



Council Agenda Report

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

Prepared by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager

Date prepared: October 28, 2020 Meeting date: November 9, 2020

Subject: Fiscal Year 2020-2021 First Quarter Financial Report

RECOMMENDED ACTION: Receive and file Fiscal Year 2020-2021 First Quarter financial information.

FISCAL IMPACT: As of September 30, 2020, the projected General Fund Undesignated Reserve at June 30, 2021 was \$27.4 million (unaudited).

WORK PLAN: This item was included as item 6a in the Adopted Work Plan for Fiscal Year 2020-2021.

DISCUSSION: The attached report provides revenue, expenditure and fund balance totals for the first quarter of Fiscal Year 2020-2021.

Fiscal Year 2020-2021 is unprecedented as the City continues to grapple with the economic implications of the COVID-19 pandemic. The Adopted Budget for Fiscal Year 2020-2021 was very conservative as a result and required extensive reductions throughout all City departments. On August 24, 2020, City Council approved revisions to the Adopted Budget that further reduced expenditures by \$500,000. Staff continues to closely monitor revenues and expenditures, and as of the close of the first quarter, the City's expenses and revenues are tracking appropriately. However, the revenue sources that could be most dramatically impacted from the pandemic, sales tax and transient occupancy tax, have not yet been received for the first quarter. At this time, staff is unable to ascertain how these major revenue sources are faring. Staff will continue to closely monitor these tax revenue sources and, if additional adjustments to the budget become necessary, staff will bring those revisions to the Council at mid-year.

The Revenues by Fund Report (pages A 1-5) reflects General Fund revenues of \$4.0 million or 13.4% of the annual budgeted amount for the fiscal year. Total revenue of all funds received during the first quarter is \$5.2 million or 9.6% of the annual budgeted amount for the fiscal year. Many revenue sources are received on a quarterly or annual basis, and as such, will be reflected when the year-end report is presented. On August 24, 2020, City Council approved reductions in projected General Fund revenues totaling \$206,300.

The Expenditure by Fund Report (pages A 6-8) does not yet reflect any budget carryovers from Fiscal Year 2019-2020 as these will be included at mid-year after the prior fiscal year has been audited. It does include the \$709,161 in total reductions made by Council on August 24, 2020, in the Amended Budget column. General Fund expenditures for the first quarter total \$5.4 million or 15.0% of the annual budgeted amount. Expenditures for all funds total \$6.6 million or 10.6% of the annual budgeted amount.

Projected Fund Balances for the fiscal year end are reflected on page A-9. The projected Undesignated Fund Balance at June 30, 2021 includes all expenses appropriated as of September 30, 2020 by the Council. The City ended Fiscal Year 2019-2020 with \$28.3 million (unaudited) in the Undesignated General Fund Reserve. As of September 30, 2020, the projected General Fund Undesignated Reserve at June 30, 2021 was \$27.9 million.

The budget revisions approved by Council on August 24, 2020 included setting aside \$500,000 in a designated reserve for Fiscal Year 2021-2022 Operating Expenses. This designated reserve is reflected on the Fund Balance page. In the staff report for the Fiscal Year 2019-2020 Fourth Quarter Financial Report, staff recommends setting aside an additional \$3.5 million for these Fiscal Year 2021-2022 expenses. If approved, the funds would be added to this designated reserve.

The Stay at Home orders have yet to be fully lifted and the financial impact to the City's budget is ongoing. The Adopted Budget for Fiscal Year 2020-2021 relied on the one-time use of SCE Settlement Funds to maintain a balanced budget. These funds will not be available for operating expenses in Fiscal Year 2021-2022. Staff will continue to closely monitor revenue and expenses during Fiscal Year 2020-2021 and will recommend adjustments as necessary.

The Treasurer's Cash and Investment Report is attached on page A-10.

On October 28, 2020, the Administration and Finance Subcommittee reviewed the Fiscal Year 2020-2021 First Quarter Financial Report.

Included with this financial report is a status update of the Fiscal Year 2020-2021 City Council Priorities and Departmental Tasks. In addition to the priorities approved as part of the budget process, the update contains any priorities assigned by Council subsequent to that date.

ATTACHMENTS:

1. Fiscal Year 2020-2021 First Quarter Financial Report
2. First Quarter Update of Fiscal Year 2020-2021 City Council Priorities and Departmental Tasks

REVENUES BY FUND

September 30, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 9/30/2020	Percentage Received	2020-2021 Projected
100, 101 & 103 General Fund						
3111	Current Year Secured Property Tax	\$ 11,250,000	\$ 11,600,000	\$ -	0.0%	\$ 11,600,000
3112	Current Year Unsecured Property Tax	425,000	425,000	325,315	76.5%	425,000
3113	Homeowner's Exemption	60,000	60,000	-	0.0%	60,000
3114	Prior Year Secured Property Tax	5,000	5,000	-	0.0%	5,000
3115	Prior Year Unsecured Property Tax	10,000	10,000	-	0.0%	10,000
3118	Property Tax In-Lieu	2,100,000	2,100,000	-	0.0%	2,100,000
	Revenue from Property Taxes	13,850,000	14,200,000	325,315	2.3%	14,200,000
3131	Documentary Transfer Tax	450,000	410,000	153,086	37.3%	410,000
3132	Utility User's Tax	2,030,000	2,030,000	197,096	9.7%	2,030,000
3133	Transient Occupancy Tax - Hotels and Motels	1,800,000	1,700,000	257,409	15.1%	1,700,000
3133-01	Transient Occupancy Tax - Private Rentals	1,300,000	1,300,000	1,129	0.1%	1,300,000
3134	Franchise Fees	650,000	650,000	72,332	11.1%	650,000
3137	Sales and Use Tax	2,750,000	2,550,000	352,916	13.8%	2,550,000
3138	Parking Tax	300,000	296,000	-	0.0%	296,000
	Revenue From Other Taxes	9,280,000	8,936,000	1,033,968	11.6%	8,936,000
3201	Alarm Permits	30,000	30,000	5,456	18.2%	30,000
3202	Film Permits	200,000	160,000	58,728	36.7%	160,000
3203	Building Permits	700,000	700,000	243,058	34.7%	700,000
3203-01	Code Enforcement - Special Investigations	7,500	7,500	284	3.8%	7,500
3204	Wastewater Treatment System Permits	30,000	30,000	14,003	46.7%	30,000
3205	Plumbing Permits	110,000	110,000	28,486	25.9%	110,000
3207	Mechanical Permits	70,000	70,000	27,197	38.9%	70,000
3208	Electrical Permit Fees	170,000	170,000	48,407	28.5%	170,000
3209	Grading/Drainage Permit Fees	65,000	65,000	23,450	36.1%	65,000
3210	Misc. Permits	40,000	40,000	7,182	18.0%	40,000
3418	OWTS Operating Permit Fees	300,000	300,000	160,355	53.5%	300,000
3420	Parking Permits	1,500	1,500	280	18.7%	1,500
3421	Planning Review Fees	950,000	875,000	273,111	31.2%	875,000
	Revenue From Licenses and Permits	2,674,000	2,559,000	889,997	34.8%	2,559,000
3250	Parking Citations Fines	700,000	700,000	324,490	46.4%	700,000
	Revenue From Fines and Forfeitures	700,000	700,000	324,490	46.4%	700,000
3316	Motor Vehicle In-Lieu Fees	5,000	5,000	-	0.0%	5,000
3318	Street Sweeping Reimbursements	50,000	50,000	-	0.0%	50,000
3341	FEMA/OES Reimbursements	-	-	409,685	0.0%	409,685
3373	Proposition A Recreation	85,000	85,000	-	0.0%	85,000
	Revenue From Other Governments	140,000	140,000	409,685	292.6%	549,685
3408	Biology Review Fees	110,000	110,000	22,094	20.1%	110,000
3409	Document Retention Fees	10,000	10,000	2,556	25.6%	10,000
3410	Building Plan Check Fees	800,000	725,000	296,732	40.9%	725,000
3410-01	Administrative Plan Check Processing Fee	30,000	30,000	9,915	33.1%	30,000
3411	Inspector Plan Check Fees	75,000	75,000	33,312	44.4%	75,000
3412	Geo Soils Engineering Fees	600,000	560,000	139,120	24.8%	560,000
3413	Other Plan Check Fees	30,000	30,000	6,379	21.3%	30,000
3414	Environmental Health Review Fees	375,000	355,000	80,060	22.6%	355,000
3415	Grading/Drainage Plan Review Fees	25,000	25,000	-	0.0%	25,000
3416	Code Enforcement Investigation Fees	40,000	40,000	15,592	39.0%	40,000
3419	Credit Card Fees	30,000	30,000	18,495	61.7%	30,000
3422	OWTS Practitioners Fees	23,000	23,000	1,452	6.3%	23,000
3425	CA Building Standards Surcharge	1,000	1,000	2,721	272.1%	1,000
3427	Technology Enhancement Fee	20,000	20,000	23,910	119.6%	20,000
3431	Public Works/Engineering Fees	325,000	250,000	76,864	30.7%	250,000
3432	SUSMP Fees	50,000	50,000	3,930	7.9%	50,000
3433	Banner Hanging Fees	500	500	-	0.0%	500
3434	TOT Registration Fees	500	500	25	5.0%	500
3435	Admin Permit Processing Fees	65,000	65,000	17,651	27.2%	65,000
3436	Electric Vehicle Charger Fees	1,000	1,000	-	0.0%	1,000
3441	Sale of Publications and Materials	2,000	2,000	-	0.0%	2,000

REVENUES BY FUND

September 30, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 9/30/2020	Percentage Received	2020-2021 Projected
General Fund (Continued)						
3444	Returned Check Service Fees	500	500	79	15.8%	500
3446	Vehicle Release Impound Fees	2,000	2,000	-	0.0%	2,000
3447	Election Fees	20,000	20,000	3,344	16.7%	20,000
3448	Subpoena Fees	5,000	5,000	885	17.7%	5,000
3449	False Alarm Service Charge	15,000	15,000	2,197	14.6%	15,000
3450	Residential Decals	1,000	1,000	815	81.5%	1,000
3451	Passport Processing Fees	7,500	7,500	-	0.0%	7,500
3461	Municipal Facility Use Fees	44,000	44,000	1,731	3.9%	44,000
3464	Youth Sports Program	34,500	34,500	8,590	24.9%	34,500
3464--01	Girls Youth Sports	4,800	4,800	-	0.0%	4,800
3466	Aquatics Program	52,000	52,000	34,339	66.0%	52,000
3467	Day Camp	11,750	11,750	5,510	46.9%	11,750
3468	Senior Adult Program	4,000	4,000	-	0.0%	4,000
3463/3470	Recreation/Community Class Registration	32,500	27,700	2,050	7.4%	27,700
3471/3472	Special Events	4,800	800	325	40.6%	800
	Revenue From Service Charges	2,852,350	2,633,550	810,673	30.8%	2,633,550
3501	Interest Earnings	400,000	400,000	-	0.0%	400,000
3505	City Hall Use Fees	5,000	5,000	-	0.0%	5,000
	Use of Money and Property	405,000	405,000	-	0.0%	405,000
3600	Proceeds from Grants	266,000	266,000	193,317	72.7%	266,000
3602	Proposition A Transportation Funds Exchange	-	-	-	0.0%	-
3901	Settlements	10,000	131,500	-	0.0%	131,500
3902	Legal Fees	2,500	2,500	-	0.0%	2,500
3904	TOT Private Rental Penalties	1,000	1,000	1,248	124.8%	1,000
3905	Miscellaneous Reimbursements	10,000	10,000	42,000	420.0%	10,000
3920	Donations	5,000	5,000	-	0.0%	-
3940	Sale of Surplus Property	1,000	1,000	-	0.0%	1,000
3943	Miscellaneous Revenue	5,000	5,000	25	0.5%	5,000
	Miscellaneous Revenue	300,500	422,000	236,590	56.1%	417,000
Total General Fund		30,201,850	29,995,550	4,030,718	13.4%	30,400,235
Special Revenue Funds						
201 Gas Tax Fund						
3315	Highway User's Fees	301,723	301,723	78,294	25.9%	301,723
3318	Traffic Congestion Relief	-	-	-	-	-
3501	Interest Earnings	1,000	1,000	-	0.0%	1,000
	Total Gas Tax Fund	302,723	302,723	78,294	25.9%	302,723
202 Traffic Safety Fund						
3312	Fines & Forfeitures	200,000	200,000	11,376	5.7%	200,000
3501	Interest Earnings	900	900	-	0.0%	900
	Total Traffic Safety Fund	200,900	200,900	11,376	5.7%	200,900
203 Proposition A Fund						
3371	Prop A Funds	253,902	253,902	59,212	23.3%	253,902
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Proposition A Fund	255,902	255,902	59,212	23.1%	255,902
204 Proposition C Fund						
3372	Prop C Funds	210,605	210,605	49,113	23.3%	210,605
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Proposition C Fund	212,605	212,605	49,113	23.1%	212,605
205 Measure R Fund						
3374	Measure R Funds	157,970	157,970	36,812	23.3%	157,970
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Measure R fund	159,970	159,970	36,812	23.0%	159,970

REVENUES BY FUND

September 30, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 9/30/2020	Percentage Received	2020-2021 Projected
Special Revenue Funds (Continued)						
206 Air Quality Management Fund						
3377	AQMD Funds	16,000	16,000	-	0.0%	16,000
3501	Interest Earnings	800	800	-	0.0%	800
	Total Air Quality Management Fund	16,800	16,800	-	0.0%	16,800
207 Solid Waste Management Fund						
3311	Solid Waste Management Surcharge	120,000	120,000	4,825	4.0%	120,000
3434	Recycling Fees	18,000	18,000	-	0.0%	18,000
3501	Interest Earnings	200	200	-	0.0%	200
3600	Grant Proceeds	5,000	5,000	10,000	200.0%	5,000
	Total Solid Waste Management Fund	143,200	143,200	14,825	10.4%	143,200
208 Parkland Development Fund						
3135	Parkland Development Fees	20,000	20,000	12,826	64.1%	20,000
3501	Interest Earnings	1,000	1,000	-	0.0%	1,000
	Total Park Development Fund	21,000	21,000	12,826	61.1%	21,000
209 Quimby Fund						
3501	Interest Earnings	100	100	-	0.0%	100
	Total Quimby Fund	100	100	-	0.0%	100
211 COPS (Brulte) Grant Fund						
3600	Proceeds From Grants (Brulte)	150,000	150,000	-	0.0%	150,000
	Total COPS (Brulte) Fund	150,000	150,000	-	0.0%	150,000
212 Measure M Funds						
3375	Measure M Funds	179,214	179,214	41,789	0.0%	179,214
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Measure M Fund	181,214	181,214	41,789	23.1%	181,214
214 Art in Public Places Fund						
3135	Art in Public Places Fees	5,000	5,000	-	0.0%	5,000
3501	Interest Earnings	250	250	-	0.0%	250
	Total Art in Public Places Fund	5,250	5,250	-	0.0%	5,250
213 Road Maintenance and Rehabilitation Act (RMRA) Fund						
3319	SB1 Annual Allocation	217,325	217,325	19,077	0.0%	217,325
3501	Interest Earnings	1,500	1,500	-	0.0%	1,500
	Total RMRA Fund	218,825	218,825	19,077	0.0%	218,825
215 Community Development Block Grant Fund						
3600	Proceeds From Grants	22,750	22,750	1,931	8.5%	22,750
	Total Comm. Dev. Block Grant Fund	22,750	22,750	1,931	8.5%	22,750
218 Measure W - LA County Stormwater Fund						
3379	Measure W Annual Allocation	390,000	390,000	-	0.0%	390,000
3501	Interest Earnings	100	100	-	0.0%	100
	Total Measure W - LA County Stormwater	390,100	390,100	-	0.0%	390,100
225 Grants Fund						
3600	Proceeds From Grants	12,680,917	12,680,917	-	0.0%	12,680,917
	Total Grants Fund	12,680,917	12,680,917	-	0.0%	12,680,917
290 Big Rock LMD Fund						
3116	Big Rock Mesa Assessment	321,876	321,876	-	0.0%	321,876
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Big Rock LMD Fund	323,876	323,876	-	0.0%	323,876
291 Malibu Road LMD Fund						
3116	Malibu Road Assessment	58,360	58,360	-	0.0%	58,360
3501	Interest Earnings	800	800	-	0.0%	800
	Total Malibu Road LMD Fund	59,160	59,160	-	0.0%	59,160

REVENUES BY FUND

September 30, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 9/30/2020	Percentage Received	2020-2021 Projected
Special Revenue Funds (Continued)						
292 Calle Del Barco LMD Fund						
3116	Calle Del Barco Assessment	71,523	71,523	-	0.0%	71,523
3501	Interest Earnings	800	800	-	0.0%	800
	Total Calle Del Barco LMD Fund	72,323	72,323	-	0.0%	72,323
712 Carbon Beach Undergrounding CFD Fund						
3915	Carbon Beach Undergrounding Assessment	236,032	236,032	-	0.0%	236,032
3501	Interest Earnings	300	300	-	0.0%	300
	Total Carbon Beach Undergrounding CFD	236,332	236,332	-	0.0%	236,332
713 Broad Beach Assessment District						
3915	Broad Beach Undergrounding Assessment	141,710	141,710	-	0.0%	141,710
3501	Interest Earnings	1,000	1,000	-	0.0%	1,000
	Total Broad Beach Undergrounding AD	142,710	142,710	-	0.0%	142,710
715 Civic Center Water Treatment Facility AD Phase One						
3915	CCWTF AD Phase One	2,587,519	2,587,519	-	0.0%	2,587,519
3501	Interest Earnings	40,000	40,000	-	0.0%	40,000
	Total CCWTF AD Phase One	2,627,519	2,627,519	-	0.0%	2,627,519
716 Civic Center Water Treatment Facility - Phase Two						
3915	CCWTF - Phase Two Contributions	2,000,000	2,000,000	500,000	25.0%	2,000,000
	Total CCWTF - Phase Two	2,000,000	2,000,000	500,000	25.0%	2,000,000
Total Special Revenue Funds		20,424,176	20,424,176	825,255	4.0%	20,424,176
500 Legacy Park Project Fund						
3501	Interest Earnings	20,000	20,000	-	0.0%	20,000
3505	Proceeds from Rent	1,511,684	1,511,684	361,681	23.9%	1,511,684
3905	Miscellaneous Revenue	145,000	145,000	-	0.0%	145,000
	Total Legacy Park Project Fund	1,676,684	1,676,684	361,681	21.6%	1,676,684
Total Legacy Park Project Fund		1,676,684	1,676,684	361,681	21.6%	1,676,684
515 Civic Center Wastewater Treatment Facility O&M						
3501	Interest Earning	100	100	-	0.0%	100
3510	Sewer Service Fees	1,610,981	1,610,981	-	0.0%	1,610,981
	Total CCWTF O&M	1,611,081	1,611,081	-	0.0%	1,611,081
Total CCWTF O&M Funds		1,611,081	1,611,081	-	0.0%	1,611,081
Internal Service Funds						
601 Vehicle Fund						
3951	Vehicle Charges	-	-	-	0.0%	-
	Total Vehicle Fund	-	-	-	0.0%	-
602 Information Technology Fund						
3952	Information Technology Charges	473,000	473,000	-	0.0%	473,000
	Total Information Technology Fund	473,000	473,000	-	0.0%	473,000
Total Internal Service Funds		473,000	473,000	-	0.0%	473,000
Total Revenue - All Funds		\$ 54,386,791	\$ 54,180,491	\$ 5,217,654	9.6%	\$ 54,585,176

REVENUES BY FUND

September 30, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 9/30/2020	Percentage Received	2020-2021 Projected
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Reconciliation of adopted to amended budget

Total 2020-2021 Adopted budget: **\$ 54,386,791**

Account	Description	Amount	
100-0000-3111	Increase per LA County Assessor's office	Property Tax	350,000
100-0000-3131	Reduce due to decrease in real estate sales	Doc Tfr Tax	(40,000)
100-0000-3133	Reduce due to COVID-19 Closures	TOT - Hotels	(100,000)
100-0000-3137	Reduce due to COVID-19 Closures	Sales Tax	(200,000)
100-0000-3138	Reduce due to COVID-19 Closures	Parking Tax	(4,000)
100-0000-3202	Reduce due to COVID-19 Closures	Film Permits	(40,000)
100-0000-3431	Reduce to to decrease in applications	PW Reviews	(75,000)
101-0000-3410	Reduce to to decrease in applications	Bldg Plan Check	(75,000)
101-0000-3412	Reduce to to decrease in applications	Geo Soils	(40,000)
101-0000-3414	Reduce to to decrease in applications	Env Health	(20,000)
101-0000-3421	Reduce to to decrease in applications	Planning Fees	(75,000)
100-0000-3470	Reduce to correlate with decrease in programs	Com Class Fees	(4,800)
100-0000-3471	Reduce to correlate with decrease in events	Sp Event Fees	(4,000)
100-0000-3901	Monsato Class Action & Code Enforcement	Settlements	121,500
Total Amendments			(206,300)
Total Amendment Budget			54,180,491

EXPENDITURES BY FUND

September 30, 2020

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2020-21 Projected
General Fund						
Management and Administration						
7001	City Council	\$ 492,320	\$ 492,320	\$ 197,483	40.1%	\$ 492,320
7002	Media Operations	495,265	495,265	68,714	13.9%	495,265
7003	City Manager	684,800	684,800	89,709	13.1%	684,800
7005	Legal Counsel	866,049	866,049	128,000	14.8%	866,049
7007	City Clerk	482,021	482,021	68,268	14.2%	482,021
7021-7031	Public Safety Services	9,369,523	9,429,523	961,054	10.2%	9,429,523
7054	Finance	1,078,551	1,048,551	185,293	17.7%	1,048,551
7058	Human Resources	314,340	314,340	59,168	18.8%	314,340
7059	Non Departmental Services	2,545,964	2,271,964	1,095,872	48.2%	2,271,964
103-9050	City Hall	816,526	816,526	333,741	40.9%	816,526
9088	Vacant Land	272,500	272,500	-	0.0%	272,500
103/104-9050/9074	Debt Service	2,648,050	2,648,050	-	0.0%	2,648,050
	Total Administrative Services	20,065,909	19,821,909	3,187,302	16.1%	19,821,909
Community Services						
4001	General Recreation	687,117	687,117	107,584	15.7%	687,117
4002	Aquatics	270,709	270,709	54,556	20.2%	270,709
4004	Day Camps	83,772	83,772	18,080	21.6%	83,772
4005	Skate Park	27,378	82,378	3,977	4.8%	82,378
4006	Youth Sports	121,287	121,287	6,189	5.1%	121,287
4007	Community Programs	131,890	96,890	10,991	11.3%	96,890
4008	Senior Adult Programs	151,615	137,615	15,121	11.0%	137,615
4010	Park Maintenance	932,012	932,012	119,459	12.8%	932,012
4011	Special Events	179,045	120,045	15,946	13.3%	120,045
4012	Cultural Arts	170,972	151,472	23,013	15.2%	151,472
	Total Community Services	2,755,797	2,683,297	374,916	14.0%	2,683,297
Environmental & Sustainability Development						
2004	Environmental & Building Safety	1,902,997	1,902,997	312,042	16.4%	1,902,997
2010	Wastewater Management	599,369	599,369	115,664	19.3%	599,369
3003	Clean Water Program	881,430	881,430	49,392	5.6%	881,430
3004	Solid Waste Management	50,000	50,000	-	0.0%	50,000
	Total Env. & Community Development	3,433,796	3,433,796	477,098	13.9%	3,433,796
Planning Department						
2001	Planning	2,372,025	2,372,025	384,756	16.2%	2,372,025
2012	Code Enforcement	366,909	366,909	65,942	18.0%	366,909
	Total Planning Department	2,738,934	2,738,934	450,698	16.5%	2,738,934
Public Works/Engineering						
3001	Street Maintenance	357,930	357,930	48,672	13.6%	357,930
3007	City Facilities	106,000	106,000	11,676	11.0%	106,000
3008	Public Works	717,183	717,183	142,266	19.8%	717,183
	Total Public Works	1,181,113	1,181,113	202,614	17.2%	1,181,113
Disaster Response						
3002	Fire Rebuilds and Storm Response	3,140,104	3,140,104	532,733	17.0%	3,140,104
3002-19	COVID-19 Response	284,000	284,000	192,177	67.7%	284,000
9200	Disaster CIP	3,343,824	3,343,824	3,696	0.1%	3,343,824
	Total Disaster Response	6,767,928	6,767,928	728,606	10.8%	6,767,928
August Budget Revisions						
	Citywide Salary and Benefit Reductions	-	(392,661)	-	0.0%	(392,661)
	Total Salary and Benefit Reductions	-	(392,661)	-	0.0%	(392,661)
Total General Fund						
		36,943,477	36,234,316	5,421,234	15.0%	36,234,316

(1) The amended budget column includes the original budget amount plus encumbrance carryovers and any additional appropriations.

EXPENDITURES BY FUND

September 30, 2020

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2018-19 Projected
Special Revenue Funds						
3001	Street Maintenance	1,200,000	1,200,000	100,000	8.3%	1,200,000
3004	Solid Waste Management	163,602	163,602	26,334	16.1%	163,602
3007	Stormwater Treatment Facilities	100,000	100,000	-	0.0%	100,000
3008	Public Works	465,000	465,000	40,000	8.6%	465,000
3009	Transportation Services	207,000	207,000	18,724	9.0%	207,000
4010	Park Maintenance	75,000	75,000	-	0.0%	75,000
6002	Big Rock Mesa LMD	397,467	397,467	23,883	6.0%	397,467
6003	Malibu Road LMD	83,693	83,693	8,670	10.4%	83,693
6004	Calle del Barco LMD	65,193	65,193	11,809	18.1%	65,193
9048	Carbon Beach Undergrounding CFD	235,000	235,000	2,360	1.0%	235,000
9052	Broad Beach Undergrounding AD	142,436	142,436	1,325	0.9%	142,436
9049	Civic Center Wastewater Treatment Plant AD	2,480,963	2,480,963	2,624	0.1%	2,480,963
7031	Public Safety	150,000	150,000	20,008	13.3%	150,000
7070	Community Development Block Grant	21,750	21,750	4,227	19.4%	21,750
Total Special Revenue Funds		5,787,104	5,787,104	259,964	4.5%	5,787,104
Capital Project Funds						
310	Capital Improvement Fund					
	9002 Annual Street Overlay	600,000	600,000	4,971	0.8%	600,000
	9059 PCH Median Improvements	3,000,000	3,000,000	7,034	0.2%	3,000,000
	9061 Civic Center Way Improvements	4,505,917	4,505,917	-	0.0%	4,505,917
	9066 PCH Signal Synchronization Imp.	1,200,000	1,200,000	24,253	2.0%	1,200,000
	9070 Civic Center Stormwater Diversion	100,000	100,000	1,638	1.6%	100,000
	9072 Marie Canyon Green Streets	276,248	276,248	-	0.0%	276,248
	9073 Stormdrain Trash Screens	35,000	35,000	-	0.0%	35,000
	9075 CCWTF Phase Two	2,000,000	2,000,000	204,909	10.2%	2,000,000
	9079 City Hall Roof	289,530	289,530	-	0.0%	289,530
	9082 Westward Beach Road	3,875,000	3,875,000	-	0.0%	3,875,000
	9089 Temporary Skate Park	150,000	150,000	595	0.4%	150,000
	9092 Bluff Park Workout Stations	40,000	40,000	-	0.0%	40,000
	9093 Bluffs Park Shade Structure	45,000	45,000	-	0.0%	45,000
	9094 Vehicle Protection Devices City Properties	100,000	100,000	-	0.0%	100,000
	9095 Malibu Slope Repairs	75,000	75,000	-	0.0%	75,000
Total Capital Project Funds		16,291,695	16,291,695	243,400	1.5%	16,291,695
Legacy Park Project Fund						
500	7004 Legacy Park Debt Service	1,093,500	1,093,500	-	0.0%	1,093,500
	7008 Legacy Park Operations	797,408	797,408	230,776	28.9%	797,408
Total Legacy Park Project Fund		1,890,908	1,890,908	230,776	12.2%	1,890,908
Civic Center Wastewater Treatment Facility Fund						
515	3010 CCWTF Sewer Services	1,917,323	1,917,323	287,957	15.0%	1,917,323
Total CCWTF Fund		1,917,323	1,917,323	287,957	0.0%	1,917,323
Internal Service Funds						
3005	Vehicle	73,000	73,000	42,157	57.7%	73,000
7060	Information Technology	578,419	578,419	144,802	25.0%	578,419
Total Internal Service Funds		651,419	651,419	186,959	28.7%	\$ 651,419
Total All Funds		\$ 63,481,926	\$ 62,772,765	\$ 6,630,290	10.6%	\$ 62,772,765

(1) The amended budget column includes the original budget amount plus encumbrance carryovers and any additional appropriations.

EXPENDITURES BY FUND

September 30, 2020

Reconciliation of adopted to amended budget

Total 2020-2021 Adopted budget: 63,481,926

Account	Description	Project	Amount	Comment	Date
100-XXXX-4101	All Departments - FT Salaries and Benefits	General Fund	(330,261)	August Revise	8/24/2020
100-4007-4102	Community Classes - PT Salaries and Benefits	General Fund	(5,000)	August Revise	8/24/2020
100-4007-5000	Community Classes - Operating & Maintenance	General Fund	(30,000)	August Revise	8/24/2020
100-4008-4102	Senior Adults- PT Salaries and Benefits	General Fund	(4,000)	August Revise	8/24/2020
100-4008-5000	Senior Adults - Operating & Maintenance	General Fund	(10,000)	August Revise	8/24/2020
100-4011-4102	Special Events - PT Salaries and Benefits	General Fund	(14,000)	August Revise	8/24/2020
100-4011-5000	Special Events - Operating & Maintenance	General Fund	(45,000)	August Revise	8/24/2020
100-4012-4102	Cultural Arts - PT Salaries and Benefits	General Fund	(4,500)	August Revise	8/24/2020
100-4012-5000	Cultural Arts - Operating & Maintenance	General Fund	(15,000)	August Revise	8/24/2020
100-4005-4102	Skate Park - PT Salaries and Benefits	General Fund	35,000	August Revise	8/24/2020
100-4005-5107	Skate Park - Contract Personnel	General Fund	20,000	August Revise	8/24/2020
100-7031-5115/51	Public Safety LA County Sheriff's Services	General Fund	(40,000)	August Revise	8/24/2020
100-7031-5100	Public Safety CHP Services	General Fund	100,000	August Revise	8/24/2020
100-7054-5117	Finance - Film Permit Consultant	General Fund	(30,000)	August Revise	8/24/2020
100-7059-4217	Other Post Employment Benefits	General Fund	(244,000)	August Revise	8/24/2020
100-XXXX-4210	Deferred Comp Matching Program (ICMARC)	General Fund	(62,400)	August Revise	8/24/2020
100-7059-4210	City Property Insurance	General Fund	(30,000)	August Revise	8/24/2020
101-2004-4101	Building Safety - FT Salaries and Benefits	General Fund	50,000	August Revise	8/24/2020
101-2004-5100	Building Safety - Professional Services	General Fund	(50,000)	August Revise	8/24/2020

(709,161)

Total 2019-2020 current amended budget: \$ 62,772,765

PROJECTED FUND BALANCES

September 30, 2020

FUND	Fund Balance July 1, 2020 (Unaudited)	Revenues Projected 9/30/2020	Expenditures Projected 9/30/2020	Transfers Budgeted 2019-2020	Fund Balance Projected June 30, 2021
General Fund - Undesignated	\$ 28,307,634	\$ 29,990,550	\$ 29,550,388	\$ (891,242)	\$ 27,856,554
General Fund - Designated for FY 21-22	-			\$ 500,000	\$ 500,000
General Fund - Designated for CIPs	524,127	-	-	(275,000)	249,127
General Fund - SCE Settlement Woolsey Fire	10,687,344	-	3,140,104	-	7,547,240
Designated for Deferred Maintenance	862,050	-	-	(289,530)	572,520
Designated for Case (Crummer) Parcel	413,067	-	-	(150,000)	263,067
Designated for Water Quality Settlement	196,929	-	100,000	-	96,929
Designated for Housing Element Program	240,000	-	100,000	-	140,000
Designated for City Facilities - La Paz	500,000	-	-	-	500,000
Designated for FEMA Disaster Projects	(1,468,817)	409,685	3,343,824	-	(4,812,641)
Total General Fund	40,262,334	30,400,235	36,234,316	(1,105,772)	32,912,796
Gas Tax Fund	199,098	302,723	425,000	-	76,821
Traffic Safety Fund	194,559	200,900	340,000	-	55,459
Proposition A Fund	282,144	255,902	207,000	-	331,046
Proposition C Fund	339,955	212,605	200,000	(235,000)	117,560
Measure R Fund	290,352	159,970	400,000	-	50,322
Measure M Fund	383,198	181,214	-	(320,000)	244,412
RMRA (SB1) Fund	315,278	218,825	-	(245,000)	289,103
Air Quality Management Fund	112,473	16,800	-	-	129,273
Solid Waste Management Fund	28,204	143,200	163,601	-	7,803
Parkland Development In-Lieu Fund	119,820	21,000	75,000	-	65,820
Art in Public Places In-Lieu Fund	35,383	100	-	-	35,483
Quimby Fund	3,798	100	-	-	3,898
COPS Brulte Grant Fund	-	150,000	150,000	-	-
CDBG	-	22,750	21,750	-	1,000
Measure W LA County Stormwater	-	390,100	100,000	(276,248)	13,852
Grants Fund	-	12,680,917	300,000	(12,380,917)	-
CCWTF AD Phase One	4,064,413	2,627,519	2,480,963	-	4,210,969
Big Rock LMD	121,951	323,876	397,467	-	48,360
Malibu Road LMD	107,132	59,160	83,693	-	82,599
Calle Del Barco LMD	89,579	72,323	65,193	-	96,709
Carbon Beach Undergrounding CFD	59	236,332	235,000	-	1,391
Broad Beach Assessment District	(2,845)	142,710	142,436	-	(2,571)
CCWTF Phase Two	-	2,000,000	-	(2,000,000)	-
Total Special Revenue Funds	6,684,551	20,419,026	5,787,103	(15,457,165)	5,859,309
Capital Improvements	-	-	16,291,695	16,291,695	-
Total Capital Improvement Funds	-	-	16,291,695	16,291,695	-
Legacy Park Project Fund	569,195	1,676,684	1,890,908	(35,000)	319,971
Total Legacy Fund	569,195	1,676,684	1,890,908	(35,000)	319,971
Civic Center Wastewater Treatment Facility	-	1,611,081	1,917,323	306,242	-
Total Civic Center Wastewater Treatment Fac.	-	1,611,081	1,917,323	306,242	-
Vehicle	195,512	-	73,000	-	122,512
Information Technology	167,899	473,000	578,419	-	62,480
Total Internal Service Funds	363,411	473,000	651,419	-	184,992
Total All Funds	\$ 47,879,491	\$ 54,580,026	\$ 62,772,764	\$ -	\$ 39,277,068

CITY OF MALIBU

CITY TREASURER'S CASH AND INVESTMENTS REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2020

ACCOUNT	ISSUER	TYPE	AMOUNT	CURRENT YIELD	EARNINGS TO DATE	MATURITY DATE
Cash Operating	First Bank	Checking	\$ 4,695,897	N/A		N/A
Revolving Cash Fund	Internal	Petty Cash	700	N/A	N/A	N/A
Investments	Local Agency Investment Fund (LAIF)	State of CA	54,694,249	0.84%	\$ 108,989	1 day
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.19%		11/16/2020
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.99%		11/16/2020
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.29%		11/18/2020
Investments	Wells Fargo Advisors	Federal Home Loan	200,000	1.73%		5/11/2021
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.91%		10/20/2021
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.18%		3/14/2022
Investments	Wells Fargo Advisors	Federal Home Loan	190,000	2.29%		11/8/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.24%		11/15/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.28%		11/22/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.67%		3/14/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.67%		3/15/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	3.21%		12/6/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.30%		6/19/2024
Investments	Wells Fargo Advisors	Federal Home Loan	125,000	2.30%		6/27/2024
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.81%		12/27/2027
TOTAL CASH AND INVESTMENTS			\$ 62,905,846		\$ 108,989	


In compliance with Government Code Section 53646, the Treasurer hereby certifies that sufficient cash and anticipated revenues are available to meet the City's expenditure requirements for the next six months, and further, that all investments comply with the City Council's approved investment ordinances.

Prepared by:


Lisa Soghor, Assistant City Manager

23-Oct-20
Date

Reviewed by:


Reva Feldman, City Manager

23-Oct-20
Date

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
	PUBLIC SAFETY		
1.a.	Response to COVID-19	All Departments	<p>ESD: During the pandemic (Mar–Sept 2020), implemented an online portal to process permits. Set up an online system for in-person appointments. Developed cashing module for the Development Database which allows multi-department (Planning, Public Works, ESD) collection and tracking of fees per project. ESD and Public Works designed a system (Land Development) for electronic plan review. With Land Development, City departments have access to information about projects in the development process.</p> <p>PL: In response to the pandemic, the Planning Department switched from being paper-based to digital. Staff is reviewing and approving digital submittals of plans. Staff is conducting both Planning Commission and ERB meetings virtually. To facilitate fire rebuilds, staff is conducting redesign meetings with homeowners through Zoom.</p> <p>PS: Responded to staff who were either confirmed or suspected of having COVID. In each case, affected staff was asked to stay home and contact tracing was performed to identify any exposures. As of 9/30/20, no transmission between staff was identified. MS: Staff participates in multiple interagency calls to monitor the status of County and State regulations. Safety upgrades to City Hall were implemented to make the facility safe for staff and the by-appointment only visitors. Media staff has prepared messaging for all the City's outlets regarding any COVID-19 updates. Media staff also manages all the virtual public meetings including those for City Council and City Commissions.</p>
1.b.	Emergency Preparedness	PS/MS	PS: Staff hosted nine public educational events for the community and conducted a test of the disaster notification system. City staff were trained on a new virtual EOC platform and an exercise conducted. Virtual tabletop evacuation exercise conducted with the City's response partners. Copies of the new Malibu Survival Guide were published and distributed.
1.c.	Emergency Plan Update	PS/MS	PS: Updated the City Emergency Operations Plan to reflect compliance with the California Disaster Assistance Act.
1.d.	Radio Communications Enhancement	PS/MS	PS: Radio repeater equipment was installed on Castro Peak and Malibu CERT Team members began testing the radio broadcast penetration throughout the City. Members of the Malibu CERT Team will be developing a radio coverage map when all testing is complete.
1.e.	Volunteers on Patrol (VOP)	PS/MS	PS: Continued ongoing support including purchasing new uniforms for new and existing VOPs.

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
1.f.	Emergency Alert Systems	PS/MS	PS: Completed the evaluation of Civic Plus as a possible new vendor for disaster notifications and determined that services provide by Everbridge were better able to meet the City's needs. The City intends to continue to contract with Everbridge for this service.
1.g.	Emergency Warning Sirens - Design	PS/MS/PL	PL: Provided technical responses to Public Safety during preliminary design stage, but awaiting CDP submittal so that CEQA process can be determined. PS: Presented Siren Feasibility Study to the Public Safety Commission and scheduled a presentation for the City Council on November 9, 2020.
1.h.	Emergency Warning Sirens - Construction	PS/MS/PL	PL: No update, awaiting CDP application
1.i.	Community Emergency Response Team (CERT)	PS/MS	PS: Supported the CERT Team in monthly meetings and three trainings. CERT members assisted in identifying needs for the emergency bins and moving the fresh supplies to restock the bins.
1.j.	Wildfire Safety Program	PS/MS	PS: Restarted the Home Ignition Zone Assessments after a brief hiatus due to COVID. Publicized the City's wildfire safety webpage, encouraged people to obtain Dolphin Decals, publicized the new fire evacuation zones including mailing postcards to Malibu residents that explained the evacuation zone and what zone they were in, and partnered with VOP, CERT, and Arson Watch to walk the neighborhoods in eastern Malibu to talk about the new evacuation zones and general fire preparedness.
1.k.	Earthquake Resiliency Initiative	PS/MS	PS: No update.
1.l.	Fire Resistant Landscaping and Maintenance	PL/PW	PL: Completed. Staff is implementing the ordinance and the City's website was updated with guidelines for the public.
1.m.	Homelessness Outreach and Services	PS/MS	PS: Continued to oversee the work of The People Concern outreach workers. Due to COVID, there have been several interruptions to services when clients tested positive. The People Concern's Housing Navigator resigned and the process of hiring a new Housing Navigator has begun.
1.n.	Homelessness Shelter and Safe Parking Program	PS/MS	
1.o.	Wildfire Safety Plan	PS	PS: Continue to work with Jensen-Hughes on development of the CWPP.
1.p.	Oversight of SCE Annual Vegetation Maintenance Program	PL	PL: Staff provided oversight of City Arborist's monitoring of program. Need to update agreement letter with SCE due to SCE changing to a new contractor for trimming.
1.q.	KBUE FM Booster Station	PL/CS	PL: Planning staff provided guidance to the applicant, but the applicant has not submitted the required CDP application and is currently pursuing other options.

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
1.r.	Annual Day of Preparedness - November 9	PS/CS/MS	PS: Staff initiated a friendly emergency preparedness competition as part of the Annual Day of Preparedness to name the "Most Prepared" in Malibu at the Council meeting on November 9.
1.s.	Sheriff's Substation located on Santa Monica College Satellite Campus	MS/PS/PL	

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
	WOOLSEY FIRE RECOVERY		
2.a.	Community Rebuilding	All Departments	ESD: Developed improvements to customer service and internal business processes for fire rebuild projects, including online permitting and plan check submittal. PL: Four planners are dedicated to reviewing fire rebuild applications. Planning staff has approved 38 fire rebuild applications, of which 18 were single-family residences to be reconstructed.
2.b.	Guardrail Replacement Citywide	PW	Construction is anticipated to be completed in November 2020.
2.c.	Latigo Canyon Road Culvert Improvements	PW	Project design is anticipated in FY 20-21 Q2/Q3.
2.d.	Latigo Canyon Road Roadway/Retaining Wall Improvements	PW	Project design is at 95%. Anticipating bidding in November 2020.
2.e.	Trancas Canyon Park Slope Improvements	PW/CS	Preparation of construction documents is underway. Additional geotechnical work is necessary.
2.f.	Trancas Canyon Park Planting and Irrigation Improvements	PW/CS	Preparation of construction documents is underway.
2.g.	Birdview Avenue Road Embankment Improvements	PW	Project is included in the Malibu Park Drainage Improvements project. Design is at 90% complete.
2.h.	Broad Beach Road Water Quality Improvements	PW	Project design is anticipated in FY 20-21 Q2/Q3.
2.i.	Encinal Canyon Road Drainage Improvements	PW	Project design is anticipated in FY 20-21 Q2/Q3.
2.j.	Charmlee Wilderness Park	CS/PW	PW - Fence replacement is complete CSD - Phases 1 and 2 of Trail Restoration and clean-up of welcome area complete. Reopening expected in FY 20-21 early Q2.
2.k.	Temporary Generators for PCH Signals	PW	Caltrans informed the City that an MOU is needed for the City to operate the electrical transfer switches on the traffic signal controllers. MOU between the City and Caltrans has been approved by City Council. MOU sent to Caltrans for final signatures. Cages for the generators are ordered.
2.l.	Malibu Park Storm Drain Improvements	PW	Project design is complete and will be sending out for construction bids in October 2020.
	SCHOOL DISTRICT SEPARATION		
3.a.	School District Separation Negotiations - Fiscal Analysis	MS	An update will be presented at the City Council meeting on 10/12/20.
3.b.	School District Separation Documents	MS	

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
	PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER		
4.a.	Accessory Dwelling Unit (ADU) Ordinance	PL	PC hearing in March was put on hold due to COVID and completion of short-term rental amendments. Staff continues to update the draft ordinance per Coastal Commission and HCD guidance.
4.b.	Beachfront / Non-Beachfront Development Standards	PL	No update due to limited staff resources.
4.c.	Basement Lightwell Amendments	PL	
4.d.	STR Homesharing Ordinance and LPCA	PL/MS	PL/MS: Staff presented the Hosted LPCA/ZTA to PC for recommendation on 7/29/20. Staff then made 4 presentations of STR regulations to Council in FY 20-21 Q1 - on 8/10, /14, 9/29 and 10/26. Council adopted the Enforcement STR ordinance on 9/29/20 for implementation starting 1/15/21. The 4th presentation to Council is the 1st reading of the updated Hosted ordinance LPCA/ZTA which incorporates direction from the 9/19/20 meeting. Outreach to property owners to begin in Nov/Dec. 2020. Should Council adopt the Hosted Ordinance, staff will submit to CCC for certification. Under the enforcement ordinance, staff will prepare appropriate STR permit fees and work with Host Compliance to design the online permitting portal and permit application. The enforcement ordinance was adopted and will be in effect beginning 1/15/21.
4.e.	Parking as a Stand-Alone Use	PL	On 8/6/20, staff presented the ZTA/LCPA to ZORACES. On 9/21/20, the Planning Commission held a hearing and made recommendations. Staff is currently preparing the final version of the ZTA/LCPA for the Council to consider on 11/9/20.
4.f.	Overnight Parking Ordinance	PL/PW	City Council approved the new ordinance for no parking zones for Zuma and Corral. PL: Staff has processed a CDP application for the Tuna Canyon area (signs have been installed) and is currently processing CDP applications for the Malibu Pier, Corral, and Zuma Beach areas. Staff is monitoring enforcement of the posted restrictions at Las Tunas. Ordinance(s) to address westerly areas of the City with overnight parking problems will follow in FY 20-21 Q2 and Q3.
4.g.	Housing Element 6th Cycle RHNA & 2021 Housing Element Update	PL	Staff continued to work with our RHNA housing consultant during Q1 and received the official draft RHNA allocation numbers, which can be accommodated with the changes that were made in the previous Housing Element Update. After an RFP process, the Housing & Safety Element 2021 Update consultant was selected. Staff is preparing for the meeting with CALFire to discuss the proposed Safety Element on 11/10/20.

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.h.	Cannabis Ordinance	PL	
4.i.	Event Permits Amendments	PL	
4.j.	Dark Sky Ordinance Implementation	PL/ESD/CE/PW	
4.k.	MRCA Coastal Access Public Works Plan	PL	No Q1 activity.
4.l.	Farmer's Market Parking in Civic Center	PL	No Q1 activity. The Farmers Market operator has not submitted a TUP for parking on the loki property and has not submitted the necessary CUP amendment to address the changes from the existing CUP.
4.m.	Resolve Parking Issues in Point Dume and PCH with CCC	PW/PL	
4.n.	Options for Street Vending Ordinance	PW	
4.o.	Wireless Communications Facilities Ordinance	PL	Public correspondence and list of policies that can be implemented in short term were provided to the consultant. The consultant has started to prepare 1st draft of updated ordinance.
4.p.	LCPA/ZTA to eliminate Environmental Review Board	PL	

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
	ENHANCE ENVIRONMENTAL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES		
5.a.	Civic Center Water Treatment Facility - Phase Two (CCWTF)	PW/MS/PL/ESD	<p>ESD: Staff mailed letters to impacted properties on the Self Regenerating Water Softener Ban and developed promotional materials (social media and press release). Staff coordinated with the Water Board on information needed to request a reduction of monitoring for the CCWTF.</p> <p>PW: Project design for Phase 2 is at 40%. Held a community meeting 9/17/20 and plan to hold another community meeting in December. Staff is working on getting an assessment engineer under contract. Native tree consultant was hired in August to prepare a tree report.</p> <p>PL: Tasked the Principal Planner as staff contact to provide guidance on CEQA and CDP process.</p>
5.b.	Integrated Pest Management Program/ Earth Friendly Management Policy	ESD/CS/PL	No update.
5.c.	Sustainability Outreach	ESD	
5.d.	Clean Water Monitoring Program	ESD/PW	ESD: Staff continues to implement the CIMP jointly with LA County Dept of Public Works and Flood Control District. Staff continues to monitor and respond to illicit discharge.
5.e.	Clean Water Regulations Compliance	ESD	ESD: Staff continues to conduct construction site inspections. Staff continues to participate in Measure W funding steering committee and submitted the Transfer Agreement and Annual Plan to LA County in order to receive funding. Staff is working on an MOU with the County for EWMP and RAA updates and continues to work on MS4 Annual Report.
5.f.	Water and Energy Conservation	ESD/PW	
5.g.	Solid Waste Management Program Enhancements	ESD/CE	ESD: Staff worked with CalRecycle to reallocate disaster debris from Woolsey Fire that was mistakenly designated to Malibu; this correction will be included in the 2019 Annual Report as a Disposal Tonnage Modification Request. Staff prepared and sent response letter to LA County's Grand Jury report on organic waste. Staff continues to work with CalRecycle on the Annual Report and implementation of organic waste requirements. Staff completed the Malibu Garbage District Tax Assessment and Form 303 Report (HHW and E-Waste collection).
5.h.	Legacy Park Rehabilitation and Revegetation	CS	The 18 test plots and planter areas installed last year were all successful. An additional 10 test plots will be installed in late November 2020 to continue establishing new areas in the park with native plants.
5.i.	Coastal Vulnerability Assessment	ESD/PL	<p>ESD: Project's consultant continues to draft the coastal vulnerability assessment. Staff is developing a video to inform community of the project and sea level rise.</p> <p>PL: Staff has continued to support with assistance as they proceed.</p>

**FISCAL YEAR 2020-2021
WORK PLAN**

		TITLE	DEPARTMENT	FIRST QUARTER UPDATE
5.j.		FAA / Airplane Noise	MS	
5.k.		Clean Power Alliance (CPA)	ESD	ESD: Staff worked with CPA staff on promotional materials (postcards and social media) for the City's default change to 100% Green Power, effective October 2020. Through City Hall's enrollment in CPA's Peak Management Program, staff is encouraged to reduce energy consumption between 4:00 and 9:00 PM during Peak Events. Staff continues to annotate Board meeting packets for Mayor Pro Tem Peak, Director, and attend monthly CPA Board meetings.
5.l.		FEMA Floodplain Maps	PW	Submitted LOMR to FEMA for review. FEMA has indicated it will have comments to the City's analysis but the comments have not yet been submitted. Expecting the comments in October 2020.
5.m.		Malibu Lagoon Management Plan	ESD/PL	
5.n.		Rodenticide LCPA	PL	Staff submitted LCPA to CCC for certification in December 2019, and the CCC determined the submittal as complete. In early October 2020, the CCC granted themselves a one-year extension for processing the LCPA. CCC staff stated they would be proposing modifications to the LCPA. On 10/15/2020, the CCC informed the City that they are still preparing comments and no date has been set for the hearing.
5.o.		Dumpster Lid Ordinance Implementation and Enforcement	ESD/Media/CE	ESD: Staff continues to monitor commercial businesses for compliance and send notices to commercial businesses of the 24/7 Locking Dumpster Lid Ordinance. Staff continues to work with solid waste haulers on the rollout of locking lids.
5.p.		Climate Adaptation and Resiliency Plan	ESD/PL	

**FISCAL YEAR 2020-2021
WORK PLAN**

TITLE	DEPARTMENT	FIRST QUARTER UPDATE
FISCAL SUSTAINABILITY AND TRANSPARENCY		
6.a. Budget Management	MS/Media	On 8/24/20, Council approved revisions to the FY 20-21 Adopted Budget, including the elimination of four positions and expenditure reductions totalling \$500,000. Council authorized the \$500,000 to be set aside for FY 21-22 General Fund Operating Costs.
6.b. General Fund Reserves	MS	As of 8/24/20, General Fund Undesignated Reserves was projected to be 70% of the General Fund Operating Budget.
6.c. Departmental Audits	MS	
6.d. Debt Service Management	MS	Ongoing
6.e. Records Management	CC	1037 boxes offsite (Planning)
6.f. City Website and Media Operations	MS	Staff continued to provide updates to the community through the City's website, Nixle, Everbridge and social media platforms. The City issued 192 alerts for emergency, traffic and utility and weather conditions. The City issued 51 Nixle advisory messages and 4 Everbridge alerts. In addition, the City issued 6,924 social media posts and 30 press releases. Media staff also facilitated 26 City Council and Commission meetings and 9 public outreach meetings via the Zoom platform.
6.g. Information Technology Strategic Plan Implementation	MS	
6.h. By-District Elections	CC	On 7/13/20, the Council decided against putting a measure on the November 2020 ballot regarding by-district elections.
ENGAGE THE COMMUNITY		
7.a. Oversight of Library Set Aside Funds & Speaker Series	CS/MS	CSD: Speaker Series is currently postponed due to the COVID-19 Pandemic
7.b. Special Events	CS	Special events have been cancelled for FY 20-21
7.c. Cultural Arts Programs and Events	CS	The Cultural Arts Commission hosted three virtual art exhibitions featuring work from Malibu students in grades K through 12 and artwork submitted for The Birds and the Bees art exhibition. The Commission also recommended the Poet Laureate Committee's proposal to appoint Dr. John Struloeff as the City's third Poet Laureate. Council approved the appointment on 10/12/20. Both the Cultural Arts Commission and Parks and Recreation Commission approved the placement of Ellen Reich's Poetry Stone at Legacy Park. The stone was installed on 10/8/20.
7.d. Girls-Only Programming	CS	New girls-only programming will be coordinated as COVID-19 restrictions are relaxed.

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
7.e.	Senior Programs and Trips	CS	Senior programs and trips are currently on hold due to the COVID-19 Pandemic
7.f.	Community Services Programs and Classes	CS	With many indoor programs cancelled, staff coordinated several successful after-school camps with COVID-19 Safety Protocols in place. Camps were offered in partnership with BGCM, including surfing, enrichment, and various sports camps. Additional camps are planned through the remainder of FY 20-21.

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
	IMPROVE AND MAINTAIN CITY PUBLIC INFRASTRUCTURE AND COMMUNITY SPACES		
8.a.	Tree Maintenance Program	PW	This work is anticipated to begin during Spring of 2021.
8.b.	Routine Street Maintenance Program	PW	Ongoing
8.c.	Stormwater Treatment Facilities Program	PW/ESD	Ongoing
8.d.	Civic Center Water Treatment Facilities Operations	PW	Ongoing
8.e.	Landslide Assessment District	PW	Hired new consultant to manage the districts. Completed an inventory of the dewatering equipment and performed maintenance on the existing facilities. Held community meeting on 10/6/020 to discuss the consultant's inventory evaluation. Informed the community that all dewatering wells are functioning and groundwater levels are low. Provided an update to City Council on 10/12/20.
8.f.	Annual Street Resurfacing Program	PW	The Annual Street Resurfacing was conducted in July and August 2020. The Council accepted the work on September 14, 2020. The design for next year's resurfacing project is anticipated to begin in Spring 2021.
8.g.	Michael Landon Center Roof and Air Conditioning System Repairs	CS	Staff expects to begin the bidding process for this project in late Q2/early Q3 of FY 20-21.
8.h.	PCH Median Improvements	PW	Design is estimated to be completed in February 2021.
8.i.	Civic Center Way Improvements Project	PW/PL	Construction has started. The first phase includes installing the retaining wall and lowering the road near the condos on Civic Center Way. This phase is expected to extend to December 2020. PL: CDP was finalized and staff is monitoring construction progress. Planning staff will complete a final inspection once construction is completed.
8.j.	PCH Signal Synchronization Project	PW	Design is estimated to be completed during Summer 2021.
8.k.	Marie Canyon Greenstreets	PW	Design is completed. Waiting for funding from Measure W to bid and construct the project.
8.l.	Storm Drain Trash Screens	PW	The award of this project is scheduled for City Council on 10/12/20.
8.m.	City Hall Roof	PW	The project is currently being re-designed with a different roofing material. Bidding is estimated in October/November 2020.
8.n.	Westward Beach Road Improvements	PW/PL	The funding agreement for this project will be finalized in November 2020. PL: The LCPA was certified and the Planning Department is awaiting the project submittal.
8.o.	Lower Rambla Pacifico Utility Undergrounding District	PW	
8.p.	Workout Station at Malibu Bluffs Park	CS	The award of this project was scheduled for City Council on 10/12/20.

**FISCAL YEAR 2020-2021
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
8.q.	Shade Structures at Malibu Bluffs Park	CS	Draft bid documents are complete, and the project is expected to go out for bid in FY 20-21 Q2 or early Q3
8.r.	Temporary Skate Park	CS/PL/PW	PW: Construction of the Temporary Skate Park (TSP) completed. PL: CDP approved and completed. CSD: Reopened the TSP after a month-long closure related to COVID-19. The TSP is open on weekdays only, with plans to open on weekends in Q2 FY 20-21.
8.s.	Permanent Skate Park Design	CS/PL/PW	CSD: Held the first Virtual Public Design Meeting, and released the Design Survey to the Community. The survey closes in FY 20-21 Q2, and a second Virtual Design Meeting is scheduled for 11/10/20. Planning staff has been providing guidance to CS staff on how to prepare the CDP submittal.
8.t.	Permanent Skate Park Construction	CS/PL/PW	
8.u.	Malibu Road Slope Repairs	PW	No update
8.v.	Vehicle Impact Protection Devices	PW	No update