



# Council Agenda Report

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

Prepared by: Lisa Soghor, Assistant City Manager

Reviewed by: Ruth Quinto, City Treasurer

Approved by: Reva Feldman, City Manager

Date prepared: February 2, 2021

Meeting date: February 8, 2021

Subject: Fiscal Year 2020-2021 Second Quarter Financial Report and Mid-Year Budget Amendments

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**RECOMMENDED ACTION:** 1) Receive and file Fiscal Year 2020-2021 Second Quarter Financial Report; 2) Provide direction on Fiscal Year 2020-2021 City Council Priorities and Departmental Tasks including Capital Improvement Projects; 3) Adopt Resolution No. 21-04 amending the annual budget for Fiscal Year 2020-2021; and 4) Adopt Resolution No. 21-05 rescinding Section 5 of Resolution No. 20-47, approving the Authorized Positions and Salary Ranges for Fiscal Year 2020-2021, and approving the Code Enforcement Manager, Media Analyst, and Public Safety Liaison Job Specifications.

**FISCAL IMPACT:** The Proposed Fiscal Year 2020-2021 Mid-Year Budget Amendments total an increase of \$1,486,800 in General Fund Revenue and an increase of \$960,825 in General Fund expenditures. The proposed amendments total an increase of \$1,652,050 in revenue over all funds and an increase of \$1,086,825 in overall expenditures and maintain a balanced budget.

The Adopted Budget for Fiscal Year 2020-2021, as adopted on June 22, 2020 and amended on August 24, 2020, included an estimated \$3,140,104 in expenses attributable to the rebuilding efforts for the Woolsey Fire. The Proposed Fiscal Year 2020-2021 Mid-Year Budget Amendments propose no additions to the budgeted amount. This amount does not include FEMA and CalOES related reimbursable expenses.

The Fiscal Year 2020-2021 First Quarter financial report projected a General Fund Undesignated Reserve amount at June 30, 2020 of \$28.3 million based on the unaudited numbers. On November 9, 2020, the Council allocated an additional \$3.5 million to a Designated Reserve for the Fiscal Year 2021-2022 Operating Expenditures Budget, which now totals \$4.0 million. The final audited numbers confirm that the City ended Fiscal Year 2019-2020 with a \$30.7 million Undesignated General Fund Reserve. As of December 31, 2020, the projected General Fund Undesignated Reserve at June 30, 2021 is \$27.5 million.

It is recommended that the Council allocate an additional \$2.5 million to the Designated Reserve for Fiscal Year 2021-2022 Operating Expenditure to establish a \$6.5 million reserve for the next fiscal year. This would leave a projected Undesignated General Fund Reserve of \$25.0 million, which is 82% of the annual operating budget and exceeds the City's goal of maintaining a minimum of 50% of the operating budget in reserves. It also maintains the minimum 65% reserve necessary to preserve the City's AA+/AAA credit rating.

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

DISCUSSION: The attached report provides revenue, expenditure and fund balance totals for the Second Quarter of Fiscal Year 2020-2021 and the proposed mid-year budget amendments (Attachment 1).

The Revenues by Fund Report (pages A 1-6) reflects General Fund revenues of \$18.1 million or 56% of the annual budgeted amount for the fiscal year. General Fund revenues are meeting budget estimates to date. Total revenue of all funds received through the second quarter is \$22.9 million or 41% 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. For example, property taxes are remitted by the County after they are paid by property owners in December and April; Property Tax - In Lieu payments typically come at the end of the year; and Transient Occupancy Tax - Private Rentals is remitted quarterly, so this report only reflects payments made in October for the period of July through September. The second quarter payments will be received by the end of January and are not included in this report. Sales Tax is remitted quarterly to the State and then passed along to the City, so there is some lag in those receipts as well.

Since the budget was amended on August 24, 2020, staff has continued to closely monitor the ongoing financial impact from the changing State and County Stay at Home Orders on the City's budget.

On March 19, 2020, the Governor issued Executive Order No. N-33-20 ordering all residents of California to stay home except as needed to maintain the operations of critical infrastructure sectors. The County issued a Health Officer Order and a series of revisions that mirrored and expanded the Governor's Executive Order. The City is subject to the orders of the Los Angeles County Department of Public Health and the California Department of Public Health. The State and the County have continued to modify these orders based on epidemiological metrics throughout the last 10 months.

On November 20, 2020, the County issued a Revised Health Officer Order that tightened restrictions on a variety of economic sectors in response to a surge in COVID-19 cases and hospitalizations. The State Public Health Officer issued a new Limited Stay at Home Order effective November 21, 2020 for counties under Tier One (Purple) of California's Blueprint for a Safer Economy, requiring that all gatherings with members of other households and all activities conducted with members of other households cease between 10:00 p.m. and 5:00 a.m.

On November 22, 2020, the County modified its Health Officer Order to restrict dining at restaurants, breweries, wineries and bars to take-out, drive thru, and delivery services only effective November 25, 2020.

On December 6, 2020, the State issued a new Regional Stay at Home Order for Southern California, including Los Angeles County, to remain in effect until hospital ICU capacity and other epidemiological metrics reached a certain threshold.

Most recently, on January 25, 2021, the State announced the end of the Regional Stay At Home Order and reinstated the tier system established in the State's Blueprint for a Safer Economy. In response, the County immediately reinstated the November 25, 2020 Public Health Order. It is anticipated that the County will issue a new order on Friday, January 29, 2021. The details of the new anticipated order are not available at this time, but the County has indicated that restaurants will be allowed to reopen for outdoor dining with occupancy limits and safety modifications when the new Health Officer Order is issued on Friday, January 29, 2021.

The Stay at Home orders have and are anticipated to continue to negatively impact many revenue sources, including sales tax, transient occupancy tax (TOT), gas tax, parking tax, parking citation fines, planning fees and building permits for the remainder of Fiscal Year 2020-2021. Dining and travel restrictions imposed by the public health orders have had the greatest impacts as restaurants have historically been the primary contributor to the City's sales tax revenue. However, the revenues are tracking with the conservative projections included in the Amended Budget from August 24, 2020.

The Expenditure by Fund Report (pages A 7-9) reflects budget carryovers from Fiscal Year 2019-2020, as well as the appropriations approved by the City Council for the

current fiscal year in the Amended Budget column. Budget Adjustments, Carryovers and Council Appropriations total \$483,939 as of December 31, 2020. General Fund expenditures for the second quarter total \$15.7 million or 42% of the annual budgeted amount. Expenditures for all funds total \$24.1 million or 38% 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 by the Council as of December 31, 2020. The City ended Fiscal Year 2019-2020 with \$30.7 million (audited) in the Undesignated General Fund Reserve. As of December 31, 2020, the projected General Fund Undesignated Reserve at June 30, 2021 is \$27.5 million. Council directed \$4.0 million to be set aside in a Designated Reserve for Fiscal Year 2021-2022 Operating Expenditures. It is recommended that the Council set aside an additional \$2.5 million in this Designated Reserve. If this action is taken, the General Fund Undesignated Reserve at June 30, 2021 would be \$25.0 million.

### **Status of Fee Waivers for Woolsey Fire Rebuilds**

On June 24, 2019, the Council adopted Resolution No. 19-30 waiving permit fees in Fiscal Year 2019-2020 for like-for-like and like-for-like plus 10% Woolsey Fire primary residence rebuilding. The Council also approved the refunding of any of these permit fees already paid. On February 24, 2020, the Council adopted Resolution No. 20-10 superseding and replacing Resolution No. 19-30. The Council extended and revised the City's fee waiver program. On June 22, 2020, the Council adopted Resolution No. 20-32 superseding and replacing Resolution No. 20-10. The updated fee waiver requirements state that an application for fee waivers must be received by December 30, 2020; all required Planning Department applications for the project must be deemed complete by December 30, 2020; all required building permits must be pulled by June 30, 2021; and no fees will be waived beyond June 30, 2021.

To date, the City has waived a total of \$3,586,251 in fees. An additional \$600,098 in fees have been refunded for a total of \$4,186,349 in uncollected fees. There remains another \$210,722 in potential refund liability from eligible projects that have approved fee waivers but have not yet requested a refund. Finally, there are property owners currently in the building plan check process that are eligible to have their fees waived through June 30, 2021. These fee waivers are estimated to bring the total of uncollected fees to \$5.8 million.

On January 11, 2021, City Council directed staff to bring back at the mid-year budget review the fiscal impact of extending fee waivers for certain fees related to the rebuilding of structures that were damaged or destroyed by the Woolsey Fire. On February 1, 2021, the Administration and Finance (A&F) Subcommittee recommended that the fee

waiver program be brought to the Council independent of the mid-year budget at the February 22, 2021 meeting.

## **Mid-Year Budget Amendments**

### General Fund Revenue Amendments

Staff is recommending the following amendments to the General Fund revenue budget:

- An increase of \$340,000 in Documentary Transfer Tax (100-0000-3131). This increase is projected due to an increased number of property sales.
- An increase of \$500,000 in Transient Occupancy Tax – Private Rentals (100-0000-3133-01). This increase reflects higher than anticipated short-term rentals during the first two quarters of the fiscal year. The current State and County restrictions on travel due to the COVID-19 pandemic are projected to impact TOT in the second half of the fiscal year. These restrictions will limit any increased revenue from the passage of Measure T, which raised the TOT rate from 12% to 15%.
- An increase of \$29,000 in Parking Tax (100-0000-3138). This increase is projected due to the increased use of beach lots during Summer 2020.
- An increase of \$65,000 in Filming Permits (101-0000-3208). This increase is projected due to an increased number of filming permits once Los Angeles County issued COVID-19 safety guidelines for film productions.
- An increase of \$200,000 in Parking Citation Fines (100-0000-3250). This increase is projected due to an increased number of parking citations from COVID-related parking restrictions.
- An increase of \$206,000 in Los Angeles County EWMP Reimbursement (100-0000-3381).

On November 8, 2012 the Los Angeles Regional Water Quality Control Board (RWQCB) adopted a National Pollutant Discharge Elimination System (NPDES) Permit under the Federal Clean Water Act for discharges from the Municipal Separate Storm System (MS4) within Los Angeles County. This permit included significant revisions to the previous 2001 permit. The most important change from the previous MS4 permit was the incorporation of numerous Total Maximum Daily Loads (TMDL) that have been developed for each watershed and are currently part of the RWQCB Basin Plan Amendments for Los Angeles County. This permit offered three compliance pathways for meeting compliance with TMDL.

On October 14, 2013, the City Council selected the option to develop an Enhanced Watershed Management Program (EWMP) as the best approach in seeking compliance with the MS4 permit. The City needed the flexibility that the EWMP option provided so that staff, in conjunction with the County, could develop creative water-based solutions as the best approach in seeking compliance with the MS4 permit. On April 19, 2016, the RWQCB approved the EWMP for the North Santa Monica Bay Coastal Watershed (NSMBCW) group. The current MS4 permit requires the EWMP and Reasonable Assurance Analysis (RAA) be updated by June 30, 2021 to re-evaluate the water quality parameters based on the data collected from the monitoring program. This update must incorporate water quality data through December 31, 2020.

The County will contribute approximately 77% of the consultant costs for the update, which is equal to the share it contributed for the initial report. The County will reimburse the City a total of approximately \$412,000. The County will reimburse the City for 50% of the costs, \$206,000, in Fiscal Year 2020-2021 and the balance will be reimbursed in Fiscal Year 2021-2022.

- An increase of \$30,000 in Credit Card Fees (100-0000-3419). This increase is projected due to the implementation of a system allowing online permit payments in response to the COVID-19 pandemic.
- An increase of \$58,800 in Short-Term Rental (STR) Permit Fees (100-0000-3434-01). This is the new fee established by Council on November 9, 2020 as part of the STR Enforcement Ordinance.
- An increase of \$2,000 in Residential Decals (100-0000-3450). This increase is projected due to an increased number of requests for Dolphin Stickers.
- A decrease of \$7,500 in Passport Processing (100-0000-3451). This decrease is projected due to the continuation of the COVID-19 pandemic and the cessation of passport processing for the remainder of the fiscal year.
- A decrease of \$34,000 in Municipal Use Fees (100-0000-3461). This decrease is projected due to the continuation of the COVID-19 pandemic and the State and County regulations prohibiting even small gatherings.
- An increase of \$28,000 in Aquatics Program Fees (100-0000-3466). This increase is projected due to the successful implementation of COVID-19 safety protocols for the pool that allowed for the continuation of the City's swim programs.
- A decrease of \$4,000 in Senior Adult Program Fees (100-0000-3468). This decrease is projected due to the continuation of the COVID-19 pandemic and the continued closure of the Senior Center.

- A decrease of \$17,700 in Recreation/Community Class Registration (100-0000-3470). This decrease is projected due to the continuation of the COVID-19 pandemic and limitations on gatherings outside households.
- A decrease of \$800 in Special Events (100-0000-3470). This decrease is projected due to the continuation of the COVID-19 pandemic and the State and County regulations prohibiting events and gatherings.
- An increase of \$15,000 in Miscellaneous Reimbursements (100-0000-3905). This increase is due to insurance reimbursements made to the City.
- An increase of \$5,000 in Wastewater Treatment System Permits (101-0000-3204). This increase is projected due to compliance with recently updated wastewater ordinances.
- An increase of \$20,000 in OWTS Operating Permit Fees (101-0000-3418). This increase is projected due to compliance with recently updated wastewater ordinances.
- An increase of \$2,000 in CA Building Standards Surcharge (101-0000-3425). This increase is projected due to increased compliance with updated State building standards.
- An increase of \$50,000 in Technology Enhancement Fees (101-0000-3427). This increase is projected due to an increased fee in Fiscal Year 2020-2021 that more accurately reflects the City's costs.
- An increase of \$123,250 in Prop A Recreation – Legacy Park (500-0000-3373). These funds are provided by the Los Angeles County Safe Neighborhoods Park Act Excess Funds for park maintenance. At the time of budget preparation, the City was told that the Excess Funds were no longer available. In October 2020, the City was notified that it was eligible to receive \$123,500 for the current fiscal year. These grant funds will be used for maintenance at Legacy Park in lieu of Legacy Park Funds.
- An increase of \$42,000 in Vehicle Charges (601-0000-3951). This increase reflects insurance payments for two damaged City vehicles.

The Proposed Fiscal Year 2020-2021 Mid-Year Budget Amendments (pages A 12-13) total an increase of \$1,652,050 in overall revenue. Of that, \$1,486,800 is an increase in General Fund Revenue.

## General Fund Expenditure Amendments

The following amendments to the adopted expenditure budget are recommended:

- \$25,000 for Planning – Advertising and Noticing (101-2001-5401). During the COVID-19 pandemic, the City has been using outside services for the printing and mailing of project notification postcards. This practice is projected to continue through the rest of the fiscal year.
- \$50,000 for Street Maintenance – Street Maintenance (100-3001-5120). The City performed increased trash clean-up throughout the summer due to higher than usual beach attendance.
- \$12,000 for Street Maintenance – Street Maintenance (100-3001-5120). During a recent Southern California Edison (SCE) Public Safety Power Shut-Off (PSPS), the City used its Street Maintenance contractor to deploy generators to the traffic signals as a one-time pilot program to determine the long-term feasibility of using generators. \$12,000 reflects the cost to keep four to six signals functioning during a 24-hour weekday period.
- \$25,000 for Street Maintenance – Storm Response (100-3001-5123). This increase is projected for the City's on-call storm response services.
- \$25,000 for Street Maintenance - Traffic Signal Maintenance (100-3001-5124). This increase will cover additional necessary repairs to City-owned traffic signals.
- \$15,000 for Public Works/Engineering – Professional Services (100-3008-5100). These funds will be used for additional geotechnical consultant services for the Big Rock neighborhood.
- \$60,000 for City Council – Professional Services (100-7001-5100). Additional funding is needed for consultant services to prepare for the preliminary hearing before the Los Angeles County Office of Education's County Committee on School District Separation tentatively scheduled for Saturday, April 17, 2021 and subsequent public outreach, reports and presentations for the City's petition for Unification of a Malibu Unified School District.
- \$1,075 for City Council – Telephones (100-7001-5721). Councilmember Silverstein has requested a City-issued cell phone. These funds were not included in the Adopted Budget for Fiscal Year 2020-2021. This cost includes \$700 for the initial purchase of the phone and five months of service for the remainder of the fiscal year at \$75 dollars a month. Ongoing cost would be included in future budgets. If the other Councilmembers would like cell phones, this cost would need to be increased.



- \$100,000 for Public Safety – Homeless Outreach and Support (100-7021-5119). This increase is necessary to cover the costs of homeless encampment clean-ups throughout the City. The recent clean-up in Tuna Canyon cost \$40,000. Staff has been working with Los Angeles County Sheriff's deputies and City maintenance contractors to perform ongoing encampment clean-up at Legacy Park. It is estimated that additional clean-ups through the end of the fiscal year will cost approximately \$60,000.
- \$25,000 for Public Safety – Printing (100-7021-5405). An initial 2,000 booklet printing of the Emergency Survival Guide was well-received and has been distributed. These funds will cover the cost of printing an additional 2,000 copies.
- \$60,000 for Public Safety – Other Equipment (100-7021-7800). On December 2, 2020, the Public Safety Commission recommended that the City install fire Beacon Boxes where every street accesses PCH, as well as access roads on Kanan Dume Drive, Malibu Canyon Road, Decker Canyon Road, Encinal Canyon Road, Latigo Canyon Road, and Malibu Road. Beacon Boxes hold neighborhood maps that provide information about turnaround locations suitable for fire apparatus, water resources and other critical information firefighters need before entering a neighborhood.

The Commission's recommendation would include at least 55 locations. Each box costs \$2,650 (\$2,850 per box if the order is for fewer than 25). Installation will cost approximately \$800 per box. There is currently \$43,500 in the Public Safety budget for equipment. The additional funds would allow the City to move forward with the purchase of 30 boxes in the current year. Additional boxes would be included in next year's budget.

- \$48,750 for Finance – Film Permit Consultant (100-7054-5117). This increase in film permit consultant costs correlates to the projected increase of \$65,000 in film permit revenue.
- \$409,000 for Clean Water Program – Professional Services (101-3003-5100). These funds will be used for consultant services to prepare the mandated update to the EWMP. Most of the work will be completed in Fiscal Year 2020-2021. Some of the work will continue in the next fiscal year and will be budgeted accordingly. As noted above, Los Angeles County will contribute approximately 77% of the costs. The County will reimburse the City 50% in the current fiscal year and 50% the following fiscal year.
- \$105,000 for Public Safety – LA County Sheriff's Services (100-7031-5115). These funds would be used for a three-month trial during April through June 2021, for an additional two deputies during the nighttime patrol period of 9:00 PM to 5:00 AM. On December 2, 2020, the Public Safety Commission made a

recommendation to increase coverage throughout nighttime hours. Currently, the City's contract with LASD provides for two deputies during nighttime hours from 9:00 PM to 5:00 AM. These deputies are required to respond to all emergent calls and are, therefore, frequently unavailable to address parking violations. The addition of two nighttime deputies could greatly enhance the Sheriff's Department's ability to enforce the new restrictions and is estimated to cost approximately \$35,000 per month.

On February 1, 2021, the A&F Subcommittee recommended adding the three-month trial to the Midyear Budget Amendments.

- \$12,000 for Civic Center Water Treatment Facility (CCWTF) Operations – Equipment Maintenance (515-3010-5640). The UV lights at the facility required replacement. These costs will be borne by the CCWTF ratepayers.
- \$50,000 for Vehicles – Equipment Vehicles (601-3005-7700). On December 2, 2020, the Public Safety Commission recommended purchasing a fourth VOP vehicle. These funds would allow the purchase of another vehicle. There is sufficient funding in the Vehicle Fund to cover the costs.
- \$64,000 for Vehicles – Equipment Vehicles (601-3005-7700). Two vehicles in the City's fleet (a VOP vehicle and a Parks Maintenance truck) were damaged beyond repair and needed replacement. The City received \$42,000 from insurance for the two damaged vehicles. There is sufficient funding in the Vehicle Fund to cover the additional costs.

The Proposed Fiscal Year 2020-2021 Mid-Year Budget Amendments total an increase of \$1,086,825 in expenditures. Of that, \$960,825 is an increase in General Fund expenditures.

## **Personnel**

The Adopted Budget for Fiscal Year 2020-2021 provides for total number of 88.67 full-time equivalent (FTE) employees, which is a nine FTE reduction from 97.52 FTEs in Fiscal Year 2019-2020. At this time, in order to address the City's Work Plan tasks, it is recommended that two full-time positions be added, and two full-time positions be reclassified. No new funding is necessary to fund these additional positions for Fiscal Year 2020-2021.

- Add: Deputy City Clerk (City Clerk): The workload experienced by the City Clerk's office has been steadily increasing over the years and has become unsustainable. In order to maintain and improve the level of service provided to the community and the organization, the City Clerk's Office is requesting a second Deputy City Clerk. The City Clerk's office currently has two dedicated positions.

The City Clerk's office oversees many critical and mandated functions. Public Records Act requests can come in the form of an email, phone call, in-person request, or submission through the City's request portal, NextRequest. Between 2008 and 2010, the City estimates it received over 1,100 requests, though the number of requests actually responded to was likely higher. Between 2018 and 2020, the City received over 1,700 tracked requests. Public Records Act requests have increased in both quantity and complexity and require a significant amount of City Clerk's office staff time to oversee. The City Clerk's office no longer has the bandwidth to cull the number of documents that require City Attorney review, which is costly.

Recorded document processing is a valuable service to the community since City Clerk's office staff is able to ensure document accuracy before submission to the County for recording and reduces the number of government agencies an applicant must interact with to move their project forward. Each document recording takes an average of one hour of City Clerk's office staff time from start to finish to record. Between October 2019 and September 2020, the City Clerk's Office recorded 274 documents for the community, which is the equivalent of 34 full business days of work in a year.

Additionally, City Council meetings have become more labor intensive before, during, and after, in part due to large numbers of public correspondence to process and distribute, the method by which virtual meetings are put together and run, the increased average length of City Council meetings and the time it takes to finalize summary minutes. The addition of a second Deputy City Clerk will provide another person to assist with all these vital processes.

In Fiscal Year 2020-2021, there is no impact to the General Fund with the addition of this position. Salary savings in the Finance Department will offset the costs of the new position.

- Add: Public Safety Liaison (Public Safety): On December 2, 2020, the Public Safety Commission discussed various avenues for improving public safety in the City, particularly related to issues surrounding homelessness. The Commission recommended adding a position to the Public Safety Division that would focus primarily on these issues.

In Fiscal Year 2020-2021, there is no impact to the General Fund with the addition of this position. Salary savings in the Planning Department will offset the costs of the new position.

On February 1, 2021, the A&F Subcommittee approved of the job description but was split in its recommendation about adding this position. Mayor Pierson

recommended adding the position as part of the midyear amendments. Councilmember Uhring recommended waiting until after the special Council Meeting on homelessness to make the decision. The timing of adding this position should be considered by the Council.

- **Reclassify: Senior Code Enforcement Officer to Code Enforcement Manager (Code Enforcement):** This reclassification reflects increased workload and responsibilities as a result of many new ordinances, including compliance for gas stations with the Dark Sky Ordinance, Short-Term Rental Enforcement and compliance with the Stay at Home orders.

In Fiscal Year 2020-2021, there is no impact to the General Fund with the reclassification of this position.

- **Reclassify: Senior Media Technician to Media Analyst (Media):** This reclassification reflects increased workload and responsibilities due to the increasingly complex digital public meeting process. During the COVID-19 pandemic, the City has needed a greater level of media and technology skill to ensure the seamlessness of its public meetings. These virtual meetings are much more labor intensive. The City has also relied upon this position to improve its ability to take permit applications and plans digitally.

In Fiscal Year 2020-2021, there is no impact to the General Fund with the reclassification of this position.

### **Unfunded Items**

On December 2, 2020, the Public Safety Commission discussed a variety of options to increase resources to help address the many public safety needs of the community.

Public Safety staff oversee two contracts with The People Concern, one for homeless outreach workers and one for a housing navigator, which assists individuals with obtaining housing. Staff also has access to an outreach coordinator provided through the Las Virgenes-Malibu Council of Governments (COG), which includes Agoura Hills, Calabasas, Hidden Hills, Malibu, and Westlake Village. In addition to outreach efforts, staff manage two grants from the County of Los Angeles that offset some of the costs of homeless services, oversees the Malibu Homelessness Working Group and the annual Homeless Count, and responds to reports of encampments on public and private property on almost a daily basis.

Addressing encampments requires extensive coordination between the City, the County and non-profit resources. If the encampment is on private property, the owner must be identified and must file a Letter of Agency with the Los Angeles County Sheriff's Department (LASD), for LASD to enforce trespassing laws. Outreach workers engage

homeless individuals living in encampments and offer services and alternatives to living outside. Sites identified for clean-up must be posted 72 hours in advance and, depending on the extent of the clean-up, Public Works staff, contract staff and equipment, and a professional bio-hazard clean-up company often need to be secured.

In addition to the City's outreach services, LASD has provided assistance to individuals through the County's Homeless Outreach Services Team (HOST) and Mental Evaluation Teams (MET). Due to pandemic-related budget shortfalls, LASD has made cuts to many programs, including eliminating 20 of the 24 Countywide HOST teams.

While the City and County resources have been successful in clearing encampments and getting people housed and connected to services, the need to assist individuals and manage the public safety issues associated with homelessness are ongoing and are outpacing the City's current resources.

Adding to this existing need for additional resources are newly established overnight parking restrictions on Pacific Coast Highway (PCH). On January 27, 2020 and September 14, 2020, the City Council adopted ordinances to restrict overnight parking on PCH at Las Tunas Beach, Corral Beach, and Zuma Beach. The City Council approved these parking restrictions to help address vehicles that have been parking along PCH for extended periods of time, an issue that was worsened by the COVID-19 pandemic and the rise in homelessness. These new parking restrictions have increased the need for additional enforcement resources.

The proposed Mid-Year Budget Amendments include several recommendations from the Public Safety Commission, including a new, full-time Public Safety Liaison position (discussed above), a fourth vehicle for the VOP, the installation of Beacon boxes, and a three-month trial of two additional nighttime deputies. The A&F Subcommittee recommended approval of all these amendments except for the full-time Public Safety Liaison position. While the Subcommittee recommended approval of the job description, it was split on authorizing the addition of the position at this time.

The Public Safety Commission made the following recommendations, which are currently unfunded:

- The Commission also recommended adding an extra patrol vehicle with two deputies to the daytime shift from 7:00 AM to 3:00 PM. This would also have a cost of approximately \$35,000 per month.
- The City also has the option of funding a dedicated HOST team to provide outreach services to individuals experiencing homelessness in Malibu. The cost for a dedicated HOST team would be approximately \$92,000 per month, which

covers 25% of a Lieutenant, one full-time Sergeant, and four full-time deputies. A three-month trial term would cost \$276,000.

- There has been interest in exploring the use of generators at the traffic signals along PCH during PSPS events on an ongoing basis. The Public Works Department has estimated that this could cost up to \$30,000 for a four-day shift.

The items listed above as unfunded have not been included in the Amended Budget for Fiscal Year 2020-2021. The A&F Subcommittee did not recommend adding these items to the current budget.

### **Designated Reserve for Fiscal Year 2021-2022**

On November 9, 2020, the City Council established a Designated Reserve for Fiscal Year 2021-2022 Operating Expenses and authorized transferring \$3.5 million from the General Fund Undesignated Reserve to augment the \$500,000 set aside by Council on August 24, 2020. The City's audit from Fiscal Year 2019-2020 reflects even stronger than anticipated Undesignated General Fund Reserves.

On February 1, 2021, the A&F Subcommittee recommended that an additional \$2.5 million be added to the Designated Reserve for Fiscal Year 2021-2022 Operating Expenses for a total of \$6.5 million. This amount would cover the projected debt service cost of \$3.2 million and the \$3.1 million in Woolsey Fire operating expenses that are covered by the SCE Woolsey Fire Settlement Fund in the current year.

The Treasurer's Cash and Investment Report is attached on page A-11.

The Adopted Budget and proposed recommendations reflect resources necessary to achieve the tasks on the Adopted Work Plan for Fiscal Year 2020-2021. These recommendations do not include any additions to the Work Plan.

### **Summary of Administration & Finance Subcommittee Recommendation**

On February 1, 2021, the A&F Subcommittee recommended approval of the Fiscal Year 2020-2021 Mid-Year Financial Report and the Mid-Year Budget Amendments including adding a three-month (April through June) trial of two nighttime deputies. This item has been added to the financial document. The Subcommittee also recommended approval of changes to the Authorized Positions and Salary Ranges for Fiscal Year 2020-2021 including the job descriptions for Code Enforcement Manager, Media Analyst and Public Safety Liaison. The Subcommittee could not agree on adding the full-time Public Safety Liaison position at this time and recommended that the full Council make the determination.

**Work Plan**

On June 22, 2020, the Council approved the Fiscal Year 2020-2021 City Council Priorities and Departmental Tasks. All Mid-Year budget amendments are consistent with the approved work plan, and no changes to the work plan are recommended or necessary at this time. Attachment 4 provides status report to the work plan approved as part of the budget process. Attachment 5 provides a detailed status report of the Capital Improvement Projects (CIP) that were included in the current fiscal year budget.

**ATTACHMENTS:**

1. Resolution No. 21-04
2. Resolution No. 21-05
3. Proposed Fiscal Year 2020-2021 Mid-Year Budget & Financials
4. Update of Fiscal Year 2020-2021 City Council Priorities and Departmental Tasks
5. Update of Fiscal Year 2020-2021 Capital Improvement Projects

RESOLUTION NO. 21-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU  
AMENDING THE ANNUAL BUDGET FOR FISCAL YEAR 2020-2021

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

SECTION 1. Since the adoption of the 2020-2021 annual budget on June 22, 2020 and the amendments to the budget adopted on August 24, 2020, the City has determined that additional expenditures and adjustments are necessary, which require amending the Adopted Budget for Fiscal Year 2020-2021.

SECTION 2. The 2020-2021 annual budget is hereby amended as shown in Exhibit A. The 2020-2021 annual budget adopted June 22, 2020, by Resolution No. 20-34 and amended on August 24, 2020, by Resolution No. 20-46 as modified by Exhibit A shall be the official municipal budget for the City of Malibu.

SECTION 3. The City Clerk shall certify the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 8<sup>th</sup> day of February 2021.

\_\_\_\_\_  
MIKKE PIERSON, Mayor

ATTEST:

\_\_\_\_\_  
HEATHER GLASER, City Clerk  
(seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
JOHN COTTI, Interim City Attorney



## Exhibit A

## 2020-2021 PROPOSED BUDGET AMENDMENTS

Account	Description	Amount	Detail
<b>REVENUE</b>			
<b>TOTAL ADOPTED REVENUE BUDGET</b>		<b>\$ 56,374,843</b>	
100-0000-3131	Documentary Transfer Tax	\$ 340,000	Increased property sales
100-0000-3133-01	Transient Occupancy Tax - Private Rentals	500,000	Increased to reflect higher than expected rentals summer 2020
100-0000-3138	Parking Tax	29,000	Increased use of beach lots
100-0000-3202	Film Permits	65,000	Increase in permits in summer and fall
100-0000-3250	Parking Citation Fines	200,000	Increased parking citations
100-0000-3381	Los Angeles County EWMP Reimbursement	206,000	Reimbursement from LA County for EWMP update
100-0000-3419	Credit Card Fees	30,000	Increased online payments
100-0000-3434-01	STR Permit Fees	58,800	New STR permit program
100-0000-3450	Residential Decals	2,000	Increased requests for Dolphin stickers
100-0000-3451	Passport Processing	(7,500)	Suspended passport processing due to COVID-19
100-0000-3461	Municipal Use Fees	(34,000)	Limited facility use due to COVID-19
100-0000-3466	Aquatics Program	28,000	Implemented successful COVID-19 safety protocols
100-0000-3468	Senior Adult Programs	(4,000)	No senior programming due to COVID-19
100-0000-3470	Recreation/Community Class Registration	(17,700)	Limited programming due to COVID-19
100-0000-3471	Special Events	(800)	No special events due to COVID-19
100-0000-3905	Miscellaneous Reimbursements	15,000	Insurance reimbursements
101-0000-3204	Wastewater Treatment System Permits	5,000	Compliance with updated ordinances
101-0000-3418	OWTS Operating Permit Fees	20,000	Compliance with updated ordinances
101-0000-3425	CA Building Standards Surcharge	2,000	Updated building standards
101-0000-3427	Technology Enhancement Fee	50,000	Increased revenue from fees for FY 20-21
<b>Total Proposed General Fund Revenue</b>		<b>1,486,800</b>	
500-0000-3373	Prop A Recreation - Legacy Park	123,250	Awarded Excess Funds Maintenance & Servicing Grant
<b>Total Proposed Legacy Park Revenue</b>		<b>123,250</b>	
601-0000-3951	Vehicle Charges	42,000	Insurance reimbursement for two vehicles
<b>Total Proposed Internal Services Revenue</b>		<b>42,000</b>	
<b>TOTAL PROPOSED AMENDMENTS - ALL FUNDS</b>		<b>1,652,050</b>	
<b>Total Proposed Revenue Budget</b>		<b>\$ 58,026,893</b>	
<b>EXPENDITURES</b>			
<b>TOTAL ADOPTED EXPENDITURE BUDGET</b>		<b>\$ 63,965,865</b>	
<b>Total Adopted General Fund Expenditures</b>		<b>\$ 37,192,416</b>	
<b>General Fund</b>			
101-2001-5401	Planning - Advertising and Noticing	\$ 25,000	Use of outside printing for postcards due to COVID-19
100-3001-5120	Street Maintenance - Street Maintenance	50,000	Increased summer 2020 trash clean-ups
100-3001-5120	Street Maintenance - Street Maintenance	12,000	Increase to deploy generators during Jan 2021 PSPS event
100-3001-5123	Street Maintenance - Storm Response	25,000	Increase for on-call storm response services
100-3001-5124	Street Maintenance - Traffic Signal Maintenance	25,000	Additional repairs to traffic signals
100-3008-5100	Public Works/Engineering - Professional Services	15,000	Geo tech Consultant services for Big Rock neighborhood review
100-7001-5100	City Council - Professional Services	60,000	School District Separation consulting services
100-7001-5721	City Council - Telephones	1,075	Cell phone for Councilmember Silverstein
100-7021-5119	Public Safety - Homeless Outreach and Support	100,000	Clean-up of homeless encampments
100-7021-5405	Public Safety - Printing	25,000	Second printing of the Survival Guide of 2,000 copies
100-7021-7800	Public Safety - Other Equipment	60,000	Beacon Boxes
100-7054-5117	Finance - Film Permit Consultant	48,750	Increase in filming permits revenue
101-3003-5100	Clean Water Program - Professional Services	409,000	Required update to the City's EWMP
100-7031-5115	Public Safety - LA County Sheriff's Services	105,000	3 month trial (Apr-June) of 2 additional nighttime deputies
101-2001-4101	Planning - Full Time Salaries and Benefits	(21,000)	Savings from 2 months of unfilled Planning Director Position
100-7021-4101	Public Safety - Full Time Salaries and Benefits	21,000	New FT Position - Public Safety Liaison
100-7054-4101	Finance - Full Time Salaries and Benefits	(20,000)	Savings from 6 months unfilled Accounting Clerk position
100-7007-4101	City Clerk - Full Time Salaries and Benefits	20,000	New FT Position - Deputy City Clerk
<b>Proposed Amended General Fund Expenditures</b>		<b>960,825</b>	
<b>CCWTF Operations</b>			
515-3010-5640	CCWTF Operations - Equipment Maintenance	12,000	Replacement of UV lamps
<b>Proposed Amended CCWTF Fund Expenditures</b>		<b>12,000</b>	
<b>Internal Services Fund</b>			
601-3005-7700	Vehicles - Equipment Vehicles	50,000	4th VOP Vehicle
601-3005-7700	Vehicles - Equipment Vehicles	64,000	Replace two damaged vehicles and equipment
<b>Proposed Amended IS Fund Expenditures</b>		<b>114,000</b>	
<b>TOTAL PROPOSED AMENDMENTS - ALL FUNDS</b>		<b>1,086,825</b>	
<b>TOTAL AMENDED EXPENDITURE BUDGET (all funds)</b>		<b>\$ 65,052,690</b>	

RESOLUTION NO. 21-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU  
RESCINDING SECTION 5 OF RESOLUTION NO. 20-47 AND  
APPROVING THE AUTHORIZED POSITIONS AND SALARY  
RANGES FOR FISCAL YEAR 2020-2021 AND APPROVING THE  
CODE ENFORCEMENT MANAGER, MEDIA ANALYST, AND  
PUBLIC SAFETY LIAISON JOB SPECIFICATIONS

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

SECTION 1. On June 22, 2020, the City Council adopted Resolution No. 20-36 approving the Authorized Positions and Salary Ranges for Fiscal Year 2020-2021.

SECTION 2. On August 24, 2020, the City Council adopted Resolution No. 20-47 rescinding Section 2 of Resolution No. 20-36 and adopting amended Authorized Positions and Salary Ranges for Fiscal Year 2020-2021.

SECTION 3. Since August 24, 2020, changes to the Authorized Positions and Salary Ranges for Fiscal Year 2020-2021 are needed.

SECTION 4. Section 5 of Resolution No. 20-47 is hereby rescinded.

SECTION 5. The Code Enforcement Manager, Media Analyst, and Public Safety Liaison Job Specifications, as set forth in Exhibit A, are hereby approved.

SECTION 6. The City Council has reviewed the updated Authorized Positions and Salary Ranges for Fiscal Year 2020-2021 as set forth in Exhibit B.

SECTION 7. The Authorized Positions and Salary ranges for Fiscal Year 2020-2021 set forth in Exhibit B are hereby approved.

SECTION 8. The City Manager has the authority to increase a salary range as needed for authorized positions that are required to be on call for emergency services by a maximum of three percent.

SECTION 9. This resolution shall become effective on February 8, 2021.

SECTION 10. 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 8<sup>th</sup> day of February 2021.

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MIKKE PIERSON, Mayor

ATTEST:

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HEATHER GLASER, City Clerk  
(seal)

APPROVED AS TO FORM:

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JOHN COTTI, Interim City Attorney

Exhibit A



**CITY OF MALIBU**

**CODE ENFORCEMENT MANAGER**

Class Description  
January 2021

FLSA: Exempt

**DEFINITION**

Under general direction, plans, directs and manages the staff and operations of the Code Enforcement Division; develops, recommends, implements, and administers the City's code enforcement program, policies, and procedures to enforce municipal and regulatory codes; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision by the Planning Director. Supervises and trains code enforcement staff. May exercise functional supervision over administrative staff.

**CLASS CHARACTERISTICS**

This is a mid-management classification. Successful performance of the work requires an extensive background in code enforcement as well as responsible operational and administrative code enforcement work experience in a public sector agency. Responsibilities include coordinating and managing the City's code enforcement program, and the authority to cite violators and initiate court proceedings for compliance. Some code compliance of the uniform building code is included in the work. Incumbents also perform special project work for the Planning Department.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, facilitates, coordinates, and evaluates the work of the code enforcement officers.
- Coordinates code enforcement activities with other departments and outside agencies.
- Enforces federal, state, and municipal laws pertaining to the technical codes, zoning/land use issues, rent control, property maintenance, noise standards, signage, garage sales, smoking, the payment of business taxes, animal control, and other environmental ordinances.
- Establishes and implements standards and benchmarks for the Code Enforcement Division's operations. Directs and monitors workflow to improve and maximize productivity, quality of work, service delivery methods, and staff deployment, scheduling, and coordination.
- Works with a hearings officer to resolve difficult rent control cases.
- Responds to complaints and proactively surveys the City to resolve code violations.
- Works with the City Prosecutor to hold office hearings and prepare cases for prosecutions.

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- Assumes management responsibility for receipt of records, and investigation of complaints from the public and City staff regarding violations of municipal codes, ordinances, standards, health and safety regulations, and water quality regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
  - Prepares and responds to correspondence pertaining to code enforcement matters including: Notices and Orders to Comply, Abatement Notices, and requests for information.
  - Convenes and leads multi-department code enforcement task force efforts.
  - Assumes management responsibility for the preparation of “Stop Work” orders, notices of violation or noncompliance and citations according to applicable codes and regulations; the issuance of letters to property owners notifying them of violation; as appropriate, affixing notice of violation on property to abate fire and public safety hazards and public nuisances.
  - Meets with City planning, building and public works staff and legal counsel regarding complaints and coordinates activities with other staff and code enforcement personnel.
  - Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; ensures follow-up investigations are conducted for compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at nuisance abatement hearings.
  - In cases where a criminal complaint is filed, monitors progress of the criminal complaint, maintains contact with the prosecutor regarding progress, makes decisions regarding plea agreements and orders sought, keeps prosecutor apprised of property owner’s progress or lack of progress regarding abatement.
  - Ensures drive-by or on-site inspections of residential, industrial, and/or commercial areas regarding existence of violations and/or regarding verification of abatement are made; notes possible violations at other property sites during field investigations.
  - Provides information to violators, the general public, business community and other government agencies regarding codes, laws and ordinances; responds to questions, complaints and inquiries.
  - Responds to questions from other agencies including District Attorney, Fire Department and Sheriff’s Department.
  - Assists Fire Department with code violations and acts as liaison between the Fire Department and City Attorney.
  - Responds, as needed, to reports of septic system failures and leaks.
  - Assists the general public at the front counter of the Environmental and Community Development Department regarding community services and code enforcement requests, complaints and concerns.
  - Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
  - Initiates contacts with residents, business representatives and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues; provides confirmation to public by telephone and in person regarding code regulations.
  - Assists Building Official as assigned.
  - Inputs and retrieves a variety of information using a computer terminal.
  - Works with Animal Control re joint enforcement issues.

- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of public administration.
- Principles, practices and legal aspects of code enforcement and permit compliance.
- Procedures and methods involved in investigating violations and preparing cases for court, testifying in court, and related matters.
- Legal issues pertaining to arrest warrants, inspection warrants, abatement warrants, Notices and Orders to Comply, summary abatement, and related issues.
- Methods and procedures used in code enforcement including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Principles of land use and zoning.
- Mediation and conflict resolution techniques.
- Principles and practices of leadership and management.
- Advanced principles and methods of research analysis and reporting.
- Advanced requirements of zoning, building and related codes, ordinances, and regulations.
- Applicable Federal, State, and local laws, municipal zoning, building codes, and regulations including administrative and departmental policies.
- Legal descriptions and boundary maps of real property and legal terminology as used in code enforcement.
- Occupational hazards and standard safety practices necessary in code enforcement.
- General principles of risk management related to the functions of the assigned area.
- Standard office support practices and procedures, including the use of standard office equipment.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Skill in:**

- Explaining codes and regulations to property owners, residents, and others.
- Leadership, management, and supervision.

- Interacting cooperatively with community members and groups.
- Public speaking and giving presentations.
- Interpreting and applying applicable federal, state, and local laws, codes, and regulations including administrative and departmental policies.
- Learning occupational hazards and standard safety practices necessary in code enforcement.
- Responding to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Preparing clear and concise reports, correspondence, and other written materials.
- Reading and interpreting maps, plans and legal descriptions.
- Maintaining and updating records, logs, and reports.
- Organizing and prioritizing work and meeting critical deadlines.
- Analyzing and compiling technical information on code investigations and violations.
- Effectively representing the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
- Operating a CB radio, cellular telephone, camera, and tape recorder.
- Operating a variety of tools and field-testing equipment including small hand tools, pole prunes with a saw attachment, and a noise meter.
- Operating modern office equipment including computer equipment and software programs.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in law enforcement, building inspection or a field related. Additional experience as outlined below may be substituted for the required education on a year-for-year basis up to a maximum of two years. Four (4) years of experience in the enforcement of zoning laws and building codes with a public agency. This work must have included significant public contact and the exercise of investigative or inspection skills. At least three years of the recent paid work experience must have included supervisory and management responsibilities.

**License:**

Must possess and maintain a valid California class C driver license and have a satisfactory driving record. Must possess a California PC832 code enforcement certification. Possession of certification as a building inspector or code enforcement officer is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various City sites; vision to read printed materials and

a computer screen and make inspections; and hearing and speech to communicate in person, before groups and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.



**CITY OF MALIBU****MEDIA ANALYST**

Class Description

January 2021

FLSA: Non-Exempt

**DEFINITION**

Under general supervision, oversees the City's media information systems including television broadcasting, website, and social media programs; implements and produces the City's cable television activities; assists with information dissemination, public relation activities, website and municipal cable television channel content, telecommunications activities; implements software and website services for various City departments; assists with the design and development of custom applications for project tracking; and performs related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision by the Assistant City Manager. May exercise functional supervision over technical staff.

**CLASS CHARACTERISTICS**

This position oversees the City's cable television activities and media information programs. The incumbent must be able to work independently with all operating departments of the City, representatives of other organizations, and be able to work independently in a productive and efficient manner without direct supervision. The incumbent is accountable for accomplishing unit planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in the day-to-day operations of the assigned function.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, implements, monitors and evaluates all City television production facilities, activities and services; selects equipment for the City's cable television production facilities.
- Records and programs City-sponsored and community events, including City Council, Commissions and School District meetings.
- Broadcasts City Government television station.
- Monitors technical, operational and other performance standards pursuant to franchise agreements between the City and cable corporations.
- Monitors programs as on government cable channel, City website and social media outlets for technical and/or production problems.
- Creates, updates and maintains community calendar, station identification announcements and the graphic programming portion of government cable channel and City website.

- 
- Programs County and State public service announcements and creates public service announcements for Malibu-related public service for City government channel, website and social media outlets.
  - Promotes television, website and social media outlets to residents, non-profit organizations, educators, businesses, potential users and viewers.
  - Directs, organizes and supervises contract videographer and audio crew for meetings and hearings as needed.
  - Performs digital duplication services for public requests of City Meetings or public hearings and collects duplication fees payable to the City.
  - Maintains City digital archive library of City Meetings.
  - Responds to and investigates citizen and subscriber complaints and inquiries.
  - Assists with broadcasting and content for the City's Emergency Alert System
  - Represents the unit and the City in meetings with members of the City Council, various governmental agencies and local public and private organizations.
  - Assists with City's maintenance of information and computer systems.
  - Assists with City's maintenance and management of software systems.
  - Assists with the day-to-day operations of the City's technology needs; implements system upgrades; installs new and additional hardware and software as required; replaces, repairs, upgrades, and maintains system hardware and software; monitors and recommends improvement to operational performance and security; troubleshoots system problems; isolates the cause of system failures; maintains operational efficiency and load balancing of the systems.
  - Analyzes, configures, plans, installs, maintains and troubleshoots personal computers, cabling, and peripherals.
  - Implements, monitors, and maintains 3<sup>rd</sup>-party software and web services for various city departments. (Online payments, electronic signatures, information collection, virtual meetings, meeting video archive)
  - Works with vendor representatives to identify and correct causes of hardware and software malfunctions and to perform enhancements.
  - Maintains and cleans video/audio and other equipment as needed.
  - Assists with the City's media information program.
  - Assists with the City's information technology program.
  - Prepares and creates a variety of written correspondence, detailed reports, procedures, and other written materials.
  - Attends training and professional development seminars related to the work.
  - Monitors changes in laws, regulations and technology that may affect unit operations; implements policy and procedural changes as required.
  - Maintains on-call status for during emergencies.
  - Maintains and upgrades City's CCTV, security and card access systems.
  - Assists with the design, development, and deployment of custom applications for community development project tracking and processing.
  - Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of television production, camera systems, editing systems, web page design, ftp, computer graphics and digital photography.
- Operation of audio, video and a variety of related equipment.
- Current principles, techniques and objectives of public information and media relations programs including social networking.
- Operational characteristics, services, and activities of Information Systems.
- Modern and complex principles and practices of computer systems management, analysis, design, programming, and maintenance.
- Design, operations, properties, and capabilities of networks and network cabling.
- Various software packages including word processing, spreadsheet, data processing, graphics and desktop publishing applications and programs.
- English usage, spelling, grammar and punctuation.
- Computer operation, software programs including graphic design programs.
- Website/software development,
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational and governmental organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Skill in:**

- Developing, implementing and evaluating comprehensive cable television and telecommunications programs, websites and operations.
- Performing difficult cable television and telecommunications system operation, installation, repair, and maintenance work involving the use of independent judgment and personal initiative.
- Advising on the acquisition, design and construction of cable systems, equipment and facilities.
- Monitoring and supporting networks and information systems including hardware and software systems.
- Implementing comprehensive computer and telecommunications operations-related projects and training programs.
- Performing difficult telecommunications and computer information system operation, installation, repair, and maintenance work involving the use of independent judgment and personal initiative.
- Computer technology awareness and evaluations.
- Wireless network management including mobile devices.
- Operating, installing, maintaining, configuring, and troubleshooting a variety of highly technical computer equipment and peripherals.
- Preparing and maintaining accurate and complete records.
- Preparing clear and concise reports.

- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational and governmental organizations.
- Exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**EDUCATION AND EXPERIENCE**

Bachelor of Arts degree in journalism, public relations, public affairs, communications, television, information technology or related field and three (3) years of experience performing information systems support, television production or media operations.

**License:**

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a production/office setting and use standard office and cable television equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry office and production materials, cable, telecommunications and other equipment, reports and records that typically weigh less than 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. May work out-of-doors in all weather conditions to direct the operation of telecasts and operate equipment. May travel to sites outside of the City. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work evening, weekend and holiday hours, special events and overtime.

## Exhibit B

CITY OF MALIBU				
AUTHORIZED PERSONNEL				
PROPOSED AMENDED FY 2020-2021				
		2019-2020	2020-2021	2020-2021
		Adopted	Adopted	Amended
<b>MANAGEMENT &amp; ADMINISTRATIVE SERVICES</b>				
	City Manager	1.00	1.00	1.00
	Assistant City Manager	1.00	1.00	1.00
	Public Safety Manager	1.00	1.00	1.00
	Fire Safety Liaison	1.50	1.00	1.00
	Public Safety Liaison	0.00	0.00	1.00
	Public Safety Specialist	1.00	1.00	1.00
	Assistant to the City Manager	1.00	1.00	1.00
	Executive Assistant	1.00	1.00	1.00
	City Clerk	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	2.00
	Human Resources Manager	1.00	1.00	1.00
	Human Resources Technician	1.00	1.00	1.00
	Media Information Officer	1.00	1.00	1.00
	Media Analyst	0.00	0.00	1.00
	Sr. Media Technician	1.00	1.00	0.00
	Media Technician	1.00	1.00	1.00
	Graphic Artist	1.00	1.00	1.00
	Finance Manager	1.00	1.00	1.00
	Financial Analyst	1.00	0.00	0.00
	Accounting Technician	0.00	1.00	1.00
	Sr. Accounting Clerk	1.00	0.00	0.00
	Accounting Clerk	1.00	2.00	2.00
	Information Systems Manager	1.00	1.00	1.00
	Information Systems Technician	1.00	1.00	1.00
	Sr. PW Maintenance Worker	1.00	1.00	1.00
	PW Maintenance Worker	0.75	0.00	0.00
	Office Assistant	1.00	1.00	1.00
	Office Assistant/Receptionist	1.00	1.00	1.00
	Student Interns	0.50	0.00	0.00
	Total	25.75	24.00	26.00
<b>ENVIRONMENTAL SUSTAINABILITY</b>				
	ESD Director/Building Official	1.00	1.00	1.00
	ESD Manager/Deputy Building Official	1.00	1.00	1.00
	Environmental Health Administrator	1.00	1.00	1.00
	Certified Plans Examiner	1.00	0.00	0.00
	Supervising Building Inspector	1.00	0.00	0.00
	Sr. Building Inspector	0.00	1.00	1.00
	Engineer	0.00	1.00	1.00
	Building Inspector	2.00	2.00	2.00
	Environmental Program Coordinator	2.00	1.00	1.00
	Environmental Sustainability Analyst	1.00	1.00	1.00
	Administrative Analyst	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Sr. Permit Services Technician	2.00	2.00	2.00
	Permit Services Technician	1.00	1.00	1.00
	Wastewater Man. Program Specialist	1.00	1.00	1.00
	Office Assistant	2.00	2.00	2.00
	Total	18.00	17.00	17.00

<b>PLANNING DEPARTMENT</b>				
	Planning Director	1.00	1.00	1.00
	Assistant Planning Director	1.00	1.00	1.00
	Principal Planner	1.00	1.00	1.00
	Senior Planner	1.00	0.00	0.00
	Associate Planner	3.00	3.00	3.00
	Assistant Planner	4.00	3.00	3.00
	Planning Technician	3.00	4.00	4.00
	Code Enforcement Manager	0.00	0.00	1.00
	Senior Code Enforcement Officer	1.00	1.00	0.00
	Code Enforcement Officer	2.00	2.00	2.00
	Senior Administrative Analyst	1.00	1.00	1.00
	Senior Office Assistant	2.00	1.00	1.00
	Office Assistant	2.00	2.00	2.00
	Planning Intern (Part-time)	0.50	0.00	0.00
	Total	22.50	20.00	20.00
<b>PUBLIC WORKS</b>				
	Public Works Director/City Engineer	1.00	1.00	1.00
	Assistant Public Works Director/City Engineer	1.00	1.00	1.00
	Public Works Superintendent	1.00	2.00	2.00
	Associate Civil Engineer	1.00	1.00	1.00
	Assistant Civil Engineer	2.00	2.00	2.00
	Sr. Public Works Inspector	1.00	0.00	0.00
	Public Works Inspector	1.00	1.00	1.00
	Sr. Administrative Assistant	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Total	10.00	10.00	10.00
<b>COMMUNITY SERVICES</b>				
	Community Services Director	1.00	1.00	1.00
	Community Services Deputy Director	1.00	1.00	1.00
	Recreation Supervisor	2.00	2.00	2.00
	Recreation Coordinator	3.00	2.00	2.00
	Parks Supervisor	1.00	1.00	1.00
	Parks Maintenance Worker	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Pool Manager (Part-time)	0.89	0.73	0.73
	Lifeguards (Part-time)	2.19	1.77	1.77
	Recreation Assistants (Part-time)	8.07	6.11	5.11
	Recreation Assistants - Skate Park (Part-Time)	0.00	0.00	1.00
	Media Assistant (Part-time)	0.12	0.06	0.06
	Total	21.27	17.67	17.67
<b>TOTAL EMPLOYEES</b>		<b>97.52</b>	<b>88.67</b>	<b>90.67</b>

CITY OF MALIBU AUTHORIZED POSITIONS AND SALARY RANGES		
FY 2020-2021		
Classification	Salary Range	
City Manager	248,000	
Assistant City Manager	157,868	205,980
Deputy City Manager	154,898	202,107
Environmental Sustainability Director/Building Official	150,386	196,220
Public Works Director/City Engineer	150,386	196,220
Community Services Director	139,810	182,419
Planning Director	139,810	182,419
Assistant Public Works Director/Asst City Engineer	120,780	157,588
Community Services Deputy Director	120,780	157,588
Environmental Sustainability Manager/Dep Building Official	120,780	157,588
Assistant Planning Director	120,780	157,588
Finance/Accounting Manager	117,832	153,745
City Clerk	109,545	142,931
Permit Services Manager	109,545	142,931
Senior Civil Engineer	109,545	142,931
Environmental Programs Manager	106,471	138,920
Public Safety Manager	106,464	138,912
Public Works Superintendent	106,464	138,912
Code Enforcement Manager	104,332	136,130
Information Systems Manager	104,332	136,130
Associate Civil Engineer	94,626	123,466
Environmental Health Administrator	94,626	123,466
Information Systems Administrator	94,626	123,466
Principal Planner	94,626	123,466
Assistant to City Manager	90,512	118,098
Senior Planner	90,512	118,098
Recreation Manager	88,731	115,775
Certified Plans Examiner	86,205	112,479
Human Resources Manager	86,205	112,479
Senior Environmental Programs Coordinator	86,205	112,479
Senior Administrative Analyst	83,732	109,250
Supervising Building Inspector	83,732	109,250
Assistant Civil Engineer	81,747	106,661
Executive Assistant	79,469	103,689
Environmental Programs Coordinator	77,850	101,579
Environmental Sustainability Analyst	77,850	101,579
Financial Analyst	77,850	101,579
Associate Planner	77,672	101,344
Fire Safety Liaison	77,155	100,670
Public Safety Liaison	77,155	100,670
Media Information Officer	77,155	100,670
Recreation Supervisor	77,155	100,670
Parks Supervisor	76,090	99,280
Senior Building Inspector	75,951	99,099
Senior Code Enforcement Officer	75,950	99,097
Senior Public Works Inspector	75,855	98,974
Emergency Services Coordinator	74,503	97,209
Administrative Analyst	72,333	94,378

Human Resources Analyst	72,333	94,378
Media Analyst	72,333	94,378
Senior Accounting Technician	68,442	89,301
Senior Recreation Coordinator	67,094	87,540
Assistant Planner	66,201	86,377
Building Inspector	65,615	85,611
Code Enforcement Officer	65,615	85,611
Deputy City Clerk	65,615	85,611
Environmental Programs Specialist	65,288	85,186
Wastewater Management Program Specialist	65,288	85,186
Public Works Inspector	64,046	83,565
Senior Parks Maintenance Worker	63,523	82,884
Planning Technician	62,492	81,539
Senior Administrative Assistant	62,492	81,539
Senior Media Technician	62,492	81,539
Senior Permit Services Technician	62,492	81,539
Senior Public Works Maintenance Worker	62,492	81,539
Recreation Coordinator	60,997	79,588
Accounting Technician	59,517	77,657
Human Resources Technician	59,077	77,082
Administrative Assistant	54,946	71,691
Parks Maintenance Worker	54,946	71,691
Public Works Maintenance Worker	54,946	71,691
Information Systems Technician	53,977	70,428
Media Technician	53,977	70,428
Permit Services Technician	53,977	70,428
Records Management Specialist	51,588	67,311
Public Safety Specialist	51,588	67,311
Wastewater Management Program Analyst	51,457	67,141
Senior Accounting Clerk	50,180	65,473
Senior Office Assistant	47,802	62,370
Graphic Artist	47,802	62,370
Accounting Clerk	46,992	61,315
Office Assistant	41,285	53,868
Pool Manager	36,526	47,658
<b>Part-Time Positions - Hourly Rates</b>		
Recreation Assistants I (Part-time)	15.38	20.06
Recreation Assistants II (Part-time)	18.25	23.80
Media Assistant (Part-time)	18.25	23.80
Office Assistant (Part-time)	16.76	21.87
Parks Maintenance Assistant (Part-time)	15.38	20.06
Pool Manager (Part-time)	17.57	22.93
Lifeguards (Part-time)	15.38	20.06
Intern (Part-time)	15.38	20.06
Student Intern	15.00	19.57



# REVENUES BY FUND

December 31, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 12/31/2020	Percentage Received	2020-2021 Projected
<b>100, 101 &amp; 103 General Fund</b>						
3111	Current Year Secured Property Tax	\$ 11,250,000	\$ 11,600,000	\$ 4,922,453	42.4%	\$ 11,600,000
3112	Current Year Unsecured Property Tax	425,000	425,000	374,029	88.0%	425,000
3113	Homeowner's Exemption	60,000	60,000	8,761	14.6%	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
	<b>Revenue from Property Taxes</b>	<b>13,850,000</b>	<b>14,200,000</b>	<b>5,305,243</b>	<b>37.4%</b>	<b>14,200,000</b>
3131	Documentary Transfer Tax	450,000	410,000	679,319	165.7%	750,000
3132	Utility User's Tax	2,030,000	2,030,000	918,787	45.3%	2,030,000
3133	Transient Occupancy Tax - Hotels and Motels	1,800,000	1,700,000	980,459	57.7%	1,700,000
3133-01	Transient Occupancy Tax - Private Rentals	1,300,000	1,300,000	1,388,557	106.8%	1,800,000
3134	Franchise Fees	650,000	650,000	144,514	22.2%	650,000
3137	Sales and Use Tax	2,750,000	2,550,000	1,417,405	55.6%	2,550,000
3138	Parking Tax	300,000	296,000	305,106	103.1%	325,000
	<b>Revenue From Other Taxes</b>	<b>9,280,000</b>	<b>8,936,000</b>	<b>5,834,147</b>	<b>65.3%</b>	<b>9,805,000</b>
3201	Alarm Permits	30,000	30,000	14,970	49.9%	30,000
3202	Film Permits	200,000	160,000	188,200	117.6%	225,000
3203	Building Permits	700,000	700,000	491,425	70.2%	700,000
3203-01	Code Enforcement - Special Investigations	7,500	7,500	1,418	18.9%	7,500
3204	Wastewater Treatment System Permits	30,000	30,000	28,057	93.5%	35,000
3205	Plumbing Permits	110,000	110,000	67,783	61.6%	110,000
3207	Mechanical Permits	70,000	70,000	56,318	80.5%	70,000
3208	Electrical Permit Fees	170,000	170,000	96,302	56.6%	170,000
3209	Grading/Drainage Permit Fees	65,000	65,000	42,167	64.9%	65,000
3210	Misc. Permits	40,000	40,000	16,986	42.5%	40,000
3418	OWTS Operating Permit Fees	300,000	300,000	280,031	93.3%	320,000
3420	Parking Permits	1,500	1,500	500	33.3%	1,500
3421	Planning Review Fees	950,000	875,000	558,109	63.8%	875,000
	<b>Revenue From Licenses and Permits</b>	<b>2,674,000</b>	<b>2,559,000</b>	<b>1,842,266</b>	<b>72.0%</b>	<b>2,649,000</b>
3250	Parking Citations Fines	700,000	700,000	723,408	103.3%	900,000
	<b>Revenue From Fines and Forfeitures</b>	<b>700,000</b>	<b>700,000</b>	<b>723,408</b>	<b>103.3%</b>	<b>900,000</b>
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
3321	COVID-19 CARES Act	-	163,104	163,104	100.0%	163,104
3341	FEMA/OES Reimbursements	-	1,660,748	1,660,748	0.0%	1,660,748
3373	Proposition A Recreation	85,000	85,000	-	0.0%	85,000
	<b>Revenue From Other Governments</b>	<b>140,000</b>	<b>1,963,852</b>	<b>1,823,852</b>	<b>92.9%</b>	<b>1,963,852</b>
3408	Biology Review Fees	110,000	110,000	59,451	54.0%	110,000
3409	Document Retention Fees	10,000	10,000	6,932	69.3%	10,000
3410	Building Plan Check Fees	800,000	725,000	544,571	75.1%	725,000
3410-01	Administrative Plan Check Processing Fee	30,000	30,000	22,949	76.5%	30,000
3411	Inspector Plan Check Fees	75,000	75,000	58,644	78.2%	75,000
3412	Geo Soils Engineering Fees	600,000	560,000	396,063	70.7%	560,000
3413	Other Plan Check Fees	30,000	30,000	12,004	40.0%	30,000
3414	Environmental Health Review Fees	375,000	355,000	190,810	53.7%	355,000
3415	Grading/Drainage Plan Review Fees	25,000	25,000	5,903	23.6%	25,000
3416	Code Enforcement Investigation Fees	40,000	40,000	27,253	68.1%	40,000
3419	Credit Card Fees	30,000	30,000	39,426	131.4%	60,000
3422	OWTS Practinioners Fees	23,000	23,000	2,178	9.5%	23,000
3425	CA Building Standards Surcharge	1,000	1,000	2,487	248.7%	3,000
3427	Technology Enhancement Fee	20,000	20,000	51,479	257.4%	70,000

# REVENUES BY FUND

December 31, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 12/31/2020	Percentage Received	2020-2021 Projected
<b>General Fund (Continued)</b>						
3431	Public Works/Engineering Fees	325,000	250,000	173,862	69.5%	250,000
3432	SUSMP Fees	50,000	50,000	7,179	14.4%	50,000
3433	Banner Hanging Fees	500	500	-	0.0%	500
3434	TOT Registration Fees	500	500	175	35.0%	500
3434-01	STR Permit Fees	-	-	-	0.0%	58,800
3435	Admin Permit Processing Fees	65,000	65,000	38,614	59.4%	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
3444	Returned Check Service Fees	500	500	159	31.8%	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	922	18.4%	5,000
3449	False Alarm Service Charge	15,000	15,000	5,581	37.2%	15,000
3450	Residential Decals	1,000	1,000	2,405	240.5%	3,000
3451	Passport Processing Fees	7,500	7,500	-	0.0%	-
3461	Municipal Facility Use Fees	44,000	44,000	2,006	4.6%	10,000
3464	Youth Sports Program	34,500	34,500	17,796	51.6%	34,500
3464-01	Girls Youth Sports	4,800	4,800	-	0.0%	4,800
3466	Aquatics Program	52,000	52,000	60,544	116.4%	80,000
3467	Day Camp	11,750	11,750	5,510	46.9%	11,750
3468	Senior Adult Program	4,000	4,000	-	0.0%	-
3463/3470	Recreation/Community Class Registration	32,500	27,700	4,208	15.2%	10,000
3471/3472	Special Events	4,800	800	-	0.0%	-
<b>Revenue From Service Charges</b>		<b>2,852,350</b>	<b>2,633,550</b>	<b>1,742,455</b>	<b>66.2%</b>	<b>2,740,350</b>
3501	Interest Earnings	400,000	400,000	104,092	26.0%	400,000
3505	City Hall Use Fees	5,000	5,000	-	0.0%	5,000
<b>Use of Money and Property</b>		<b>405,000</b>	<b>405,000</b>	<b>104,092</b>	<b>25.7%</b>	<b>405,000</b>
3600	Proceeds from Grants	266,000	691,000	688,328	99.6%	691,000
3901	Settlements	10,000	30,000	-	0.0%	30,000
3902	Legal Fees	2,500	2,500	-	0.0%	2,500
3904	TOT Private Rental Penalties	1,000	1,000	-	0.0%	1,000
3905	Miscellaneous Reimbursements	10,000	10,000	20,606	206.1%	25,000
3920	Donations	5,000	5,000	-	0.0%	5,000
3940	Sale of Surplus Property	1,000	1,000	-	0.0%	1,000
3943	Miscellaneous Revenue	5,000	5,000	940	18.8%	5,000
<b>Miscellaneous Revenue</b>		<b>300,500</b>	<b>745,500</b>	<b>709,874</b>	<b>95.2%</b>	<b>760,500</b>
<b>Total General Fund</b>		<b>30,201,850</b>	<b>32,142,902</b>	<b>18,085,337</b>	<b>56.3%</b>	<b>33,423,702</b>
<b>Special Revenue Funds</b>						
<b>201 Gas Tax Fund</b>						
3315	Highway User's Fees	301,723	301,723	128,817	42.7%	301,723
3318	Traffic Congestion Relief	-	-	-	0.0%	-
3501	Interest Earnings	1,000	1,000	596	59.6%	1,000
<b>Total Gas Tax Fund</b>		<b>302,723</b>	<b>302,723</b>	<b>129,413</b>	<b>42.7%</b>	<b>302,723</b>
<b>202 Traffic Safety Fund</b>						
3312	Fines & Forfeitures	200,000	200,000	90,612	45.3%	200,000
3501	Interest Earnings	900	900	486	54.0%	900
<b>Total Traffic Safety Fund</b>		<b>200,900</b>	<b>200,900</b>	<b>91,098</b>	<b>45.3%</b>	<b>200,900</b>

# REVENUES BY FUND

December 31, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 12/31/2020	Percentage Received	2020-2021 Projected
<b>Special Revenue Funds (Continued)</b>						
<b>203 Proposition A Fund</b>						
3371	Prop A Funds	253,902	253,902	118,184	46.5%	253,902
3501	Interest Earnings	2,000	2,000	766	38.3%	2,000
	<b>Total Proposition A Fund</b>	<b>255,902</b>	<b>255,902</b>	<b>118,950</b>	<b>46.5%</b>	<b>255,902</b>
<b>204 Proposition C Fund</b>						
3372	Prop C Funds	210,605	210,605	98,030	46.5%	210,605
3501	Interest Earnings	2,000	2,000	915	45.8%	2,000
	<b>Total Proposition C Fund</b>	<b>212,605</b>	<b>212,605</b>	<b>98,945</b>	<b>46.5%</b>	<b>212,605</b>
<b>205 Measure R Fund</b>						
3374	Measure R Funds	157,970	157,970	73,746	46.7%	157,970
3501	Interest Earnings	2,000	2,000	773	38.7%	2,000
	<b>Total Measure R fund</b>	<b>159,970</b>	<b>159,970</b>	<b>74,519</b>	<b>46.6%</b>	<b>159,970</b>
<b>206 Air Quality Management Fund</b>						
3377	AQMD Funds	16,000	16,000	3,916	24.5%	16,000
3501	Interest Earnings	800	800	270	33.8%	800
	<b>Total Air Quality Management Fund</b>	<b>16,800</b>	<b>16,800</b>	<b>4,186</b>	<b>24.9%</b>	<b>16,800</b>
<b>207 Solid Waste Management Fund</b>						
3311	Solid Waste Management Surcharge	120,000	120,000	27,803	23.2%	120,000
3434	Recycling Fees	18,000	18,000	6,599	36.7%	18,000
3501	Interest Earnings	200	200	27	13.5%	200
3600	Grant Proceeds	5,000	5,000	10,000	200.0%	5,000
	<b>Total Solid Waste Management Fund</b>	<b>143,200</b>	<b>143,200</b>	<b>44,429</b>	<b>31.0%</b>	<b>143,200</b>
<b>208 Parkland Development Fund</b>						
3135	Parkland Development Fees	20,000	20,000	21,540	107.7%	20,000
3501	Interest Earnings	1,000	1,000	322	32.2%	1,000
	<b>Total Park Development Fund</b>	<b>21,000</b>	<b>21,000</b>	<b>21,862</b>	<b>104.1%</b>	<b>21,000</b>
<b>209 Quimby Fund</b>						
3501	Interest Earnings	100	100	9	9.0%	100
	<b>Total Quimby Fund</b>	<b>100</b>	<b>100</b>	<b>9</b>	<b>9.0%</b>	<b>100</b>
<b>211 COPS (Brulte) Grant Fund</b>						
3600	Proceeds From Grants (Brulte)	150,000	150,000	131,722	87.8%	150,000
	<b>Total COPS (Brulte) Fund</b>	<b>150,000</b>	<b>150,000</b>	<b>131,722</b>	<b>87.8%</b>	<b>150,000</b>
<b>212 Measure M Funds</b>						
3375	Measure M Funds	179,214	179,214	83,837	0.0%	179,214
3501	Interest Earnings	2,000	2,000	1,009	0.0%	2,000
	<b>Total Measure M Fund</b>	<b>181,214</b>	<b>181,214</b>	<b>84,846</b>	<b>46.8%</b>	<b>181,214</b>
<b>214 Art in Public Places Fund</b>						
3135	Art in Public Places Fees	5,000	5,000	-	0.0%	5,000
3501	Interest Earnings	250	250	87	34.8%	250
	<b>Total Art in Public Places Fund</b>	<b>5,250</b>	<b>5,250</b>	<b>87</b>	<b>1.7%</b>	<b>5,250</b>
<b>213 Road Maintenance and Rehabilitation Act (RMRA) Fund</b>						
3319	SB1 Annual Allocation	217,325	217,325	78,395	0.0%	217,325
3501	Interest Earnings	1,500	1,500	774	0.0%	1,500
	<b>Total RMRA Fund</b>	<b>218,825</b>	<b>218,825</b>	<b>79,169</b>	<b>0.0%</b>	<b>218,825</b>

# REVENUES BY FUND

December 31, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 12/31/2020	Percentage Received	2020-2021 Projected
<b>Special Revenue Funds (Continued)</b>						
<b>215 Community Development Block Grant Fund</b>						
3600	Proceeds From Grants	22,750	69,750	6,825	9.8%	69,750
	<b>Total Comm. Dev. Block Grant Fund</b>	<b>22,750</b>	<b>69,750</b>	<b>6,825</b>	<b>9.8%</b>	<b>69,750</b>
<b>218 Measure W - LA County Stormwater Fund</b>						
3379	Measure W Annual Allocation	390,000	390,000	379,622	0.0%	390,000
3501	Interest Earnings	100	100	-	0.0%	100
	<b>Total Measure W - LA County Stormwater</b>	<b>390,100</b>	<b>390,100</b>	<b>379,622</b>	<b>97.3%</b>	<b>390,100</b>
<b>225 Grants Fund</b>						
3600	Proceeds From Grants	12,680,917	12,680,917	-	0.0%	12,680,917
	<b>Total Grants Fund</b>	<b>12,680,917</b>	<b>12,680,917</b>	<b>-</b>	<b>0.0%</b>	<b>12,680,917</b>
<b>290 Big Rock LMD Fund</b>						
3116	Big Rock Mesa Assessment	321,876	321,876	133,445	41.5%	321,876
3501	Interest Earnings	2,000	2,000	275	13.8%	2,000
	<b>Total Big Rock LMD Fund</b>	<b>323,876</b>	<b>323,876</b>	<b>133,720</b>	<b>41.3%</b>	<b>323,876</b>
<b>291 Malibu Road LMD Fund</b>						
3116	Malibu Road Assessment	58,360	58,360	23,186	39.7%	58,360
3501	Interest Earnings	800	800	254	31.8%	800
	<b>Total Malibu Road LMD Fund</b>	<b>59,160</b>	<b>59,160</b>	<b>23,440</b>	<b>39.6%</b>	<b>59,160</b>
<b>292 Calle Del Barco LMD Fund</b>						
3116	Calle Del Barco Assessment	71,523	71,523	27,069	37.8%	71,523
3501	Interest Earnings	800	800	209	26.1%	800
	<b>Total Calle Del Barco LMD Fund</b>	<b>72,323</b>	<b>72,323</b>	<b>27,278</b>	<b>37.7%</b>	<b>72,323</b>
<b>712 Carbon Beach Undergrounding CFD Fund</b>						
3915	Carbon Beach Undergrounding Assessment	236,032	236,032	99,923	0.0%	236,032
3501	Interest Earnings	300	300	6	0.0%	300
	<b>Total Carbon Beach Undergrounding CFD</b>	<b>236,332</b>	<b>236,332</b>	<b>99,929</b>	<b>0.0%</b>	<b>236,332</b>
<b>713 Broad Beach Assessment District</b>						
3915	Broad Beach Undergrounding Assessment	141,710	141,710	63,351	44.7%	141,710
3501	Interest Earnings	1,000	1,000	4	0.4%	1,000
	<b>Total Broad Beach Undergrounding AD</b>	<b>142,710</b>	<b>142,710</b>	<b>63,355</b>	<b>44.4%</b>	<b>142,710</b>
<b>715 Civic Center Water Treatment Facility AD Phase One</b>						
3915	CCWTF AD Phase One	2,587,519	2,587,519	908,263	35.1%	2,587,519
3501	Interest Earnings	40,000	40,000	112	0.3%	40,000
	<b>Total CCWTF AD Phase One</b>	<b>2,627,519</b>	<b>2,627,519</b>	<b>908,375</b>	<b>34.6%</b>	<b>2,627,519</b>
<b>716 Civic Center Water Treatment Facility - Phase Two</b>						
3915	CCWTF - Phase Two Contributions	2,000,000	2,000,000	500,000	25.0%	2,000,000
	<b>Total CCWTF - Phase Two</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>500,000</b>	<b>25.0%</b>	<b>2,000,000</b>
<b>Total Special Revenue Funds</b>		<b>20,424,176</b>	<b>20,471,176</b>	<b>3,021,779</b>	<b>14.8%</b>	<b>20,471,176</b>
<b>500 Legacy Park Project Fund</b>						
3501	Interest Earnings	20,000	20,000	2,235	11.2%	20,000
3505	Proceeds from Rent	1,511,684	1,511,684	823,714	54.5%	1,511,684

# REVENUES BY FUND

December 31, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 12/31/2020	Percentage Received	2020-2021 Projected
<b>Legacy Park Project Fund (Continued)</b>						
3373	Prop A Recreation	-	-	123,250	0.0%	-
3905	Miscellaneous Revenue	145,000	145,000	57,504	39.7%	145,000
	<b>Total Legacy Park Project Fund</b>	<b>1,676,684</b>	<b>1,676,684</b>	<b>1,006,703</b>	<b>60.0%</b>	<b>1,676,684</b>
<b>Total Legacy Park Project Fund</b>		<b>1,676,684</b>	<b>1,676,684</b>	<b>1,006,703</b>	<b>60.0%</b>	<b>1,676,684</b>
<b>515 Civic Center Wastewater Treatment Facility O&amp;M</b>						
3501	Interest Earning	100	100	-	0.0%	100
3510	Sewer Service Fees	1,610,981	1,610,981	465,599	28.9%	1,610,981
	<b>Total CCWTF O&amp;M</b>	<b>1,611,081</b>	<b>1,611,081</b>	<b>465,599</b>	<b>28.9%</b>	<b>1,611,081</b>
<b>Total CCWTF O&amp;M Funds</b>		<b>1,611,081</b>	<b>1,611,081</b>	<b>465,599</b>	<b>28.9%</b>	<b>1,611,081</b>
<b>Internal Service Funds</b>						
<b>601 Vehicle Fund</b>						
3951	Vehicle Charges	-	-	42,000	0.0%	42,000
	<b>Total Vehicle Fund</b>	<b>-</b>	<b>-</b>	<b>42,000</b>	<b>0.0%</b>	<b>42,000</b>
<b>602 Information Technology Fund</b>						
3952	Information Technology Charges	473,000	473,000	236,500	50.0%	473,000
	<b>Total Information Technology Fund</b>	<b>473,000</b>	<b>473,000</b>	<b>236,500</b>	<b>50.0%</b>	<b>473,000</b>
<b>Total Internal Service Funds</b>		<b>473,000</b>	<b>473,000</b>	<b>278,500</b>	<b>58.9%</b>	<b>515,000</b>
<b>Total Revenue - All Funds</b>		<b>\$ 54,386,791</b>	<b>\$ 56,374,843</b>	<b>\$ 22,857,918</b>	<b>40.5%</b>	<b>\$ 57,697,643</b>

# REVENUES BY FUND

December 31, 2020

Object	Description	2020-2021 Adopted	Amended Budget	Received 12/31/2020	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 August Budget Adjustment
100-0000-3131	Reduce due to decrease in real estate sales	Doc Tfr Tax	(40,000) August Budget Adjustment
100-0000-3133	Reduce due to COVID-19 Closures	TOT - Hotels	(100,000) August Budget Adjustment
100-0000-3137	Reduce due to COVID-19 Closures	Sales Tax	(200,000) August Budget Adjustment
100-0000-3138	Reduce due to COVID-19 Closures	Parking Tax	(4,000) August Budget Adjustment
100-0000-3202	Reduce due to COVID-19 Closures	Film Permits	(40,000) August Budget Adjustment
100-0000-3431	Reduce to to decrease in applications	PW Reviews	(75,000) August Budget Adjustment
101-0000-3410	Reduce to to decrease in applications	Bldg Plan Check	(75,000) August Budget Adjustment
101-0000-3412	Reduce to to decrease in applications	Geo Soils	(40,000) August Budget Adjustment
101-0000-3414	Reduce to to decrease in applications	Env Health	(20,000) August Budget Adjustment
101-0000-3421	Reduce to to decrease in applications	Planning Fees	(75,000) August Budget Adjustment
100-0000-3470	Reduce to correlate with decrease in programs	Com Class Fees	(4,800) August Budget Adjustment
100-0000-3471	Reduce to correlate with decrease in events	Sp Event Fees	(4,000) August Budget Adjustment
100-0000-3901	Monsato Class Action & Code Enforcement	Settlements	121,500 August Budget Adjustment
100-0000-3901	Reduce for settlement from prior year	Settlements	(101,500) Budget Correction
100-0000-3600	Received IRWM Grant funds	Grants	425,000 Budget Correction
102-0000-3313	Received CalOES Woolsey reimbursements	FEMA/OES	1,660,748 Budget Correction
102-0000-3321	Received CARES Act reimbursements	COVID-19	163,104 Budget Correction
215-0000-3600	CDBG funds for Boys & Girls Club COVID	CDBG	47,000 Council Appropriation
<b>Total Amendments</b>		<b>1,988,052</b>	
<b>Total Amended Budget</b>		<b>56,374,843</b>	

# EXPENDITURES BY FUND

December 31, 2020

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2020-21 Projected
<b>General Fund</b>						
<b>Management and Administration</b>						
7001	City Council	\$ 492,320	\$ 558,170	\$ 310,913	55.7%	\$ 558,170
7002	Media Operations	495,265	515,265	205,056	39.8%	515,265
7003	City Manager	684,800	684,800	298,930	43.7%	684,800
7005	Legal Counsel	866,049	920,549	374,358	40.7%	920,549
7007	City Clerk	482,021	482,021	146,783	30.5%	482,021
7021-7031	Public Safety Services	9,369,523	9,692,523	4,199,441	43.3%	9,692,523
7054	Finance	1,078,551	1,052,301	515,087	48.9%	1,052,301
7058	Human Resources	314,340	314,340	137,923	43.9%	314,340
7059	Non Departmental Services	2,545,964	2,291,964	1,284,403	56.0%	2,291,964
103-9050	City Hall	816,526	891,526	434,122	48.7%	891,526
9088	Vacant Land	272,500	272,500	7,142	2.6%	272,500
103/104-9050/9074	Debt Service	2,648,050	2,648,050	1,481,525	55.9%	2,648,050
<b>Total Administrative Services</b>		<b>20,065,909</b>	<b>20,324,009</b>	<b>9,395,683</b>	<b>46.2%</b>	<b>20,324,009</b>
<b>Community Services</b>						
4001	General Recreation	687,117	687,117	281,728	41.0%	687,117
4002	Aquatics	270,709	270,709	117,429	43.4%	270,709
4004	Day Camps	83,772	83,772	23,274	27.8%	83,772
4005	Skate Park	27,378	82,378	29,851	36.2%	82,378
4006	Youth Sports	121,287	121,287	24,035	19.8%	121,287
4007	Community Programs	131,890	96,890	33,843	34.9%	96,890
4008	Senior Adult Programs	151,615	137,615	34,497	25.1%	137,615
4010	Park Maintenance	932,012	1,026,012	300,360	29.3%	1,026,012
4011	Special Events	179,045	120,045	41,106	34.2%	120,045
4012	Cultural Arts	170,972	151,472	60,761	40.1%	151,472
<b>Total Community Services</b>		<b>2,755,797</b>	<b>2,777,297</b>	<b>946,884</b>	<b>34.1%</b>	<b>2,777,297</b>
<b>Environmental &amp; Sustainability Development</b>						
2004	Environmental & Building Safety	1,902,997	2,030,997	784,914	38.6%	2,030,997
2010	Wastewater Management	599,369	639,369	225,040	35.2%	639,369
3003	Clean Water Program	881,430	981,430	319,090	32.5%	981,430
3004	Solid Waste Management	50,000	50,000	-	0.0%	50,000
<b>Total Env. &amp; Community Development</b>		<b>3,433,796</b>	<b>3,701,796</b>	<b>1,329,044</b>	<b>35.9%</b>	<b>3,701,796</b>
<b>Planning Department</b>						
2001	Planning	2,372,025	2,372,025	985,367	41.5%	2,372,025
2012	Code Enforcement	366,909	366,909	161,437	44.0%	366,909
<b>Total Planning Department</b>		<b>2,738,934</b>	<b>2,738,934</b>	<b>1,146,804</b>	<b>41.9%</b>	<b>2,738,934</b>
<b>Public Works/Engineering</b>						
3001	Street Maintenance	357,930	376,930	119,427	31.7%	376,930
3007	City Facilities	106,000	106,000	21,905	20.7%	106,000
3008	Public Works	717,183	792,183	242,787	30.6%	792,183
<b>Total Public Works</b>		<b>1,181,113</b>	<b>1,275,113</b>	<b>384,119</b>	<b>30.1%</b>	<b>1,275,113</b>
<b>Disaster Response</b>						
3002	Fire Rebuilds and Storm Response	3,140,104	3,140,104	1,462,880	46.6%	3,140,104
3002-19	COVID-19 Response	284,000	284,000	107,440	37.8%	284,000
9200	Disaster CIP	3,343,824	3,343,824	904,039	27.0%	3,343,824
<b>Total Disaster Response</b>		<b>6,767,928</b>	<b>6,767,928</b>	<b>2,474,359</b>	<b>36.6%</b>	<b>6,767,928</b>
<b>August Budget Revisions</b>						
Citywide Salary and Benefit Reductions		-	(392,661)	-	0.0%	(392,661)
<b>Total Salary and Benefit Reductions</b>		<b>-</b>	<b>(392,661)</b>	<b>-</b>	<b>0.0%</b>	<b>(392,661)</b>
<b>Total General Fund</b>		<b>36,943,477</b>	<b>37,192,416</b>	<b>15,676,893</b>	<b>42.2%</b>	<b>37,192,416</b>

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



# EXPENDITURES BY FUND

December 31, 2020

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2018-19 Projected
<b>Special Revenue Funds</b>						
3001	Street Maintenance	1,200,000	1,200,000	400,000	33.3%	1,200,000
3004	Solid Waste Management	163,602	163,602	60,877	37.2%	163,602
3007	Stormwater Treatment Facilities	100,000	100,000	20,000	0.0%	100,000
3008	Public Works	465,000	465,000	200,000	43.0%	465,000
3009	Transportation Services	207,000	207,000	37,864	18.3%	207,000
4010	Park Maintenance	75,000	75,000	37,500	50.0%	75,000
6002	Big Rock Mesa LMD	397,467	397,467	121,958	30.7%	397,467
6003	Malibu Road LMD	83,693	83,693	25,403	30.4%	83,693
6004	Calle del Barco LMD	65,193	65,193	26,780	41.1%	65,193
9048	Carbon Beach Undergrounding CFD	235,000	235,000	165,359	70.4%	235,000
9052	Broad Beach Undergrounding AD	142,436	142,436	90,757	63.7%	142,436
9049	Civic Center Wastewater Treatment Plant AD	2,480,963	2,480,963	1,862,163	75.1%	2,480,963
7031	Public Safety	150,000	150,000	100,042	66.7%	150,000
7070	Community Development Block Grant	21,750	68,750	25,756	37.5%	68,750
<b>Total Special Revenue Funds</b>		<b>5,787,104</b>	<b>5,834,104</b>	<b>3,174,459</b>	<b>54.4%</b>	<b>5,834,104</b>
<b>Capital Project Funds</b>						
310	Capital Improvement Fund					
	9002 Annual Street Overlay	600,000	600,000	509,684	84.9%	600,000
	9059 PCH Median Improvements	3,000,000	3,000,000	67,613	2.3%	3,000,000
	9061 Civic Center Way Improvements	4,505,917	4,505,917	1,433,732	31.8%	4,505,917
	9066 PCH Signal Synchronization Imp.	1,200,000	1,200,000	180,069	15.0%	1,200,000
	9070 Civic Center Stormwater Diversion	100,000	100,000	4,217	4.2%	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	594,655	29.7%	2,000,000
	9079 City Hall Roof	289,530	289,530	367	0.1%	289,530
	9082 Westward Beach Road	3,875,000	3,875,000	-	0.0%	3,875,000
	9084 Electric Vehicle Charging Stations	-	15,000	-	0.0%	15,000
	9089 Temporary Skate Park	150,000	150,000	595	0.4%	150,000
	9090 Permanent Skate Park	-	55,000	22,116	0.0%	55,000
	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
<b>Total Capital Project Funds</b>		<b>16,291,695</b>	<b>16,361,695</b>	<b>2,813,048</b>	<b>17.2%</b>	<b>16,361,695</b>
<b>Legacy Park Project Fund</b>						
500	7004 Legacy Park Debt Service	1,093,500	1,093,500	849,250	77.7%	1,093,500
	7008 Legacy Park Operations	797,408	797,408	348,853	43.7%	797,408
<b>Total Legacy Park Project Fund</b>		<b>1,890,908</b>	<b>1,890,908</b>	<b>1,198,103</b>	<b>63.4%</b>	<b>1,890,908</b>
<b>Civic Center Wastewater Treatment Facility Fund</b>						
515	3010 CCWTF Sewer Services	1,917,323	1,945,323	803,258	41.3%	1,945,323
<b>Total CCWTF Fund</b>		<b>1,917,323</b>	<b>1,945,323</b>	<b>803,258</b>	<b>0.0%</b>	<b>1,945,323</b>
<b>Internal Service Funds</b>						
3005	Vehicle	73,000	113,000	104,891	92.8%	113,000
7060	Information Technology	578,419	628,419	286,530	45.6%	628,419
<b>Total Internal Service Funds</b>		<b>651,419</b>	<b>741,419</b>	<b>391,421</b>	<b>52.8%</b>	<b>741,419</b>
<b>Total All Funds</b>		<b>\$ 63,481,926</b>	<b>\$ 63,965,865</b>	<b>\$ 24,057,182</b>	<b>37.6%</b>	<b>\$ 63,965,865</b>

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



# EXPENDITURES BY FUND

December 31, 2020

## Reconciliation of adopted to amended budget

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

Account	Description	Project	Amount	Comment	Date
100-3001-7800	Street Maintenance - Other Equipment	Generators	19,000	Budget Carryover	7/1/2020
100-3008-5100	Public Works - Professional Services	FEMA Maps	75,000	Budget Carryover	7/1/2020
100-4010-5100	Parks Maintenance - Professional Services	Landscape Maint	74,000	Budget Carryover	7/1/2020
100-4010-5610	Parks Maintenance - Facility Maintenance	Landon Center	20,000	Budget Carryover	7/1/2020
100-7001-5100	City Council - Professional Services	School District	65,850	Budget Carryover	7/1/2020
100-7002-5100	Media Operations - Professional Services	Closed Caption	20,000	Budget Carryover	7/1/2020
100-7005-5100	Legal Counsel - Professional Services	FAA Consultant	24,500	Budget Carryover	7/1/2020
100-7003-5550	Legal Counsel - Settlements	District Elections	30,000	Budget Carryover	7/1/2020
100-7021-5100	Public Safety - Professional Services	Wildfire Plan	100,000	Budget Carryover	7/1/2020
100-7021-5119	Public Safety - Homeless Outreach & Services	People Concern	94,000	Budget Carryover	7/1/2020
100-7021-6160	Public Safety - Operating Supplies	Bin Supplies	14,500	Budget Carryover	7/1/2020
100-7021-7800	Public Safety - Other Equipment	Lidar Equipment	11,000	Budget Carryover	7/1/2020
100-7021-7800	Public Safety - Other Equipment	Beacon Boxes	43,500	Budget Carryover	7/1/2020
100-7054-5100-01	Finance - City Treasurer	Treasurer	3,750	Budget Carryover	7/1/2020
100-7059-5921	Non-Departmental Services - Joint Use Agmt	SMMUSD Use	20,000	Budget Carryover	7/1/2020
101-2004-5100	Building Safety - Professional Services	Coastal Vuln.	128,000	Budget Carryover	7/1/2020
101-2010-5100	Wastewater Management - Prof. Services	IWMMS	40,000	Budget Carryover	7/1/2020
101-3003-5100	Clean Water - Professional Services	Ocean Health	100,000	Budget Carryover	7/1/2020
103-9050-7300	City Hall - Leasehold Improvements	COVID Improve	75,000	Budget Carryover	7/1/2020
310-9084-5100	CIP - Electric Vehicle Charging Stations	Upgrade Existing	15,000	Budget Carryover	7/1/2020
310-9090-5100	CIP - Permanent Skate Park	Design	55,000	Budget Carryover	7/1/2020
515-3010-5210	CCWTF - Service Fees and Charges	WW Permit Fees	28,000	Budget Carryover	7/1/2020
601-3005-7700	Vehicles - Vehicles	Vehicle	40,000	Budget Carryover	7/1/2020
602-7060-5100	Information Technology - Professional Services	IT Assessment	50,000	Budget Carryover	7/1/2020
215-7070-5931	CDBG - Grants	Boys & Girls Club	47,000	Council Appropriation	8/10/2020
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
100-7031-5115/5116	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

483,939

Total 2020-2021 current amended budget: \$ 63,965,865

# PROJECTED FUND BALANCES

December 31, 2020

FUND	Fund Balance July 1, 2020 (Audited)	Revenues Projected 12/31/2020	Expenditures Projected 12/31/2020	Transfers Budgeted 2019-2020	Fund Balance Projected June 30, 2021
General Fund - Undesignated	\$ 30,686,680	\$ 31,762,954	\$ 30,508,488	\$ (4,419,242)	\$ 27,521,904
General Fund - Designated for FY 21-22	-	-	-	\$ 4,000,000	\$ 4,000,000
General Fund - Designated for CIPs	586,608	-	-	(275,000)	311,608
General Fund - SCE Settlement Woolsey Fire	9,936,933	-	3,140,104	-	6,796,829
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	202,198	-	100,000	-	102,198
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)	1,660,748	3,343,824	-	(4,812,641)
<b>Total General Fund</b>	<b>41,958,719</b>	<b>33,423,702</b>	<b>37,192,416</b>	<b>(1,133,772)</b>	<b>35,395,485</b>
Gas Tax Fund	199,098	302,723	425,000	-	76,821
Traffic Safety Fund	194,558	200,900	340,000	-	55,458
Proposition A Fund	290,766	255,902	207,000	-	339,668
Proposition C Fund	339,956	212,605	200,000	(235,000)	117,561
Measure R Fund	290,352	159,970	400,000	-	50,322
Measure M Fund	383,199	181,214	-	(320,000)	244,413
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	28,203	143,200	163,601	-	7,802
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	-	69,750	68,750	-	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	4,102,372	2,627,519	2,480,963	-	4,248,928
Big Rock LMD	121,951	323,876	397,467	-	48,360
Malibu Road LMD	107,131	59,160	83,693	-	82,598
Calle Del Barco LMD	89,579	72,323	65,193	-	96,709
Carbon Beach Undergrounding CFD	81,767	236,332	235,000	-	83,099
Broad Beach Assessment District	31,798	142,710	142,436	-	32,072
CCWTF Phase Two	836,861	2,000,000	-	(2,000,000)	836,861
<b>Total Special Revenue Funds</b>	<b>7,684,343</b>	<b>20,466,026</b>	<b>5,834,103</b>	<b>(15,457,165)</b>	<b>6,859,101</b>
Capital Improvements	-	-	16,361,695	16,291,695	(70,000)
<b>Total Capital Improvement Funds</b>	<b>-</b>	<b>-</b>	<b>16,361,695</b>	<b>16,291,695</b>	<b>(70,000)</b>
Legacy Park Project Fund	569,195	1,676,684	1,890,908	(35,000)	319,971
<b>Total Legacy Fund</b>	<b>569,195</b>	<b>1,676,684</b>	<b>1,890,908</b>	<b>(35,000)</b>	<b>319,971</b>
Civic Center Wastewater Treatment Facility	-	1,611,081	1,945,323	334,242	-
<b>Total Civic Center Wastewater Treatment Fac.</b>	<b>-</b>	<b>1,611,081</b>	<b>1,945,323</b>	<b>334,242</b>	<b>-</b>
Vehicle	195,512	42,000	113,000	-	124,512
Information Technology	167,898	473,000	628,419	-	12,479
<b>Total Internal Service Funds</b>	<b>363,410</b>	<b>515,000</b>	<b>741,419</b>	<b>-</b>	<b>136,991</b>
<b>Total All Funds</b>	<b>\$ 50,575,667</b>	<b>\$ 57,692,493</b>	<b>\$ 63,965,864</b>	<b>\$ -</b>	<b>\$ 42,641,548</b>

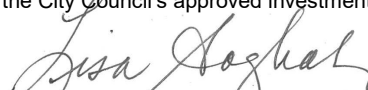
# CITY OF MALIBU

## CITY TREASURER'S CASH AND INVESTMENTS REPORT FOR THE QUARTER ENDING DECEMBER 31, 2020

ACCOUNT	ISSUER	TYPE	AMOUNT	CURRENT YIELD	EARNINGS TO DATE	MATURITY DATE
Cash Operating	First Bank	Checking	\$ 10,397,249	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	49,173,238	0.63%	78,988	1 day
Investments	Wells Fargo Advisors	Federal Home Loan	200,000	1.74%		5/11/2021
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.92%		10/20/2021
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.19%		3/14/2022
Investments	Wells Fargo Advisors	Federal Home Loan	190,000	2.30%		11/8/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.25%		11/15/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.29%		11/22/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.68%		3/14/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.68%		3/15/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	3.23%		12/6/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.31%		6/19/2024
Investments	Wells Fargo Advisors	Federal Home Loan	125,000	2.31%		6/27/2024
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.83%		12/27/2027
<b>TOTAL CASH AND INVESTMENTS</b>			<b><u>\$ 62,336,187</u></b>		<b><u>\$ 78,988</u></b>	

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.

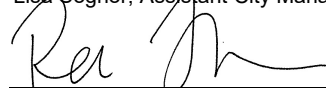
Prepared by:

  
Lisa Soghor, Assistant City Manager

02/02/2021

Date

Reviewed by:

  
Reva Feldman, City Manager

02/02/2021

Date

**2020-2021 PROPOSED BUDGET AMENDMENTS**

Account	Description	Amount	Detail
<b>REVENUE</b>			
<b>TOTAL ADOPTED REVENUE BUDGET</b>		<b>\$ 56,374,843</b>	
100-0000-3131	Documentary Transfer Tax	\$ 340,000	Increased property sales
100-0000-3133-01	Transient Occupancy Tax - Private Rentals	500,000	Increased to reflect higher than expected rentals summer 2020
100-0000-3138	Parking Tax	29,000	Increased use of beach lots
100-0000-3202	Film Permits	65,000	Increase in permits in summer and fall
100-0000-3250	Parking Citation Fines	200,000	Increased parking citations
100-0000-3381	Los Angeles County EWMP Reimbursement	206,000	Reimbursement from LA County for EWMP update
100-0000-3419	Credit Card Fees	30,000	Increased online payments
100-0000-3434-01	STR Permit Fees	58,800	New STR permit program
100-0000-3450	Residential Decals	2,000	Increased requests for Dolphin stickers
100-0000-3451	Passport Processing	(7,500)	Suspended passport processing due to COVID-19
100-0000-3461	Municipal Use Fees	(34,000)	Limited facility use due to COVID-19
100-0000-3466	Aquatics Program	28,000	Implemented successful COVID-19 safety protocols
100-0000-3468	Senior Adult Programs	(4,000)	No senior programming due to COVID-19
100-0000-3470	Recreation/Community Class Registration	(17,700)	Limited programming due to COVID-19
100-0000-3471	Special Events	(800)	No special events due to COVID-19
100-0000-3905	Miscellaneous Reimbursements	15,000	Insurance reimbursements
101-0000-3204	Wastewater Treatment System Permits	5,000	Compliance with updated ordinances
101-0000-3418	OWTS Operating Permit Fees	20,000	Compliance with updated ordinances
101-0000-3425	CA Building Standards Surcharge	2,000	Updated building standards
101-0000-3427	Technology Enhancement Fee	50,000	Increased revenue from fees for FY 20-21
<b>Total Proposed General Fund Revenue</b>		<b>1,486,800</b>	
500-0000-3373	Prop A Recreation - Legacy Park	123,250	Awarded Excess Funds Maintenance & Servicing Grant
<b>Total Proposed Legacy Park Revenue</b>		<b>123,250</b>	
601-0000-3951	Vehicle Charges	42,000	Insurance reimbursement for two vehicles
<b>Total Proposed Internal Services Revenue</b>		<b>42,000</b>	
<b>TOTAL PROPOSED AMENDMENTS - ALL FUNDS</b>		<b>1,652,050</b>	
<b>Total Proposed Revenue Budget</b>		<b>\$ 58,026,893</b>	

**2020-2021 PROPOSED BUDGET AMENDMENTS**

Account	Description	Amount	Detail
<b>EXPENDITURES</b>			
<b>TOTAL ADOPTED EXPENDITURE BUDGET</b>		<b>\$ 63,965,865</b>	
Total Adopted General Fund Expenditures		\$ 37,192,416	
<b>General Fund</b>			
101-2001-5401	Planning - Advertising and Noticing	\$ 25,000	Use of outside printing for postcards due to COVID-19
100-3001-5120	Street Maintenance - Street Maintenance	50,000	Increased summer 2020 trash clean-ups
100-3001-5120	Street Maintenance - Street Maintenance	12,000	Increase to deploy generators during Jan 2021 PSPS event
100-3001-5123	Street Maintenance - Storm Response	25,000	Increase for on-call storm response services
100-3001-5124	Street Maintenance - Traffic Signal Maintenance	25,000	Additional repairs to traffic signals
100-3008-5100	Public Works/Engineering - Professional Services	15,000	Geo tech Consultant services for Big Rock neighborhood review
100-7001-5100	City Council - Professional Services	60,000	School District Separation consulting services
100-7001-5721	City Council - Telephones	1,075	Cell phone for Councilmember Silverstein
100-7021-5119	Public Safety - Homeless Outreach and Support	100,000	Clean-up of homeless encampments
100-7021-5405	Public Safety - Printing	25,000	Second printing of the Survival Guide of 2,000 copies
100-7021-7800	Public Safety - Other Equipment	60,000	Beacon Boxes
100-7054-5117	Finance - Film Permit Consultant	48,750	Increase in filming permits revenue
101-3003-5100	Clean Water Program - Professional Services	409,000	Required update to the City's EWMP
100-7031-5115	Public Safety - LA County Sheriff's Services	105,000	3 month trial (Apr-June) of 2 additional nighttime deputies
101-2001-4101	Planning - Full Time Salaries and Benefits	(21,000)	Savings from 2 months of unfilled Planning Director Position
100-7021-4101	Public Safety - Full Time Salaries and Benefits	21,000	New FT Position - Public Safety Liaison
100-7054-4101	Finance - Full Time Salaries and Benefits	(20,000)	Savings from 6 months unfilled Accounting Clerk position
100-7007-4101	City Clerk - Full Time Salaries and Benefits	20,000	New FT Position - Deputy City Clerk
<b>Proposed Amended General Fund Expenditures</b>		<b>960,825</b>	
<b>CCWTF Operations</b>			
515-3010-5640	CCWTF Operations - Equipment Maintenance	12,000	Replacement of UV lamps
<b>Proposed Amended CCWTF Fund Expenditures</b>		<b>12,000</b>	
<b>Internal Services Fund</b>			
601-3005-7700	Vehicles - Equipment Vehicles	50,000	4th VOP Vehicle
601-3005-7700	Vehicles - Equipment Vehicles	64,000	Replace two damaged vehicles and equipment
<b>Proposed Amended IS Fund Expenditures</b>		<b>114,000</b>	
<b>TOTAL PROPOSED AMENDMENTS - ALL FUNDS</b>		<b>1,086,825</b>	
<b>TOTAL AMENDED EXPENDITURE BUDGET (all funds)</b>		<b>\$ 65,052,690</b>	

**FISCAL YEAR 2020-2021  
WORK PLAN**

	TITLE	DEPARTMENT	SECOND QUARTER UPDATE
<b>PUBLIC SAFETY</b>			
1.a.	Response to COVID-19	All Departments	<p>ESD: Staff continues to operate the new online permit portal and provide in-person appointments to review applications and assist residents through the permit process. ESD staff continues to update the City's Virtual Environmental Center and organize environmental events with COVID-safety measures in place.</p> <p>PL: Staff continues to provide digital plan review and in-person meetings to process applications. Staffing levels have been adjusted to ensure staff is available at City Hall for site visits or in-person submittals. Staff continues to conduct the Planning Commission and ERB meetings virtually and also conducted a virtual public workshop. CE staff has responded to complaints regarding public gatherings (e.g. car shows and New Year's events) and other related public health concerns. Staff filed emergency waivers with the California Coastal Commission to allow for the installation of no parking signs along the beaches where needed to prevent public gatherings.</p> <p>PW: Staff continues to provide digital review and in-person meetings for land development and conduct virtual Public Works Commission meetings. Staff implemented no parking regulations and other safety precautions to prevent the spread of COVID-19. Staff also continues to monitor and address the additional trash and debris throughout the City as a result increased number of visitors.</p> <p>PS: Staff continues to implement public health protocols at City Hall and respond to staff concerns regarding exposure to COVID and confirmed or suspected cases of COVID. PS staff continues to work with Malibu Medical Group to provide COVID testing in the City Hall parking lot. MS: Staff continues to participate in multiple interagency calls to monitor the status of the County and State regulations and vaccine distribution. Staff worked with Los Angeles County Community Development Authority to implement a Small Business Grant Program for local businesses and provide financial support to the Boys and Girls Club of Malibu's child-care program for low-income families while SMMUSD continues to operate virtual learning. Media staff continues to prepare and decimate COVID-related messaging to the community on all the City's media outlets. Media staff also continues to manage all the City's virtual public meetings. Finance staff continues to track all COVID-related expenses and fiscal impacts and monitor all COVID-related state, federal and County funding opportunities.</p>
1.b.	Emergency Preparedness	PS/MS	<p>PS: Conducted additional training and exercises for City staff on the new virtual EOC platform. Working with Beaches and Harbors to update and expand our agreement with them to use Zuma Beach parking lot as a temporary evacuation point. Updated the Malibu Survival Guide in preparation for another printing of the Guide.</p>
1.c.	Emergency Plan Update	PS/MS	PS: Update completed.
1.d.	Radio Communications Enhancement	PS/MS	<p>PS: Coordinating with Malibu CERT Team to conduct weekly radio checks to help develop a radio coverage map and determine if stronger radios are needed in some areas. Worked with Public Works to replace a damaged fence around the Point Dume repeater site.</p>

ATTACHMENT 4

**FISCAL YEAR 2020-2021  
WORK PLAN**

	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SECOND QUARTER UPDATE</b>
1.e.	Volunteers on Patrol (VOP)	PS/MS	PS: Continued ongoing support including purchasing new uniforms for new and existing VOPs.
1.f.	Emergency Alert Systems	PS/MS	PS: Conducted month tests of the Wireless Emergency Alert system. Conducted a staff and CERT Team call out exercise using the Everbridge disaster notification system in conjunction with the virtual EOC platform exercise.
1.g.	Emergency Warning Sirens - Design	PS/MS/PL	PL: No Update, no application received. PS: The Siren Feasibility Study was presented to Council and now we are waiting for news on a grant application to help offset the cost of the sirens.
1.h.	Emergency Warning Sirens - Construction	PS/MS/PL	PL: No Update PS: No update
1.i.	Community Emergency Response Team (CERT)	PS/MS	PS: Held three monthly meetings and updated team records. The Team is preparing to offer virtual CERT training that has been developed by FEMA. Staff is drafted Standard Operating Procedures and a Code of Conduct for Team members.
1.j.	Wildfire Safety Program	PS/MS	PS: Conducted 48 Home Ignition Zone Assessments. Continued a public education campaign to provide information to residents on how they should prepare and what the City was doing to prepare for fire season.
1.k.	Earthquake Resiliency Initiative	PS/MS	PS: No update
1.l.	Fire Resistant Landscaping and Maintenance	PL/PW	PL: No Further updates, staff has been implementing the ordinance.
1.m.	Homelessness Outreach and Services	PS/MS	PS: Continued to oversee the work of The People Concern outreach workers and welcomed new Housing Navigator. Due to the County's effort to transition people out of Project Room Key and into permanent housing, it has become increasingly difficult to house clients that are not part of that program. Our Outreach Coordinator funded through the Las Virgenes-Malibu COG has been very instrumental in helping to address immediate issues in the community and communicates regularly with staff on the status of encampments and other issues. Held bi-weekly meetings with the Homelessness Working Group to update the City Homelessness Strategic Plan.
1.n.	Homelessness Shelter and Safe Parking Program	PS/MS	
1.o.	Wildfire Safety Plan	PS	PS: Staff expects to receive the first draft of the Plan by mid January 2021.

Rows highlighted in yellow -  
No funding approved for FY 2020-2021

**FISCAL YEAR 2020-2021  
WORK PLAN**

	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SECOND QUARTER UPDATE</b>
1.p.	Oversight of SCE Annual Vegetation Maintenance Program	PL	PL: Spoke to SCE and no change has occurred to date.
1.q.	KBUU FM Booster Station	PL/CS	PL: No update.
1.r.	Annual Day of Preparedness - November 9	PS/CS/MS	PS: Completed the Annual Day of Preparedness "Most Prepared" contest.
1.s.	Sheriff's Substation located on Santa Monica College Satellite Campus	MS/PS/PL	
<b>WOOLSEY FIRE RECOVERY</b>			
2.a.	Community Rebuilding	All Departments	ESD: No update. PL: Staff is continuing to process applications and review construction in the field. Staff was able work with applicants to meet the December 30th fee waiver deadline and deem a large number of applications complete. In addition, staff processed Ordinance No. 474 to extend the deadlines to apply for a planning verification, obtain building permits, and time allotted for extension of these deadlines. Staff sent out a postcard to parcels affected by the Woolsey Fire and participated a social media campaign to inform residents of the pending deadlines.
2.b.	Guardrail Replacement Citywide	PW	The construction of the guardrail replacement has been completed. The contractor is completing minor punch list items.
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 is at 95%. Waiting for final acceptance from FEMA for using non combustable materials for the retaining wall.
2.e.	Trancas Canyon Park Slope Improvements	PW/CS	Project design has started. Construction is anticipated in the early summer 2021.
2.f.	Trancas Canyon Park Planting and Irrigation Improvements	PW/CS	Project design has started. Construction is anticipated in the early summer 2021.
2.g.	Birdview Avenue Road Embankment Improvements	PW	Project is included in the Malibu Park Drainage Improvements project. Design is completed and the project will be bid within Q3.
2.h.	Broad Beach Road Water Quality Improvements	PW	Project design is underway. Construction is anticipated in fall 2021.
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	CSD - Charmlee reopened to the public in October 2020. Trail restoration work will continue on secondary trails through at least Q3



**FISCAL YEAR 2020-2021  
WORK PLAN**

	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SECOND QUARTER UPDATE</b>
2.k.	Temporary Generators for PCH Signals	PW	MOU for the transfer switches has been finalized and Caltrans has issued the City the keys to the power transfer switch.
2.l.	Malibu Park Storm Drain Improvements	PW	Construction bids were received however, additional design modifications are needed. Therefore, staff will be recommended to City Council to reject all bids, re-design the project, and then re-bid the project within the next few months.
<b>SCHOOL DISTRICT SEPARATION</b>			
3.a.	School District Separation Negotiations - Fiscal Analysis	MS	On October 12, the School District Separation Ad Hoc Committee provided an update on the ongoing negotiations with SMMUSD and the financial analysis conducted. The City Council directed staff to submit the petition for unification of a Malibu Unified School District to the Los Angeles County Office of Education (LACOE). A letter was submitted requesting to reinstate the City's November 2017 Petition for Unification of a Malibu Unified School District. On October 28, the School District Ad Hoc Committee conducted a Town Hall on School District Separation for the community in which the City's consultants gave a presentation and were available to answer questions. On December 2, the City gave an update to the LACOE County Committee on School Separation and requested to move forward with the City's petition. The County Committee tentatively scheduled the preliminary hearing on the City's petition for Saturday, April 17, 2021. The consultant team has been developing analysis to support the City's petition for unification of a Malibu Unified School District.
3.b.	School District Separation Documents	MS	

**FISCAL YEAR 2020-2021  
WORK PLAN**

	TITLE	DEPARTMENT	SECOND QUARTER UPDATE
	<b>PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER</b>		
4.a.	Accessory Dwelling Unit (ADU) Ordinance	PL	PL: Staff has been working with BBK to complete the updates draft ordinance based on HCD and Coastal Commission Guidance.
4.b.	Beachfront / Non-Beachfront Development Standards	PL	PL: No update.
4.c.	Basement Lightwell Amendments	PL	
4.d.	STR Homesharing Ordinance and LCPA	PL/MS	PL: The LCPA was adopted on 11/23/20 and has been submitted to the California Coastal Commission (CCC). CCC staff acknowledge receipt of the LCPA and will provide comments to the City on 1/13/21.
4.e.	Parking as a Stand-Alone Use	PL	PL: On 9/21/20, the Planning Commission made recommendations to the City Council on the LCPA and ZTA. On 11/23/20 the City Council held a hearing on the amendments and recommended that staff incorporate the comments from both the Planning Commission and John Mazza and return to the Council in the first quarter of 2021.
4.f.	Overnight Parking Ordinance	PL/PW	PL: Signs were installed in 11/18/2020 for the parking restrictions that were approved for Zuma and Corral beaches. On 1/19/20 staff will present two CDP's to the Planning Commission for the implementation of the Oversize Vehicle Ordinance.
4.g.	Housing Element 6th Cycle RHNA & 2021 Housing Element Update	PL	PL: On 11/10/20 staff and the housing consultant met with CALFire to discuss the proposed Safety Element. Staff has begun working with the housing consultant to begin drafting the updated housing element.
4.h.	Cannabis Ordinance	PL	

Rows highlighted in yellow -  
No funding approved for FY 2020-2021

**FISCAL YEAR 2020-2021  
WORK PLAN**

	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SECOND QUARTER UPDATE</b>
4.i.	Event Permits Amendments	PL	
4.j.	Dark Sky Ordinance Implementation	PL/ESD/CE/PW	
4.j.1.	Dark Sky Ordinance Implementation - Gas Stations	PL/ESD/CE/PW	ESD: 1 of the 6 gas stations has submitted to the City. Staff is expediting the reviews. PL: Two of the six applications have been approved and staff is currently processing an application for a deviation for one gas station. The remainder have been referred to Code Enforcement staff to obtain compliance with submittal requirements.
4.k.	MRCA Coastal Access Public Works Plan	PL	PL: No update.
4.l.	Farmer's Market Parking in Civic Center	PL	PL: Staff has been working with the Cornucopia Foundation staff weekly to submit a CUP application. To date, no fees or applications have been filed.
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	On December 9, 2020, City Council held a special meeting and adopted an urgency ordinance to address facilities in the public right-of-way. Subsequently, a public workshop was held on December 16. A public hearing was noticed for the January 19, 2021 meeting however, it is being delayed to February 1. As a part of this effort, City staff and the City Attorney's Office has been working closely with stakeholders to draft ordinance and also to prepare a draft ordinance and to develop a draft ordinance. Also, in order to keep residents abreast of WCF applications, a new webpage was developed to include the Pending WCF Applications report. Lastly, in response public comments, staff revised the public notice mailer.
4.p.	LCPA/ZTA to eliminate Environmental Review Board	PL	

**FISCAL YEAR 2020-2021  
WORK PLAN**

	TITLE	DEPARTMENT	SECOND QUARTER UPDATE
	<b>ENHANCE ENVIRONMENTAL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES</b>		
5.a.	Civic Center Water Treatment Facility - Phase Two (CCWTF)	PW/MS/PL/ESD	ESD: Staff completed site visits to all open restaurants for compliance with the Civic Center Area water softener ban. Currently, only 5 out of 23 restaurants connected to CCWWTF are out of compliance. Due to COVID, the remaining 5 restaurants have until February 2021 to remove the salt based water softeners. PL: Staff and Planning Consultant have begun processing the necessary CDP and CEQA document amendments. PW: Project design for Phase 2 is at 75. Next community meeting is scheduled for January 26th. The project assessment engineer was hired and they started the work to form the assessment district. SRF applications were submitted to the State Water Board.
5.b.	Integrated Pest Management Program/ Earth Friendly Management Policy	ESD/CS/PL	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 released an RFP for an update to the Enhanced Watershed Management Plan. This update is required to be submitted to the Regional Water Quality Control Board by June 30th, 2021.
5.f.	Water and Energy Conservation	ESD/PW	
5.g.	Solid Waste Management Program Enhancements	ESD/CE	ESD: Staff submitted its AB 1826 informal plan to CalRecycle, which details actions so all commercial businesses have organic service by Q3 2021. Staff initiated internal planning for SB 1383 implementation by reviewing the SB 1383 legislation text, contacting other cities for their best practices for SB 1383, assessing current procurement practices, reviewing CalRecycle's model enforcement ordinance and procurement policy, and creating Malibu's internal SB 1383 Regulatory Compliance Action Plan.
5.h.	Legacy Park Rehabilitation and Revegetation	CS	In November, twelve plots containing 147 one-gallon sized plants and over 5,000 square feet of bare ground was covered with native wildflower seeds. Additionally, wire cloth barriers were installed around the plants to discourage ground rodent activity that could be detrimental to the plants.
5.i.	Coastal Vulnerability Assessment	ESD/PL	ESD: Staff drafted and sent video script to consultants to review and provide comments, pending feedback. Project consultant conducting QAQC before providing draft to staff, expected January 2021. PL: No Update

Rows highlighted in yellow -  
No funding approved for FY 2020-2021

**FISCAL YEAR 2020-2021  
WORK PLAN**

	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SECOND QUARTER UPDATE</b>
5.j.	FAA / Airplane Noise	MS	
5.k.	Clean Power Alliance (CPA)	ESD	ESD: Correspond with CPA staff on promoting CPA's Distributed Energy Resources (DER) program and provide list of battery backup permits. 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	No update. FEMA is reviewing the City's LOMR.
5.m.	Malibu Lagoon Management Plan	ESD/PL	
5.n.	Rodenticide LCPA	PL	PL: California Coastal Commission staff informed the City this item would be heard by the Commission in March 2021.
5.o.	Dumpster Lid Ordinance Implementation and Enforcement	ESD/Media/CE	ESD: With Media assistance, staff designed and placed newspaper ads reminding everyone to keep dumpster lids locked at all times and post reminders on ESD social media. Received quote for dumpster signage and stickers, pending haulers' input on preference for signage.
5.p.	Climate Adaptation and Resiliency Plan	ESD/PL	

**FISCAL YEAR 2020-2021  
WORK PLAN**

	TITLE	DEPARTMENT	SECOND QUARTER UPDATE
	<b>FISCAL SUSTAINABILITY AND TRANSPARENCY</b>		
6.a.	Budget Management	MS/Media	On 11/9/20, Council reviewed the Fourth Quarter FY 19-20 and First Quarter FY 20-21 financial reports. Based on strong a strong Undesignated General Fund Reserve, Council authorized an additional \$3.5 million to be set aside for the FY 21-22 General Fund Operating Costs for a total of \$4 million in that designated reserve.
6.b.	General Fund Reserves	MS	As of 11/9/20, the General Fund Undesignated Reserve was projected to be approximately 80% of the General Fund Operating Budget.
6.c.	Departmental Audits	MS	
6.d.	Debt Service Management	MS	Ongoing
6.e.	Records Management	CC	1020 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 126 alerts of emergency, traffic, utility and weather conditions. The City issued 154 e-notifications, 94 Nixle advisory messages and 1 Everbridge alert. In addition, the City issued 3,214 social media posts and X press releases. Media staff also facilitated 28 City Council and Commission meetings and 4 public outreach meetings via the Zoom platform.
6.g.	Information Technology Strategic Plan Implementation	MS	
6.h.	By-District Elections	CC	No Update
	<b>ENGAGE THE COMMUNITY</b>		
7.a.	Oversight of Library Set Aside Funds & Speaker Series	CS/MS	No Update
7.b.	Special Events	CS	Staff began marketing and outreach to past participants, art teachers, and art studios in December 2020 for the Malibu Student Art Exhibit. The exhibit will be held virtually in February 2021, and will be co-hosted by the Harry Barovsky Memorial Youth Commission.

**FISCAL YEAR 2020-2021  
WORK PLAN**

	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SECOND QUARTER UPDATE</b>
7.c.	Cultural Arts Programs and Events	CS	The Cultural Arts Commission concluded The Birds and the Bees virtual art exhibition on December 31, 2020. Additionally, Dr. John Struloeff was appointed as the 2020-2021 Malibu Poet Laureate and he conducted three complementary virtual poetry programs with the assistance of the Poet Laureate Committee. The 2020 Student Poetry and Art Anthology was published and distributed to over 100 contributing artists. The Poetry Stone for former Poet Laureate Ellen Reich was installed at Legacy Park. The City produced a Poetry Stone dedication film that featured the Poet Laureate Committee, including the City's first Poet Laureate, Ricardo Means Ybarra, and the current Poet Laureate Dr. John Struloeff. The film is available on the Malibu Arts and Culture website.
7.d.	Girls-Only Programming	CS	The City plans to partner with Malibu Little League to co-host a girls softball clinic in early Q3.
7.e.	Senior Programs and Trips	CS	A Winter Drive-Thru Program was held for local seniors in December at Malibu Bluffs Park. Over sixty seniors participated in the program and received a holiday-themed gift bag. A second senior drive-thru program will be in February 2021 for Valentine's Day.
7.f.	Community Services Programs and Classes	CS	After-school sports and enrichment camps took place at Malibu Bluffs Park and Malibu High School with COVID-19 Safety Protocols from October through November. Camps were offered in partnership with the Boys and Girls Club of Malibu.

**FISCAL YEAR 2020-2021  
WORK PLAN**

	TITLE	DEPARTMENT	SECOND QUARTER UPDATE
	<b>IMPROVE AND MAINTAIN CITY PUBLIC INFRASTRUCTURE AND COMMUNITY SPACES</b>		
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	ESD: The City received \$379,621.55 in Safe Clean Water LA Municipal Program Funds on December 30, 2020. With the receipt of these funds the City can move forward with construction of the Marie Canyon Green Street BMP project
8.d.	Civic Center Water Treatment Facilities Operations	PW	Ongoing
8.e.	Landslide Assessment District	PW	Ongoing
8.f.	Annual Street Resurfacing Program	PW	No update. Next project is anticipated to start in the 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 Q4 of FY 20-21, once the Workout Station and Shade Structure projects are complete.
8.h.	PCH Median Improvements	PW	Design is estimated to be completed in February 2021. Caltrans review of the final plans is expected to be completed by the Spring 2021. Construction anticipated in the Fall 2021.
8.i.	Civic Center Way Improvements Project	PW/PL	PW: Construction ongoing PL: No update currently under construction.
8.j.	PCH Signal Synchronization Project	PW	Design is estimated to be completed during Summer 2021.
8.k.	Marie Canyon Greenstreets	PW	The City received the Measure W fund for this project. Staff will be preparing the construction documents for bidding. Construction estimated in Spring/Summer 2021.
8.l.	Storm Drain Trash Screens	PW	Project is completed.
8.m.	City Hall Roof	PW	Construction bids were received in November. Construction is anticipated within the next few months.
8.n.	Westward Beach Road Improvements	PW/PL	PW: Funding agreement completed. Finalizing the agreement with LA Beaches and Harbor. Construction is anticipated in Fall 2021. PL: No update waiting on CDP submittal to review.
8.o.	Lower Rambla Pacifico Utility Undergrounding District	PW	

Rows highlighted in yellow -  
No funding approved for FY 2020-2021



**FISCAL YEAR 2020-2021  
WORK PLAN**

	<b>TITLE</b>	<b>DEPARTMENT</b>	<b>SECOND QUARTER UPDATE</b>
8.p.	Workout Station at Malibu Bluffs Park	CS	Project was awarded and demolition of the current equipment took place in Q2. The workout station equipment has been ordered by the contractor, and the project is expected to be completed in Q3
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 Q3
8.r.	Temporary Skate Park	CS/PL/PW	The Temporary Skate Park is open to the public with Covid-19 Safety Protocols in place. PL: No Update
8.s.	Permanent Skate Park Design	CS/PL/PW	A second Virtual Design Meeting was held on November 10, 2020. Feedback from both Virtual Design Meetings and community survey were incorporated into a Preliminary Design, which was approved by the Parks and Recreation Commission on November 17, 2020. The Commission is currently reviewing site amenities for the project before it goes before the Public Works Commission and Planning Commission for review. PL: Staff has continued to provide guidance to CS staff on preparation of an application.
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

## **CAPITAL IMPROVEMENT PROJECTS (DESIGN)**

### **Marie Canyon Green Streets**

Project Description: This project identified in the City's Enhanced Watershed Plan. This project consists of constructing biofilters and other water quality devices in the Malibu Country Estates neighborhood.

Updates: The City recently received Measure W funds to complete this project. Staff is working on the project plans to prepare for public bidding.

Project Schedule:

- Complete Design: April 2021
- Begin Construction: Summer 2021

### **PCH Median Improvements Project**

Project Description: The project will promote traffic safety by channelizing the highway, regulating turn movements and improving traffic operations. The project will rehabilitate the existing medians and shoulders, and will install new raised medians along PCH from Webb Way to Puerco Canyon Road.

Updates: Consultant is working on the final design. In March, the City will be seeking proposals from consultants to perform construction management.

Project Schedule:

- Complete Design: February 2021
- Begin Construction: Fall 2021

### **PCH Signal Synchronization System Improvements Project**

Project Description: This project was identified by the PCH Safety Study to improve safety along the Malibu highway corridor. The purpose of the project is to provide communication, coordination, and controls between the traffic signals and the Caltrans Transportation Management Center. The work is intended to reduce congestion, improve traffic flow along corridor, and improve safety for all modes of travel. The project limits include the existing traffic signals from Topanga Canyon Road to John Tyler Drive.

Updates:

- 65% design package was submitted to Caltrans in November 2020.
- Consultant is working on final design documents.
- A revision is being added to the existing traffic signal near Nobu to include a dedicated westbound left turn lane. This new turn lane will allow traffic to safely enter the Nobu restaurant.

Project Schedule:

- Complete Final Design: May 2021
- Advertise: July 2021
- Award Contract and Begin Construction: September 2021

## **Fiscal Year 2020-2021 Capital Improvement Projects Update**

### **Civic Center Stormwater Diversion Structure**

Project Description: The project consists of storm drain improvements in the Civic Center area.

Updates: A Los Angeles County Flood Control maintenance agreement is required for this project. Staff is waiting for the County's approval of the agreement.

Project Schedule:

- Design Completed. Awaiting maintenance agreement from the County.
- Begin Construction: Estimated Summer 2021

### **Westward Beach Road Improvements Project**

Project Description: This project consists of improving the parking spaces on Westward Beach Road from Birdview Avenue to approximately 1,100 feet west. The project also includes a 12' wide combination sidewalk and bicycle path and a bicycle path connection from PCH to Westward Beach. A new concrete sand barrier will be placed between the beach and the proposed parking area to prevent sand from accumulating on Westward Beach Road.

Updates: The project requires coordination with Los Angeles County Beaches and Harbors. Staff is working out the final details of the project with the County and will be finalizing the design.

Project Schedule:

- Complete Design: Spring 2021
- Begin Construction: Fall 2021

### **Civic Center Water Treatment Facility Phase 2**

Project Description: This phase of the Civic Center Water Treatment Facility expands the wastewater collection system and recycled water distribution system to properties in Malibu Colony, the condos on Civic Center Way, HRL, and a portion of Serra Retreat neighborhood. The project will also include the expansion of the treatment plant to accommodate the additional wastewater flow.

Updates:

- Project is at the 65% design phase.
- Working with the Planning Department to send project to Planning Commission in February.
- City has submitted a project application for the State Revolving Fund program.
- An assessment engineer has been hired by the City and a new assessment district will be created.

Project Schedule:

- Complete Design: December 2021
- Begin Construction: March 2022

## **Fiscal Year 2020-2021 Capital Improvement Projects Update**

### **Malibu Park Drainage Improvements**

Project Description: This project consists of conducting several drainage repairs in the Malibu Park neighborhood. After the Woolsey Fire and subsequent storms, some of the existing storm drain facilities were damaged. This project will make the necessary repairs to those storm drain facilities.

Updates: Staff is making minor corrections to the project plans to reduce the overall project costs.

Project Schedule:

- Complete Design: Spring 2021
- Begin Construction: Summer 2021

### **CAPITAL IMPROVEMENT PROJECTS (CONSTRUCTION)**

#### **City Hall Roof Replacement**

Project Description: This project consists of replacing the existing roof at City Hall.

Updates: Bids were received on November 18, 2020 and Council awarded the project to the low bidder on January 11, 2021.

Project Schedule: February – April 2021

#### **Bluffs Park Workout Station**

Project Description: This project consists of installation of a small workout station in Malibu Bluffs Park.

Updates: The contractor is waiting for the delivery of the new workout station equipment.

Project Schedule: November 2020 – March 2021

#### **Civic Center Way Improvements**

Project Description: This project consists of improving the safety for all modes of transportation on Civic Center Way from Webb Way to Malibu Canyon Road. The project will improve horizontal and vertical distances and create additional space for motorists, pedestrians and cyclists.

Updates:

- Work Hours: Monday - Friday 7:00AM to 4:00PM, Saturdays 7:00AM to 4:00PM
- The contractor is currently working at the section between Vista Pacifica and the condos on Civic Center Way. This phase of work will require the temporary closure of Civic Center Way. Portions of the curb and gutter have been placed and the contractor is working on the proposed retaining wall. This portion of work is anticipated to be completed in early February 2021.
- The contractor is also working on the curb, gutter and storm drain installation on Civic Center Way from Webb Way to the condos. This portion of the work may

## **Fiscal Year 2020-2021 Capital Improvement Projects Update**

require temporary road closures. However, it is anticipated that this phase of the project will be completed at the end of February 2021.

Project Schedule: August 2020 through March 2021

### **CAPITAL IMPROVEMENT PROJECTS (COMPLETED)**

#### **Storm Drain Trash Screens**

Project Description: This project consisted of installing trash screens in City owned catch basins. The proposed trash screens will reduce the amount of trash from being discharged into the ocean.

#### **Dume Drive and Fernhill Drive Speed Humps Project**

Project Description: This project consists of installation of speed humps on Dume Drive and Fernhill Drive from Grayfox Street to Cliffside Drive.

### **CAPITAL IMPROVEMENT PROJECTS (NOT STARTED)**

#### **Annual Street Maintenance**

Project Description: This project provides for the reconstruction and maintenance of City streets.

Estimated Schedule:

- Complete Design: Spring 2021
- Begin Construction: Summer 2021

#### **Bluffs Park Shade Structure**

Project Description: This project consists of the installation of four single-post shade structures at Malibu Bluffs Park

Estimated Schedule:

- Complete Design: Summer 2021
- Begin Construction: Fall 2021

#### **Vehicle Protection Devices**

Project Description: Per Malibu Municipal Code Section 17.48.070 requires vehicle impact protection devices to be installed for all parking spaces located adjacent to any outdoor pedestrian seating area. There are two locations within the City's right-of-way and City-owned property that would require a vehicle impact protection device.

Estimated Schedule:

- Complete Design: Summer 2021
- Begin Construction: Fall 2021

#### **Malibu Road Slope Repairs**

## **Fiscal Year 2020-2021 Capital Improvement Projects Update**

Project Description: The existing slope adjacent to the beach access stairs at 24712 Malibu Road has been eroded and caused damage to Malibu Road.

Estimated Schedule:

- Complete Design: Fall 2021
- Begin Construction: Winter 2021

### **DISASTER PROJECTS (DESIGN)**

#### **Broad Beach Road Water Quality Infrastructure Repairs**

Project Description: This project consists of repairing the existing permeable pavers, landscaping and underground biofiltration devices located on Broad Beach Road. During the 2019 storm events, these items were damaged.

Updates: The project consultant has started the design of the project.

Project Schedule:

- Complete Design: Summer 2021
- Begin Construction: Fall 2021

#### **Latigo Canyon Road Roadway/Retaining Wall Improvements (FEMA/CalOES Project)**

Project Description: This project consists of repairing the roadway and existing timber retaining wall on Latigo Canyon Road that were damaged from the Woolsey Fire.

Updates:

- Staff is finalizing the design of this project.
- Staff is also working with FEMA/CalOES to substitute the existing timber with non-combustible materials.

Project Schedule:

- Complete Design: Spring 2021
- Begin Construction: Summer 2021

#### **Trancas Canyon Park Planting and Irrigation Repairs (FEMA/CalOES Project)**

Project Description: This project consists of repairing the damaged planting and irrigation system and the repair of the damaged septic system.

Updates: The project consultant has started the design of this project.

Project Schedule

- Complete Design: Summer 2021
- Begin Construction: Summer/Fall 2021

#### **Trancas Canyon Park Slope Stabilization Project (CalOES Project)**

Project Description: This project consists of repairing the existing slope east of Trancas Canyon Park. The Woolsey Fire damaged the slope causing stability issues from soil and rock erosion and damaged concrete benching.

Updates: The project consultant has started the design of this project.

## **Fiscal Year 2020-2021 Capital Improvement Projects Update**

### Project Schedule:

- Complete Design: Spring 2021
- Begin Construction: Summer/Fall 2021

### **Birdview Avenue Improvements (FEMA/CalOES Project)**

Project Description: This project consists of repairing the roadway embankments on Birdview Avenue that were damaged from the storms after the Woolsey Fire.

Updates: The design of this project has been included in the Malibu Park Drainage Improvements project.

### Project Schedule:

- Complete Design: Spring 2021
- Begin Construction: Summer 2021

### **DISASTER PROJECTS (CONSTRUCTION)**

None at this time

### **DISASTER PROJECTS (COMPLETED)**

#### **Guardrail Replacement Citywide (FEMA/CalOES Project)**

Project Description: This project consisted of replacing the damaged guardrail throughout the City as a result of the Woolsey Fire.

#### **Corral Canyon Road Bridge Repairs (FEMA/CalOES Project)**

Project Description: This project consisted of replacing fire damaged existing fencing and repairing the damaged embankment adjacent to the bridge.

#### **Corral Canyon Culvert Repairs (FEMA/CalOES Project)**

Project Description: This project consisted of replacing a portion of Corral Canyon Road that was damaged from a failed storm drain.

### **DISASTER PROJECTS (NOT STARTED)**

#### **Clover Heights Storm Drain (FEMA Project)**

Project Description: This project consists of design and construction of a few storm drain on Clover Heights. The existing storm drain facility ends at the intersection of Clover Heights and Harvester Road. During storms, this intersection floods and causes debris to

## **Fiscal Year 2020-2021 Capital Improvement Projects Update**

block the road. An extended storm drain towards the end of Clover Heights will help eliminate this issue.

### Estimated Schedule:

- Complete Design: Spring 2022
- Begin Construction: Summer 2022

### **Latigo Canyon Road Culvert Repairs (FEMA/CalOES Project)**

Project Description: This project consists of repairing the existing storm drain on Latigo Canyon Road located approximately 2,500 feet from PCH that was damaged by the Woolsey Fire.

### Estimated Schedule:

- Complete Design: Winter 2021
- Begin Construction: Spring 2022

### **Encinal Canyon Road Drainage Improvements (FEMA/CalOES Project)**

Project Description: This project consists of repairing damage storm drain facilities and roadway embankments that were damaged by the Woolsey Fire.

### Estimated Schedule:

- Complete Design: Winter 2021
- Begin Construction: Spring 2022

### **Outdoor Warning Sirens (FEMA)**

Project Description: This project will be funded through a grant from FEMA after the Woolley Fire. The project consists of hiring a consultant to develop a plan that includes the evaluation of a siren system and possible locations.

Estimated Schedule: Complete Design dependent upon final grant approval from FEMA