



Council Agenda Report

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

Prepared by: Alexis Brown, Deputy City Manager

Reviewed by: Joseph D. Toney, Assistant City Manager

Approved by: Steve McClary, City Manager

Date prepared: February 22, 2024 Meeting date: March 25, 2024

Subject: Ordinance No. 516 to Amend Malibu Municipal Code 2.04.030 and Modify the Official Holidays of the City of Malibu

RECOMMENDED ACTION: 1) After the City Attorney reads the title of the ordinance, introduce on first reading Ordinance No. 516 amending Malibu Municipal Code Section 2.04.030 regarding City holidays to include Juneteenth as a City holiday and instituting a Winter Closure and amending the definition of holiday in Malibu Municipal Code Section 8.24.030; 2) Direct Staff to schedule second reading and adoption of Ordinance No. 516 for the March 25, 2025 City Council meeting; and 3) Adopt Resolution No. 24-13 amending Personnel System Rules Section 15.1 of Resolution No. 15-08.

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 City of Malibu strives to ensure efficient and effective municipal services while also recognizing important holidays and providing adequate staff downtime. Currently the Malibu Municipal Code outlines regular office hours and recognized holidays for City employees. The City Council previously approved a one-time winter closure by way of resolution. As part of the Strategic Workplan adopted by the City Council on September 27, 2023, there is a need to update these provisions to better align with the City's culture initiative and reflect historical events.

The proposed ordinance would make two significant changes to the Malibu Municipal Code:

Juneteenth Recognition:

On June 17, 2021, the Juneteenth National Independence Day Act was signed into law observing June 19 as a Federal holiday. The State of California established the holiday into law in September 2022. The ordinance proposes the inclusion of Juneteenth as a City recognized holiday.

Juneteenth commemorates the emancipation of enslaved African Americans in the United States. On June 19, 1865, Major General Gordon Granger arrived in Galveston, Texas, and announced the end of the Civil War and the end of slavery. Although the Emancipation Proclamation came 2.5 years earlier on January 1, 1863, many enslavers continued to hold enslaved African Americans captive after the announcement, and Juneteenth became a symbolic date representing African American freedom.

By recognizing Juneteenth as a holiday, the City of Malibu acknowledges the significance of this historical event and demonstrates its commitment to diversity, equity, and inclusion.

Winter Closure:

The ordinance proposes the addition of a week-long winter closure period for City offices. This closure aims to provide staff with a dedicated break during the holiday season, allowing them to recharge and spend time with their families. The specific dates for the winter closure period will be determined annually by the City Manager. It is noteworthy that during the previous winter closure, staff did not encounter any significant issues, and they returned more energized to perform their duties.

The implementation of a week-long winter closure is expected to have minimal impact on City operations as advance notice will be provided to residents and businesses regarding the closure period. Essential services will continue to be provided during this time, consistent with how those essential services were provided during the prior year Winter Closure, and arrangements will be made to address any urgent matters.

Malibu Municipal Code (MMC) Chapter 8.24 (Noise) references the official City holidays listed in MMC Section 2.04.030. MMC Chapter 8.24 prohibits construction noise on City holidays, except for the Friday following Thanksgiving Day, Christmas Eve, and New Years Eve. Ordinance No. 516 updates the definition of “holiday” in MMC Chapter 8.24 to reflect the updated numbering of holidays listed in MMC Section 2.04.030.

Resolution No. 24-13 will update the City’s Personnel System Rules to reflect the Juneteenth holiday and the winter closure.

The proposed ordinance to amend the Malibu Municipal Code regarding the City Office Hours and Holidays reflects the City’s commitment to providing quality municipal

services while recognizing the importance of cultural and historical events. The City Council's support of this amendment is important to promoting employee well-being and fostering a more inclusive community.

ATTACHMENTS:

1. Ordinance No. 516
2. Resolution No. 24-13
3. Strategic Workplan Adopted FY 23-24

ORDINANCE NO. 516

AN ORDINANCE OF THE CITY OF MALIBU AMENDING MALIBU MUNICIPAL CODE SECTION 2.04.030(B) REGARDING CITY HOLIDAYS TO INCLUDE JUNETEENTH AS A CITY HOLIDAY AND INSTITUTING A WINTER CLOSURE AND AMENDING THE DEFINITION OF HOLIDAY IN MALIBU MUNICIPAL CODE 8.24.030

The City Council of the City of Malibu does ordain as follows:

SECTION 1. Recitals

- A. The City of Malibu recognizes the importance of reflecting the diversity of its community and acknowledging significant historical events; and
- B. Juneteenth, also known as Emancipation Day or Freedom Day, commemorates the effective end of slavery in the United States, marking the day on June 19, 1865, when Union soldiers, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended and that all enslaved individuals were henceforth free; and
- C. Juneteenth carries profound historical significance as a celebration of emancipation and the ongoing struggle for civil rights and equality in America, symbolizing the triumph of freedom over oppression and serving as a reminder of the resilience and perseverance of African Americans throughout history; and
- D. The addition of Juneteenth as a recognized city holiday underscores Malibu's commitment to inclusivity, diversity, and the acknowledgment of important milestones in the journey toward social justice and equality; and
- E. The establishment of a winter closure for the week between December 24th and January 1st in replacement of the Christmas and New Year holidays aligns with the city's aim to create a more inclusive holiday calendar that respects the diverse religious and cultural practices of its residents while still allowing for collective rest and reflection at the end of the year; and
- F. This winter closure is designed as a family-friendly closure, aiming to contribute to staff well-being by fostering a healthy work-life balance and providing dedicated time for staff to spend with their loved ones and engage in personal activities; and
- G. This amendment to the Malibu Municipal Code regarding city holidays is in accordance with the city's values of equity, diversity, and community cohesion, fostering an environment that honors the past, embraces the present, and looks toward a more inclusive future.

- H. The addition of Juneteenth to the list of city holidays necessitates an update to the definition of “holiday” in Malibu Municipal Code Section 8.24.030, which references Section 2.04.030(B).
- I. The City Council of Malibu hereby amends the Malibu Municipal Code to include Juneteenth as a recognized city holiday and to establish a winter closure for the period between December 24 and January 1, with the provision that the City Manager has the authority to determine the specific days of the winter closure each year, taking into account operational needs and community considerations.

SECTION 2. Amendment

- A. Section 2.04.030(B) of the Malibu Municipal Code is amended to read as follows:

1. New Year’s Day, January 1
2. Martin Luther King Jr.’s Birthday, the third Monday in January
3. President’s Day, the third Monday in February
4. Memorial Day, the last Monday in May
5. Juneteenth, June 19;
6. Independence Day, July 4;
7. Labor Day, the first Monday in September;
8. Veteran’s Day, November 11;
9. Thanksgiving Day, the fourth Thursday in November;
10. The Friday following Thanksgiving Day;
11. Christmas Eve, December 24
12. Christmas Day, December 25
13. New Year’s Eve, December 31

During the Christmas and New Year Holidays, City Offices will observe a Winter Closure. The Closure shall be a designated period of one week beginning no later than December 24 and end no earlier than January 1 as determined by the City Manager. If December 24 falls upon a Saturday, the Friday preceding will be observed as a holiday. If January 1 falls upon a Sunday, the Monday following will be observed as a holiday.

If June 19, July 4, or November 11 falls upon a Sunday, the Monday following will be observed as the holiday, or if any such dates fall on a Saturday, the Friday preceding will be observed as the holiday. The holidays in the city may be changed by resolution of the city council or by amendment of this section.

- B. Section 8.24.030 of the Malibu Municipal Code is amended to read as follows:

The following words, phrases and terms as used in this chapter shall have the meanings indicated as follows:

“City Manager” means the city manager of the city of Malibu or the city

manager's designee.

"Construction" means any site preparation, assembly, erection, substantial repair, alteration or similar action, for or of public or private right-of-way, structures, utilities or similar property.

"Emergency machinery, vehicle or alarm" means any machinery, vehicle or alarm used, employed, performed or operated in an effort to protect, provide or restore safe conditions in the community or for the citizenry or work by private or public utilities when restoring utility service.

"Emergency work" means any work performed for the purpose of preventing or alleviating the physical trauma or property damage threatened or caused by an emergency or work by private or public utilities when restoring utility services.

"Holiday" means all designated holidays in Section 2.04.030(B), except 2.04.030(B)(10), (11) and (13) shall not be considered holidays for purposes of this section.

"Person" means any individual, firm, association, partnership, joint venture or corporation.

"Weekday" means any day, Monday through Friday, which is not a legal holiday.

SECTION 3. Environmental Review

Pursuant to the California Environmental Quality and its related Guidelines, this Ordinance is not a "project" under State CEQA Guidelines section 15378 because there is no potential that amendment to the list of City holidays will result in either a direct physical change or reasonably foreseeable indirect change in the environment. In the alternative, and even assuming this Ordinance constitutes a "project" within the meaning of CEQA, the Ordinance is nonetheless exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3) because it can be seen with certainty its adoption has no potential for direct physical impacts to the environment.

SECTION 4. The City Clerk shall certify the adoption of this ordinance.

PASSED, APPROVED AND ADOPTED this ____ day of ____ 2024.

STEVE UHRING, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

Date: _____

APPROVED AS TO FORM:

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

TREVOR RUSIN, Interim City Attorney

RESOLUTION NO. 24-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU AMENDING PERSONNEL SYSTEM RULES SECTION XX OF RESOLUTION NO. 15-08

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

SECTION 1. On January 21, 2015, the Personnel System Rules were adopted by the City Council by Resolution No. 15-08.

SECTION 2. Section 15.1 of RULE XV of the Personnel System Rules established City Holidays.

SECTION 3. The City of Malibu hereby amends 15.1 of RULE XV of the Personnel System Rules as follows:

RULE XV. CITY HOLIDAYS, BONUS PAY PROGRAM AND TUITION REIMBURSEMENT

15.1 A. Holidays: Subject to the restrictions described below, a non-exempt full-time employee shall receive a full day's pay at their straight-time regular hourly rate for the holidays listed below. Subject to the restrictions described below, a non-exempt part-time employee shall receive six (6) hours' pay at their straight-time regular hourly rate for the holidays listed below.

1. New Year's Day, January 1;
2. Martin Luther King Jr.'s Birthday, the third Monday in January;
3. President's Day, the 3rd Monday in February;
4. Memorial Day, the last Monday in May;
5. Juneteenth, June 19;
6. Independence Day, July 4;
7. Labor Day, the first Monday in September;
8. Veteran's Day, November 11;
9. Thanksgiving Day, the fourth Thursday in November
10. The Friday following Thanksgiving Day; and
11. Christmas Eve Day;
12. Christmas Day, December 25; and
13. New Year's Eve, December 31

B. If June 19, July 4, or November 11 falls upon a Sunday, the Monday following will be observed as the holiday, or if any such dates fall on a Saturday, the Friday preceding will be observed as the holiday.

C. During the Christmas and New Year Holidays, City Offices will observe a Winter Closure. The Closure shall be a designated period of one week beginning no later than December 24 and end no earlier than January 1 as determined by the City Manager. If December 24 falls upon a Saturday, the Friday preceding will be observed as a holiday. If January 1 falls upon a Sunday, the Monday

following will be observed as a holiday.

D. In order to be eligible for holiday pay, an employee must work the last scheduled workday before and the first scheduled workday after the holiday, unless the employee is taking approved vacation, sick leave, FMLA/CFRA approved leave or compensatory time off.

E. In the event a holiday falls during an employee's approved vacation period, the employee shall be paid for the holiday and shall not be charged with a vacation day for the day the holiday is observed.

F. Employees on an unpaid leave of absence for any reason are ineligible for holiday pay during the period of the unpaid leave of absence.

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 __th day of ____ 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

	TITLE	DEPT	Team Members (Lead in BOLD)	NARRATIVE	Project Status	Timeline (Next 6 Months)
Core Focus	Day To Day Operations	All	All	Top Focus of All Staff - Must be supported and completed before the rest of the priority list		
Top Workplace Culture - Recruitment and Retention	Malibu Culture - Providing values guidance for all Council, Commission, and staff for behavior and treatment. Clarify roles and scope of Commissions and confirm how new work items can be generated.	All	Steve, Joe, City Council Sub Committee	Providing values guidance for all Council, Commission, and staff for behavior and treatment. Clarify roles and scope of Commissions and confirm how work items can be generated. Develop code of behavior - values to ensure there is a standard for treating one another in a kind and professional manner. This group would also clarify the roles of Commissions and the process for new Commission ideas and projects to be reviewed and approved or not approved.	First Policy Ad Hoc Committee meeting was held November 20, 2023. The Committee discussed Code of Conduct and will begin drafting a set of codes for consideration, and/or updating the established policy of Resolution 98-83. November 13, 2023 - City Council adopted Resolution No. 23-51 authorizing for a One-Time winter closure of the City Offices for the period of December 22, 2023-December 1, 2024. December 11, 2023 CC Meeting - Staff to bring forward proposed Agenda Re-order format and establish new start time.	City Values Statement/Code of Conduct - Subcommittee recommended to be formed Sept 27 , Staff with two Council members to develop Commissions role/scope/training draft plan the City C Meeting March 11 2024 CC Meeting - Staff to bring forward an ordinance to formalize winter closure and adopt Juneteenth as a recognized holiday for the City of Malibu.
Top Workplace Culture - Recruitment and Retention	Staff Compensation and Benefits- Class Comp Study - Including Staffing Benefits	All	Joe Toney, MS Staff, DH's	Classification and compensation studies review internal equity (pay relationships between positions) and external competitiveness (pay relationships with labor market competitors). HR staff will conduct a comprehensive classification and compensation study. Also review list of recommended staff benefits and get priority list for Council review and Approval	A project team of staff representing each department was formed. The Classification phase was conducted and now the consultant is building the comparison of Compensation to comparable agencies. It is anticipated the Study should be concluded near the end of the calendar year 2023. Recommended Staff benefits were presented to the City Council on September 27, with guidance received. Items will be brought back to Council for formal adoption as is feasible. As an example, a Family Friendly Winter Closure was adopted by Council on November 13, 2023.	September 27 CC meeting - Develop Benefits, gain CC approval of final list of recommended staff benefits - Accomplished March, 2024 CC meeting - Comp and Classification Study present recommendations. April 24, 2024 CC Meeting - Salary and Benefits incorporated into the FY 2024-25 Proposed Budget. April 24 is the Budget Workshop.
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	School District Separation	MS	Marianne and Paul, Steve McClary , Alexis Brown, BBK Team,	Pursuit of creating a Malibu School District by separating from the Santa Monica School District	Since the adoption of the new Workplan, the City of Malibu has participated in three mediations with SMMUSD on October 17, November 17, and November 29. The parties continue to work through the revenue sharing agreement, operations agreement and are now working on draft special legislation language.	Next Mediation Date(s): March 5, 2024 and March 14, 2024 Update to City Council: February 26, 2024 Tentative Date of Unification- Fall of 2026
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Master Plan for City Owned Vacant Lots	MS/PL	Alexis Brown , Joe Toney, Richard M	To Happen Simultaneously: RFP & Selection of Community Outreach Firm, Launch of Community Outreach/Review & Update Previous Development Assessment. Prepare for Geo Technical Studies based on Results of community outreach.	PLN: Planning staff is collecting all records related to City-owned parcels and previous determinations. October 5, 2023 City issued an RFP for Community Outreach and Engagement for City Owned Vacant Lots. Nine proposals were received by qualified firms. Evaluations of the proposals have been conducted and the top four firms were interviewed. Appropriation of additional funds requested to A&F Subcommittee. A recommendation will be brought forward to the City Council for award on February 12, 2024.	Award of Contract - February 12, 2024 CC Meeting (If awarded) the firm will begin meeting with City leadership and community stakeholders to design a comprehensive outreach plan. Selected firm will begin outreach to obtain community input on vacant lots. Updates will be provided to the City Council. Final Outreach and Engagement Outcomes Report estimated to City Council November 2024.
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Housing Element 6th Cycle RHNA & 2021 Housing Element Update	PL	Richard M , Adrian, Joyce Parker-Bozylinski (Consultant)	Complete final steps to have Housing Element Approved by HCD/State	The City completed two technical assistance meetings with HCD. An updated Draft Housing Element was completed and issued for public review and comment from January 8 to January 24, 2024. This review period exceed the 7-year review period required by the State.	Need to respond to incomplete letter. Currently gathering additional information. Meeting on August 30th with HCD to go over completion timeline. TBD what additional work is needed. Completed updated Draft Housing Element, City Council Study Session, and Public Review and Comment Period. Staff and Consultant team incorporating public comments into the updated Draft Housing Element. The Draft will be submitted to the HCD for review by February 8, 2024. Within 60 days they will issue comments. If additional comments are made by the HCD, any required revisions to the Housing Element, another update and review cycle will be required.

	TITLE	DEPT	Team Members (Lead in BOLD)	NARRATIVE	Project Status	Timeline (Next 6 Months)
Public Safety	Public Safety Projects - Key Public Safety Projects	PS	Susan Duenas, PS team members	<p>Hazard Tree Removal Program – Complete scheduled hazard tree removals and pursue additional funding.</p> <p>Home Ignition Zone Assessments – Complete scheduled Home Ignition Zone Assessments and promote program.</p> <p>Firewise Community Program – Encourage and assist Malibu neighborhoods to become Firewise Communities (mitigates fire risk and provides discount on insurance).</p> <p>ALPR cameras – Finish installing solar powered ALPR cameras on Edison poles and then begin process to have them hardwired.</p> <p>Emergency Plan Updates – Work with consultants to update the Emergency Operations and Hazard Mitigation Plans and bring to City Council for adoption. (both are required for disaster reimbursement)</p> <p>EOC equipment – Test all EOC equipment and update as needed.</p> <p>EOC training – Provide basic and advanced Emergency Operations Center (EOC) training for all staff, and host pre- fire season meeting with partner agencies.</p> <p>Encampment Management – Work with the Sheriff’s Department to ensure encampments are cleared from the hillsides.</p> <p>Emergency Supply Bins – Ensure that all community emergency supply bins are organized and stocked appropriately and Information Stations are ready to be deployed.</p> <p>Communications – Test all current communication capabilities, including disaster notifications systems, satellite phones and radios, work with KBUU to expand broadcast radio capabilities, and develop and train staff on communication procedures.</p> <p>Sheriff Substation - Increased staffing and telecommunications for Substation at Santa Monica College</p>	<p>Hazard Tree Removal Program – An additional \$326,000 was awarded and accepted by the City Council on 1/22/24. Prior year's program completed and grant reimbursement requested.</p> <p>Home Ignition Zone Assessments – Completed 31 assessments</p> <p>Firewise Community Program – Actively assisting three neighborhoods.</p> <p>ALPR cameras – All Edison contract documents have been submitted and are being processed.</p> <p>Emergency Plan Updates – Reviewed draft emergency plan and hazard mitigation plan and provided edits. The Hazard Mitigation Plan is posted for public input.</p> <p>EOC equipment – EOC management system vendor is scheduled to provide training for City staff.</p> <p>EOC training – Conducted basic EOC Training and scheduled EOC exercise</p> <p>Encampment Management – Encampment on Paseo Hidalgo as well as two others have been cleared.</p> <p>Emergency Supply Bins – Staff audited all bins to document access and security, condition, contents, and needs.</p> <p>Communications – CUP and CDP for KBUU antenna at Bluffs Park is in process.</p> <p>Storey pole was installed on March 4.</p> <p>Sheriff Substation - No update at this time. Staffing shortages and the tower are still cited as obstacles.</p>	<p>Hazard Tree Removal Program</p> <p>9/31/23 – Complete program</p> <p>10/31/23 – Submit grant reimbursement request</p> <p>Home Ignition Zone Assessments</p> <p>3/31/24 – Complete 40 assessments</p> <p>Firewise Community Program</p> <p>12/31/23 – Identify two neighborhoods that are interested</p> <p>3/31/24 – Assist two neighborhoods in becoming certified</p> <p>ALPR cameras</p> <p>10/31/23 – Complete an agreement with Edison to place cameras on their poles</p> <p>12/31/23 – Install all solar powered cameras slated for Edison poles</p> <p>1/31/24 – Establish work plan to convert solar powered cameras to hardwire cameras</p> <p>Emergency Plan Updates</p> <p>10/31/23 - Conduct community input meeting on the Draft Hazard Mitigation Plan (HMP)</p> <p>11/30/23 – Receive, review and provide feedback on first draft of updated Emergency Operations Plan (EOP)</p> <p>12/31/23 - Receive and provide feedback on draft HMP. Receive updated EOP for final review.</p> <p>1/31/24 - Receive updated HMP for final review. Take EOP to Disaster Council for approval</p> <p>2/29/24 – Take EOP to City Council for approval. Submit to HMP to FEMA for approval</p> <p>3/31/24 - Agendize item to have City Council approve HMP</p> <p>EOC equipment</p> <p>12/31/23 – Secure a consultant to assist in building out EOC management system (DLAN)</p> <p>3/31/24 – Complete build out of EOC management system</p> <p>EOC training</p> <p>10/31/23 – Provide an EOC exercise for all City staff</p> <p>11/30/23 – Host Fire Season meeting with partner agencies</p> <p>Encampment Management</p> <p>10/31/23 – Clear all hillside encampments within the City.</p> <p>Emergency Supply Bins</p> <p>1/31/24 – Update supplies in the Trancas, Point Dume and Malibu High bins</p> <p>3/31/24 – Update supplies in the Webster, City Hall and Las Flores bin</p> <p>Communications</p> <p>10/31/23 – Establish MOU and Agreement with KBUU for emergency communications</p> <p>12/31/23 – Secure vendor to install mast at Bluff’s Park for KBUU booster antenna. Test all satellite phones and City radios</p> <p>3/31/24 – Complete installation of KBUU booster antenna</p> <p>Sheriff Substation</p> <p>12/31/24 – Staff the Sheriff’s Substation</p> <p>3/31/24 – Evaluate staffing at Substation and identify any deficiencies</p>

	TITLE	DEPT	Team Members (Lead in BOLD)	NARRATIVE	Project Status	Timeline (Next 6 Months)
EFFICIENT AND EFFECTIVE CITY SERVICES	Development Services Report - Implementation	MS/PL/ESD/ PW	Joe Toney, Richard M, Yolanda B, Rob D,	Received Consultant Report. Present to City Council, develop implementation plan, assign resources and timelines for implementation tasks.	City Manager will provide a memo summarizing the implementation plan and what is currently under way, next steps, and items that are long term. Memo should be provided end of Nov/beginning of December. ESD, PL, and PW: Continue to coordinate with CM office.	The Study and Implementation Plan currently being worked on. Summary memo provided to Council on December 11, 2023. New Queue Management System for front Counter implemented beginning of January 2024, helping with organization and in-person flow. Updates to the plans submittal process (digital) are in development and expected to go live by March 2024. New workflow software acquisition (Bluebeam) development underway and expected to go live by May 2024.
EFFICIENT AND EFFECTIVE CITY SERVICES	Development Services Updated Software - 1st stage Blue Beam, 2nd stage Land Management System	PL/PW/ESD/ MS (IT)	Joe Toney, Richard M, Yolanda B, Rob D,	Implementation of Blue Beam software to support streamlined digital Plan submission and processing. To be completed this fall. Later focus on implementing a new Land Management System (LMS). This LMS will allow efficient data entry of information required for permit issuance and plan review. Additionally, the public will be able to view project statuses. Once implemented, the program will significantly reduce staff time to issue permits, complete plan review, and research projects, thereby increasing the overall efficiency of the	Agreement signed under City Manager authority to initiate a review, custom workflows, training, and implementation schedule with Bluebeam Consultant. this portion should take up to 12 weeks. ESD, PL, and PW: Continue to coordinate with CM office. Departments have been updating the digital document submittal software to replace the existing method.	Current phase of Bluebeam development initiated (work flows, process build, training) and expected to go live by May 2024. Land Management System - working on bringing on a Project Consultant (as recommended in Baker Tilly report) to help develop timelines and lead project, by June 2024. Kick-off project during the current calendar year.
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Malibu High School CDP	PL	Richard M, Adrian	Coastal Commission to Hear CDP in Sept 8th meeting for potential code amendments. Planning Commission to consider Phase 1 Coastal Development Permit September 5th. If Coastal approves code amendments on Sept 8th then will bring to City Council at October 9th meeting. 2nd reading to happen October 23 CC meeting	Complete - Staff completed the necessary hearings on the timeline proposed and the CCC certified the LCPA at its November hearing and the City received the notice of final action. The Planning Department is now monitoring the post-approval environmental and entitlement conditions as contained in Resolutions 2-33 and 23-48.	Coastal Commission heard CDP in Sept 8th Coastal Comm meeting for potential code amendments. Planning Commission to consider Phase 1 Coastal Development Permit September 5th PC meeting . If Coastal approves code amendments on Sept 8th Coastal Comm meeting then will bring to City Council at October 9th CC meeting . 2nd reading to happen October 23 CC meeting Staff will conduct post-approval monitoring of environmental and entitlement conditions.
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Permanent Skate Park Design - Approval	CS/PL/PW	Kristin, Tyler, Rob D.	Skatepark Preliminary Design and site amenities were recommended by the Parks and Recreation Commission for approval by the City Council. Staff will process the CDP application and EIR documents before construction of the project begins.	The Environmental Review Board analyzed the Final EIR Addendum No.3 in October 2023. In November 2023, the Planning Commission reviewed the final design, certified Addendum No. 3 of the Final EIR, and approved Coastal Development Permit No. 23-001 to construct the 12,500 square foot Skatepark and associated development. In December 2023, a project appeal was filed. In January 2024 Council approved California Skateparks Addendum No. 3 to fund design and engineering for the irrigation restroom facility. February 2024 Council will review the appeal. March 2024 staff will work with the skatepark designer, California Skateparks, to finalize the construction documents for the Public Works bid package. Planning Entitlement: The entitlement process is still in progress. On November 30, 2023, the Planning Commission approved the coastal development permit for the project. However, the Planning Commission's approval was appealed.	March 2024 Council will designate funds for the final project. March 2024 staff will work with skatepark designer, California Skateparks, to finalize construction documents for the bid package. April 2024 the Parks and Recreation Commission and Malibu skate community will begin fundraising efforts. Planning Entitlement - A City Council public hearing to consider the appeal of the Planning Commission's approval of the coastal development permit will be held on February 26, 2024.

	TITLE	DEPT	Team Members (Lead in BOLD)	NARRATIVE	Project Status	Timeline (Next 6 Months)
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Accessory Dwelling Unit (ADU) Ordinance	ESD/PL	Richard, Tyler, Joyce (Consultant)	<p>In September 2018, the Planning Commission held a public hearing on this item, provided its recommendation on the draft ordinance, and directed staff to come back with a final recommendation. In Fiscal Year 2019-2020, the Planning Commission hearing on the updated draft ordinance was postponed in order to address changes in State law that became effective January 1, 2020. During Fiscal Year 2020-2021, staff incorporated the guidance received from the California Coastal Commission (CCC) and State into a draft ordinance which will be presented to the Planning Commission and City Council. In Fiscal Year 2021-2022, the City received a Local Early Action Planning (LEAP) grant to implement technological improvements to streamline the ADU permit application process. In Fiscal Year 2022-23, staff will submit the Local Coastal Program Amendment (LCPA) to the CCC for certification and monitor the progress of the LCPA review by the CCC. Staff will also administer and implement the LEAP grant.</p> <p>ESD: SB 897: Accessory Dwelling Units (ADU) / Junior Accessory Dwelling Units (JADU). Effective in 2023, SB 897 prohibits a local agency from denying a permit for an ADU due to nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety. It also prohibits the denial of a permit for an unpermitted ADU that was constructed prior to January 1, 2018, due to a violation of building standards unless the local agency makes a finding that correcting the violation is necessary to protect the health and safety of the public</p> <p>or occupants of the structure. SB 897 states that the construction of an ADU cannot have a Group R Occupancy Change under the local building code unless the enforcement agency makes a written finding based on substantial evidence in the record that the construction of an ADU could have a specific, adverse impact on public health and safety. SB 897 also states that the construction of an ADU on a property does not trigger a requirement for fire sprinklers in the proposed or existing primary dwelling. Finally, the bill requires a permitting agency to approve or deny an application for an ADU or JADU within 60 days of receiving the application.</p>	<p>PLN: Staff presented the ADU ordinance to the Council in September, November and December 2023. The Council conducted the second reading on January 8, 2024. The Ordinance is subject to the California Coastal Commission's LCP amendment certification review process and will not become effective until the amendment is certified.</p> <p>ESD: Continue to assist PL as needed.</p>	<p>Staff is currently working on that feedback and anticipates returning to the Council by January 2024. Then submit to HCD and Local Coastal Program amendments will be submitted to the California Coastal Commission.</p> <p>Staff is currently preparing the LCP amendment submittal to the California Coastal Commission for its review. Staff anticipates receiving comments.</p>
ENHANCE ENVIRONMENT AL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES	Coastal Vulnerability Assessment	ESD/PL	Yolanda	<p>In September 2019, Council awarded a professional services contract for the development of a coastal vulnerability assessment. ESD staff and its coastal engineering consultants are working to perform an assessment of vulnerabilities along the local shoreline due to erosion and sea level rise to help inform City planning efforts by identifying impact thresholds at which significant planning areas, assets or coastal resources could be impacted by sea level rise. The consequence of the identified impacts will also inform City policies and programs to help minimize risk to important infrastructure, basic services and valuable resources. The vulnerabilities and consequences identified in this assessment will be used to facilitate prioritizing planning efforts to account for the urgency (time horizon) of each impact, and the importance of each impact on the community and resources. The first planned public workshop to solicit community input was postponed due to COVID-19. Due to the delay of the workshops, the Coastal Vulnerability Assessment agreement was extended to 10/01/23; however, the consultants remain on hold while staff internally reviews draft documents.</p>	<p>Phase 1 of the Assessment project was completed November 16, 2023. An in-person public workshop was held on November 14 at City Hall, and a virtual public workshop was held on November 16 via Zoom and live streamed at Santa Monica College to present the results of the technical study and show projected sea level rise scenarios along Malibu's coast. To encourage public participation, a rigorous outreach campaign was conducted in October-November 2023 to include sending over 3,000 postcards, 800 emails, and 332 calls to coastal residents, 1:1 meetings with stakeholders at City Hall or Zoom, social media, website newflash, newspaper ad, radio, and a press release. ESD has entered Phase 2 of the project and follow-up meetings with stakeholders have begun. The City and USC Sea Grant-hosted site visits to beaches during the King Tide for additional project feedback. The second workshop has been scheduled for February 15. This workshop will be in-person at City Hall and it will summarize findings from the technical report, present Coastal Vulnerability public survey findings, discuss regulations, and be used to understand how the community wants to move forward Project remains on track to meet expected deadlines. Rigorous outreach will be conducted in the same manner as Phase 1</p>	<p>Sept 11 CC Meeting - Agreement Extension brought for approval. Outreach material to be released upon agreement approval. Phase 2 public workshops to be conducted in April 2024. Survey will be released and open for one month to gain community feedback on project next steps. Staff will continue to meet with stakeholders prior to finalizing report and presenting to Environmental Sustainability Subcommittee and City Council. Project is about 70% completed and remains on track with expected deadlines.</p>

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PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Exterior Elevated Elements (SB 326)	ESD	Yolanda	Exterior Elevated Elements. SB 326 (Civil Code Section 5551) requires Associations and multi-family properties to conduct regular inspection of balconies and other exterior structural elements supported by wood or wood-based products. Commonly referred to as the “balcony bill,” exterior elevated elements must be evaluated, inspected, and repaired, if necessary. Any Association with three or more dwelling units in a building must comply with this law. The reason for SB 326 was a tragic accident that claimed six lives and injured several others due to the failure of building components. The State seeks to prevent future injuries and loss of life.	Research was conducted on SB 326, SB 721, and other municipality's existing programs. With assistance from the City Attorneys office, staff has drafted the Exterior Elevated Elements (E3) ordinance. This item is scheduled for the February 12, 2024 Council meeting.	Set up implementation steps for a City program. Begin education and outreach to the Community over first 6 months of 2024. Project remains on track to meet expected deadlines.
ENHANCE ENVIRONMENTAL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES	Update Geotechnical and Coastal Engineering Guidelines	ESD	Yolanda	Update the City’s Geotechnical and Coastal Engineering Guidelines. Staff will work with the City’s geotechnical consulting firm to update the existing Geotechnical Guidelines to be consistent with new 2023 codes and ordinances and the standard of care in the geotechnical industry.	Staff continues to work with the City’s geotechnical consulting firm to update the existing Geotechnical Guidelines. Draft guidelines are under review internally. Due to the continued effort to prioritize Woolsey Fire rebuilds, including fire rebuild revisions that are under construction, and the expected increase of incoming projects into the Building Division from the Planning Department, ESD has implemented new deadlines for this project.	Work with coastal engineering consultants to complete draft guidelines. Staff reprioritized this project due to response required for winter 2023/24 landslides in order to prioritize the safety of the community. Staff has revised the release of the guidelines to public for comments by April 2024.
FISCAL SUSTAINABILITY AND TRANSPARENCY	Finance Operations - Fee Schedule Update	MS	Joe T, Renee,	The City derives its annual revenue from a number of sources, one type of which is user and regulatory fees. User and regulatory fees are intended to cover all or portion of the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee. The last time a study was conducted was June 2015. Finance staff will conduct a comprehensive fee study in order to update the fees.	Council Awarded (November 13, 2023) the agreement to Matrix Consulting Group, Ltd., to conduct the Fee Study. Study will kick-off in December and will take an estimated 4 months. Target to implement results for FY 2024-25, July 1, 2024.	RFP closed Aug 2023 , review and select firm, likely award by the November 13th Council meeting - accomplished January 2024 - project kicked-off with initial data collection. July 2024 - Implement new Fee Schedule
EFFICIENT AND EFFECTIVE CITY SERVICES	Information Technology Strategic Plan Implementation	MS	Joe T, Rob H, Mario, Mahan, Ian	RFP sent out to have a consulting firm provide an organization wide IT Strategic Plan. Selected firm will meet with all stakeholders, review current IT infrastructure and configuration and provide recommendations for improvement.	Council Awarded (October 23, 2023) the agreement to SDI ., to conduct the Assessment and Strategic Plan. Kick-off at beginning of December.	October 23 CC meeting - Bring Consultant contract for award. - accomplished November 2023 - April 2024 consultant will research, investigate, and interview to prepare a complete IT strategic plan for CC presentation by April 2024
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Malibu Community Labor Exchange Permanent Office	MS/PW/PL	Alexis, Adrian, Rob D, MCLE,	Complete Wastewater allocation transfer, CDP and CUP processing, get foundation designed, develop specs for modular office build for RFP bid, coordinate with SMC and County to connect their underground utilities. Work with MCLE and CDBG to obtain Revolving Loan to cover construction costs	The City has received authorization from CDBG to utilize the professional services of Kimley Horn (KH) withing the scope of the City's existing contract. KH is doing the engineering design for the foundation/pad and permanent office. Once completed, the City will issue a bid for the construction of the foundation and installation of the permanent office. Santa Monica College (SMC) and County are working on the design and construction of the underground utilities.	Design and Engineering of Office pad has been initiated. Santa Monica College is working on engineering and construction to prepare the ground and bring utilities to permanent office site. Construction Bid for manufactured Office to be released by February 30, 2024 . Wastewater Allocation to be brought forward to City Council on February 26, 2024.
ENHANCE ENVIRONMENTAL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES	Civic Center Water Treatment Facility - Phase Two (CCWTF)	PW/MS/PL/ESD	Rob D	The construction of CCWTF Phase One was completed in Fiscal Year 2018-2019. The design of Phase Two began in Fiscal Year 2019-2020. Phase Two expands the wastewater collection and recycled water system to include properties in Malibu Colony, the condominiums on Civic Center Way, HRL Laboratories, and a portion of the Serra Canyon neighborhood. In addition, the treatment plant will be expanded to treat the additional wastewater from these properties. The work will include preparing a CDP, construction plans, project specifications and cost estimates. In order to meet the currently mandated completion date of 2024, the project would need to begin construction in 2022. In February 2022, Council directed staff to seek an extension to the MOU between the City and the Regional Board regarding the implementation of Phase 2. The City sent a letter to the Regional Board seeking an 8-month time extension. In addition, an assessment district will need to be formed to fund the project in Fiscal Year 2022-23. To help fund the project, staff is seeking grants and low interest loans.	PW: Staff met with the Regional Board about the issues encountered from the Cultural Resource discovery within the project limits and how this discovery will have a significant impact on the delivery of this project. Due to the recent discoveries, the Regional Board is willing to modify the boundaries of Phase 2 to remove those properties that are impacted with this impact. Staff is currently working with the Regional Board on how the Phase 2 boundaries can be modified so that the project could move forward. ESD: Continue to coordinate with PW as needed. Provided OWTS tracking (including system type) for Serra Retreat. PLN: Continue to coordinate with PW as needed. The Project will require an Addendum to the Final EIR and CDP hearing.	Project delayed due to requirement to develop a cultural resource monitoring plan. The City and State Water Board will work on plan and anticipate plan completion by mid 2024 . This date will be modified on a revised Phase Two boundary map. New completion dates and a revised MOU will be developed and submitted to the Council for approval.

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PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	PCH Signal Synchronization Project	PW	Rob D.	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 acquired consultants and is managing the design, the permit process with Caltrans, and the construction phase of the project. Funding for the design and construction of this project is provided through Measure R funds administered by LA Metro.	Project is proceeding per plan without any issues.	Awaiting delivery of critical items. Expect completion of conduit installation by Feb 2024