Beach Undergrounding AD		140,657	139,512	143,168	143,168	140,521
Total Source of Funds		\$ 140,657	\$ 139,512	\$ 143,168	\$ 143,168	\$ 140,521

CIVIC CENTER WASTEWATER TREATMENT FACILITY ASSESSMENT DISTRICT

On January 25, 2016, the City of Malibu Assessment District (AD) No. 2015-1 was approved for the Civic Center Wastewater Treatment Facility. The AD provided a mechanism for property owners in the Civic Center area to finance the design and construction of the Wastewater Treatment Facility. After the approval of the Assessment District, the City was able to secure funding from the State Water Resources Control Board (SWRCB) State Revolving Fund (SRF) program, including a grant of \$9.5 million and \$50.7 million in low interest loans. Additional bond funding was issued in the amount of \$6.2 million to cover costs ineligible under the SRF funding. Construction of the facility commenced in July 2016. The facility was completed and fully operational in September 2018.

The loan and bonds will be repaid through the AD. Each property within the AD will pay for the project via annual assessments levied against the properties through the Los Angeles County Assessor's Office. These assessments began in Fiscal Year 2018-19. The City and the County of Los Angeles prepaid the assessments for their existing properties within Phase One. The annual assessments for the vacant properties the City purchased in Fiscal Year 2018-19 are accounted for in Division 9088.

Costs for the operation and maintenance of the facility are included in the current budget in Division 3010.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Adopted
Financial Analyst	0.13	0.13	0.13
Total	0.13	0.13	0.13

EXPENDITURE DETAIL

Fund 715 - Civic Center Wastewater Treatment Facility Assessment District (AD)

Program 9049 - Civic Center Wastewater Treatment Plant

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	10,915	11,994	12,512	13,361	14,182
4201	Retirement	841	876	1,001	1,028	1,160
4202	Health Insurance	1,440	1,512	1,599	1,695	1,815
4203	Vision Insurance	16	15	15	15	15
4204	Dental Insurance	90	81	79	79	79
4205	Life Insurance	14	14	14	13	14
4209	Disability Insurance	104	110	123	125	139
4210	Other	347	346	493	381	535
Total Salaries & Benefits		\$ 13,767	\$ 14,948	\$ 15,836	\$ 16,697	\$ 17,938
5100	Professional Services	21,102	33,186	15,000	15,000	15,600
5810	Debt Service - Interest	176,044	173,441	164,131	164,131	160,863
5810.01	SRF Repayment - Interest	616,146	596,689	576,966	576,966	556,975
5810.03	Prepayment Premium	-	-	-	-	-
5820	Debt Service - Principal	85,000	229,200	90,000	90,000	95,000
5820.01	SRF Repayment - Principal	1,415,871	1,435,196	1,454,784	1,454,784	1,474,641
5900	Const Cost-Reimb to Enterprise	25,936	-	-	-	-
Total Debt Service		\$ 2,340,099	\$ 2,467,712	\$ 2,300,881	\$ 2,300,881	\$ 2,303,079
9049	Construction - Undergrounding	-	-	-	-	-
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 2,353,866	\$ 2,482,660	\$ 2,316,717	\$ 2,317,578	\$ 2,321,017
Source of Funds						
Civic Center Wastewater AD		2,353,866	2,482,660	2,316,717	2,317,578	2,321,017
Total Source of Funds		\$ 2,353,866	\$ 2,482,660	\$ 2,316,717	\$ 2,317,578	\$ 2,321,017

VACANT PROPERTIES

On November 30, 2016, the City closed escrow on approximately 35 acres of vacant land located at Trancas Canyon Road and Pacific Coast Highway, commonly known as Trancas Field. This \$11.4 million acquisition was funded through the issuance of Certificates of Participation (COP) 2016A. The acquisition of the property resolved one of the City's longest standing legal disputes. The property remains vacant.

On April 23, 2018, the Council authorized a funding plan to purchase three vacant properties totaling 29.24 acres, including 23575 Civic Center Way, which is commonly known as Sycamore Village or the Ioki parcel and consists of 9.65 acres located on the northeast corner of Civic Center Way and Stuart Ranch Road; a 1.11-acre parcel located on the southwest corner of Civic Center Way and Webb Way, and an 18.48-acre parcel located on the south side of Pacific Coast Highway just east of Heathercliff Road.

The properties at 23575 Civic Center Way and southwest corner of Civic Center Way and Webb Way are both part of City of Malibu Civic Center Wastewater Treatment Facility Assessment District (AD) No. 2015-1 approved on January 25, 2016. The annual assessment for these two parcels is \$260,000.

On February 12, 2020, the La Paz property was dedicated to the City. This property is also a part of AD No. 2015-1. The annual assessment for this parcel is \$20,000.

The FY 2024-25 Budget also includes funding to perform brush clearance and cover service fees on all vacant parcels.

EXPENDITURE DETAIL

Fund 105 - General

Program 9088 - Vacant Properties

Object	Description	2021-22	2022-23	2023-24	2023-24	2024-25
		Actual	Actual	Amended	Estimated	Proposed
5100	Professional Services	-	-	-	-	200,000
5127	Weed Abatement	10,000	4,326	20,000	15,000	20,000
5210	Service Fees and Charges	2,420	2,668	2,675	2,675	2,700
5610	Facilities Maintenance	-	-	-	-	-
5613	Assessment Dist - CCWTF	264,108	244,097	280,000	280,000	280,000
5830	Cost of Issuance	-	-	-	-	-
6160	Operating Supplies	-	-	-	-	-
Total Operating & Maintenance		\$ 276,528	\$ 251,091	\$ 302,675	\$ 297,675	\$ 502,700
7102	Land Acquisition	-	-	-	-	-
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 276,528	\$ 251,091	\$ 302,675	\$ 297,675	\$ 502,700
Source of Funds						
General Fund - 105		276,528	251,091	302,675	297,675	502,700
Total Source of Funds		\$ 276,528	\$ 251,091	\$ 302,675	\$ 297,675	\$ 502,700

DEBT SERVICE

The City of Malibu has used the issuance of Certificates of Participation (COPs) for a variety of purposes including the acquisition of property and capital improvements. The City used debt to acquire and improve Legacy Park and City Hall. It also used debt to acquire vacant lands including Trancas Field, 23575 Civic Center Way, the parcel located on the southwest corner of Civic Center Way and Webb Way, and the parcel located on the south side of Pacific Coast Highway just east of Heathercliff Road. Rental income from the commercial properties pays for the debt service on Legacy Park. Debt service for City Hall and the vacant lands is paid out of the General Fund. The expenses related to that debt are shown together in one division.

In accordance with the funding plan authorized by City Council on April 23, 2018, the City will be responsible for the annual debt service of \$1,090,751 for the vacant lands at 23575 Civic Center Way, the parcel located on the southwest corner of Civic Center Way and Webb Way, and the parcel located on the south side of Pacific Coast Highway just east of Heathercliff Road in FY 2024-25.

EXPENDITURE DETAIL

Fund 103, Fund 104 and Fund 105 - General

Fund 500 Legacy Park

Program 7004 Legacy Park

Program 9050 City Hall

Program 9074 Trancas Field

Program 9088 Land Acquisition

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
Program 7004 - Legacy Park						
5810	Debt Service - Interest	473,838	477,475	437,001	437,001	416,901
5820	Debt Service - Principal	620,000	635,000	655,000	655,000	675,000
Total Debt Service		\$ 1,093,838	\$ 1,112,475	\$ 1,092,001	\$ 1,092,001	\$ 1,091,901
Program 9050 - City Hall						
5810	Debt Service - Interest	813,350	783,925	753,225	753,225	718,175
5820	Debt Service - Principal	690,000	720,000	750,000	775,000	775,000
Total Debt Service		\$ 1,503,350	\$ 1,503,925	\$ 1,503,225	\$ 1,528,225	\$ 1,493,175
Program 9074 - Trancas Field						
5810	Debt Service - Interest	387,650	379,250	370,550	370,550	360,400
5820	Debt Service - Principal	205,000	215,000	220,000	220,000	230,000
Total Debt Service		\$ 592,650	\$ 594,250	\$ 590,550	\$ 590,550	\$ 590,400
Program 9088 - Land Acquisition						
5810	Debt Service - Interest	1,009,000	1,004,750	1,000,376	1,000,376	995,751
5820	Debt Service - Principal	85,000	85,000	90,000	90,000	95,000
Total Debt Service		\$ 1,094,000	\$ 1,089,750	\$ 1,090,376	\$ 1,090,376	\$ 1,090,751
Total Expenditures		\$ 4,283,838	\$ 4,300,400	\$ 4,276,152	\$ 4,301,152	\$ 4,266,227
Source of Funds						
General Fund 103		1,503,350	1,503,925	1,503,225	1,528,225	1,493,175
General Fund 104		592,650	594,250	590,550	590,550	590,400
General Fund 105		1,094,000	1,089,750	1,090,376	1,090,376	1,090,751
Legacy Park Project Fund 500		1,093,838	1,112,475	1,092,001	1,092,001	1,091,901
Total Source of Funds		\$ 4,283,838	\$ 4,300,400	\$ 4,276,152	\$ 4,301,152	\$ 4,266,227

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CITY CLERK



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CITY CLERK

Department Expenditures by Program

Department	Program	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
7007	City Clerk	235,713	341,764	605,945	568,666	747,273
	Total	\$ 235,713	\$ 341,764	\$ 605,945	\$ 568,666	\$ 747,273

CITY CLERK

The City Clerk is the local official who administers democratic processes, such as elections, access to City records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk manages public inquiries and relationships and arranges for ceremonial and official functions.

As Custodian of Official Records, the City Clerk maintains all official City documents, archives and legislative history. The City Clerk's Office oversees the document imaging and records management program. Additionally, the City Clerk conducts and certifies all municipal elections, administers oaths and affirmations, and manages legal requirements for public notice and for the filing of referenda, initiatives, recall petitions, annual Statements of Economic Interest and Campaign Disclosure Statements.

The City Clerk serves as Clerk of the Council attending, monitoring, and retaining complete records of all City Council proceedings.

The City Clerk's Office maintains the live web streaming and video archives of City Council meetings and document recording with Los Angeles County.

The Fiscal Year 2024-25 Budget includes \$50,000 for the November 5, 2024 General Municipal Election.

Staffing	2022-23 Budget	2023-24 Budget	2023-24 Proposed
City Clerk	1.00	1.00	1.00
Assistant City Clerk	1.00	1.00	0.00
Deputy City Clerk	1.00	1.00	2.50
Total	3.00	3.00	3.50

EXPENDITURE DETAIL

Fund 100 - General
Program 7007 - City Clerk

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	139,710	183,251	318,198	299,687	350,655
4102	Temporary/Part-time Salaries	-	10,186	-	45,000	47,538
4104	Overtime	-	136	250	250	-
4201	Retirement	10,541	13,303	47,537	35,664	39,461
4202	Health Insurance	14,648	16,408	60,621	60,232	58,738
4203	Vision Insurance	161	170	519	709	650
4204	Dental Insurance	738	925	2,930	3,997	3,658
4205	Life Insurance	247	328	572	587	640
4208	Deferred Compensation	2,418	3,000	3,000	3,000	3,000
4209	Disability Insurance	1,307	1,676	3,118	3,047	3,436
4210	Other	2,500	4,569	10,789	8,483	12,804
Total Salaries & Benefits		\$ 172,270	\$ 233,952	\$ 447,534	\$ 460,655	\$ 520,580
5100	Professional Services	42,403	51,753	45,500	53,000	58,200
5100-01	Document Imaging Services	-	-	25,000	-	25,000
5107	Contract Personnel	634	-	25,000	-	25,000
5150	Elections	438	28,650	1,000	600	50,000
5205	Postage	70	304	500	-	500
5300	Travel & Training	630	1,370	10,000	8,000	11,000
5330	Dues & Memberships	575	1,250	1,500	1,500	1,500
5340	Transportation & Mileage	118	126	800	800	800
5401	Advertising & Noticing	1,411	3,681	5,000	3,000	5,000
6160	Operating Supplies	777	4,421	5,000	5,000	5,000
6200	Publications	2,887	1,257	5,500	2,500	5,500
Total Operating & Maintenance		\$ 49,943	\$ 92,812	\$ 124,800	\$ 74,400	\$ 187,500
8500	Information Systems Allocation	13,500	15,000	33,611	33,611	39,193
Total Internal Service Charges		\$ 13,500	\$ 15,000	\$ 33,611	\$ 33,611	\$ 39,193
Total Expenditures		\$ 235,713	\$ 341,764	\$ 605,945	\$ 568,666	\$ 747,273
Source of Funds						
General Fund 100		235,713	341,764	605,945	568,666	747,273
Total Source of Funds		\$ 235,713	\$ 341,764	\$ 605,945	\$ 568,666	\$ 747,273

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PUBLIC SAFETY



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PUBLIC SAFETY

Department Expenditures by Program

Department	Program	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
7021	Public Safety	11,229,657	11,850,258	16,944,242	13,451,285	16,764,554
Total		\$ 11,229,657	\$ 11,850,258	\$ 16,944,242	\$ 13,451,285	\$ 16,764,554

PUBLIC SAFETY SERVICES AND EMERGENCY MANAGEMENT

The City's Public Safety Department is comprised of in-house public safety and emergency management programs and contract services, including law enforcement, fire, animal control, and homeless outreach.

Emergency management programs include maintaining the City's Emergency Operations Center (EOC) and alert and warning systems, City EOC team training, staff safety training on emergency protocols, emergency plan development and maintenance, coordinating with outside agencies to develop and improve interagency response procedures, and the overseeing the Community Emergency Response Team (CERT) program. Neighborhood fire safety and preparedness programs include Home Ignition Zone Assessments, coordination and support of Firewise Communities, and CAL FIRE wildfire prevention grant projects.

Law enforcement services are provided by the Los Angeles Sheriff's Department and include general law, traffic, parking enforcement, administration, summer beach enforcement, and specialized community policing services. Traffic enforcement is supplemented by a contract with the California Highway Patrol. Parking citation processing and hearings are provided by a contract with an outside vendor. The Department also provides support to the Sheriff's Volunteers on Patrol (VOP) program.

The Los Angeles County Fire Department provides fire services including fire emergency response, paramedic services, and fire prevention and inspections. The Malibu residents pay for these services annually through their property tax bills.

The Los Angeles County Department of Animal Care and Control provides animal rescue, licensing, abuse investigation, and adoptions.

The Department also oversees the City's response to homelessness. Staff manages a contract for homeless outreach services, and coordinates with the Sheriff's Department and other outside agencies to address homeless encampments.

Although the Malibu Substation is expected to open in 2024, the contract costs for the Los Angeles County Sheriff's Department (LASD) included in this budget are based on current year costs, plus 3.06%, which is the contract rate increase. Due to LASD's ongoing growth moratorium, we do not anticipate being able to fully staff the Malibu Substation this fiscal year.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Public Safety Director	1.00	1.00	1.00
Fire Safety Liaison	1.50	1.50	1.50
Public Safety Coordinator	1.00	1.00	1.00
Emergency Services Coordinator	0.00	1.00	1.00
Public Safety Specialist	1.00	0.00	0.00
Administrative Assistant	0.00	0.00	1.00
Total	4.50	4.50	5.50

EXPENDITURE DETAIL

Fund 100 - General

Fund 211 - Brulte

Program 7021 - Public Safety Services and Emergency Management

Object	Description	2021-22	2022-23	2023-24	2023-24	2024-25
		Actual	Actual	Amended	Estimated	Proposed
4101	Full-Time Salaries	314,005	305,394	346,500	326,495	445,691
4102	Part-Time Salaries	46,990	124,364	158,375	156,127	174,108
4104	Overtime	3,172	5,448	5,000	4,469	5,000
4201	Retirement	37,631	37,608	59,986	50,308	61,488
4202	Health Insurance	58,921	56,885	72,533	83,727	104,392
4203	Vision Insurance	724	638	739	861	977
4204	Dental Insurance	3,859	3,710	4,222	4,991	5,654
4205	Life Insurance	408	596	681	671	771
4208	Deferred Compensation	-	3,000	3,000	3,000	3,000
4209	Disability Insurance	2,833	2,952	3,396	3,384	4,368
4210	Other	9,549	8,655	15,550	8,900	19,113
Total Salaries & Benefits		\$ 478,092	\$ 549,250	\$ 669,982	\$ 642,932	\$ 824,560
5100	Professional Services	378,481	330,542	480,000	276,500	576,000
5100-01	CHP On-call Services	-	-	100,000	100,000	1,300,000
5106	L.A. Co. Animal Control	61,987	104,087	219,000	187,000	75,000
5114	L.A. Co. Fire Base Year Fee	2,563	2,536	2,600	2,536	2,600
5115	L.A. Co. Sheriff's Services	9,217,045	9,403,488	13,471,688	10,640,000	11,439,305
5116	L.A. Co. Sheriff's Services-Beach Team	664,624	752,961	1,302,695	868,000	1,275,000
xxxx	Parking Enforcement	-	-	-	-	550,000
5119	Homeless Outreach and Support Services	243,858	379,576	385,000	385,000	405,000
5119-01	Homeless Encampment Cleanups	1,989	8,770	20,000	2,500	20,000
5300	Travel & Training	7,705	5,466	7,000	7,000	8,000
5330	Dues & Memberships	130	130	500	100	500
5340	Transportation & Mileage	435	305	500	100	500
5401	Advertising & Noticing	-	1,340	10,000	6,000	-
5405	Printing	5,552	-	1,000	200	3,000
5640	Equipment Maintenance	2,536	6,273	15,000	4,500	15,000
5710	Facilities Rent	-	-	5,160	-	7,000
5721	Telephone	11,160	14,262	9,700	20,000	14,500
6160	Operating Supplies	56,006	99,550	85,000	85,000	85,000
6160.01	VOP Supplies	4,574	5,333	7,000	3,000	7,000
6400	Clothing & Emergency Gear	283	2,780	5,000	500	3,000
Total Operating & Maintenance		\$ 10,658,928	\$ 11,117,399	\$ 16,126,843	\$ 12,587,936	\$ 15,786,405
7800	Other Equipment	22,137	108,609	67,000	140,000	50,000
Total Capital Outlay		\$ 22,137	\$ 108,609	\$ 67,000	\$ 140,000	\$ 50,000
8100	Vehicle Allocation	30,000	30,000	30,000	30,000	42,000
8500	Information Systems Allocation	40,500	45,000	50,417	50,417	61,589
Total Internal Service Charges		\$ 70,500	\$ 75,000	\$ 80,417	\$ 80,417	\$ 103,589
Total Expenditures		\$ 11,229,657	\$ 11,850,258	\$ 16,944,242	\$ 13,451,285	\$ 16,764,554
Source of Funds						
General Fund 100		10,963,566	11,684,987	16,758,083	13,265,126	16,589,554
American Rescue Plan Act of 2021		111,091	-	-	-	-
Brulte Fund 211		155,000	165,271	186,159	186,159	175,000
Total Source of Funds		\$ 11,229,657	\$ 11,850,258	\$ 16,944,242	\$ 13,451,285	\$ 16,764,554

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COMMUNITY SERVICES



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COMMUNITY SERVICES

Department Expenditures by Program

Department	Program	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
3009	Transportation Services	93,260	104,322	646,500	610,500	196,500
4001	General Recreation	714,079	708,997	1,234,758	848,088	857,314
4002	Aquatics	358,523	354,245	476,168	323,684	433,429
4003	Outdoor Recreation	-	46,169	50,445	108,445	56,601
4004	Day Camp	118,644	116,180	136,615	116,645	126,164
4005	Skate Park	52,780	60,210	192,362	148,775	143,205
4006	Sports	76,590	96,817	139,460	96,918	145,511
4007	Community Classes	110,783	135,565	155,806	114,757	174,730
4008	Senior Adult Program	118,105	189,425	222,322	204,247	227,976
4010	Park Maintenance	1,066,709	1,255,010	1,740,606	1,385,606	1,828,236
4011	Special Events	102,710	188,503	220,149	230,993	326,096
4012	Malibu Arts	158,200	179,522	264,481	162,957	242,981
7008	Legacy Park Operations	635,472	681,272	991,837	771,957	960,963
Total		\$ 3,605,855	\$ 4,116,237	\$ 6,471,509	\$ 5,123,572	\$ 5,719,707

TRANSPORTATION SERVICES

The Transportation Services Program provides Dial-A-Ride services to Malibu seniors (60 years and older) and disabled citizens through the City's contracted service provider, Ventura Transit Systems. The service is funded by Proposition A transportation funds, which the Los Angeles County Metropolitan Transit Authority allocates.

Passengers pay \$1.00 each way for trips to the Malibu Senior Center, \$2.00 each way for trips within City boundaries, and \$4.00 each way for trips outside City limits. Currently, 245 people are registered for the service.

Passengers may travel to various locations locally, in addition to neighboring cities of Agoura Hills, Calabasas, Santa Monica, and Westwood, allowing access to grocery stores, doctor's offices, and hospitals. In FY 2023-24, 147 passenger trips were provided to residents.

EXPENDITURE DETAIL

Fund 203 - Proposition A

Program 3009 - Transportation Services

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4210	Other	4,000	4,000	4,000	4,000	4,000
Total Salaries & Benefits		\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
5100	Professional Services	-	-	1,000	7,500	1,000
5107	Contract Services	-	-	4,000	4,000	4,000
5145	Dial-A-Ride Services	82,322	66,019	127,500	80,000	127,500
5147	Prop A Fund Exchange	-	-	450,000	450,000	-
5148	Special Events Rec Transit - Seniors	6,938	34,303	60,000	65,000	60,000
Total Operating & Maintenance		\$ 89,260	\$ 100,322	\$ 642,500	\$ 606,500	\$ 192,500
Total Expenditures		\$ 93,260	\$ 104,322	\$ 646,500	\$ 610,500	\$ 196,500
Source of Funds						
Proposition A Fund 203		93,260	104,322	646,500	610,500	196,500
Total Source of Funds		\$ 93,260	\$ 104,322	\$ 646,500	\$ 610,500	\$ 196,500

GENERAL RECREATION

The Community Services Department provides recreational experiences designed to enhance the quality of life for Malibu residents while preserving resources and upholding the values of the Malibu community.

The Department offers a variety of innovative and cost-effective programs and events throughout the year and partners with various agencies such as Malibu Library, Boys and Girls Club Malibu, Pepperdine University, and local businesses. The Department also oversees the use of school facilities through a Master Facility Use Agreement with the Santa Monica-Malibu Unified School District.

Social Media efforts continue with new and exciting daily content and stories on Instagram, X (formally Twitter), and Facebook. The online presence ensures that information is current and relevant to subscribers. The Department will continue to create and update videos on parks and programs in FY 2024-25.

The administrative section oversees the management and operational functions of the Department, including capital improvement projects, budget administration, grant procurement, production of the City's Quarterly Newsletter and Recreation Guide, facility use permits, and administrative support for the Malibu Arts Commission, Harry Barovsky Memorial Youth Commission, and the Parks & Recreation Commission. In FY 2024-25 the administrative section will focus on the Permanent Skatepark project, Malibu Bluffs Park improvements such as the Snack Shack, and outreach for the vacant properties.

The Department operates with eleven full-time employees, four part-time permanent employees, and thirty part-time and seasonal employees. Contract instructors and volunteers are also used to support programs and activities throughout the year.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Community Services Director	0.80	0.80	0.80
Comm. Services Deputy Director	0.70	0.70	0.00
Recreation Manager	0.20	0.20	0.40
Recreation Supervisor	0.40	0.40	0.40
Recreation Coordinator	0.65	0.65	0.55
Administrative Assistant	0.90	0.90	0.90
Media Assistant	0.20	0.13	0.00
Recreation Assistant II	0.00	0.00	0.60
Recreation Assistant	3.24	3.11	2.40
Total	7.09	6.89	6.05

EXPENDITURE DETAIL

Fund 100 - General

Program 4001 - General Recreation

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	403,613	378,897	431,418	301,676	380,850
4102	Part-Time Salaries	77,600	85,872	339,740	134,600	120,034
4104	Overtime	1,056	655	1,000	75	1,000
4201	Retirement	58,850	48,585	68,660	48,561	58,283
4202	Health Insurance	59,557	62,132	81,425	64,709	75,650
4203	Vision Insurance	694	649	779	623	644
4204	Dental Insurance	3,870	3,843	4,518	3,660	3,731
4205	Life Insurance	668	522	724	600	661
4208	Deferred Compensation	2,379	1,163	2,400	2,384	2,400
4209	Disability Insurance	3,726	3,297	4,228	3,265	3,891
4210	Other	11,017	11,722	17,841	13,209	15,396
Total Salaries & Benefits		\$ 623,030	\$ 597,337	\$ 952,733	\$ 573,363	\$ 662,541
5100	Professional Services	-	450	4,200	740	3,600
5107	Contract Personnel	250	-	1,600	-	2,000
5205	Postage	8,056	8,000	8,300	8,300	8,400
5300	Travel & Training	1,841	1,150	8,000	190	8,000
5330	Dues & Memberships	1,158	2,001	2,000	2,500	2,010
5340	Transportation & Mileage	138	-	400	170	400
5401	Advertising & Noticing	835	1,500	5,200	3,000	5,200
5405	Printing	12,254	35,554	28,000	36,000	36,000
5721	Telephone	12,292	12,206	10,000	11,000	11,220
6120	Computer Software	3,300	6,225	10,000	8,000	10,100
6160	Operating Supplies	19,425	11,824	11,500	12,000	8,500
6400	Clothing & Emergency Gear	-	-	-	-	3,600
Total Operating & Maintenance		\$ 59,549	\$ 78,910	\$ 89,200	\$ 81,900	\$ 99,030
7800	Equipment	-	-	120,000	120,000	-
Total Capital Outlay		\$ -	\$ -	\$ 120,000	\$ 120,000	\$ -
8100	Vehicle Allocation	-	-	-	-	-
8500	Information Systems Allocation	31,500	32,750	72,825	72,825	95,743
Total Internal Service Charges		\$ 31,500	\$ 32,750	\$ 72,825	\$ 72,825	\$ 95,743
Total Expenditures		\$ 714,079	\$ 708,997	\$ 1,234,758	\$ 848,088	\$ 857,314
Source of Funds						
General Fund 100		707,949	708,997	1,234,758	848,088	857,314
American Rescue Plan Act of 2021		6,130	-	-	-	-
Total Source of Funds		\$ 714,079	\$ 708,997	\$ 1,234,758	\$ 848,088	\$ 857,314

AQUATICS

The City operates aquatics programming at the Malibu Community Pool at Malibu High School through a Master Facility Use Agreement with the Santa Monica-Malibu Unified School District.

The Department offers more than 1,400 hours of programming annually for residents of all ages, including swim lessons, swim team, water polo, masters swim, and aqua aerobics.

Additionally, the City maintains high safety standards for Lifeguards and Pool Managers, including over 350 dedicated training hours annually for lifeguard certification, first aid/CPR/AED certification, water safety instructor training, and lifeguard management training.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Manager	0.15	0.15	0.15
Recreation Supervisor	0.00	0.00	0.00
Recreation Coordinator	0.45	0.45	0.40
Pool Manager	1.12	1.95	1.21
Lifeguard	2.51	2.30	2.96
Total	4.23	4.85	4.72

EXPENDITURE DETAIL

Fund 100 - General
Program 4002 - Aquatics

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	49,729	64,577	53,485	58,375	54,438
4102	Part-Time Salaries	118,213	122,409	181,327	116,969	202,160
4104	Overtime	-	442	500	95	500
4201	Retirement	12,217	12,588	15,342	10,840	16,215
4202	Health Insurance	20,949	24,752	22,020	23,379	24,398
4203	Vision Insurance	194	221	196	243	190
4204	Dental Insurance	1,054	1,254	1,064	1,155	1,034
4205	Life Insurance	168	189	172	172	166
4209	Disability Insurance	650	827	854	753	874
4210	Other	4,336	4,974	8,108	4,904	8,584
Total Salaries & Benefits		\$ 207,510	\$ 232,233	\$ 283,068	\$ 216,884	\$ 308,559
5107	Contract Personnel	144,301	114,032	178,450	95,000	108,950
5300	Travel & Training	1,157	674	2,000	250	2,000
5330	Dues & Memberships	63	1,213	2,700	550	450
5340	Transportation & Mileage	-	-	950	500	950
5401	Advertising & Noticing	536	1,579	1,500	1,500	2,000
5721	Telephone	-	-	-	-	2,120
6160	Operating Supplies	4,956	4,514	7,500	9,000	8,400
Total Operating & Maintenance		\$ 151,013	\$ 122,012	\$ 193,100	\$ 106,800	\$ 124,870
Total Expenditures		\$ 358,523	\$ 354,245	\$ 476,168	\$ 323,684	\$ 433,429
Source of Funds						
General Fund 100		358,523	354,245	476,168	323,684	433,429
Total Source of Funds		\$ 358,523	\$ 354,245	\$ 476,168	\$ 323,684	\$ 433,429

OUTDOOR RECREATION

Outdoor recreation programs provide interpretive and educational programs at Charmlee Wilderness Park and City open spaces. Staff-led hikes take place monthly with emphasis and discussions on preservation, dark skies, and earth-friendly management practices.

In FY 2024-25, the City will continue to work with Managed Career Solutions (MCS) contractor to conduct repair work to the trail system, erosion control, and mitigation measures through a grant at no cost to the City. The work completed by the contractor will assist with long-term preventative maintenance.

Additionally, the Community Services Department will complete repairs to the Nature Center in FY 2024-25. The Nature Center will provide the community and region with opportunities to learn about native plants, animals, conservation, and sustainability.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Supervisor	0.30	0.30	0.30
Recreation Assistant	0.34	0.10	0.06
Total	0.64	0.40	0.36

EXPENDITURE DETAIL

Fund 100 - General

Program 4003 - Outdoor Recreation

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	-	36,832	30,053	29,065	32,113
4102	Part-Time Salaries	-	130	4,165	2,296	2,653
4104	Overtime	-	367	500	-	500
4201	Retirement	-	5,654	2,458	2,535	2,661
4202	Health Insurance	-	33	-	-	-
4203	Vision Insurance	-	193	-	-	-
4204	Dental Insurance	-	59	-	-	-
4205	Life Insurance	-	344	44	44	44
4209	Disability Insurance	-	10	295	305	315
4210	Other	-	647	880	500	892
Total Salaries & Benefits		\$ -	\$ 44,269	\$ 38,395	\$ 34,745	\$ 39,177
5107	Contract Personnel	-	-	2,200	63,500	2,200
5340	Transportation & Mileage	-	-	450	-	464
5401	Advertising & Noticing	-	-	600	1,000	1,500
5610	Facilities Maintenance	-	-	2,500	-	2,500
5640	Equipment Maintenance	-	-	-	-	-
5721	Telephone	-	73	900	200	960
6120	Computer Software	-	1,827	2,600	-	7,000
6160	Operating Supplies	-	-	2,800	9,000	2,800
Total Operating & Maintenance		\$ -	\$ 1,900	\$ 12,050	\$ 73,700	\$ 17,424
Total Expenditures		\$ -	\$ 46,169	\$ 50,445	\$ 108,445	\$ 56,601
Source of Funds						
General Fund 100		-	46,169	50,445	108,445	56,601
Total Source of Funds		\$ -	\$ 46,169	\$ 50,445	\$ 108,445	\$ 56,601

DAY CAMPS

Day Camps, taught by contract instructors, occur during the summer months, as well as winter and spring breaks. Many camps take place at Malibu Bluffs Park except those requiring specialized facilities such as tennis, basketball, and volleyball, which take place at Santa Monica-Malibu Unified School District facilities.

Sports camps offered by the Department include baseball, basketball, flag football, soccer, softball, tennis, and volleyball. In addition to athletic programming, the City offers enrichment camps for children ages 5-11, including Science, Technology, Engineering, Art, and Mathematics (STEAM) programming, and performing arts camps including dance, and theater.

The popular Surf Camp takes place at Surfrider Beach during spring and summer breaks, with more than 160 local youth participating in the program annually.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Manager	0.10	0.10	0.10
Recreation Supervisor	0.00	0.00	0.00
Recreation Coordinator	0.20	0.20	0.20
Recreation Assistant II	0.00	0.00	0.20
Recreation Assistant	0.41	0.41	0.26
Total	0.71	0.71	0.76

EXPENDITURE DETAIL

Fund 100 - General

Program 4004 - Day Camp

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	19,489	19,884	29,394	22,043	31,722
4102	Part-Time Salaries	11,590	12,521	17,276	10,577	16,826
4104	Overtime	324	221	250	-	250
4201	Retirement	2,749	2,279	4,120	3,424	4,875
4202	Health Insurance	4,178	3,750	9,360	5,728	7,660
4203	Vision Insurance	38	33	88	59	58
4204	Dental Insurance	230	188	507	329	324
4205	Life Insurance	30	28	44	27	48
4209	Disability Insurance	185	190	288	180	364
4210	Other	756	784	1,588	779	1,538
Total Salaries & Benefits		\$ 39,569	\$ 39,878	\$ 62,915	\$ 43,145	\$ 63,664
5107	Contract Personnel	74,805	73,003	63,500	63,500	52,500
5340	Transportation & Mileage	-	-	200	-	200
5401	Advertising & Noticing	-	400	1,000	1,000	1,800
6160	Operating Supplies	4,270	2,899	9,000	9,000	8,000
Total Operating & Maintenance		\$ 79,075	\$ 76,302	\$ 73,700	\$ 73,500	\$ 62,500
Total Expenditures		\$ 118,644	\$ 116,180	\$ 136,615	\$ 116,645	\$ 126,164
Source of Funds						
General Fund 100		106,383	116,180	136,615	116,645	126,164
American Rescue Plan Act of 2021		12,261	-	-	-	-
Total Source of Funds		\$ 118,644	\$ 116,180	\$ 136,615	\$ 116,645	\$ 126,164

SKATE PARK

The 12,320 square-foot Temporary Skate Park opened in July 2020, giving local skaters their first public skate space since Papa Jacks Skate Park was closed in 2011. Due to weather conditions and high-frequency use of the park, sections of the park have undergone extensive repairs. In FY 2024-25, the Department will work with the park builders, California Skateparks, to repair the quarter pipe and sections of the transition elements.

In FY 2024-25, construction of the Permanent Skate Park will begin, which will be built on the east side of the same parcel as the Temporary Skate Park.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Manager	0.10	0.10	0.10
Recreation Coordinator	0.10	0.10	0.10
Recreation Assistant	0.23	0.23	0.15
Total	0.43	0.43	0.35

EXPENDITURE DETAIL

Fund 100 - General
Program 4005 - Skate Park

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	23,666	8,076	20,991	16,677	22,824
4102	Part-Time Salaries	4,996	2,759	9,367	213	6,644
4104	Overtime	233	-	250	-	250
4201	Retirement	1,921	3,570	3,345	2,841	3,643
4202	Health Insurance	2,333	33	6,263	4,541	4,974
4203	Vision Insurance	28	193	54	45	32
4204	Dental Insurance	167	15	318	259	189
4205	Life Insurance	43	76	29	21	25
4209	Disability Insurance	226	293	206	148	224
4210	Other	587	-	1,039	428	885
Total Salaries & Benefits		\$ 34,200	\$ 15,015	\$ 41,862	\$ 25,175	\$ 39,690
5100	Professional Services	-	29,174	90,000	90,000	60,000
5107	Contract Personnel	13,878	-	45,500	30,000	28,490
5401	Advertising & Noticing	82	626	5,000	2,500	5,025
5640	Equipment Maintenance	2,848	14,854	7,500	1,000	7,500
6160	Operating Supplies	1,772	541	2,500	100	2,500
Total Operating & Maintenance		\$ 18,580	\$ 45,195	\$ 150,500	\$ 123,600	\$ 103,515
Total Expenditures		\$ 52,780	\$ 60,210	\$ 192,362	\$ 148,775	\$ 143,205
Source of Funds						
General Fund 100		52,780	60,210	192,362	148,775	143,205
Total Source of Funds		\$ 52,780	\$ 60,210	\$ 192,362	\$ 148,775	\$ 143,205

SPORTS

Youth sports programs are designed for students in grades kindergarten through 8th taught by City staff, volunteer coaches, and independent contract instructors. Programs for younger athletes include cheerleading, flag football, basketball, volleyball, and tennis, focusing on sportsmanship, fundamentals, and communication.

In FY 2024-25, the City will continue to offer middle school sports programs for students who do not participate in the Malibu Middle School Athletic Pathways program. Sports programming will include basketball, tennis, and volleyball. Instructors will focus on game strategies, strength and conditioning, and skill progression.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Manager	0.10	0.10	0.10
Recreation Coordinator	0.25	0.25	0.40
Recreation Assistant II	0.00	0.00	0.40
Recreation Assistant	1.11	0.79	0.41
Total	1.46	1.14	1.31

EXPENDITURE DETAIL

Fund 100 - General
Program 4006 - Sports

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	20,438	25,940	31,812	32,312	47,986
4102	Part-Time Salaries	12,141	14,076	33,255	17,813	27,601
4104	Overtime	324	221	250	52	250
4201	Retirement	2,770	3,390	4,521	4,397	6,634
4202	Health Insurance	5,041	5,247	6,144	6,519	12,086
4203	Vision Insurance	38	43	49	61	94
4204	Dental Insurance	230	254	279	340	519
4205	Life Insurance	30	35	40	40	82
4209	Disability Insurance	208	248	312	312	564
4210	Other	779	983	2,123	1,221	2,785
Total Salaries & Benefits		\$ 41,999	\$ 50,437	\$ 78,785	\$ 63,068	\$ 98,601
5107	Contract Personnel	29,710	26,518	28,000	14,000	19,450
5107.01	Contract Personnel - Girls Sports	400	3,700	10,800	2,500	9,600
5300	Travel & Training	-	1,663	2,000	-	2,000
5330	Dues & Memberships	130	386	250	250	145
5340	Transportation & Mileage	197	437	400	500	400
5401	Advertising & Noticing	299	1,507	2,600	2,600	2,850
6160	Operating Supplies	3,855	12,169	16,625	14,000	12,465
Total Operating & Maintenance		\$ 34,591	\$ 46,380	\$ 60,675	\$ 33,850	\$ 46,910
Total Expenditures		\$ 76,590	\$ 96,817	\$ 139,460	\$ 96,918	\$ 145,511
Source of Funds						
General Fund 100		64,329	96,817	139,460	96,918	145,511
American Rescue Plan Act of 2021		12,261	-	-	-	-
Total Source of Funds		\$ 76,590	\$ 96,817	\$ 139,460	\$ 96,918	\$ 145,511

COMMUNITY CLASSES

Community classes include educational and recreational opportunities for people of all ages and interests. Classes take place at City facilities as well as shared-use facilities. The Department offers after-school enrichment programs in coordination with the Boys and Girls Club of Malibu for children in Transitional Kindergarten through 5th grade. The Department also partners with Malibu Library to host the monthly program, Park Tales, at Malibu Bluffs Park.

In FY 2024-25, the Department will provide additional teen programs and activities that promote self-confidence, health, volunteerism, and educational programs. Staff will work with the Harry Barovsky Memorial Youth Commission to gather data related to program offerings and promotions.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Manager	0.10	0.10	0.15
Recreation Coordinator	0.25	0.25	0.30
Recreation Assistant II	0.00	0.00	0.40
Recreation Assistant	0.61	0.57	0.30
Total	0.96	0.92	1.15

EXPENDITURE DETAIL

Fund 100 - General

Program 4007 - Community Classes

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	40,810	19,492	33,595	23,036	47,583
4102	Part-Time Salaries	8,382	9,825	24,054	8,217	22,582
4104	Overtime	219	-	250	-	250
4201	Retirement	3,319	1,621	4,544	3,425	7,381
4202	Health Insurance	8,164	7,322	10,908	9,761	12,572
4203	Vision Insurance	88	84	104	64	93
4204	Dental Insurance	483	484	602	364	523
4205	Life Insurance	80	37	51	29	79
4209	Disability Insurance	399	190	329	192	560
4210	Other	1,196	754	1,934	717	2,321
Total Salaries & Benefits		\$ 63,140	\$ 39,809	\$ 76,371	\$ 45,807	\$ 93,945
5107	Contract Personnel	43,670	90,514	68,210	60,000	67,080
5300	Travel & Training	-	-	2,000	-	2,000
5330	Dues & Memberships	512	1,117	1,025	1,000	1,100
5340	Transportation & Mileage	33	-	400	250	1,005
5401	Advertising and Noticing	533	947	3,100	3,000	4,600
6160	Operating Supplies	2,895	3,178	4,700	4,700	5,000
Total Operating & Maintenance		\$ 47,643	\$ 95,756	\$ 79,435	\$ 68,950	\$ 80,785
Total Expenditures		\$ 110,783	\$ 135,565	\$ 155,806	\$ 114,757	\$ 174,730
Source of Funds						
General Fund 100		110,783	135,565	155,806	114,757	174,730
Total Source of Funds		\$ 110,783	\$ 135,565	\$ 155,806	\$ 114,757	\$ 174,730

SENIOR ADULTS

The City's Senior and Active Adult Center, located in Malibu City Hall, offers various recreational programs at low or no cost to participants, including art, ballet, choir, Pilates, stretch and strength, and yoga. Additional outreach programs such as health screenings, technology assistance, and financial planning provide valuable information to seniors.

Once a month, 15 to 20 seniors attend an excursion to various locations in Los Angeles or Ventura Counties. Due to the popularity of excursions, in FY 2024-25, the Senior Center will provide trips twice a month. Excursions include luxury bus transportation, admission, and lunch. Popular destinations include whale watching, garden tours, art galleries, and museums.

The Senior Center is open Monday through Friday for social interaction, outreach services, and programming. The Center provides access to resources through library materials and computers with internet service and Wi-Fi capabilities. Fitness activities, luncheons, and monthly excursions allow participants to become involved in community programs.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Manager	0.15	0.10	0.15
Recreation Coordinator	0.60	0.45	0.45
Recreation Assistant II	0.00	0.00	0.80
Recreation Assistant	1.17	1.23	0.32
Total	1.92	1.78	1.72

EXPENDITURE DETAIL

Fund 100 - General

Program 4008 - Senior Adults

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	60,770	67,471	51,534	49,361	53,311
4102	Part-Time Salaries	18,483	33,759	53,622	42,248	34,292
4104	Overtime	-	-	250	20	250
4201	Retirement	6,198	7,320	6,363	6,529	6,209
4202	Health Insurance	8,187	9,819	7,241	7,696	12,822
4203	Vision Insurance	100	99	72	84	123
4204	Dental Insurance	482	565	399	460	658
4205	Life Insurance	83	84	61	61	109
4209	Disability Insurance	513	632	505	513	722
4210	Other	2,055	2,437	3,410	2,173	3,583
Total Salaries & Benefits		\$ 96,871	\$ 122,186	\$ 123,457	\$ 109,147	\$ 112,079
5107	Contract Personnel	13,700	30,125	43,100	40,000	45,000
5205	Postage	-	5,600	6,240	6,240	6,650
5300	Travel & Training	45	633	2,100	1,500	2,100
5330	Dues & Memberships	-	-	400	400	425
5340	Transportation & Mileage	-	127	475	650	482
5401	Advertising & Noticing	-	-	1,700	1,700	1,700
6160	Operating Supplies	7,489	24,112	34,750	34,750	44,740
6175	Recreation Transportation	-	2,277	2,000	1,760	4,000
6176	Recreation Trip Admissions	-	4,365	8,100	8,100	10,800
Total Operating & Maintenance		\$ 21,234	\$ 67,239	\$ 98,865	\$ 95,100	\$ 115,897
Total Expenditures		\$ 118,105	\$ 189,425	\$ 222,322	\$ 204,247	\$ 227,976
Source of Funds						
General Fund 100		118,105	189,425	222,322	204,247	227,976
Total Source of Funds		\$ 118,105	\$ 189,425	\$ 222,322	\$ 204,247	\$ 227,976

PARK MAINTENANCE

The primary goal of the Park Maintenance Division is to provide safe and clean facilities while protecting the natural resources and surrounding areas. Landscape and facility maintenance is conducted for the following areas:

- Charmlee Wilderness Park located at 2577 Encinal Canyon Road consists of 532 acres of open space and hiking trails. Trail clearance and erosion mitigation work has been performed by landscape contractors and a working crew in partnership with Managed Career Solutions funded through a federal grant program. Staff incorporates earth-friendly methods to maintain trails and mitigate erosion. Through a City contract, California State Parks houses a ranger onsite at Charmlee Wilderness Park. The State Ranger assists with reporting park concerns in addition to daily closures.
- Malibu Bluffs Park located at 24250 Pacific Coast Highway is a ten-acre community park that includes two baseball fields, a multi-use sports field, three playground areas, three picnic areas, a workout station, a community center building, restrooms (3 sets), parking lot, sidewalks, six acres of turf area, full recycled water irrigation system, native vegetation, and landscaped areas adjacent to the community center and parking lot.
- Temporary Skate Park is located at 24250 Pacific Coast Highway and features 13,320 square feet of skateable space for people of all ages. Construction of a permanent skate park on the same parcel will occur in FY 2024-25.
- Malibu Equestrian Park located at 6225 Merritt Drive consists of two riding arenas, a picnic area, restroom building, riding trails, parking lots and native vegetation.
- Trancas Canyon Park located at 6050 Trancas Canyon Road is a six and one-half acre neighborhood park containing an access road, vehicle parking, playground, dog park, restroom building, picnic shelter, full irrigation system, native vegetation and one and one quarter (1¼) acre turf field.
- Las Flores Creek Park located at 3805 Las Flores Creek Road is a four-acre neighborhood park situated along Las Flores Creek with walking paths, restroom building, picnic areas, playground, full irrigation system and native vegetation.
- Legacy Park located at 23500 Civic Center Way is a fifteen-acre park consisting of native vegetation (xeriscape), full irrigation system, and pedestrian walkways.
- Three Medians located at John Tyler Ave and Pacific Coast Highway, Malibu Canyon Rd and Civic Center Way, and Pacific Coast Highway at Webb Way.
- Streetscape, walkways, and native vegetation Cross Creek Road and Civic Center Way

Maintenance expenses for Legacy Park are covered in the Legacy Park Division Budget 7008.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Parks Supervisor	0.75	0.75	0.75
Sr. Parks Maintenance Technician	0.75	0.75	0.75
Parks Maintenance Technician	0.00	0.00	0.75
Parks Maintenance Assistant	0.40	0.40	0.20
Total	1.90	1.90	2.45

EXPENDITURE DETAIL

Fund 100 - General

Program 4010 - Park Maintenance

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	126,742	148,649	151,526	146,731	191,720
4102	Part-Time Salaries	7,122	9,402	18,875	1,764	9,988
4104	Overtime	1,786	634	500	783	500
4201	Retirement	23,483	26,551	30,945	31,573	35,840
4202	Health Insurance	37,103	44,907	47,493	50,336	64,254
4203	Vision Insurance	470	501	501	501	577
4204	Dental Insurance	2,473	2,902	2,840	2,840	3,276
4205	Life Insurance	204	220	220	220	275
4209	Disability Insurance	1,208	1,396	1,485	1,473	1,879
4210	Other	4,076	4,270	6,333	4,265	7,612
Total Salaries & Benefits		\$ 204,667	\$ 239,432	\$ 260,718	\$ 240,487	\$ 315,922
5100	Professional Services	382,255	425,515	460,500	412,373	477,900
5121	Median Maintenance	-	-	-	-	47,000
5127	Weed Abatement	57,268	47,380	60,000	60,000	47,000
5130	Parks Maintenance	232,361	260,915	216,000	325,000	173,000
5300	Travel & Training	881	155	2,000	1,000	2,000
5340	Transportation & Mileage	-	-	400	-	300
5610	Facilities Maintenance	25,310	47,670	31,500	26,000	30,100
5612	Sewer Service Fees	3,927	4,015	7,500	-	7,500
5640	Equipment Maintenance	1,236	339	1,700	1,700	1,700
5710	Facilities Rent	11,330	13,032	25,000	15,000	26,200
5721	Telephone	6,538	6,699	7,300	7,300	7,620
5722	Electricity	9,252	10,516	20,400	10,000	20,400
5723	Water	62,139	49,357	106,000	80,000	74,700
5725	Trash Pickup/Recycling	7,173	3,340	12,200	12,238	12,000
6160	Operating Supplies	15,238	22,451	16,900	15,000	16,400
6300	Tools & Minor Equipment	2,152	2,620	13,000	13,000	10,200
6400	Clothing & Emergency Gear	1,646	1,475	2,000	2,000	2,200
6600	Equipment Parts	155	361	1,000	1,000	1,000
Total Operating & Maintenance		\$ 818,861	\$ 895,840	\$ 983,400	\$ 981,611	\$ 957,220
7300	Capital Outlay	9,886	49,388	443,080	123,100	445,500
7800	Equipment	12,295	42,350	13,000	-	40,000
7910	Irrigation Repairs	-	-	-	-	38,000
Total Capital Outlay		\$ 22,181	\$ 91,738	\$ 456,080	\$ 123,100	\$ 523,500
8100	Vehicle Allocation	12,000	18,000	18,000	18,000	18,000
8500	Information Systems Allocation	9,000	10,000	22,408	22,408	33,594
Total Internal Service Charges		\$ 21,000	\$ 28,000	\$ 40,408	\$ 40,408	\$ 51,594
Total Expenditures		\$ 1,066,709	\$ 1,255,010	\$ 1,740,606	\$ 1,385,606	\$ 1,848,236
Source of Funds						
General Fund 100		1,056,823	1,205,622	1,297,526	1,262,506	1,382,736
Deferred Maintenance - City Facilities Reserve		9,886	49,388	443,080	123,100	445,500
Air Quality Management Fund		-	-	-	-	20,000
Total Source of Funds		\$ 1,066,709	\$ 1,255,010	\$ 1,740,606	\$ 1,385,606	\$ 1,828,236

SPECIAL EVENTS

The Community Services Department coordinates several special events throughout the year, including Chumash Day, Breakfast with Santa, Halloween Bu Bash Carnival, Tiny Tot Olympics, and CineMalibu™ Movies in the Park.

The Department strives toward zero-waste events by implementing new options for trash disposal, such as composting, recycling, utilizing landfill containers, reducing the number of plastic giveaways, and reusing decorations.

The 25th Annual Chumash Day Powwow and Intertribal Gathering is scheduled for FY 2024-25. Staff will collaborate with Native American advisors to coordinate special honors and celebration ceremonies for the event in 2025. The event includes participation from over one hundred Native American dancers, drummers, singers, and artisan vendors. This cultural event offers spectators an opportunity to learn the history of Malibu and its native people through ceremonial dances, songs, music, storytelling, and traditional regalia.

All special events are open to the public and free to attend.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Manager	0.20	0.15	0.40
Recreation Supervisor	0.10	0.10	0.10
Recreation Coordinator	0.35	0.30	0.40
Media Assistant	0.03	0.03	0.00
Recreation Assistant II	0.00	0.00	0.40
Recreation Assistant	0.80	0.64	0.39
Total	1.48	1.22	1.69

EXPENDITURE DETAIL

Fund 100 - General

Program 4011 - Special Events

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	41,414	61,326	53,878	44,405	80,479
4102	Part-Time Salaries	6,886	14,532	28,320	15,712	26,563
4104	Overtime	210	178	500	11	500
4201	Retirement	3,729	7,250	6,994	6,372	9,279
4202	Health Insurance	7,716	14,317	11,991	8,520	19,464
4203	Vision Insurance	87	136	109	87	147
4204	Dental Insurance	525	808	631	484	835
4205	Life Insurance	72	91	76	59	129
4209	Disability Insurance	379	576	528	433	883
4210	Other	1,170	1,824	2,695	1,373	3,786
Total Salaries & Benefits		\$ 62,188	\$ 101,038	\$ 105,722	\$ 77,456	\$ 142,064
5107	Contract Personnel	11,332	28,940	41,740	65,000	73,700
5330	Dues & Memberships	-	1,950	1,800	1,800	1,350
5401	Advertising & Noticing	1,381	2,007	5,575	5,575	7,275
5640	Equipment Maintenance	-	-	-	-	-
6160	Operating Supplies	23,309	51,318	59,150	75,000	87,150
6175	Recreation Transportation	-	-	-	-	-
Total Operating & Maintenance		\$ 36,022	\$ 84,215	\$ 108,265	\$ 147,375	\$ 169,475
8500	Information Systems Allocation	4,500	3,250	6,162	6,162	14,557
Total Internal Service Charges		\$ 4,500	\$ 3,250	\$ 6,162	\$ 6,162	\$ 14,557
Total Expenditures		\$ 102,710	\$ 188,503	\$ 220,149	\$ 230,993	\$ 326,096
Source of Funds						
General Fund 100		100,667	188,503	220,149	230,993	326,096
American Rescue Plan Act of 2021		2,043	-	-	-	-
Total Source of Funds		\$ 102,710	\$ 188,503	\$ 220,149	\$ 230,993	\$ 326,096

MALIBU ARTS

The Community Services Department works with the Malibu Arts Commission to coordinate and produce several art-related programs, projects, and special events for the Malibu community.

All Malibu schools in the Santa Monica-Malibu Unified School District benefit from the City's Arts in Education program. Former Malibu Poet Laureate Ricardo Means Ybarra continues to engage with student poets through the Arts in Education program. The City will publish the eighth edition of the Annual Student Poetry and Art Anthology in FY 2024-25

The Malibu Poet Laureate program continues to expand and gain community interest. The Poet Laureate Nathan Hassall collaborates with staff and members of the Poetry Laureate Committee to conduct poetry programs, writing workshops, open-mic events, and written word with visual art displays.

Art Exhibitions have included acclaimed artists in addition to displaying community artists in the Malibu City Gallery located at City Hall. The Commission will continue to bring world-renowned artists and community artists to the gallery in FY 2024-25. A temporary art loan program is also planned for various City facilities.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Community Services Director	0.20	0.20	0.20
Comm. Services Deputy Director	0.30	0.30	0.00
Recreation Manager	0.00	0.00	0.45
Recreation Coordinator	0.20	0.35	0.20
Administrative Assistant	0.10	0.10	0.10
Media Assistant	0.03	0.03	0.00
Recreation Assistant II	0.00	0.00	0.40
Recreation Assistant	0.41	0.42	0.07
Total	1.24	1.40	1.42

EXPENDITURE DETAIL

Fund 100 - General

Program 4012 - Malibu Arts

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	88,937	92,523	115,609	72,873	97,066
4102	Part-Time Salaries	3,719	7,167	19,666	7,443	12,512
4104	Overtime	253	-	250	-	250
4201	Retirement	14,951	13,496	18,950	10,940	13,610
4202	Health Insurance	11,646	13,446	19,024	12,463	24,965
4203	Vision Insurance	112	125	175	115	194
4204	Dental Insurance	692	750	1,006	656	1,120
4205	Life Insurance	129	116	176	132	186
4208	Deferred Compensation	595	338	600	616	600
4209	Disability Insurance	811	824	1,133	739	1,045
4210	Other	1,922	2,189	4,448	1,837	3,818
Total Salaries & Benefits		\$ 123,767	\$ 130,974	\$ 181,037	\$ 107,813	\$ 155,364
5107	Contract Personnel	13,966	20,025	30,000	22,000	34,100
5300	Travel & Training	-	-	1,000	-	1,000
5330	Dues & Membership	209	-	2,800	-	1,000
5401	Advertising & Noticing	4,980	5,007	12,000	7,500	7,200
5405	Printing	-	-	3,500	-	7,000
6160	Operating Supplies	10,778	19,516	23,500	15,000	22,200
Total Operating & Maintenance		\$ 29,933	\$ 44,548	\$ 72,800	\$ 44,500	\$ 72,500
8500	Information Systems Allocation	4,500	4,000	10,644	10,644	15,117
Total Internal Service Charges		\$ 4,500	\$ 4,000	\$ 10,644	\$ 10,644	\$ 15,117
Total Expenditures		\$ 158,200	\$ 179,522	\$ 264,481	\$ 162,957	\$ 242,981
Source of Funds						
General Fund 100		150,026	179,522	264,481	162,957	242,981
American Rescue Plan Act of 2021		8,174	-	-	-	-
Total Source of Funds		\$ 158,200	\$ 179,522	\$ 264,481	\$ 162,957	\$ 242,981

LEGACY PARK

Legacy Park opened in 2010 as a passive native park and serves as a dispersal site for treated wastewater and stormwater in the Civic Center area. Three buildings have remained as commercial tenants and provide a revenue source for the City to fund the payments of the debt financing as well as project planning and design costs, insurance, maintenance, and property management of the site. This revenue source also funds Certain clean water-related expenses, including Clean Water (3003) and City Facilities (3007).

Staff continue to implement restoration efforts following the guidance of professional restoration ecologists who evaluated, tested, and provided recommendations for Legacy Park. In FY 2024-25, staff will conduct bi-annual native plantings to encourage native park habitats.

Educational programs and an expansion of the Agents of Discovery program will be implemented in FY 2024-25. Partnership programs with Malibu Library will allow exploration and education with local families. Additionally, staff will continue collaborating with Pepperdine University Biology Department to offer Legacy Park as a research site for botany, soil analysis, and native habitat studies.

Debt service is budgeted to Department 7004 and Operations of the property are budgeted to Department 7008. Staff salaries and professional services directly related to Legacy Park are charged to this account.

Additionally, sewer service fees are charged to this account to account for the connection to the Civic Center Water Treatment Facility. These sewer service fees will be reimbursed by the commercial tenants.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Recreation Supervisor	0.20	0.20	0.20
Parks Supervisor	0.25	0.25	0.25
Sr. Parks Maintenance Technician	0.25	0.25	0.25
Parks Maintenance Technician	0.00	0.00	0.25
Parks Maintenance Assistant	0.65	0.35	0.35
Total	1.35	1.05	1.30

EXPENDITURE DETAIL

Fund 500 - Legacy Park
Program 7008 - Legacy Park Operations

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	42,936	66,178	70,544	68,085	85,315
4102	Part-Time Salaries	2,455	3,020	16,179	5,281	17,123
4104	Overtime	595	456	250	261	250
4201	Retirement	7,828	10,267	12,046	12,233	13,877
4202	Health Insurance	12,368	14,969	15,831	16,779	21,418
4203	Vision Insurance	157	167	167	167	192
4204	Dental Insurance	935	967	947	947	1,092
4205	Life Insurance	68	103	103	103	121
4209	Disability Insurance	400	643	691	707	836
4210	Other	1,291	1,670	2,879	1,811	3,438
Total Salaries & Benefits		\$ 69,033	\$ 98,440	\$ 119,637	\$ 106,373	\$ 143,663
5100	Professional Services	202,972	208,319	236,000	217,000	236,000
5127	Weed Abatement	-	25,767	80,000	-	80,000
5130	Park Maintenance	50,623	58,864	80,000	85,250	80,000
5210	Service Fees and Charges	1,101	1,388	1,500	-	1,400
5510	Insurance Premiums	121,360	109,774	204,000	132,234	150,000
5610	Facilities Maintenance - Buildings	2,753	3,939	5,000	5,000	5,000
5612	Sewer Service Fees	119,438	122,127	150,000	150,000	150,000
5722	Electricity	21,396	22,416	18,000	23,000	23,000
5723	Water	36,371	26,948	50,800	42,000	45,000
5725	Trash Pickup/Recycling	-	-	5,100	5,100	5,100
6160	Operating Supplies	3,741	3,290	6,800	6,000	6,800
Total Operating & Maintenance		\$ 559,755	\$ 582,832	\$ 837,200	\$ 665,584	\$ 782,300
7300	Improvements	6,684	-	35,000	-	35,000
Total Capital Outlay		\$ 6,684	\$ -	\$ 35,000	\$ -	\$ 35,000
Total Expenditures		\$ 635,472	\$ 681,272	\$ 991,837	\$ 771,957	\$ 960,963
Source of Funds						
Legacy Park Project Fund 500		635,472	681,272	991,837	771,957	960,963
Total Source of Funds		\$ 635,472	\$ 681,272	\$ 991,837	\$ 771,957	\$ 960,963

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ENVIRONMENTAL SUSTAINABILITY



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ENVIRONMENTAL SUSTAINABILITY DEPARTMENT

Department Expenditures by Program

Department	Program	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
2004	Building Safety/Sustainability	2,574,514	3,003,771	5,658,907	4,396,267	6,309,340
2010	Wastewater Management	566,987	528,594	596,105	546,486	611,204
3003	Clean Water	816,282	1,042,932	1,565,297	934,954	1,605,873
3004	Solid Waste Management	139,570	324,051	484,550	450,958	517,074
Total		\$ 4,097,353	\$ 4,899,348	\$ 8,304,859	\$ 6,328,666	\$ 9,043,492

BUILDING SAFETY AND SUSTAINABILITY

The Building Safety and Sustainability Program ensures that building projects within the City comply with all applicable codes to safeguard the health and safety of the community, private and public property, and the environment. Building Safety staff foster a sustainable community by facilitating the implementation of building construction, repair, and maintenance practices that minimize negative environmental impacts such as water, air, and light pollution. Program staff oversees the City's sustainability program, which includes outreach, incentives, and events relating to water conservation, energy efficiency, renewable energy, and Dark Sky.

Program staff assists with the City's participation as a member agency in the Clean Power Alliance. It explores innovative options, such as the Coastal Vulnerability Assessment, to increase environmental sustainability citywide. The program is funded through the General Fund, with revenue support derived from building permits, inspection fees, and grant awards.

Building Safety expenses associated with the Woolsey Fire are accounted for in Division 3002.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
ESD Director/Building Official	0.60	0.60	0.60
Senior Plan Check Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Supervising Building Inspector	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00
Supervising Permit Services Technician	0.00	1.00	1.00
Senior Permit Services Technician	2.00	1.00	1.50
Permit Services Technician	2.00	2.00	2.00
Senior Administrative Assistant	0.60	0.60	0.60
Administrative Assistant	0.60	0.60	0.60
Senior Office Assistant	0.60	0.60	0.60
Office Assistant	0.60	0.60	0.60
Total	13.00	13.00	13.50

EXPENDITURE DETAIL

Fund 101 - General

Program 2004 - Building Safety and Sustainability

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	915,553	955,566	1,246,719	1,039,311	1,255,070
4102	Part-Time Salaries	-	7,294	-	28,469	45,751
4104	Overtime	29,796	64,349	50,000	66,007	50,000
4201	Retirement	101,721	101,641	161,570	126,768	151,647
4202	Health Insurance	143,556	188,639	269,761	246,083	304,979
4203	Vision Insurance	1,845	1,914	2,526	2,279	2,616
4204	Dental Insurance	9,869	11,028	14,348	12,957	14,902
4205	Life Insurance	1,284	1,432	1,878	1,559	1,757
4208	Deferred Compensation	750	1,791	1,800	1,800	1,800
4209	Disability Insurance	8,487	9,105	12,218	10,141	12,300
4210	Other	27,182	25,650	46,937	27,944	45,846
Total Salaries & Benefits		\$ 1,240,043	\$ 1,368,409	\$ 1,807,757	\$ 1,563,317	\$ 1,886,667
5100	Professional Services	1,218,753	1,437,218	3,534,000	2,500,000	4,034,000
5107	Contract Personnel	2,048	29,474	-	60,000	60,000
5210	Service Fees and Charges	21,099	15,056	30,000	30,000	30,000
5300	Travel & Training	6,667	4,536	13,500	10,000	13,500
5330	Dues & Memberships	1,278	3,341	2,500	2,500	2,500
5340	Transportation & Mileage	14	394	500	300	500
5401	Advertising & Noticing	3,552	16,197	26,000	20,000	26,000
5405	Printing	680	1,811	2,000	-	2,000
5415	Public Records Printing	-	22,260	30,000	15,000	30,000
5721	Telephone	-	-	-	-	-
6130	Records Management	3,475	9,997	10,000	2,000	10,000
6160	Operating Supplies	2,989	4,442	5,000	4,500	5,000
6200	Publications	3,686	3,127	19,000	10,000	19,000
6400	Clothing & Emergency Gear	2,730	2,509	3,000	3,000	3,000
Total Operating & Maintenance		\$ 1,266,971	\$ 1,550,362	\$ 3,675,500	\$ 2,657,300	\$ 4,235,500
8100	Vehicle Allocation	18,000	30,000	30,000	30,000	36,000
8500	Information Systems Allocation	49,500	55,000	145,650	145,650	151,173
Total Internal Service Charges		\$ 67,500	\$ 85,000	\$ 175,650	\$ 175,650	\$ 187,173
Total Expenditures		\$ 2,574,514	\$ 3,003,771	\$ 5,658,907	\$ 4,396,267	\$ 6,309,340
Source of Funds						
General Fund 101		2,574,514	3,003,771	5,658,907	4,396,267	6,309,340
Total Source of Funds		\$ 2,574,514	\$ 3,003,771	\$ 5,658,907	\$ 4,396,267	\$ 6,309,340

WASTEWATER MANAGEMENT PROGRAM

The Wastewater Management Program administers permitting, plan review, and oversight programs for Onsite Wastewater Treatment Systems (OWTS). Wastewater Management staff review development projects for OWTS compliance with Local Coastal Program requirements and state and local laws. The Program strives to maintain OWTS as a sustainable method of sewage disposal within city limits. The statewide OWTS Policy establishes minimum requirements for local agencies permitting OWTS, and Wastewater Management staff maintain City codes and OWTS guidelines in conformance with these requirements. Wastewater Management staff also assist City Code Enforcement and Clean Water Program personnel in conducting investigations of wastewater-related spills and illicit discharges. The program is funded through the General Fund, with revenue support derived from permit and plan review fees.

Staffing	2022-23 Budget	2023-24 Budget	2023-24 Proposed
ESD Director/Building Official	0.05	0.05	0.05
Environmental Health Administrator	1.00	1.00	1.00
Wastewater Management Program Specialist	1.00	1.00	1.00
Senior Administrative Assistant	0.05	0.05	0.05
Administrative Assistant	0.05	0.05	0.05
Senior Office Assistant	0.00	0.05	0.05
Office Assistant	0.10	0.05	0.05
Total	2.25	2.25	2.25

EXPENDITURE DETAIL

Fund 101 - General

Program 2010 - Wastewater Management

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	295,805	192,621	226,398	154,892	202,713
4104	Overtime	2,229	330	500	445	500
4201	Retirement	36,040	28,536	45,130	26,880	34,925
4202	Health Insurance	46,067	22,910	40,956	27,201	32,873
4203	Vision Insurance	531	247	358	248	262
4204	Dental Insurance	2,961	1,395	2,000	1,413	1,453
4205	Life Insurance	446	222	295	208	220
4208	Deferred Compensation	750	149	150	149	150
4209	Disability Insurance	2,645	1,890	2,219	1,784	1,987
4210	Other	7,837	3,056	7,390	3,056	5,425
Total Salaries & Benefits		\$ 395,311	\$ 251,356	\$ 325,396	\$ 216,277	\$ 280,509
5100	Professional Services	158,272	262,238	240,000	300,000	300,000
5300	Travel & Training	(160)	-	2,500	2,500	2,500
5330	Dues & Memberships	-	-	500	500	500
5340	Transportation & Mileage	-	-	-	-	-
5721	Telephone	-	-	-	-	-
6160	Operating Supplies	64	-	2,500	2,000	2,500
Total Operating & Maintenance		\$ 158,176	\$ 262,238	\$ 245,500	\$ 305,000	\$ 305,500
8500	Information Systems Allocation	13,500	15,000	25,209	25,209	25,195
Total Internal Service Charges		\$ 13,500	\$ 15,000	\$ 25,209	\$ 25,209	\$ 25,195
Total Expenditures		\$ 566,987	\$ 528,594	\$ 596,105	\$ 546,486	\$ 611,204
Source of Funds						
General Fund 101		566,987	528,594	596,105	546,486	611,204
Total Source of Funds		\$ 566,987	\$ 528,594	\$ 596,105	\$ 546,486	\$ 611,204

CLEAN WATER PROGRAM

The Clean Water Program protects local surface waters (creeks, streams, and the ocean) and groundwater by minimizing and eliminating human activities that could adversely affect water quality and water supply. The program implements water quality monitoring and reporting tasks as required for City compliance with regulatory provisions of the Federal Clean Water Act and State Porter-Cologne Act. Activities of the Clean Water Program include education, outreach, conservation, inspections, and tasks mandated by state laws and regulations. As a local agency member of several regional cooperative partnerships and initiatives, the program contributes support to various water quality control projects and studies within the coastal watersheds of North Santa Monica Bay, including the Malibu Creek and Lagoon Watershed. The program is funded through the Legacy Park Fund and the General Fund.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
ESD Director/Building Official	0.30	0.30	0.30
Environmental Programs Manager	0.50	0.50	0.50
Sr. Environmental Programs Coord	0.50	0.00	0.00
Environmental Compliance Coordinator	0.50	0.50	0.50
Environmental Sustainability Analyst	0.50	1.00	1.00
Senior Administrative Assistant	0.30	0.30	0.30
Administrative Assistant	0.30	0.30	0.30
Senior Office Assistant	0.00	0.30	0.30
Office Assistant	0.60	0.30	0.30
Total	3.50	3.50	3.50

EXPENDITURE DETAIL

Fund 101 - General
Program 3003 - Clean Water Program

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	207,369	271,765	361,589	356,183	397,124
4104	Overtime	-	2,395	1,500	3,211	1,500
4201	Retirement	37,636	41,890	62,985	55,991	61,526
4202	Health Insurance	33,119	34,347	56,885	54,052	62,139
4203	Vision Insurance	339	342	522	527	558
4204	Dental Insurance	1,753	2,014	2,892	2,931	3,105
4205	Life Insurance	322	365	499	468	490
4208	Deferred Compensation	750	895	900	900	900
4209	Disability Insurance	1,941	2,556	3,544	3,417	3,892
4210	Other	4,352	6,086	12,818	8,763	13,498
Total Salaries & Benefits		\$ 287,581	\$ 362,655	\$ 504,134	\$ 486,441	\$ 544,730
5100	Professional Services	201,294	306,303	450,000	400,000	450,000
5100-02	Coordinated Integrated Monitoring Program	311,045	353,586	557,250	-	557,250
5300	Travel & Training	148	1,653	5,000	3,000	5,000
5330	Dues & Memberships	683	825	1,000	1,000	1,000
5340	Mileage	-	-	200	200	200
5401	Advertising & Noticing	268	268	1,500	1,000	1,500
5405	Printing	468	-	4,000	1,500	4,000
5721	Telephone	-	-	-	-	-
6160	Operating Supplies	1,295	2,642	3,000	2,600	3,000
Total Operating & Maintenance		\$ 515,201	\$ 665,277	\$ 1,021,950	\$ 409,300	\$ 1,021,950
8500	Information Systems Allocation	13,500	15,000	39,213	39,213	39,193
Total Internal Service Charges		\$ 13,500	\$ 15,000	\$ 39,213	\$ 39,213	\$ 39,193
Total Expenditures		\$ 816,282	\$ 1,042,932	\$ 1,565,297	\$ 934,954	\$ 1,605,873
Source of Funds						
General Fund 101		735,387	1,036,798	1,474,830	844,487	1,605,873
General Fund 100 - Water Quality Settlement		80,895	6,134	-	-	-
Measure W - LA County Stormwater		-	-	90,467	90,467	-
Legacy Park Fund 500		-	-	-	-	-
Total Source of Funds		\$ 816,282	\$ 1,042,932	\$ 1,565,297	\$ 934,954	\$ 1,605,873

SOLID WASTE MANAGEMENT

The Solid Waste Management Program implements the City's waste reduction, recycling, household hazardous waste, hauling policies, and other programmatic elements to meet the solid waste collection and diversion requirements mandated by state laws and regulations. Staff have implemented SB 1383, California's most significant waste reduction law, in the last 30 years. SB 1383 requires the City to provide organic collection services to all residents and businesses, establish an edible food recovery program, provide outreach and education, participate in capacity planning efforts, inspect, and enforce, and procure an annual target of recyclable paper and recovered organic waste products.

Activities of the Solid Waste Management Program include residential and commercial disposal of recyclables, organic waste, landscape waste, and landfill trash; mandatory recycling and organics recycling program; edible food recovery program; inspections and monitoring for commercial business compliance; special collection events for household hazardous and electronic waste; solid waste hauler permits; tracking and reporting to the State; and public education and outreach. The program is funded through the Solid Waste Management Fund, with revenue support derived from waste hauler surcharge fees and grant awards.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
ESD Director/Building Official	0.05	0.05	0.05
Environmental Programs Manager	0.50	0.50	0.50
Sr. Environmental Program Coord	0.50	0.00	0.00
Environmental Compliance Coordinator	0.50	0.50	0.50
Environmental Sustainability Analyst	0.50	1.00	1.00
Senior Administrative Assistant	0.05	0.05	0.05
Administrative Assistant	0.05	0.05	0.05
Senior Office Assistant	0.00	0.05	0.05
Office Assistant	0.10	0.05	0.05
Total	2.25	2.25	2.25

EXPENDITURE DETAIL

Fund 207 - Waste Management
Program 3004 - Solid Waste Management

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	70,399	173,697	238,922	244,563	269,280
4104	Overtime	-	745	-	983	1,000
4201	Retirement	12,993	26,148	41,826	37,105	40,633
4202	Health Insurance	6,959	18,699	33,439	31,716	34,752
4203	Vision Insurance	72	193	313	313	319
4204	Dental Insurance	427	1,059	1,718	1,724	1,754
4205	Life Insurance	119	181	273	268	272
4208	Deferred Compensation	750	149	150	151	150
4209	Disability Insurance	668	1,570	2,341	2,428	2,639
4210	Other	1,032	3,726	8,359	5,999	9,081
Total Salaries & Benefits		\$ 93,419	\$ 226,167	\$ 327,341	\$ 325,249	\$ 359,879
5100	Professional Services	33,710	49,233	70,000	60,000	70,000
5100.01	Dumpster Lid Enforcement	6,153	10,862	50,000	30,000	50,000
5401	Advertising & Noticing	1,231	1,712	4,000	3,000	4,000
5405	Printing	-	-	500	-	500
5850	Recycling Supplies	4,473	19,707	5,000	5,000	5,000
6160	Operating Supplies	584	1,370	2,500	2,500	2,500
Total Operating & Maintenance		\$ 46,151	\$ 82,884	\$ 132,000	\$ 100,500	\$ 132,000
8500	Information Systems Allocation	-	15,000	25,209	25,209	25,195
Total Internal Service Charges		\$ -	\$ 15,000	\$ 25,209	\$ 25,209	\$ 25,195
Total Expenditures		\$ 139,570	\$ 324,051	\$ 484,550	\$ 450,958	\$ 517,074
Source of Funds						
Solid Waste Management Fund 207		64,570	324,051	149,998	116,406	221,150
General Fund - 100		75,000	-	334,552	334,552	295,924
Total Source of Funds		\$ 139,570	\$ 324,051	\$ 484,550	\$ 450,958	\$ 517,074

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PLANNING



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PLANNING

Department Expenditures by Program

Department	Program	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
2001	Planning	2,518,883	3,511,456	5,380,158	4,372,835	5,426,983
2012	Code Enforcement	452,448	613,088	838,804	714,588	873,514
Total		\$ 2,971,331	\$ 4,124,544	\$ 6,218,962	\$ 5,087,423	\$ 6,300,498

PLANNING DEPARTMENT

The Planning Department assists the community in planning for the future and managing development consistent with the community vision, while meeting City regulatory obligations. Staff provide a wide range of professional advice and services to the public, applicants, outside agencies, the Planning Commission, and the City Council. The Planning Department provides Current and Long-Range Planning, Biological Services and Code Enforcement, as well as a robust public information and records management program. The Department also monitors the projects and activities of other agencies. Current Planning activities include reviewing entitlement requests for planning conformance and condition compliance and conducting California Environmental Quality Act environmental review.

Long Range Planning includes General Plan, Zoning Ordinance and Local Coastal Program updates in response to Council priorities, regulatory changes, and community needs, plus preparation of special studies and coordination with other agencies (e.g., California Coastal Commission, Southern California Association of Governments, Los Angeles County Board of Supervisors, Mountains Recreation and Conservation Authority, State Parks) on recreational access, natural resources, affordable housing and transportation.

Biological Services include review of project biology reports, landscape plans and landscape water conservation compliance, as well as staff support to the Environmental Review Board and the maintenance of Environmentally Sensitive Habitat Area maps. Additionally, the Department provides staff support to the Planning Commission, Zoning Ordinance Revisions and Code Enforcement Subcommittee (ZORACES), Environmental Review Board and Subdivision Review Committee, as well as project-specific committees as needed.

The budget also includes funding for priorities such as processing the 2021-2029 Housing Element and associated code amendments, Accessory Dwelling Unit ordinance outreach and permitting software to expedite permits, the Wireless Communication ordinance, Temporary Use Permit proposed ordinance, and Home-Sharing proposed ordinance. In addition, the budget includes funding for contract planners to assist the Department with a backlog of planning applications due to staffing vacancies.

The FY 2022-23 Budget included a departmental reorganization and strategy to build capacity and improve customer service through aligning staffing investments with workload demands. The restructuring was part of a three-year plan to further transform the department. The plan included three positions in FY 2022-23, three positions in FY 2023-24, and four positions in FY 2024-25. However, due to existing vacancies, staff is postponing the additional positions proposed.

In response to a Development Services Review, the Planning budget also includes funding for a Community Development Director as a budget placeholder location to build out a Community Development Department. The Director and staff will work through the study to identify the proper organizational structure and relationship of the positions to ensure a strong and effective Department.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Community Development Director	0.00	0.00	1.00
Planning Director	1.00	1.00	1.00
Assistant Planning Director	1.00	1.00	1.00
Development & Operations Manager	1.00	1.00	1.00
Principal Planner	1.00	2.00	2.00
Senior Planner	3.00	3.00	3.00
Associate Planner	2.00	3.00	3.00
Assistant Planner	3.00	4.00	4.00
Planning Technician	5.00	4.00	3.00
Senior Management Analyst	0.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Senior Office Assistant	0.00	1.00	1.00
Office Assistant	2.00	1.00	1.00
Planning Intern	1.00	1.00	1.00
Total	21.00	24.00	24.00

EXPENDITURE DETAIL

Fund 101 - General

Program 2001 - Current/Advanced Planning

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	1,363,289	1,524,133	2,185,335	1,582,476	2,417,848
4102	Part-Time Salaries	-	3,941	34,772	15,836	37,229
4104	Overtime	58,607	53,215	85,000	78,403	25,000
4201	Retirement	159,848	176,475	349,283	214,971	274,615
4202	Health Insurance	213,556	244,771	459,987	269,644	419,105
4203	Vision Insurance	2,705	2,894	4,697	3,087	4,131
4204	Dental Insurance	14,528	16,459	26,600	17,395	23,271
4205	Life Insurance	2,014	2,166	3,368	2,199	2,885
4208	Deferred Compensation	3,000	3,000	3,000	3,000	4,500
4209	Disability Insurance	12,287	13,838	22,004	15,617	22,446
4210	Other	36,792	39,826	84,720	41,816	82,201
Total Salaries & Benefits		\$ 1,866,626	\$ 2,080,718	\$ 3,258,766	\$ 2,244,443	\$ 3,313,231
5100	Professional Services	397,203	1,112,836	1,570,000	1,570,000	1,570,000
5100-01	Coastal Dev. Permit Services	99,921	156,571	195,000	170,000	180,000
5107	Contract Personnel	314	4,908	-	45,000	-
5205	Postage	-	-	-	-	-
5210	Service Fees & Charges	14,786	9,675	15,000	15,000	15,000
5300	Travel & Training	-	1,151	5,000	5,000	12,000
5330	Dues & Memberships	3,597	2,083	5,000	3,500	5,000
5340	Mileage	-	93	500	500	1,000
5401	Advertising & Noticing	38,844	34,353	55,000	45,000	55,000
5405	Printing	60	-	-	-	-
5721	Telephone	-	-	-	-	-
6160	Operating Supplies	7,532	4,068	5,000	3,500	5,000
6200	Publications	-	-	2,000	2,000	2,000
Total Operating & Maintenance		\$ 562,257	\$ 1,325,738	\$ 1,852,500	\$ 1,859,500	\$ 1,845,000
8500	Information Systems Allocation	90,000	105,000	268,892	268,892	268,752
Total Internal Service Charges		\$ 90,000	\$ 105,000	\$ 268,892	\$ 268,892	\$ 268,752
Total Expenditures		\$ 2,518,883	\$ 3,511,456	\$ 5,380,158	\$ 4,372,835	\$ 5,426,983
Source of Funds						
General Fund 101		2,468,113	3,511,456	5,315,158	4,307,835	5,361,983
American Rescue Plan Act of 2021		32,510	-	-	-	-
CDBG Fund 215 - Disaster Recovery		-	-	-	-	-
Designated for Housing Element		18,260	-	65,000	65,000	65,000
Total Source of Funds		\$ 2,518,883	\$ 3,511,456	\$ 5,380,158	\$ 4,372,835	\$ 5,426,983

CODE ENFORCEMENT

Code Enforcement is responsible for enforcement of the Malibu Municipal Code, the Local Coastal Program, Building Code, and other State and County laws to promote and protect public health, safety and welfare, and the environment. These duties involve responding to questions on a wide range of code compliance areas from the public and outside agencies and investigating formal complaints. Code Enforcement performs investigations using records, permitting data and extensive field investigation. Staff also works closely with property owners or other responsible parties to determine the appropriate course of action to resolve issues and provides assistance through the abatement process.

Code Enforcement actively coordinates with other City staff including Planning, Building Safety, Geotechnical, Environmental Health and Public Works staff as well as State and County agencies to share information, clarify requirements, and coordinate solutions for code compliance issues. Voluntary compliance is the preferred and most common path. In cases where standard abatement processes are not successful, the Code Enforcement staff work with the City Attorney and City Prosecuting Attorney on administrative remedies and, when necessary, litigation.

The FY 2024-25 Budget includes additional funding for professional services to assist in the implementation and enforcement of the Dark Sky Lighting Ordinance.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Code Enforcement Manager	1.00	1.00	1.00
Sr. Code Enforcement Officer	1.00	1.00	0.00
Code Enforcement Officer	2.00	2.00	3.00
Administrative Assistant	1.00	1.00	1.00
Total	5.00	5.00	5.00

EXPENDITURE DETAIL

Fund 101 - General

Program 2012 - Code Enforcement

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	305,424	416,022	466,258	427,071	472,089
4104	Overtime	1,519	-	6,500	3,655	6,500
4201	Retirement	34,722	50,747	65,820	64,196	68,669
4202	Health Insurance	53,206	84,597	99,718	98,689	114,131
4203	Vision Insurance	662	1,053	1,229	1,179	1,217
4204	Dental Insurance	3,636	5,975	6,880	6,613	6,862
4205	Life Insurance	399	567	646	600	616
4209	Disability Insurance	2,699	3,822	4,569	4,231	4,626
4210	Other	8,034	10,665	17,215	12,036	17,313
Total Salaries & Benefits		\$ 410,301	\$ 573,448	\$ 668,835	\$ 618,269	\$ 692,024
5100	Professional Services	-	-	100,000	25,000	100,000
5210	Service Fees & Charges	-	-	-	-	-
5300	Travel & Training	378	1,160	500	1,500	3,000
5330	Dues & Memberships	38	100	250	300	500
5340	Transportation & Mileage	-	344	-	500	500
5401	Advertising & Noticing	-	-	-	-	-
5721	Telephone	-	-	-	-	-
6160	Operating Supplies	1,231	1,036	1,200	1,000	1,000
6400	Clothing & Emergency Gear	-	-	-	-	2,500
Total Operating & Maintenance		\$ 1,647	\$ 2,640	\$ 101,950	\$ 28,300	\$ 107,500
8100	Vehicle Allocation	18,000	12,000	12,000	12,000	18,000
8500	Information Systems Allocation	22,500	25,000	56,019	56,019	55,990
Total Internal Service Charges		\$ 40,500	\$ 37,000	\$ 68,019	\$ 68,019	\$ 73,990
Total Expenditures		\$ 452,448	\$ 613,088	\$ 838,804	\$ 714,588	\$ 873,514
Source of Funds						
General Fund 101		354,914	613,088	838,804	714,588	873,514
American Rescue Plan Act of 2021		97,534	-	-	-	-
Total Source of Funds		\$ 452,448	\$ 613,088	\$ 838,804	\$ 714,588	\$ 873,514

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PUBLIC WORKS



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PUBLIC WORKS

Department Expenditures by Program

Department	Program	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
3001	Street Maintenance	1,639,468	2,121,123	2,943,810	3,584,695	2,827,116
3005	Fleet Operations	111,038	153,473	511,000	433,500	271,000
3007	Stormwater Treatment Facilities	126,398	279,117	226,300	210,100	229,300
3008	Public Works Engineering	1,442,741	1,613,845	2,578,332	1,812,386	2,266,919
3010	Civic Center Water Treatment Facility	1,858,512	1,908,410	2,073,976	2,069,475	2,205,455
6002-4	Landslide Maintenance Districts	500,931	451,428	531,592	519,015	540,864
Total		\$ 5,679,088	\$ 6,527,396	\$ 8,865,010	\$ 8,629,170	\$ 8,340,654

STREET MAINTENANCE

The Street Maintenance Program is responsible for all activities related to the repair, replacement, and maintenance of 45 centerline miles of City-owned streets. The replacement value of 7,000,000 square feet of pavement is approximately \$56,000,000 at the current cost of \$8.00 per square foot.

The budget for FY 2024-25 includes the following:

- Maintaining the City-owned streets on a regular basis, including but not limited to filling potholes, replacing street signs, weed abatement, maintaining sidewalks and public walkways, and cleaning and maintaining storm drains. The program also includes street sweeping on City-owned streets and parking lots.
- Performing pavement condition inspections on City streets. This inspection data will be used to update the City's Pavement Management Plan.
- Sweeping City streets. The City's sweeping contractor will conduct weekly sweeping of Pacific Coast Highway and monthly sweeping of City streets, facilities, and parking lots.
- Maintaining the City-owned traffic signals, flashing beacons and speed radar signs.

Street Maintenance activities are funded through the General Fund, Gas Tax, Traffic Safety Funds and Waste Management Funds.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Deputy Public Works Director	0.00	0.00	0.80
Public Works Superintendent	1.35	1.35	0.55
Senior Public Works Inspector	0.00	0.80	0.80
Public Works Inspector	0.80	0.00	0.00
Total	2.15	2.15	2.15

EXPENDITURE DETAIL

Fund 100 - General Fund

Fund 201 - Gas Tax

Program 3001 - Street Maintenance

		2021-22	2022-23	2023-24	2023-24	2024-25
Object	Description	Actual	Actual	Amended	Estimated	Proposed
4101	Full-Time Salaries	226,043	276,159	279,164	297,856	328,494
4104	Overtime	-	-	1,000	-	1,000
4201	Retirement	39,884	48,168	56,559	60,080	66,717
4202	Health Insurance	48,333	63,593	67,692	71,784	76,899
4203	Vision Insurance	636	713	718	717	718
4204	Dental Insurance	3,466	4,128	4,070	4,069	4,070
4205	Life Insurance	276	313	315	315	315
4209	Disability Insurance	2,115	2,548	2,736	2,823	3,219
4210	Other	5,715	6,807	9,968	7,463	11,207
Total Salaries & Benefits		\$ 326,468	\$ 402,429	\$ 422,222	\$ 445,107	\$ 492,640
5100	Professional Services	4,775	4,550	24,000	6,000	25,000
5120	Street Maintenance	751,596	893,657	1,100,000	1,100,000	1,223,750
5120-02	Street Maintenance - Summer	22,201	33,322	125,000	100,000	125,000
5121-01	Street Sweeping	82,800	87,643	83,000	83,000	95,450
5123	Storm Response	47,207	58,381	275,000	936,000	100,000
5123-01	Storm Drain System Maintenance	23,608	148,897	118,000	122,000	135,700
5124	Traffic Signal Maintenance	62,361	75,826	94,000	94,000	120,000
5126	Wall/Sidewalk Maintenance	-	-	-	-	-
5127	Weed Abatement	84,612	75,000	140,000	140,000	161,000
5200	Tree Maintenance	43,000	42,000	45,000	45,000	75,000
5300	Travel & Training	800	2,138	2,000	-	2,000
5721	Telephone - Changeable Message	1,368	566	2,000	-	2,000
5722	Electricity	35,908	33,049	35,000	35,000	35,000
5725	Trash Pickup/Recycling	45,461	46,534	47,000	47,000	47,000
6160	Operating Supplies	56,978	57,792	80,000	80,000	95,000
Total Operating & Maintenance		\$ 1,262,675	\$ 1,559,355	\$ 2,170,000	\$ 2,788,000	\$ 2,241,900
7800	Equipment	18,825	130,589	309,500	309,500	50,500
Total Capital Outlay		\$ 18,825	\$ 130,589	\$ 309,500	\$ 309,500	\$ 50,500
8100	Vehicle Allocation	18,000	18,000	18,000	18,000	18,000
8500	Information Systems Allocation	13,500	10,750	24,088	24,088	24,076
Total Internal Services		\$ 31,500	\$ 28,750	\$ 42,088	\$ 42,088	\$ 42,076
Total Expenditures		\$ 1,639,468	\$ 2,121,123	\$ 2,943,810	\$ 3,584,695	\$ 2,827,116
Source of Funds						
General Fund 100		854,468	1,336,123	2,183,810	2,949,695	2,142,116
Gas Tax Fund 201		300,000	300,000	275,000	150,000	200,000
Traffic Safety Fund 202		180,000	180,000	180,000	180,000	180,000
Proposition C Fund 204		65,000	65,000	65,000	65,000	65,000
Measure M Fund 212		140,000	140,000	140,000	140,000	140,000
Measure R Fund 205		100,000	100,000	100,000	100,000	100,000
Total Source of Funds		\$ 1,639,468	\$ 2,121,123	\$ 2,943,810	\$ 3,584,695	\$ 2,827,116

FLEET OPERATIONS

The Fleet Operations program is responsible for the cost-effective repair, preventative maintenance, fueling, and eventual replacement of the City's vehicle fleet. This program has also implemented clean air programs relative to vehicles to ensure that the City is doing its part to reduce pollution and improve air quality. The City currently maintains an Electric Vehicle Charging Station in the Malibu Civic Center area.

Fleet Operations are accounted for in the Vehicle Fund, which generates revenue by charging each department with maintenance and fuel costs. The City's fleet of 27 vehicles includes four pickup trucks, 17 sport utility vehicles, and six sedans. Of these 27 vehicles, 21 operate on gasoline and five are hybrids.

Pursuant to the direction of the City Council, new vehicles will be hybrids. Once the City is able to expand its electric vehicle charging capabilities, older vehicles will be replaced, whenever possible, with electric vehicles.

This fiscal year will include two replacement vehicles for the City's pool vehicles and one new truck for Community Services. This will increase the City's fleet to 28 vehicles.

EXPENDITURE DETAIL

Fund 601 - Vehicle; Fund 206 - Air Quality
Program 3005 - Fleet Operations

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
5610	Facility Maintenance	2,563	-	4,000	-	4,000
5722	Electricity	5,423	4,789	6,000	5,000	6,000
6330	Vehicle Maintenance	23,514	26,457	44,000	44,000	44,000
6500	Motor Fuel	28,170	34,235	40,000	40,000	42,000
Total Operating & Maintenance		\$ 59,670	\$ 65,481	\$ 94,000	\$ 89,000	\$ 96,000
7700	Equipment - Vehicles	51,368	87,992	417,000	344,500	175,000
7800	Equipment	-	-	-	-	-
Total Capital Outlay		\$ 51,368	\$ 87,992	\$ 417,000	\$ 344,500	\$ 175,000
Total Expenditures		\$ 111,038	\$ 153,473	\$ 511,000	\$ 433,500	\$ 271,000
Source of Funds						
General Fund 100		78,000	92,781	427,000	349,500	185,000
Air Quality Management Fund 206		-	-	-	-	-
Vehicle Fund 601		33,038	60,692	84,000	84,000	86,000
Total Source of Funds		\$ 111,038	\$ 153,473	\$ 511,000	\$ 433,500	\$ 271,000

STORMWATER TREATMENT FACILITIES

The Stormwater Treatment Facilities program is responsible for all activities related to the repair and replacement of equipment and the maintenance of these facilities.

In 2007, the City completed the construction of the Civic Center Stormwater Treatment Facility. This facility was the first major component in the implementation of the Malibu Civic Center Integrated Water Quality Management Plan. The facility is a key element in the Legacy Park stormwater management system and is designed to reduce pollution in Malibu Creek, Malibu Lagoon and Surfrider Beach.

Dry weather and first flush runoff flows are pumped from three major storm drains in the Civic Center area and then they are treated in a 3-step process of screening, filtering and disinfecting at a rate of up to 1,400 gallons per minute. The City reuses the treated water for irrigation of landscaping in the Civic Center area and Legacy Park.

In 2010, the City also constructed the Paradise Cove Stormwater Treatment Facility. This facility is designed to capture, clean and disinfect up to approximately 1,000 gallons per minute of stormwater and urban runoff from Ramirez Creek and the surrounding watershed. The facility has three different filtration systems to efficiently remove trash, sediment and bacteria.

Facility Maintenance activities are funded by the General Fund and the City's Measure W Los Angeles County Stormwater Annual Allocation.

EXPENDITURE DETAIL

Fund 100 - General Fund

Program 3007 - Stormwater Treatment Facilities

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
5610	Facilities Maintenance (Civic Center)	47,511	47,126	47,300	47,300	50,300
5610-01	Facilities Maintenance (Paradise Cove)	46,956	46,956	47,000	47,000	50,000
5655	Stormwater Monitoring	1,100	1,200	5,000	1,800	2,000
5721	Telephone	1,859	1,866	2,000	2,000	2,000
5722	Electricity	9,132	7,453	20,000	7,500	20,000
5723	Water	4,002	4,407	5,000	4,500	5,000
Total Operating & Maintenance		\$ 110,560	\$ 109,008	\$ 126,300	\$ 110,100	\$ 129,300
7800	Equipment (Civic Center)	15,838	1,810	50,000	100,000	50,000
7800	Equipment (Paradise Cove)	-	168,299	50,000	-	50,000
Total Capital Outlay		\$ 15,838	\$ 170,109	\$ 100,000	\$ 100,000	\$ 100,000
Total Expenditures		\$ 126,398	\$ 279,117	\$ 226,300	\$ 210,100	\$ 229,300
Source of Funds						
General Fund 100		26,398	179,117	126,300	110,100	169,300
Measure W - LA County Stormwater		100,000	100,000	100,000	100,000	60,000
Total Source of Funds		\$ 126,398	\$ 279,117	\$ 226,300	\$ 210,100	\$ 229,300

PUBLIC WORKS

The Public Works Department manages the development and implementation of the Capital Improvement Program, street and maintenance programs, and engineering activities for the City including: review of proposed land development, formation of new special assessment districts, and the issuance of Special Event, Sidewalk Vending and Encroachment Permits.

Land development review involves the review of all new building and or grading permit applications for impacts to public infrastructure, off-site drainage impacts, stormwater quality and flood plain management. It also involves review of all proposed land subdivisions in accordance with the Subdivision Map Act.

The Public Works Department also provides staff support for the creation of various utility undergrounding districts, manages the implementation of capital improvement and emergency disaster projects, conducts traffic surveys, and manages the preservation of survey monuments that control the location of subdivision boundaries and road right-of-way centerlines.

In FY 2023-24, the Public Work team conducted approximately 218 Woolsey Fire land development reviews and 587 land development reviews. The Public Works team issued 314 encroachment permits, 46 transportation permits, and six special event permits for events on public property. Public Works Inspector conducted approximately 346 land development inspections.

The budget for FY 2024-25 includes \$65,000 for three crossing guards at Malibu High School, Malibu Middle School, and Juan Cabrillo Elementary School.

The Public Works Department continues to work with State Representatives, Caltrans staff and other agencies as an ongoing effort to address the safety concerns and improvements needed for the Malibu community along the Pacific Coast Highway corridor.

Public Works/Engineering activities are funded by the General Fund, Gas Tax and Traffic Safety Funds.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Public Works Director	0.90	0.90	0.90
Assistant Public Works Director	0.50	1.00	1.00
Deputy Public Works Director	0.00	0.00	0.20
Senior Civil Engineer	0.00	1.00	1.00
Associate Engineer	1.00	2.00	1.00
Assistant Engineer	1.00	2.00	2.00
Engineering Technician	0.00	1.00	1.00
Public Works Superintendent	0.40	0.40	0.20
Senior Public Works Inspector	0.20	0.20	0.20
Senior Management Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Total	6.00	10.50	9.50

EXPENDITURE DETAIL

Fund 100 - General

Program 3008 - Public Works/Engineering

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	843,121	951,337	1,204,836	927,197	1,146,093
4104	Overtime	220	1,779	1,000	1,195	1,500
4201	Retirement	119,403	134,266	201,741	150,292	173,838
4202	Health Insurance	121,532	146,233	212,599	149,536	209,274
4203	Vision Insurance	2,025	2,184	2,469	1,819	2,266
4204	Dental Insurance	11,167	12,525	13,942	10,388	12,777
4205	Life Insurance	1,285	1,331	1,538	1,201	1,391
4208	Deferred Compensation	2,700	2,700	2,700	2,700	2,700
4209	Disability Insurance	8,398	9,545	11,807	9,072	11,232
4210	Other	18,672	21,666	40,842	22,628	39,247
Total Salaries & Benefits		\$ 1,128,523	\$ 1,283,566	\$ 1,693,474	\$ 1,276,028	\$ 1,600,319
5100	Professional Services	192,558	249,487	579,000	285,000	417,800
5107	Contract Personnel	33,059	4,146	-	-	-
5125	Traffic Engineering	39,676	9,422	160,500	114,000	100,000
5210	Service Fees and Charges	10,602	10,602	14,000	11,000	14,000
5300	Travel & Training	445	891	5,000	5,000	8,500
5330	Dues & Memberships	1,943	2,887	5,000	5,000	5,000
5340	Mileage	-	103	500	-	500
5401	Advertising & Noticing	-	-	500	-	500
5405	Printing	-	-	2,000	-	2,000
5721	Telephone	-	-	-	-	-
6120	Computer Software	-	-	2,000	-	2,000
6160	Operating Supplies	4,435	3,491	6,000	6,000	6,000
Total Operating & Maintenance		\$ 282,718	\$ 281,029	\$ 774,500	\$ 426,000	\$ 556,300
8500	Information Systems Allocation	31,500	49,250	110,358	110,358	110,300
Total Internal Service Charges		\$ 31,500	\$ 49,250	\$ 110,358	\$ 110,358	\$ 110,300
Total Expenditures		\$ 1,442,741	\$ 1,613,845	\$ 2,578,332	\$ 1,812,386	\$ 2,266,919
Source of Funds						
General Fund 100		1,260,352	1,284,997	2,233,332	1,467,386	2,221,919
Gas Tax Fund 201		25,000	8,848	25,000	25,000	25,000
Traffic Safety Fund 202		20,000	20,000	20,000	20,000	20,000
American Rescue Plan Act of 2021		100,756	-	-	-	-
CIP Grants		36,633	300,000	300,000	300,000	-
Total Source of Funds		\$ 1,442,741	\$ 1,613,845	\$ 2,578,332	\$ 1,812,386	\$ 2,266,919

CIVIC CENTER WASTEWATER TREATMENT FACILITY

In 2011, the Los Angeles Regional Water Quality Control Board (RWQCB) approved a Memorandum of Understanding (MOU) with the City of Malibu. The MOU was amended in 2014 and again in 2017. The MOU is between the City, the RWQCB, and the State Water Resources Control Board (SWRCB). The MOU commits the City to lead the efforts to work with property owners to design and construct a centralized wastewater treatment facility in the Civic Center area. Under the MOU, both commercial and residential property owners in the Civic Center area are required to fund and connect to the centralized wastewater treatment facility in phases. Phase One was completed in September 2018. Phase Two and Phase Three require connection by November 2024 and November 2028, respectively.

The construction of Phase One was completed in FY 2017-18. A wastewater and recycled water rate study was completed to develop the utility rates in 2017, updated in 2021 and 2024. The City will be assessing the property owners connected to the Civic Center Wastewater Treatment Facility. The design for Phase Two was initiated in August 2019 and completed in FY 2021-22. Following the completion of the design, the City began the State Revolving Fund loan process. During the application review, it became necessary to update the design for Phase Two.

Department 3010 reflects the operation, maintenance and management of the Civic Center Wastewater Treatment Facility, treatment plant, collection system and the re-use and dispersal facility. Revenue generated from the utility rates will be used to offset these expenses. Also included is water quality testing and monitoring costs and other expenses as required in the MOU.

All operation and maintenance costs associated with the Civic Center Wastewater Treatment Facility (CCWTF) are paid by revenue generated by the wastewater and recycled water service fees. When the wastewater rates were first developed, they were based on estimated costs for running the facility. After almost three years of operation, it is evident that some costs are higher than originally anticipated. The City is responsible for costs applicable to City-owned properties located within the boundaries of the assessment district and those expenses are included in the annual budget.

The Proposed Budget for FY 2024-25 anticipates approximately \$2.2 million in expenditures for the CCWTF. The wastewater and recycled water rates will generate sufficient revenue to cover the operation, maintenance, and management costs.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Adopted
Public Works Superintendent	0.25	0.25	0.25
Financial Controller	0.18	0.18	0.18
Total	0.43	0.43	0.43

EXPENDITURE DETAIL

Fund 515 - CCWTF

Program 3010 - Civic Center Water Treatment Facility

Object	Description	2021-22	2022-23	2023-24	2023-24	2024-25
		Actual	Actual	Amended	Estimated	Proposed
4101	Full-Time Salaries	60,169	65,597	67,262	67,723	69,650
4201	Retirement	10,815	11,645	13,627	4,871	14,146
4202	Health Insurance	8,196	9,180	9,907	19,744	10,868
4203	Vision Insurance	104	101	104	104	100
4204	Dental Insurance	611	579	580	580	562
4205	Life Insurance	54	54	55	55	52
4209	Disability Insurance	556	611	659	681	683
4210	Other	1,433	1,508	2,282	1,617	2,300
Total Salaries & Benefits		\$ 81,938	\$ 89,275	\$ 94,476	\$ 95,375	\$ 98,360
5100	Professional Services	5,313	4,535	50,000	50,000	50,000
5210	Service Fees and Charges	32,269	33,724	37,000	37,000	38,110
5401	Advertising & Noticing	116	116	500	200	500
5510	Insurance Premiums	160,615	169,562	200,000	211,000	230,000
5611	WTF Maintenance	1,156,059	1,156,059	1,155,000	1,156,000	1,155,000
5612	Sewer Service Fees	1,785	1,825	1,500	1,900	1,545
5613	Assessment District - CCWTF	1,406	1,299	3,000	1,300	3,090
5640	Equipment Maintenance	47,416	66,127	60,000	60,000	143,944
5656	Water Quality Testing & Monitoring	153,346	153,346	211,000	211,000	211,000
5721	Telephone	5,517	6,942	11,000	7,000	11,330
5722	Electricity & Gas	141,162	133,496	140,000	150,000	144,200
5723	Water	2,175	2,681	3,000	3,000	3,090
5724	Natural Gas	-	1,819	5,000	-	5,150
5725	Trash Pickup/Recycling	2,523	2,544	3,500	2,700	3,605
5725-01	Biosolids Disposal	35,776	52,710	55,000	55,000	63,866
5810	Interest Expense - GF Loan	1,652	5,923	2,000	5,000	-
6160	Operating Supplies	1,436	2,527	5,000	2,000	5,287
6161	Chemical Supplies	28,008	23,407	35,000	20,000	35,000
6500	Motor Fuel	-	493	2,000	1,000	2,378
Total Operating & Maintenance		\$ 1,776,574	\$ 1,819,135	\$ 1,979,500	\$ 1,974,100	\$ 2,107,095
Total Expenditures		\$ 1,858,512	\$ 1,908,410	\$ 2,073,976	\$ 2,069,475	\$ 2,205,455
Source of Funds						
CCWTF Fund 515		1,858,512	1,908,410	2,073,976	2,069,475	2,205,455
Total Source of Funds		\$ 1,858,512	\$ 1,908,410	\$ 2,073,976	\$ 2,069,475	\$ 2,205,455

LANDSLIDE MAINTENANCE DISTRICTS

The Landslide Maintenance District Program provides administration and maintenance services for three separate assessment districts including approximately 326 properties in the Big Rock Mesa area, 74 properties in the Calle Del Barco area, and 38 properties in the Malibu Road area. Each year the City renews each assessment district through legal procedures defined in the Streets and Highways code. Property owners within each district pay for the services received through annual assessments levied against the properties by the Los Angeles County Assessor's Office.

The program's administrative and maintenance services include the installation and maintenance of dewatering wells, monitoring water levels and slide activities, and preparation of annual assessment and geology reports.

Staffing	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Public Works Director	0.10	0.10	0.10
Total	0.10	0.10	0.10

EXPENDITURE DETAIL

Fund 290 - Big Rock Mesa Landslide Maintenance District (LMD)

Program 6002 - Big Rock Mesa LMD

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	10,894	11,657	11,318	11,947	12,394
4201	Retirement	1,863	1,999	2,293	2,347	2,517
4202	Health Insurance	1,087	1,160	1,194	1,224	1,260
4203	Vision Insurance	17	17	17	17	17
4204	Dental Insurance	100	97	95	95	95
4205	Life Insurance	20	20	20	20	20
4208	Deferred Compensation	150	150	150	149	150
4209	Disability Insurance	96	105	111	113	121
4210	Other	158	169	290	185	317
Total Salaries & Benefits		\$ 14,385	\$ 15,374	\$ 15,488	\$ 16,097	\$ 16,892
5100	Professional Services	224,353	230,582	236,532	225,000	228,033
5210	Service Fees & Charges	10,951	11,400	12,000	12,000	15,000
5401	Advertising & Noticing	116	116	500	200	500
5722	Electricity	19,549	22,725	24,000	24,000	26,000
Total Operating & Maintenance		\$ 254,969	\$ 264,823	\$ 273,032	\$ 261,200	\$ 269,533
7903	Storm Drain Improvements	75,083	34,828	82,000	82,000	86,000
Total Capital Outlay		\$ 75,083	\$ 34,828	\$ 82,000	\$ 82,000	\$ 86,000
Total Expenditures		\$ 344,437	\$ 315,025	\$ 370,520	\$ 359,297	\$ 372,425
Source of Funds						
Landslide Maintenance District Fund		344,437	315,025	370,520	359,297	372,425
Total Source of Funds		\$ 344,437	\$ 315,025	\$ 370,520	\$ 359,297	\$ 372,425

EXPENDITURE DETAIL

Fund 291 - Malibu Road Landslide Maintenance District (LMD)

Program 6003 - Malibu Road LMD

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	5,447	5,829	5,659	5,973	6,197
4201	Retirement	932	999	1,147	1,173	1,259
4202	Health Insurance	543	580	597	612	630
4203	Vision Insurance	8	8	8	8	8
4204	Dental Insurance	50	48	47	47	47
4205	Life Insurance	10	10	10	11	10
4208	Deferred Compensation	75	75	75	75	75
4209	Disability Insurance	48	53	55	57	61
4210	Other	80	85	145	92	158
Total Salaries & Benefits		\$ 7,193	\$ 7,687	\$ 7,743	\$ 8,048	\$ 8,446
5100	Professional Services	65,527	48,108	52,198	52,900	52,854
5401	Advertising & Noticing	116	116	500	200	500
5722	Electricity	915	572	2,000	530	100
Total Operating & Maintenance		\$ 66,558	\$ 48,796	\$ 54,698	\$ 53,630	\$ 53,454
7903	Storm Drain Improvements	5,415	14,897	15,000	15,000	22,500
Total Capital Outlay		\$ 5,415	\$ 14,897	\$ 15,000	\$ 15,000	\$ 22,500
Total Expenditures		\$ 79,166	\$ 71,380	\$ 77,441	\$ 76,678	\$ 84,400
Source of Funds						
Landslide Maintenance District Fund		79,166	71,380	77,441	76,678	84,400
Total Source of Funds		\$ 79,166	\$ 71,380	\$ 77,441	\$ 76,678	\$ 84,400

EXPENDITURE DETAIL

Fund 292 - Calle del Barco Landslide Maintenance District (LMD)

Program 6004 - Calle del Barco LMD

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
4101	Full-Time Salaries	5,447	5,829	5,659	5,973	6,197
4201	Retirement	932	999	1,147	1,173	1,259
4202	Health Insurance	543	580	597	612	630
4203	Vision Insurance	8	8	8	8	8
4204	Dental Insurance	50	48	47	48	47
4205	Life Insurance	10	10	10	11	10
4208	Deferred Compensation	75	75	75	75	75
4209	Disability Insurance	48	53	55	57	61
4210	Other	80	85	145	92	158
Total Salaries & Benefits		\$ 7,193	\$ 7,687	\$ 7,743	\$ 8,049	\$ 8,446
5100	Professional Services	54,253	52,626	54,148	54,400	54,354
5401	Advertising & Noticing	116	116	240	240	240
5722	Electricity	385	273	1,500	350	1,000
Total Operating & Maintenance		\$ 54,754	\$ 53,015	\$ 55,888	\$ 54,990	\$ 55,594
7903	Storm Drain Improvements	15,381	4,321	20,000	20,000	20,000
Total Capital Outlay		\$ 15,381	\$ 4,321	\$ 20,000	\$ 20,000	\$ 20,000
Total Expenditures		\$ 77,328	\$ 65,023	\$ 83,631	\$ 83,039	\$ 84,040
Source of Funds						
Landslide Maintenance District Fund		77,328	65,023	83,631	83,039	84,040
Total Source of Funds		\$ 77,328	\$ 65,023	\$ 83,631	\$ 83,039	\$ 84,040

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CAPITAL IMPROVEMENT PROJECTS



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CAPITAL IMPROVEMENT PROJECTS

Projects	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
Annual Street Overlay	634,889	57,472	2,196,000	636,252	1,300,000
Big Rock Drive and Tuna Canyon Resurfacing	-	-	-	-	675,000
PCH Median Improvements	30,044	24,561	4,490,000	1,553,688	85,000
Civic Center Way Improvements	12,551	11,783	-	-	Completed
Malibu Community Labor Exchange Trailer	11,690	54,760	91,200	95,825	55,485
PCH Signal Synchronization System	405,311	350,706	7,100,000	4,242,747	8,600,000
Civic Center Stormwater Diversion Structure	96,740	154	-	-	Completed
Marie Canyon Green Streets	441	254,001	-	-	Completed
Civic Center Water Treatment Facility-Phase Two	1,084,022	88,676	-	55,272	54,877
City Hall Solar Power Project	-	-	4,000,000	200,000	3,800,000
Westward Beach Road Improvements	-	-	350,000	72,952	Completed
Permanent Skate Park	18,703	20,775	1,156,108	64,993	2,500,000
Bluffs Park Shade Structure	-	57,095	-	-	Completed
Legacy Park Paver Repair	3,560	-	-	-	Completed
Malibu Bluffs Park South Walkway	-	25,000	127,900	82,500	73,235
Trancas Canyon Park Playground Resurfacing	-	-	230,000	215,388	14,612
PCH at Trancas Canyon Road Right Turn Lane	6,707	103,303	531,000	111,413	513,587
PCH Crosswalk Imprvmnts-Big Rock Dr/20326 PCH	-	-	200,000	-	200,000
PCH Median Imprvmnts-Paradise Cove/Zuma Beach	-	-	100,000	175,000	1,000,000
Kanan Dume Biofilter	-	-	500,000	50,000	580,000
Stormdrain Trash Screens Phase Two	-	-	9,101	9,101	Completed
City Traffic Signals Backup Power	-	-	50,000	30,000	20,000
Malibu Canyon Road Traffic Study	-	-	108,000	99,735	Completed
Harbor Vista Curb Return Modifications	-	-	100,000	-	100,000
PCH at Las Flores and Rambla Pacifico Intersection	-	-	160,000	-	160,000
Encinal Canyon 60-inch Storm Drain Repairs	-	-	1,000,000	100,000	900,000
Citywide Asphalt Concrete Berms Repairs	-	-	300,000	-	300,000
Bluffs Park Roof Replacement	-	-	400,000	-	400,000
Legacy Park Benches Renovations	-	-	150,000	17,000	Completed
PCH Pedestrian Undercrossing at Malibu Seafood	-	-	250,000	-	200,000
Stuart Ranch Road Walkway	-	-	-	-	400,000
Legacy Park Arbors Renovations	-	-	-	-	150,000
Las Flores Storm Drain Repair	-	-	-	-	300,000
Point Dume Storm Drain Improvements - Phase 1	-	-	-	-	395,000
Charmlee Park Nature Center Renovations	-	-	-	-	500,000
Legacy Park Irrigation Improvements	-	-	-	-	225,000
Malibu Bluffs Park Snack Shack/Storage Bldg	-	-	-	-	200,000
Land Management System	-	-	-	-	750,000
Total	\$ 2,304,658	\$ 1,048,286	\$ 23,599,309	\$ 7,811,866	\$ 24,451,796

CAPITAL IMPROVEMENT PROJECTS

FY 2024-25 includes an ambitious capital improvement program with multiple projects requiring a funding agreement to be initiated and/or implemented with several county agencies. Progress on such is as described with each of the following projects.

2024 ANNUAL STREET MAINTENANCE (9002)

This includes the design and construction of the annual street maintenance project. This project includes Morning View Drive resurfacing and correcting the drainage near Gurnsey Avenue. The design was completed in FY 2023-24 and construction will be completed during the school summer break in FY 2024-25 to minimize the impact to school traffic.

BIG ROCK DRIVE AND TUNA CANYON RESURFACING (9115)

This project includes the design and construction management of the annual street maintenance project. This project will include Big Rock Drive and Tuna Canyon Road. It is anticipated that the project will be in construction during FY 2023-24.

PCH MEDIAN IMPROVEMENT PROJECT (9059)

The project will promote traffic safety by channelizing the highway, regulating turn movements, and improving traffic safety operations. The project will rehabilitate the existing medians, shoulders, and will install new raised medians along PCH from John Tyler Drive to Puerco Canyon Road. The new medians will be stamped concrete to match the recently installed medians on PCH. It is anticipated construction will be completed in FY 2023-24.

CIVIC CENTER WAY IMPROVEMENTS PROJECT (9061) (COMPLETED)

The project consisted of improving the safety for all modes of transportation on Civic Center Way from Webb Way to Malibu Canyon Road. The project improved horizontal and vertical sight distances and created additional space for motorists, pedestrians, cyclists, and transit to travel to improve traffic safety and operational flow. The construction was completed in FY 2021-22.

MALIBU COMMUNITY LABOR EXCHANGE TRAILER (9065)

In FY 2023-24, the City supported the Malibu Community Labor Exchange (MCLE) program with a temporary trailer and relocation. The construction of a permanent office trailer using CDBG funds should be completed in FY 2024-25 and will be used by the MCLE Exchange to provide public services under the Day Labor Exchange Program.

PCH SIGNAL SYNCHRONIZATION SYSTEM IMPROVEMENTS (9066)

This project will install communication between the existing traffic signals on PCH, from Topanga Canyon Road to John Tyler Drive, and connect the signals back to the Caltrans Traffic Management Center, allowing Caltrans to control and operate the signals and the signal system remotely. The City has acquired consultants and will be managing the design, the permit process, and the construction phase with Caltrans. Funding for the design and construction of this project will be provided through Measure R funds administered by LA Metro. Construction is anticipated to be completed in FY 2024-25.

CIVIC CENTER STORMWATER DIVERSION STRUCTURE (9070) (COMPLETED)

This project consisted of storm drain improvements in the Civic Center area. The improvements will promote the flow and circulation of stormwater into Legacy Park. This project was completed in FY 2021-22.

MARIE CANYON GREEN STREETS (9072) (COMPLETED)

This project was identified in the City's Enhanced Watershed Management Plan (EWMP). This project included the installation of biofilters and other stormwater water quality devices to capture and treat stormwater. The project will assist with Municipal Separate Storm Sewer System (MS4) Discharge Permit requirements. The project was completed in FY 2022-23.

CIVIC CENTER WATER TREATMENT FACILITY- PHASE TWO (9075)

The Civic Center Wastewater Improvements Project is part of the City's Integrated Water Quality Management Plan that will improve water quality in Malibu Creek, Malibu Lagoon, and Surfrider Beach. The development of a community wastewater collection, treatment, reuse, and dispersal facility will replace existing individual on-site wastewater treatment systems in the City's Civic Center area.

Phase One of this project was completed in FY 2018-2019. The design of Phase Two of this project was initiated in August 2019. This phase of the project expands the wastewater collection and recycled water system to include those properties in Malibu Colony, the condos on Civic Center Way, HRL, and a portion of Serra Retreat. In addition, the treatment plant will be expanded to treat the additional wastewater from these properties. The work will include preparing a coastal development permit, construction plans, project specifications and cost estimates. The project is currently delayed, and it is anticipated that the project will begin construction in FY 2025-26.

CITY HALL SOLAR PROJECT (9078)

This project will include the installation of a solar power system at City Hall. This will include facilities that could be used to charge electric vehicles as well as reduce the City's overall electricity consumption. The project feasibility study will be completed in FY 2024-25.

WESTWARD BEACH ROAD REPAIRS (9082) (COMPLETED)

This project consisted of making pavement repairs in the existing beach side shoulder area. The beachside repairs do not extend beyond 11 feet from the City's right of way. This project was initially funded using Metro Measure M Active Transportation funds. Due to the City Council's scope of work change, Measure M was not available for the project and instead was funded with the General Fund CIP Reserve. Construction was completed in FY 2023-24.

PERMANENT SKATE PARK (9090)

This project consists of designing and constructing a permanent skate park of a 12,500-square-foot in-ground concrete skate park on the Crummer/Case Property adjacent to Malibu Bluffs Park. The project includes parking and additional site amenities such as trash cans, benches, tables, and restrooms.

The project is currently in the design phase. Construction of the Permanent Skate Park is expected to begin after the design process is completed and funding sources have been authorized by Council. Construction is anticipated to take approximately 14-16 months.

BLUFFS PARK SHADE STRUCTURE (9093) (COMPLETED)

This project consisted of the installation of four single-post shade structures at Malibu Bluffs Park. Two of the shade structures are located at the Michael Landon Center Playground, with the other two located at the baseball field picnic area. The project was funded through the City's Proposition A Park Funds. The project was completed in FY 2022-23.

LEGACY PARK PAVER REPAIR (9096) (COMPLETED)

This project consisted of the removal and repair of a large section of pavers on the north side of the Loop Walkway at Legacy Park. The pavers had become uneven and damaged in several areas, causing a potential safety hazard for park patrons.

MALIBU BLUFFS PARK SOUTH WALKWAY (9097)

This project will replace the existing sidewalk located on the south side of Malibu Bluffs Park. Staff have repaired or replaced several different sections of the sidewalk over the past several years, but a more in-depth repair and re-leveling of the subsurface is required. This project is anticipated to be completed in FY 2024-25.

TRANCAS CANYON PARK PLAYGROUND RESURFACING (9098)

This project will remove and replace the upper layer of the current playground pour-in-place safety surfacing at Trancas Canyon Park. The surfacing was installed in 2011 during the construction of the park, and staff have coordinated regular maintenance and several minor repairs since installation. The surfacing is at the end of its 10-year life and is in need of a replacement. The construction of this project is anticipated to be completed in FY 2023-24.

PCH AT TRANCAS CANYON ROAD RIGHT TURN LANE (9100)

This project consists of installing a new westbound right turn lane at PCH and Trancas Canyon Road. Funding for this project will be provided from LA County Measure R and be administered by LA County Metro Authority. The design of this project began in FY 2022-23. It is anticipated that construction will begin in FY 2024-25.

PCH CROSSWALK IMPROVEMENTS AT BIG ROCK DRIVE AND 20326 PCH (9101)

This project was identified in the 2015 PCH Safety Study and includes the installation of overhead warning signs and raised medians on PCH. New flashing warning beacons will be installed approximately 200 feet east and west of 20326 PCH (Moonshadow's Restaurant). New raised medians, along with a pedestrian refuge area, are planned for this area. A new overhead flashing "signal ahead" beacon will be installed 400 feet east of the PCH and Big Rock Drive intersection. New raised medians will be constructed on PCH near the Big Rock Drive intersection. Funding for this project is provided by Measure M Transportation Funds. The project design will begin in FY 2024-25.

PCH MEDIAN IMPROVEMENTS – PARADISE COVE AND ZUMA BEACH (9102)

This project was identified in the 2015 PCH Safety Study and includes installing new raised medians and improvements. New raised medians are proposed east and west of the PCH and Paradise Cove Road intersection. The proposed improvements also include the relocation of the existing bus stop and new signage, as well as the installation of new raised medians on PCH in the areas where the double yellow lines exist in the vicinity of Zuma Beach, specifically where the yellow paddles are installed. Funding for this project is provided by Measure M Transportation Funds. The project design began in FY 2023-24.

KANAN DUME BIOFILTER (9103)

This project was identified in the City's Enhanced Watershed Management Plan (EWMP). This project includes the installation of a biofilter on Kanan Dume Drive to capture and treat stormwater. The project is intended to assist with Municipal Separate Storm Sewer System (MS4) Discharge Permit requirements. The project design will occur in FY 2023-24.

STORMDRAIN TRASH SCREENS PHASE TWO (9104) (COMPLETED)

This project was identified in the City's EWMP. This project included the installation of trash screens at the City's storm drain inlets to prevent debris from entering the storm drain system. The proposed trash screens comply with the Trash Total Maximum Daily Load (TMDL) requirements. Trash screens were installed on City owned storm drain inlets on John Tyler Dr., Roca Chica Dr., and Piedra Chica Dr.

CITY TRAFFIC SIGNALS BACKUP POWER (9105)

This project will include upgrading the backup power system to the City's traffic signals at Civic Center Way/Webb Way, Civic Center Way/Winter Canyon Road, and Civic Center Way/Malibu Canyon Road. The design of this project is anticipated to be completed in FY 2023-24.

MALIBU CANYON ROAD TRAFFIC STUDY (9106) (COMPLETED)

This project consisted of a traffic study on Malibu Canyon Road near Harbor Vista Drive and Potter Lane to determine if any feasible traffic safety improvements could be constructed at this location. Funding for this project was from STPL funding administered by Metro. The Traffic study was completed in FY 2023-24.

HARBOR VISTA CURB RETURN MODIFICATIONS (9108)

This project includes increasing the curb return radius at the intersection of Malibu Canyon Road and Harbor Vista Drive. This modification will help improve the intersection by increasing safety and visibility. The proposed curb return will require Southern California Edison to relocate their existing utility pole.

PCH AT LAS FLORES AND RAMBLA PACIFICO INTERSECTION IMPROVEMENTS (9109)

This project was identified in the 2015 PCH Safety Study and includes making various safety and efficiency improvements at the Las Flores Canyon Road and Rambla Pacifico Street intersections. The project will reconfigure the traffic signals, traffic lanes and will provide additional space for bicycle lanes. This project will be coordinated with other Caltrans projects for this intersection. Funding for the design and construction of this project will be provided through Measure R funds administered by LA Metro. The project design will begin in FY 2024-25.

ENCINAL CANYON 60-INCH STORM DRAIN REPAIRS (9110)

This project will consist of repairing a 60-inch storm drain piping on Encinal Canyon Road. This project was identified as part of the Storm Drain Master Plan. The project design began in FY 2023-24

CITYWIDE ASPHALT CONCRETE BERMS REPAIRS (9111)

This project will include repairing asphalt concrete berms throughout the City limits.

BLUFFS PARK ROOF REPLACEMENT PROJECT (9112)

This project will include replacing the existing roof at the Michael Landon Center at Malibu Bluffs Park. The design of this project is anticipated to be completed by FY 2023-24.

LEGACY PARK BENCHES RENOVATIONS (9113) (COMPLETED)

This project consisted of refurbishing the wooden benches at Legacy Park. The construction was completed in FY 2023-24.

PCH PEDESTRIAN UNDERCROSSING AT MALIBU SEAFOOD (9114)

This project consists of constructing a new pedestrian undercrossing (approximately 100 feet) that would connect Corral Beach, across from Malibu Seafood to the Sara Wan trailhead located next to Malibu Seafood. This project also seeks to accommodate ADA access and includes the construction of lighting within the pedestrian undercrossing to improve visibility.

STUART RANCH ROAD WALKWAY (9116)

This project includes the construction of a new pedestrian walkway from Civic Center Way to the driveway at Malibu City Hall. The new walkway will allow the public to access City Hall without walking in the existing roadway.

LEGACY PARK ARBORS RENOVATIONS PROJECT (9118)

The project will include the repainting of the existing park arbors at Legacy Park.

LAS FLORES STORM DRAIN REPAIR (9119)

This project consists of constructing a new catch basin, new inlet/outlet headwalls, and removing and replacing 117 linear feet of 24-inch reinforced concrete pipe in Las Flores Canyon Road.

POINT DUME STORM DRAIN IMPROVEMENTS – PHASE ONE (9120)

This project consists of constructing catch basins, inlet/outlet headwalls, and removing and replacing reinforced concrete pipe at multiple locations in Point Dume.

CHARMLEE PARK NATURE CENTER RENOVATIONS PROJECT (9121)

This project consists of renovating the Nature Center at Charmlee Park.

LEGACY PARK IRRIGATION IMPROVEMENTS (9122)

This project consists of irrigation improvements at Legacy Park. These improvements include irrigation wastewater hook-up, and the redesign and replacement of irrigation sprinklers.

MALIBU BLUFFS PARK SNACK SHACK AND STORAGE BUILDING PROJECT (9123)

This project includes the installation of a snack shack and storage building at Malibu Bluffs Park.

LAND MANAGEMENT SYSTEM (9124)

The new Land Management System (LMS) or “permitting software” system, is intended to be brought for Council’s consideration and approval with kick-off during the calendar year and will promote government resiliency and improve permit processing timelines.

EXPENDITURE DETAIL

Fund 310 - Capital Improvement Projects

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
9002	Annual Street Overlay	634,889	57,472	2,196,000	636,252	1,300,000
<i>Source of Funds</i>						
	Fund 204 - Proposition C / Local Return	235,000	-	225,000	225,000	225,000
	Fund 205 - Measure R Annual Allocation / Local Return	-	-	120,000	120,000	120,000
	Fund 213 - Road Maintenance and Rehabilitation Account	229,889	-	550,000	280,000	280,000
	Fund 212 - Measure M Annual Allocation / Local Return	170,000	57,472	12,000	11,252	250,000
	General Fund Designated for CIP	-	-	1,289,000	-	425,000
9115	Big Rock Drive and Tuna Canyon Resurfacing	-	-	-	-	675,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	675,000
9059	PCH Median Improvements	30,044	24,561	4,490,000	1,553,688	85,000
<i>Source of Funds</i>						
	Measure R Highway Operational Improvements	30,044	24,561	4,490,000	1,553,688	85,000
9061	Civic Center Way Improvements	12,551	11,783	-	-	PROJECT COMPLETED
<i>Source of Funds</i>						
	Measure R Highway Operational Improvements	12,551	11,783	-	-	-
9065	Malibu Community Labor Exchange Trailer	11,690	54,760	91,200	95,825	55,485
<i>Source of Funds</i>						
	General Fund CIP Designated Reserve	-	-	-	4,625	-
	Community Development Block Grant	11,690	54,760	91,200	91,200	55,485
9066	PCH Signal Synchronization System Improvements	405,311	350,706	7,100,000	4,242,747	8,600,000
<i>Source of Funds</i>						
	Measure R Highway Operational Improvements	405,311	350,706	7,100,000	4,242,747	8,600,000
9070	Civic Center Stormwater Diversion Structure	96,740	154	-	-	PROJECT COMPLETED
<i>Source of Funds</i>						
	General Fund Designated for CIP	96,740	154	-	-	-
9072	Marie Canyon Green Streets	441	254,001	-	-	PROJECT COMPLETED
<i>Source of Funds</i>						
	Measure W	441	254,001	-	-	-
	General Fund Designated for CIP	-	-	-	-	-
9075	Civic Center Water Treatment Facility - Phase Two	1,084,022	88,676	-	55,272	54,877
<i>Source of Funds</i>						
	General Fund CIP Designated Reserve	-	-	-	-	25,540
	State Revolving Fund Water Loan	-	-	-	-	-
	Third Point Funding	30,000	-	-	-	-
	HRL Funding Agreement	1,054,022	88,676	-	55,272	29,337
9078	City Hall Solar Power Project	-	-	4,000,000	200,000	3,800,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	4,000,000	200,000	3,800,000
9082	Westward Beach Road Improvements	-	-	350,000	72,952	PROJECT COMPLETED
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	350,000	72,952	-
9090	Permanent Skate Park	18,703	20,775	1,156,108	64,993	2,500,000
<i>Source of Funds</i>						
	General Fund Case/Crummer Designated Reserve	18,703	20,775	347,480	64,993	282,486
	General Fund Designated for CIP	-	-	808,628	-	2,217,514
9093	Bluffs Park Shade Structure	-	57,095	-	-	PROJECT COMPLETED
<i>Source of Funds</i>						
	Prop A Parks Funds	-	57,095	-	-	-

EXPENDITURE DETAIL

Fund 310 - Capital Improvement Projects

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
9096	Legacy Park Paver Repair	3,560	-	-	-	PROJECT COMPLETED
<i>Source of Funds</i>						
	Legacy Park Project Funds	3,560	-	-	-	
9097	Malibu Bluffs Park South Walkway	-	25,000	127,900	82,500	73,235
<i>Source of Funds</i>						
	TDA Article 3	-	25,000	23,070	23,070	10,730
	General Fund Designated for CIP	-	-	104,830	59,430	62,505
9098	Trancas Canyon Park Playground Resurfacing	-	-	230,000	215,388	14,612
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	230,000	215,388	14,612
9100	PCH at Trancas Canyon Road Right Turn Lane	6,707	103,303	531,000	111,413	513,587
<i>Source of Funds</i>						
	Measure R Highway Operational Improvements	6,707	103,303	531,000	111,413	513,587
9101	PCH Crosswalk Imprvmnts-Big Rock Drive/20326 PCH	-	-	200,000	-	200,000
<i>Source of Funds</i>						
	Measure M Subregional Highway Fund	-	-	200,000	-	200,000
9102	PCH Median Imprvmnts - Paradise Cove/Zuma Beach	-	-	100,000	175,000	1,000,000
<i>Source of Funds</i>						
	Measure M Subregional Highway Fund	-	-	100,000	175,000	1,000,000
9103	Kanan Dume Biofilter	-	-	500,000	50,000	580,000
<i>Source of Funds</i>						
	Measure W	-	-	500,000	50,000	580,000
9104	Stormdrain Trash Screens Phase Two	-	-	9,101	9,101	PROJECT COMPLETED
<i>Source of Funds</i>						
	Measure W	-	-	9,101	9,101	
9105	City Traffic Signals Backup Power	-	-	50,000	30,000	20,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	50,000	30,000	20,000
9106	Malibu Canyon Road Traffic Study	-	-	108,000	99,735	PROJECT COMPLETED
<i>Source of Funds</i>						
	Surface Transportation Program - Local (STPL)	-	-	108,000	99,735	
9108	Harbor Vista Curb Return Modifications	-	-	100,000	-	100,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	100,000	-	100,000
9109	PCH at Las Flores and Rambla Pacifico Intersection	-	-	160,000	-	160,000
<i>Source of Funds</i>						
	Measure M Subregional Highway Fund	-	-	160,000	-	-
	Measure R Highway Operational Improvements Fund	-	-	-	-	160,000
9110	Encinal Canyon 60-inch Storm Drain Repairs	-	-	1,000,000	100,000	900,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	1,000,000	100,000	900,000
9111	Citywide Asphalt Concrete Berm Repairs	-	-	300,000	-	300,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	300,000	-	300,000

EXPENDITURE DETAIL

Fund 310 - Capital Improvement Projects

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
9112	Bluffs Park Roof Replacement	-	-	400,000	-	400,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	400,000	-	400,000
9113	Legacy Park Benches Renovations	-	-	150,000	17,000	PROJECT COMPLETED
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	150,000	17,000	
9114	PCH Pedestrian Undercrossing at Malibu Seafood	-	-	250,000	-	200,000
<i>Source of Funds</i>						
	Measure M Subregional Highway Fund	-	-	250,000	-	200,000
9116	Stuart Ranch Road Walkway	-	-	-	-	400,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	400,000
9118	Legacy Park Arbors Renovations	-	-	-	-	150,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	150,000
9119	Las Flores Storm Drain Repair	-	-	-	-	300,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	300,000
9120	Point Dume Storm Drain Improvements - Phase 1	-	-	-	-	395,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	395,000
9121	Charmlee Park Nature Center Renovations	-	-	-	-	500,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	500,000
9122	Legacy Park Irrigation Improvements	-	-	-	-	225,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	225,000
9123	Malibu Bluffs Park Snack Shack/Storage Building	-	-	-	-	200,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	200,000
9124	Land Management System	-	-	-	-	750,000
<i>Source of Funds</i>						
	General Fund Designated for CIP	-	-	-	-	750,000
Total Expenditures		\$ 2,304,658	\$ 1,048,286	\$ 23,599,309	\$ 7,811,866	\$ 24,451,796

EXPENDITURE DETAIL

Fund 310 - Capital Improvement Projects

Object	Description	2021-22 Actual	2022-23 Actual	2023-24 Amended	2023-24 Estimated	2024-25 Proposed
Source of Funds						
	Community Development Block Grant	11,690	54,760	91,200	91,200	55,485
	General Fund Designated for CIP	96,740	154	8,782,458	699,395	11,860,171
	General Fund Designated Reserve for Deferred Maint - City Facilities	-	-	-	-	-
	General Fund Case/Crummer Designated Reserve	18,703	20,775	347,480	64,993	282,486
	Legacy Park Project Funds	3,560	-	-	-	-
	Measure M Annual Allocation / Local Return	170,000	57,472	12,000	11,252	250,000
	Measure M Subregional Highway Funds	-	-	710,000	175,000	1,400,000
	Measure R Annual Allocation / Local Return	-	-	120,000	120,000	120,000
	Measure R Highway Operational Improvements Funds	454,613	490,353	12,121,000	5,907,848	9,358,587
	Measure W - LA County Stormwater	441	254,001	509,101	59,101	580,000
	Proposition/Measure A LA County Parks	-	57,095	-	-	-
	Proposition C Annual Allocation / Local Return	235,000	-	225,000	225,000	225,000
	Surface Transportation Program - Local (STPL-L)	-	-	108,000	99,735	-
	Road Maintenance and Rehabilitation Account Fund (SB 1)	229,889	-	550,000	280,000	280,000
	Transportation Development Act (TDA) - Article 3	-	25,000	23,070	23,070	10,730
	Civic Center Water Treatment Facility - Phase Two, Third Point Funding	30,000	-	-	-	-
	Civic Center Water Treatment Facility - Phase Two, HRL Funding	1,054,022	88,676	-	55,272	29,337
	Civic Center Water Treatment Facility - Phase Two Loan	-	-	-	-	-
Total Source of Funds		\$ 2,304,658	\$ 1,048,286	\$ 23,599,309	\$ 7,811,866	\$ 24,451,796

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APPENDICES



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GLOSSARY OF TERMS

Accounting System: The set of records and procedures that are used to record, classify and report information on the financial status of the City.

Accrual Basis of Accounting: Under this accounting method, transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements. This form of accounting is used in the Enterprise and Internal Service funds.

Agency Funds: A fund used to account for assets held by the City of behalf of individuals, private organizations and other governments. One agency fund is the deferred compensation fund.

Annual Budget: A budget applicable to a single fiscal year.

Appropriation: Money budgeted for a given program. Appropriations are the means by which legal authority is given to expend public monies. The appropriation is the maximum level of expenditure authorized.

Appropriation Resolution: The official legal document approved by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are typically granted for a one-year period.

Assessed Valuation: The estimated value of real and personal property used by the Los Angeles County Assessor as the basis for levying property taxes.

Budget Calendar: The schedule of key dates which the City follows in the preparation and adoption of the budget.

Budget Document: The official financial spending and resource plan submitted by the City Manager and adopted by the City Council explaining the budget to the public and City Council.

Budget Message: A written explanation by the City Manager of the budget. The budget message explains principal budget and policy issues and presents an overview of the City Manager's budget recommendations.

California Government Code: State legislation providing the legal framework for municipal operations.

GLOSSARY OF TERMS

California Public Employees Retirement System (CalPERS): The retirement system run by the State of California that provides retirement benefits to public employees. The City is a member of CalPERS and employees participate in the plan.

Capital Assets: Assets of significant value and having a useful life of more than one year with an original cost of \$3,000 or more. Capital assets are also called fixed assets.

Capital Improvements: Physical improvements which cost over \$5,000 and have a useful life of more than one year and involve the construction or reconstruction of a physical asset. Examples are street improvements, park improvements and facility construction.

Capital Outlay: A budget category that accounts for land, land improvements, buildings and structures, furniture and equipment.

Capital Projects Fund: In governmental accounting, a fund that accounts for financial resources that will be used for the acquisition or construction of capital facilities. The total cost of the capital project is accumulated in a capital projects fund until the project is completed, at which time the fund ceases to exist.

Cash Basis Accounting: A basis of accounting under which transactions are recognized only when cash is received.

Community Development Block Grant (CDBG): Federal grant funds that are distributed by the U.S. Department of Housing and Urban Development (HUD). Funds are passed through to the City from the Los Angeles County Community Development Commission (CDC).

COLA: Cost of living adjustment.

Contingency: A budgetary reserve set aside for emergencies for unforeseen expenditures not otherwise budgeted.

Contract Services: Professional service provided to the City from the private sector or other public agencies.

Cost Allocations: A fair and equitable methodology for identifying and distributing direct and indirect cost from a service provider to the service consumer.

GLOSSARY OF TERMS

Decision Package: A standardized format whereby departments request budgetary consideration for new programs, positions, capital equipment and reclassification.

Department: An organizational unit comprised of programs and activities, managed by a single director.

Encumbrance: Financial commitments related to unperformed services or contracts for goods for which part of an appropriation has been reserved.

Expenditure: Appropriated funds that have been spent.

FEMA: Federal Emergency Management Agency.

Fiscal Year: An accounting term for the budget year. The City's fiscal year is from July 1st through June 30th.

Fixed Assets: Assets which are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment.

FLSA: The Fair Labor Standards Act which sets minimum wage, overtime pay, equal pay and Child Labor Standards for private and public sector employees.

Full Time Equivalent (FTE): An FTE is equal to one-full time employee at 2,080 hours per year.

Fund: An independent fiscal accounting term used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Accounting: A system of accounting used by non-profits, particularly governments. Since there is no profit motive, accountability is measured instead of profitability. The main purpose is stewardship of financial resources received and expended in compliance with legal requirements.

Fund Balance: The difference between assets and liabilities. A positive fund balance indicates that assets exceed liabilities while the reverse is true for a deficit fund balance.

FY: Fiscal year

GASB: Governmental Accounting Standards Board.

GLOSSARY OF TERMS

General Fund: In governmental accounting, funds used to account for all assets and liabilities of a non-profit entity, except those particularly assigned for other purposes in another more specialized fund.

GAAP (Generally Accepted Accounting Principles): Uniform minimum standards for financial accounting and reporting. These standards govern the form and content of the basic financial statements of the City.

Grant: Contributions or gifts of cash or other assets from one entity to another. Generally, specific uses for the transferred property are required.

In-Lieu Tax: Tax levied in place of another tax or taxes. The State of California provides in-lieu motor vehicle fees to local governments to compensate for local personal property not subject to property taxes.

Interest: Revenue derived from the use of property or money. The City has specific rules as to where excess funds can be invested whereby interest is earned.

Internal Service Fund: Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City.

Interfund Charges: Reimbursement for services which are paid for out of one fund but benefit the programs in another fund.

Intergovernmental Services: Specialized services typically performed by local governments that are purchased from other governments.

Intergovernmental Revenue: Revenue received from other governmental agencies and municipalities.

Licenses and Permits: Revenues earned by the issuance of licenses or permits levied in accordance with the benefits conferred by the license or permit.

Maintenance and Operations: A budget category that accounts for all supplies, goods and services required to support the planned level of program or activity.

Modified Accrual Basis: Under this accounting method, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures for the most part are recognized when the related fund liability is incurred except for prepayments, accumulated

GLOSSARY OF TERMS

employee leave and long-term debt. All governmental funds, except expendable trust funds, are accounted for using the modified accrual basis of accounting.

Object: An expenditure classification that refers to the type of item purchased or the service obtained. Examples include personnel, supplies and contract services.

OES: Office of Emergency Services – State of California.

Operating Budget: Revenues and expenditures required to operate City activities for the next fiscal cycle (12 months).

Operating Transfer: When one fund makes a contribution to another fund, it becomes revenue to the receiving fund.

Overhead Charges: The re-capturing of the cost of services provided to other funds from the General Fund. These costs include general administration, personnel services, accounting, payroll, facility lease and maintenance, and liability charges.

Performance Measure: Represents the objectives of each City department along with a target date for achieving the objectives.

Personnel Services: A budget category that accounts for all salary and personnel related benefits required to support the planned level of program or activity.

Program: The defined activity designed to provide a service to the public that is the budget level for expenditures, which may span both departments and funds.

Proposition 4: Article XIIB of the California Constitution which limits appropriations to be the level of proceeds of taxes.

Proposition 13: Article XIII A of the California Constitution which imposes a 1% limit on property taxes, restricts assessments and places limitations on the levy of new taxes.

Reserve: An account used to indicate that a portion of the fund equity is legally restricted for a specific purpose.

Resources: The personnel and financial requirements of each program. Personnel resources are stated in terms of full-time equivalents, part-time and

GLOSSARY OF TERMS

contract positions. Financial resources are stated in terms of three major expense categories (personnel, materials and supplies and capital equipment).

Revenue: Amounts received for taxes, licenses, permit and fees, intergovernmental sources, service charges, interest and use of property and other income.

Revenue Estimates: A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically a fiscal year.

Special Revenue Fund: In governmental accounting, funds used to account for the proceeds of special revenue sources (other than special assessments, expendable trusts or for major capital projects) that are legally restricted to expenditures for a specific purpose.

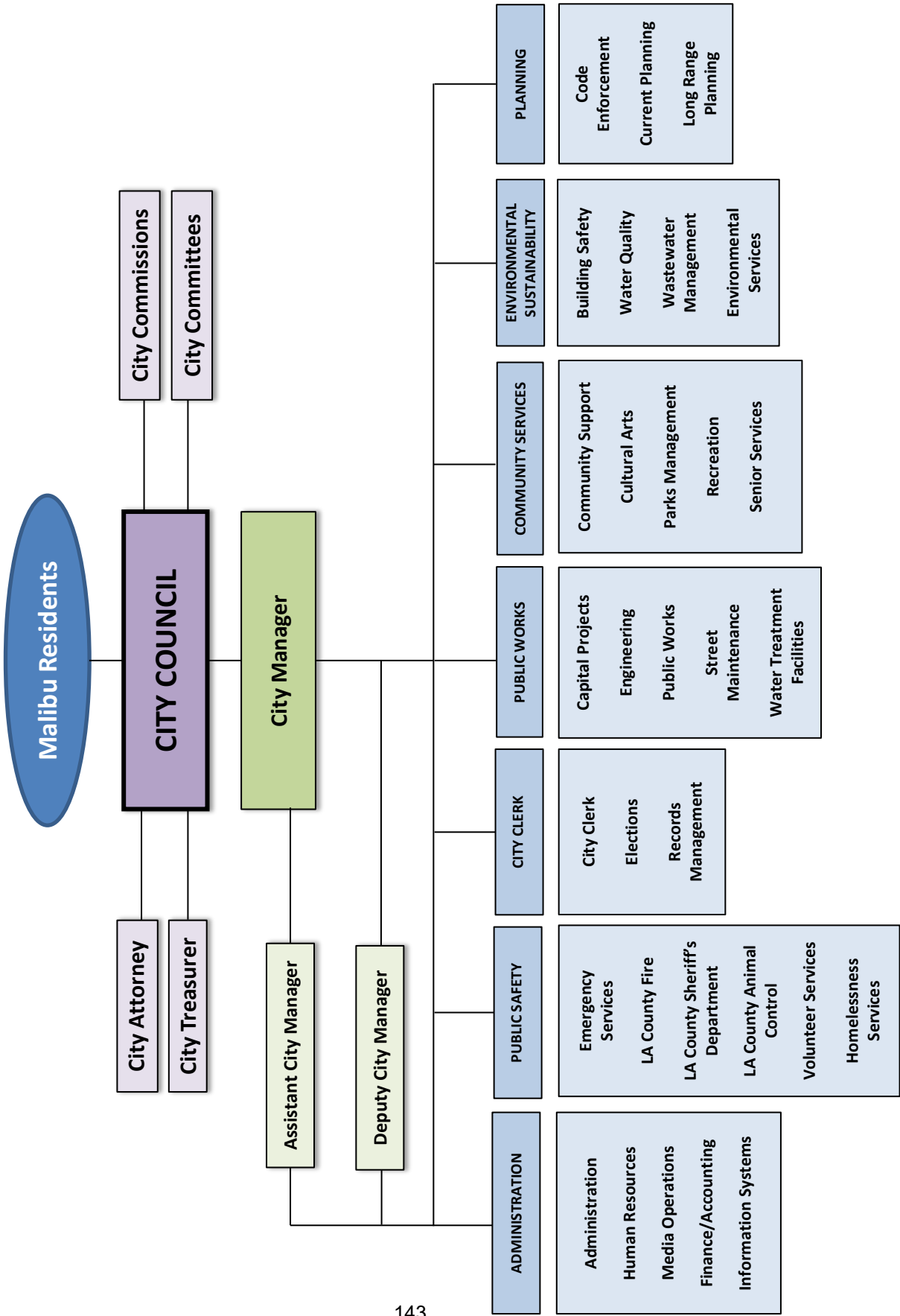
Subventions: Revenues collected by the State which are allocated to the City on a formula basis. Examples include motor vehicle taxes and gasoline taxes.

Supplemental Appropriation: An appropriation approved by the City Council after the initial budget is adopted.

Supplies: An expenditure classification for articles and commodities purchased for consumption or resale. Examples include office and operating supplies, fuel, power, water, gas, small tools and equipment.

Taxes: Compulsory charges levied by the City, County and State for the purpose of financing services performed for the common benefit.

Fiscal Year 2024-25 Proposed Organizational Chart



**CITY OF MALIBU
AUTHORIZED PERSONNEL
PROPOSED FOR FY 2024-25**

		2023-24 Adopted	2023-24 Amended	2024-25 Proposed
MANAGEMENT & ADMINISTRATIVE SERVICES				
	City Manager	1.00	1.00	1.00
	Assistant City Manager	1.00	1.00	1.00
	Deputy City Manager	1.00	1.00	1.00
	Executive Assistant	1.00	1.00	1.00
	Management Analyst	0.00	0.00	1.00
	Human Resources Manager	1.00	1.00	1.00
	Human Resources Analyst	1.00	1.00	1.00
	Human Resources Technician	1.00	1.00	1.00
	Media Information Officer	1.00	1.00	1.00
	Media & Technology Systems Specialist	1.00	1.00	0.00
	Media Production Technician	1.00	1.00	1.00
	Graphic Artist	1.00	1.00	1.00
	Financial Controller	1.00	1.00	1.00
	Financial Analyst	1.00	1.00	1.00
	Grants Analyst	1.00	1.00	0.00
	Senior Accounting Technician	0.00	0.00	1.00
	Accounting Technician	1.00	1.00	2.00
	Accounting Assistant	1.00	1.00	1.00
	Information Systems Manager	1.00	1.00	1.00
	Information Systems Administrator	1.00	1.00	1.00
	Information Systems Analyst	1.00	1.00	1.00
	Information Systems Technician	1.00	1.00	2.00
	Senior Maintenance Technician	1.00	1.00	1.00
	Office Assistant	1.00	1.00	0.00
	Office Assistant/Receptionist	1.00	1.00	1.00
	Total	23.00	23.00	24.00
CITY CLERK				
	City Clerk	1.00	1.00	1.00
	Assistant City Clerk	1.00	1.00	0.00
	Deputy City Clerk	1.00	1.00	2.50
	Total	3.00	3.00	3.50
PUBLIC SAFETY				
	Public Safety Director	1.00	1.00	1.00
	Fire Safety Liaison (Part-Time)	1.50	1.50	1.50
	Public Safety Coordinator	1.00	1.00	1.00
	Emergency Services Coordinator	1.00	1.00	1.00
	Administrative Assistant	0.00	0.00	1.00
	Total	4.50	4.50	5.50

**CITY OF MALIBU
AUTHORIZED PERSONNEL
PROPOSED FOR FY 2024-25**

		2023-24 Adopted	2023-24 Amended	2024-25 Proposed
COMMUNITY DEVELOPMENT				
	Community Development Director*	0.00	0.00	1.00
	Total	0.00	0.00	1.00
ENVIRONMENTAL SUSTAINABILITY				
	ESD Director/Building Official	1.00	1.00	1.00
	Senior Plan Check Engineer	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	1.00
	Supervising Building Inspector	1.00	1.00	1.00
	Senior Building Inspector	1.00	1.00	1.00
	Building Inspector	2.00	2.00	2.00
	Supervising Permit Services Technician	1.00	1.00	1.00
	Senior Permit Services Technician	1.00	1.00	1.50
	Permit Services Technician	2.00	2.00	2.00
	Environmental Health Administrator	1.00	1.00	1.00
	Wastewater Man. Program Specialist	1.00	1.00	1.00
	Environmental Programs Manager	1.00	1.00	1.00
	Environmental Compliance Coordinator	1.00	1.00	1.00
	Environmental Sustainability Analyst	2.00	2.00	2.00
	Senior Administrative Assistant	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Senior Office Assistant	1.00	1.00	1.00
	Office Assistant	1.00	1.00	1.00
	Total	21.00	21.00	21.50
PLANNING				
	Planning Director	1.00	1.00	1.00
	Assistant Planning Director	1.00	1.00	1.00
	Development and Operations Manager	1.00	1.00	1.00
	Principal Planner	2.00	2.00	2.00
	Senior Planner	3.00	3.00	3.00
	Associate Planner	3.00	3.00	3.00
	Assistant Planner	4.00	4.00	4.00
	Planning Technician	4.00	4.00	4.00
	Code Enforcement Manager	1.00	1.00	1.00
	Senior Code Enforcement Officer	1.00	1.00	0.00
	Code Enforcement Officer	2.00	2.00	3.00
	Senior Management Analyst	1.00	1.00	1.00
	Administrative Assistant	2.00	2.00	2.00
	Senior Office Assistant	1.00	1.00	1.00
	Office Assistant	1.00	1.00	1.00
	Planning Intern (Two Half-time)	1.00	1.00	1.00
	Total	29.00	29.00	29.00

**CITY OF MALIBU
AUTHORIZED PERSONNEL
PROPOSED FOR FY 2024-25**

		2023-24 Adopted	2023-24 Amended	2024-25 Proposed
PUBLIC WORKS				
	Public Works Director/City Engineer	1.00	1.00	1.00
	Assistant Public Works Director/City Engineer	0.00	0.00	1.00
	Deputy Public Works Director	1.00	1.00	1.00
	Public Works Superintendent	2.00	2.00	1.00
	Senior Civil Engineer	1.00	1.00	1.00
	Associate Engineer	2.00	2.00	1.00
	Assistant Engineer	1.00	1.00	2.00
	Engineering Technician	1.00	1.00	1.00
	Senior Public Works Inspector	0.00	0.00	1.00
	Public Works Inspector	1.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Total	12.00	12.00	12.00
COMMUNITY SERVICES				
	Community Services Director	1.00	1.00	1.00
	Community Services Deputy Director	1.00	1.00	0.00
	Recreation Manager	1.00	1.00	2.00
	Recreation Supervisor	1.00	1.00	1.00
	Recreation Coordinator	3.00	3.00	3.00
	Parks Supervisor	1.00	1.00	1.00
	Senior Maintenance Technician	1.00	1.00	1.00
	Parks Maintenance Worker	0.00	0.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Recreation Assistant II (Perm Part-Time)	0.00	0.00	3.20
	Pool Manager (Part-time)	1.95	1.95	1.21
	Lifeguards (Part-time)	2.30	2.30	2.96
	Recreation Assistants (Part-time)	7.27	7.27	4.21
	Recreation Assistants - Skate Park (Part-time)	0.23	0.23	0.15
	Parks Maintenance Assistant (Part-time)	0.75	0.75	0.55
	Media Assistant (Part-time)	0.19	0.19	0.00
	Total	22.69	22.69	23.28
TOTAL EMPLOYEES		115.19	115.19	119.78

* Funding for this position is included in the Planning Department proposed budget for FY 2024-25

Classification Title	Salary Range	Annual Base Salary	
		Minimum	Maximum
City Manager	Per Contract	\$	260,000
Assistant City Manager	38	\$ 228,881	\$ 298,638
Community Development Director	36	\$ 207,602	\$ 270,874
Deputy City Manager	36	\$ 207,602	\$ 270,874
Environmental Sustainability Director/Building Official	36	\$ 207,602	\$ 270,874
Public Works Director/City Engineer	36	\$ 207,602	\$ 270,874
Community Services Director	34	\$ 188,301	\$ 245,691
Planning Director	34	\$ 188,301	\$ 245,691
Public Safety Director	34	\$ 188,301	\$ 245,691
Financial Controller	32	\$ 170,795	\$ 222,849
City Clerk	31	\$ 162,662	\$ 212,237
Assistant Planning Director	30	\$ 154,916	\$ 202,130
Assistant Public Works Director/Asst City Engineer	30	\$ 154,916	\$ 202,130
Environmental Sustainability Manager/Dep Building Official	30	\$ 154,916	\$ 202,130
Human Resources Manager	30	\$ 154,916	\$ 202,130
Information Systems Manager	30	\$ 154,916	\$ 202,130
Deputy Public Works Director	29	\$ 147,539	\$ 192,505
Community Services Deputy Director	28	\$ 140,513	\$ 183,338
Environmental Programs Manager	28	\$ 140,513	\$ 183,338
Public Safety Manager	28	\$ 140,513	\$ 183,338
Public Works Superintendent	27	\$ 133,822	\$ 174,608
Senior Civil Engineer	27	\$ 133,822	\$ 174,608
Senior Plan Check Engineer	27	\$ 133,822	\$ 174,608
Code Enforcement Manager	26	\$ 127,450	\$ 166,293
Development and Operations Manager	26	\$ 127,450	\$ 166,293
Information Systems Administrator	26	\$ 127,450	\$ 166,293
Principal Planner	26	\$ 127,450	\$ 166,293
Public Information Officer	26	\$ 127,450	\$ 166,293
Recreation Manager	26	\$ 127,450	\$ 166,293
Assistant to the City Manager	25	\$ 121,381	\$ 158,374
Associate Civil Engineer	25	\$ 121,381	\$ 158,374
Plan Check Engineer	25	\$ 121,381	\$ 158,374
Associate Engineer	24	\$ 115,601	\$ 150,833
Environmental Health Administrator	24	\$ 115,601	\$ 150,833
Media Information Officer	24	\$ 115,601	\$ 150,833
Senior Planner	24	\$ 115,601	\$ 150,833
Supervising Building Inspector	24	\$ 115,601	\$ 150,833
Assistant City Clerk	23	\$ 110,096	\$ 143,650
Emergency Services Coordinator	23	\$ 110,096	\$ 143,650
Environmental Compliance Coordinator	23	\$ 110,096	\$ 143,650
Information Systems Analyst	23	\$ 110,096	\$ 143,650
Parks Supervisor	23	\$ 110,096	\$ 143,650
Senior Management Analyst	23	\$ 110,096	\$ 143,650

Assistant Engineer	22	\$ 104,853	\$ 136,810
Associate Planner	22	\$ 104,853	\$ 136,810
Certified Plans Examiner	22	\$ 104,853	\$ 136,810
Financial Analyst	22	\$ 104,853	\$ 136,810
Environmental Sustainability Analyst	21	\$ 99,860	\$ 130,295
Fire Safety Liaison	21	\$ 99,860	\$ 130,295
Grants Analyst	21	\$ 99,860	\$ 130,295
Human Resources Analyst	21	\$ 99,860	\$ 130,295
Management Analyst	21	\$ 99,860	\$ 130,295
Public Safety Coordinator	21	\$ 99,860	\$ 130,295
Senior Building Inspector	21	\$ 99,860	\$ 130,295
Senior Public Works Inspector	21	\$ 99,860	\$ 130,295
Executive Assistant	20	\$ 95,105	\$ 124,090
Recreation Supervisor	20	\$ 95,105	\$ 124,090
Senior Code Enforcement Officer	20	\$ 95,105	\$ 124,090
Assistant Planner	19	\$ 90,576	\$ 118,181
Building Inspector	19	\$ 90,576	\$ 118,181
Environmental Programs Specialist	19	\$ 90,576	\$ 118,181
Public Works Inspector	19	\$ 90,576	\$ 118,181
Code Enforcement Officer	18	\$ 86,263	\$ 112,554
Deputy City Clerk	18	\$ 86,263	\$ 112,554
Information Systems Technician	18	\$ 86,263	\$ 112,554
Supervising Permit Services Technician	18	\$ 86,263	\$ 112,554
Wastewater Management Program Specialist	18	\$ 86,263	\$ 112,554
Human Resources Technician	17	\$ 82,155	\$ 107,194
Management Specialist	17	\$ 82,155	\$ 107,194
Planning Technician	17	\$ 82,155	\$ 107,194
Public Safety Specialist	17	\$ 82,155	\$ 107,194
Senior Accounting Technician	17	\$ 82,155	\$ 107,194
Senior Recreation Coordinator	17	\$ 82,155	\$ 107,194
Graphic Artist	16	\$ 78,243	\$ 102,089
Media Production Technician	16	\$ 78,243	\$ 102,089
Senior Administrative Assistant	16	\$ 78,243	\$ 102,089
Senior Maintenance Technician	16	\$ 78,243	\$ 102,089
Senior Permit Services Technician	16	\$ 78,243	\$ 102,089
Accounting Technician	15	\$ 74,517	\$ 97,228
Engineering Technician	15	\$ 74,517	\$ 97,228
Recreation Coordinator	15	\$ 74,517	\$ 97,228
Administrative Assistant	14	\$ 70,969	\$ 92,598
Maintenance Technician	14	\$ 70,969	\$ 92,598
Permit Services Technician	14	\$ 70,969	\$ 92,598
Records Management Specialist	14	\$ 70,969	\$ 92,598
Accounting Assistant	12	\$ 64,371	\$ 83,989
Senior Office Assistant	10	\$ 58,386	\$ 76,181
Office Assistant	8	\$ 52,958	\$ 69,098

Part Time Classifications	Salary Range	Hourly Base Rate	
		Minimum	Maximum
Fire Safety Liaison	21	\$ 48.01	\$ 62.64
Deputy City Clerk	18	\$ 41.47	\$ 54.11
Senior Permit Services Technician	16	\$ 37.62	\$ 49.08
Media Assistant	8	\$ 25.46	\$ 33.22
Office Assistant	8	\$ 25.46	\$ 33.22
Parks Maintenance Assistant	6	\$ 23.09	\$ 30.13
Senior Lifeguard	6	\$ 23.09	\$ 30.13
Recreation Assistant II	6	\$ 23.09	\$ 30.13
Intern	2	\$ 19.00	\$ 24.79
Lifeguard	2	\$ 19.00	\$ 24.79
Recreation Assistant I	2	\$ 19.00	\$ 24.79
Student Intern	1	\$ 18.09	\$ 23.61

FY 2024-25 General Fund Grants

Organization Name	Amount Requested	A&F Subcommittee Recommended Award
Adamson House Foundation	\$ 15,000	\$ 10,000
Aurelia Foundation	5,000	2,000
Beach Ecology Coalition	3,500	1,000
Big Heart Ranch	10,000	2,500
Boys and Girls Club Malibu	100,000	50,000
California State Parks	49,850	25,000
California Wildlife Center	15,000	10,000
Cancer Support Community LA	5,000	1,000
Cavallo Foundation	12,500	8,500
Children's Lifesaving Foundation	12,000	2,500
Emily Shane Foundation	10,000	5,500
Esperance Center	3,000	1,500
Gan Malibu	20,000	4,000
Hand in Hand	20,000	4,000
Malibu Community Labor Exchange	20,000	7,500
Malibu Foundation	40,925	10,000
Malibu Friends of Music	5,000	5,000
Malibu Monarch Project	8,000	3,500
Malibu Scouts Pack 224	30,000	1,500
Malibu Search and Rescue	30,000	15,000
Meals on Wheels West	3,500	2,000
Poison Free Malibu	7,000	6,000
Shalom Institute	50,000	10,000
Sub-total:	\$ 475,275	\$ 188,000
LA Emergency Preparedness Foundation (Community Brigade)	100,000	100,000
Malibu Education Foundation	315,000	315,000
Sub-total:	\$ 415,000	\$ 415,000
Grand-total:	\$ 890,275	\$ 603,000

APPROPRIATIONS LIMIT CALCULATION

Article XIII B of the California State Constitution, commonly referred to as the Gann Appropriations Limit, was adopted by the California voters in 1980 and placed limits on the amount of proceeds of taxes that State and local agencies can appropriate and spend each year.

The limit is different for each agency and changes each year. The annual limit is based on the amount of tax proceeds that were authorized to be spent in Fiscal Year 1978-79, modified for changes in inflation and population. Inflationary adjustments are based on increases in the California per capita income or the increase in non-residential assessed valuation due to new construction. An adjustment is also made based on changes in Malibu's population.

Section 7910 of the State Government Code requires a governing body to annually adopt, by resolution, an appropriations limit for the upcoming fiscal year. For Fiscal Year 2024-25, the estimated appropriations subject to the limitation (estimated tax proceeds appropriated by the Malibu City Council less exclusions) are under the limit. The appropriations limit for Fiscal Year 2024-25 is \$34,685,542. This is the maximum amount of tax proceeds the City is able to appropriate and spend in Fiscal Year 2024-25. The appropriations subject to the limit are \$27,513,599, leaving the City with an appropriations capacity under the limit of \$7,171,943.

Appropriation Limit Calculation

FY 2023-24 appropriation limit: **\$33,457,062**

A. Population Adjustment 1.0005

B. Per Capita Income Adjustment 1.0362

Total annual adjustment (AxB) 1.0367

FY 2024-25 appropriation limit: **\$34,685,542**

Less: total appropriations subject to limit

Estimated tax proceeds for FY 2024-25 \$44,986,455

Exclusions (see below) (17,472,856)

Appropriations subject to limitation \$27,513,599

Remaining appropriation capacity \$ 7,171,943

Excluded Appropriations

Certain costs are not subject to the Appropriations Limit including but not limited to debt service, qualified capital outlay, and the costs of complying with a federal mandate.

The following are excluded from the Appropriations Subject to Limitation:

Federal Mandates	
Federal Clean Water Act	\$ 1,605,873
Qualified Capital Outlay	
City Hall Leasehold Improvements	\$ 550,000
Malibu Bluffs Parks Improvements	662,505
Capital Improvement Projects	11,480,152
Qualified Debt Service	
City Hall Land Acquisition	\$ 1,493,175
Trancas Field Acquisition	590,400
Land Acquisition (Heathercliff, etc.)	1,090,751
Total Exclusions	\$ 17,472,856

RESOLUTION NO. 24-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU
MAKING ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2024-
2025

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

SECTION 1. The City Council has reviewed the proposed budget at which time recommendations of the City Manager were considered, public testimony was received, and changes were made by the City Council.

SECTION 2. The 2024-2025 proposed budget is hereby approved and adopted as the official municipal budget for the City of Malibu.

SECTION 3. Unexpended appropriations may be carried forward to the next fiscal year provided the funds have been previously encumbered for a specific purpose or apply to authorized but incomplete projects in the Capital Improvement Plan.

SECTION 4. This resolution shall become effective as of July 1, 2024.

SECTION 5. 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 24th day of June, 2024.

STEVE UHRING, 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

RESOLUTION NO. 24-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25

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

SECTION 1. Recitals.

- A. Article XIII B of the State Constitution requires the calculation of an annual appropriations limit for state and local government.
- B. The required computations to determine the appropriations limit for Fiscal Year 2024-25 were performed and are attached as Exhibits A and B. The appropriations limit is \$34,685,542.
- C. In calculating the appropriations limit for Fiscal Year 2024-25, the City has used the California per capita personal income growth factor of 3.62% and the population growth factor for the County of Los Angeles of 0.05% as provided by the State Department of Finance.

SECTION 2. The City Council hereby establishes the appropriations limit of \$34,685,542 for Fiscal Year 2024-25.

SECTION 3. 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 24th day of June 2024.

STEVE UHRING, 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
Calculation of Appropriations Limit
Fiscal Year 2024-25

PRIOR YEAR ADJUSTMENTS		
<u>Year Ended June 30,</u>	<u>Factor</u>	<u>Amount</u>
1991*	1.04220421	-
1992	1.04140000	6,733,751
1993	0.99360000	6,690,655
1994**	1.05185280	8,994,353
1995	1.00206450	9,012,922
1996	1.05453040	9,504,400
1997	1.04837472	9,964,173
1998	1.06041177	10,566,126
1999	1.05764325	11,175,192
2000	1.05993420	11,844,968
2001	1.08330066	12,831,662
2002	1.09976400	14,111,800
2003	1.00655235	14,204,265
2004	1.04509665	14,844,830
2005	1.05252648	15,624,577
2006	1.06502068	16,640,498
2007	1.04770888	17,434,398
2008	1.05171824	18,336,074
2009	1.05186894	19,287,147
2010	1.01525580	19,581,388
2011	0.98268918	19,242,418
2012	1.02899538	19,800,359
2013	1.04164326	20,624,911
2014	1.05845328	21,830,505
2015	1.00548206	21,950,181
2016	1.04671324	22,975,545
2017	1.06265645	24,415,111
2018	1.04281033	25,460,330
2019	1.04198717	26,529,337
2020	1.03839615	27,547,961
2021	1.03615897	28,544,067
2022	1.05085047	29,995,546
2023	1.07023005	32,102,135
2024	1.04220676	33,457,062
CALCULATION OF FACTOR FOR FISCAL YEAR 2024-25		
Per Capita Change in Cost of Living		3.62%
Population Change		0.05
Per Capita Change converted to a ratio		1.0362
Population Change converted to a ratio		1.0005
Calculation of factor (1.0362 x 1.0005)		1.03671810
FISCAL YEAR 2024-25 ESTABLISHED LIMIT		\$34,685,542

Population adjustment figures per California Department of Finance Price Factor and Population information.

Inflation adjustment is based on the California Department of Finance figures used specifically to determine changes in the appropriation limit.

* The City's base year is the first year of full operations. The period ended June 30, 1991 was not a full fiscal year.

** The Base Limit for June 30, 1994 was increased to \$8,550,962 pursuant to results of a voter approved increase.

Exhibit B

City of Malibu
Calculation of Proceeds of Taxes Fiscal Year 2024-25

Revenue Sources	Proceeds of Taxes (Subject to Limitation)	Non-Proceeds of Taxes (Not Subject to Limitation)
Discretionary:		
Property Taxes	\$ 19,537,245	\$ -
Documentary Transfer Tax	1,200,000	-
Utility Users Tax	3,000,000	-
Transient Occupancy Tax	9,500,000	-
City Franchise Fees	-	750,000
Sales and Use Tax	8,900,000	-
Parking Tax	450,000	-
Alarm Permit Fees	-	30,000
Film Permit Fees	-	450,000
Parking Citations	-	2,050,000
Motor Vehicle In-Lieu Fees	13,000	-
Vehicle Impound Fees	-	75,000
Interest Earnings	-	3,500,000
City Hall Use Fees	-	20,000
Adopt-A-Storm Drain Fee	-	-
All Other Revenue	-	25,000
Total Discretionary Taxes	42,600,245	6,900,000
Non-Discretionary:		
Building Permits	-	1,221,000
Coastal Development Permits	-	-
Building Plan Check Fee	-	2,395,000
Geo Soils Engineering Fee	-	1,000,000
Environmental Health Review Fee	-	550,000
Code Enforcement Investigation Fee	-	80,000
OWTS Fees	-	-
Planning Review Fee	-	1,200,000
Public Works Project Review Fee	-	375,000
WQMP Fee	-	35,000
False Alarm Service Charge	-	2,000
Passport Fees	-	-
Recreation Service Fees	-	581,500
Legacy Park	-	1,916,378
Civic Center Wastewater Treatment Facility	-	2,324,000
American Rescue Plan	-	-
FEMA/OES Reimbursements	-	2,357,327
LA County EWMP Reimbursement	-	-
All Other Fees	-	2,491,350
Total Use and Service Fees	-	16,528,555

Restricted Revenues:

State Gas Tax	306,789	-
Community Development Block Grant	-	65,276
Slide Assessment District Maintenance	-	562,748
Parkland Development Fees	-	46,000
Art in Public Places	-	6,000
Solidwaste Management Surcharge	-	221,150
Traffic Safety Fines and Forfeitures	-	239,000
Proposition A and C Traffic	756,915	-
Grants	-	10,792,387
Measure R	227,936	-
Measure M	275,461	-
Measure W	465,000	-
RMRA (SB1)	354,109	-
Air Quality Management District	-	39,000
Law Enforcement Grants	-	175,000
Total Restricted Revenue	2,386,210	12,146,561

Total - All Revenue Sources

\$ 44,986,455	\$ 35,575,116
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Total Appropriations Subject to Limit

Estimated Tax Proceeds for FY 2024-25	44,986,455
Exclusions (see below)	(17,472,856)
Appropriations Subject to Limitation	\$ 27,513,599

Established Limit FY 2024-25

\$ 34,685,542

(Over)/Under Limit

7,171,943

Excluded Appropriations:

Certain costs are not subject to the Appropriations Limit including but not limited to debt service, qualified capital outlay, and the costs of complying with a federal mandate.

The following are excluded from the Appropriations Subject to Limitation:

Federal Mandates	
Federal Clean Water Act	\$ 1,605,873
Qualified Capital Outlay	
City Hall Leashold Improvements	\$ 550,000
Malibu Bluffs Park Improvements	662,505
Capital Improvements Projects	11,480,152
Qualified Debt Service	
City Hall Land Acquisition	\$ 1,493,175
Trancas Field Acquisition	590,400
Land Acquisition (Heathercliff, etc.)	1,090,751
Total Exclusions	\$ 17,472,856

RESOLUTION NO. 24-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU
APPROVING THE AUTHORIZED POSITIONS AND SALARY RANGES FOR
FISCAL YEAR 2024-2025 AND THE CLASS SPECIFICATIONS

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

SECTION 1. The City Council has reviewed the Authorized Positions and Salary Ranges for Fiscal Year 2024-2025 as set forth in Exhibit A.

SECTION 2. The Authorized Positions and Salary Ranges for Fiscal Year 2024-2025 incorporated herein by this reference are hereby approved.

SECTION 3. 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 4. The Class Specifications, as set forth in Exhibit B, are hereby approved.

SECTION 5. This resolution shall become effective on July 1, 2024.

SECTION 6. 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 24th day of June, 2024.

STEVE UHRING, 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				
AUTHORIZED PERSONNEL				
PROPOSED FOR FY 2024-25				
		2023-24	2023-24	2024-25
		Adopted	Amended	Proposed
MANAGEMENT & ADMINISTRATIVE SERVICES				
	City Manager	1.00	1.00	1.00
	Assistant City Manager	1.00	1.00	1.00
	Deputy City Manager	1.00	1.00	1.00
	Executive Assistant	1.00	1.00	1.00
	Management Analyst	0.00	0.00	1.00
	Human Resources Manager	1.00	1.00	1.00
	Human Resources Analyst	1.00	1.00	1.00
	Human Resources Technician	1.00	1.00	1.00
	Media Information Officer	1.00	1.00	1.00
	Media & Technology Systems Specialist	1.00	1.00	0.00
	Media Production Technician	1.00	1.00	1.00
	Graphic Artist	1.00	1.00	1.00
	Financial Controller	1.00	1.00	1.00
	Financial Analyst	1.00	1.00	1.00
	Grants Analyst	1.00	1.00	0.00
	Senior Accounting Technician	0.00	0.00	1.00
	Accounting Technician	1.00	1.00	2.00
	Accounting Assistant	1.00	1.00	1.00
	Information Systems Manager	1.00	1.00	1.00
	Information Systems Administrator	1.00	1.00	1.00
	Information Systems Analyst	1.00	1.00	1.00
	Information Systems Technician	1.00	1.00	2.00
	Senior Maintenance Technician	1.00	1.00	1.00
	Office Assistant	1.00	1.00	0.00
	Office Assistant/Receptionist	1.00	1.00	1.00
	Total	23.00	23.00	24.00
CITY CLERK				
	City Clerk	1.00	1.00	1.00
	Assistant City Clerk	1.00	1.00	0.00
	Deputy City Clerk	1.00	1.00	2.50
	Total	3.00	3.00	3.50

<i>PUBLIC SAFETY</i>				
	Public Safety Director	1.00	1.00	1.00
	Fire Safety Liaison (Part-Time)	1.50	1.50	1.50
	Public Safety Liaison	1.00	1.00	1.00
	Emergency Services Coordinator	1.00	1.00	1.00
	Administrative Assistant	0.00	0.00	1.00
	Total	4.50	4.50	5.50
<i>COMMUNITY DEVELOPMENT</i>				
	Community Development Director	0.00	0.00	1.00
	Total	0.00	0.00	1.00
<i>ENVIRONMENTAL SUSTAINABILITY</i>				
	ESD Director/Building Official	1.00	1.00	1.00
	Senior Plan Check Engineer	1.00	1.00	1.00
	Associate Civil Engineer	1.00	1.00	1.00
	Supervising Building Inspector	1.00	1.00	1.00
	Senior Building Inspector	1.00	1.00	1.00
	Building Inspector	2.00	2.00	2.00
	Supervising Permit Services Technician	1.00	1.00	1.00
	Senior Permit Services Technician	1.00	1.00	1.50
	Permit Services Technician	2.00	2.00	2.00
	Environmental Health Administrator	1.00	1.00	1.00
	Wastewater Management Program Specialist	1.00	1.00	1.00
	Environmental Programs Manager	1.00	1.00	1.00
	Environmental Compliance Coordinator	1.00	1.00	1.00
	Environmental Sustainability Analyst	2.00	2.00	2.00
	Senior Administrative Assistant	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Senior Office Assistant	1.00	1.00	1.00
	Office Assistant	1.00	1.00	1.00
	Total	21.00	21.00	21.50
<i>PLANNING DEPARTMENT</i>				
	Planning Director	1.00	1.00	1.00
	Assistant Planning Director	1.00	1.00	1.00
	Development and Operations Manager	1.00	1.00	1.00
	Principal Planner	2.00	2.00	2.00
	Senior Planner	3.00	3.00	3.00
	Associate Planner	3.00	3.00	3.00
	Assistant Planner	4.00	4.00	4.00
	Planning Technician	4.00	4.00	4.00
	Code Enforcement Manager	1.00	1.00	1.00
	Senior Code Enforcement Officer	1.00	1.00	0.00
	Code Enforcement Officer	2.00	2.00	3.00
	Senior Management Analyst	1.00	1.00	1.00
	Administrative Assistant	2.00	2.00	2.00
	Senior Office Assistant	1.00	1.00	1.00
	Office Assistant	1.00	1.00	1.00

	Planning Intern (Two Half-time)	1.00	1.00	1.00
	Total	29.00	29.00	29.00
<i>PUBLIC WORKS</i>				
	Public Works Director/City Engineer	1.00	1.00	1.00
	Assistant Public Works Director/City Eng.	0.00	0.00	1.00
	Deputy Public Works Director	1.00	1.00	1.00
	Public Works Superintendent	2.00	2.00	1.00
	Senior Civil Engineer	1.00	1.00	1.00
	Associate Engineer	2.00	2.00	1.00
	Assistant Engineer	1.00	1.00	2.00
	Engineering Technician	1.00	1.00	1.00
	Senior Public Works Inspector	0.00	0.00	1.00
	Public Works Inspector	1.00	1.00	0.00
	Senior Management Analyst	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Total	12.00	12.00	12.00
<i>COMMUNITY SERVICES</i>				
	Community Services Director	1.00	1.00	1.00
	Community Services Deputy Director	1.00	1.00	0.00
	Recreation Manager	1.00	1.00	2.00
	Recreation Supervisor	1.00	1.00	1.00
	Recreation Coordinator	3.00	3.00	3.00
	Parks Supervisor	1.00	1.00	1.00
	Senior Maintenance Technician	1.00	1.00	1.00
	Maintenance Technician	0.00	0.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Recreation Assistant II (Perm Part-Time)	0.00	0.00	3.20
	Pool Manager (Part-time)	1.95	1.95	1.21
	Lifeguards (Part-time)	2.30	2.30	2.96
	Recreation Assistants (Part-time)	7.27	7.27	4.21
	Recreation Assistants - Skate Park (Part-time)	0.23	0.23	0.15
	Parks Maintenance Assistant (Part-time)	0.75	0.75	0.55
	Media Assistant (Part-time)	0.19	0.19	0.00
	Total	22.69	22.69	23.28
<i>TOTAL EMPLOYEES</i>		115.19	115.19	119.78

CITY OF MALIBU		AUTHORIZED POSITIONS AND SALARY RANGES	
		FY 2024-2025	
Classification	Salary Range	Annual Base Salary	
		Minimum	Maximum
City Manager	Per Contract		
Assistant City Manager	38	\$228,881	\$298,638
Deputy City Manager	36	207,602	270,874
Community Development Director	36	207,602	270,874
Environmental Sustainability Director/Building Official	36	207,602	270,874
Public Works Director/City Engineer	36	207,602	270,874
Community Services Director	34	188,301	245,691
Planning Director	34	188,301	245,691
Public Safety Director	34	188,301	245,691
Financial Controller	32	170,795	222,849
City Clerk	31	162,662	212,237
Assistant Planning Director	30	154,916	202,130
Assistant Public Works Director/Asst City Engineer	30	154,916	202,130
Environmental Sustainability Manager/Dep Building Official	30	154,916	202,130
Human Resources Manager	30	154,916	202,130
Information Systems Manager	30	154,916	202,130
Deputy Public Works Director	29	147,539	192,505
Community Services Deputy Director	28	140,513	183,338
Environmental Programs Manager	28	140,513	183,338
Public Safety Manager	28	140,513	183,338
Public Works Superintendent	27	133,822	174,608
Senior Civil Engineer	27	133,822	174,608
Senior Plan Check Engineer	27	133,822	174,608
Code Enforcement Manager	26	127,450	166,293
Development and Operations Manager	26	127,450	166,293
Information Systems Administrator	26	127,450	166,293
Principal Planner	26	127,450	166,293
Public Information Officer	26	127,450	166,293
Recreation Manager	26	127,450	166,293
Assistant to the City Manager	25	121,381	158,374
Associate Civil Engineer	25	121,381	158,374
Plan Check Engineer	25	121,381	158,374
Associate Engineer	24	115,601	150,833
Environmental Health Administrator	24	115,601	150,833
Media Information Officer	24	115,601	150,833
Senior Planner	24	115,601	150,833
Supervising Building Inspector	24	115,601	150,833
Assistant City Clerk	23	110,096	143,650
Emergency Services Coordinator	23	110,096	143,650
Environmental Compliance Coordinator	23	110,096	143,650
Information Systems Analyst	23	110,096	143,650
Parks Supervisor	23	110,096	143,650
Senior Management Analyst	23	110,096	143,650

Assistant Engineer	22	104,853	136,810
Associate Planner	22	104,853	136,810
Certified Plans Examiner	22	104,853	136,810
Financial Analyst	22	104,853	136,810
Environmental Sustainability Analyst	21	99,860	130,295
Fire Safety Liaison	21	99,860	130,295
Grants Analyst	21	99,860	130,295
Human Resources Analyst	21	99,860	130,295
Management Analyst	21	99,860	130,295
Public Safety Coordinator	21	99,860	130,295
Senior Building Inspector	21	99,860	130,295
Senior Public Works Inspector	21	99,860	130,295
Executive Assistant	20	95,105	124,090
Recreation Supervisor	20	95,105	124,090
Senior Code Enforcement Officer	20	95,105	124,090
Assistant Planner	19	90,576	118,181
Building Inspector	19	90,576	118,181
Environmental Programs Specialist	19	90,576	118,181
Public Works Inspector	19	90,576	118,181
Code Enforcement Officer	18	86,263	112,554
Deputy City Clerk	18	86,263	112,554
Information Systems Technician	18	86,263	112,554
Supervising Permit Services Technician	18	86,263	112,554
Wastewater Management Program Specialist	18	86,263	112,554
Human Resources Technician	17	82,155	107,194
Management Specialist	17	82,155	107,194
Planning Technician	17	82,155	107,194
Public Safety Specialist	17	82,155	107,194
Senior Accounting Technician	17	82,155	107,194
Senior Recreation Coordinator	17	82,155	107,194
Graphic Artist	16	78,243	102,089
Media Production Technician	16	78,243	102,089
Senior Administrative Assistant	16	78,243	102,089
Senior Maintenance Technician	16	78,243	102,089
Senior Permit Services Technician	16	78,243	102,089
Accounting Technician	15	74,517	97,228
Engineering Technician	15	74,517	97,228
Recreation Coordinator	15	74,517	97,228
Administrative Assistant	14	70,969	92,598
Maintenance Technician	14	70,969	92,598
Permit Services Technician	14	70,969	92,598
Records Management Specialist	14	70,969	92,598
Accounting Assistant	12	64,371	83,989
Senior Office Assistant	10	58,386	76,181
Office Assistant	8	52,958	69,098

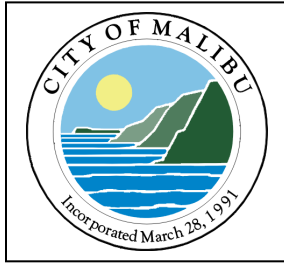
Part-Time Classifications	Salary Range	Hourly Base Rate	
		Minimum	Maximum
Fire Safety Liaison	21	\$48.01	\$62.64
Deputy City Clerk	18	41.47	54.11
Senior Permit Services Technician	16	37.62	49.08
Media Assistant	8	25.46	33.22
Office Assistant	8	25.46	33.22
Parks Maintenance Assistant	6	23.09	30.13
Senior Lifeguard	6	23.09	30.13
Recreation Assistant II	6	23.09	30.13
Intern	2	19.00	24.79
Lifeguard	2	19.00	24.79
Recreation Assistant I	2	19.00	24.79
Student Intern	1	18.09	23.61

Salary Range	Annually									
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	37,636	38,765	39,928	41,126	42,360	43,631	44,940	46,288	47,676	49,107
2	39,518	40,704	41,925	43,182	44,478	45,812	47,187	48,602	50,060	51,562
3	41,494	42,739	44,021	45,342	46,702	48,103	49,546	51,032	52,563	54,140
4	43,569	44,876	46,222	47,609	49,037	50,508	52,023	53,584	55,192	56,847
5	45,747	47,120	48,533	49,989	51,489	53,033	54,624	56,263	57,951	59,690
6	48,034	49,476	50,960	52,489	54,063	55,685	57,356	59,076	60,849	62,674
7	50,436	51,949	53,508	55,113	56,766	58,469	60,223	62,030	63,891	65,808
8	52,958	54,547	56,183	57,869	59,605	61,393	63,235	65,132	67,086	69,098
9	55,606	57,274	58,992	60,762	62,585	64,462	66,396	68,388	70,440	72,553
10	58,386	60,138	61,942	63,800	65,714	67,686	69,716	71,808	73,962	76,181
11	61,306	63,145	65,039	66,990	69,000	71,070	73,202	75,398	77,660	79,990
12	64,371	66,302	68,291	70,340	72,450	74,623	76,862	79,168	81,543	83,989
13	67,589	69,617	71,706	73,857	76,072	78,355	80,705	83,126	85,620	88,189
14	70,969	73,098	75,291	77,550	79,876	82,272	84,740	87,283	89,901	92,598
15	74,517	76,753	79,055	81,427	83,870	86,386	88,977	91,647	94,396	97,228
16	78,243	80,590	83,008	85,498	88,063	90,705	93,426	96,229	99,116	102,089
17	82,155	84,620	87,159	89,773	92,466	95,240	98,098	101,041	104,072	107,194
18	86,263	88,851	91,516	94,262	97,090	100,002	103,003	106,093	109,275	112,554
19	90,576	93,293	96,092	98,975	101,944	105,003	108,153	111,397	114,739	118,181
20	95,105	97,958	100,897	103,924	107,041	110,253	113,560	116,967	120,476	124,090
21	99,860	102,856	105,942	109,120	112,394	115,765	119,238	122,815	126,500	130,295
22	104,853	107,999	111,239	114,576	118,013	121,554	125,200	128,956	132,825	136,810
23	110,096	113,399	116,801	120,305	123,914	127,631	131,460	135,404	139,466	143,650
24	115,601	119,069	122,641	126,320	130,110	134,013	138,033	142,174	146,439	150,833
25	121,381	125,022	128,773	132,636	136,615	140,714	144,935	149,283	153,761	158,374
26	127,450	131,273	135,211	139,268	143,446	147,749	152,182	156,747	161,450	166,293
27	133,822	137,837	141,972	146,231	150,618	155,137	159,791	164,584	169,522	174,608

28	140,513	144,729	149,071	153,543	158,149	162,893	167,780	172,814	177,998	183,338
29	147,539	151,965	156,524	161,220	166,056	171,038	176,169	181,454	186,898	192,505
30	154,916	159,563	164,350	169,281	174,359	179,590	184,978	190,527	196,243	202,130
31	162,662	167,542	172,568	177,745	183,077	188,570	194,227	200,053	206,055	212,237
32	170,795	175,919	181,196	186,632	192,231	197,998	203,938	210,056	216,358	222,849
33	179,335	184,715	190,256	195,964	201,843	207,898	214,135	220,559	227,176	233,991
34	188,301	193,950	199,769	205,762	211,935	218,293	224,842	231,587	238,535	245,691
35	197,716	203,648	209,757	216,050	222,532	229,208	236,084	243,166	250,461	257,975
36	207,602	213,830	220,245	226,853	233,658	240,668	247,888	255,325	262,984	270,874
37	217,982	224,522	231,257	238,195	245,341	252,701	260,282	268,091	276,134	284,418
38	228,881	235,748	242,820	250,105	257,608	265,336	273,296	281,495	289,940	298,638
39	240,326	247,535	254,961	262,610	270,489	278,603	286,961	295,570	304,437	313,570
40	252,342	259,912	267,709	275,741	284,013	292,533	301,309	310,349	319,659	329,249
41	264,959	272,908	281,095	289,528	298,214	307,160	316,375	325,866	335,642	345,711
42	278,207	286,553	295,150	304,004	313,124	322,518	332,194	342,159	352,424	362,997
43	292,117	300,881	309,907	319,204	328,780	338,644	348,803	359,267	370,045	381,147
44	306,723	315,925	325,402	335,165	345,219	355,576	366,243	377,231	388,548	400,204
45	322,059	331,721	341,673	351,923	362,480	373,355	384,556	396,092	407,975	420,214

EXHIBIT B

CLASS SPECIFICATIONS

**CITY OF MALIBU****ACCOUNTING ASSISTANT**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under immediate supervision, learns and performs a variety of clerical and office support work related to the processing of financial transactions, record keeping and the preparation and reconciliation of financial and accounting records and reports; provides customer service to City staff and the public; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the entry level classification in the accounting support series. Initially under close supervision, incumbents learn and perform routine clerical accounting work while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of the work lessen as the incumbent demonstrates skill to perform work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

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.

- Verifies, posts, and records various financial transactions; prepares and maintains databases and records; generates reports and summaries from the automated fiscal management system.
- Receives and enters cash, credit card, or check payments into the financial software or accounting system; balances cash drawer and reconciles at the end of the day.
- Calculates and verifies totals; ensures accuracy of claims, warrants, vouchers, or deposits; checks and corrects accounts or numerical records for errors or proper coding.
- Accesses computerized account files to obtain or update information/data; enters data (standard or coded) from forms or documents into assigned systems.
- Prepares and maintains financial records; processes and inputs purchase orders; posts information to records; balances accounts and inputs journal entries.
- Performs general office support duties such as opening and routing mail and deliveries; preparing correspondence; filing and record keeping; and duplicating and distributing various written materials.
- Assists customers, departments, and employees by providing answers and information regarding specific accounts, discrepancies and/or general accounting procedures.

- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade.

Experience:

One (1) year clerical or customer service support experience.

Licenses and Certifications:

None.

Knowledge of:

- Basic methods, practices, and terminology used in financial and account document processing.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving transactional discrepancies.
- City policies and procedures with respect to receiving and/or processing monetary transactions.
- Methods and techniques of generating transaction reports in assigned fiscal area.
- Business arithmetic and basic financial techniques.
- Recordkeeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform routine clerical and accounting work.
- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

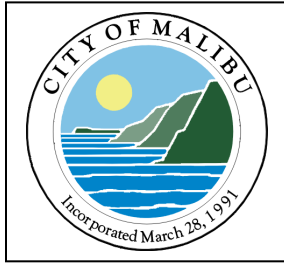
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although 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 10 pounds.

ENVIRONMENTAL CONDITIONS

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 departmental 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.



CITY OF MALIBU

ACCOUNTING TECHNICIAN

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision, performs a variety of technical and clerical accounting support work related to the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; provides technical expertise and customer service to City staff and the public; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical and clerical accounting duties in support of the Finance/Accounting Division. 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 work unit.

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.

- Prepares, reviews, maintains, verifies, and reconciles a variety of difficult and complex accounting and financial transactions and reports; analyzes financial records and reports for accuracy; researches and resolves discrepancies.
- Posts and reconciles journals; prepares journal entries related to accruals, reversals, corrections, expense transfers, prepaid expenses, wire transfers, encumbrance liquidations, labor reallocations, and invoice adjustments.
- Accesses computerized account files to obtain or update information/data; enters data (standard or coded) from forms or documents into software systems and databases.
- Monitors, analyzes, reconciles, and maintains assigned funds and accounts.
- Reviews employee time records; records employee hours worked; verifies data for each pay period; balances final payroll reports.
- Verifies tax returns related to payables and payroll matters including retirement, workers compensation, wage assignment, retroactive pay, deferred compensation, insurance, and federal and state tax reporting.
- Maintains and updates employee and payroll databases; tracks and records accumulated leave balances; and prepares payments related to payroll and employee benefits.
- Prepares, posts, and audits invoices; verifies compliance with City policies and procedures.

- Participates in fiscal year-end close by preparing year-end account balance query reports for specific funds; verifies, balances, and adjusts accounts; researches and reconciles discrepancies; prepares year-end accrual entries for invoices and wire transfers.
- Tracks and monitors changes and issues in the financial reporting system and informs City accounting staff of system status; serves as liaison with other departments to resolve system problems.
- Assists customers, departments, vendors, and employees by providing answers and information regarding specific accounts, discrepancies and/or general accounting procedures; researches and resolves problems and makes appropriate adjustments to accounting data and documentation.
- Generates and assists in the preparation and distribution of monthly, quarterly, and year-end financial summary and technical reports; identifies, analyzes, and resolves problems related to the City's financial reporting.
- Follows internal control procedures; reviews, recommends, and implements approved internal controls, office procedures, and related systems.
- Performs general office support duties such as preparing correspondence; filing and record keeping; and duplicating and distributing various written materials.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade.

Experience:

Three (3) years of increasingly responsible technical accounting experience in accounting reconciliations, employee payroll, and accounting support activities.

Licenses and Certifications:

None.

Knowledge of:

- Terminology and practices of financial and account document processing including accounts receivable, accounts payable, payroll, employee benefits, purchasing, and cash receipts and disbursements.
- Cash handling procedures.
- Laws and regulations governing payroll and employee benefits.
- Business arithmetic.
- Principles and practices of posting financial transactions to the general ledger.
- Methods and techniques of preparing and maintaining records of financial transactions.
- Methods and techniques of researching and resolving processing transactional discrepancies.

- Methods and techniques of reconciling, auditing, and balancing financial accounts, statements, and reports.
- City policies and procedures with respect to receiving and/or processing monetary transactions.
- Methods and techniques of generating transaction reports in assigned fiscal area.
- Recordkeeping principles and procedures.
- Practices and procedures for receiving, recording, and disbursing payment.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform accounting and financial office support work accurately and in a timely manner.
- Make accurate arithmetic and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Review, analyze, record, and document a diverse range of financial transactions.
- Perform general ledger duties.
- Verify, interpret, analyze, audit, and reconcile financial data, accounting information, and financial statements; ensure proper authorization and documentation for disbursements.
- Understand and comply with City financial transaction standards, policies, and procedures.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

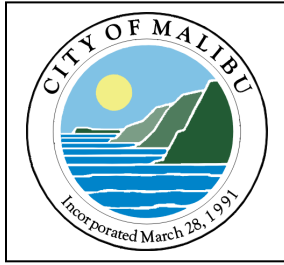
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although 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 ability to occasionally lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

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 departmental 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.

**CITY OF MALIBU****ADMINISTRATIVE ASSISTANT**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision, provides varied office administrative and clerical support to management, professional, and supervisory staff; compiles, proofreads and prepares reports and correspondence; provides assistance for a wide variety of assignments related to the administration of budgets, contracts, and department services and programs; provides customer service to City staff and the general public; 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 is the journey-level classification in the Administrative Assistant series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Administrative Assistant in that the latter performs the more complex work assigned to the series, and/or provides technical and functional direction for lower-level staff.

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.

- Organizes and carries out administrative assignments and special projects related to assigned area of responsibility.
- Performs a wide variety of advanced-level clerical work including maintaining accurate and detailed records, verifying accuracy of information, researching discrepancies, and recording information.
- Maintains calendars and coordinates the schedules management staff with those of members of Boards and Commissions, other City management staff, representatives of other organizations, and the public; makes travel arrangements and schedules trainings as required.
- Provides a variety of support to City commissions or committees; prepares and distributes agenda packets and reports; attends meetings and prepares minutes; follows up on decisions as required.
- Arranges meetings by scheduling rooms or setting up virtual meeting platforms, notifying participants, and arranging for refreshments as appropriate; ensures information is compiled and duplicated; takes and prepares summary or action minutes of such meetings.

- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering, and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchase and maintenance, opening and distributing mail; attending meetings, and serving on various task forces and committees.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; assists in budget preparation and maintains records of purchase orders, expense statements and other fiscal transactions.
- Receives and screens visitors and telephone calls; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Performs project research and report preparation related to the activities of the department to which assigned; may prepare technical reports, issue permits and perform other technical work related to the department to which assigned.
- Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
- Prepares and updates a variety of periodic and special narrative, accounting, database, and statistical reports.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- May collect and account for fees and other monies collected and reconcile cash and credit card transactions.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade, supplemented by college-level coursework or technical training in office management, business administration, or related field.

Experience:

Three (3) years of responsible office administrative and/or clerical experience.

Licenses and Certifications:

None.

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.

- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Principles and practices of research, data collection, and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Appropriate reception and telephone etiquette.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide varied, confidential, and responsible clerical and office administrative work.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Analyze and resolve office administrative and procedural concerns.
- Perform research and prepare reports and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain records management system for the assigned department.
- Make accurate arithmetic and statistical calculations.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Take notes rapidly and accurately transcribe own notes.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

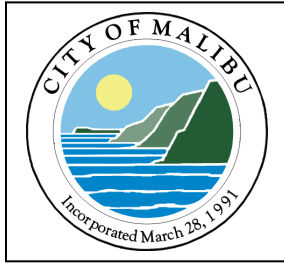
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although 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 ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

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 departmental 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.

**CITY OF MALIBU****ASSISTANT CITY MANAGER**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Exempt

DEFINITION

Under administrative direction, assists the City Manager in the overall management of City operations and services and assumes management responsibility for assigned City departments; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with elected officials, intergovernmental agencies, and regulatory agencies; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; serves as acting City Manager in the City Manager's absence; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the City's operations, including short- and long-term planning as well as development and administration of City-wide policies, procedures, and services. This class manages assigned departments and provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent regularly interacts with the City Manager, City Council, and departmental representatives in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

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.

- Assists the City Manager in planning, organizing, and directing the services and activities of City departments and programs; assumes direct management responsibility for the Management and Administrative Services Department including finance and accounting, human resources, media and information, risk management, and information technology.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Management and Administrative Services Department.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and

performance evaluations; works with employees to correct deficiencies; implements and authorizes discipline as required; provides policy guidance and interpretation to staff.

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates the administration of the annual budget for the City, provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approve expenditures; directs the preparation and implementation of budgetary adjustments.
- Establishes the City's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations; provides financial and fiscal recommendations to the City Manager, Investment Advisory Committee and City Council.
- Serves as the City Treasurer; manages revenue collection programs; manages the City's investment portfolio and ensures that investments meet the City's policy guidelines, and that adequate cash is available to meet obligations; prepares Annual Treasurer's Report.
- Manages and participates in all activities related to the City's accounting function, including the accounting system, payroll, accounts payable, processing and issuance of checks and warrants, and accounts receivable.
- Develops and maintains human resource programs and policies; organizes and executes recruitment and selection programs; provides guidance to management and employees on personnel issues and assists with policy interpretation; plans and administers salary and benefits programs and other terms and conditions of employment.
- Manages and oversees the City's General Liability, Risk Management and Worker's Compensation programs; ensures compliance with applicable Federal and State laws, regulations, municipal and other codes, and ordinances; trains staff in risk management procedures.
- Manages and oversees the Information Technology (IT) function; directs and oversees the purchase and implementation of new computer hardware and software; manages all computer servers and ensures security of the City's IT system.
- Coordinates the release of media and public information; oversees the maintenance and updates of the City's website, social media platforms and other media functions as required.
- Represents the Management and Administrative Services Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of citywide organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of trends and innovations in government administration.
- Serves as Acting City Manager in the City Manager's absence.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; responds to sensitive inquiries on behalf of the City Manager as appropriate.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS**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 with major course work in business or public administration, accounting, finance, or a related field.

Experience:

Eight (8) years of increasingly responsible municipal administration, finance, human resources, or related experience, including five (5) years of management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles, practices, and methods, including goal setting, program development, implementation and evaluation, policy and procedure development, quality control and work standards.
- Public agency budgetary, contract administration, citywide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; federal and state regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Principles, and practices of human resources management and organizational development including staff recruitment, compensation and benefit analysis and administration; and employee relations, including the interpretation of laws, regulations, policies, and procedures.
- Basic terminology, methods, techniques and practices of the operation and maintenance of network and personal computer hardware and software.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the City.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Administrative Services Department and the City.
- Prepare and administer large and complex budgets, allocating limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of City programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, community groups, various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Make accurate arithmetic, financial and statistical computations.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

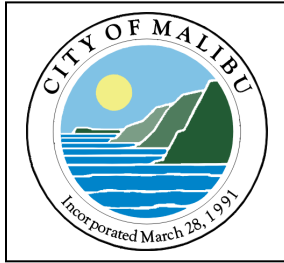
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. 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 10 pounds.

ENVIRONMENTAL CONDITIONS

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.

**CITY OF MALIBU****ASSISTANT ENGINEER**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under direction, performs various professional field and office engineering work related to the planning, design, construction, and maintenance of City capital improvement projects, infrastructure, and daily departmental operations; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; assists with the administration of professional services and construction contracts; provides professional assistance to the Public Works Department, and others in areas of expertise as directed; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director or other supervisory staff. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the professional Civil Engineer series. Initially under direction, incumbents learn and perform routine engineering functions, including project responsibilities, while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Engineer or Associate Civil Engineer level but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

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.

- Provides technical and professional engineering support services relative to assigned area of responsibility; prepares special engineering studies and reports; performs special assignments on engineering problems as necessary.
- Determines the scope of engineering projects; prepares requests for proposals and contracts for consulting services; develops plans, specifications, and other contract documents for a variety of engineering projects such as roads, bridges, structures, and hydraulics; makes technical engineering decisions and establishes technical criteria and standards; calculates the quantity, quality, and cost of materials used for various projects.
- Reviews plans of consulting engineers and private contractors; checks plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; reviews engineering calculations of other engineers or engineering technicians.

- Manages assigned projects; ensures conformance with contract plans and specifications; makes recommendations on approval of progress payments and change orders; prepares progress reports on projects under construction; maintains project files including plans, contract documents, records of changes and field notes.
- Meets with property owners, engineers, contractors, architects, and the general public concerning interpretation and application of City and Departmental policies and procedures.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone, or other means of communication regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability and groundwater issues, improvement plan check and payment processes.
- Processes final parcel and tract maps, bonds, legal descriptions, and deeds required for projects.
- Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments, and with outside agencies.
- Issues and extends grading permits and encroachment permits.
- Recommends engineering conditions and mitigation measures for major construction projects.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Maintains departmental automated and manual files.
- Prepares a variety of written correspondence, reports, procedures, ordinances, and other materials.
- Coordinates the review of funding applications and analysis of engineering fee structures.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in civil engineering or a related engineering field.

Experience:

One (1) year of professional engineering design, plan review, and project administration experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of appointment, a valid Engineer-In-Training (E.I.T.) Certificate, to be maintained throughout employment.

Knowledge of:

- Principles, practices, techniques, procedures, and standards of civil engineering design and construction related to City public works and engineering infrastructure development and maintenance.

- Principles of capital improvement program budgeting, cost estimation, funding, and contract administration.
- Methods, materials, and techniques used in the construction of public works projects.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Modern developments, current literature, and informational resources regarding municipal development and capital improvement projects.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Basic principles and practices of project management and evaluation, including goal setting and the development of objectives, work planning, and organization.
- Construction management principles and techniques.
- Basic budgetary principles and practices.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Assist in developing and administering contracts for professional services and construction in a public agency setting.
- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Direct and review the work of support staff on a project or day-to-day basis.
- Make effective public presentations.
- Maintain accurate records and files.
- Issue permits in accordance with established procedures.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

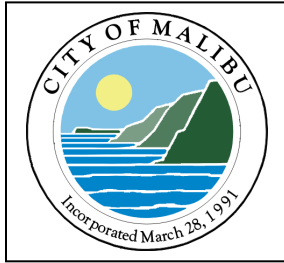
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****ASSISTANT PLANNER**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under direction, performs a variety of professional and technical work in support of the City's current and advance planning activities; reviews development and land use applications, zoning, and site plans; conducts research, compiles information, analyzes data, develops recommendations, and prepares written reports on various planning matters; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Director or other supervisory personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the professional Planner series. Initially under supervision, incumbents learn and perform routine planning, redevelopment, zoning, and related functions while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

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.

- Reviews commercial, industrial, and residential development proposals, plans, and applications for conformance with City policies and ordinances, the General Plan, and State and Federal laws.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures and evaluates alternatives.
- Conducts site visits to assess property conditions and/or compliance with current City zoning codes and regulations; identifies corrective actions to be taken by owners; conducts follow-up inspections and rechecks as required.
- Serves as project manager for routine application projects, including analyzing and evaluating site and architectural plans, performing technical review, and making

recommendations, ensuring plans and applications receive appropriate signatures, coordinating in-house review with contractors, administering contracts, and giving approval for payment on projects.

- Receives and processes permit applications; reviews applications for completeness and conformity to policies and procedures; calculates appropriate permit fees and processes payments.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population and land use data and trends; develops recommendations and prepares written reports on various planning matters and elements of the City's General Plan.
- Assists with the revision, implementation, and administration of the City's General Plan; assists in preparing draft ordinances, resolutions, and agenda items for council approval.
- Prepares staff reports and various technical and informational reports; prepares presentations and presents to City Council, boards, commissions, committees, various groups, and other jurisdictions interested in or affected by City planning and development.
- Participates in coordinating City planning and development related activities with other City departments and outside agencies.
- Maintains accurate records and files.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in urban planning, community development, business or public administration or a related field.

Experience:

One (1) year of professional experience in planning, zoning, and related community development activities.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Municipal planning principles, techniques, practices, and procedures including knowledge of general plans, zoning ordinances, specific plans and development standards and practices.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- Local coastal planning.
- Site planning and architectural design principles.
- Researching and reporting methods, techniques, and procedures.

- Recent developments, current literature, and sources of information related to planning and zoning.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Basic project management techniques.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service, by dealing effectively with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Receive and respond to a variety of questions from the general public, contractors, and developers; interpret planning and zoning programs, policies, processes, codes, and regulations.
- Review applications for accuracy and completeness; process and/or submit to other planning staff for action.
- Read and understand technical drawings, plans and specifications and make conduct effective site visits.
- Conduct research, compile technical and statistical information to evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Enforce ordinances and regulations effectively and tactfully.
- Make effective public presentations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

While working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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.

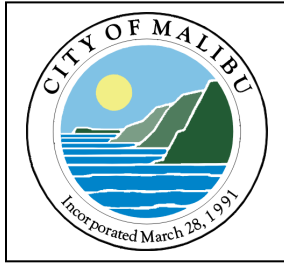
When performing work in the field, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions; the job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****ASSISTANT PLANNING DIRECTOR**

Class Description

Established: January 2024

Revised: January 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages the staff and operations of the Planning Department; participates in the development of policies and strategies for department operations; manages the effective use of department resources to improve organizational productivity and customer service; provides complex professional assistance to the Planning Director, the City Council, the Planning Commission and others in areas of expertise; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Director. Exercises direct supervision over professional, technical, and administrative staff.

CLASS CHARACTERISTICS

This is a senior management classification responsible for overseeing the staff and operations and participating in the work of the Planning Department. The incumbent is responsible for developing and implementing policies and procedures, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

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 the daily functions, operations, and activities of the Planning Department, including current and advance planning.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within departmental policy, appropriate service, and staffing levels.
- 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 for improvement and reviews with the Director.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

- Plans, directs, coordinates, and reviews the work plan for the Planning Department; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Participates in the development and administration of the advanced and current planning budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments as necessary.
- Develops and implements policies and regulations relating to land use, including the City's General Plan, Local Coastal Program, specific plans, zoning, annexations and other pertinent ordinances and policies.
- Oversees application and permit review on planned residential, commercial, and industrial projects, use permits, variances, and zoning changes.
- Manages preparation of environmental impact reports; assures compliance with California Environmental Quality Act (CEQA) for all City activities/projects.
- Serves as a liaison for the Planning Department with other City departments, departments, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Planning Director; develops and reviews staff reports related to planning activities and services; presents reports to the Planning Commission, City Council and other commissions, committees, and boards; performs a variety of public relations and outreach work related to planning activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Planning programs, policies, and procedures, as appropriate.
- Participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations in the field of planning.
- Confers with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; provides information regarding City development requirements.
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
- Conducts site inspections, including determining if projects are in compliance with laws, regulations, and ordinances; makes recommendations regarding changes.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major coursework in urban planning, community development, business or public administration or a related field.

Experience:

Six (6) years of increasingly responsible experience in planning, zoning, and related community development activities, including two (2) years in a supervisory or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Municipal planning principles, techniques, practices, and procedures including knowledge of general plans, zoning ordinances, specific plans and development standards and practices.
- Geographic, socio-economic, transportation, political and other elements related to City planning.
- Site planning and architectural design principles.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Local coastal planning.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of contract administration and general principles of risk management related to the functions of the assigned area.
- Principles and practices of budget preparation and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Administer complex, technical, and sensitive current planning, development, redevelopment, housing, property acquisition and related programs in an independent and cooperative manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management and professional leadership for the Planning Department.

- Receive and respond to a variety of questions from the general public, contractors, and developers; interpret planning and zoning programs, policies, processes, codes, and regulations.
- Conduct complex research, compile technical and statistical information to evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- 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.
- Identify and respond to Planning Commission and City Council issues and concerns.
- Make effective public presentations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Read and understand technical drawings, plans and specifications and make effective site visits.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

While working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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.

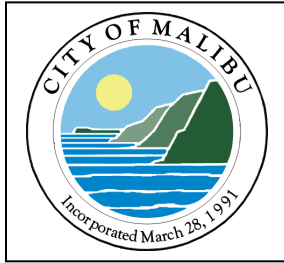
When performing work in the field, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions; the job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****ASSOCIATE CIVIL ENGINEER**

Class Description

Date Established: July 2013

Date Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, performs various professional field and office engineering work related to the planning, design, construction and maintenance of City capital improvement projects, infrastructure and daily departmental operations; confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to the Public Works Department, the City Council and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director or other supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Engineer series. Positions at this level are distinguished from the Assistant Engineer by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level are distinguished from the Associate Engineer by the possession of a professional engineering license as well as the increase in the level and scope of project management responsibility. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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.

- Provides technical and professional engineering support services relative to assigned area of responsibility; prepares difficult engineering studies and reports; performs special assignments on engineering problems as necessary.
- Determines the scope of engineering projects; prepares requests for proposals and contracts for consulting services; develops plans, specifications, and other contract documents for a variety of engineering projects such as roads, bridges, structures, and hydraulics; makes technical engineering decisions and establishes technical criteria and standards; calculates the quantity, quality and cost of materials used for various projects.
- Reviews plans of consulting engineers and private contractors; checks plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; reviews engineering calculations of other engineers or engineering technicians.
- Manages assigned projects; ensures conformance with contract plans and specifications; makes recommendations on approval of progress payments and change orders; prepares

progress reports on projects under construction; maintains project files including plans, contract documents, records of changes and field notes.

- Meets with property owners, engineers, contractors, architects, and the general public concerning interpretation and application of City and Departmental policies and procedures.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone or other means of communication regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability and groundwater issues, improvement plan check and payment processes.
- Processes final parcel and tract maps, bonds, legal descriptions, and deeds required for projects.
- Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments, and with outside agencies.
- Issues and extends grading permits and encroachment permits.
- Recommends engineering conditions and mitigation measures for major construction projects.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations, and prepares reports for the City Council.
- Coordinates the review of funding applications and analysis of engineering fee structures.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Assists in the selection and supervision of consultant professional engineers for the development of plans, specifications, studies, and reports; administers professional service contracts.
- Prepares City Council agenda items on public works matters and attend meetings as required.
- Assists in the preparation and administration of the budget and annual Capital Improvement Budget Report.
- Prepares a variety of written correspondence, reports, procedures, ordinances, and other materials.
- Maintains departmental automated and manual files.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in civil engineering or a related engineering field.

Experience:

Four (4) years of increasingly responsible professional engineering design, plan review and project administration experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of a valid California registration as a Professional Civil Engineer (PE).

Knowledge of:

- Principles, practices, techniques, procedures, and standards of civil engineering design and construction related to City public works and engineering infrastructure development and maintenance.
- Principles of capital improvement program budgeting, cost estimation, funding, and contract administration.
- Methods, materials, and techniques used in the construction of public works projects.
- Modern developments, current literature, and informational resources regarding municipal development and capital improvement projects.
- Principles of advanced mathematics and their application to engineering work.
- General principles of risk management related to the functions of the assigned area.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, landscaping, and bike trails.
- Principles and practices of project management and evaluation, including goal setting and the development of objectives, work planning and organization.
- Construction management principles and techniques.
- Basic budgetary principles and practices.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Develop and administer contracts for professional services and construction in a public agency setting.

- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Direct and review the work of support staff on a project or day-to-day basis.
- Make effective public presentations.
- Maintain accurate records and files.
- Issue permits in accordance with established procedures.
- Effectively manage public and private development projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

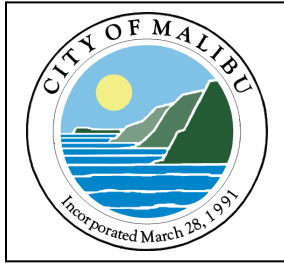
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****ASSOCIATE ENGINEER**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, performs various professional field and office engineering work related to the planning, design, construction, and maintenance of City capital improvement projects, infrastructure and daily departmental operations; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to the Public Works Department, the City Council and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director or other supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Engineer series. Positions at this level are distinguished from the Assistant Engineer by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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.

- Provides technical and professional engineering support services relative to assigned area of responsibility; prepares difficult engineering studies and reports; performs special assignments on engineering problems as necessary.
- Determines the scope of engineering projects; prepares requests for proposals and contracts for consulting services; develops plans, specifications, and other contract documents for a variety of engineering projects such as roads, bridges, structures, and hydraulics; makes technical engineering decisions and establishes technical criteria and standards; calculates the quantity, quality and cost of materials used for various projects.
- Reviews plans of consulting engineers and private contractors; checks plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; reviews engineering calculations of other engineers or engineering technicians.
- Manages assigned projects; ensures conformance with contract plans and specifications; makes recommendations on approval of progress payments and change orders; prepares progress reports on projects under construction; maintains project files including plans, contract documents, records of changes and field notes.

- Meets with property owners, engineers, contractors, architects, and the general public concerning interpretation and application of City and Departmental policies and procedures.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone, or other means of communication regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability and groundwater issues, improvement plan check and payment processes.
- Processes final parcel and tract maps, bonds, legal descriptions, and deeds required for projects.
- Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments, and with outside agencies.
- Issues and extends grading permits and encroachment permits.
- Recommends engineering conditions and mitigation measures for major construction projects.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations, and prepares reports for the City Council.
- Coordinates the review of funding applications and analysis of engineering fee structures.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Assists in the selection and supervision of consultant professional engineers for the development of plans, specifications, studies, and reports; administers professional service contracts.
- Prepares City Council agenda items on public works matters and attend meetings as required.
- Assists in the preparation and administration of the budget and annual Capital Improvement Budget Report.
- Prepares a variety of written correspondence, reports, procedures, ordinances, and other materials.
- Maintains departmental automated and manual files.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in civil engineering or a related engineering field.

Experience:

Four (4) years of increasingly responsible professional engineering design, plan review, and project administration experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles, practices, techniques, procedures, and standards of civil engineering design and construction related to City public works and engineering infrastructure development and maintenance.
- Principles of capital improvement program budgeting, cost estimation, funding, and contract administration.
- Methods, materials, and techniques used in the construction of public works projects.
- Modern developments, current literature, and informational resources regarding municipal development and capital improvement projects.
- Principles of advanced mathematics and their application to engineering work.
- General principles of risk management related to the functions of the assigned area.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, landscaping, and bike trails.
- Principles and practices of project management and evaluation, including goal setting and the development of objectives, work planning and organization.
- Construction management principles and techniques.
- Basic budgetary principles and practices.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Make engineering design computations and check, design, and prepare engineering plans and studies.

- Direct and review the work of support staff on a project or day-to-day basis.
- Make effective public presentations.
- Maintain accurate records and files.
- Issue permits in accordance with established procedures.
- Effectively manage public and private development projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

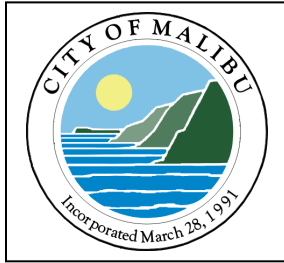
ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in

the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****ASSOCIATE PLANNER**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, performs a variety of routine to complex professional and technical work in support of the City's current and advanced planning activities, reviews development and land use applications, zoning, site plans, and environmental assessments; serves as project manager for development applications; conducts research, compiles information, analyzes data, develops recommendations, and prepares written reports on various planning matters; provides professional advice and assistance to the public on planning, community development, zoning, permits and environmental review; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Director or other supervisory personnel. May exercise technical and functional direction over and provide training to technical and administrative staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the professional Planner series. Positions at this level are distinguished from the Assistant Planner by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Planner in that the latter performs the more complex work assigned to the series, such as serving as the project manager for complex development applications and/or provides technical and functional direction over lower-level professional planning staff.

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.

- Reviews commercial, industrial, and residential development proposals, plans, and applications for conformance with City policies and ordinances, the General Plan, and State and Federal laws.
- Conducts site visits to assess property conditions and/or compliance with current City zoning codes and regulations; identifies corrective actions to be taken by owners; conducts follow-up inspections and rechecks as required.
- Serves as project manager for application projects, including analyzing and evaluating site and architectural plans, performing technical review and making recommendations, ensuring plans and applications receive appropriate signatures, coordinating in-house review with contractors, administering contracts, and giving approval for payment on projects.

- Receives and processes permit applications; reviews applications for completeness and conformity to policies and procedures; calculates appropriate permit fees and processes payments.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; develops recommendations and prepares written reports on various planning matters and elements of the City's General Plan.
- Assists with the revision, implementation, and administration of the City's General Plan and development regulations; prepares draft ordinances, resolutions, and agenda items for council approval.
- Prepares staff reports and various technical and informational reports; prepares presentations and presents to City Council, boards, commissions, committees, various groups, and other jurisdictions interested in or affected by City planning and development.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures and evaluates alternatives.
- Conducts studies and needs assessments for the development of programs to address significant development issues.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Maintains accurate records and files.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in urban planning, community development, business or public administration or a related field.

Experience:

Three (3) years of professional experience in planning, zoning, and related community development activities.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Municipal planning principles, techniques, practices, and procedures including knowledge of general plans, zoning ordinances, specific plans, and development standards and practices.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.

- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Researching and reporting methods, techniques, and procedures.
- Recent development, current literature, and sources of information related to information planning and zoning.
- Local coastal planning.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to assigned area of responsibility.
- Project management techniques.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- General principles of risk management related to the functions of the assigned area.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service, by dealing effectively with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Receive and respond to a variety of questions from the general public, contractors, and developers; interpret planning and zoning programs, policies, processes, codes, and regulations.
- Review applications for accuracy and completeness; process and/or submit to other planning staff for action.
- Conduct research, compile technical and statistical information to evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Read and understand technical drawings, plans, and specifications and conduct effective site visits.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Enforce ordinances and regulations effectively and tactfully.
- Make effective public presentations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

While working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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.

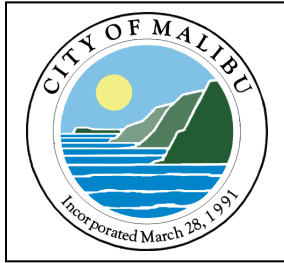
When performing work in the field, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions; the job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****BUILDING INSPECTOR**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under general supervision, reviews plans and construction documents for compliance with building codes and regulations; conducts thorough inspections of residential, commercial, and industrial properties; enforces building codes and related regulations; completes accurate documentation of inspection findings; 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 is the journey-level classification in the Building Inspector series. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Building Inspector in that the latter performs the more complex work assigned to the series and/or provides technical and functional direction over lower-level staff.

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.

- Receives inspection requests, retrieves and reviews permits, and schedules daily field inspections for various types of properties, including single-family residential dwellings, multi-family residential properties, and commercial or industrial properties.
- Interprets and enforces compliance with building, mechanical, electrical, plumbing, and other related codes, and regulations during field inspections; conducts non-structural plan checks to ensure adherence to applicable codes and regulations.
- Responds to and addresses questions and concerns related to field inspections promptly and professionally.
- Consults with architects, engineers, designers, contractors, and homeowners regarding structural and non-structural deficiencies; provides expert guidance and support throughout the compliance process.
- Investigates complaints concerning existing buildings or new construction, determines code violations or problem conditions, and takes necessary actions to address and resolve issues; conducts assessments on damaged buildings post-fire or natural disasters.
- Conducts building safety assessments on both commercial and residential properties following disasters, ensuring the structural integrity and safety of buildings.

- Writes and issues stop work orders for activities being carried out without proper permits or in an unsafe manner, safeguarding public safety.
- Conducts final inspections and issues certificates of occupancy for compliant buildings, verifying that all necessary requirements have been met.
- Provides administrative support by offering customer service at the work counter, answering phones, reviewing permit requests, accepting payments, issuing permits, and maintaining accurate records and documentation.
- Performs other 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 completion of the twelfth (12th) grade, supplemented by specialized training in building inspection, construction management, engineering, or a closely related field.

Experience:

Two (2) years of increasingly responsible experience in building inspection, construction management, or a related field.

Licensees and Certifications:

- Certification as a Combination Building Inspector issued by the International Code Council (ICC) or other approved certifying agency.
- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Building, plumbing, electrical, mechanical, life safety, energy, and related codes, as well as familiarity with their application in residential and commercial construction projects.
- Construction methods, materials, tools, and equipment commonly used in residential and commercial construction, including their proper installation and usage.
- Practices and techniques for documenting inspections, correcting violations, and carrying through.
- Codes, ordinances, and regulations, including safety standards relevant to building inspection and construction activities.
- Concepts and practices of non-structural plan review.
- Relevant mathematical principles.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Read, analyze, interpret, and detect deviations from approved building and construction plans, diagrams, and specifications.
- Enforce a wide range of building and related codes and regulations effectively.
- Perform thorough and accurate inspections of construction, alteration, or repair activities for buildings and site development projects and identify potential issues.
- Providing clear and concise guidance to facilitate compliance with building codes and regulations.
- Perform mathematical computations with precision.
- Collect, interpret, and analyze data accurately.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff

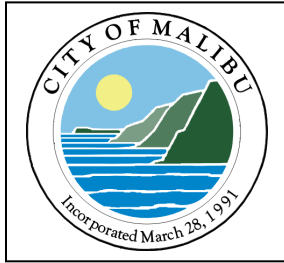
and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays. Participates in an after-hours emergency response program for on-call and callback assignments.

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.

**CITY OF MALIBU****CITY CLERK**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, directs, and participates in all City Clerk functions and activities, which include the conduct of elections, the custody and access of public records, including Council actions, the legal notification of various Council, commission and committee meetings, and the preparation of agenda materials and minutes for City Council meetings; provides assistance to City management staff in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the operations and activities of the City Clerk's Office. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities which include serving as the City's official record custodian, coordinating election activities, and ensuring compliance with regulatory requirements. Incumbents serve as a professional level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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 the daily functions, operations, and activities of the City Clerk's Office, including records management, coordination of public meetings, and administrative support for the City Council, boards, commissions, and committees.
- Participates in the development and implementation of goals, objectives, policies, procedures, and work standards for the City Clerk's office.
- Provides for the selection of staff, trains staff in work procedures; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Participates in the administration and oversight of the operating budget for the department; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Serves as the official record keeper of the City, providing for the preparation, indexing and retention of meeting notifications, agendas, minutes, ordinances, resolutions, contracts, codes, deeds, easements, bonds, and related documents.

- Attends City Council and related meetings; provides for and/or records and transcribes minutes of the proceedings.
- Follows-up on City Council actions, as required; attests, publishes, and posts ordinances and resolutions, executing legal contracts, overseeing the recording of documents, and preparing follow-up correspondence.
- Administers City elections for candidates and City ballot measures, including preparing candidate guidelines, administering the candidacy and nomination process, providing information to candidates regarding procedural and disclosure requirements and publishing election notices and results within legal guidelines.
- Maintains the City's Municipal Code by tracking ordinances and providing for their publication and distribution; administers in-house up-dates of Malibu's Municipal Code.
- Responds to inquiries and provides guidance regarding public records, the Public Records Act, the Freedom of Information Act, and the Brown Act.
- Administers the City's records management program, including preparing records for off-site storage; oversees electronic records management systems and digitalization processes.
- May notarize documents for City business and the general public.
- Conducts bid openings for municipal projects in excess of \$5,000.
- Receives claims presented to the City, responds and/or coordinates response with City's claims adjustor and work with City attorney on necessary actions.
- Serves as filing official and filing officer under the conflict of interest and campaign provisions of the Political Reform Act.
- Prepares a variety of correspondence, agendas, reports, procedures, ordinances, and other written materials.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes upon approval.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in public or business administration, or a related field.

Experience:

Five (5) years of increasingly responsible experience in the management or administration of a City Clerk's or Elections Office, or a related administrative field, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of a valid Certified Municipal Clerk certification, to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the City Clerk's Office.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles, practices, and procedures related to public agency record keeping, municipal elections and the City Clerk function.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Automated and manual records management principles and practices, including legal requirements for recording, retention, and disclosure.
- General principles of risk management related to the functions of the assigned area.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, and governmental organizations.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the City Clerk's Office.
- Meet all legal requirements of the City Clerk function in a timely and effective manner.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the City.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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 CONDITIONS

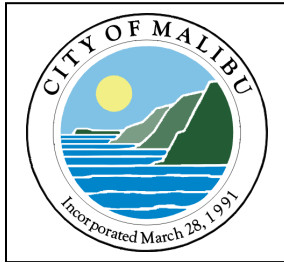
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

May be required to work evenings to attend City Council meetings.

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.



CITY OF MALIBU

CODE ENFORCEMENT MANAGER

Class Description

Established: January 2021

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages the staff and operations of the Code Enforcement Division; participates in the development of policies and strategies for division operations; addresses and resolves complex and high profile code enforcement issues and complaints; manages the effective use of division resources to improve organizational productivity and customer service; provides complex professional assistance to the Planning Director in areas of expertise; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Director. Exercises direct supervision over technical and administrative staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff and operations of the Code Enforcement Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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 the daily functions, operations, and activities of the Code Enforcement Division; manages and adjudicates high priority and sensitive code enforcement cases as directed.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding; identifies and secures local, state, and federal funding opportunities for code enforcement activities.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Manages and participates in the investigation of complaints from the public and City staff regarding violations of municipal codes, ordinances, standards, health and safety regulations, and water quality regulations.
- Convenes and leads multi-department code enforcement task force efforts; meets with City planning, building, and public works staff and legal counsel regarding complaints and coordinates activities with other staff and code enforcement personnel.
- Oversees and participates in the preparation of "Stop Work" orders, notices of violation or noncompliance and citations according to applicable codes and regulations; issues and distributes letters to property owners notifying them of violation.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; ensures follow-up investigations are conducted for compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at nuisance abatement hearings.
- Monitors progress of criminal complaints and maintains contact with the prosecutor regarding progress; makes decisions regarding plea agreements and orders sought; keeps prosecutor apprised of property owner's progress or lack of progress regarding abatement.
- Reviews, interprets, and analyzes new and proposed legislation; determines effect of legislation on operations and programs of the organization served; advises superiors of findings; takes appropriate action in order to ensure compliance with existing rules and regulations; proposes legislation if appropriate.
- Ensures drive-by or on-site inspections of residential, industrial, and/or commercial areas regarding existence of violations and/or regarding verification of abatement are made; notes possible violations at other property sites during field investigations.
- Provides information to violators, the general public, business community and other government agencies regarding codes, laws, and ordinances; responds to questions, complaints, and inquiries.
- Assists the Fire Department with code violations and acts as liaison between the Fire Department and City Attorney; works with Animal Control regarding joint enforcement issues.
- Assists the general public at the front counter regarding community services and code enforcement requests, complaints, and concerns.
- Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Initiates contacts with residents, business representatives and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues; provides confirmation to public regarding code regulations.
- Serves as a liaison for the department with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Develops and reviews staff reports related to code enforcement activities and services; presents reports to the City Council and various commissions, committees, and boards.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in criminal justice, public administration, communications, or a field related.

Experience:

Five (5) years of increasingly responsible municipal code enforcement experience, including two (2) years supervisory or management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of a California PC832 certification, to be maintained throughout employment.
- Possession of, or ability to obtain within twelve (12) months, a Certified Code Enforcement Officer designation (or equivalent), to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Methods and procedures used in code enforcement including citation issuance procedures.
- Principles, practices, and techniques of code violation investigations.
- Methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Mediation and conflict resolution techniques.
- Principles and practices of leadership.
- Recent developments, current literature and sources of information related to assigned functional areas.
- Advanced principles and methods of research analysis and reporting.
- Advanced requirements of zoning, building and related codes, ordinances, and regulations.
- Practices of researching related legal and technical issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Legal descriptions and boundary maps of real property and legal terminology as used in code enforcement.
- Occupational hazards and standard safety practices necessary in code enforcement.
- General principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Code Enforcement Division.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Explain codes and regulations to property owners, residents, and others.
- Interact cooperatively with community members and groups.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make effective public presentations.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, and other written materials.
- Read and interpret maps, plans and legal descriptions.
- Maintain and update records, logs, and reports.
- Analyze and compile technical information on code investigations and violations.
- Effectively represent the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
- Operate a variety of tools and equipment including small hand tools, pole prunes with a saw attachment, noise meters, 2-way radios, and cameras.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

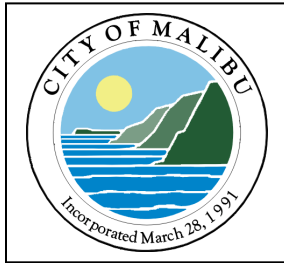
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

CODE ENFORCEMENT OFFICER

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision, enforces City of Malibu codes; identifies, investigates, and issues corrections for violations of the City's municipal, building, zoning, occupancy, signage, and housing codes and of State and City health and safety codes and ordinances; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Code Enforcement Manager or designee. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the City's code enforcement program. 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 work unit.

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.

- Receives, records, and investigates complaints from the public and City staff regarding violations of municipal codes, ordinances, standards, health and safety regulations, and water quality regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Initiates contacts with residents, business representatives and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues; provides confirmation to public regarding code regulations.
- Prepares "Stop Work" orders, notices of violation or noncompliance and citations according to applicable codes and regulations; issues and distributes letters to property owners notifying them of violation.
- Meets with City planning, building and public works staff and legal counsel regarding complaints; coordinates activities with other staff and code enforcement personnel.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and

attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at nuisance abatement hearings.

- Monitors progress of criminal complaints; maintains contact with the prosecutor regarding progress; makes decisions regarding plea agreements and orders sought; keeps prosecutor apprised of property owner's progress or lack of progress regarding abatement.
- Proactively conducts drive-by or on-site inspections of residential, industrial, and/or commercial areas regarding existence of violations and/or regarding verification of abatement; notes possible violations at other property sites during the course of field investigations.
- Provides information to violators, the general public, business community and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries.
- Assists the Fire Department with code violations and act as liaison between the Fire Department and City Attorney; works with Animal Control regarding joint enforcement issues.
- Responds to reports of septic system failures and leaks as needed.
- Assists the general public at the front counter regarding community services and code enforcement requests, complaints, and concerns.
- Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade, supplement by college level coursework or technical training in law enforcement, building inspection or a related field.

Experience:

Two (2) years of experience in the enforcement of municipal codes and zoning laws including public contact and investigative or inspection experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of, or ability to obtain within twelve (12) months of appointment, a California PC832 certification, to be maintained throughout employment.
- Possession of, or ability to obtain within twelve (12) months of appointment, a Certified Code Enforcement Officer designation (or equivalent), to be maintained throughout employment.

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigations.
- Methods and procedures used in code enforcement including citation issuance procedures.
- Methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.

- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Requirements of zoning, building and related municipal codes, ordinances, and regulations.
- Legal descriptions and boundary maps of real property and legal terminology as used in code enforcement.
- Occupational hazards and standard safety practices necessary in the area of code enforcement.
- General principles of risk management related to the functions of the assigned area.
- Recordkeeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Explain codes and regulations to property owners, residents, and others.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Read and interpret maps, plans and legal descriptions.
- Maintain and update records, logs, and reports.
- Analyze and compile technical information on code investigations and violations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and in meetings with individuals.
- Operate a variety of tools and equipment including small hand tools, pole prunes with a saw attachment, noise meters, 2-way radios, and cameras.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

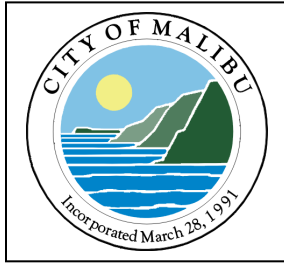
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****COMMUNITY SERVICES DIRECTOR**

Class Description

Established: January 2017

Revised: July 2024

FLSA: Exempt

DEFINITION

Under administrative direction, plans, organizes, directs and oversees the operations, programs, and activities of the Community Services Department, including management of City recreation facilities and development and coordination of broad and diversified recreation programs and activities sponsored by and affiliated with the City; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and various community and regulatory agencies; provides complex professional assistance to the City Manager in areas of expertise; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, supervisory, professional, technical, and administrative staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Community Services Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering the City's mission, goals, and objectives within general policy guidelines.

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.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Community Services Department; establishes, within City policy, appropriate service, and staffing levels.
- Manages the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.

- Assumes full management responsibility for all Community Services Department programs, services, and activities, including park design and improvements, management of City recreation facilities and development and coordination of broad and diversified recreation programs and activities sponsored by and affiliated with the City.
- 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.
- Provides for the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; approves and implements discipline and termination. procedures.
- Oversees and/or participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Plans, directs, and coordinates the Community Services Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to department policies and procedures as appropriate.
- Surveys and assesses the recreation needs of the community; plans and develops specialized recreation programs for youth, senior citizens, and adults; encourages and promotes community interest in recreational activities; works directly with community groups, organizations and individuals relating to recreation programs and activities; organizes, coordinates, and manages special community events; recruits, trains, and works with community volunteers.
- Develops and monitors a comprehensive preventive maintenance program for parks, aquatics center, athletic fields, and recreation facilities; ensures that parks and facilities are kept in a safe and attractive condition; coordinates maintenance needs and activities with those of the Public Works Department to ensure cooperative and efficient maintenance of landscaped areas.
- Assists in and advises on the acquisition of pending and future parkland and the development of recreation facilities; represents the park and recreation interests of the City; prepares public information materials and press releases.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Represents the department to other City departments, elected officials, and outside agencies; provides staff support to commissions, committees, and task forces; performs a variety of public relations and outreach work related to community services activities.
- Receives, investigates, and responds to difficult and sensitive public complaints, inquiries, and requests for services.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major coursework in recreation management or administration, business or public administration, or a related field.

Experience:

Eight (8) years of increasingly responsible professional experience in parks and recreation service and program delivery, including four (4) years of management and administrative experience.

Licenses and Certifications:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Principles and practices of leadership.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Recent development, current literature, and sources of information related to community services.
- Principles and practices of strategic plan development.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation policy and procedure development, quality control, and work standards.
- Grant administration and implementation.
- Public agency budgetary, contract administration, City-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures related to municipal recreation program development and management.
- Organization and management practices as applied to the development, analysis and implementation of programs, policies, and operational needs of the Community Services Department.
- Geographic, socio-economic, transportation, political and other elements related to recreational facilities and programs.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, work standards.
- Provide administrative, management and professional leadership for the Community Services Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Receive and respond to a variety of questions from the general public, community groups and elected officials; interpret community services related programs, policies, processes, codes, and regulations.
- Conduct complex research, compile technical and statistical information to evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Make effective public presentations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, documentation and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

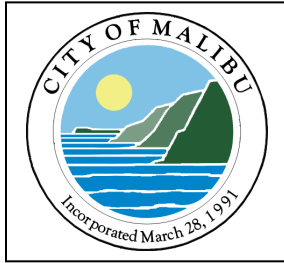
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although 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 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****DEPUTY CITY CLERK**

Class Description

Date Established: July 2013

Date Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision, provides administrative and program support to the City Clerk in the preparation of agendas, minutes and City Council actions and the maintenance of official documents and records; assists with various City election processes; provides varied, technical, complex and specialized office administrative and clerical support to the City Clerk; coordinates assigned activities with those of other City departments; acts for the City Clerk on a relief basis; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the City Clerk's Office. 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 work unit.

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.

- Performs difficult, complex, technical and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills.
- Assists with the preparation and distribution of City Council agenda packets and attends meetings as necessary; records and transcribes minutes of the proceedings.
- Posts agendas, staff reports and other official records on the City website.
- Assists with the conduct of municipal elections.
- Prepares special commendations in the form of proclamations, certificates of recognition, and City tiles.
- Notarizes documents for City business and the general public.
- Assists the City Clerk in fulfilling the duties of "Filing Official" and "Filing Officer" under the conflict of interest and campaign provisions of the Political Reform Act.
- Responds to staff and public inquiries received and processes public records requests.
- Updates and distributes the City Directory.
- Maintains appointment schedules and calendars, arranges meetings and conferences and prepares and distributes materials.
- Performs and coordinates complex records management activities, including filing, storage, data entry, indexing, tracking and retrieval of City records; coordinates with other departments on administration of the records retention schedules; assists with legislative history indexing and updating.

- Supports and assists other departments in the record digitalization processes and integration of electronic records management systems.
- Maintains and distributes changes for the City of Malibu Municipal Code and website.
- Assists with contract maintenance; monitors effective dates and fulfillment of insurance requirements.
- Receives and processes all invoices for the City Clerk's Office; monitors and maintains the budget.
- Prepares correspondence, reports, forms, work orders and specialized documents related to the City Clerk's office from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies and correct English usage, including grammar, punctuation, and spelling.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade, supplemented by college level coursework or technical training in office management, business administration, or related field.

Experience:

Four (4) years of increasingly complex administrative support experience, including one year (1) supporting a board, commission, or similar governing body.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of, or successful acquisition within six months, a valid Notary Public license, to be maintained throughout employment.

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Business letter writing and the standard format for reports and correspondence.
- Principles, practices, and procedures related to public agency record keeping, municipal elections and the City Clerk function.
- Automated and manual records management principles and practices including legal requirements for recording, retention, and disclosure.
- Business arithmetic and basic statistical techniques.
- Parliamentary procedures and the Brown Act.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform technical, specialized, complex, office support work for the City Clerk's Office.
- Prepare and maintain accurate and precise written documents such as official minutes, resolutions and ordinances, and reports, records, forms, agendas, presentations, and correspondence.
- Establish, maintain, and research departmental and City-wide files.
- Prepare agendas and meeting minutes.
- Make accurate arithmetic calculations.
- Ensure official City documents and records are properly processed, filed and maintained; provide notary services.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact

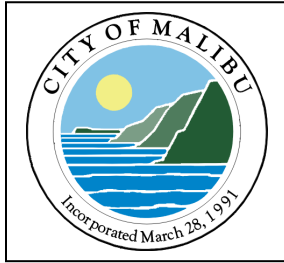
with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

May be required to work evenings to attend City Council meetings.

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.

**CITY OF MALIBU****DEVELOPMENT AND OPERATIONS MANAGER**

Class Description

Established: July 2022

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, manages and coordinates the Planning Department's development services functions including customer service, public engagement, processing of applications and issuance of permits; participates in the development of policies and strategies for division operations; acts as a liaison between customers and other City departments and outside agencies; manages the effective use of division resources to improve organizational productivity and customer service; provides complex professional assistance to the Planning Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Director. Exercises direct supervision over professional, technical, and administrative staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff and operations of the Development Services Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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 the daily functions, operations, and activities of the Development Services Division; ensures timely, efficient, effective and high-quality service delivery of permit processing.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Coordinates with information technology (IT) personnel to develop and implement technology-based applications for monitoring and evaluating the department's workload and efficiency; evaluates and implements new electronic and web-based systems and procedures to improve efficiency and enhance customer service.

- Performs a variety of public engagement activities including meeting with community organizations, in-house committees and focus groups, and individual members of the public; investigates and resolves complaints and meets with customers to review status of permit activity as needed.
- Manages the department's legal noticing and public outreach operations including website, brochures, handouts, forms, statistical performance reports, online databases, and other means to educate members of the public of the department's performance and procedures.
- Participates in the selection of, trains, motivates, and evaluates personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops requests for proposals, scope of work statements, and technical specifications; analyzes proposals and recommends selection; manages work performed by consultants for the department; performs contract administration.
- Reviews, interprets, and analyzes new and proposed legislation; determines effect of legislation on operations and programs of the organization served; advises superiors of findings; takes appropriate action in order to ensure compliance with existing rules and regulations; proposes legislation if appropriate.
- Participates in the development, administration, and oversight of assigned budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Serves as a liaison for the department with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Develops and reviews staff reports related to permit processing activities and services; presents reports to the City Council and various commissions, committees, and boards.
- Assists in the department's efforts in responding to public records requests and provides guidance regarding public records, the Public Records Act, the Freedom of Information Act, and the Brown Act.
- Responds to inquiries regarding the Municipal Code and the Local Coastal Program and its applicability to various situations, the building and planning processes in general, the existence and scope of permits and plans in effect on specific properties.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major coursework in planning, environmental science, business or public administration, or a related field.

Experience:

Five (5) years of increasingly responsible professional experience in community development or planning, including two (2) years in a lead or supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

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 techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of leadership.
- Principles, practices, and procedures related to processing planning and building permits.
- Principles and practices of records management.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Modern principles and practices, technical and legal issues, and research methods of building code and permit processing and compliance.
- Recent developments, current literature and sources of information related to assigned functional areas.
- Practices of researching related legal and technical issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of contract administration and general principles of risk management related to the functions of the assigned area.
- Principles and practices of budget preparation and administration.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Development Services Division.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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.
- Making effective public presentations.

- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Interpret permitting programs for the general public.
- Prepare clear and concise reports, correspondence, and other written materials.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

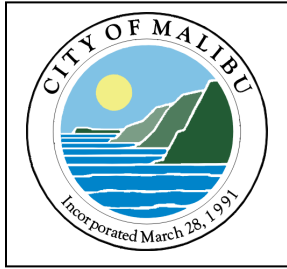
When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

ENVIRONMENTAL CONDITIONS

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 departmental 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.

**CITY OF MALIBU****EMERGENCY SERVICES COORDINATOR**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, plans, organizes, oversees, and coordinates the City's emergency management program to assist in the City's response to disasters and national security emergencies; coordinates and confers with staff, federal and state agencies, and private organizations to implement and maintain emergency response plans, manuals, and standard operating procedures, utilizing regulatory guidelines and requirements; assists in coordinating emergency response and recovery operations; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Safety Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of the emergency management program. Incumbents have responsibility for independently coordinating and implementing the program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Develops, prepares, and maintains the City's emergency operations plan and supporting documentation such as incident specific plans, emergency operations center procedures and call-out lists.
- Participates in the development and implementation of goals and objectives for assigned programs; assists in evaluating program effectiveness and efficiencies; recommends and implements, upon approval, policy, and procedural changes to enhance program effectiveness.
- Assists in development of program budget; maintains fiscal records; monitors expenditures to ensure spending is within budgeted limitations.
- Researches, plans, prepares, and implements emergency plans consistent with state and federal laws and regulations; organizes, schedules, and implements emergency preparedness activities and other related programs.

- Serves as a liaison with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Confers with a variety of agencies, vendors, subject matter experts, and the general public in acquiring information and coordinating disaster preparedness, emergency operations and public safety programs; provides information regarding assigned programs.
- Directs and supports emergency response efforts during incidents, including establishing emergency operations centers, coordinating resource allocation, and ensuring the efficient deployment of personnel and equipment.; acts as City Liaison Officer during emergency situations.
- Plans, provides for and/or personally conducts emergency management skills trainings, Volunteer Emergency Response Team trainings and meetings, Community Emergency Response Team trainings, and Cardiopulmonary Resuscitation (CPR) and First Aid trainings for City staff, volunteers, and the public.
- Plans, oversees, and administers a workplace safety program for City staff, including creating informational hand-outs and pamphlets.
- Develops staff reports related to assigned activities and services; presents reports to the Public Safety Commission, City Manager, and outside agencies; performs a variety of public relations and outreach work related to assigned activities, including staffing and supervising Emergency Preparedness booths at public events.
- Represents the City in contacts with the local school district, other outside agencies, local business groups and the public to review emergency preparedness and evacuation plans and to stress emergency preparedness planning.
- Writes, implements, and monitors grants and workplans; makes recommendations to management for compliance with mandated requirements and implements management decisions; monitors program activities, policies, and procedures for compliance with grant guidelines and rules.
- Serves as a Director on the Board of Disaster Management area B.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in emergency management, public or business administration, or a related field.

Experience:

Three (3) years of responsible administrative and/or technical experience in emergency management, disaster response, and/or other related emergency preparedness programs.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

- Possession of a Professional Development Series certification issued by the State Office of Emergency Services to be maintained throughout employment.
- Completion of Standardized Emergency Management System training.
- Completion of, within six (6) months of appointment, FEMA ICS 100 & 200 and IS 700 & 800.

Knowledge of:

- Principles of program planning, implementation, and evaluation.
- Principles and practices of grant administration.
- Principles, practices, and procedures related to disaster preparedness, emergency operations, public safety administration, and special event coordination.
- Methods and techniques of developing and conducting training.
- Local, state, and federal laws governing emergency management and reimbursement.
- Recent developments, current literature and sources of information related to emergency preparedness.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Administer programs in an independent and cooperative manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Recommends and implements goals, objectives, and practices for providing effective and efficient services.
- Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Identifies and responds to issues and concerns of City management, the City Council and a variety of professional groups, commissions, and committees.
- Effectively represents the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Prepares clear and concise reports, correspondence, and other written materials.
- Makes effective public presentations.
- Uses tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organizes work, set priorities, meets critical deadlines, and follows-up on assignments.

- Communicates clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.
- Effectively uses computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

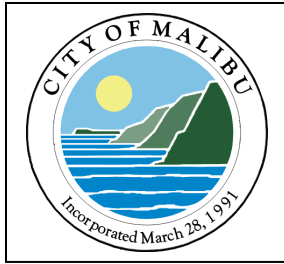
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. 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 CONDITIONS

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 departmental 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.

**CITY OF MALIBU****ENVIRONMENTAL SUSTAINABILITY DIRECTOR/BUILDING OFFICIAL**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Exempt

DEFINITION

Under administrative direction, plans, organizes, directs, and oversees all activities of the Environmental and Sustainability Department including permitting, building safety, building plan check and inspection, clean water, environmental, and wastewater administration; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager, the City Council and others in areas of expertise; acts as the City's Building Official; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, professional, technical, and administrative staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Environmental and Sustainability Department, including building safety, permit services, clean water, wastewater, environmental services, and administration. The classification provides assistance to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering the City's mission, goals, and objectives within general policy guidelines.

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.

- Assumes full management responsibility for all Environmental and Sustainability Department programs, services, and activities, including permitting, building safety, building plan check and inspection, clean water, environmental, and wastewater administration. Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Environmental and Sustainability Department; establishes, within City policy, appropriate service and staffing levels;

prepares and administers the department's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implements budgetary adjustments as necessary.

- Plans, directs, and coordinates the Environmental and Sustainability Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs.
- 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 for improvement; directs the implementation of changes.
- Plans, organizes, administers, reviews, and evaluates the work of professional, technical and office support staff, directly or through subordinate levels of supervision.
- Designs, prepares, and recommends appropriate codes and ordinances relating to environmental compliance, wastewater operations, General Plan, land use, zoning, subdivisions, and other environmental and community development matters.
- Confers with engineers, developers, architects and a variety of agencies and the general public in acquiring information and coordination of building, wastewater, environmental and related matters; provides information regarding City development.
- Explains and interprets Environmental and Sustainability Department programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Environmental and Sustainability Department programs, policies, and procedures as appropriate.
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in various committee, commission meetings and professional group meetings; stays abreast of new trends and innovations in the fields of environmental compliance and community development; represents the City in meetings with members of community, business, professional and governmental organizations.
- Prepares, reviews, and completes various reports, including committee and commission reports, land use reports, special management reports requested by the City Manager, City Council and various committees and commissions, and related documentation.
- Receives, investigates, and responds to the most complex citizen complaints, inquiries, and requests for services.
- Conducts field inspections, evaluates, and makes recommendations; participates in resolving code enforcement related issues as necessary.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs other 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 a bachelor's degree from an accredited college or university with major coursework in engineering, environmental sciences, public administration, or a related field.

Experience:

Eight (8) years of increasingly responsible experience in planning, building and safety, community development, and/or environmental compliance, including four (4) years of management and administrative experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Environmental and Sustainability Department.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Public agency budgetary, contract administration, City-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Principles, practices and procedures related to environmental health, safety and compliance, particularly as related to municipal wastewater operations.
- Local coastal environmental issues.
- Basic GIS concepts and applications.
- Theory, principles, and content of General Plan, land use, zoning, subdivision, building and planning regulations, planning and environmental laws and related City, County, State, and Federal laws and ordinances, such as CEQA.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques, and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the Environmental and Sustainability Department.
- Prepare and administer large and complex budgets, allocating limited resources in a cost-effective manner.

- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Select, train, motivate and evaluating the work of staff and train staff in work procedures.
- Conduct effective negotiations and effectively represent the City and the department in meetings with developers, governmental agencies contractors, vendors, and various business, professional, regulatory, and legislative organizations.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Develop, recommend, interpret, and apply the City's General Plan and Development Code.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Directing the maintenance of and maintaining accurate records and files.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic, financial and statistical computations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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 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 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.

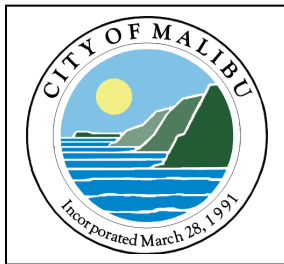
ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

ENVIRONMENTAL COMPLIANCE COORDINATOR

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, plans and administers City environmental programs and ensures compliance with state, federal, and local regulatory requirements; oversees compliance programs including water quality monitoring and enforcement, stormwater management, and pollutant discharge inspections; performs a variety of administrative, programmatic, and budgetary duties in support of environmental compliance programs; monitors regulatory standards and recommends and implements process and/or operational changes; represents the City with state and regional regulatory bodies; provides complex professional staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. May exercise functional supervision over technical and clerical staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of a comprehensive environmental compliance program including program budget development and administrative functions. 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 work unit.

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.

- Develops, implements, coordinates, and administers environmental programs and projects and ensures ongoing regulatory compliance, including water quality monitoring and enforcement, stormwater management, pollutant discharge inspection, and solid and hazardous waste support; monitors conditions and activity for meeting compliance standards and submits regulatory documents.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies, procedures, and standard operating protocols to enhance operational efficiency and effectiveness.
- Oversees stormwater management and other clean water programs which encourage the flow of clean water into streams and the ocean; ensures standards comply with state and local regulations; compiles, prepares, and submits water quality reports to governmental agencies.

- Assists in planning, developing, and implementing National Pollutant Discharge Elimination System (NPDES) policies and procedures; tracks all activities, trainings, illicit discharge, or connection responses; attends meetings, and public outreach or education campaigns for NPDES compliance; prepares the Annual NPDES Report.
- Performs inspections of businesses, construction sites, and industry establishments for compliance with NPDES, Integrated Waste Management Act and other regulatory and local environmental requirements; ensures and conducts follow-up inspections following violations of requirements; provides training for the affected business community; develops necessary documents, forms, and checklists for inspection purposes.
- Represents the department and its environmental programs to other City departments, outside agencies, and the community; coordinates department activities with those of other departments and outside agencies and organizations.
- Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental programming.
- Prepares, reviews, and completes various reports, including regulatory compliance reports, special reports requested by the Environmental Sustainability Director and related documentation.
- Receives, investigates, and responds to citizen complaints, inquiries, and requests for services.
- Supervises the work of consultants; participates in developing requests for proposals as well as bids for projects and/or services; supports the monitoring and administration of contracts.
- Participates in solid waste management, hazardous waste collection and waste prevention programs; assists in planning, developing, and implementing policies and procedures, and prepares periodic reports; coordinates permitting of solid waste haulers.
- Supervises and coordinates solid waste management special programs, including bulky item collection, Christmas tree drop-off events, green waste, brush clearance and others.
- Develops and administers the environmental compliance program budget.
- Assists in preparing and monitoring program grants and related proposals.
- Plans, develops, and coordinates public outreach and educational programs dealing with environmental issues of the community and interest groups; designs and creates educational materials, such as brochures.
- Monitors changes in laws, regulations and technology that may affect the City's environmental programs; implements policy and procedural changes as required.
- Provides technical staff support in review of environmental documents and legislation; assists in preparation of ordinances and other supporting program documents; assists in developing and implementing policies and procedures to comply with applicable laws and regulations.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

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 bachelor's degree from an accredited college or university with major coursework in environmental science, public health, biological science, chemistry, or a related field.

Experience:

Three (3) years of increasingly responsible experience administering environmental programs, including performing compliance reporting.

License:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Principles, practices, and methods of planning, developing, implementing, and administering municipal environmental compliance programs.
- Applicable federal, state, and local laws, codes, and regulations relating to the management of water quality, stormwater/NPDES, and other environmental issues.
- Environmental issues and concerns related to solid, hazardous, and recoverable waste collection and disposal; solid waste and recycling programs.
- State and federal grant programs.
- Principles and practices of effective program management and coordination, including long- and short-range planning.
- Principles and practices of contract negotiation and administration.
- Marketing, public information, and community relations concepts including negotiation techniques and presentation skills.
- Basic principles and practices of budget preparation.
- Principles and procedures of record keeping and reporting.
- Research techniques, methods, and procedures.
- City safety rules and occupational hazards and standard safety practices necessary in the assigned areas.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, and educational organizations.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, develop, and implement integrated water quality, stormwater management, and pollutant discharge inspection programs.
- Recommend comprehensive environmental planning policies and programs based upon community needs, available resources, and overall City priorities and policies.
- Identify and analyze complex technical, operational, and administrative problems and evaluate alternative solutions.
- Conduct cost analyses and administer program budgets.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals, governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

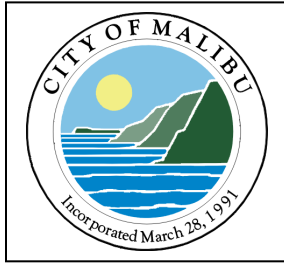
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit and inspect business sites; stamina to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is partly a sedentary office classification although standing in work areas and walking between work areas may be required. The job may involve field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, 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. Positions in this classification occasionally lift and carry equipment, objects, reports, and records that typically weigh less than 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, although the job involves outdoors field inspections, exposure to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, hazardous materials, 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.

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.

**CITY OF MALIBU****ENVIRONMENTAL HEALTH ADMINISTRATOR**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, assists in planning, directing, administering and evaluating the City-wide Wastewater Management Program; develops and implements ordinances and regulations to promote the facilitation of decentralized wastewater treatment facilities, safety inspections, training and policy administration; administers and conducts plan check reviews of Onsite Wastewater Treatment Systems; provides complex professional staff assistance to the Environmental Sustainability Director and Division Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises functional supervision over technical and clerical staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of a comprehensive wastewater management program, including program budget development and maintenance and administrative functions. 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 work unit.

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.

- Assists in planning, organizing, managing, and directing the City's Wastewater Management Program, which ensures the environmental compliance of Onsite Wastewater Treatment Systems (OWTS), including the Operating Permit program.
- Reviews and evaluates OWTS submittals for conformance with applicable state, local, and City codes, regulations, and ordinance.
- Conducts inspections and investigations for compliance with applicable OWTS codes and ordinances.
- Assists in the City's compliance with the Local Agency Management Plan development and Memorandum of Understanding with the Regional Water Quality Control Board.
- Provides technical staff support in the review of OWTS documents, reports and legislation as needed.
- Supervises and directs the work of outside consultants to develop or implement projects related to the Wastewater Management Program and related OWTS projects.

- Plans, develops, and coordinates public outreach and educational programs regarding OWTS issues for the community and interest groups; designs and creates educational materials, such as brochures and flyers.
- Represents the department and its environmental programs to other City departments, outside agencies, and the community; coordinates division activities with those of other departments and outside agencies and organizations.
- Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of environmental programming.
- Assists and participates in Technical Advisory meetings, Community Outreach Meetings, and related community and City boards and committees.
- Prepares, reviews, and completes various reports, including special reports as requested, and related memoranda and documents.
- Receives, investigates, and responds to citizen complaints, inquiries, and requests for services.
- Monitors changes in laws, regulations and technology that may affect the assigned program; implements wastewater policy and procedural changes as required.
- Provides training for City staff upon request.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in environmental science, public health, biological science, chemistry, physical science, or a related field.

Experience:

Three (3) years of increasingly responsible experience in wastewater treatment system design, construction, inspection, and/or compliance, including experience with onsite treatment systems.

Licenses and Certifications:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.
- Must possess and maintain a valid certificate of registration as an Environmental Health Specialist in the State of California, or a Registered Civil Engineer, or a Registered Geologist, or equivalent.

Knowledge of:

- Principles, practices, and methods of planning, developing, implementing, and administering municipal wastewater management programs.
- Systems and other environmental issues relating to wastewater management programs.
- Methods of research, program analyses, product analyses, and report preparation.

- Principles and practices of effective program management and coordination, including long and short-range planning.
- Basic principles and practices of contract negotiation and administration
- Marketing, public information, and community relations concepts including negotiation techniques and presentation skills.
- Hazardous materials storage, treatment, and disposal.
- Principles and procedures of record keeping and reporting.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, develop, and implement a Wastewater Management Program and coordinate with other agencies.
- Recommend comprehensive wastewater planning policies and programs based upon community needs, available resources and overall City priorities and policies.
- Coordinate the Wastewater Management Program with other departments and agencies and prepare sound, oral and written reports, and recommendations.
- Identify and analyze complex technical, operational, and administrative problems and evaluate alternative solutions, and recommend or adopt effective changes; present ideas persuasively in both oral and written formats.
- Conduct cost analyses and administer program budgets.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

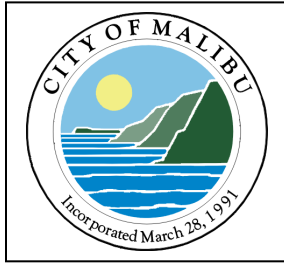
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit and inspect various City and construction sites; stamina to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is partly a sedentary office classification although standing in work areas and walking between work areas may be required. The job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, 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. Positions in this classification occasionally lift and carry equipment, objects, reports, and records that typically weigh less than 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although the job involves outdoors field inspections, occasional exposure to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, hazardous materials, and physical substances, 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.

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.

**CITY OF MALIBU****ENVIRONMENTAL PROGRAMS MANAGER**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages the work of staff performing difficult and complex professional, technical, and office support related to all programs and activities of the Environmental Programs Division of the Environmental Sustainability Department; participates in the development of policies and strategies for department operations; administers environmental services and compliance programs including stormwater, solid waste and recycling, water, and hazardous and toxic material control and disposal; provides professional assistance to the Environmental Sustainability Director/Building Official, the City Council and others in areas of expertise; oversees, reviews and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction by the Environmental Sustainability Director/Building Official. Exercises general and direct supervision over professional, technical, and clerical staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff and operations of the Environmental Programs Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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 the daily functions, operations, and activities of the Environmental Programs Division; manages and administers environmental services and compliance programs including stormwater, solid waste and recycling, water, and hazardous and toxic material control and disposal.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding; identifies and secures local, state, and federal funding opportunities for code enforcement activities.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- 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 for improvement and reviews with the Director.
- Plans, directs, coordinates, and reviews the work plan for the Environmental Programs Division; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Oversees the planning and implementation of stormwater management and other clean water programs which encourage the flow of clean water into streams and the ocean.
- Oversees the planning and implementation of solid waste management, integrated waste management, recycling and waste prevention, hazardous waste disposal, hazardous and toxic material control programs, safety inspections, training, and policy administration.
- Plans, develops, oversees, and directs the implementation of National Pollutant Discharge Elimination System (NPDES) policies and procedures; and public outreach or education campaigns for NPDES compliance; directs the preparation of the Annual NPDES Report.
- Plans, organizes, oversees, and directs annual inspections of businesses and industry establishments for compliance with NPDES requirements; Integrated Waste Management Act and other regulatory and local environmental requirements; directs the provision of training.
- Plans, develops, implements, and manages various environmental plans to meet regulatory requirements.
- Plans, organizes, manages, and directs programs which encourage environmentally sound and cost-effective methods for the disposal of garbage, recovery of recyclables and waste prevention.
- Plans, develops, and implements solid waste policies and procedures to comply with recycling laws and regulations.
- Prepares and monitors program grants and related proposals.
- Plans, develops, and directs the coordination of public outreach and educational programs dealing with environmental issues of the community and interest groups.
- Serves as a liaison for the Environmental Sustainability Department with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Environmental Sustainability Director/Building Official; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to environmental programs, policies, and procedures, as appropriate.
- Develops and reviews staff reports related to environmental programming activities and services; presents reports to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to environmental program activities.

- Participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations in the field of environmental programming.
- Receives, directs, and conducts investigations, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
- Monitors changes in laws, regulations and technology that may affect the City's environmental programs; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in environmental science, public health, biological science, chemistry, or a related field.

Experience:

Six (6) years of increasingly responsible experience administering and coordinating environmental programs, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- 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.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Recent developments, current literature and sources of information related to environmental programs.
- Geographic, socio-economic, political, and other elements related to areas of assignment.
- Practices of researching work-related issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices in the management of solid waste practices, stormwater/NPDES, and other environmental issues.
- Environmental issues and concerns related to solid, hazardous, and recoverable waste collection and disposal; solid waste and recycling programs.

- Principles of contract administration and general principles of risk management related to the functions of the assigned area.
- Principles and practices of budget preparation and administration.
- Marketing, public information, and community relations concepts including negotiation techniques and presentation skills.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Environmental Programs Division.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Administer complex, technical, and sensitive environmental programs in an independent and cooperative manner.
- Plan, design, implement, and administer comprehensive environmental planning policies and programs based upon community needs, available resources and overall City priorities and policies.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Identify and respond to City Council issues and concerns.
- Make effective public presentations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals
- Prepare clear and concise reports, correspondence, policies, and procedures.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

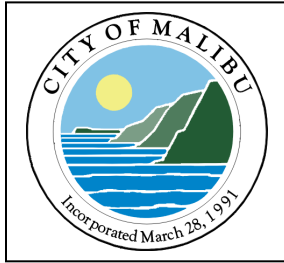
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although the job may involve some field inspection work requiring walking at inspection site areas 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 20 pounds.

ENVIRONMENTAL CONDITIONS

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, 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.

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.

**CITY OF MALIBU****ENVIRONMENTAL SUSTAINABILITY ANALYST**

Class Description

Established: June 2017

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under direction, plans, implements and coordinates specialized programs and projects within the City and the Environmental Sustainability Department; conducts analytical studies and policy analysis and participates in budget preparation and administration; conducts inspections for illicit discharge and compliance with regulations and policies; develops and implements community education and outreach programs on environmental compliance, water and energy efficiency, conservation, and related sustainability programs; develops, summarizes and maintains programmatic and administrative records; fosters cooperative working relationships among City departments and acts as liaison to various community, public and regulatory agencies; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. May exercise functional supervision over technical and clerical staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of departmental programs, budget development and maintenance and administrative functions. 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 work unit.

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.

- Develops, implements, coordinates, and administers programs and projects in areas such as clean water, energy efficiency, green building, solar, watershed management, sustainable procurement, and hazardous materials management.
- Research environmental and sustainability issues, conducts studies and prepares reports recommending appropriate courses of action and strategies in support of the goals and objectives of the Environmental Sustainability Department.
- Coordinates and/or assists in the preparation and administration of the environmental program budget.
- Conducts complex studies, statistical analysis, needs assessments and evaluations of sustainable programs and policies; prepares and presents written and oral reports recommending appropriate courses of action.
- Develops and implements community outreach and education program on environmental and sustainability topics and issues.

- As assigned, performs inspections for illicit discharge and compliance with NPDES and other regulations and policies; receive, investigate, and conduct site visits to citizen complaints, inquiries, and service requests regarding illicit discharges and other environmental concerns.
- Identifies best practices in specific program or service areas and composes reports, summaries, analyses, and recommendations.
- Serves as liaison to the City's Environmental Sustainability Subcommittee.
- Disseminates information and handles complaints and requests for information.
- Participates in professional organizations to promote City programs and to stay current with the latest trends and innovations in sustainability and the environment.
- Monitors changes in laws, regulations and technology that may affect the City's regulatory obligations and environmental programs; implements policy and procedural changes as required.
- Interprets and applies rules, regulations, and policies to environmental and sustainability programs.
- Assists in the implementation of solar energy improvements to City Hall, the transition to an electric vehicle fleet, and the upgrading of City facilities for higher efficiency.
- Researches potential outside funding sources for local programs and prepares grant applications and accompanying reports, as necessary.
- Trains and coordinates the work of support personnel in area of assignment, as assigned; direct the work of outside consultants.
- Represents the Environmental Sustainability Department and its environmental programs to other City departments, outside agencies, and the community; coordinates department activities with those of other departments and outside agencies and organizations.
- Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings.
- Provides technical staff support in review of environmental documents and legislation; assists in preparation of ordinances and other supporting program documents; assists in developing and implementing policies and procedures to comply with applicable laws and regulations.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in environmental science, urban planning, biological science, chemistry, public or business administration, or a related field.

Experience:

Three (3) years of experience performing research and analysis, community education and outreach, or program administration and compliance related to sustainability and environmental programs.

License:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Principles, practices, and techniques of public administration and program management, with emphasis in sustainability and environmental programs and policy.
- Applicable federal, state, and local laws and regulations related to the environment and sustainability.
- Energy efficiency, green building standards, and building science.
- Principles, practices and techniques of research and analysis
- Professional report writing.
- Basic principles and practices of budget preparation.
- Principles of program planning, monitoring, implementation, and evaluation.
- Principles and procedures of record keeping and reporting.
- Marketing, public information, and community relations concepts including negotiation techniques and presentation skills.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, implement, and coordinate a variety of environmental and sustainability programs and projects.
- Coordinate programs with other departments and agencies and prepare sound, oral and written reports, and recommendations.
- Identify and analyze complex technical, operational, and administrative problems and evaluating alternative solutions, and recommend or adopt effective changes; presenting ideas persuasively in both oral and written formats.
- Conducting cost analyses and administering program budgets.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Prepare and maintain accurate and complete records.
- Respond to requests and inquiries from the public.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Lead and train staff.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

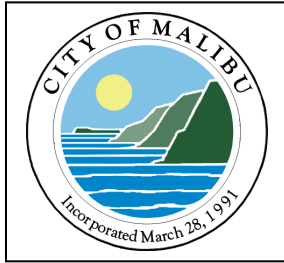
When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, although the job involves outdoors field inspections, exposure to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, hazardous materials, 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.

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.

**CITY OF MALIBU****EXECUTIVE ASSISTANT**

Class Description

Date Established: July 2013

Date Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, provides varied, complex, and confidential office administrative and clerical support to the City Manager, City Council, and other City management and administration staff; fosters cooperative working relationships among and acts as first point of contact for other divisions, departments, the City Manager's Office, City Council, various public and private groups, and the general public; participates in the development, administration and implementation of administrative policies, procedures and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This advanced journey-level classification is responsible for independently performing administrative duties in support of City Manager, City Council, and associated staff. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from other office administrative classes in that the nature and scope of responsibilities originating at a City-wide level require a broader understanding of City functions and the capability of relieving City management staff of day-to-day office administrative and coordinative duties.

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.

- Oversees and ensures that the administrative functions of the City Manager's office are effectively carried out.
- Answers questions from, transmits information to, and provides office administrative support to the City Council.
- Maintains multiple calendars and coordinates the schedules of the City Manager and other City management and administration staff with those of members of the Council, representatives of other organizations, and the public; makes travel arrangements as required.

- Receives and screens visitors, telephone calls, emails, and regular mail; provides information and resolves issues for City staff, other organizations, and the public, which often requires the use of judgment and the interpretation of policies, rules, and procedures.
- Provides a variety of support to boards, committees, and task forces, including reserving meeting rooms, maintaining access reports, compiling, and distributing agenda packets, attending meetings, formatting, and distributing minutes, and following up on decisions as required.
- Assists with the administration of program, division, department and/or capital project budgets; monitors revenue and expenditures; compiles and reviews budget requests; evaluates the need for changes in budgetary allocations.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, preparing contracts and agreements, purchasing supplies, arranging for equipment purchase and maintenance, attending meetings, and serving on various task forces and committees.
- Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Oversees management of City website, including quality control, accessibility, adherence to site standards, and user management; trains new staff on content management.
- Provides back up support to City Clerk's Office and benefit administration functions.
- May direct the work of other office support staff on a project or day-to-day basis; trains staff in work procedures and provides policy interpretation.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade, supplemented by college level coursework or technical training in office management, business administration, or related field.

Experience:

Five (5) years of responsible administrative experience including support of executive management or high-level officials.

Licenses and Certifications:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Principles of providing functional direction and training.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.

- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Project coordination and implementation procedures.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Appropriate reception and telephone etiquette.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures.
- Train staff in work procedures.
- Perform research and prepare reports and recommendations.
- Establish and maintain a records management system.
- Maintain a variety of filing, recordkeeping and tracking systems.
- Make accurate arithmetic and statistical calculations.
- Take notes rapidly and accurately transcribe own notes.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTSL 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

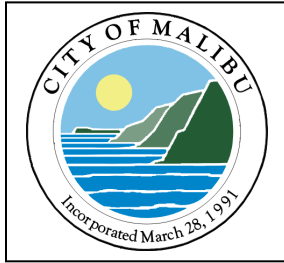
the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions 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 15 pounds.

ENVIRONMENTAL CONDITIONS

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.

**CITY OF MALIBU****FINANCIAL ANALYST**

Class Description

Established: August 2016

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under direction, performs a variety of professional accounting and financial analysis duties in support of activities and operations of the Finance Division; prepares a variety of financial, accounting, and analytical reports; prepares and reconciles financial and accounting transactions; assists in formulating policies and procedures related to financial and accounting activities; conducts a variety of special projects and studies; ensures compliance with applicable legal or regulatory requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. May exercise functional supervision over technical staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of the City's accounting and financial services programs. Positions at this level exercise judgment and initiative in their assigned tasks, receiving only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

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.

- Performs a variety of financial analysis, including revenue and expenditure projections and forecasting, cash flow analysis, cost containment and distribution, and grant funds disbursement.
- Records, processes, and analyzes financial transactions, including reconciliations, general ledger account coding, and expenditure verification to ensure accounting accuracy.
- Analyzes and implements automations and improvements to the City's cash receipting and banking activities.
- Analyzes City's revenues and prepares revenue-related accounting entries.
- Gathers and analyzes data on existing programs; performs complex statistical analysis, conducts surveys, and prepares proposals, including financial policy and procedure requirements.
- Prepares consolidated monthly, quarterly, and annual financial statements; allocates administrative and overhead costs, fringe benefits, and other expenses.
- Coordinates external revenue audits.
- Provides backup for all areas of cash management, revenues, investments, cashiering, and license and permits.
- Assists in the development of the City's budget.

- Analyzes financial performance against budgets and forecasts, identifying variances, and providing explanations for discrepancies.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary, and technical reports including income statements, balance sheets, and cash flow statements.
- Participates in utility billing rate changes; develops correspondence to distribute to customers explaining rate changes; performs computer queries of customer accounts for incorrect billing or missing accounts.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains database, records, and a variety of periodic and special financial, accounting, and statistical reports.
- Reconciles transactions and data as directed; records changes, and resolves differences, maintains the accuracy of the accounting and financial records.
- Performs complex and technical accounting work for cash control, accounts payable and receivable, and payroll.
- Serves as a liaison for the Finance Division with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Financial Controller; prepares and presents staff reports and other necessary correspondence.
- Assists customers, departments, and employees by providing answers and information regarding specific account information, discrepancies and/or general accounting procedures; and updates related files and departments on action items.
- Assists with special projects as required.
- Provides oversight and backup for the City's payroll function.
- Monitors and provides back-up for Accounts Payable and Accounts Receivable functions.
- Assists with cash management and investments.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in accounting, finance, business or public administration, or a related field.

Experience:

and Three (3) years of increasingly responsible professional level accounting, financial planning, and/or budgeting work experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles, practices, and methods of financial and accounting transactions, processes, and controls.

- Principles and practices of government accounting and standards, including reporting requirements, practices, and policies.
- Revenue, expenditure, and fund balance forecasting and budget development and administration.
- Research, quantitative analyses, mathematical and statistical calculations, and reporting methods, techniques, and procedures.
- Principles and practices of financial recordkeeping.
- Methods and techniques of effective technical report preparation and presentation.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Records management principles and practices.
- Principles of business letter writing and basic report preparation.
- Benefits administration and payroll reporting and payment requirements of various state and federal agencies and benefit providers.
- Principles and practices of auditing payroll documents.
- Techniques for providing a high level of customer service, by dealing effectively with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret, apply, and explain policies, procedures and regulations on City accounting, finance, budget, and payroll operations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Review payroll and other financial documents for completeness and accuracy.
- Maintain accurate and confidential records.
- Review, post, balance, reconcile, and maintain accurate financial records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues and exercising sound independent judgment within procedural guidelines.
- Prepare complex accounting records and transactions.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain, and research records and data.
- Make accurate arithmetic, financial and statistical computations.
- Prepare, maintain, and present accurate and organized statistical and narrative reports and records.
- Analyze and review financial data to develop forecasts and trends.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with employees and those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

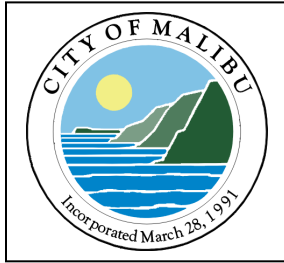
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although 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 CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****FINANCIAL CONTROLLER**

Class Description

Established: January 2024

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages the staff and operations of the Finance/Accounting Division including payroll, accounts payable, budget, general ledger, annual financial audit and preparation of the Annual Comprehensive Financial Report (ACFR); participates in the development of policies and strategies for division operations; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; manages the effective use of department resources to improve organizational productivity and customer service; provides complex professional assistance to the Assistant City Manager in areas of expertise; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager. Exercises direct supervision over professional, technical and administrative staff.

CLASS CHARACTERISTICS

This is a senior management classification responsible for overseeing the staff and operations and participating in the work of the Finance/Accounting Division. The incumbent is responsible for developing and implementing policies and procedures, including short- and long-term planning, budget administration and reporting, and coordination of key programs/projects with other City divisions and departments and external agencies. Positions apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Positions generally serve as advisors and contributors to executive management on policies, procedures, and major City initiatives.

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 the daily functions, operations, and activities of the Finance/Accounting Division including the preparation and maintenance of financial reporting and record-keeping, disbursement processing, purchasing, payroll, audit administration, budget preparation, and collections.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within departmental policy, appropriate service, and staffing levels.
- 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 for improvement and reviews with the Assistant City Manager.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates, and reviews the work plan for the Finance/Accounting Division; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Participates in the development and administration of the department budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments as necessary.
- Manages and participates in all activities related to the City's accounting function, including the accounting system, accounts payable, accounts receivable, payroll, processing and issuance of checks and warrants, and cash receipts.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; prepares bank reconciliations; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; assists with the preparation of mid-year, year-end, and special reports.
- Manages year-end closing and internal audits; collaborates with independent auditors on annual review of the City's financial records; implements corrective measures as necessary.
- Participates in the preparation of the annual operating budget; provides financial forecasting and financial planning; tracks adopted budget revenues and expenditures.
- Serves as a liaison for the division with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Assistant City Manager; develops and reviews staff reports related to finance and accounting activities and services; presents reports to the Administrative and Finance Subcommittee, City Council and other commissions, committees, and boards.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to finance and accounting programs, policies, and procedures, as appropriate.
- Participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations in the field of municipal finance and accounting.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.
- Principles and practices of public agency budget development, administration, and accountability.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Recent developments, current literature and sources of information related to municipal finance and accounting.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in a comprehensive public agency financial management program.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Providing administrative, management, and professional leadership for the Finance/Accounting Division.
- Conduct complex research, compile technical and statistical information to evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- 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.
- Make effective public presentations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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 a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or a related field.

Experience:

Six (6) years of increasingly responsible finance and accounting experience, including three (3) years in a supervisory or management capacity.

Licenses and Certifications:

- None required.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

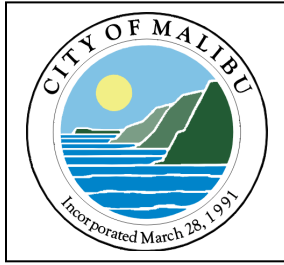
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although 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 10 pounds.

ENVIRONMENTAL CONDITIONS

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 departmental 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.

**CITY OF MALIBU****FIRE SAFETY LIAISON**

Class Description

Established: January 2019

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, performs a variety of professional and analytical duties in support of the City's fire prevention and preparedness programs;; coordinates fire, emergency and public safety outreach, communication, preparation, and response activities; serves as liaison between the City's Public Safety Program and local and county fire authorities and public safety personnel, , the general public, City staff, appointed boards and committees, and community organizations; develops, organizes and presents fire prevention and preparedness programs for the public, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Safety Director. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the City's fire prevention and safety program. 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 work unit.

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.

- Designs, organizes, and presents fire prevention, preparedness and evaluation programs for residences, neighborhood associations, local businesses, community groups, City departments, and the general public.
- Works cooperatively with schools, community groups, service groups, neighborhood associations, local business, City departments and outside governmental and regulatory agencies, including local fire agencies, to promote fire prevention and preparedness and coordinate emergency response efforts.
- Coordinates the City's Community Emergency Response Teams (CERT) training and development.
- Conducts Home Ignition Zone Assessments for homeowners; observes areas of risk, including vegetation growth, and assists in developing plans to mitigate fire risk.
- Works to enhance and expand the City's Volunteers on Patrol (VOP) Program.
- Assists with the Public Safety Program's public communication activities including writing press releases, issuing alerts, preparing information for the media.

- Responds to requests for information from the public and other sources; explains and interprets programs, policies and activities related to fire prevention and preparedness.
- Coordinates brush clearance activities with the Los Angeles County Fire Department and residents.
- Serves as the City's liaison to regional fire and emergency preparedness organizations, advisory committees, local, county, state and federal agencies and professional organizations.
- Assists City management and Public Safety Director during emergency incidents; liaisons with fire and safety command staff during incident.
- Represents the City in the community and with local organizations to review emergency preparedness for planned events and emergency situations.
- Performs research on available grants; prepares applications and writes proposals to fund various fire safety and community preparedness-related activities; assists in the implementation of grant funded projects and programs.
- Performs other duties as assigned.

QUALIFICATIONS

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 completion of a bachelor's degree with major coursework in fire management, forestry, public administration, or a related field.

Experience:

Five (5) years increasingly responsible work experience in fire prevention and preparedness education, outreach, and program administration, including experience conducting fire mitigation assessments.

License & Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Completion of within six (6) months of appointment, FEMA ICS 100 & 200 and IS 700 & 800.

Knowledge of:

- Principles, practices and procedures of emergency management, emergency response and public safety administration.
- Emergency and fire preparedness.
- Modern principles and practices of program development, research methods, administration, and evaluation.
- Functions of public agencies and public safety agencies.
- Applicable federal, state, and local laws, codes and regulations including SEMS, incident command, and state and county emergency preparedness requirements.
- Methods and techniques for report writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques, and procedures.

- Methods and techniques of developing and conducting training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Best management practices in vegetation management and fuel hazard mitigation.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and facilitate fire safety education, outreach and fire and emergency preparedness training.
- Assist with the planning and coordination of fire prevention and preparedness programs and services.
- Effectively representing the City's Public Safety Program in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, legislative organizations, and community groups.
- Identify and respond to issues and concerns of City management, the City Council, outside agencies, professional groups, community groups, commissions, and committees.
- Collect, interpret, and analyze data accurately.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

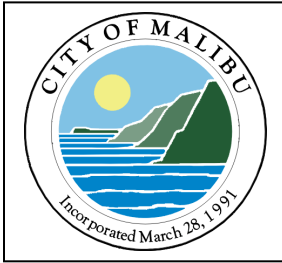
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. 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 evenings, weekends, and holidays.

DISASTER SERVICE WORKER

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

**CITY OF MALIBU****GRAPHIC ARTIST**

Class Description

Established: January 2018

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision, assists with the City's media information office and provides a variety of graphic design services; develops, designs, and creates diverse graphic artwork including illustrations, tables, graphics, and maps; ensures accuracy and quality of final products; collaborates with staff to maintain effective graphic 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 classification is responsible for independently performing professional duties in support of graphic design and visual communication 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 graphic design work unit.

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.

- Develops, designs, and creates diverse graphic artwork, including illustrations, tables, graphics, maps, charts, forms, web pages, presentations, publications, exhibits, and images, ensuring accuracy and adherence to project specifications.
- Consults with City staff and clients to understand graphic art-related needs, assists in developing project and assigned work specifications, fostering effective collaboration and clear communication throughout the design process.
- Installs and customizes computer systems, develops, and maintains internet and intranet web pages, and creates web applications as needed.
- Develops and maintains city branding, including logo design, social media logos, and website design elements.
- Captures photographs to document city events and programs; provides finalized, edited images for publications, promotion, and archival purposes.
- Assists in creative approaches, marketing strategies, and outreach methods for City programs, including digital, online, and social media communications.
- Creates vector drawn city road maps, typography, and other graphics for special events or programs.
- Assists with production and printing of graphic materials, liaising with printers and outside agencies for publications and projects.

- Edits and updates City information across various digital platforms, including government access channels, websites, social media, and displays.
- Prepares presentations, reports, and develops charts and graphs for effective communication of information.
- Converts media and graphic files to different formats for publications, websites, social media, and digital outlets.
- Provides technical assistance for media during City meetings and events as needed.
- Stays abreast of emerging technologies and best practices in graphic design and related to assigned functions.
- Maintains files and documents, including online archiving of resources.
- Establishes positive working relationships with individuals contacted during the course of work.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in graphic design, visual communication, or a related field.

Experience:

Three (3) years of increasingly responsible experience in graphic design or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles and practices of diverse commercial graphic techniques, materials, and instruments, encompassing traditional and digital methods.
- Computer applications related to graphic design work and web design tools and technologies.
- Graphic products for specific applications, including processes of photochemical reproduction and map work.
- Typesetting specifications, including font selection, spacing, and alignment.
- Printing practices, including prepress preparation, file formats, color management, and finishing techniques.
- Basic mathematical principles applied in graphic design, such as proportions, measurements, and spatial relationships.
- Record-keeping, archiving, and filing practices, encompassing both physical and electronic systems.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

Ability to:

- Prepare, produce, design, modify, and create a wide variety of graphic artwork.
- Demonstrate creativity, technical proficiency, and attention to detail in visual design and production processes.

- Perform mathematical calculations relevant to graphic design, including measurements, proportions, and spatial relationships.
- Maintain accurate records, archives, and files, both in physical and electronic formats.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

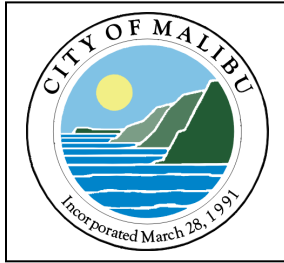
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. 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 10 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.

**CITY OF MALIBU****HUMAN RESOURCES ANALYST**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, performs complex and varied technical, professional, and confidential work required to administer human resources programs, including recruitment and selection, benefits administration, leave administration, risk management and workers' compensation, training and development, and employee and labor relations; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Manager. May exercise technical and functional direction over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of Human Resources programs. Positions at this level work on tasks that are varied and complex, requiring the use of considerable discretion and independent judgment in performing assigned work, or ensuring the efficient and effective functioning of an assigned program or operational area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. 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 work unit.

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.

- Coordinates and implements recruitment processes for City departments; confers with departments to identify departmental needs; coordinates and/or produces recruitment flyers and position announcements; screens applications and identifies qualified applicants.
- Develops examination plans; validates test instruments; organizes/administers written, performance, and oral examinations; compiles test scores and prepares eligibility list and candidate information; coordinates and/or conducts interviews, extends job offers, and ensures adherence to applicable human resources policies.
- Monitors leave of absence programs ensuring legal compliance; reviews and analyzes family and medical leave applications; makes recommendations and develops employer response; interprets human resources policies and procedures with regards to benefits and paid and unpaid time-off options for employees; educates employees and managers on policy and legal compliance regarding leaves of absence.

- Administers the City's employee benefits programs; acts as liaison to various third-party benefits administrators and health carriers; conducts agency-wide open enrollment for benefits; prepares open enrollment benefit materials and literature.
- Develops and participates in employee relations activities; reviews performance evaluations for consistency and makes recommendations; works closely with management on issues that require resolution or contract clarification.
- Coordinates employee training activities, including identifying training needs, arranging for training presenters, and working with trainers to ensure City needs and expectations are addressed; secures training sites, develops memos, flyers, emails, and voicemails, and provides visual aids and other materials as necessary.
- Conducts salary studies and researches salary and benefit information; recommends salary ranges for new classifications based on market compensation data and/or internal alignment.
- Participates in developing risk management strategies and protocols to mitigate identified risks.
- Assists employees and management with the interpretation and correct application of City policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.
- Conducts new employee orientations, including distributing and explaining policies, procedures, and benefits information.
- Conducts various organizational and operational studies, investigations, and special projects; recommends modifications to assigned programs, policies, and procedures.
- Maintains and troubleshoots the Human Resources Information System (HRIS) database; prepares and maintains employment files in accordance with state and federal requirements.
- Analyzes the effect of new laws or administrative regulations on Human Resources programs; recommends policies and procedures for implementation.
- Prepares memorandums, letters, summaries, and reports; responds to written correspondence; provides technical assistance; researches and analyzes related regulations; participates in development and implementation of program policies, procedure manuals, and guidelines.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, and serving on various task forces and committees.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

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 with major coursework in human resources management, business or public administration, or a related field.

Experience:

Two (2) years of increasingly responsible professional human resources experience.

Licenses and Certifications:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Principles, practices, and techniques of human resources management and administration in a public agency setting, including the interpretation of relevant laws, regulations, policies, and procedures.
- Research and reporting methods, data collection, and sampling techniques.
- Business letter writing and the standard format for reports and correspondence.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Principles and procedures of record keeping, document processing, and filing systems.
- Business math and basic statistical techniques.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the areas of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to the work performed.

Ability to:

- Perform a variety of professional human resources duties involving administering employee benefits, staffing, recruitment and selection, training and development, classification and compensation, investigations, and employee relations functions.
- Conduct research projects on a variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Perform diverse recruitment and selection tasks and ensure compliance with mandated regulations.
- Analyze jobs and salaries and prepare sound classification and compensation recommendations.
- Accurately explain employee benefit and retiree programs.
- Prepare effective reports, presentations, and outreach materials including recruitment and training materials, staff reports, and a variety of correspondence.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain accurate files and records.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

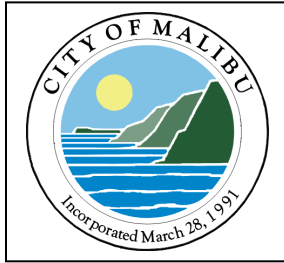
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; drive between various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although 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 10 pounds.

ENVIRONMENTAL CONDITIONS

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 departmental 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.

**CITY OF MALIBU****HUMAN RESOURCES MANAGER**

Class Description

Created: August 2016

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations for the City's human resources activities including recruitment and selection, compensation and benefits, employee relations and performance management, workers' compensation, training, risk management, legal compliance, and leaves of absence; supervises assigned staff; manages the effective use of resources to improve organizational productivity and customer service; conducts research and analysis; provides complex and responsible support to the Assistant City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager. Exercises general and direct supervision over professional, technical, and clerical staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff and operations of the Human Resources division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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 the daily functions, operations, and activities of the Human Resources division; manages and administers recruitment and selection, benefits administration, employee relations and performance management, classification and compensation, workers' compensation, training, and leaves of absence.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Manages the City's recruitment, selection, and retention activities; identifies staffing goals to meet current and future employment needs including developing staffing plans and recruitment and assessment selection strategies and processes; manages background checks, pre-employment exams, and related recruitment processes.
- Oversees and administers a comprehensive benefits program, including health and welfare benefits; recommends changes in coverage, benefits levels, and vendors; manages annual open enrollment activities; oversees new hire orientations.
- Collaborates with supervisory and management staff on employee relations matters, including employee performance and discipline; participates in or oversees investigations of misconduct and related issues.
- Provides risk management program oversight, including both liability and workers' compensation programs.
- Manages the City's classification, compensation, and performance evaluation programs; supervises data collection and analysis; assists in the development of salary recommendations which are consistent with City compensation policies.
- Maintains, updates, and provides guidance to employees and management regarding the interpretation of the City's personnel rules, practices and procedures, and the correct application of City policies, and ensures that all personnel policies and procedures are in compliance with state and federal law and Equal Opportunity guidelines; ensures employee complaints are investigated.
- Manages employee training and certification programs, as recommended by the City's risk management pool administrators, the California Joint Powers Insurance Authority (CJPIA); updates property, vehicle, and insurance schedules as determined by CJPIA; assists with the City's underwriting needs.
- Manages the accuracy of employee information in human resources Information System including benefits enrollments and payroll data.
- Supervises or conducts fact-finding and complaint investigations; prepares report of findings; makes recommendations and assists department with resulting personnel actions.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Monitors changes in employment law and regulations that may impact City practices or Human Resources operations; implements policy and procedural changes.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals, negotiations contracts, and recommends award.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in human resources and its related programs; research emerging products and enhancements and their applicability to City needs.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official files.
- Ensures staff observe and comply with the City's safety standards.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major course work in human resource management, risk management, public administration, business administration, or a related field.

Experience:

Five (5) years of increasingly responsible human resources experience, including two (2) years in a supervisory or lead capacity.

License and Certificates:

- 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 employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Services and operations of a comprehensive human resources program, including recruitment and selection, classification and compensation, employee relations, benefits administration, equal employment opportunity, and employment law compliance.
- Principles, practices, and techniques of payroll, accounting and related State and Federal laws.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Risk management principles and practices.
- Applicable federal, state, and local laws, ordinances, and regulations as well as industry standards and best practices in the management of a comprehensive human resources program. City and mandated safety rules, regulations, and protocols.
- Principles and practices of public sector budget development and administration.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the Human Resources division staff and operations.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Understand and apply fundamental principles, policies, and procedures of payroll and accounting.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintaining accurate files and records.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

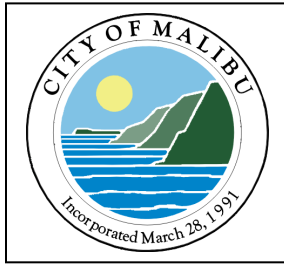
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although the job may involve some field inspection work requiring walking at inspection site areas 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 20 pounds.

ENVIRONMENTAL CONDITIONS

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 departmental 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.

**CITY OF MALIBU****INFORMATION SYSTEMS ANALYST**

Class Description

Established: July 2022

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under general supervision, provides professional technical and analytical support for the City's network infrastructure, software applications, servers and security; resolves complex user issues; monitors system performance and ensures performance and reliability standards are met; performs specialized duties in support of technology implementation and administration; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Systems Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing professional technical and analytical duties in support of City-wide information systems. 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 work unit.

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.

- Provides technical and analytical support for assigned technology programs in diverse capacities ranging from complex user support to technology system implementation and administration.
- Identifies system deficiencies or additional resource requirements; develops and implements modified or enhanced systems to increase their efficiency, reliability, and availability; implements, tests, and evaluates the effectiveness of solutions.
- Provides user support for complex user issues in person, over the telephone, or by remote access in Help Desk format; coordinates the disposition and resolution of incidents; troubleshoots and determines corrective action; provides status updates to clients and colleagues on technology problem resolution.
- Participates in disaster recovery planning; assists in developing and implementing backup policies and procedures; performs system back-ups; executes recovery procedures as needed.
- Provides analysis, diagnosis, maintenance, and troubleshooting of the City's communications infrastructure including telephones, cellular devices, modems, and hotspots; maintains associated servers and security.
- Performs software application research, development, conversion, and installation projects; reviews, analyzes, streamlines, and documents business processes and relates them to

application software; prepares recommendations for procedural and operational modifications to optimize internal and customer workflows.

- Prepares user documentation, including flow charts, standard operating procedures, user guides and training materials; trains and instructs users on the use and operation of various telecommunications and computer systems hardware and software; maintains an electronic documentation library of user procedures manuals, technical references, training manuals.
- Maintains logs, charts, diagrams, and testing data for City's data, voice, and video network.
- Attends and participates in professional group meetings; stays abreast of new trends, innovations, equipment, and languages used in computer systems and information technology.
- Consults with management and staff for system needs, design, and operation; provides recommendations based upon research and analysis on existing and emerging technology, tools, and methodologies to enhance processes and/or workflow.
- Provides emergency response to reduce downtime, correct errors, monitor vendor activity, off-hours scheduled maintenance and system failures or on as-needed basis.
- Provides support consistent with IEEE 802.16 standards.
- Acts as backup to the Information Systems Technician.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in computer science, information technology, business administration, or a related field.

Experience:

Four (4) years of systems analysis, network management, or related experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Applications and functions of computer hardware, software, peripherals, and networking concepts.
- Methods and techniques of evaluating business need requirements to provide technology solutions.
- Principles, methods, and techniques used in designing, developing, testing, and implementing information technology applications.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.
- Principles, practices, methods, and techniques of troubleshooting, diagnosing, and resolving hardware and software, and network/telecommunication system issues.
- Principles and practices of project management, identifying technology needs and issues, researching, and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Methods and techniques of training non-technical staff in the use of technology utilized by the

City.

- SAN/NAS technologies and disaster recovery systems.
- Operational characteristics, services, and activities of Information Systems.
- Microsoft desktop and server operating systems, VMware, Office, and related technologies.
- Network and telecommunication systems, protocols, capabilities, operations, and applications.
- Systems security protocol, policies, and procedures.
- Server administration, scripting, and communication protocols; including Internet communication and e-mail protocols.
- Spam filtering and web filtering technology.
- Recordkeeping principles and procedures.
- Research techniques, methods, and procedures.
 - Occupational hazards and standard safety practices necessary in computer operations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Applicable federal, state, and local laws, codes, and regulations relevant to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Implement comprehensive computer and telecommunications operations-related projects and training programs.
- Perform backup and use disaster recovery systems.
- Operate, install, maintain, configure, and troubleshoot a variety of technical computer equipment and peripherals.
- Support network functions such as e-mail, file and print services, routers, firewalls, client/server software and Internet.
- Troubleshoot complex computer, network, e-mail, security, database, web software, hardware, and communications problems.
- Understand, interpret, and explain systems solutions to users; research technical materials to provide solutions to problems.
- Design, install, configure, and test physical and virtual hardware and software applications and programs.
- Develop and maintain technical operating instructions and documentation; train users on software applications and hardware usage.
- Respond to and effectively prioritize a high volume of phone calls and other requests for service.
- Prepare clear and concise reports, documentation, and other written materials.
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Using tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to

perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

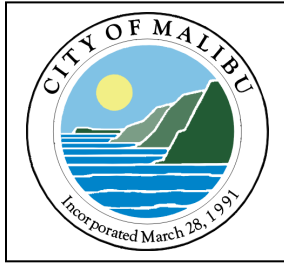
Must possess mobility to work in a production/office setting and use standard office and cable television equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although 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, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry office and production materials, cable, telecommunications and other equipment, reports and records that typically weigh less than 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May work out-of-doors in all weather conditions to direct the operation of telecasts and operate equipment. May travel to sites outside of the City. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.

**CITY OF MALIBU****INFORMATION SYSTEMS MANAGER**

Class Description

Established: August 2016

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages the staff and operations for the City's information technology programs and services including user support, networking, applications, telecommunications, and systems administration; performs a variety of complex administrative and technical functions relative to information technology services; provides leadership, professional assistance and guidance in developing citywide departmental management information policies, plans, systems and computer applications; coordinates assigned activities with other divisions, departments and outside locations; provides highly responsible and complex administrative support to the Assistant City Manager and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager. Exercises general and direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff and operations of the Information Systems division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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 the daily functions, operations, and activities of the Information Systems division; responsible for the design, planning, implementation and maintenance of the City's user support, networking, applications, telecommunications, and systems administration needs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops, implements, and manages a City Strategic Information Systems Plan including review, evaluation and maintenance coordination and controls; identifies the City's short and long-range technology needs; plans and implements short-term or annual goals, objectives, strategies, projects, or programs to ensure efficient organization and competition of work.
- Designs, develops, administers, and monitors wireless networks Wi-Fi for private and public use; provides support consistent with IEEE 802.16 standards.
- Serves as a liaison for assigned functions with other City departments, divisions, and outside agencies; consults with departments and conducts comprehensive research, detail design, programming processes and systems implementation requirements; provides staff support to commissions, committees, and task forces as necessary.
- Works with vendor representatives to identify and correct causes of hardware and software malfunctions and to perform enhancements.
- Provides training programs for city employees on computer applications including software, hardware, peripherals, and network.
- Provides staff assistance to the Assistant City Manager; prepares and presents reports and other necessary correspondence.
- Maintains and compiles an electronic documentation library of user procedures manuals, technical references, training manuals, handbooks, and guides; maintains logs, charts, diagrams and testing data for City's data, voice, and video network.
- Develops justifications and recommendations for acquisition of computer hardware and software; prepares specifications for bid documents and evaluates proposals; reviews and evaluates contracts and proposals.
- Conducts a variety of organizational and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in information technology and its related programs; research emerging products and enhancements and their applicability to City needs.
- Provides emergency response to reduce downtime, correct errors, monitor vendor activity, off-hours scheduled maintenance and system failures on an as-needed basis.
- Ensures staff observe and comply with the City's safety standards.
- Performs other duties as assigned.

QUALIFICATIONS

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 graduation from an accredited four-year college or university with major coursework in computer science, information technology, business administration, or a related field,

Experience:

Five (5) years of increasingly responsible information technology management, systems analysis, network management, or related work experience, including two (2) years of supervisory or lead experience.

License and Certificates:

- 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 employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Modern and complex principles and practices of computer systems management, analysis, design, programming, and maintenance.
- Virtualization as part of cloud computing and ability to share computing resources, software or data as a service and on-demand through the Internet.
- Backup systems, disaster recovery, and data storage integrity.
- Design, operations, properties, and capabilities of network environments including wired and wireless networks.
- Various software packages including word processing, spreadsheet, data processing, graphics and desktop publishing applications and programs.
- Principles of telecommunications including basic telephone wiring and telephone configurations, database, data communication, PBX, and operation systems.
- Business process automation and financial computer systems.
- Computer programming languages and basic programming concepts.
- Network and web application security principles and practices.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and procedures of record keeping and reporting.
- Research techniques, methods, and procedures.
- Project management principles and practices.
- City and mandated safety rules, regulations, and protocols.
- Principles and practices of public sector budget development and administration.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, oversee, and manage the Information Systems division staff and operations.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Organize, manage, and implement comprehensive management information programs and services.
- Implement and develop network security plans and policies, firewalls, and access rules for sensitive information, authentication, security certificates, and encryption.
- Perform difficult telecommunications and computer information system operation, installation, repair, and maintenance work.
- Apply logical thinking to solve problems or accomplish tasks.
- Train individuals or groups in using computer system hardware and software in an easy-to-understand manner.
- Accurately evaluate and prioritize hardware and software requests.
- Research, develop and recommend cost-effective technical system improvements.
- Prepare clear and concise reports.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

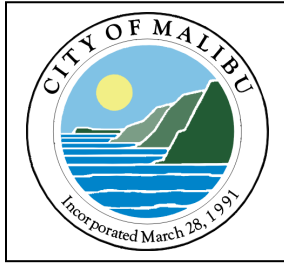
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although the job may involve some field inspection work requiring walking at inspection site areas 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 CONDITIONS

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 departmental 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.

**CITY OF MALIBU****INFORMATION SYSTEMS TECHNICIAN**

Class Description

Established: November 2016

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under general supervision, performs technical support offering guidance and assistance to end-users; manages the help desk ticketing system and resolves a wide range of technical issues; assists with the City's media production and telecommunication services; conducts maintenance and repairs for various computer systems; monitors city-wide application systems and network infrastructure; assists with special projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Systems Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical duties in support of the Information Systems division. 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 work unit.

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.

- Responds promptly to incoming help desk requests from end users via phone, email, or ticketing system; effectively troubleshoots hardware, software, and network-related issues to minimize downtime.
- Resets passwords and manages account access, ensuring adherence to security protocols.
- Installs, configures, and upgrades desktop computers, servers, and associated hardware and software across diverse platforms; performs testing on specialized applications and security devices.
- Processes service-related information in the automated work management system; maintains accurate records and files; documents progress and procedures performed; generates periodic systems reports.
- Sets up and relocates workstations, kiosks, and computer-related equipment; installs and troubleshoots voice connections, cabling, and instruments; certifies each installed connection.
- Performs basic hardware maintenance and repairs, including component replacements and peripheral installations.
- Provides remote technical support to off-site staff members, addressing network connectivity and software access issues.

- Identifies and escalates faults, performance issues, and security concerns in application systems and network infrastructure to the appropriate team for resolution; makes recommendations for resolution when appropriate.
- Updates and maintains the City's website; implements, monitors, and maintains web services for City departments including online payment systems, electronic signatures, virtual meeting archives and geographic information systems.
- Maintains detailed documentation of support activities, including issue resolution steps and troubleshooting guides, to facilitate efficient problem-solving.
- Assists in production of video broadcasting; installs, sets-up, and troubleshoots audio-visual equipment and broadcast network; operates a variety of media and audio-visual equipment including cameras and microphones; makes recommendations for audio-visual equipment purchases.
- Oversees the setup, operation, and shut down of virtual/hybrid public meeting systems.
- Offers end-users training and guidance on technology best practices, new technologies, recording and supporting public meetings, and applications to enhance technical proficiency.
- Participates in Information Technology (IT) projects by providing technical support, contributing to project planning, and ensuring successful implementation or completion.
- Maintains accurate records of IT assets, including computers, peripherals, and software licenses; updates inventory lists and performs periodic audits to the inventory database.
- Enforces IT operational policies and procedures to maintain a secure and compliant environment.
- Stays informed about current trends and developments in computer software programs and networking systems across various hardware operating systems.
- Attends and actively participates in staff meetings and relevant meetings as requested.
- Performs other duties as assigned.

QUALIFICATIONS

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 completion of the twelfth (12th) grade supplemented by specialized training in Computer Science, Information Technology, or a related field.

Experience:

Two (2) years of technical support, help desk assistance, or end user support.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Applications and functions of computer hardware, software, peripherals, and networking concepts.
- Basic maintenance and troubleshooting of Windows operating systems and LAN/WAN routers.
- Computer and peripheral equipment maintenance methods and procedures.
- Active directory and user account management.
- Help desk ticketing systems and remote support tools.

- Occupational hazards and standard safety practices necessary in the area of computer operations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Audio-visual equipment and systems including equipment used in video broadcasting.
- Record-keeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations relevant to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Analyze and troubleshoot computer system and telecommunications hardware and software and utilize appropriate resources to solve problems.
- Establish and maintain a computer maintenance schedule.
- Train users in the application and use of computer hardware and software.
- Diagnose system software problems.
- Learn to use new and existing software and hardware.
- Install and operate a variety of audio video equipment including cables, microphones, tripods, and lights.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate files and records.
- Demonstrate sensitivity, awareness, and appreciation of the diversity of the community.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

Must possess mobility to work in a production/office setting and use standard office and cable television equipment, including a computer; to operate a motor vehicle and to visit various City 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 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, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry office and production materials, cable, telecommunications and other equipment, reports and records that typically weigh less than 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May work out-of-doors in all weather conditions to direct the operation of telecasts and operate equipment. May travel to sites outside of the City. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

LIFEGUARD

Class Description

July 2019

FLSA: Unclassified/Part-Time

DEFINITION

Under the general supervision of the Recreation Supervisor, Recreation Coordinator, and Pool Manager, the Lifeguard performs general lifeguard duties at City of Malibu managed aquatic facilities administered by the City of Malibu Community Services Department.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the part-time Lifeguard series. Positions at this level are distinguished from the Senior Lifeguard in that the latter performs the most difficult and responsible types of duties assigned to classes within this series, including assisting with the training and supervision of pool Lifeguards and assisting with planning and implementing aquatic programs.

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.

- Ensures adherence of proper safety precautions for pool patrons, keeping a close watch of swimmers and spectators.
- Instructs swim classes and aquatic programming.
- Interprets, explains, and enforces City policies, rules and procedures.
- Recognizes and responds effectively to emergencies in accordance with the facility emergency action plan.
- Collects program registration fees and prepares records and activity reports in accordance with established procedures.
- Conducts facility inspections and tests for appropriate pH and chlorine levels.
- Assists with routine cleaning and maintenance of the pool deck, locker rooms, restrooms, offices, and surrounding areas.
- Completes safety records and facility maintenance reports on the aquatic facility, locker rooms, showers, restrooms and offices.
- Participates in training sessions.
- Performs other related duties as assigned.

QUALIFICATIONS

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:

None. Equivalent to completion of the 12th grade is highly desirable

Be at least 16 years of age at the time of employment.

Experience:

Minimum one year of experience working in the aquatics field or participation in the Junior Lifeguarding program.

License/Certifications:

- American Red Cross Lifeguard Training Certification including CPR, First Aid and AED
- 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.
- Water Safety Instruction (WSI) certification is highly desirable.

Knowledge of:

- Principles and techniques of American Red Cross Lifeguarding, First Aid, CPR and AED for the professional rescuer
- Fundamentals of swim lesson instruction applied from the American Red Cross Water Safety Instructor Program
- Aquatic practices and application of new swimming techniques
- Facility operations, aquatic policies and procedures

Ability to:

- Provide positive and helpful customer service to patrons, City staff and contract instructors
- Communicate effectively, orally and in writing, with the public, co-workers, and supervisory staff.
- Understand and enforce City and School District policy and County health code.
- Demonstrate common sense and strong decision-making skills.
- Follow instructions and take direction from supervisory staff.
- Maintain the safety, cleanliness, and general order of aquatics facilities.

SUPPLEMENTAL INFORMATION**PHYSICAL DEMANDS**

Must possess the ability to swim 300 yards continuously while demonstrating breath control and rhythmic breathing; back or side swimming is not allowed. Must possess the ability to tread water for two minutes using only the legs with hands placed under the armpits.

Must complete a timed assessment within 1 minute, 40 seconds without swim goggles including starting in the water and swimming 20 yards, performing a surface dive, (feet-first or head-first) to a depth of 7 to 10 feet to retrieve a 10-pound object. Return to the surface and swim 20 yards returning to the start point with both hands holding the object and keeping the face at or near the surface while maintaining ability to breathe. Exit the water without using a ladder or steps.

Must possess mobility to work in a standard office and recreational facility setting and use standard office and recreation equipment including a computer; have proper vision to read printed materials and a computer screen; have proper hearing and ability to speak to communicate in person and over the telephone. The position involves field work such as, but not limited to, swimming, requiring frequent walking at recreation site areas to monitor performance and to identify problems or hazards. 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 frequently bend, stoop, kneel, reach, climb and walk

on uneven surfaces to participate in recreational activities; 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 50 pounds.

ENVIRONMENTAL ELEMENTS

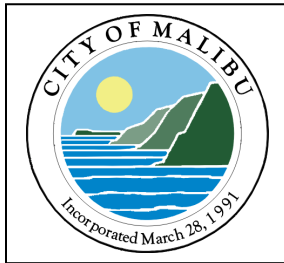
Employees will regularly work outdoors in all weather conditions including seasonally hot and cold temperatures and may be exposed to ultraviolet rays, loud noises, confined workspaces, chemicals, mechanical and electrical hazards, blood and body fluids while rendering First Aid, CPR and an AED. Employees are required to wear appropriate attire for office or recreation activities to which they are assigned. Employees may interact with upset staff and/or public and private representatives while interpreting and enforcing department policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays.

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.

**CITY OF MALIBU****MAINTENANCE TECHNICIAN - PARKS**

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under direct or general supervision, oversees and participates in activities related to the construction, modification, maintenance and repair of City parks and recreational facilities; inspects facilities and makes recommendations regarding improvements; monitors contractor work and overall performance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision by the Parks and Recreation Director and/or other supervisor. May exercise technical direction and oversight over contracted staff.

CLASS CHARACTERISTICS

Performs a wide variety of work to ensure that the public parks and recreational facilities are maintained in a safe and effective working condition. Responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City; and ensuring the health and safety of the public and City employees by seeing to the timely repair and maintenance of all assigned City-owned facilities. This class is alternately staffed with Senior Parks Maintenance Worker and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

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.

- Performs specialized, technical, and complex maintenance work on assigned City parks and recreational facilities; operates a variety of hand power tools, trucks, and landscape maintenance equipment.
- Performs maintenance and repair on all City parks, sports fields, and contracted fields of the Santa Monica-Malibu Unified School District; performs aeration and fertilization thereof; cleans and maintains school tennis courts; seed patches sports fields after heavy use to repair lawns, grass areas and related landscapes; arranges brush removal and weed abatement.
- Maintains and repairs landscape irrigation systems; performs tests to ensure the proper operation of such systems; repairs valves, pipes, sprinkler heads, couplings, and similar parts.
- Patrols through assigned parks and recreation facilities to check for and report any major damages, vandalism, graffiti, etc.; cleans up and paints over graffiti and other damage.

- Performs basic maintenance and ensures cleanliness of public restrooms; opens and closes facilities; restocks restrooms with necessary sanitary products; performs minor plumbing and carpentry in and around facilities.
- Assists with preparation for public events, sports events, meetings, and gatherings; moves furniture, sports equipment, assists with seating arrangements; assists with clean-up after each event.
- Operates specialized equipment such as sweepers, mowers, blowers, small tractors, graders, aerators, and related equipment.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles, and equipment.
- Estimates supplies and materials required to perform work; confers with the Parks and Recreation Director regarding field contingencies and problems and ensures that needed work is completed.
- May coordinate work of contractors for the best utilization of available staff and resources; examines work areas to review work in progress and resolves work problems; inspects work upon completion.
- Ensures that contractors provide a high degree of service to both internal and external customers that supports achieving the department and the City's mission, objectives, and values.
- Trains contract staff in work procedures; ensures that safety equipment is worn and that precautions are followed.
- Acts as caretaker for the City's Charmlee Park; ensures public safety; assists visitors and hikers with directions; enforces park's rules and regulations, such as opening and closing, and overnight permits; provides first-aid response and ensures proper agency response during emergencies.
- Contributes to the overall quality of the department's service by reviewing and implementing procedures to meet City needs.
- Receives and resolves complaints from the public regarding assigned functional areas and contractor activities.
- Contacts residents and businesses to inform them of work to be performed.
- Enforces safety regulations, practices and procedures related to the maintenance and cleaning of facilities.
- Reports the need for major contract repair or maintenance of facilities and equipment.
- Maintains logs and records of work performed; prepares periodic and special reports related to functional area as required.
- May assist in establishing and implementing the annual budget for the assigned functional area, including grounds keeping, supplies, and preventive maintenance.
- Performs other 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 completion of High School. Supplemental college-level courses in public works, other trades, or a related field are highly desirable.

Experience:

Two (2) years of experience in the maintenance and repair of a variety of municipal parks and recreational facilities, including some basic contract administration experience.

License:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Maintenance principles, practices, tools and materials for construction, maintenance and repair of parks and recreational facilities.
- Principles and practices of contract administration and supervision, including work planning, assignment, review, and the training of staff in work procedures.
- Basic supervisory principles and practices.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic methods and principles of carpentry and plumbing
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Methods of trouble-shooting maintenance and repair projects.
- Basic mathematics and shop arithmetic.
- Safe driving rules and practices.
- Traffic control procedures and traffic sign regulations.
- Applicable laws, codes, and regulations.
- Methods of estimating time, labor, and materials necessary to perform assigned work.
- Standard office practices and procedures, including computer applications related to the work.
- Record keeping and reporting practices.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Oversee and personally participate in construction, modification, maintenance and repair work on parks and recreational facilities such as found in the City.
- Operate specialized parks, landscapes, and related facility maintenance and repair equipment.
- Review and implement procedures related to the development, maintenance, and improvement of facilities.
- Troubleshoot maintenance problems and determining materials and supplies required for repair.
- Provide direction and work review to contract maintenance staff.
- Train staff in work procedures.
- Administer public agency contracts.
- Maintain assigned City facilities in a clean, safe, and operable condition.
- Use and maintain tools and equipment related to the work skillfully and

safely.

- Interpret, apply, and explain basic laws, codes, regulations, and ordinances.
- Troubleshoot maintenance problems and determine materials and supplies required for maintenance and repair.
- Respond to and resolve questions and complaints from the public.
- Make accurate arithmetic calculations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate logs and written records of work performed.
- Organize work, set priorities, and meet multiple deadlines.
- Make sound decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

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, to inspect various City infrastructure, development, and work sites, and to visit various meeting sites; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. 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 bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 75 pounds and heavier weights with the use of proper equipment; and push and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work primarily in the field and are occasionally 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, and contractors in interpreting and enforcing departmental policies and procedures.

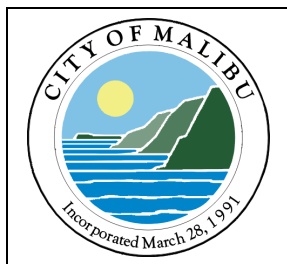
WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays. Participates in an after-hours emergency response program for on-call and callback assignments. Is required to live in City-

owned housing as a condition of employment.

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.



CITY OF MALIBU

MAINTENANCE TECHNICIAN - PUBLIC WORKS

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under direct or general supervision, oversees and participates in activities related to the construction, modification, maintenance and repair of City facilities, including buildings, facilities, streets, sidewalks, storm drains, landscaping and park facilities; inspects facilities and makes recommendations regarding improvements; monitors contractor work and overall performance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct and general supervision from the Department Director or supervisor to whom assigned. May exercise technical direction and oversight over contracted staff.

CLASS CHARACTERISTICS

Performs a wide variety of work to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. Responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City; and ensuring the health and safety of the public and City employees by seeing to the timely repair and maintenance of all assigned City-owned facilities. This class is alternately staffed with Senior Public Works Maintenance Worker and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

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.

- Performs specialized, technical, and complex maintenance work on assigned City buildings, facilities, streets, sidewalks, storm drains, landscaping, and park facilities; operates a variety of power tools, trucks, and related equipment.
- Develops specifications and obtains bids for maintenance projects; coordinates work of contractors for the best utilization of available staff and resources; examines work areas to review work in progress and resolves work problems; inspects work upon completion.
- Ensures that contractors provide a high degree of service to both internal and external customers that supports achieving the department and the City's mission, objectives, and values.
- Contributes to the overall quality of the department's service by reviewing and implementing

procedures to meet City needs.

- Checks for encroachment permit violations.
- Assists in the preparation of City events, classes, and meetings; moves furniture to set up and take down after completion of events.
- Performs miscellaneous maintenance tasks around city buildings and facilities, such as light painting, installing, or uninstalling items, hanging pictures, file cabinets, cleaning and maintaining carpets.
- Estimates supplies and materials required to perform work; confers with supervisor regarding field contingencies and problems and ensures that needed work is completed.
- Receives and resolves complaints from the public regarding assigned functional areas and contractor activities.
- Trains contractor staff in work procedures; ensures that safety equipment is worn and that precautions are followed.
- Contacts residents and businesses to inform them of work to be performed.
- Enforces safety regulations, practices and procedures related to the maintenance and cleaning of facilities.
- Reports the need for major contract repair or maintenance of facilities and equipment.
- Maintains logs and records of work performed; prepares periodic and special reports related to functional area as required.
- Performs other 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 completion of High School. Supplemental college-level courses in public works, other trades, or a related field are highly desirable.

Experience:

Two (2) years of experience in the maintenance and repair of a variety of municipal infrastructure and facilities, including some basic contract administration experience.

License:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Maintenance principles, practices, tools and materials for construction, maintenance and repair of buildings, facilities, streets, sidewalks, storm drains, landscaping, and park facilities.
- Principles and practices of contract administration and supervision, including work planning, assignment, review, and the training of staff in work procedures.
- Basic supervisory principles and practices.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and

power equipment.

- Basic methods and principles of carpentry and plumbing.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Methods of trouble-shooting maintenance and repair projects.
- Basic mathematics and shop arithmetic.
- Safe driving rules and practices.
- Traffic control procedures and traffic sign regulations.
- Applicable laws, codes, and regulations.
- Methods of estimating time, labor, and materials necessary to perform assigned work.
- Standard office practices and procedures, including computer applications related to the work.
- Record keeping and reporting practices.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Oversee and personally participate in construction, modification, maintenance and repair work on buildings, facilities, streets, sidewalks, storm drains, landscaping, and park facilities such as found in the City.
- Review and implement procedures related to the development, maintenance, and improvement of facilities.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Provide direction and work review to contract maintenance staff.
- Train staff in work procedures.
- Administer public agency contracts.
- Maintain assigned City facilities in a clean, safe, and operable condition.
- Use and maintain tools and equipment related to the work skillfully and safely.
- Interpret, apply, and explain basic laws, codes, regulations, and ordinances.
- Respond to and resolve questions and complaints from the public.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate logs and written records of work performed.
- Organize work, set priorities, and meet multiple deadlines.
- Make sound decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintaining effective working relationships with those contacted in the course of the work.

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, to inspect various City infrastructure, development, and work sites, and to visit various meeting sites; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. 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 bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 75 pounds and heavier weights with the use of proper equipment; and push and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

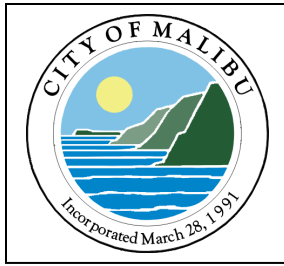
Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays. Participates in an after-hours emergency response program for on-call and callback assignments.

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.



CITY OF MALIBU

MANAGEMENT ANALYST

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, provides administrative, programmatic, budgetary, grant and work-flow support to an assigned department; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy and procedural improvements; develops, summarizes and maintains programmatic, administrative and fiscal records; directs, oversees and manages one or more department specific programs, special projects and studies and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison to various community, public and regulatory agencies; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises lead or technical supervision to staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of departmental programs, budget development and maintenance and administrative functions. 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 work unit.

This class is distinguished from the Senior Management Analyst in that the latter performs the more complex work assigned to the series and provides technical and functional direction over lower-level staff.

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.

- Assists in developing goals, objectives, policies, procedures, work standards and administrative control systems.
- Coordinates, oversees, and performs professional-level administrative work in such areas as program and budget development and administration, grants, purchasing, contract administration, management analysis, public information, and program evaluation.

- Provides administrative support to assigned department, division, and/or commission; takes on the role of Recording Secretary/Clerk of the Board at commission meetings; updates relevant information and updates applicable web pages.
- Develops and participates in the administration of program, division, department and/or capital project budgets; gathers and analyzes revenue and expense data and information; reviews departmental budget submittals for accuracy, completeness, and the appropriate allocation of funds; prepares justifications for changes, new services, or additional costs.
 - Leads in the development and implementation of key departmental and City projects related to the goals and functions of the department.
- Prepares grant applications and administers grant programs including preparing, analyzing, and tracking grant reports, reimbursements, and other financial information; prepares written reports as required by permitting or granting agencies; ensures compliance with grant requirements.
- Prepares and submits a variety of staff reports, resolutions, ordinances, and correspondence regarding assigned departmental or operational activities.
 - Prepares or assists in the preparation of requests for proposals and bids and administers consultant contracts.
- Receives, reviews, and responds to requests for documents including subpoenas; oversees and maintains accurate records and files; provides for storage of records and retention schedules.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative and/or operational changes after approval.
- Plans, organizes, and oversees special projects that require coordination with and direction of contract consultants.
- Participates on a variety of interdisciplinary committees and commissions and represents the City to a variety of community and stakeholder groups.
- Communicates orally, in writing or through graphic representations and statistical summaries with colleagues, managers, employees, the public, community groups, and representatives of various organizations.
- Acts as liaison to the public; responds to telephone and website inquiries.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in business or public administration, accounting, economics, or a related field.

Experience:

Three (3) years of increasingly responsible administrative, budgetary, operational, or program management experience. e

Licenses and Certifications:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Principles and practices of project and/or program management including planning, development, implementation, monitoring and evaluation.
- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Budget development, monitoring and tracking techniques.
- Records management principles and practices.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of business and public administration as applied to citywide operations, programs, projects, and activities.
- Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Develop, implement, and administer administrative services for a department or unit.
- Coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.
- Maintain and direct the maintenance of accurate records and files in both hard copy and computer format.
- Work with contract consultants on a project basis.
- Make accurate arithmetic, financial and statistical computations.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

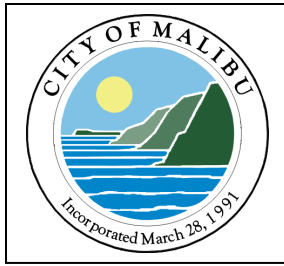
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites (use only for driving positions); vision to read printed materials and a computer screen; and hearing and speech to communicate in 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 10 pounds.

ENVIRONMENTAL CONDITIONS

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.



CITY OF MALIBU

MANAGEMENT SPECIALIST

Class Description

Established: May 2024

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision provides technical, administrative, programmatic, budgetary, grant and work-flow support to an assigned department; develops, summarizes and maintains programmatic, administrative and fiscal records; conducts research, compiles data, and makes recommendations for organizational, operational, policy and procedural improvements; provides technical assistance for one or more department specific programs, special projects and studies and performs related administrative support functions; coordinates assigned programs, projects and services with other departments, divisions and outside agencies; 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 classification is responsible for independently performing complex technical and administrative duties in support of departmental programs, budget development and maintenance, special projects, and studies. 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 work unit.

This class is distinguished from the Management Analyst in that the latter performs professional level administrative, programmatic, budgetary, grant and workflow support to an assigned 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.

- Conducts and carries out complex technical and administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to assigned department; prepares technical reports; performs and conducts studies and special projects.
- Participates in planning, coordinating, implementing, and promoting assigned programs, projects, and initiatives; participates in the development and implementation of goals, objectives, policies, procedures, and priorities.

- Assists in the development and administration of program, division, department and/or capital project budgets; monitors revenue and expenditures; compiles and reviews departmental budget submittals for accuracy and completeness; assists with preparing justifications for changes, new services, or additional costs.
- Assists with preparing grant applications and administering grant programs including gathering data for grant reports and reimbursements; assists with preparation of written reports as required by permitting or granting agencies.
- Assists in the preparation of requests for proposals and bids; reviews and verifies compliance documentation; maintains copies of contracts, bid documents, proposals, and related information.
- Receives, reviews, and responds to requests for documents including subpoenas; oversees and maintains accurate records and files; provides for storage of records and retention schedules.
- Independently composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for department management and staff; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Screens calls, visitors, and incoming mail and emails; assists and directs the public to appropriate locations and/or staff; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 an associate degree from an accredited college or university with major coursework in business or public administration, accounting, or a related field.

Experience:

Three (3) years of increasingly responsible and complex administrative and program support experience.

Licenses and Certifications:

None required.

Knowledge of:

- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Basic principles and techniques of research, data collection, and report preparation.
- Methods and techniques of preparing technical reports.

- Basic arithmetic and statistical techniques.
- Basic principles of contract administration.
- Budget development, monitoring and tracking techniques.
- Records management principles and practices.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles and practices of business and public administration as applied to citywide operations, programs, projects, and activities.
- Principles and techniques of conducting studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Research, conduct basic analyses, and summarize information from a variety of sources; and prepare reports.
- Conduct effective administrative and operational studies.
- Maintain accurate records and files in both hard copy and computer format.
- Make accurate arithmetic, financial and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

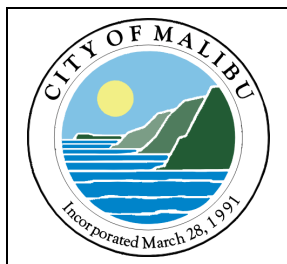
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although 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 10 pounds.

ENVIRONMENTAL CONDITIONS

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.



CITY OF MALIBU

MEDIA INFORMATION OFFICER

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under general direction, oversees, develops, and administers public information, communications, marketing, and outreach programs and activities; prepares a variety of informational, educational, and marketing materials; manages the City's social media presence; serves as the media liaison and responds to requests from the media; provides complex staff assistance to management staff; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager. May exercise functional supervision over technical staff.

CLASS CHARACTERISTICS

This journey level class is responsible for the management and development of a communications and public relations efforts. The incumbent must be able to work closely with all operating departments of the City, representatives of other organizations and are responsible for performing diverse and specialized work involving accountability and decision-making responsibilities, which include recommendation of policies, procedures, priorities, and standards. Performance of the work requires the use of independence, initiative, and discretion within guidelines.

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.

- Oversees a variety of assigned programs and projects in support of the City's public information, communications, marketing, and outreach programs and initiatives; coordinates programs and activities with other divisions or departments; responds to the media; confers with representatives of other agencies, vendors, and the public.
- Provides a variety of information to the news media and acts as City spokesperson with media representatives; drafts press releases and provides information in response to news media inquiries; facilitates interviews with staff and City Council; coordinates media coverage through press releases and news conferences.
- Acts as a resource for the City Council on media, communications, and marketing matters.
- Researches, prepares, edits, and disseminates public information through the City's website, social media, and in contacts with the public and media.

- Develops a variety of informational and promotional materials, including newsletter, website content, informational presentations, and related public information and outreach materials for the City.
- Develops and manages content for a variety of social media platforms, including the City's website; responds to social media as needed.
- Participates, oversees, and/or create video and photo materials to promote city actions and events and public messaging on the various communications channels; directs the operations of the Cable Television Channel.
- Works with staff in preparing communications and promotional items; advises and trains City Council and City staff on appropriate and effective ways to convey City messages and provide information on programs and activities.
- Oversees and coordinates emergency communications to the public and the media as part of the city's emergency response, including press releases, emergency alerts, talking points and speeches, social media, website, and printed materials. Attends and participates in meetings and community and special events.
- Responds to a variety of questions and provides information to the public and outside organizations; investigates and responds to complaints and inquiries; recommends corrective actions to resolve issues.
- Provides responsible staff assistance to management; prepares and proofreads a variety of reports, letters, memoranda, correspondence, and related written materials; develops, designs, and produces charts, graphs, and presentations.
- Participates in annual budget preparation; identifies resource needs and prepares cost estimates; monitors expenditures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in media relations, communication, and marketing; research emerging products and enhancements and their applicability to City needs.
- Attends and participates in meetings and community and promotional events, including on weekends and evenings.
- Maintains a variety of files and records.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in journalism, media relations, communications, media production, or related field.

Experience:

Five (5) years of increasingly responsible communications, marketing, public information, and/or community outreach work experience.

License:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Principles, methods and techniques of effective public communications, public relations, marketing communications, and community outreach.
- Methods and techniques for advertising, marketing, branding, and media planning.
- A variety of graphic design and web-based applications.
- Techniques for preparing effective written and visual materials.
- Techniques for effectively representing the City in contacts with the media, governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Principles and practices of television production, camera systems, editing systems, web page design, ftp, computer graphics and digital photography. City and mandated safety rules, regulations, and protocols.
- Principles and practices of public sector budget development and administration.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide effective public communications, public relations, marketing communications, and community outreach services.
- Prepare effective written and graphic informational, educational, and interpretive materials.
- Make effective presentations to individuals and groups of varying ages, interests, and backgrounds.
- Prepare clear and concise reports, media content, correspondence, procedures, and other written materials.
- Using English effectively to communicate in person, over the telephone and in writing.
- Working cooperatively and effectively with other employees, media representatives and the public.
- Ability to manage multiple projects under deadlines.
- Ability to handle confidential and sensitive information appropriately.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

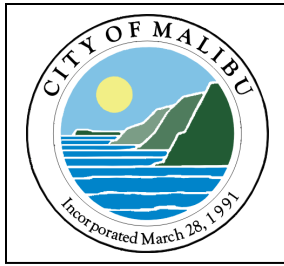
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although the job may involve some field inspection work requiring walking at inspection site areas 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 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. May work out-of-doors in all weather conditions to direct the operation of telecasts and operate equipment. May travel to sites outside of the City. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

MEDIA PRODUCTION TECHNICIAN

Class Description

Established: November 2016

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under general supervision, performs technical duties in support of the City's media information office; coordinates and produces the City's online and televised broadcast resources to ensure continued public access to the City's services; maintains, tests, and troubleshoots multimedia systems and equipment; performs other 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 classification is responsible for independently performing technical duties in support of the City's media information office. 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 work unit.

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.

- Assists with the development and coordination of media productions for web, broadcast, and social media use; assists with recording City-sponsored and community events, including City Council, Commissions and School District meetings and with broadcasts of the City Government television station.
- Transports, sets up, installs, operates, and disassembles a variety of audio and video equipment for broadcasting and online distribution of meetings and special events.
- Creates, updates, and maintains community calendar, station identification announcements and the graphic programming portion of government cable channel and City website.
- Programs County and State public service announcements and creates public service announcements for Malibu-related public service for the City government channel, website, and social media outlets; assists with broadcasting for Emergency Alert System and content for City's Emergency Notification System.

- Promotes television, website and social media outlets to residents, non-profit organizations, educators, businesses, potential users, and viewers; responds to and investigates citizen and subscriber complaints and inquiries.
- Performs digital duplication services for public requests of City Meetings or public hearings and collects duplication fees payable to the City.
- Assists with maintaining the City's digital archive library of City meetings.
- Represents the City in meetings with members of the City Council, various governmental agencies and local public and private organizations.
- Monitors condition and maintenance of multimedia equipment and cleans equipment as needed.
- Assists with the City's media information program.
- Prepares and creates a variety of written correspondence, detailed reports, procedures, and other written materials.
- Attends training and professional development seminars related to the work.
- Monitors changes in laws, regulations and technology that may affect unit operations; implements policy and procedural changes as required.
- Maintains on-call status for during emergencies.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

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 an associate degree in public affairs, communications, television, information technology, or related field.

Experience:

Three (3) years of experience performing information systems support, television production or media operations.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles and practices of television production, camera systems, editing systems, web page design, file transfer protocol (ftp), computer graphics and digital photography.
- Installation, configuration, set up, operation, maintenance, troubleshooting and repair of multimedia systems and equipment.
- Current principles, techniques and objectives of public information and media relations programs including social networking.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop, implement, and evaluate comprehensive cable television and telecommunications programs, websites and operations.
- Install, configure, set up, operate, maintain, troubleshoot, and repair multimedia systems and equipment.
- Manage live event direction and equipment operation.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When working in the field at community/special events, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to operate equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

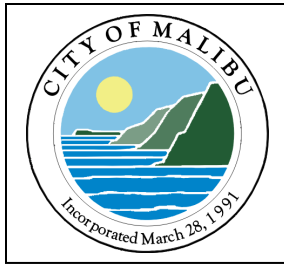
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees 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 evening, weekend and holiday hours, special events, and attend City Council meetings.

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.



CITY OF MALIBU

OFFICE ASSISTANT

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under immediate supervision, provides a variety of office support activities to various City offices, which may include data entry, office organization, telephone and counter reception, payment processing, record keeping, report preparation and filing; provides information and assistance to the general public; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the entry-level classification in the Office Assistant series. Initially under close supervision, incumbents learn and perform basic office support duties for the assigned department, while learning City policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Senior Office Assistant level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Positions in the Office Assistant class series are flexibly staffed; positions at the Senior Office Assistant level are normally filled by advancement from the Office Assistant level; progression to the Senior Office Assistant level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Senior Office Assistant level.

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.

- Receives and screens visitors and telephone calls; takes messages, directs visitors and callers to the appropriate office or person; provides information to City staff, other

organizations, and the public regarding City and departmental activities and functions, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.

- Organizes and maintains various administrative, confidential, reference, and follow-up files, following an established filing system; researches and compiles information from such files and purges files as required; conducts data entry.
- Attends to a variety of office administrative details such as opening and distributing mail, preparing outgoing mail, transmitting information, arranging for equipment maintenance, maintaining supplies and tickler files, maintaining appropriate records, and making copies.
- Prepares correspondence, reports, forms, receipts, notices, vouchers, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, or computer with form templates.
- Proofreads materials for accuracy, completeness, compliance with departmental policies, formatting, and correct English usage, including grammar, punctuation, and spelling.
- May collect and account for fees and other monies collected and reconcile cash and credit card transactions.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade.

Experience:

One (1) year of clerical experience.

Licenses and Certifications:

- None required.

Positions at the Office Assistant level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Appropriate reception and telephone etiquette.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide varied and responsible secretarial and office administrative work.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Establish and maintain records for the assigned department.
- Make accurate arithmetic and basic statistical calculations.
- Recommend process improvement changes to streamline procedures and implement upon approval.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

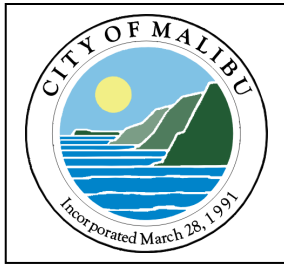
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although 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 10 pounds.

ENVIRONMENTAL CONDITIONS

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.



CITY OF MALIBU

PARKS SUPERVISOR

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, oversees and coordinates the daily activities of parks, landscape and facilities maintenance staff and operations; plans, organizes, and supervises the work of maintenance staff and contractors engaged in parks landscape and facilities services; ensures adherence to safety standards; participates in community problem solving; and performs related duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Community Services Director. Exercises general and direct supervision over park maintenance staff, contractors, and volunteers.

CLASS CHARACTERISTICS

This is a full supervisory-level classification that exercises independent judgment on diverse and specialized parks services and programs, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, for overseeing parks maintenance operations, and are responsible for providing professional level support to management staff in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

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.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the maintenance of city parks, right of ways and City buildings; recommends within departmental policy, appropriate service, and staffing levels; participate in the administration of policies and procedures.
- Develops and implements plans, programs, goals and objectives for the maintenance and improvement of City properties including landscapes, open space, trails, and greenways, building facilities, park structures and park playgrounds, and related City areas.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of park maintenance programs; monitors and evaluates the service delivery methods and procedures and identifies opportunities for improvement; recommends improvements to the Director and implements new procedures and methods.

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- Plans, directs, coordinates, and reviews the work plan for assigned programs; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow, review and evaluates work product, methods, and procedures.
 - Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; implements discipline and termination procedures.
 - Supervises and monitors the performance of landscape and facility maintenance contractors; develops, administers, and evaluates service contracts; ensures compliance with contract terms; negotiates contract changes.
 - Ensures facility maintenance and services are in compliance with applicable State, County and City regulations.
 - Provides responsible staff assistance to the Community Services Director; prepares and presents staff reports and other necessary correspondence.
 - Responds to and resolves difficult and sensitive inquiries and complaints.
 - Participates in the development and administration of the Community Services Department annual budget; compiles the forecast for additional funds for staffing, equipment, materials, and supplies for city parks and landscape and building facilities; monitors expenditures and implements adjustments as necessary.
 - Stays abreast of new trends and innovations in the field of park and building maintenance.
 - Evaluates the adjusts maintenance programs based on the impact organized sports groups have on turf sports fields.
 - Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
 - Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
 - Performs other duties as assigned.

QUALIFICATIONS

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 completion of the twelfth (12th) grade supplemented by college level coursework or specialized training in horticulture, landscape management, or related field.

Experience:

Five (5) years of increasingly responsible parks maintenance, landscaping, and/or tree maintenance experience, including two (2) years of lead supervisory experience.

License:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Horticultural planting techniques and methods, pruning techniques, fertilizing requirements, irrigation needs and other plant care techniques.
- Types and level of maintenance and repair activities generally performed in a park grounds maintenance and repair program.
- Safe work practices, including first aid and adult and CPR.
- Principles and practices of park and facilities maintenance program development and administration.
- Organizational and supervisory practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Recent developments, current literature, and sources of information related to facility maintenance, program planning and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles and procedures related to record-keeping.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards for the department.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Analyze problems, identify alternative solutions, anticipate consequences, and implement recommendations in support of goals.
- Interpret and apply relevant laws, codes, regulations, policies, and procedures.
- Maintain accurate records, reports, and written documentation.
- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise tact, initiative, prudence, and judgment within established guidelines.
- Organize work, prioritize tasks, meet deadlines, and follow up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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, to inspect various City infrastructure, development, and work sites, and to visit various meeting sites; strength, stamina and mobility to perform light to medium physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. 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 bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment with average weights of up to 30 pounds, and heavier weights with the use of proper equipment; and push and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

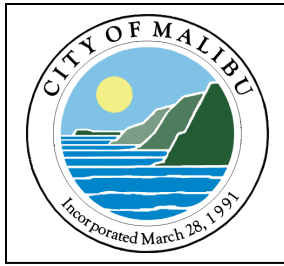
Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays. Participates in an after-hours emergency response program for on-call and callback assignments.

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.



CITY OF MALIBU

PERMIT SERVICES TECHNICIAN

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision, performs a variety of administrative and technical duties in support of the permit administration and building inspection programs; receives and processes permit applications; calculates fees; provides information and assistance to the public regarding permit processes and regulations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Permit Services Technician. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing administrative and technical duties in support of permit administration and building inspection programs. 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 work unit.

This class is distinguished from the Senior Permit Services Technician in that the latter performs the more complex work assigned to the series, such as coordinating complex permitting projects, providing technical assistance to staff, and resolving escalated customer inquiries.

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.

- Provides customer service support and assistance regarding community development, building, and permit processes, fees, and procedures; ensures effective communication of relevant regulations and municipal codes, ordinances, standards, and guidelines.
- Receives, evaluates, and processes permit applications, plans, specifications, and related documents; calculates and collects applicable fees; issues permits and releases approved plans.
- Conducts preliminary reviews of submitted plans; collaborates with other City staff and departments to facilitate plan review activities.

- Establishes and maintains accurate databases, spreadsheets, files, and records pertaining to permit applications, approvals, and documentation; ensures data accuracy and compliance with records retention requirements.
- Conducts research, compiles data, and prepares various correspondence, reports, and documentation to support permit processing and related tasks.
- Validates the completeness and compliance of applications, records, files, and reports with established regulations and procedures; applies departmental and City policies to ensure the adequacy of documentation.
- Coordinates appointments and provides assistance to homeowners, applicants, and contractors; facilitates communication between inspectors and stakeholders.
- Manages online portal requests and oversees plan check resubmittals; communicates status updates and approvals to applicants via email.
- Guides applicants through the plan check and permit process; oversees permit issuance and plan check creation.
- Reviews structural, architectural, civil, pool/spa, solar, landscape water treatment system plans for residential and commercial projects.
- Manages project progression from initial review through resubmittals and routing; calculates and invoices fees for plan checks, permits, additional services, and extensions.
- Collects and processes fees and verifies compliance with approved building plans; stamps approved documents accordingly.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade, supplemented by specialized training or coursework in permit issuance, building inspection procedures, or related fields.

Experience:

Two (2) of general administrative or clerical work experience, including experience supporting permit issuance, building inspection procedures, or a related operations.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months, a valid International Code Council (I.C.C.) Permit Technician certificate to be maintained throughout employment.

Knowledge of:

- Permit issuance, building inspection procedures, and code enforcement programs, procedures, and requirements.

- Research methods, data collection techniques, and reporting procedures.
- Business correspondence writing and standard formats for reports and documents.
- Processes and procedures of preparing and processing various applications, plans, records, and forms.
- Principles and procedures related to record-keeping and data management.
- Basic business arithmetic.
- Applicable federal, state, and local laws, codes, regulations, and industry standards relevant to the position.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Explain permit issuance, building inspection, and code enforcement procedures clearly and effectively.
- Research, summarize, and present information and data.
- Process various permit applications, plans, reports, and forms accurately and efficiently.
- Review and understand plans and related documents.
- Manage multiple phone calls and requests for information or service simultaneously.
- Make accurate mathematical computations.
- Interpret and apply relevant laws, codes, regulations, policies, and procedures.
- Maintaining accurate records, reports, and written documentation.
- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise tact, initiative, prudence, and judgment within established guidelines.
- Organize work, prioritize tasks, meet deadlines, and follow up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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,

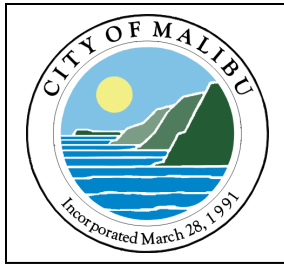
and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

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

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CITY OF MALIBU

PLAN CHECK ENGINEER

Class Description

Established: July 2024

Revised: N/A

FLSA: Non-Exempt

DEFINITION

Under direction, reviews architectural, structural, and building plans for construction or alteration of commercial, and residential structures for compliance with the federal and state regulations, City regulations, and accepted engineering and construction principles and practices; applies engineering principles and practices to specific problems; evaluates structures for occupancy safety; coordinates and facilitates meetings regarding permit requirements and building code issues; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing professional duties in support of architectural, structural, and building plan review. Positions perform the full range of duties as assigned, work independently, and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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.

- Reviews and analyzes commercial and complex residential building plans, structural calculations, specifications, and engineering reports for conformance with structural design, zoning, grading, and other applicable codes, ordinances, and accepted design and construction practices.
- Checks plans to determine loading on roofs, walls, and floors, type of structural connections, and adequacy of design to meet earthquake, flood zone, wind load, gravity, and material stress requirements.
- Coordinates and facilitates meetings to confer with engineers, architects, contractors, designers, and others in relaying and acquiring information, communicating information on design, engineering, and regulations governing building design and construction.

- Analyzes building designs to ensure basic engineering principles have been achieved; provides information on City development requirements.
- Performs field inspections; works and responds to staff and the public to address and correct areas of concern that arise during plan check, inspection, and construction activities; reviews the adequacy and safety of structural problems that arise during construction and recommends solutions.
- Researches, analyzes, and reviews legislative proposals and new code requirements, construction methods, building materials, and plan review criteria; develops recommendations for policy and procedure changes and implements upon approval.
- Coordinates plan review with plan check consultants; provides interpretations of structural code requirements; reviews plan check letters and other deliverables submitted by consultants for conformance to City standards and to ensure comments are clear, specific, and relevant.
- Drafts a variety of written communications including analytical reports, correspondence, and revisions to plans, policies, and procedures; prepares reports pertaining to structural engineering problems and building code enforcement.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in building construction methods, materials, and requirements.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in civil or structural engineering or related field.

Experience:

Three (3) years of experience in the review and design of structural engineering plans and specifications.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of a valid registration as a Professional Engineer (PE), to be maintained throughout employment.
- Certification as a Building Plans Examiner issued by the International Code Council or other authorizing agency within six (6) months from appointment.

Knowledge of:

- Structural engineering principles, techniques, policies, and procedures.
- Building construction methods and materials.
- Applicable federal, state, and local laws, codes, rules, regulations, and standards related to plan checking.
- Modern developments, current literature, and sources of information regarding architecture or engineering.
- Practices of researching architectural, structural, and building design issues, evaluating alternatives, making sound recommendations, and preparing effective reports.
- Principles of structural design and engineering mathematics.
- Research methods and sources of information related to plan checking.
- Principles and procedures of record-keeping and preparation of correspondence and reports.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Examine and correct building plans, calculations, and specifications in a uniform and accurate manner.
- Make structural and required mathematical calculations necessary to determine the adherence of structural plans to code requirements.
- Read, understand, and interpret engineering construction plans, technical drawings, specifications, studies, reports, permits, and other documents.
- Review and approve the work of contract consultants.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

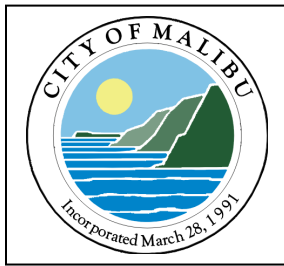
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

PLANNING DIRECTOR

Class Description

Established: July 2013

Revised: July 2024

FLSA: Exempt

DEFINITION

Under administrative direction, plans, organizes, directs and oversees the operations, programs, and activities of the Planning Department including current, advance, and environmental planning, permitting, and code enforcement; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides complex professional assistance to the City Manager, the City Council, the Planning Commission and others in areas of expertise; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over management, professional, technical, and administrative staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Planning department including short- and long-term planning as well as development and administration of department policies, procedures, and services. The class provides assistance to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering the City's mission, goals, and objectives within general policy guidelines.

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.

- Assumes full management responsibility for all Planning Department programs, services, and activities, including current, advance, and environmental planning, permitting and code enforcement.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Planning Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- 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.
- Provides for the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; approves and implements discipline and termination procedures.
- Manages the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Oversees and/or participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Develops and implements policies and regulations relating to land use, including the City's General Plan, Local Coastal Program, specific plans, zoning, annexations and other pertinent ordinances and policies.
- Manages and oversees application and permit review on planned residential, commercial, and industrial projects, use permits, variances, and zoning changes.
- Manages the preparation of environmental impact reports; assures compliance with California Environmental Quality Act (CEQA) for all City activities/projects.
- Represents the department to other City departments, elected officials, and outside agencies; provides staff support to commissions, committees, and task forces; performs a variety of public relations and outreach work related to community services activities.
- Conducts a variety of organizational studies, investigations, and operational studies; implements modifications to department policies and procedures, as appropriate.
- Receives, investigates, and responds to difficult and sensitive public complaints, inquiries, and requests for services; assists with resolutions and alternative recommendations.
- Oversees code enforcement field inspections, evaluates, and makes recommendations; participates in resolving code enforcement related issues as necessary.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Confers with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; provides information regarding City development requirements.
- Conducts site inspections, including determining if projects are in compliance with laws, regulations, and ordinances; makes recommendations regarding changes.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major coursework in urban planning, community development, business or public administration or a related field.

Experience:

Eight (8) years of increasingly responsible experience in planning, zoning, and related community development activities, including four (4) years of management and administrative experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Planning Department.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Municipal planning principles, techniques, practices, and procedures including knowledge of general plans, zoning ordinances, specific plans and development standards and practices.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- Principles and practices of strategic plan development.
- Site planning and architectural design principles.
- Recent development, current literature, and sources of information related to planning, zoning, and code enforcement.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Local coastal planning.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Public agency budgetary, contract administration, City-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.

- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Administer complex, technical, and sensitive current planning, development, redevelopment, housing, property acquisition and related programs in an independent and cooperative manner.
- Provide administrative, management and professional leadership for the Planning Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Receive and respond to a variety of questions from the general public, elected officials, contractors and developers; interpret planning and zoning programs, policies, processes, codes and regulations.
- Conduct complex research, compile technical and statistical information to evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Make effective public presentations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Read and understand technical drawings, plans, and specifications, and conduct effective site visits.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTLA INFORMATION

PHYSICAL DEMANDS

While working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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.

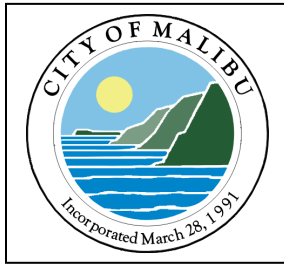
When performing work in the field, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions; the job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

PLANNING INTERN

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under immediate supervision, performs sub-professional planning work to assist in the day-to-day operations of the Planning Department; provides assistance to the public in person, over the phone and via email with planning questions; performs clerical and technical tasks in support of department projects and programs; conducts research and gathers data related to planning projects; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Planning Director or designee. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This class is used for training purposes in the field of municipal planning. Initially under close supervision, incumbents with basic planning skills learn and perform routine planning support duties. After an initial period of training, levels of responsibility will increase to a more independent level of professional duties.

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.

- Performs a variety of routine, sub-professional planning work in support of the Planning Department.
- Interacts with and assists the public over the phone, via email and at the planning counter with information requests and questions related to zoning code, coastal program requirements, and other planning programs and projects.
- Performs research and collects data related to planning projects; conducts studies on planning and land use issues as directed.
- Assists with Geographic Information Systems (GIS) mapping projects and entering data into the GIS database.
- May conduct field investigations.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Planning, Geography, Environmental Policy/Science, Public Policy, or related fields.

Experience:

None required.

Licenses and Certifications:

- None required.

Knowledge of:

- Municipal planning principles, techniques, practices, and procedures including knowledge of general plans, zoning ordinances, specific plans, and development standards and practices.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective technical staff reports.
- Research techniques, survey methods, and data collection.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Operational characteristics of Geographic Information Systems (GIS) software and their application to planning processes.
- Techniques for providing a high level of customer service, by effectively dealing with the public, contractors, and City staff.
- City and mandated safety rules, regulations, and protocols.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interact with the public in a positive and helpful manner.
- Work in a team environment.
- Learn, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn to prepare clear and concise reports, correspondence, documentation, and other written materials.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Learn to effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

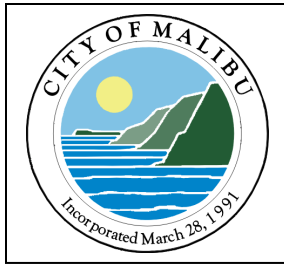
SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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, typewriter 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. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 10 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 departmental policies and procedures.



CITY OF MALIBU

PLANNING TECHNICIAN

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision, performs technical support duties to assist in the day-to-day operations of the Planning Department; reviews and processes land use applications; reviews planning projects for consistency with City standards and applicable planning regulations; provides assistance to the public at the front counter, over the phone, or via email with planning issues, projects, policies and procedures; assists with gathering, reviewing and summarizing data required by professional planning staff; 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 classification is responsible for independently performing technical duties in support of the City's current and advanced planning functions and professional staff. 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 work unit.

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.

- Provides appropriate information and assistance at the front counter, on the phone, and through email communication by answering questions and providing information regarding zoning, land use, the City's General Plan, current projects, and departmental policies and functions.
- Provides administrative support to professional planners on basic current and advanced planning projects, coordination with project applicants, preparation and posting of legal notices, and conducting background research.
- Prepares charts, diagrams, and maps for illustration in planning studies, public hearings, presentations, and board and commission meetings.
- Performs routine plan check functions for various projects to ensure compliance with regulations, municipal code, and policies; identifies necessary corrections and notifies customers of required actions.

- Receives and reviews applications for planning permits for accuracy and completeness; routes applications to appropriate planning staff.
- Performs administrative duties including typing, filing, copying documents, and record keeping; prepares forms, studies, and staff reports, as assigned.
- Maintains and updates zoning and General Plan maps.
- Performs site visits to verify site conditions with respect to plan checks or zoning compliance.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Education:

Equivalent to an associate degree in urban planning, land development, or a related field.

Experience:

One (1) year of experience providing technical support to a planning or land development program.

Licenses and Certifications:

- Possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Knowledge of:

- Municipal planning principles, techniques, practices and procedures including knowledge of general plans, zoning ordinances, specific plans and development standards and practices.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective technical staff reports.
- Researching and reporting methods, techniques, and procedures.
- Operational characteristics of Geographic Information Systems (GIS) software and their application to planning processes.
- Methods and techniques of reviewing a diverse range of applications for accuracy and completeness.
- Terminology, symbols, methods, techniques, and instruments used in planning and map drafting.
- Graphic illustration and presentation techniques.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Interpret and explain planning and zoning programs to the general public.
- Receive and respond to a variety of questions from the general public, contractors and developers or refer to higher level planning staff.
- Review applications for accuracy and completeness; process and/or submit to planning staff for action.
- Conduct routine research on planning and zoning related matters and prepare findings.
- Read and understand technical drawings and specifications.
- Interpret topographic maps and site plans.
- Deal constructively with conflict and develop creative solutions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

While working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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, 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.

When performing work in the field, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend;

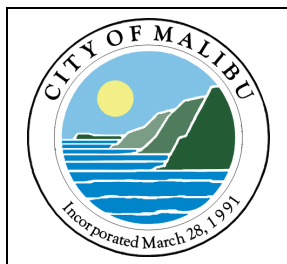
and to operate a motor vehicle and visit various City sites; vision to inspect site conditions; the job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

PUBLIC INFORMATION OFFICER

Class Description

Established: July 2024

Revised: N/A

FLSA: Exempt

DEFINITION

Under general direction, plans, develops, and implements comprehensive public information, public relations, communications, media relations, marketing, and outreach programs for the City; collaborates with executive and senior management staff and elected officials to develop strategic approaches to public information; oversees city-wide strategic and ongoing communications, social media, branding, and media efforts to ensure consistent and effective management of information; proactively identifies emerging communications issues and recommends strategies to address them; serves as the media liaison and responds to requests from the media; provides complex and responsible support to the City Manager and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Exercises direct supervision over staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, and managing the internal and external communications for the City. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing policies, procedures, priorities, and standards and ensuring compliance with regulatory requirements. Incumbents serve as a professional level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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.

- Serves as key City spokesperson and coordinates two-way information flow with the media, community, businesses, non-profit organizations, and other agencies to ensure effective and efficient media relations.
- Develops, implements, and coordinates the City's communication's strategies and policies to foster understanding among the public and City employees of City-wide vision, strategic priorities, program goals, and services; synthesizes vision, mission, strategic goals, and key

issues into concrete messages for educational, informational, and marketing purposes; establishes and maintains unified City messaging, communications, and branding.

- Plans, designs, produces, oversees, and implements a wide variety of public information, communications, marketing, and outreach programs and initiatives; coordinates programs and activities with other divisions or departments; confers with representatives of other agencies, vendors, and the public.
- Develops and implements a comprehensive media relations program and acts as City spokesperson with media representatives; drafts press releases and provides information in response to news media inquiries; facilitates interviews with staff and City Council; coordinates media coverage through press releases and news conferences.
- Serves as an advisor for executive management and City Council on media, communications, and marketing matters; assists in preparing for public presentations, including drafting speeches, presentations, and background information.
- Manages the City's social media channels to ensure strong communication flow between the City and residents; assists in maintaining the City's website; provides guidance and oversight to City departments regarding online content.
- Oversees and participates in the development of a variety of informational and promotional materials, including newsletter, website content, informational presentations, and related public information and outreach materials for the City.
- Oversees and coordinates emergency communications to the public and the media as part of the city's emergency response, ensures emergency instructions and critical information is disseminated to the public and other audiences. Represents the City in meetings and community and special events.
- Responds to a variety of questions and provides information to the public and outside organizations; investigates and responds to complaints and inquiries; recommends corrective actions to resolve issues.
- Develops and monitors the division's annual budget; identifies resource needs and prepares cost estimates; monitors expenditures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in media relations, communication, and marketing; research emerging products and enhancements and their applicability to City needs.
- Maintains files, databases, and records related to public information and community outreach; prepares a variety of written reports, memoranda, and correspondence.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in journalism, media relations, communications, media production, or related field.

Experience:

Five (5) years of increasingly responsible communications, marketing, public information, and/or community outreach work experience, including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, and emerging trends of effective public communications, public relations, marketing communications, and community outreach.
- Principles and practices of strategic communications planning.
- Methods and techniques for advertising, marketing, branding, and media planning.
- Techniques for preparing effective written and visual materials.
- Principles and techniques of contemporary communications channels, including social media, video production (visual storytelling), advertising, publications, public access broadcast operations, etc.
- Techniques for effectively representing the City in contacts with the media, governmental agencies, community groups, and various business, professional, and regulatory organizations.
- Principles and practices of television production, camera systems, editing systems, web page design, ftp, computer graphics and digital photography.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Principles and practices of public sector budget development and administration.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Provide effective public communications, public relations, marketing communications, and community outreach services.
- Prepare effective written and graphic informational, educational, and interpretive materials.
- Make effective presentations to individuals and groups of varying ages, interests, and backgrounds.
- Prepare clear and concise reports, media content, correspondence, procedures, and other written materials.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Handle confidential and sensitive information appropriately.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

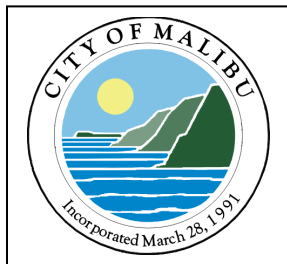
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various City sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although the job may involve some field inspection work requiring walking at inspection site areas 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 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. May work out-of-doors in all weather conditions to direct the operation of telecasts and operate equipment. May travel to sites outside of the City. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

PUBLIC SAFETY COORDINATOR

Class Description

Established: January 2021

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, provides a full range of highly complex administrative and technical staff assistance in support of the City's public safety programs; serves as liaison between the City's Public Safety Office and the Los Angeles County Sheriff's Department to address safety concerns in the community; coordinates the efforts of law enforcement and the City's homeless outreach workers to address safety concerns related to people experiencing homelessness; serves as a liaison to the general public, City staff, appointed boards and committees, community organizations, and other governmental agencies; and develops, organizes and presents on the City's homelessness and community safety programs, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Safety Director. May exercise functional supervision over technical and clerical staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing a variety of technical and administrative duties in support of the City's public safety programs. 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 work unit.

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.

- Serves as the City's liaison to the Sheriff's department regarding community safety concerns.
- Conducts field checks and assessments of public areas to identify homeless encampments and/or homeless individuals; determines appropriate course of action based on situation (property ownership, size of encampment, amount/type of items, etc.); coordinates encampment clearing activities with law enforcement, homeless outreach service providers and residents.
- Represents the City at local and regional meetings to address public safety concerns, e.g., homelessness, crime, etc.
- Responsible for implementation of the City's Homelessness Strategic Plan.

- Designs, organizes, and presents community safety programs for community groups, service groups, neighborhood associations, local businesses, schools, City departments and the general public.
- Works cooperatively with community groups, service groups, neighborhood associations, local business, schools, City departments and the Los Angeles County Sheriff's Department to promote mutual interests.
- Responds to requests for information from the public and other sources.
- Coordinates implementation of temporary impound yard through partnership with local public safety agencies, schools, and City staff; processes Conditional Use Permit and Temporary Use Permits.
- Oversees the Automated License Plate Reader (ALPR) program in partnership with the LA County Sheriff's Department, including camera installation, maintenance, and program evaluation.
- Assists in overseeing the City's parking enforcement program including contract management, program evaluation, and making recommendations for improvement.
- Assists with public communication activities including writing content for the City's website and social media platforms and information to the media and the community pertaining to public safety activities and responses to safety concerns.
- Develops public service announcements on safety issues and coordinates the filming and airing of announcements on media channels.
- Conducts a variety of studies regarding public safety programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative and/or operational changes after approval.
- Prepares and submits a variety of staff reports, resolutions, ordinances, and correspondence regarding public safety activities.
- Explains and interprets programs, policies, and activities.
- Performs research on available grants; prepares applications and writes proposals to fund various safety and homelessness-related activities and assists in the implementation of grant funded projects and programs.
- Responds to and resolves difficult and sensitive complaints and inquiries; provides general and specialized information and assistance.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in criminal justice, law, public administration, or related field.

Experience:

Three (3) years' increasingly responsible experience in public safety education, outreach, and communication, law enforcement, or related work experience.

License:

- Must possess and maintain a valid California class C driver license and have a satisfactory driving record.

Knowledge of:

- Principles and practices of project and/or program management including planning, development, implementation, monitoring, and evaluation.
- Principles, practices and procedures of homeless services, encampment management, law enforcement and public safety administration.
- Nuisance abatement and crime prevention best practices.
- Modern principles and practices of program development, research methods, administration, and evaluation.
- Functions of public agencies and public safety agencies.
- Applicable federal, state, and local laws, codes and regulations that influence public safety programs.
- Methods and techniques for report writing and presentations, contract negotiations, business correspondence and information distribution.
- Research and reporting methods, techniques, and procedures.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and administer a full range of public safety education, outreach, and training.
- Analyze public safety issues to identify the appropriate course of action, agencies that need to be involved, and coordinate the provision of services.
- Effectively represent the City's Public Safety Program in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, legislative organizations, and community groups.
- Identify and respond to issues and concerns of City management, the City Council, outside agencies, professional groups, community groups, commissions, and committees.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

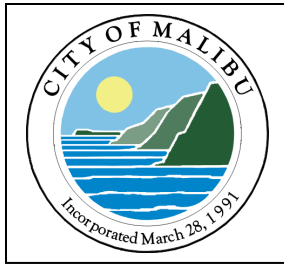
When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, members of the public, and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

PUBLIC SAFETY DIRECTOR

Class Description

Established: July 2022

Revised: July 2024

FLSA: Exempt

DEFINITION

Under administrative direction, plans, directs, manages and oversees the activities and operations of the Public Safety department including management of the City's emergency management program, public safety oversight, and planning and managing the City's response to natural disasters and national security emergencies; manages contract services for law enforcement, homeless services, and animal control; fosters cooperative working relationships with intergovernmental and regulatory agencies, public and private groups, and public safety and social service agencies; provides highly responsible and complex professional assistance to City management staff and City Council in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Safety Department including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the City Manager and/or Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

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.

- Assumes full management responsibility for all programs, services, and activities of the Public Safety Department.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Public Safety Department.

- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Manages and participates in the development and administration of the Department's operating budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements budgetary adjustments as necessary; administers and submits all City-related disaster claims for relief and reimbursement to applicable agencies.
- Plans, directs, and coordinates the Public Safety Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Administer contract services pertaining to public safety, including law enforcement, animal care and control and homeless services, ensure that services provided are in accordance with contract requirements, budgets, and related laws, ordinances, and regulations.
- Coordinates and manages the City's emergency management functions including analyzing critical issues; identifying potential hazard to health and safety; training and advising other staff in roles related to emergency operations; and ensuring the City's disaster preparedness plan is maintained in accordance with State law.
- Oversees the City's emergency alert/notification system, including posting notifications on the City's social media outlets, website, and other communication platforms.
- Responds to the most complex and sensitive inquiries and complaints regarding public safety issues and concerns; directs staff and coordinates with other City departments and outside agencies to address public safety issues.
- Provides professional staff support to the Public Safety Commission, other committees, and task forces, as necessary.
- Coordinates with the City's Media Information Office for proper dissemination of public safety information
- Collaborate with agency partners to develop innovative solutions and initiatives in public safety and emergency management administration.
- Ensures that the City's Emergency Operations Center (EOC) is in a constant state of readiness and that all EOC systems are operational and up to date. Maintains ability to activate EOC at all levels of incidents and planned events.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to department programs, policies, and procedures as appropriate.
- Monitor and analyze current and proposed legislation, regulations, policy, and programs that impact public safety programming or grant opportunities; develop position reports and letters for the City Manager and City Council as needed; and assists in the development of new, or updates to, municipal codes and fines for the purpose of addressing public safety issues.
- Represents the Public Safety Department to other City departments, police and fire agencies, elected officials, and other agencies and organizations; coordinates department activities with those of other departments and outside agencies and organizations.
- Directs and participates in the preparation, review, and presentation of reports; provides recommendations to the City Manager, City Council, various boards as required; manages special projects as assigned by the City Manager.

- Receives, investigates, and responds to the most difficult and sensitive complaints, inquiries, and requests for services and takes necessary action to resolve.
- Maintains and directs the maintenance of working and official departmental files.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in public administration, criminal justice, public safety, or related field.

Experience:

Seven (7) years of increasingly responsible public safety, emergency management, and/or fire services professional work experience, including three (3) years of administrative and management experience.

License/Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Must possess a Professional Development Series certification issued by the State Office of Emergency Services.
- Possession of Standardized Emergency Management System training.
- Completion of FEMA ICS 100 & 200 and IS 700 & 800 courses required by the Department of Homeland Security within a specified amount of time.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Public Safety Department.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- General principles of risk management related to the functions of the assigned area.
- Public safety principles and practices, including law enforcement, fire services, disaster planning and emergency management response.
- Standardized Emergency Management System, the National Incident Management System, Incident Command System and State and County emergency preparedness requirements.

- Operational practices and procedures of first responder agencies and special teams.
- Principles of contract procurement and administration.
- Principles and practices of budget development and administration.
- Technical, legal, financial, and public relations problems associated with the management of Public Safety programs.
- Grant application and administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Safety Department.
- Plan, organize, administer, coordinate, review, and evaluate a comprehensive public safety and emergency preparedness and response program.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Conduct effective negotiations with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Make accurate arithmetic, financial and statistical computations.
- Direct the maintenance of and maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, public safety organizations, community groups, and various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

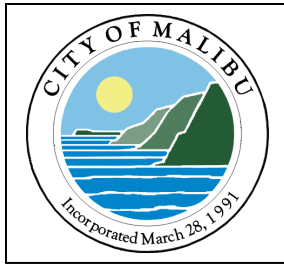
When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

PUBLIC WORKS DIRECTOR/CITY ENGINEER

Class Description

Established: July 2013

Revised: July 2024

FLSA: Exempt

DEFINITION

Under administrative direction, plans, directs, manages and oversees the activities and operations of the Public Works department including engineering, capital improvement project design and construction, transportation, streets and traffic control, flood plain management, solid waste management, stormwater and wastewater operations and management, management and implementation of assessment districts, and facility, equipment and infrastructure maintenance; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to City management staff and City Council in areas of expertise; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Works Department including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the City Manager and/or Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy guidelines.

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.

- Assumes full management responsibility for all programs, services, and activities of the Public Works Department.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Public Works Department.
- Establishes, within City policy, appropriate service, and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Manages and participates in the development and administration of the Department's operating and capital improvement budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures and implements budgetary adjustments as necessary.
- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Performs the duties of the City Engineer as prescribed by State law and City ordinances, including overseeing the preparation of engineering plans and specifications and the construction of public projects; reviews, approves and signs plans and specifications for City infrastructure and facilities, assessment districts, subdivisions, and developments.
- Oversees traffic engineering and transportation planning activities; develops local, State and Federal funding sources for such activities.
- Oversees the provision of contracted services; prepares specifications and requests for proposal; evaluates bids and makes recommendations for contract award; manages and administers contract to ensure compliance with contractual obligations and approved budget.
- Plans, directs, and coordinates the Public Works Department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to department programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public services.
- Represents the Public Works Department to other City departments, elected officials, and outside agencies; coordinates department activities with those of other departments and outside agencies and organizations.
- Directs and participates in the preparation, review, and presentation of reports; provides recommendations to the City Manager, City Council, various boards as required; manages special projects as assigned by the City Manager.
- Receives, investigates, and responds to the most difficult and sensitive complaints, inquiries, and requests for services and takes necessary action to resolve.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

Experience:

Eight (8) years of increasing responsible civil engineering or public works construction management experience, including four (4) years of administrative and management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of a valid California registration as a Professional Engineer (PE), to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Public Works Department.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, techniques, procedures and standards of capital improvement engineering, design, construction, inspection, funding, and long-term maintenance.
- Principles and concepts of municipal infrastructure maintenance, repair, and replacement.
- Principles and practices of budget development and administration.
- Modern and complex principles and practices of program development and administration.
- Technical, legal, financial, and public relations problems associated with the management of public works programs.
- Grant application and administration.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Works Department.
- Plan, organize, administer, coordinate, review, and evaluate a comprehensive public work design, engineering, construction, and maintenance program.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Conduct effective negotiations with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Make accurate arithmetic, financial and statistical computations.
- Direct the maintenance of and maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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

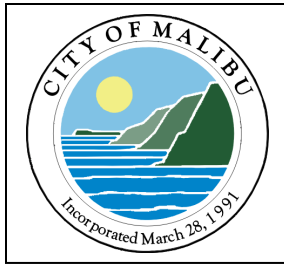
the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions 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 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust, and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

PUBLIC WORKS INSPECTOR

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under general supervision, performs a variety of duties involved in inspecting the workmanship and materials used in public works construction and capital improvement projects of City infrastructure, such as encroachment, grading, landscaping, traffic control, water quality, and public safety, as well as private development construction projects; ensures conformance with applicable federal and state laws, codes, ordinances, plans, specifications, and departmental regulations; answers questions concerning structural requirements from the public and tradespeople; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Superintendent. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the inspection of public works projects and ensuring conformance with plans, specifications, and mandated regulations. 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 work unit.

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.

- Inspects all phases of a variety of public works, infrastructure, capital improvement, and private development construction projects for conformance with, plans, specifications, contract provisions and safe work practices in accordance with City, County and State codes; inspects materials for identification; performs routine field tests as needed.
- Confers with contractors and developers regarding conformance to standards, plans, specifications, and codes; explains requirements and evaluates alternatives.
- Issues "stop work" notices, notices of violation, and change orders within specific guidelines and/or consults with engineering staff regarding problems and change alternatives.
- Prepares, maintains, and/or reviews daily activity and inspection reports, progress payments, change orders, claims, and other written documentation; maintains records of maintenance and cleaning activities; maintains inventory of equipment and supplies.

- Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement and private construction projects.
- Investigates resident and business owner complaints; confers with property owners regarding project schedule, hazards, and inconvenience; participates in the resolution and prepares work orders to address complaints.
- Inspects adjacent properties for damage from construction activity.
- Schedules service interruptions with least interference and least inconvenience to properties.
- Identifies areas of flooding, mudslides, and clogged storm drains after weather events.
- Reviews all encroachment and transportation permit applications, returns permits to clerk for clarification or communicates with applicant directly, and notates additional special conditions of issuance; verifies and/or calculates quantities for fee calculation; performs final inspections and issues permits.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 completion of the twelfth (12th) grade, supplemented by specialized training in construction technology, engineering, or related field.

Experience:

Two (2) years of public works inspection experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Materials, methods, principles, and practices used in public works construction.
- Principles and practices of public works construction inspection and plan review.
- Technical principles and practices of engineering design, specification, and cost estimate preparation.
- Defects and faults in construction.
- Material sampling, testing, and estimating procedures.
- Mathematical principles including algebra, geometry, and trigonometry.
- Recordkeeping principles and procedures.
- Occupational hazards and standard safety practices necessary in public works maintenance and inspection.
- General principles of risk management related to the functions of the assigned area.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect standard capital improvement, public works, and private development projects to ensure compliance with plans, specifications, and safety standards.
- Review and authorize change orders, claims, and progress payments within specific procedural guidelines.
- Provide technical engineering review and processing assistance to City staff.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, and maps for conformance with City standards and policies.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Make accurate mathematical computations.
- Effectively represent the department and the City in meetings with governmental organizations, other departments, various business and professional organizations, and in meetings with individuals.
- Maintain accurate records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
 - Prepare clear and concise reports, correspondence, documentation, and other written materials.
 - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
 - Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
 - Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
 - Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
 - Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials

and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

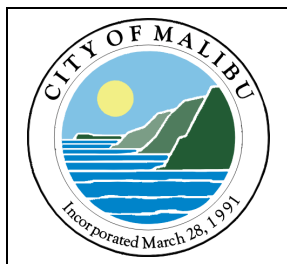
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress; possible entry into confined spaces and the use of confined entry equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

PUBLIC WORKS SUPERINTENDENT

Class Description

Established: July 2013

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and reviews a comprehensive program of public works construction, maintenance and repair of City infrastructure, which includes facilities, buildings, stormwater facilities operations and maintenance, streets, roads, trees, fleet operations, curbs, gutters, sidewalks, and storm drain installation and maintenance; provides administrative support to the Public Works Director/City Engineer, management staff, and city council, in areas of capital improvements, budget and a preventive maintenance program; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer Exercises direct supervision to technical, maintenance and contracted staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating public works maintenance activities. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include overseeing the City's infrastructure maintenance function, budget administration and reporting, program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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 the daily functions, operations, and activities within the Public Works Department including construction, maintenance and repair of city infrastructure, fleet operations and public works inspections.
- Participates in the development and implementation of goals, objectives, policies, procedures, and work standards for the division.
- Develops and standardizes maintenance and operating procedures and methods to improve the efficiency and effectiveness of maintenance operations.
- Provides for the selection of staff, trains staff in work and safety procedures; authorizes discipline as required; provides policy guidance and interpretation to staff.

- Participates in the administration of the operating and capital improvement program budgets for the department; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Establishes, administers, and maintains the City's annual street and tree maintenance programs.
- Participates in developing, planning, scheduling, and managing capital improvement and maintenance programs and projects; prepares plans, specifications and cost estimates and capital improvement project budgets.
- Oversees and assists with inspections of City facilities, landscaping, and infrastructure and construction in progress; makes recommendations for improvements and repair of buildings, streets, roads, curbs, gutters, sidewalks, and storm drain installation and maintenance.
- Prioritizes work order requests and assigns tasks and projects accordingly; reviews completed work to ensure compliance with City standards and quality expectations; prepares, maintains, inputs, and queries detailed logs, records, and reports of maintenance and repair activities via automated software systems.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Serves as a liaison for assigned functions with other City departments and outside agencies.
- Plans, schedules, and oversees all Federal Emergency Management Agency (FEMA), Federal Hazard Mitigation Assistance (FHMA)/Office of Emergency Services (OES) repair and upgrade work; prepares all reports for reimbursement.
- Prepares staff reports and other correspondence related to assigned activities and services; presents reports to various commissions, committees, boards, and the City Council.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Responds to emergencies as required; coordinates activities with other responders to provide effective response; directs the work of staff and utilization of resources to affect repair and ensure the safety of the community.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Provides logistical support and resources for various special event programs and ceremonies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 completion of the twelfth (12th) grade, supplemented by specialized training in business or public administration, construction technology, engineering, or a related field.

Experience:

Five (5) years of increasingly responsible experience in public work operations and maintenance including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, quality control, and work standards related to assigned division.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Project management principles and practices.
- Principles, practices, methods, equipment, materials and techniques of the construction, maintenance, and repair of public works systems and facilities.
- Principles of contract administration for public works maintenance and repair projects.
- General principles of risk management related to the functions of the assigned area.
- Request for Proposals including construction and bid document preparation.
- Federal, state, and local disaster grant application, implementation, and reimbursement process.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Works Department.
- Analyze and interpret plans and specifications in accordance with design requirements and applicable standards and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively negotiate contract change orders and amendments.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Develop contract specifications for maintenance contracts and other professional services; administer such contracts.
- Assist in preparing and administering budgets.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

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CITY OF MALIBU

RECREATION ASSISTANT I

Class Description

Revised: July 2024

FLSA: Unclassified/Part-Time

DEFINITION

Under the general direction and supervision of the Recreation Supervisor and Recreation Coordinator, the Recreation Assistant I assists in the implementation of recreation programs, activities and events of the City of Malibu Community Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Manager. Exercises no direct supervision over staff. May receive technical guidance or direction from Recreation Assistant II.

DISTINGUISHING CHARACTERISTICS

This position is the entry-level class in the part-time Recreation Assistant series. Incumbents initially work under direct supervision while tasks and job functions are learned, progressing to general direction after training period is complete. This class is distinguished from the Recreation Assistant II in that the latter exercises technical and function supervision over part-time/seasonal personnel.

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.

- Assists with planning and organizing City programs, activities, and events for participants of all ages
- Communicates information and appropriately responds to inquiries from the general public, contract instructors and City staff in person, via telephone, and electronic communication
- Collects program registration fees, prepares records, and produces activity reports in accordance with established procedures
- Explains and enforces Department rules and regulations governing facilities, parks, and programs
- Assists in the development and promotion of programs including marketing and graphic design
- Conducts routine facility inspections and documents general usage and issues related to maintenance and safety
- Prepares facilities for programs and reservations
- Assists with minor maintenance of recreational facilities and equipment including cleaning and stocking facilities
- Represents the park and recreation interests of the City
- Performs other related duties as assigned

QUALIFICATIONS

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:

None. Current enrollment in college or a college degree is highly desirable.

Must be at least 16 years of age at the time of employment.

Experience:

None. Prior experience in related recreational activities and customer service is highly desirable.

License/Certifications:

- Certification in Cardio-Pulmonary Resuscitation (CPR), Automatic External Defibrillator (AED) and Standard First Aid upon hire.
- 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.

Knowledge of:

- Recreation programming including community classes, cultural arts, day camps, seniors, and special events.
- Concepts, principles and practices of parks and recreation programs, activities, and events.
- General facility and parks operations.
- Computer applications including Microsoft Office Suite. Knowledge of Adobe software suite preferred.
- Standard office administrative procedures including the use of standard office equipment.

Ability to:

- Prove strong support for recreation programs, activities, and events.
- Display a positive attitude and ability to provide excellent customer service to the general public, contractors and City staff.
- Follow written and verbal direction from supervisory staff.
- Organize, think critically, and multi-task.
- Demonstrate punctuality, initiative, and common sense.
- Use English to effectively communicate, both orally and in writing, with the public, contractors and City staff.
- Understand, enforce, and abide by City and School District policies while utilizing strong decision-making skills.
- Maintain the safety, cleanliness, and general order of recreational facilities.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Must possess mobility to safely operate a motor vehicle to visit various City and meeting sites; mobility to safely operate an all-terrain utility vehicle for programs and events; ability to work in a

standard office setting and use standard office equipment including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. May walk up to several hundred yards to observe a program, assist participants and patrons, or inspect a facility. Employee will occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employee requires the ability to stand for long periods. Employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 75 pounds.

ENVIRONMENTAL CONDITIONS

Employees will regularly work in both indoors and outdoors in all weather conditions including seasonally hot and cold temperatures and may be exposed to ultraviolet rays, loud noises, confined workspaces, chemicals, mechanical and electrical hazards, and blood and body fluids while rendering First Aid, CPR and an AED. Employees are required to wear appropriate attire for office or recreation activities to which they are assigned. Employees may interact with upset staff and/or public or private representatives while interpreting and enforcing department policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends and holidays.

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.



CITY OF MALIBU

RECREATION ASSISTANT II

Class Description

Revised: July 2024

FLSA: Unclassified/Part-Time or Regular Part-Time

DEFINITION

Under the general direction and supervision of the Recreation Manager, Recreation Supervisor and Recreation Coordinator, the Recreation Assistant II implements and oversees recreation programs, activities, and events of the City of Malibu Community Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Manager. Provides technical and functional supervision over part-time/seasonal personnel.

DISTINGUISHING CHARACTERISTICS

This position is the journey-level class in the part-time Recreation Assistant series. This class is distinguished from the Recreation Assistant I by the performance of the full range of duties as assigned and the performance of technical and functional supervision over part-time/seasonal staff. 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 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.

- Assists with planning, organizing, and supervision for City programs, activities, and events for participants of all ages.
- Communicates information and appropriately responds to inquiries from the general public, contract instructors and City staff in person, via telephone and electronic communication.
- Directs, schedules, and assigns tasks to part-time/seasonal personnel and communicates performance related concerns to the Recreation Manager.
- Collects program registration fees, prepares records, and activity reports in accordance with established procedures.
- Explains and enforces Department rules and regulations governing facilities, parks and programs.
- Assists in the development and promotion of programs including marketing and graphic design.
- Conducts routine facility inspections and documents general usage and issues related to maintenance and safety.
- Prepares facilities for programs and reservations.
- Assists with minor maintenance of recreational facilities and equipment including cleaning and stocking facilities.
- Represents the park and recreation interests of the City.
- Attends in-service training sessions.

- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

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

Education:

Equivalent to completion of the 12th grade. Currently enrolled in college or college degree is highly desirable.

Candidate must be at least 18 years of age by the time of employment.

Experience:

Minimum of three years of responsible prior experience in related recreational activities and experience in personnel and facility management.

License/Certifications:

- Certification in Cardio-Pulmonary Resuscitation (CPR), Automatic External Defibrillator (AED) and Standard First Aid upon hire.
- 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.

Knowledge of:

- Recreation programming including community classes, cultural arts, day camps, seniors and special events.
- Concepts, principles and practices of parks and recreation programs, activities and events.
- Marketing strategies to promote recreation programming on social media and City websites.
- General facility and parks operations.
- Part-time staff supervision.
- Computer applications including Microsoft Office Suite. Knowledge of the Adobe software suite preferred.
- Standard office administrative procedures including the use of standard office equipment.

Ability to:

- Provide strong support for recreation programs, activities and events.
- Display a positive attitude and ability to provide excellent customer service to the general public, contractors and City staff.
- Follow written and verbal direction from supervisory staff.
- Lead, organize, think critically, and multi-task.
- Demonstrate punctuality, initiative, and common sense.
- Use English to effectively communicate, both orally and in writing, with the general public, contractors and City staff.
- Understand, enforce, and abide by City and School District policies while utilizing strong decision-making skills.
- Maintain the safety, cleanliness, and general order of recreational facilities.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Must possess mobility to safely operate a motor vehicle to visit various City and meeting sites; mobility to safely operate an all-terrain utility vehicle for programs and events; ability to work in a standard office setting and use standard office equipment including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. May walk up to several hundred yards to observe a program, assist participants and patrons, or inspect a facility. Employee will occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employee requires the ability to stand for long periods. Employee must frequently lift and/or move objects up to 25 pounds and occasionally lift and/or move objects up to 75 pounds.

ENVIRONMENTAL CONDITIONS

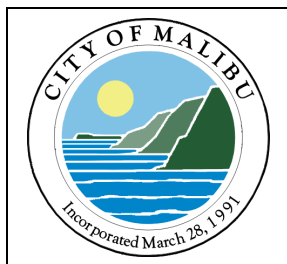
Employees will regularly work in both indoors and outdoors in all weather conditions including seasonally hot and cold temperatures and may be exposed to ultraviolet rays, loud noises, confined workspaces, chemicals, mechanical and electrical hazards, and blood and body fluids while rendering First Aid, CPR and an AED. Employees are required to wear appropriate attire for office or recreation activities to which they are assigned. Employees may interact with upset staff and/or public and private representatives while interpreting and enforcing department policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends and holidays.

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.



CITY OF MALIBU

RECREATION COORDINATOR

Class Description

Established: January 2017

Revised: July 2024

FLSA: Non-exempt

DEFINITION

Under general supervision, plans, organizes, and coordinates various recreational programs and facilities, including senior, adult, and youth recreation, day camps, sports leagues, aquatics programs, and special events; provides administrative and programmatic support to management personnel, fostering cooperative working relationships with various public and private groups, and overseeing the operations of recreation and sports facilities; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor. Exercises technical and functional direction over assigned part-time and seasonal staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Recreation department. Incumbents have responsibility for independently coordinating and implementing the program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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, supervises, and coordinates recreation programs, activities, and services at various sites including senior centers, swimming pools, gyms, sports fields, and community centers, ensuring compliance with applicable state, and City regulations.
- Recruits, selects, trains, and supervises part-time staff and volunteers for senior, adult, and youth recreation programs, sports leagues, and special events; provides guidance and evaluates performance to ensure effective program delivery.
- Coordinates, promotes, and implements diverse recreational programs, including sports leagues, cultural arts, after-school programs, and nutrition activities, aiming to engage and serve the community effectively.

- Identifies and addresses staff development needs; schedules and coordinates training programs for staff, coaches, and officials; monitors training effectiveness and ensures proper certification.
- Acts as a liaison with patrons and residents, addressing inquiries, concerns, and resolving issues related to recreation program operations and services.
- Coordinates first aid, CPR and other safety training for Recreation and other City staff; provides training to the public, as assigned.
- Handles medical emergencies and injuries; provides first aid and/or adult and child cardiopulmonary resuscitation; contacts police, fire, and emergency medical services as required.
- May work closely with representatives of other public, non-profit, and private organizations, including school districts and community groups.
- Responds to and resolves inquiries and concerns from participants, family members and the public.
- Provides input to budget requests and administers program budgets after adoption; may prepare and assist in the administration of various grants.
- Maintains an inventory of necessary recreation, maintenance and aquatics supplies and equipment and makes approved purchases as needed.
- Conducts regular inspections of parks and facilities, ensuring maintenance and safety standards are met; communicates emergency issues and progress on renovation projects.
- Maintains comprehensive records of recreation program activities and services; prepares reports, memoranda, and correspondence as needed.
- Develops presentations for board meetings, schools, community gatherings, and youth and parent groups to showcase recreational opportunities and initiatives.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 an associate degree from an accredited college with major coursework in recreation, child development, sports exercise, public administration, or a related field.

Experience:

Three (3) years of increasingly responsible experience in coordinating comprehensive recreational programs.

Licenses and Certifications

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a certification in American Red Cross CPR, First Aid, and AED.
- Possession of a Safe Food Handler certification to be maintained throughout employment.

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, methods, and techniques of recreation, sports, and leisure services programs, management, operations, facilities, and equipment.
- Procedures for planning, implementing, and maintaining a variety of recreation, special events, and senior activities.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Special Event Permits, City Municipal Codes, and Permit Regulations.
- Safe food handling techniques.
- Rules and regulations of sports, coaching in a competitive and non-competitive setting, field dimensions, and equipment needs.
- Recreation site management and oversight.
- Local community groups, organizations, and businesses.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Understand the organization and operation of recreation and sports programs and facilities necessary to assume assigned responsibilities.
- Develop, plan, organize, coordinate, promote, implement, supervise, and evaluate a variety of services and recreation programs, trips, and special events.
- Carry out administrative tasks such as scheduling, reviewing time sheets, preparing maintenance reports, and conducting training meetings.
- Coach and officiate a variety of sports.
- Oversee expenditures and adhere to budgeted allocations; ensure program revenues are collected appropriately.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Adopt the City's vision, mission, and values to provide high-quality public service and cultivate a vibrant, resilient, and livable city.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When working in an external environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

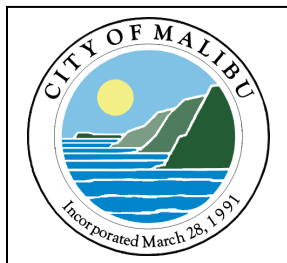
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. 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 a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays.

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.



CITY OF MALIBU

RECREATION MANAGER

Class Description

Established: January 2017

Revised: July 2024

FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and manages the staff and operations of comprehensive recreation programs including tiny tots, youth, teens, adults, seniors, sports, contract classes, day camps, and special events; oversees operations of recreation and sports facilities, including athletic fields, swimming pool, recreation centers, tennis courts and parks; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Community Services Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Services Director. Exercises general and direct supervision over professional and technical recreation staff and volunteers.

CLASS CHARACTERISTICS

This is a single-position mid-management class in the Community Services Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

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.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within departmental policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of recreation and community services programs; continuously monitors and evaluates the service delivery methods and procedures and identifies opportunities for

improvement; recommends improvements to the Director and implements new procedures and methods.

- Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Community Services Director; directs the implementation of improvements.
- Plans, directs, coordinates, and reviews the work plan for assigned programs; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors workflow, reviews and evaluates work product, methods, and procedures.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff and volunteer training, including first aid and CPR policies, procedures, and methods; works with employees to correct deficiencies; implements discipline and termination procedures.
- Ensures that programs and facilities are in compliance with applicable state, county, and City regulations.
- Assists with and plans department-wide and program-specific services, guidelines, publicity, and activities; evaluates program effectiveness and suggests improvements.
- Provides responsible staff assistance to the Community Services Director; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to community services programs, policies, and procedures as appropriate.
- Develops, administers, and evaluates service contracts; administers and evaluates activities and services provided by contractors.
- Serves as liaison for the Community Services Department with other City departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
- Participates in the development and administration of the Community Services Department annual budget; compiles the forecast for additional funds for staffing, equipment, materials, and supplies; monitors expenditures and implements adjustments as necessary.
- Meets with community committees, clubs, and other organizations as a representative of the City and the department and agencies to explain and promote recreational activities and programs, and to assure that programs and activities are meeting changing needs of the community served.
- Stays abreast of new trends and innovations in the field of community services; prepares press releases; makes presentations; promotes use of community services.
- Evaluates the adequacy and equity of fee rates for recreational, athletic, senior citizen, and related community service programs.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Supports the Cultural Arts Commission.
- Performs other duties as assigned.

QUALIFICATIONS

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 with major coursework in recreation, physical education, public or business administration, or a related field.

Experience:

Five (5) years of increasingly responsible recreation program management experience, including two (2) years supervisory experience.

License:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Must be First Aid/CPR AED certified.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Recreation, cultural, and social needs of the community.
- Principles, practices, and service delivery needs related to the program areas to which assigned.
- Principles and practices of program administration, including budgeting, purchasing and personnel management.
- Recreation site management, including coordination with special instructors and concessionaires.
- Safety principles and practices.
- Recent developments, current literature, and sources of information related to recreational program planning and administration.
- Marketing theories, principles, and practices, and their application to a wide variety of community services programs including developing community participation and support.
- Applicable federal, state, and local laws, codes, and regulations.
- Records management principles and practices.
- General principles of risk management related to the functions of the assigned area.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for Recreation programs and operations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Analyze problems, identify alternative solutions, anticipate consequences, and implement recommendations in support of goals.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Maintain accurate records and files of work performed.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle and to 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. The job involves field work requiring frequent walking at recreation site areas to monitor performance and to identify problems or hazards. 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 frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information.

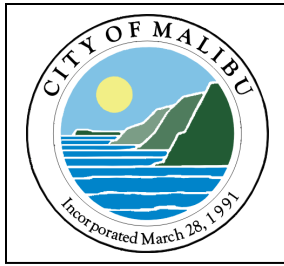
Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR AED and are required to wear appropriate attire for the office or recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

RECREATION SUPERVISOR

Class Description

Established: January 2017

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and office support activities related to multiple comprehensive recreation programs which may include youth, teens, adults, seniors, sports, arts and crafts, special interest classes, day camps, community education, and special events; oversees operations of recreation and sports facilities, including athletic fields, swimming pools, recreation centers, tennis courts and parks on a year-round basis; coordinates and oversees specialized parks and community based programs, including community education and outreach for environmental initiatives; provides highly complex and responsible support to the Community Services Director and Recreation Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class that exercises independent judgment on diverse and specialized recreation, special events, and facilities rental activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for coordinating and organizing day to day recreation programs, activities, and events. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

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, organizes, assigns, supervises, and evaluates the work of coordinators and staff in the Community Services department, ensuring adherence to departmental goals and objectives; provides training, guidance, and performance feedback to employees; participates in selection and promotion processes.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs within the Recreation department; recommends and implements

policies, procedures, and standard operating protocols to enhance operational efficiency and effectiveness.

- Monitors activities within the Community Service Department, identifying opportunities for improving service delivery and operational procedures; provides recommendations for process enhancements; collaborates with appropriate management staff to implement improvements effectively.
- Coordinates assigned services and operations with other divisions and external agencies to ensure seamless integration and alignment with broader organizational goals and objectives.
- Contributes to the annual budget preparation process by identifying resource needs, preparing detailed cost estimates with justifications, and monitoring expenditures to ensure fiscal responsibility and alignment with departmental priorities.
- Provides staff assistance to management within the Community Services Department, including preparing and presenting staff reports, maintaining records and files, and ensuring proper documentation of operations and activities.
- Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques within the Community Services Department; identifies problems and develops recommendations and justifications for implementing solutions.
- Develops, directs, approves, and implements promotional and marketing materials for various recreation programs and events to enhance community engagement and participation.
- Plans, implements, supervises, evaluates, and staffs a diverse range of recreation, after-school, volunteer, cultural, health, community education, and leisure programs, field trips, and City-wide special events.
- Manages, oversees, and responds to requests for rentals of City parks, auditoriums, and facilities, ensuring efficient and effective utilization of resources.
- Oversees compliance with the Earth Friendly Management Policy (EFMP) and necessary reporting for all City properties as well as educational programs and outreach to all City residents.
- Oversees parks and community projects, including outreach and education programs; oversee habitat restoration and trail maintenance; work with community groups and board in the management of programs and services; oversee trail maintenance work crews; coordinate with contractors for work quality, compliance, and reporting.
- Answers questions, provides information to the public, and investigates and responds to complaints and inquiries related to recreation programs and services.
- Maintains files, databases, and records related to parks, recreation, and community services programs and participants, ensuring accuracy and completeness of information.
- Represents the City in meetings with public and private organizations, community groups, and the general public, fostering positive relationships and promoting the benefits of recreation programs and services.
- Ensures staff compliance with all City and mandated safety rules, regulations, and protocols, fostering a safe and secure environment for participants and staff.
- Performs additional duties as required to support the effective operation and advancement of recreation programs and services within the department.
- Develops, administers, and evaluates service contracts; administers and evaluates activities and services provided by contractors.

- Serves as liaison for the Community Services Department with other City departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
- Evaluates the adequacy and equity of fee rates for recreational, athletic, senior citizen, and related community service programs.
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

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 an associate degree from an accredited college with major coursework in recreation, child development, sports exercise, public administration, or a related field.

Experience:

Four (4) years of increasingly responsible experience in coordinating comprehensive recreational programs, including one (1) year of supervisory or lead experience.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.
- Possession of a certification in American Red Cross CPR, First Aid, and AED.
- Possession of a Safe Food Handler certification to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Recreational, cultural, and social needs of all age groups.
- Community education and outreach principles and practices.
- Principles, practices, methods, and techniques of life guarding, adult and/or child cardiopulmonary resuscitation (CPR) methods, and first aid, including rescuer methods as defined by the American Red Cross.
- Financial/payroll processing systems and facility scheduling software; online registration systems and software.
- Various parks, recreation, and community services programs.

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Identify problems, research and analyze relevant information, and develop recommendations for solutions.
- Perform complex duties in delivering recreation programs.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Multitask, prioritize assignments, and respond to difficult issues.
- Plan, implement, supervise, and evaluate various programs and events.
- Work with groups and individuals to produce quality programming and events.
- Create and design promotional materials for programs and events.
- Plan, market, and promote programs.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Maintain accurate logs, records, and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Adopt the City's vision, mission, and values to provide high-quality public service and cultivate a vibrant, resilient, and livable city.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

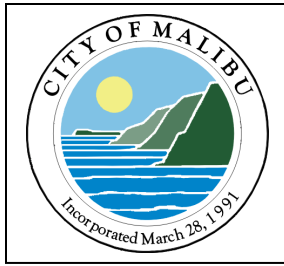
When working in an external environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

SENIOR ADMINISTRATIVE ASSISTANT

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under direction, provides varied office administrative and clerical support to a Department Director and related management, professional, and supervisory staff; compiles, proofreads, and prepares reports and correspondence; provides assistance for a wide variety of assignments related to the administration of budgets, contracts, and department programs; provides customer service to City staff and the general public; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Department Director or other assigned supervisory or management personnel. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Administrative Assistant series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

Positions in the Administrative Assistant class series are flexibly staffed; progression to the Senior Administrative level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Senior Administrative Assistant level.

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.

- Provides lead direction, training, and work review to assigned administrative and office support staff; organizes work, sets priorities, and follows up to ensure coordination and completion of work; assists in the evaluation, development and implementation of work

procedures and methods; assists staff in identifying and resolving difficult and complex customer and/or office issues.

- Performs a wide variety of advanced-level clerical work including maintaining accurate and detailed records, verifying accuracy of information, researching discrepancies, and recording information.
- Maintains calendars and coordinates the schedules of management staff with those of members of Boards and Commissions, other City management staff, representatives of other organizations, and the public; makes travel arrangements and schedules trainings as required.
- Provides a variety of support to City commissions or committees; prepares and distributes agenda packets; attends meetings and prepares minutes; follows up on decisions as required.
- Arranges meetings by scheduling rooms or setting up virtual meeting platforms, notifying participants, and arranging for refreshments as appropriate; ensures information is compiled and duplicated; takes and prepares summary or action minutes of such meetings.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering, and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchase and maintenance, opening and distributing mail; attending meetings, and serving on various task forces and committees.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; assists in budget preparation and maintains records of purchase orders, expense statements and other fiscal transactions.
- Assists with requests for proposals as well as bids for projects and/or services; prepares and maintains bid results and updates specifications; reviews and verifies compliance documentation; maintains copies of contracts, bid documents, proposals, and related information.
- Receives and screens visitors and telephone calls; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.
- Performs project research and report preparation related to the activities of the department to which assigned; may prepare technical reports, issue permits and perform other technical work related to the department to which assigned.
- Prepares grant applications and reports related to Department grants for finance staff review; provides grant revenue and expenditure budget information to finance staff and project managers to ensure correct accounting and financial planning; monitors and reports on grant expenditures.
- Prepares detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
- Prepares and updates a variety of periodic and special narrative, accounting, database, and statistical reports.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.

- May collect and account for fees and other monies collected and reconcile cash and credit card transactions.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade, supplemented by college-level coursework in office management or business administration.

Experience:

Five (5) years of increasingly responsible office administrative and/or clerical experience.

Licenses and Certifications:

- None required.

Knowledge of:

- Principles of providing functional direction and training.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Principles and practices of research, data collection, and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Appropriate reception and telephone etiquette.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Provide varied, confidential, and responsible clerical and office administrative work.

- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Analyze and resolve office administrative and procedural concerns.
- Perform research and prepare reports and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a records management system for the assigned department.
- Make accurate arithmetic and statistical calculations.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Take notes rapidly and accurately transcribe own notes.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

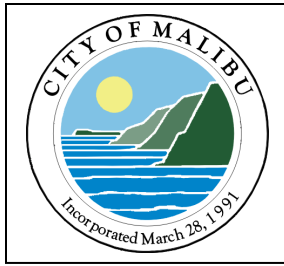
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although 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 10 pounds.

ENVIRONMENTAL CONDITIONS

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 departmental 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.



CITY OF MALIBU

SENIOR CIVIL ENGINEER

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, performs the most complex and difficult professional field and office civil engineering work related to the planning, design, construction and maintenance of City capital improvement projects, infrastructure and daily departmental operations; confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to the Public Works Department, the City Council and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; signs drawings, submits reports and performs similar work within state guidelines; acts as the City Engineer in their absence; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Engineer series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Provides engineering services and consultation to a variety of field and office personnel and personally performs difficult engineering work and contract administration; prepares and initiates a variety of project-related studies and reports.
- Researches, designs, prepares, and evaluates plans, specifications, requests for proposal, cost estimates, and other documents for a variety of City capital improvement projects;

coordinates work with other consultants, engineers, developers, other City departments, and with outside agencies.

- Examines public and private engineering plans, subdivision maps, specifications, designs, cost estimates and legal descriptions for a variety of construction and maintenance and/or private development projects to ensure compliance with engineering standards and specifications.
- Manages capital improvement projects and environmental studies; may supervise staff or manage contracts with professional staff in technical fields to accomplish projects.
- Prepares reports and presentations for public and private bodies, represents the City before State and Federal regulatory agencies, and applies for and obtains permits.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations, and prepares reports for the City Council.
- Responds to public inquiries and complaints; provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, and specifications; explains codes, regulations and processes related to permits, property lines, utilities, environmental issues, and related information.
- Interprets and administers applicable ordinances relating to project requirements, prepares engineering reports, legal descriptions, and project related documents; acts as project engineer when dealing with other departments, other jurisdictions, and agencies; and responds personally or in writing to questions related to projects and engineering policy.
- Researches, prepares, and recommends methods of financing various improvements, including the use of assessment districts and areas-of-benefit.
- May be designated as the City Surveyor to review all final maps and write legal descriptions, and prepare plans for easements, lot line adjustments, and other survey related issues in conjunction with capital improvement projects.
- Monitors systems and procedures for contract administration to ensure compliance with technical and legal requirements.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other materials.
- Maintains and directs the maintenance of departmental automated and manual files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Participates on a variety of interdisciplinary committees and commissions and represents the city on engineering issues to a variety of community and stakeholder groups.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in civil engineering or a related engineering field.

Experience:

Five (5) years of increasingly responsible professional engineering design, plan review and project administration experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
 - Possession of a valid registration as a Professional Civil Engineer (PE), to be maintained throughout employment.

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, procedures, and standards of civil engineering design and construction related to City public works and infrastructure development and maintenance.
- Principles and practices of civil and transportation engineering in a municipal setting.
- Federal and state laws and programs regarding planning, including the California Environmental Quality Act (CEQA) and the State of California Subdivision Map Act.
- Principles and practices of land surveying, particularly those related to compliance with the Subdivision Map Act and the Land Surveyor's Act.
- Principles and practices of project management and evaluation, including goal setting and the development of objectives, work planning, and organization.
- Principles and practices of capital improvement program budgeting, cost estimation, funding, and contract administration.
- Formation and administration of assessment districts.
- Modern developments, current literature and informational resources regarding municipal development and capital improvement projects.
- Basic budgetary principles and practices.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability To:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Engineering division.
- Research, design, prepare, and evaluate plans, engineering construction plans, specifications, cost estimates, legal descriptions, and contract documents.
- Conduct comprehensive engineering and environmental studies and prepare reports with recommendations.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Conduct complex civil engineering research projects, evaluating alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively manage public and private development projects.
- Effectively negotiate change orders and contract amendments.
- Direct and review the work of support staff on a project or day-to-day basis.
- Make effective public presentations.
- Maintain accurate records and files.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

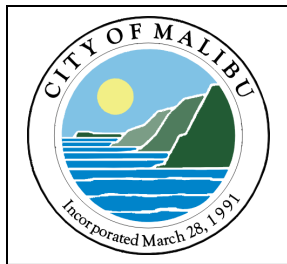
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

SENIOR LIFEGUARD

Class Description

Established: July 2024

Revised: N/A

FLSA: Unclassified/Part Time

DEFINITION

Under general supervision of the Recreation Coordinator, the Senior Lifeguard will assist with instruction and supervision of pool lifeguards; ensure appropriate rules are enforced to provide for the safety of patrons; assist with planning and implementing aquatic programs and perform other duties as assigned.

SUPERVISION RECEIVEVD/EXERCISED

Receives general supervision from the Recreation Coordinator. This position assists with the supervision of pool lifeguards, e.g., provides technical guidance and direction.

CLASS CHARACTERISTICS

This is the journey-level class in the Lifeguard series. Positions at this level are distinguished from other classes in the series by the level of responsibility assumed, complexity of duties assigned, the amount of time spent performing the duties, independence of action taken, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including assisting with the training and supervision of pool Lifeguards and assisting with planning and implementing aquatic programs. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

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.

- Exercises daily supervision and technical oversight of pool lifeguard staff.
- Ensures adherence of proper safety precautions to lifeguards and pool patrons; keeps close watch on swimmers, bathers, and others using a swimming facility.
- Interprets, explains, and enforces City policies and procedures.
- Ensures that all required records are maintained and filed properly including attendance, pool logs, parent evaluations, and financial reports.
- Verifies all daily cash reports.
- Completes daily inspections and open/closing reports as needed.
- Assists the Recreation Coordinator in the development and implementation of staff training, staff meetings, and assists with staff schedules.
- Instructs swim classes and aquatics programming when and where needed.

- Performs and/or schedules routine cleaning of pool area.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Recognizes and responds effectively to emergencies in accordance with facility emergency action plans.
- Completes records and reports in a timely manner.
- Participates in regular in-service training sessions.
- Monitors the safety of patrons in the pool and on the deck.
- Performs related duties as assigned.

QUALIFICATIONS

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:

None. Must be at least 18 years of age by the time of appointment.

Experience:

One year of recent, paid lifeguard experience OR two summer seasons of experience as a lifeguard which must include experience teaching organized swim lessons and experience working with the public. (One season is equivalent to 300 working hours)

License/Certifications:

Possess and maintain throughout employment the following certifications:

- American Red Cross Lifeguard Training Certification; and
- One of the following: a) American Red Cross Water Safety Instructor; b) American Red Cross Lifeguard Instructor; or c) American Red Cross Lifeguard Management Certificate.

Knowledge of:

- Principles and techniques of leading and instructing First Aid and CPR/AED.
- Water safety practices.
- Techniques of swimming lesson instruction.
- Effective customer service techniques.
- Swimming pool operations and maintenance functions.
- Fundamentals of staff scheduling and supervision.
- Basic principles of group management and child development.

Ability to:

- Assist with scheduling and supervision of aquatics staff effectively.
- Understand and follow verbal and written instructions and directives.
- Understand and enforce City and School District policies, and County health codes.
- Maintain safety and order on pool deck.
- Maintain swimming pool facilities in clean and safe manner.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with school personnel and other community groups.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; 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 and over the telephone.

Must possess all of the physical requirements of lifeguards and be able to swim and perform lifeguarding skills during rescue exercises. Will also require walking at recreation site areas to monitor performance and to identify problems or hazards. 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 frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and 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 75 pounds.

Adhere to all physical lifeguarding requirements included in the American Red Cross Lifeguard Training Certification.

ENVIRONMENTAL ELEMENTS

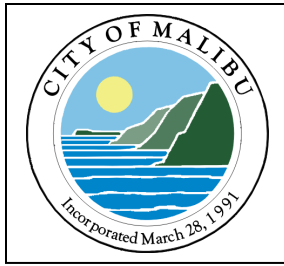
Employees may work indoors in an office setting and outdoors in all weather conditions including seasonally hot and cold temperatures and may be exposed to ultraviolet rays, loud noises, confined workspaces, chemicals, mechanical and electrical hazards, blood, and body fluids while rendering First Aid and CPR. Employees are required to wear appropriate attire for the office or the recreation activities to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Will be required to work on evenings, weekends, and holidays.

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.



CITY OF MALIBU

SENIOR MAINTENANCE TECHNICIAN

Class Description

Established: July 2024

Revised: N/A

FLSA: Non-exempt

DEFINITION

Under general supervision, oversees and participates in activities related to the construction, modification, maintenance, and repair of City facilities, including buildings, facilities, streets, sidewalks, storm drains, landscaping, and park and recreational facilities; inspects facilities and makes recommendations regarding improvements; monitors contractor work and overall performance; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Maintenance Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Oversees and participates in specialized, technical, and complex maintenance and repair work on assigned City buildings, facilities, streets, sidewalks, storm drains, landscaping, and park and recreational facilities.
- Develops specifications and obtains bids for maintenance projects; coordinates work of contractors for the best utilization of available staff and resources; estimates supplies and materials required to perform work; examines work areas to review work in progress and resolves work problems; inspects work upon completion.
- Oversees, operates, and maintains a variety of maintenance vehicles, tools, and equipment; inspects equipment and ensures compliance with safety practices; responds to maintenance needs and schedules appropriate services and repairs.

- Inspects assigned City infrastructure, facilities, and parks for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Maintains and repairs landscape irrigation systems; performs tests to ensure the proper operation of such systems; repairs valves, pipes, sprinkler heads, couplings, and similar parts.
- Contributes to the overall quality of the department's service by reviewing and implementing procedures to meet City needs.
- Assists with preparation for public events, sports events, meetings, and gatherings; moves furniture, sports equipment, assists with seating arrangements; assists with clean-up after each event.
- Patrols through assigned parks and recreation facilities to check for and report any major damages, vandalism, graffiti, etc.; cleans up and paints over graffiti and other damages.
- Performs basic maintenance and ensures cleanliness of public facilities; opens and closes facilities; performs minor plumbing, painting, custodial work, and carpentry in and around facilities.
- Receives and resolves complaints from the public regarding assigned functional areas and contractor activities; contacts residents and businesses to inform them of work to be performed.
- Trains employees and contractors in work methods, the operation of equipment and vehicles, hand tools, and communications systems, and relevant safety precautions.
- Maintains logs and records of work performed; prepares periodic and special reports related to functional area as required.
- Ensures that contractors provide a high degree of service to both internal and external customers and support achieving the departments and the City's mission, objectives, and values.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

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 completion of twelfth (12th) grade, supplemented by specialized training or coursework in construction, landscape management, or the skilled trades.

Experience:

Four (4) years of experience in the maintenance and repair of a variety of municipal infrastructure and facilities, including contract administration experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Maintenance principles, practices, tools and materials for construction, maintenance and repair of buildings, facilities, streets, sidewalks, storm drains, landscaping, and park and recreational facilities.
- Principles and practices of contract administration and supervision, including work planning, assignment, review, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Basic methods and principles of carpentry, painting, custodial work, and plumbing.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Methods of trouble-shooting maintenance and repair projects.
- The structure and content of the English language to effectively perform the work.
- Basic mathematics and shop arithmetic.
- Traffic control procedures and traffic sign regulations.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- Methods of estimating time, labor, and materials necessary to perform assigned work.
- Record keeping and reporting practices.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Effectively provide staff leadership and work direction.
- Plan, organize, and coordinate the work of assigned staff.
- Oversee and participate in construction, modification, maintenance and repair work on buildings, facilities, streets, sidewalks, storm drains, landscaping, and park and recreational facilities.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Administer public agency contracts.
- Maintain assigned City facilities in a clean, safe, and operable condition.
- Use and maintain tools and equipment related to the work.
- Respond to and resolve questions and complaints from the public.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Maintain accurate logs and written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

When assigned to fieldwork, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

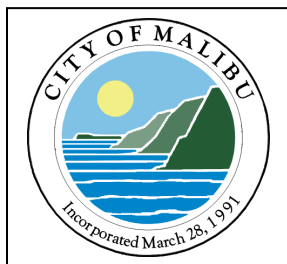
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. 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. Participates in an after-hours emergency response program for on-call and callback assignments.

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.



CITY OF MALIBU

SENIOR MANAGEMENT ANALYST

Class Description

Established: July 2024

Revised: N/A

FLSA: Non-Exempt

DEFINITION

Under general direction, provides administrative, programmatic, budgetary, grant, and work-flow support to an assigned department; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy and procedural improvements; develops, summarizes, and maintains programmatic, administrative and fiscal records; directs, oversees, and manages one or more department specific programs, special projects and studies, and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison to various community, public, and regulatory agencies; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Management Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems.
- Coordinates, oversees, and performs professional-level administrative work in such areas as program and budget development and administration, grants, purchasing, contract administration, management analysis, public information, and program evaluation.
- Provides administrative support to assigned department, division, and/or commission; takes on the role of Recording Secretary/Clerk of the Board at commission meetings; prepares agendas, and updates applicable web pages,

- Develops and administers program, division, department and/or capital project budgets, gathers and analyzes revenue and expense data and information; reviews departmental budget submittals for accuracy, completeness, and the appropriate allocation of funds; develops budgetary recommendations including forecasts of funding needed for staffing, equipment, and materials; prepares justifications for changes, new services, or additional costs.
- Researches, recommends, and prepares grant applications; administers grant programs including preparing, analyzing, and tracking grant reports, reimbursements, and other financial information; prepares written reports as required by permitting or granting agencies; ensures compliance with grant requirements.
- Leads the development and implementation of key departmental and City projects related to the goals and functions of the department.
- Prepares and submits agenda reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Develops and manages requests for proposals as well as bids for projects and/or services; prepares specifications, solicitations, and requests for qualifications; obtains, reviews, and maintains bid results; negotiates agreements; supports the monitoring and administration of contracts.
- Receives, reviews, and responds to requests for documents including subpoenas; oversees and maintains accurate records and files; provides for storage of records and retention schedules.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative and/or operational changes after approval.
- Plans, organizes, and oversees special projects that require coordination with and direction of contract consultants.
- Participates on a variety of interdisciplinary committees and commissions and represents the City to a variety of community and stakeholder groups.
- Communicates orally, in writing or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
- Acts as liaison to the public; responds to telephone and website inquiries.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in business or public administration, accounting, economics, or a related field.

Experience:

Five (5) years of increasingly responsible administrative, budgetary, operational, and/or program management experience.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of project and/or program management including planning, development, implementation, monitoring, and evaluation.
- City-wide as well as departmental and divisional administrative procedures, practices, and principles.
- Budget development, monitoring and tracking techniques.
- Records management principles and practices.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Advanced principles and practices of business and public administration as applied to city-wide operations, programs, projects, and activities.
- Advanced principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Develop, implement, and administer administrative services for a department or unit.
- Coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities.
- Plan and conduct effective management, administrative, and operational studies.

- Maintain and direct the maintenance of accurate records and files in both hard copy and computer format.
- Work with contract consultants on a project basis.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

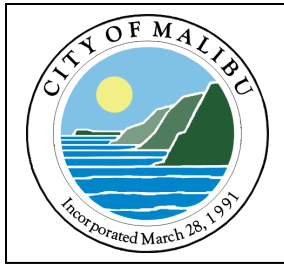
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although 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, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 10 pounds.

ENVIRONMENTAL CONDITIONS

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 departmental 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.



CITY OF MALIBU

SENIOR OFFICE ASSISTANT

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general supervision, provides a variety of office support activities to various City offices, which may include data entry, office organization, telephone and counter reception, payment processing, record keeping, report preparation and filing; provides information and assistance to the general public; 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 classification in the Office Assistant series, responsible for independently performing clerical duties in support of an assigned program or function. 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 work unit.

This class is distinguished from the Administrative Assistant class series in that the latter provides varied office administrative and secretarial support to a department director and related management, professional, and supervisory staff and performs technical support work related to the department to which assigned.

Positions in the Office Assistant class series are flexibly staffed; positions at the Senior Office Assistant level are normally filled by advancement from the Office Assistant level; progression to the Senior Office Assistant level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Senior Office Assistant level.

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.

- Receives and screens visitors and telephone calls; takes messages, directs visitors and callers to the appropriate office or person; provides information to City staff, other

organizations, and the public regarding City and departmental activities and functions, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances.

- Organizes and maintains various administrative, confidential, reference, and follow-up files, following an established filing system; researches and compiles information from such files and purges files as required; conducts data entry.
- Attends to a variety of office administrative details such as opening and distributing mail, preparing outgoing mail, transmitting information, arranging for equipment maintenance, maintaining supplies and tickler files, maintaining appropriate records, and making copies.
- Prepares correspondence, reports, forms, receipts, vouchers, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, or dictated tapes using a word processor or computer with form templates.
- Proofreads materials for accuracy, completeness, compliance with departmental policies, formatting, and correct English usage, including grammar, punctuation, and spelling.
- Receives public information records requests; researches and reviews responsive records and redacts required information prior to submittal.
- May collect and account for fees and other monies collected and reconcile cash and credit card transactions.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

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 completion of the twelfth (12th) grade.

Experience:

Two (2) years of increasingly responsible clerical experience. Experience in dealing with the public and working in a public agency setting is highly desirable.

Licenses and Certifications:

- None Required.

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Standard office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Appropriate reception and telephone etiquette.

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide varied and responsible secretarial and office administrative work.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Establish and maintain records for the assigned department.
- Make accurate arithmetic and basic statistical calculations.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Recommend process improvement changes to streamline procedures and implement upon approval.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

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

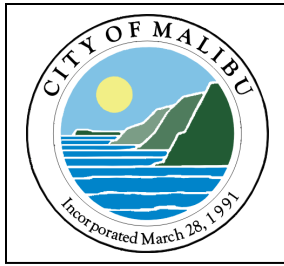
Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS

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.



CITY OF MALIBU

SENIOR PERMIT SERVICES TECHNICIAN

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under direction, leads and oversees permit processing activities, ensuring compliance with regulatory standards, municipal codes, and ordinances; receives and processes permit applications; calculates fees; provides information and assistance to the public regarding permit processes and regulations; facilitates the evaluation and approval of permit applications, plans, and specifications; conducts thorough reviews and assessments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Supervising Permit Services Technician. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Permit Services Technician series responsible for performing the most complex assignments within the series. Incumbents regularly engage in varied tasks, necessitating discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing of the assigned program area. Assignments are provided with general guidelines, and incumbents are accountable for establishing objectives, timelines, and methodologies to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Supervising Permit Services Technician in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

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.

- Oversees and coordinates the review and execution of permit applications, plans, specifications, and supporting documents for commercial and residential properties, ensuring compliance with relevant codes, regulations, and standards.
- Participates in and provides feedback for personnel actions including selection, performance evaluation, promotion, and disciplinary actions.

- Leads, reviews, and assigns work to lower-level staff; provides guidance, training, and support to ensure efficient and accurate permit processing and compliance with regulatory standards.
- Provides customer service support and assistance regarding complex and advanced community development, building, and permit processes, fees, and procedures.
- Receives, evaluates, and processes permit applications, plans, specifications, and related documents; calculates and collects applicable fees; issues permits and releases approved plans.
- Conducts preliminary reviews of submitted plans; collaborates with other City staff and departments to facilitate plan review activities.
- Establishes and maintains databases, spreadsheets, files, and records pertaining to permit applications, approvals, and documentation; ensures data accuracy and compliance with records retention requirements.
- Conducts research, compiles data, and prepares correspondence, reports, and documentation to support permit processing and related tasks.
- Validates the completeness and compliance of applications, records, files, and reports with established regulations and procedures; applies departmental and City policies to ensure the adequacy of documentation.
- Coordinates appointments and provides assistance to homeowners, applicants, and contractors; facilitates communication between inspectors and stakeholders.
- Manages online portal requests and oversees plan check resubmittals; communicates status updates and approvals to applicants via email.
- Guides applicants through the plan check and permit process; oversees permit issuance and plan check creation.
- Reviews structural, architectural, civil, pool/spa, solar, landscape water treatment system plans for residential and commercial projects.
- Manages project progression from initial review through resubmittals and routing; calculates and invoices fees for plan checks, permits, additional services, and extensions.
- Collects and processes fees and verifies compliance with approved building plans; stamps approved documents accordingly.
- Performs other duties as assigned.

QUALIFICATIONS

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 completion of the twelfth (12th) grade, supplemented by specialized training or coursework in permit issuance, building inspection procedures, or related fields.

Experience:

Three (3) of increasingly responsible experience in permit issuance, building inspection procedures, or a related field.

Licenses and Certifications:

- Possession of a valid International Code Council (I.C.C.) Permit Technician certificate to be maintained throughout employment.
- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Permit issuance, building inspection procedures, and code enforcement programs, procedures, and requirements.
- Research methods, data collection techniques, and reporting procedures.
- Business correspondence writing and standard formats for reports and documents.
- Processes and procedures of preparing and processing various applications, plans, records, and forms.
- Principles and procedures related to record-keeping and data management.
- Basic business arithmetic.
- Applicable federal, state, and local laws, codes, regulations, and industry standards relevant to the position.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Explain permit issuance, building inspection, and code enforcement procedures clearly and effectively.
- Research, summarize, and present information and data.
- Process various permit applications, plans, reports, and forms accurately and efficiently.
- Review and understand plans and related documents.
- Manage multiple phone calls and requests for information or service simultaneously.
- Make accurate mathematical computations.
- Interpret and apply relevant laws, codes, regulations, policies, and procedures.
- Maintain accurate records, reports, and written documentation.
- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise tact, initiative, prudence, and judgment within established guidelines.
- Organize work, prioritize tasks, meet deadlines, and follow up on assignments.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

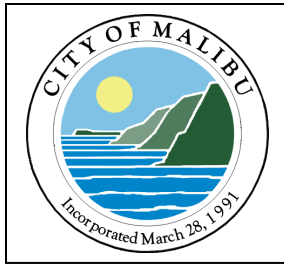
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. 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 CONDITIONS

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.



CITY OF MALIBU

SENIOR PLAN CHECK ENGINEER

Class Description

Established: July 2024

Revised: N/A

FLSA: Non-Exempt

DEFINITION

Under general direction, performs the most complex and difficult professional field and office reviews of architectural, structural, and building plans for construction or alteration of commercial, and residential structures for compliance with the federal and state regulations, City regulations, and accepted engineering and construction principles and practices; confers with architects, engineers, and homeowners regarding permit requirements and building code issues; administers professional services and construction contracts; provides professional assistance to management and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Plan Check Engineer series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Provides engineering services and consultation to a variety of field and office personnel and personally performs difficult engineering work and contract administration; prepares and initiates a variety of project-related studies and reports.
- Provides technical direction and guidance on the application of building and life safety codes, ordinances, and policies for plan reviewers and inspectors.

- Recommends and implements changes to policy and procedure based on examination of applicable federal, state, and local codes, ordinances, policies, and regulations in construction and industrial facilities' design.
- Reviews and analyzes commercial and complex residential building plans, structural calculations, specifications, and engineering reports for conformance with structural design, zoning, grading, and other applicable codes, ordinances, and accepted design and construction practices.
- Checks plans to determine loading on roofs, walls, and floors, type of structural connections, and adequacy of design to meet earthquake, flood zone, wind load, gravity, and material stress requirements.
- Coordinates and facilitates meetings to confer with engineers, architects, contractors, designers, and others on plan design, code interpretation, and the resolution of design problems.
- Analyzes building designs to ensure basic engineering principles have been achieved; provides information on City development requirements.
- Performs field inspections; works and responds to staff and the public to address and correct areas of concern that arise during plan check, inspection, and construction activities; reviews the adequacy and safety of structural problems that arise during construction and recommends solutions.
- Researches, analyzes, and reviews legislative proposals and new code requirements, construction methods, building materials, and plan review criteria; develops recommendations for policy and procedure changes and implements upon approval.
- Recommends changes in codes to resolve design and interpretation problems and to accommodate and control new materials and new design concepts; provides technical review and recommendations on code modifications.
- Prepares reports and presentations for public and private bodies, represents the City before State and Federal regulatory agencies, and applies for and obtains permits.
- Coordinates plan review with plan check consultants; provides interpretations of structural code requirements; reviews plan check letters and other deliverables submitted by consultants for conformance to City standards and to ensure comments are clear, specific, and relevant.
- Drafts a variety of written communications including analytical reports, correspondence, and revisions to plans, policies, and procedures; prepares reports pertaining to structural engineering problems and building code enforcement.
- Monitors systems and procedures for contract administration to ensure compliance with technical and legal requirements.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Participates on a variety of interdisciplinary committees and commissions and represents the city on plan check engineering and building safety issues to a variety of community and stakeholder groups.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in building construction methods, materials, and requirements.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.

- Performs related duties as required.

QUALIFICATIONS

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 with major coursework in civil or structural engineering or related field.

Experience:

Five (5) years of increasingly responsible experience in the review and design of structural engineering plans and specifications.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of a valid registration as a Professional Engineer (PE), to be maintained throughout employment.
- Certification as a Building Plans Examiner issued by the International Code Council or other authorizing agency.

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Structural engineering principles, techniques, policies, and procedures.
- Building construction methods and materials.
- Applicable federal, state, and local laws, codes, rules, regulations, and standards related to plan checking.
- Modern developments, current literature, and sources of information regarding architecture or engineering.
- Practices of researching architectural, structural, and building design issues, evaluating alternatives, making sound recommendations, and preparing effective reports.
- Principles of structural design and engineering mathematics.
- Research methods and sources of information related to plan checking.
- Principles and procedures of record-keeping and preparation of correspondence and reports.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the section.
- Examine and correct building plans, calculations, and specifications in a uniform and accurate manner.
- Make structural and required mathematical calculations necessary to determine the adherence of structural plans to code requirements.
- Read, understand, and interpret engineering construction plans, technical drawings, specifications, studies, reports, permits, and other documents.
- Review and approve the work of contract consultants.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

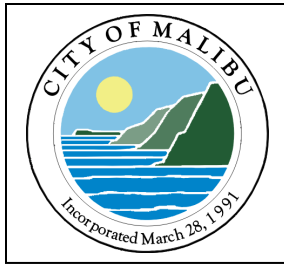
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 20 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

SENIOR PLANNER

Class Description

Established: July 2013

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, administers current and advanced planning activities including zoning, redevelopment, housing and advanced planning; serves as project manager for complex development applications; provides information and assistance to property owners, developers, contractors and the public; provides professional assistance to the Planning Director, the City Council, the Planning Commission and others in areas of expertise; oversees, reviews and performs a variety of studies and prepares and presents staff reports; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Director or designee. Exercises technical and functional supervision over and provides training to lower-level professional planning and administrative staff.

CLASS CHARACTERISTICS

The Senior Planner is the advanced journey-level class in this professional Planner series responsible for the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in this class rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Reviews complex residential, commercial, and industrial development proposals, plans, and applications for conformance with City policies and ordinances, the General Plan, the Local Coastal Program, and state and federal laws.
- Confers and coordinates assigned planning and development activities with those of City departments, public utilities, and public agencies to solicit comments regarding projects and ensures that the comments are satisfactorily addressed by the project applicant.
- Provides day-to-day technical support and direction to lower-level professional, technical, and administrative staff.

- Prepares and processes California Environmental Quality Act (CEQA) compliance documents.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements and procedures and evaluates alternatives.
- Prepares or oversees preparation of modifications to General Plan elements and/or Local Coastal Program and development regulations; prepares draft ordinances, resolutions, and agenda items for council approval.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population and land use data and trends; develops recommendations and prepares written reports on various planning matters and elements of the City's General Plan.
- Prepares staff reports and various technical and informational reports; prepares presentations and presents to City Council, boards, commissions, committees, various groups, and other jurisdictions interested in or affected by City planning and development.
- Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review and making recommendations; manages consultant contracts including determining scope of work and budgets, tracking budgets and approving contract payments.
- Conducts site inspections, including determining if projects are in compliance with laws, regulations, and ordinances; makes recommendations regarding changes.
- Conducts studies and needs assessments for the development of programs to address significant development issues.
- Maintains accurate records and files.
- Performs related duties as required.

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 a bachelor's degree from an accredited college or university with major course work in urban planning, community development, business or public administration or a related field.

Experience:

Four (4) years of professional experience in planning, zoning, and related community development activities.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Municipal planning principles, techniques, practices, and procedures including knowledge of general plans, zoning ordinances, specific plans and development standards and practices.
- Geographic, socio-economic, transportation, political and other elements related to City planning.
- Site planning and architectural design principles.
- Local coastal planning.
- Researching and reporting methods, techniques, and procedures.
- Recent development, current literature, and sources of information related to information planning and zoning.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- General principles of risk management related to the functions of the assigned area.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service, by dealing effectively with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Receive and respond to a variety of questions from the general public, contractors and developers; interpret planning and zoning programs, policies, processes, codes and regulations.

- Review applications for accuracy and completeness; process and/or submit to other planning staff for action.
- Conduct research, compile technical and statistical information to evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Enforce ordinances and regulations effectively and tactfully.
- Read and understand technical drawings, plans, and specifications and make effective site visits.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make effective public presentations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

While working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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.

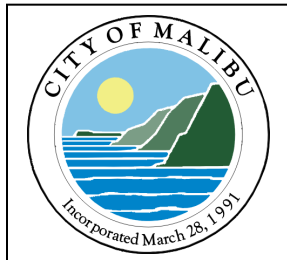
When performing work in the field, must possess mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions; the job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

SUPERVISING BUILDING INSPECTOR

Class Description

Established: January 2019

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, oversees and coordinates the daily operations of the building inspection work unit; plans, organizes, and supervises the work of technical staff engaged in conducting inspections; enforces compliance with building codes and regulations; participates in budget preparation; represents the department in meetings and community forums; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Building Inspection series that exercises independent judgment on diverse and specialized functions associated with building inspection services. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for overseeing day-to-day building inspection operations. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

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.

- Assists in the development of goals, objectives, policies, and procedures for building inspection services and programs; recommends and implements policies and procedures, including standard operating procedures, to enhance operational efficiency and effectiveness.
- Oversees and monitors the activities of the building inspection work unit; identifies opportunities for improving service delivery and operational procedures; provides recommendations for process changes and improvements; collaborates with appropriate management staff to implement enhancements.
- Coordinates building inspection services and operations with other divisions within the department and external agencies, fostering collaboration and ensuring seamless integration of services.
- Contributes to the annual budget preparation process by identifying resource needs, preparing detailed cost estimates with justifications, and monitoring expenditures to ensure fiscal responsibility and alignment with departmental priorities.

- Provides expert staff assistance to management, including preparing a variety of reports, memoranda, and communications; supervises the establishment and maintenance of comprehensive reports, records, and files, ensuring accurate documentation of operations and activities.
- Serves as a point of contact for the public, addressing inquiries and providing information on building inspection services and regulations; investigates and responds to complaints and inquiries from citizens, other departments, and external agencies, recommending corrective actions to resolve issues effectively.
- Conducts advanced non-structural plan checks and reviews intricate energy calculations to ensure compliance with stringent State codes, guaranteeing energy efficiency and sustainability in building design and construction.
- Performs comprehensive inspections of commercial and residential properties, assessing adherence to complex codes, regulations, and standards related to structural integrity, safety, and compliance.
- Consults with the Building Official, Deputy Building Official, and City legal staff regarding legal aspects of code compliance and building matters.
- Writes “stop work” notices for work being done without permits or in an unsafe manner.
- May testify in court and/or at administrative hearings.
- Performs grading inspections with an emphasis on drainable systems, compaction, subdrainage, and environmental protection.
- Coordinates grading, Environmental Health, County Fire and Health Departments for their final releases
- Attends pre-construction site meetings with engineers, architects, contractors, and owners.
- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; investigates and resolves complaints and problems.
- Collaborates with legal, fire, and public works staff to provide expert guidance on complex building, fire, life safety, and zoning code interpretations and applications.
- Supervises and contributes to the compilation of data for various departmental, state-mandated, and statistical reports.
- Manages and updates files, databases, and records pertinent to building inspection activities; generates a variety of written reports, memoranda, and correspondence as needed.
- Represents the City in meetings with stakeholders from public and private organizations, community groups, and the general public, fostering positive relationships and addressing concerns collaboratively.
- Actively participates in professional group meetings to remain abreast of emerging trends and innovations in building inspection practices and regulations, incorporating best practices into departmental operations.
- Enforces adherence to City and mandated safety regulations, protocols, and procedures among staff members, ensuring a safe and compliant work environment at all times.
- Performs other 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 completion of the twelfth (12th) grade, supplemented by specialized training in building inspection, construction management, engineering, or a closely related field.

Experience:

Five (5) years of increasingly responsible experience in building inspection, construction management, or a related field, including one (1) year of lead supervision.

License:

- Certification as a Combination Building Inspector issued by the International Code Council (ICC) or other approved certifying agency.
- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes, as well as familiarity with their application in residential, commercial, and industrial construction projects.
- Construction methods, materials, tools, and equipment commonly used in residential, commercial, and industrial construction, including their proper installation and usage.
- Practices and techniques for documenting inspections, correcting violations, and carrying through on court procedures.
- Codes, ordinances, and regulations, including safety standards relevant to building inspection and construction activities.
- Concepts and practices of non-structural plan review.
- Mathematical principles, including algebra, geometry, and trigonometry, necessary for analyzing structural designs, performing calculations, and interpreting technical documents related to building inspection and construction.
- Principles and practices of data collection and report preparation.
- Applicable federal, state, and local laws, codes, and regulations relevant to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read, analyze, interpret, and detect deviations from approved building and construction plans, diagrams, and specifications.
- Enforce a wide range of building and related codes and regulations effectively.
- Perform thorough and accurate inspections of construction, alteration, or repair activities for buildings and site development projects and identify potential issues.
- Providing clear and concise guidance to facilitate compliance with building codes and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Make accurate arithmetic, financial, and statistical computations.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk 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.

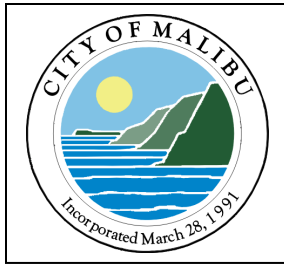
When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves field work requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental 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.



CITY OF MALIBU

SUPERVISING PERMIT SERVICES TECHNICIAN

Class Description

Established: January 2024

Revised: N/A

FLSA: Non-Exempt

DEFINITION

Under general direction, oversees and coordinates the daily operations of permit processing activities, including permit applications, plans, specifications, and supporting documents for commercial and residential properties; ensures compliance with regulatory standards, municipal codes, and ordinances; plans, organizes, and supervises the work of technical staff engaged in permit review and processing; performs the most complex evaluation and approval of permit applications, plans, and specifications; participates in budget preparation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Permit Technician series that exercises independent judgment on diverse and specialized functions associated with permit processing. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for overseeing day-to-day permit processing operations. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

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.

- Supervises the review and execution of permit applications, plans, specifications, and supporting documents for commercial and residential properties, ensuring compliance with relevant codes, regulations, and standards.
- Assists in the development of goals, objectives, policies, and procedures for permit application processing; recommends and implements policies and procedures, including standard operating procedures, to enhance operational efficiency and effectiveness.
- Coordinates permit services and operations with other divisions within the department and external agencies, fostering collaboration and ensuring seamless integration of services.

- Contributes to the annual budget preparation process by identifying resource needs, preparing detailed cost estimates with justifications, and monitoring expenditures to ensure fiscal responsibility and alignment with departmental priorities.
- Provides staff assistance to management, including preparing a variety of reports, memoranda, and communications; supervises the establishment and maintenance of comprehensive reports, records, and files, ensuring accurate documentation of operations and activities.
- Serves as a point of contact for the public, addressing inquiries and providing information on permitting services and City policies and procedures; investigates and responds to complaints and inquiries from citizens, other departments, and external agencies, recommending corrective actions to resolve issues effectively.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline.
- Provides customer service support and assistance regarding complex and advanced community development, building, and permit processes, fees, and procedures.
- Receives, evaluates, and processes permit applications, plans, specifications, and related documents; calculates and collects applicable fees; issues permits and releases approved plans.
- Conducts preliminary reviews of submitted plans; collaborates with other City staff and departments to facilitate plan review activities.
- Conducts research, compiles data, and prepares correspondence, reports, and documentation to support permit processing and related tasks.
- Validates the completeness and compliance of applications, records, files, and reports with established regulations and procedures; applies departmental and City policies to ensure the adequacy of documentation.
- Supervises and contributes to the compilation of data for various departmental, state-mandated, and statistical reports.
- Manages and updates files, databases, and records pertinent to permitting activities; generates a variety of written reports, memoranda, and correspondence as needed.
- Reviews structural, architectural, civil, pool/spa, solar, landscape water treatment system plans for residential and commercial projects.
- Manages project progression from initial review through resubmittals and routing; calculates and invoices fees for plan checks, permits, additional services, and extensions.
- Represents the City in meetings with stakeholders from public and private organizations, community groups, and the general public.
- Enforces adherence to City and mandated safety regulations, protocols, and procedures among staff members, ensuring a safe and compliant work environment at all times.
- Performs other duties as assigned.

QUALIFICATIONS

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 completion of the twelfth (12th) grade, supplemented by specialized training or coursework in permit issuance, building inspection procedures, or related fields.

Experience:

Five (5) of increasingly responsible experience in permit issuance, building inspection procedures, or related work experience, including one (1) year of lead supervisory experience.

Licenses and Certifications:

- Possession of a valid International Code Council (I.C.C.) Permit Technician certificate to be maintained throughout employment.
- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Permit issuance, building inspection procedures, and code enforcement programs, procedures and requirements.
- Research methods, data collection techniques, and reporting procedures.
- Business correspondence writing and standard formats for reports and documents.
- Processes and procedures of preparing and processing various applications, plans, records, and forms.
- Principles and procedures related to record-keeping and data management.
- Applicable federal, state, and local laws, codes, regulations, and industry standards relevant to the position.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Explain permit issuance, building inspection, and code enforcement procedures clearly and effectively.
- Research, summarize, and present information and data.
- Process various permit applications, plans, reports, and forms accurately and efficiently.
- Review and understand plans and related documents.
- Make accurate mathematical computations.
- Interpret and apply relevant laws, codes, regulations, policies, and procedures.
- Maintain accurate records, reports, and written documentation.
- Prepare clear and concise reports, correspondence, and other written materials.
- Exercise tact, initiative, prudence, and judgment within established guidelines.
- Organize work, prioritize tasks, meet deadlines, and follow up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS

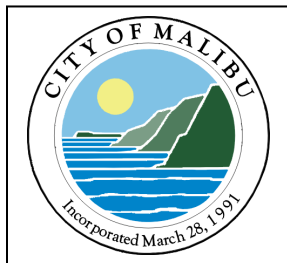
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. 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 CONDITIONS

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.



CITY OF MALIBU

WASTEWATER MANAGEMENT PROGRAM SPECIALIST

Class Description

Established: July 2018

Revised: July 2024

FLSA: Non-Exempt

DEFINITION

Under general direction, performs a variety of technical duties in support of the Wastewater Management Program; assists in program development and implementation; maintains program databases; coordinates with stakeholders and provides technical support; prepares reports and documentation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the Wastewater Management Program. Positions at this level exercise judgment and initiative in their assigned tasks, receive occasional instruction or assistance as new or unusual situations arise, and demonstrate full awareness of the operating procedures and policies of the work unit.

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.

- Assists in the development and implementation of the wastewater management program, collaborating with stakeholders to ensure alignment with regulatory requirements and city objectives.
- Organizes, administers, and coordinates the program database, including Integrated Wastewater Information Management System (IWIMS), to maintain accurate data entries and generate reports, lists, and informational spreadsheets for program evaluation and reporting purposes.
- Supports the management and maintenance of various program components, such as the operating permit program, point of sale program, and short-term rental program, to ensure compliance with established guidelines and regulations.
- Assists in the management of the practitioner registration program and local agency management program, overseeing registration processes and facilitating communication with stakeholders.

- Provides oversight assistance in water quality monitoring programs and special studies; collaborates with internal and external partners to analyze data and identify trends for program improvement.
- Coordinates with code enforcement on matters related to the illicit discharge of wastewater and other sources, ensuring timely resolution and compliance with regulatory requirements.
- Assists in the issuance of building permits for wastewater treatment systems; reviews applications and supporting documentation to ensure adherence to program standards.
- Offers technical staff support in the review of environmental documents and legislation; provides expertise to ensure program compliance and alignment.
- Assists in the preparation of ordinances and other supporting program documents; contributes to the development and implementation of policies and procedures to support wastewater management efforts.
- Prepares and monitors program grants and related proposals; assists with the grant application processes.
- Coordinates the work of outside consultants hired to develop or implement projects related to wastewater management; provides guidance and oversight to ensure project success and alignment with program goals.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.
- Makes oral and written presentations to the City Council, staff, the public and professional groups.

QUALIFICATIONS

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 with major coursework in Environmental Science, Environmental Engineering, Public Administration, or a related field.

Experience:

Two (2) years of increasingly responsible experience in environmental management, wastewater treatment, or a closely related field.

Licenses and Certifications:

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.

Knowledge of:

- Federal, state, and local laws and regulations governing the management of Onsite Wastewater Treatment Systems (OWTS) and other environmental issues, ensuring compliance and adherence to regulatory standards.

- Principles and practices of records management.
- Methods of research, program analyses, and report preparation.
- Business writing techniques and principles.
- City planning and permitting procedures.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Organize, analyze, and maintain program data using database software.
- Project management and coordination principles and methods.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

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.