



# Council Agenda Report

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

Prepared by: Alexis Brown, Deputy City Manager

Approved by: Steve McClary, City Manager

Date prepared: November 27, 2023 Meeting date: December 11, 2023

Subject: Reorganization of City Council Agenda Format for Regular City Council Meetings

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**RECOMMENDED ACTION:** Adopt Resolution No. 23-53 superseding and replacing Resolution No. 99-007 and Section 1 (VI)(A) of Resolution No. 98-083 to establish the start time and format for Regular City Council Meetings.

**FISCAL IMPACT:** There is no fiscal impact associated with the recommended action.

**STRATEGIC PRIORITY:** This item supports the Malibu Culture priority identified in the Adopted FY 2023-24 Strategic Priority Project List.

**DISCUSSION:** The suggested agenda reorder is intended to better promote community engagement and improve culture. On September 27, 2023, the Malibu City Council adopted a new Strategic Work Plan identifying 20 items as "Priority Projects." Under the core focus of Top Workplace Culture-Recruitment and Retention, the main project identified as Malibu Culture highlighted several key areas such as recruitment and retention, workplace morale and employee culture. Several initiatives to support the Malibu Culture Project were discussed: including consideration for the re-ordering of the City Council's agenda format and establishing a new start time for regular meetings.

In the proposed changes, you will see a recommended start time of 6:00 PM, a re-prioritization of the consent agenda and council/committee/commission reports, and the separation of in-person public comment for items not on the agenda from remote participation. The new format is intended to prioritize city business, promote local public participation, promote dialogue on the actionable agenda items, and assist in mitigating security concerns related to zoom bombings.

Additionally, the agenda re-order is an effective strategy to address staff burnout by promoting effective time management and a healthier balanced work environment. Achieving a healthy work-life balance is not only beneficial for our employees' well-being, but also positively influences productivity, job satisfaction and overall organizational success. This furthers the city's efforts for an effective recruitment and retention strategy, with an overall benefit and goal of providing quality service for the Malibu community.

ALTERNATIVES:

- Provide Direction to Staff and reprioritize proposed agenda format.
- Take No Action and continue to conduct meetings as established by Resolution No. 99-007 and Resolution No. 98-083.

ATTACHMENTS:

1. Resolution No. 23-53
2. Mock Up on New Agenda Format

## RESOLUTION NO. 23-53

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU SUPERSEDING AND REPLACING RESOLUTION NO. 99-007 AND SECTION 1(VI)(A) OF RESOLUTION NO. 98-083 AND ESTABLISHING THE START TIME AND FORMAT FOR REGULAR CITY COUNCIL MEETINGS

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

SECTION 1. This resolution supersedes and replaces Resolution No. 99-007 and Section (VI)(A) of Resolution 98-083.

The following format for regular City Council agendas is hereby adopted:

- A. Format: The format of the City Council agendas shall be as follows unless otherwise re-ordered by Council at a specific meeting.
1. Call to Order
  2. Roll Call
  3. Pledge of Allegiance
  4. Closed Session Report
  5. Report on Posting of the Agenda
  6. Approval of the Agenda
  7. Ceremonial Presentation(s)
  8. Consent Calendar
  9. Presentations and Updates
  10. Written and Oral Communications from the Public Participating In-Person
  11. Ordinances and Public Hearings
  12. Old Business
  13. New Business
  14. Council Items
  15. Oral Communications from the Public Participating Remotely
  16. Reports and Announcements (Commission, City Council and City Manager)
  17. Adjournment

### SECTION 2.

The start time for regular City Council meetings is governed by Malibu Municipal Code Section 2.08.010. This section allows the meeting time to be changed by resolution of the City Council. The regular meeting time of the City Council is hereby adopted as follows:

- A. Regular meetings of the City Council shall be held on the second and fourth Mondays of each month at 6:00 p.m. Closed session may be held between 5:00 p.m. and 6:00 p.m. No closed session will be held during said hours unless the posted agenda of the regular meeting indicates that such sessions will take place; in the absence of such notification, the regular meeting shall commence at the hour of six p.m.
- B. Prompt Call to Order at 6:00 p.m. and adjournment by 10:00 p.m.

- a. The City Council shall start their regular meetings promptly at 6:00 p.m. The City Council shall not hear any new items of business after 10:00 p.m. unless two-thirds of City Councilmembers vote to do so. Prior to adjournment, the City Council shall allow for public comment and take up those items required by law.

SECTION 3. This resolution shall take effect February 1, 2024.

SECTION 4. 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 11th day of December 2023.

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STEVE UHRING, Mayor

ATTEST:

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KELSEY PETTIJOHN, City Clerk  
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED  
BY THE CITY ATTORNEY'S OFFICE

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TREVOR RUSIN, Interim City Attorney

**HOW TO VIEW THE MEETING:** The meeting will be live streamed at [www.malibucity.org/video](http://www.malibucity.org/video) and via Zoom Webinar.

**HOW TO PARTICIPATE BEFORE THE MEETING:** Members of the public are encouraged to submit email correspondence to [citycouncil@malibucity.org](mailto:citycouncil@malibucity.org) before the meeting begins.

**HOW TO PARTICIPATE IN-PERSON DURING THE MEETING:** Members of the public may speak during the meeting in-person or through the Zoom application. In order to participate in-person, each speaker must complete and submit to the Recording Secretary a Request to Speak form. In-person participants may also surrender their opportunity to speak on a particular item to defer one minute to another in-person speaker.

**HOW TO PARTICIPATE REMOTELY DURING THE MEETING:** Members of the public may speak during the meeting in-person or through the Zoom application. In order to participate remotely, you must be present in the Zoom Webinar during the item that you would like to speak on and use the Raise Hand feature to request to speak when the Mayor calls the item. When you join the Zoom Webinar you may see a pop-up asking you to enter an email address, but a valid email address is not required. Be advised that those participating via Zoom do so at their own risk; remote participants should not expect the meeting to be cancelled or continued due to the inability of some members of the public to access the remote meeting.

## **Malibu City Council** **Regular Meeting Agenda**

**Monday, February 12, 2024**

**5:00 P.M. - CLOSED SESSION**

**City Hall – Council Chambers (call to order)  
Westward Room (closed session)  
23825 Stuart Ranch Road**

**6:00 P.M. – CITY COUNCIL REGULAR MEETING**

**City Hall – Council Chambers  
23825 Stuart Ranch Road**

**Zoom Webinar Link:**

**Five p.m. Convene for Purpose of Closed Session**

**Call to Order – Mayor (Council Chambers)**

**Public Comment on Closed Session Items**

**Recess to Closed Session (to be held in the Westward Room)**

This time has been set aside for the City Council to meet in a closed session to discuss matters pursuant to Government Code Section 54956.9. Based on the advice of the City Attorney, discussion in open session concerning these matters would prejudice the position of the City in this litigation. The City Attorney will give an additional oral report regarding the Closed Session at the beginning of the next regular City Council meeting. At the conclusion of the Closed Session, the Council may continue any item listed on the Closed Session agenda to the Open Session agenda for discussion or to take formal action as it may deem appropriate.

**Six p.m. Regular Session**

Call to Order - Mayor

Roll Call - Recording Secretary

Pledge of Allegiance

Closed Session Report

Report on Posting of Agenda

Approval of Agenda

**1. Ceremonial Presentations****2. Consent Calendar**

A. Previously Discussed Items

B. New Items

**3. Presentations and Updates****4. Written and Oral Communications from the Public Participating In-Person**

A. Communications from the Public concerning matters which are not on the agenda but for which the City Council has subject matter jurisdiction. City Council may not act on these matters except to refer the matters to staff or schedule the matters for a future agenda.

**5. Ordinances and Public Hearings****6. Old Business****7. New Business****8. Council Items**

## 9. Oral Communications from the Public Participating Remotely

- A. Communications from the Public concerning matters which are not on the agenda but for which the City Council has subject matter jurisdiction. City Council may not act on these matters except to refer the matters to staff or schedule the matters for a future agenda.

## 10. Reports and Announcements

- A. Commission, and Committee
- B. Mayor and Councilmember meeting attendance, reports and inquiries
- C. City Manager Report

## Adjournment

### Future Meetings

### Guide to the City Council Proceedings

**The Oral Communication** portions of the agenda are for members of the public to present items, which are not listed on the agenda but are under the subject matter jurisdiction of the City Council. No action may be taken under, except to direct staff, unless the Council, by a two-thirds vote, determines that there is a need to take immediate action and that need came to the attention of the City after the posting of the agenda. Although no action may be taken, the Council and staff will follow up, at an appropriate time, on those items needing response. Each speaker is limited to three (3) minutes. Members of the public may speak during the meeting in-person or through the Zoom application. In-person comments will be heard in section 4.A. and remote comments will be heard in section 9.A. In order to participate remotely, you must be present in the Zoom Webinar during the item that you would like to speak on and use the Raise Hand feature to request to speak when the Mayor calls the item. In order to participate in-person, each speaker must complete and submit to the Recording Secretary a Request to Speak form *prior* to the beginning of the item being announced by the Mayor. In person participants may surrender their time by deferring one (1) minute to another speaker, not to exceed a total of eight (8) minutes. The speaker wishing to defer time must be present when the item is heard, and their form must be submitted with the speaker form for the individual they are deferring time to. Speakers are taken in the order slips are submitted or hands are raised.

**Items in Consent Calendar Section A** have already been considered by the Council at a previous meeting where the public was invited to comment, after which a decision was made. These items are not subject to public discussion at this meeting because the vote taken at the previous meeting was final. Resolutions concerning decisions made at previous meetings are for the purpose of memorializing the decision to assure the accuracy of the findings, the prior vote, and any conditions imposed.

**Items in Consent Calendar Section B** have not been discussed previously by the Council. If discussion is desired, an item may be pulled from the Consent Calendar for individual consideration by Councilmember request. Councilmembers may indicate a negative or abstaining vote on any individual item by so declaring prior to the vote on the motion to adopt the entire Consent Calendar. Items excluded from the Consent Calendar will be taken up by the Council following the action on the Consent Calendar. The Council will take up the removed items in sequential order. Public speakers may comment on Consent Calendar items before the Consent Calendar is taken up by the Council. Public comment shall follow the rules as set forth under Oral Communication

**For Public Hearings** involving zoning matters the appellant and applicant will be given 15 minutes each to present their position to the City Council, including rebuttal time. All other testimony shall follow the rules as set forth under Oral Communication.

**Old Business** items have appeared on previous agendas but have either been continued or tabled to this meeting with no final action having been taken. Public comment shall follow the rules as set forth under Oral Communication.

**Items in New Business** are items which are appearing for the first time for formal action. Public comment shall follow the rules as set forth under Oral Communication.

**City Council Items** are items which individual members of the City Council may bring up for action, to propose future agenda items or to suggest future staff assignments.

After 10:00 p.m., no new items will be taken-up until the Council hears oral communications from the public participating remotely and the Councilmember provide their meeting attendance reports. No other new items will be taken up after 10:00 p.m. without a two-thirds vote of the City Council.

*City Council meetings are aired live and replayed on City of Malibu Government Access Channel 3 and are available on demand on the City's website at [www.malibucity.org/video](http://www.malibucity.org/video). Copies of the staff reports or other written documentation relating to each item of business described above are on file in the office of the City Clerk, Malibu City Hall, 23825 Stuart Ranch Road, Malibu, California, and are available for public inspection during regular office hours, which are 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. Friday. Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office at 23825 Stuart Ranch Road, Malibu, California (Government Code Section 54957.5.b.2). Copies of staff reports and written materials may be purchased for \$0.10 per page.*

*The City Hall phone number is (310) 456-2489. To contact City Hall using a telecommunication device for the deaf (TDD), please call (800) 735-2929 and a California Relay Service operator will assist you. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Environmental Sustainability Director Yolanda Bundy, (310) 456-2489, ext. 229. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102-35.104 ADD Title II].*

*Requests to show an audio or video presentation during a Council meeting should be directed to the Media Team at [media@malibucity.org](mailto:media@malibucity.org). Material must be submitted by 12:00 p.m. on the meeting day.*

*I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours in advance of the meeting. Dated this X<sup>th</sup> day of Month 2023 at 2:00 p.m.*

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*Kelsey Pettijohn, City Clerk*