



# Council Agenda Report

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

Prepared by: Kelsey Pettijohn, City Clerk

Approved by: Joseph D. Toney, Acting City Manager

Date prepared: March 11, 2025 Meeting date: March 24, 2025

Subject: Approval of Minutes

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**RECOMMENDED ACTION:** Approve the minutes for the December 16, 2024 Special Meeting, December 18, 2024 Special Meeting, and January 14, 2025 Special Meeting.

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

**STRATEGIC PRIORITY:** This item is part of the day-to-day operations identified in the Adopted FY 2024-25 Strategic Priority Project List.

**DISCUSSION:** Staff has prepared draft minutes for the Council meetings on December 16, 2024, December 18, 2024, and January 14, 2025.

**ATTACHMENTS:**

December 16, 2024 Regular Meeting

December 18, 2024 Special Meeting

January 14, 2025 Special Meeting

MINUTES  
MALIBU CITY COUNCIL  
SPECIAL MEETING  
DECEMBER 16, 2024  
MALIBU WEST BEACH CLUB  
2:00 P.M.

**MEETING CALL TO ORDER**

Mayor Stewart called the meeting to order at 2:00 p.m.

**ROLL CALL**

The following persons were recorded in attendance by the Recording Secretary:

PRESENT: Mayor Doug Stewart; Mayor Pro Tem Marianne Riggins; and Councilmembers Haylynn Conrad, Bruce Silverstein and Steve Uhring.

ALSO PRESENT: Trevor Rusin, Interim City Attorney; Joseph Toney, Assistant City Manager; Kelsey Pettijohn, City Clerk; Kristin Riesgo, Community Services Director; Yolanda Bundy, Environmental Sustainability Director; Susan Dueñas, Public Safety Director; Rob DuBoux, Public Works Director; Christina Muñoz, Deputy City Clerk; Jason Lawrence, Deputy City Clerk; Tracey Rossine, Environmental Programs Manager; and Travis Hart, Deputy Public Works Director

**REPORT ON POSTING OF AGENDA**

City Clerk Pettijohn reported that the agenda for the meeting was properly posted on December 15, 2024.

**APPROVAL OF AGENDA**

MOTION Councilmember Uhring moved, and Mayor Pro Tem Riggins seconded a motion to approve the agenda. The motion carried unanimously.

**PLEDGE OF ALLEGIANCE**

Chris Frost led the Pledge of Allegiance.

**ITEM 1 NEW BUSINESS**

- A. Resolution Ratifying the Director of Emergency Services' Proclamation of the Existence of a Local Emergency and Declaring the Same  
Recommended Action: 1) Adopt Resolution No. 24-64, confirming existence of a local emergency, and ratifying the proclamation of local emergency by the Acting Director of Emergency Services; and 2) Approve and authorize the submittal of a letter requesting recovery assistance from the State of California in accordance with the California Disaster Assistance Act.

Assistant City Manager Toney presented the staff report.

Mayor Stewart opened the floor to public comment. As there were no speakers present, Mayor Stewart returned the matter to the table for discussion.

The Council discussed the item.

MOTION Mayor Pro Tem Riggins moved, and Councilmember Silverstein seconded a motion to: 1) adopt Resolution No. 24-64, confirming existence of a local emergency, and ratifying the proclamation of local emergency by the Acting Director of Emergency Services; and 2) approve and authorize the submittal of a letter requesting recovery assistance from the State of California in accordance with the California Disaster Assistance Act. The motion carried unanimously.

B. Resolution Designating Additional Successors to the Position of Director of Emergency Services

Recommended Action: Adopt Resolution No. 24-,65 approving the Acting Director of Emergency Services designation that in the event the acting director of emergency services is unavailable, he or she may designate any city department head to serve in this role should the current designated successors (the Assistant City Manager, Deputy City Manager, and Public Safety Director) be unavailable.

Assistant City Manager Tonery presented the staff report.

Mayor Stewart opened the floor to public comment. As there were no speakers present, Mayor Stewart returned the matter to the table for discussion.

The Council discussed the item.

MOTION Mayor Pro Tem Riggins moved, and Councilmember Silverstein seconded a motion to adopt Resolution No. 24-,65 approving the Acting Director of Emergency Services designation that in the event the acting director of emergency services is unavailable, he or she may designate any city department head to serve in this role should the current designated successors (the Assistant City Manager, Deputy City Manager, and Public Safety Director) be unavailable. The motion carried unanimously.

**ADJOURNMENT**

Mayor Stewart adjourned the meeting at 2:05 p.m.

Approved and adopted by the City Council of the  
City of Malibu on \_\_\_\_\_.

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DOUG STEWART, Mayor

ATTEST:

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KELSEY PETTIJOHN, City Clerk  
(seal)

MINUTES  
MALIBU CITY COUNCIL  
SPECIAL MEETING  
FRANKLIN FIRE TOWN HALL AND COMMUNITY FORUM  
DECEMBER 18, 2024  
COUNCIL CHAMBERS  
6:00 P.M.

**MEETING CALL TO ORDER**

Mayor Stewart called the meeting to order at 6:07 p.m. and Deputy City Manager explained ground rules for the Town Hall and how public comment would be conducted.

**ROLL CALL**

The following persons were recorded in attendance by the Recording Secretary:

PRESENT: Mayor Doug Stewart; Mayor Pro Tem Marianne Riggins; and Councilmembers Haylynn Conrad, Bruce Silverstein and Steve Uhring.

ALSO PRESENT: Trevor Rusin, Interim City Attorney; Joseph Toney, Assistant City Manager; Alexis Brown, Deputy City Manager; Kelsey Pettijohn, City Clerk; Kristin Riesgo, Community Services Director; Yolanda Bundy, Environmental Sustainability Director; Maureen Tamuri, Interim Planning Director; Susan Dueñas, Public Safety Director; Rob DuBoux, Public Works Director; Parker Davis, Media Technician; Christina Muñoz, Deputy City Clerk; Jason Lawrence, Deputy City Clerk; Cynthia Alba, Executive Assistant; Barbara Esparza, Human Resources Technician; Matt Myerhoff, Media Information Officer; Caryn De La Cruz, Environmental Sustainability Analyst; Lauren Doyle, Contract Geotechnical Engineer; Andre Ketchedjian, Senior Plan Check Engineer; Rebecca Nelson-Brown, Senior Administrative Assistant; Tracey Rossine, Environmental Programs Manager; Tyler Eaton, Principal Planner; Larbi Azzaz, Assistant Planner; Sarah Flores, Emergency Services Coordinator; Brandie Ayala, Senior Management Analyst; and Travis Hart, Deputy Public Works Director

PANELISTS: Assemblymember Jacqui Irwin; Drew Smith, Assistant Fire Chief Los Angeles Council Fire Department; Jennifer Seetoo, Captain Los Angeles County Sheriff's Department; Kevin McGowan, Director Los Angeles County Office of Emergency Management; Antonio Shelton, Superintendent Santa Monica-Malibu Unified School District; John Alford, Office of Congressman Brad Sherman; Sophia Soudani-John, Office of Supervisor Lindsey Horvath; CalFire Incident Management Team 4; California Department of Insurance; Ken Zimmer, Los Angeles County Public Works; and Bill Johnson, Los Angeles County Waterworks District No. 29

**FRANKLIN FIRE TOWN HALL AND COMMUNITY FORUM**

The panelists introduced themselves and their agencies.

The panelists answered questions and heard suggestions regarding:

Vulnerable populations dependent on electrical power; emergency communications during power outages; evacuation zones; Public Safety Power Shutoff (PSPS) events; rooftop sprinkler systems; Community Brigades; evacuation notification systems; permits for generators; repopulation procedures and priorities; supplies for residents sheltering in place during disasters; AlertFM notification systems and radio communications; Pepperdine University's shelter in place policy; Webster Elementary School repairs and backup power; brush clearance and defensible space; fire insurance and fire wise communities; electrical infrastructure and fire danger; Malibu Urgent Care; Community Emergency Response Team (CERT); responsibilities and resources for property owners and renters of a destroyed property; wildfire impacts on wildlife; air support for firefighting; evacuation warning sirens; debris removal; potential rockslides;

Mayor Stewart presented closing remarks and announced that the Franklin Fire was 100% contained.

#### **ADJOURNMENT**

Mayor Stewart adjourned the meeting at 8:23 p.m.

Approved and adopted by the City Council of the  
City of Malibu on \_\_\_\_\_.

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DOUG STEWART, Mayor

ATTEST:

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KELSEY PETTIJOHN, City Clerk  
(seal)

MINUTES  
MALIBU CITY COUNCIL  
SPECIAL MEETING  
JANUARY 14, 2025  
MALIBU WEST BEACH CLUB  
2:00 P.M.

**MEETING CALL TO ORDER**

Mayor Stewart called the meeting to order at 2:09 p.m.

**ROLL CALL**

The following persons were recorded in attendance by the Recording Secretary:

PRESENT: Mayor Doug Stewart; Mayor Pro Tem Marianne Riggins; and Councilmembers Haylynn Conrad and Bruce Silverstein

ABSENT: Councilmember Steve Uhring.

ALSO PRESENT: Trevor Rusin, Interim City Attorney; Joseph Toney, Assistant City Manager; Alexis Brown, Deputy City Manager; and Kelsey Pettijohn, City Clerk

**PLEDGE OF ALLEGIANCE**

Dennis Smith led the Pledge of Allegiance.

**REPORT ON POSTING OF AGENDA**

City Clerk Pettijohn reported that the agenda for the meeting was properly posted on January 13, 2025.

**APPROVAL OF AGENDA**

MOTION Mayor Pro Tem Riggins moved, and Councilmember Silverstein seconded a motion to approve the agenda. The motion carried 4-0, Councilmember Uhring absent.

**ITEM 1 NEW BUSINESS**

- A. Resolution Ratifying the Director of Emergency Services' Proclamation of the Existence of a Local Emergency  
Recommended Action: 1) Adopt Resolution No. 25-01, confirming existence of a local emergency, and ratifying the proclamation of local emergency by the Acting Director of Emergency Services; and 2) Approve and authorize the submittal of a letter requesting recovery assistance from the State of California in accordance with the California Disaster Assistance Act (CDAA).

Acting City Manager Toney discussed fire response and recovery, including plans a Town Hall on January 21, 2025. He discussed plans to augment staffing and the Governor's recent Executive Order to help residents rebuild faster.

Mayor Stewart discussed the City's Emergency Operations Center (EOC) operations and locations. He commended city staff for their work and thanked the agencies that provided mutual aid. He thanked the first responders who saved everyone they could.

Acting City Manager Toney presented the staff report.

Mayor Stewart opened the floor to public comment.

Speakers: Pamela Conley Ulich, Ann Buxie, Kraig Hill, Luca Iacovoni, and Don Schmitz

As there were no other speakers present, Mayor Stewart returned the matter to the table for discussion.

The Council discussed the item.

MOTION Mayor Pro Tem Riggins moved to 1) Adopt Resolution No. 25-01, confirming existence of a local emergency, and ratifying the proclamation of local emergency by the Acting Director of Emergency Services; and 2) Approve and authorize the submittal of a letter requesting recovery assistance from the State of California in accordance with the California Disaster Assistance Act (CDAA).

The Council discussed the item.

Councilmember Silverstein seconded the motion.

#### FRIENDLY AMENDMENT

Councilmember Silverstein moved to include a request in the CDAA letter to provide the same assistance to the Frankline Fire as is provided for the Palisades Fire.

The amendment was accepted by the maker and the seconder.

The motion carried 4-0, Councilmember Uhring absent.

#### B. Professional Services Agreement with CJ Biomonitoring, LLC for Biological Consulting Services

Recommended Action: Authorize the Mayor to execute a two-year Professional Services Agreement with CJ Biomonitoring, LLC for biological consulting services.

Acting City Manager Toney presented the staff report.



Mayor Stewart opened the floor to public comment. As there were no speakers present, Mayor Stewart returned the matter to the table for discussion.

The Council discussed the item.

**MOTION** Mayor Pro Tem Riggins moved, and Councilmember Conrad seconded a motion to authorize the Mayor to execute a two-year Professional Services Agreement with CJ Biomonitoring, LLC for biological consulting services. The motion carried 4-0, Councilmember Uhring absent.

Mayor Stewart reopened the floor for public comment for a late speaker.

Speaker: Rafi Anteby

As there were no other speakers present, Mayor Stewart closed the floor to public comment.

## **ADJOURNMENT**

Mayor Stewart adjourned the meeting at 2:35 p.m.

Approved and adopted by the City Council of the  
City of Malibu on \_\_\_\_\_.

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DOUG STEWART, Mayor

ATTEST:

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KELSEY PETTIJOHN, City Clerk  
(seal)