



Council Agenda Report

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

Prepared by: Rob Houston, Interim Deputy City Manager

Approved by: Steve McClary, City Manager

Date prepared: October 1, 2023 Meeting date: October 23, 2023

Subject: Malibu Community Labor Exchange Permanent Office Project Update

RECOMMENDED ACTION: Receive and file an update on the Malibu Community Labor Exchange Permanent Office Project.

FISCAL IMPACT: There is no fiscal impact associated with the recommended action. Funding for this project will come from CDBG and CDBG Revolving Loan funds.

STRATEGIC PRIORITY: This item supports the Malibu Community Labor Exchange Permanent Office priority identified in the Adopted FY 2023-24 Strategic Priority Project List.

DISCUSSION:

Summary

The Malibu Community Labor Exchange (MCLE) organization provides a supportive place for the people of Malibu to hire and be hired. The MCLE has operated in the City of Malibu for over 30 years and has partnered with the City of Malibu as a Community Development Block Grant (CDBG) recipient. In 2014 it was identified that the MCLE should move from a temporary trailer to a permanent office structure, but completion of this structure has undergone a series of delays. Since the winter of 2018 the City has been renting a temporary office trailer for MCLE. Beginning in November 2021, City staff initiated discussions with LA County and Santa Monica College (SMC) in an effort to procure a permanent office structure for the MCLE. Through extensive collaboration between all parties there is now a path forward to completing the permanent structure project. As outlined in their lease agreement with the County, SMC will undertake the steps to ready the final site by constructing underground utilities, completing fencing, and preparing the parking surface. City staff have identified CDBG Funding sources to cover the costs of permit fees, foundation design, and permanent office construction and installation. A

Geotech study was recently completed for the office site which is included in the foundation design plan under development. To facilitate the permanent addition of the new office on the SMC College parcel there must be adjustments to the Coastal Development Permit (CDP), the Community Use Permit (CUP), and the wastewater allocation for the site. The CDP and CUP adjustments are in process, while the wastewater allocation adjustment is being presented for approval at an upcoming City Council agenda.

Background

MCLE has historically operated out of a trailer on the County property at 23555 Civic Center Way, adjacent to the SMC Building. As plans for the new SMC Malibu Satellite Campus Project started to take shape, it was identified that the existing MCLE trailer would need to be relocated to accommodate campus construction. It was also determined that the trailer was dilapidated and unable to be relocated. On November 24, 2014, the Council adopted Resolution No. 14-70 authorizing CDBG funds to be used to purchase and install a permanent officer structure for MCLE that would be located on the northwest corner of the County property. Due to the construction schedule and footprint of the Malibu Satellite Campus Project, the City's Permanent Office Project was put on hold. In 2018, it was determined that the existing MCLE trailer was no longer viable so the Malibu City Council subsequently directed that CDBG funds be allocated to cover the costs to rent a temporary office trailer until the permanent office could be constructed.

In November 2021, in anticipation of the completion of the SMC project, the City reached out to Los Angeles County and Santa Monica College representatives to finalize the proposed plans for the project and draft the associated agreements. Since that time, City staff have worked with representatives from the County and SMC as they revised the location and layout of the proposed permanent office project in the northwest corner of the County property.

On January 24, 2022, the City Council adopted Resolution No. 22-06 authorizing and approving the use of \$15,000 in federal Community Development Block Grant (CDBG) funds for the Malibu Community Labor Exchange (MCLE) and the use of \$98,000 in CDBG funds for a permanent office for MCLE.

When the City received the revised plans from the County in June 2022 and prepared the permit submittal, it was determined that the office trailer would need a permanent foundation and a restroom. To permit and construct a foundation for the trailer, the City needed to prepare a geotechnical study and design plans. The costs associated with the required geotechnical study were not anticipated in the project budget but were paid out of the City's general fund.

In March 2023, the City rented an ADA/Accessible restroom trailer using CDBG funding to address the need to replace the old porta potty that had sat beside the MCLE trailer for many years. The new restroom trailer was placed beside the relocated MCLE trailer at the

northwest corner of the SMC leased portion of the County parcel once the construction of the SMC building was completed. The two trailers provide a professional looking set up for MCLE to conduct their operations.

Next Steps

The City, MCLE representatives, the County, and SMC staff have collaborated to layout the steps needed to complete this project and to what responsibilities each party has. The County and SMC have confirmed that the MCLE permanent office site will be in the northwest corner of the County parcel which is roughly 50 feet north of the current MCLE trailer location. The County and SMC have developed a preliminary layout to ensure the assigned piece of property will have sufficient space for the office, outdoor seating, and required parking.

Permitting

To ensure the MCLE office and operations are properly permitted, it was determined that the trailer would need a Coastal Development Permit (CDP) for a new commercial structure, a Variance for adding enclosed square footage to a site that already exceeds the allowable Floor Area Ratio, and a Conditional Use Permit (CUP) to evaluate the “Charitable/Philanthropic Activity” proposed in the Institutional zoning district. Planning staff estimates that the application may be deemed complete approximately two months after submittal and scheduled for a public hearing at Planning Commission a month later. CDBG funding will be used to pay for the fees associated with these permit amendments.

Underground Utility Connection

SMC has developed preliminary design for the installation of underground water, sewer, and electricity to serve the new office. This work will be designed, constructed, and paid for by SMC as per their lease agreement with the County.

Wastewater Allocation

The City also needed to figure out a way to add additional wastewater allocation to the parcel to permit the additional office space and restroom use. A newly developed wastewater transfer process was created and will be explained in a staff presentation that will follow at an upcoming City Council agenda. The plan is to transfer the small wastewater allocation required for the office addition to the MCLE parcel from the adjacent city owned parcel. The fee for this transfer is not reimbursable by CDBG so it would be up to the city to cover this cost. The request for this funding is included in the Wastewater Allocation Transfer staff report to be heard at an upcoming City Council meeting.

Foundation Design

The office must sit on a foundation to meet city construction codes, so foundation design work is underway. The cost of the design work will be covered by CDBG, but the associated Geotech boring and report were not eligible for CDBG reimbursement, so the city has covered the \$12,191 cost of this work.

Office layout and construction

The city will work with MCLE to create an office floorplan that will be used to build a set of specifications to go out to bid with. The bid package will recommend award to a firm that provides a pre-manufactured office that they will bring on site and install on the foundation they will construct. The RFP will indicate that all work will be conducted at a prevailing wage rate to ensure the projects' CDBG funding eligibility. CDBG funding in the form of a revolving loan is targeted to cover the cost of the office and foundation construction, as well as the installation of the office on site.

Timing

It is anticipated that permitting will be completed by December 2023. The timing for the construction of the foundation and installation of the office is hoped to be completed in spring or summer of 2024 but requires the completion of the underground utility work which is yet to be scheduled by SMC.

ATTACHMENTS: None.