



Council Agenda Report

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

Prepared by: Lisa Soghor, Assistant City Manager

Reviewed by: Ruth Quinto, City Treasurer

Approved by: Steve McClary, Interim City Manager

Date prepared: October 26, 2021

Meeting date: November 8, 2021

Subject: Fiscal Year 2021-2022 First Quarter Financial Report

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

FISCAL IMPACT: As of September 30, 2021, the projected General Fund Undesignated Reserve at June 30, 2022 will be \$36.1 million (unaudited).

WORK PLAN: This report was included as Item 6.c. in the Adopted Work Plan for Fiscal Year 2021-2022.

DISCUSSION: The attached report provides revenue, expenditure and fund balance totals for the first quarter of Fiscal Year 2021-2022.

In Fiscal Year 2021-2022, the City continues to navigate the economic uncertainties of the COVID-19 pandemic. The Adopted Budget for Fiscal Year 2021-2022 assumed a slow recovery and made use of the \$6.5 million Designated General Fund Reserve set aside by Council for Fiscal Year 2021-2022 operating expenses. Revenues for Fiscal Year 2020-2021 greatly exceeded predictions. Many of the revenue sources that showed increases in the prior fiscal year, including property tax, sales tax and transient occupancy tax, have not yet been received for the first quarter of Fiscal Year 2021-2022. Staff will continue to closely monitor these tax revenue sources and, if adjustments to the budget are warranted, staff will bring those revisions to the Council at mid-year.

Staff continues to closely monitor all revenues and expenditures, and as of the close of the first quarter, the City's expenses and revenues are tracking appropriately.

The Revenues by Fund Report (pages A 1-5) reflects General Fund revenues of \$6.0 million or 15.6% of the annual budgeted amount for the fiscal year. Total revenue of all funds received during the first quarter is \$6.8 million or 8.1% 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.

The Expenditure by Fund Report (pages A 6-8) does not yet reflect any budget carryovers from Fiscal Year 2020-2021 as these will be included at mid-year after the prior fiscal year has been audited. This part of the report does reflect the appropriations approved by the City Council for the current fiscal year in the Amended Budget column. Budget Adjustments, Carryovers and Council Appropriations total \$51,000 as of September 30, 2021. General Fund expenditures for the first quarter total \$6.7 million or 16.5% of the annual budgeted amount. Several large General Fund expenditures occur in the beginning of the fiscal year including insurance and CalPERS liability payments which are reflected in the higher percentages in some programs. Expenditures for all funds total \$7.5 million or 8.2% 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, 2022 includes all expenses appropriated as of September 30, 2021 by the Council. The City ended Fiscal Year 2020-2021 with \$36.8 million (unaudited) in the Undesignated General Fund Reserve. As of September 30, 2021, the projected General Fund Undesignated Reserve at June 30, 2022 will be \$36.1 million. The City's Projected General Fund Undesignated Reserve will be approximately 91% of the Fiscal Year 2021-2022 operating budget and will exceed the 65% targeted reserve amount. The Adopted Budget of Fiscal Year 2021-2022 utilizes \$3.8 million of the \$6.5 million General Fund Designated Reserve for operating expenditures. At the mid-year budget review, staff will project expenditures for Fiscal Year 2022-2023 and make recommendations about carrying over this designated reserve.

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

The Fiscal Year 2021-2022 First Quarter Financial Report was reviewed by the Administration and Finance Subcommittee on October 26, 2021.

Included with this financial report is a status update of the Adopted Work Plan for Fiscal Year 2021-2022. In addition to the priorities approved as part of the budget process, the update contains any priorities assigned by Council subsequent to that date.

ATTACHMENTS:

1. Fiscal Year 2021-2022 First Quarter Financial Report
2. First Quarter Update of Fiscal Year 2021-2022 City Council Work Plan

REVENUES BY FUND

September 30, 2021

Object	Description	2021-2022 Adopted	Amended Budget	Received 9/30/2021	Percentage Received	2021-2022 Projected
100, 101 & 103 General Fund						
3111	Current Year Secured Property Tax	\$ 12,400,000	\$ 12,400,000	\$ -	0.0%	\$ 12,400,000
3112	Current Year Unsecured Property Tax	425,000	425,000	315,214	74.2%	425,000
3113	Homeowner's Exemption	60,000	60,000	-	0.0%	60,000
3114	Prior Year Secured Property Tax	1,000	1,000	-	0.0%	1,000
3115	Prior Year Unsecured Property Tax	10,000	10,000	-	0.0%	10,000
3118	Property Tax In-Lieu	2,250,000	2,250,000	-	0.0%	2,250,000
	Revenue from Property Taxes	15,146,000	15,146,000	315,214	2.1%	15,146,000
3131	Documentary Transfer Tax	750,000	750,000	234,892	31.3%	750,000
3132	Utility User's Tax	2,100,000	2,100,000	360,324	17.2%	2,100,000
3133	Transient Occupancy Tax - Hotels and Motels	2,000,000	2,000,000	590,337	29.5%	2,000,000
3133-01	Transient Occupancy Tax - Private Rentals	2,500,000	2,500,000	-	0.0%	2,500,000
3134	Franchise Fees	650,000	650,000	72,612	11.2%	650,000
3137	Sales and Use Tax	3,500,000	3,500,000	385,147	11.0%	3,500,000
3138	Parking Tax	400,000	400,000	78,889	19.7%	400,000
	Revenue From Other Taxes	11,900,000	11,900,000	1,722,201	14.5%	11,900,000
3201	Alarm Permits	30,000	30,000	8,667	28.9%	30,000
3202	Film Permits	360,000	360,000	133,339	37.0%	360,000
3203	Building Permits	900,000	900,000	281,037	31.2%	900,000
3203-01	Code Enforcement - Special Investigations	6,500	6,500	4,794	73.8%	6,500
3204	Wastewater Treatment System Permits	35,000	35,000	13,657	39.0%	35,000
3205	Plumbing Permits	110,000	110,000	40,069	36.4%	110,000
3207	Mechanical Permits	80,000	80,000	28,250	35.3%	80,000
3208	Electrical Permit Fees	170,000	170,000	71,285	41.9%	170,000
3209	Grading/Drainage Permit Fees	65,000	65,000	16,388	25.2%	65,000
3210	Misc. Permits	30,000	30,000	1,337	4.5%	30,000
3418	OWTS Operating Permit Fees	320,000	320,000	59,217	18.5%	320,000
3420	Parking Permits	1,500	1,500	360	24.0%	1,500
3421	Planning Review Fees	900,000	900,000	319,503	35.5%	900,000
	Revenue From Licenses and Permits	3,008,000	3,008,000	977,903	32.5%	3,008,000
3250	Parking Citations Fines	1,000,000	1,000,000	355,566	35.6%	1,000,000
	Revenue From Fines and Forfeitures	1,000,000	1,000,000	355,566	35.6%	1,000,000
3316	Motor Vehicle In-Lieu Fees	5,000	5,000	-	0.0%	5,000
3318	Street Sweeping Reimbursements	50,000	50,000	-	0.0%	50,000
3322	American Rescue Plan	1,413,798	1,413,798	1,413,798	100.0%	1,413,798
3341	FEMA/OES Reimbursements	1,500,000	1,500,000	16,597	1.1%	1,500,000
3373	Proposition A Recreation	-	-	-	0.0%	-
3381	LA County EWMP Reimbursement	206,000	206,000	72,617	35.3%	206,000
	Revenue From Other Governments	3,174,798	3,174,798	1,503,012	47.3%	3,174,798
3408	Biology Review Fees	100,000	100,000	52,767	52.8%	100,000
3409	Document Retention Fees	12,000	12,000	4,137	34.5%	12,000
3410	Building Plan Check Fees	800,000	800,000	140,142	17.5%	800,000
3410-01	Administrative Plan Check Processing Fee	35,000	35,000	12,886	36.8%	35,000
3411	Inspector Plan Check Fees	100,000	100,000	72,891	72.9%	100,000
3412	Geo Soils Engineering Fees	600,000	600,000	268,052	44.7%	600,000
3413	Other Plan Check Fees	20,000	20,000	9,018	45.1%	20,000
3414	Environmental Health Review Fees	350,000	350,000	108,008	30.9%	350,000
3415	Grading/Drainage Plan Review Fees	25,000	25,000	567	2.3%	25,000
3416	Code Enforcement Investigation Fees	50,000	50,000	15,265	30.5%	50,000
3419	Credit Card Fees	80,000	80,000	25,454	31.8%	80,000
3422	OWTS Practinoners Fees	23,000	23,000	3,166	13.8%	23,000
3425	CA Building Standards Surcharge	3,000	3,000	2,400	80.0%	3,000

REVENUES BY FUND

September 30, 2021

Object	Description	2021-2022 Adopted	Amended Budget	Received 9/30/2021	Percentage Received	2021-2022 Projected
General Fund (Continued)						
3426	EIR Review Fees	-	-	-	0.0%	-
3427	Technology Enhancement Fee	80,000	80,000	30,192	37.7%	80,000
3431	Public Works/Engineering Fees	300,000	300,000	111,287	37.1%	300,000
3432	SUSMP Fees	50,000	50,000	3,600	7.2%	50,000
3433	Banner Hanging Fees	500	500	-	0.0%	500
3434	TOT Registration Fees	-	-	-	0.0%	-
3434-01	Short-Term Rental Permit Fee	90,000	90,000	9,219	10.2%	90,000
3434-02	Short-Term Rental Violation Fines	2,000	2,000	18,462	923.1%	2,000
3435	Admin Permit Processing Fees	75,000	75,000	22,579	30.1%	75,000
3436	Electric Vehicle Charger Fees	1,000	1,000	653	65.3%	1,000
3441	Sale of Publications and Materials	2,000	2,000	36	1.8%	2,000
3444	Returned Check Service Fees	500	500	80	16.0%	500
3446	Vehicle Release Impound Fees	5,000	5,000	51,881	1037.6%	5,000
3447	Election Fees	-	-	-	0.0%	-
3448	Subpoena Fees	5,000	5,000	-	0.0%	5,000
3449	False Alarm Service Charge	12,000	12,000	2,659	22.2%	12,000
3450	Residential Decals	2,000	2,000	220	11.0%	2,000
3451	Passport Processing Fees	-	-	-	0.0%	-
3461	Municipal Facility Use Fees	22,000	22,000	18,891	85.9%	22,000
3464	Youth Sports Program	42,000	42,000	13,761	32.8%	42,000
3464-01	Girls Youth Sports	7,000	7,000	4,350	62.1%	7,000
3466	Aquatics Program	156,000	156,000	70,807	45.4%	156,000
3467	Day Camp	55,000	55,000	13,085	23.8%	55,000
3468	Senior Adult Program	20,000	20,000	1,023	5.1%	20,000
3469	Skate Park	7,000	7,000	-	0.0%	7,000
3470	Recreation/Community Class Registration	100,000	100,000	19,650	19.7%	100,000
3471/3472	Special Events	10,000	10,000	-	0.0%	10,000
	Revenue From Service Charges	3,242,000	3,242,000	1,107,188	34.2%	3,242,000
3501	Interest Earnings	300,000	300,000	48,595	16.2%	300,000
3505	City Hall Use Fees	5,000	5,000	2,704	54.1%	5,000
	Use of Money and Property	305,000	305,000	51,299	16.8%	305,000
3600	Proceeds from Grants	824,476	824,476	-	0.0%	824,476
3602	Proposition A Transportation Funds Exchange	-	-	-	0.0%	-
3901	Settlements	10,000	10,000	-	0.0%	10,000
3902	Legal Fees	2,500	2,500	-	0.0%	2,500
3904	TOT Private Rental Penalties	25,000	25,000	-	0.0%	25,000
3905	Miscellaneous Reimbursements	25,000	25,000	8,903	35.6%	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	61	1.2%	5,000
	Miscellaneous Revenue	897,976	897,976	8,964	1.0%	897,976
Total General Fund		38,673,774	38,673,774	6,041,347	15.6%	38,673,774
Special Revenue Funds						
201 Gas Tax Fund						
3315	Highway User's Fees	325,372	325,372	88,757	27.3%	325,372
3318	Traffic Congestion Relief	-	-	-	0.0%	-
3501	Interest Earnings	1,000	1,000	-	0.0%	1,000
	Total Gas Tax Fund	326,372	326,372	88,757	27.2%	326,372

REVENUES BY FUND

September 30, 2021

Object	Description	2021-2022 Adopted	Amended Budget	Received 9/30/2021	Percentage Received	2021-2022 Projected
Special Revenue Funds (Continued)						
202 Traffic Safety Fund						
3312	Fines & Forfeitures	200,000	200,000	28,089	14.0%	200,000
3501	Interest Earnings	900	900	-	0.0%	900
	Total Traffic Safety Fund	200,900	200,900	28,089	14.0%	200,900
203 Proposition A Fund						
3371	Prop A Funds	236,679	236,679	73,087	30.9%	236,679
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Proposition A Fund	238,679	238,679	73,087	30.6%	238,679
204 Proposition C Fund						
3372	Prop C Funds	196,319	196,319	60,874	31.0%	196,319
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Proposition C Fund	198,319	198,319	60,874	30.7%	198,319
205 Measure R Fund						
3374	Measure R Funds	147,239	147,239	45,621	31.0%	147,239
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Measure R fund	149,239	149,239	45,621	30.6%	149,239
206 Air Quality Management Fund						
3377	AQMD Funds	16,000	16,000	-	0.0%	16,000
3501	Interest Earnings	800	800	-	0.0%	800
3943	Other Revenue	-	-	-	0.0%	-
	Total Air Quality Management Fund	16,800	16,800	-	0.0%	16,800
207 Solid Waste Management Fund						
3311	Solid Waste Management Surcharge	120,000	120,000	22,382	18.7%	120,000
3434	Recycling Fees	17,449	17,449	-	0.0%	17,449
3501	Interest Earnings	200	200	-	0.0%	200
3600	Grant Proceeds	5,000	5,000	-	0.0%	5,000
	Total Solid Waste Management Fund	142,649	142,649	22,382	15.7%	142,649
208 Parkland Development Fund						
3135	Parkland Development Fees	20,000	20,000	26,318	131.6%	20,000
3501	Interest Earnings	1,000	1,000	-	0.0%	1,000
3905	Miscellaneous Reimbursements	-	-	-	0.0%	-
	Total Park Development Fund	21,000	21,000	26,318	125.3%	21,000
209 Quimby Fund						
3501	Interest Earnings	35	35	-	0.0%	35
	Total Quimby Fund	35	35	-	0.0%	35
211 COPS (Brulte) Grant Fund						
3600	Proceeds From Grants (Brulte)	160,000	160,000	-	0.0%	160,000
	Total COPS (Brulte) Fund	160,000	160,000	-	0.0%	160,000
212 Measure M Funds						
3375	Measure M Funds	166,871	166,871	51,597	30.9%	166,871
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Measure M Fund	168,871	168,871	51,597	30.6%	168,871

REVENUES BY FUND

September 30, 2021

Object	Description	2021-2022 Adopted	Amended Budget	Received 9/30/2021	Percentage Received	2021-2022 Projected
Special Revenue Funds (Continued)						
213 Road Maintenance and Rehabilitation Act (RMRA) Fund						
3319	SB1 Annual Allocation	247,143	247,143	21,459	8.7%	247,143
3501	Interest Earnings	1,500	1,500	-	0.0%	1,500
	Total RMRA Fund	248,643	248,643	21,459	8.6%	248,643
214 Art in Public Places Fund						
3135	Art in Public Places Fees	5,000	5,000	-	0.0%	5,000
3501	Interest Earnings	250	250	-	0.0%	250
	Total Art in Public Places Fund	5,250	5,250	-	0.0%	5,250
215 Community Development Block Grant Fund						
3600	Proceeds From Grants	20,000	20,000	-	0.0%	20,000
3600-01	Proceeds From Grants - Disaster Recovery	150,000	150,000	-	0.0%	150,000
	Total Comm. Dev. Block Grant Fund	170,000	170,000	-	0.0%	170,000
218 Measure W - LA County Stormwater Fund						
3379	Measure W Annual Allocation	380,000	380,000	-	0.0%	380,000
3501	Interest Earnings	100	100	-	0.0%	100
	Total Measure W - LA County Stormwater	380,100	380,100	-	0.0%	380,100
225 Grants Fund						
3376	TDA	8,596	8,596	-	0.0%	8,596
3600	Proceeds From Grants	18,110,000	18,110,000	-	0.0%	18,110,000
	Total Grants Fund	18,118,596	18,118,596	-	0.0%	18,118,596
290 Big Rock LMD Fund						
3116	Big Rock Mesa Assessment	327,539	327,539	-	0.0%	327,539
3501	Interest Earnings	800	800	-	0.0%	800
	Total Big Rock LMD Fund	328,339	328,339	-	0.0%	328,339
291 Malibu Road LMD Fund						
3116	Malibu Road Assessment	59,388	59,388	-	0.0%	59,388
3501	Interest Earnings	800	800	-	0.0%	800
	Total Malibu Road LMD Fund	60,188	60,188	-	0.0%	60,188
292 Calle Del Barco LMD Fund						
3116	Calle Del Barco Assessment	81,618	81,618	-	0.0%	81,618
3501	Interest Earnings	700	700	-	0.0%	700
	Total Calle Del Barco LMD Fund	82,318	82,318	-	0.0%	82,318
516 Civic Center Water Treatment Facility AD						
3501	Interest Earnings	30,000	30,000	-	0.0%	30,000
3915	Civic Center Water Treatment Facility AD	2,587,519	2,587,519	-	0.0%	2,587,519
	Total Civic Ctr Water Treatment Facility AD	2,617,519	2,617,519	-	0.0%	2,617,519
517 Civic Center Water Treatment Facility - Phase Two						
3501	Interest Earnings	-	-	-	0.0%	-
3950	CCWTF - Phase Two Construction	16,500,000	16,500,000	-	0.0%	16,500,000
2080	CCWTF - Phase Two Contributions	600,000	600,000	-	0.0%	600,000
	Total Civic Ctr Water Treatment Facility AD	17,100,000	17,100,000	-	0.0%	17,100,000

REVENUES BY FUND

September 30, 2021

Object	Description	2021-2022 Adopted	Amended Budget	Received 9/30/2021	Percentage Received	2021-2022 Projected
712 Carbon Beach Undergrounding CFD Fund						
3915	Carbon Beach Undergrounding Assessment	236,032	236,032	-	0.0%	236,032
3501	Interest Earnings	20	20	-	0.0%	20
	Total Carbon Beach Undergrounding CFD	236,052	236,052	-	0.0%	236,052
713 Broad Beach Assessment District						
3915	Broad Beach Undergrounding Assessment	141,710	141,710	-	0.0%	141,710
3501	Interest Earnings	10	10	-	0.0%	10
	Total Broad Beach Undergrounding AD	141,720	141,720	-	0.0%	141,720
Total Special Revenue Funds		41,111,589	41,111,589	418,184	1.0%	41,111,589
500 Legacy Park Project Fund						
3501	Interest Earnings	6,000	6,000	-	0.0%	6,000
3505	Proceeds from Rent	1,538,067	1,538,067	367,440	23.9%	1,538,067
3905	Miscellaneous Revenue	145,000	145,000	-	0.0%	145,000
	Total Legacy Park Project Fund	1,689,067	1,689,067	367,440	21.8%	1,689,067
Total Legacy Park Project Fund		1,689,067	1,689,067	367,440	21.8%	1,689,067
515 Civic Center Wastewater Treatment Facility O&M						
3501	Interest Earning	-	-	-	0.0%	-
3510	Sewer Service Fees	2,210,622	2,210,622	-	0.0%	2,210,622
	Total CCWTF O&M	2,210,622	2,210,622	-	0.0%	2,210,622
Total CCWTF O&M Funds		2,210,622	2,210,622	-	0.0%	2,210,622
Internal Service Funds						
601 Vehicle Fund						
3501	Interest Earnings	100	100	-	0.0%	100
3951	Vehicle Charges	114,000	114,000	-	0.0%	114,000
	Total Vehicle Fund	114,100	114,100	-	0.0%	114,100
602 Information Technology Fund						
3501	Interest Earnings	100	100	-	0.0%	100
3952	Information Technology Charges	632,000	632,000	-	0.0%	632,000
	Total Information Technology Fund	632,100	632,100	-	0.0%	632,100
Total Internal Service Funds		746,200	746,200	-	0.0%	746,200
Total Revenue - All Funds		\$ 84,431,252	\$ 84,431,252	\$ 6,826,971	8.1%	\$ 84,431,252

Reconciliation of adopted to amended budget

Total 2021-2022 Adopted budget: \$ 84,431,252

Account	Description	Amount
		-
		-
	Total Amendments	-
	Total Amendment Budget	\$ 84,431,252

EXPENDITURES BY FUND

September 30, 2021

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2021-22 Projected
General Fund						
Management and Administration						
7001	City Council	\$ 655,986	\$ 655,986	\$ 232,067	35.4%	\$ 655,986
7002	Media Operations	573,832	573,832	113,797	19.8%	573,832
7003	City Manager	696,784	696,784	124,735	17.9%	696,784
7005	Legal Counsel	1,119,209	1,119,209	226,594	20.2%	1,119,209
7007	City Clerk	540,820	540,820	63,956	11.8%	540,820
7021-7031	Public Safety Services	11,898,562	11,924,562	1,166,233	9.8%	11,924,562
7054	Finance	1,525,856	1,525,856	308,285	20.2%	1,525,856
7058	Human Resources	419,964	419,964	78,843	18.8%	419,964
7059	Non Departmental Services	2,681,115	2,681,115	1,862,895	69.5%	2,681,115
103-9050	City Hall	810,004	810,004	224,889	27.8%	810,004
9088	Vacant Land	292,420	292,420	-	0.0%	292,420
103/104-9050/9074	Debt Service	3,190,001	3,190,001	-	0.0%	3,190,001
Total Administrative Services		24,404,553	24,430,553	4,402,294	18.0%	24,430,553
Community Services						
4001	General Recreation	758,957	758,957	161,015	21.2%	758,957
4002	Aquatics	340,701	340,701	75,882	22.3%	340,701
4004	Day Camps	96,897	96,897	47,109	48.6%	96,897
4005	Skate Park	99,396	99,396	11,634	11.7%	99,396
4006	Youth Sports	107,680	107,680	11,612	10.8%	107,680
4007	Community Programs	167,290	167,290	15,776	9.4%	167,290
4008	Senior Adult Programs	177,338	177,338	26,807	15.1%	177,338
4010	Park Maintenance	1,137,273	1,137,273	101,820	9.0%	1,137,273
4011	Special Events	143,817	143,817	12,714	8.8%	143,817
4012	Cultural Arts	176,372	176,372	27,168	15.4%	176,372
Total Community Services		3,205,721	3,205,721	491,537	15.3%	3,205,721
Environmental & Sustainability Development						
2004	Environmental & Building Safety	2,489,483	2,489,483	409,479	16.4%	2,489,483
2010	Wastewater Management	767,478	767,478	120,942	15.8%	767,478
3003	Clean Water Program	1,037,438	1,037,438	105,837	10.2%	1,037,438
3004	Solid Waste Management	75,000	75,000	-	0.0%	75,000
Total Env. & Community Development		4,369,399	4,369,399	636,258	14.6%	4,369,399
Planning Department						
2001	Planning	2,830,499	2,830,499	525,306	18.6%	2,830,499
2012	Code Enforcement	623,925	623,925	90,412	14.5%	623,925
Total Planning Department		3,454,424	3,454,424	615,718	17.8%	3,454,424
Public Works/Engineering						
3001	Street Maintenance	1,080,779	1,080,779	101,055	9.4%	1,080,779
3005	Fleet Operations	140,000	140,000	-	0.0%	140,000
3007	City Facilities	176,100	176,100	1,686	1.0%	176,100
3008	Public Works	1,351,836	1,376,836	249,742	18.1%	1,376,836
Total Public Works		2,748,715	2,773,715	352,483	12.7%	2,773,715
Disaster Response						
3002	Fire Rebuilds and Storm Response	2,099,000	2,099,000	174,338	8.3%	2,099,000
3002-19	COVID-19 Response	180,500	180,500	22,222	12.3%	180,500
Total Disaster Response		2,279,500	2,279,500	196,560	8.6%	2,279,500
Total General Fund		40,462,312	40,513,312	6,694,850	16.5%	40,513,312

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

EXPENDITURES BY FUND

September 30, 2021

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2021-22 Projected
Special Revenue Funds						
3001	Street Maintenance	785,000	785,000	-	0.0%	785,000
3003	Clean Water Program	-	-	-	0.0%	-
3004	Solid Waste Management	150,059	150,059	25,926	17.3%	150,059
3007	Stormwater Treatment Facilities	100,000	100,000	-	0.0%	100,000
3008	Public Works	345,000	345,000	-	0.0%	345,000
3009	Transportation Services	203,000	203,000	-	0.0%	203,000
4010	Park Maintenance	-	-	-	0.0%	-
6002	Big Rock Mesa LMD	414,780	414,780	4,127	1.0%	414,780
6003	Malibu Road LMD	77,530	77,530	1,842	2.4%	77,530
6004	Calle del Barco LMD	62,530	62,530	1,664	2.7%	62,530
9048	Carbon Beach Undergrounding CFD	227,946	227,946	8,136	3.6%	227,946
9052	Broad Beach Undergrounding AD	140,767	140,767	1,325	0.9%	140,767
9049	Civic Center Wastewater Treatment Plant AD	2,320,862	2,320,862	4,867	0.2%	2,320,862
7031	Public Safety	155,000	155,000	20,264	13.1%	155,000
7070	Community Development Block Grant	95,000	95,000	3,586	3.8%	95,000
Total Special Revenue Funds		5,077,474	5,077,474	71,737	1.4%	5,077,474
Capital Project Funds						
310	Capital Improvement Fund					
9002	Annual Street Overlay	720,000	720,000	-	0.0%	720,000
9059	PCH Median Improvements	4,250,000	4,250,000	725	0.0%	4,250,000
9061	Civic Center Way Improvements	-	-	-	0.0%	-
9066	PCH Signal Synchronization Imp.	9,805,000	9,805,000	-	0.0%	9,805,000
9070	Civic Center Stormwater Diversion	100,000	100,000	-	0.0%	100,000
9072	Marie Canyon Green Streets	400,000	400,000	-	0.0%	400,000
9073	Stormdrain Trash Screens	-	-	-	0.0%	-
9075	CCWTF Phase Two	16,500,000	16,500,000	-	0.0%	16,500,000
9079	City Hall Roof	-	-	-	0.0%	-
9082	Westward Beach Road	3,845,000	3,845,000	-	0.0%	3,845,000
9089	Temporary Skate Park	-	-	-	0.0%	-
9090	Permanent Skate Park	307,372	307,372	8,245	2.7%	307,372
9092	Bluff Park Workout Stations	-	-	-	0.0%	-
9093	Bluffs Park Shade Structure	-	-	-	0.0%	-
9094	Vehicle Protection Devices City Properties	100,000	100,000	-	0.0%	100,000
9095	Malibu Slope Repairs	-	-	-	0.0%	-
9096	Legacy Park Paver Repair	60,000	60,000	-	0.0%	60,000
9097	Malibu Bluffs Park South Walkway	150,000	150,000	-	0.0%	150,000
9098	Trancas Cyn Park Play Resurfacing	75,000	75,000	-	0.0%	75,000
9099	PCH Overhead Warning Signs	160,000	160,000	-	0.0%	160,000
9100	PCH/Trancas Right Turn Lane	250,000	250,000	-	0.0%	250,000
Disaster Capital Improvement Projects						
	9200 Woolsey Fire & Storm Response CIP	4,502,345	4,502,345	201,381	4.5%	4,502,345
Total Capital Project Funds		41,224,717	41,224,717	210,351	0.5%	41,224,717

EXPENDITURES BY FUND

September 30, 2021

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2021-22 Projected
Legacy Park Project Fund						
500	7004 Legacy Park Debt Service	1,093,838	1,093,838	-	0.0%	1,093,838
	7008 Legacy Park Operations	811,844	811,844	159,055	19.6%	811,844
Total Legacy Park Project Fund		1,905,682	1,905,682	159,055	8.3%	1,905,682
Civic Center Wastewater Treatment Facility Fund						
515	3010 CCWTF Sewer Services	1,999,500	1,999,500	206,556	10.3%	1,999,500
Total CCWTF Fund		1,999,500	1,999,500	206,556	0.0%	1,999,500
Internal Service Funds						
3005	Vehicle	84,000	84,000	10,908	13.0%	84,000
7060	Information Technology	738,689	738,689	159,949	21.7%	738,689
Total Internal Service Funds		822,689	822,689	170,857	20.8%	\$ 822,689
Total All Funds		\$ 91,492,374	\$ 91,543,374	\$ 7,513,406	8.2%	\$ 91,543,374

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

Reconciliation of adopted to amended budget

Total 2021-2022 Adopted budget: **\$ 91,492,374**

Account	Description	Project	Amount	Comment	Date
100-7031-7800	Public Safety Services - Other Equipment	LPRs	26,000	Council Appropriation	9/13/2021
100-3008-5100	Public Works - Professional Services	FEMA Flood Map	25,000	Council Appropriation	9/27/2021
			51,000		
Total 2021-2022 current amended budget:			\$ 91,543,374		

PROJECTED FUND BALANCES

September 30, 2021

FUND	Fund Balance July 1, 2021 (Unaudited)	Revenues Projected 9/30/2021	Expenditures Projected 9/30/2021	Transfers Budgeted 2021-2022	Fund Balance Projected June 30, 2022
General Fund - Undesignated	\$ 36,791,526	\$ 35,759,976	\$ 39,598,763	\$ 3,108,107	\$ 36,060,846
General Fund - Designated for FY 21-22	6,500,000	-	-	(3,838,787)	2,661,213
General Fund - Designated for CIPs	194,320	-	425,000	230,680	-
General Fund - SCE Settlement Woolsey Fire	6,980,854	-	-	(1,044,864)	5,935,990
Designated for Deferred Maintenance	637,784	-	-	500,000	1,137,784
Designated for Case (Crummer) Parcel	386,957	-	-	(307,372)	79,585
Designated for Water Quality Settlement	138,172	-	30,000	-	108,172
Designated for Housing Element Program	212,400	-	50,000	-	162,400
Designated for City Facilities - La Paz	500,000	-	-	-	500,000
Designated for FEMA Disaster Projects	(1,449,727)	1,500,000	4,502,345	1,044,864	(3,407,208)
Designated for American Rescue Plan	-	1,413,798	834,549	-	579,249
Total General Fund	50,892,286	38,673,774	45,440,657	(307,372)	43,818,031
Gas Tax Fund	56,415	326,372	325,000	-	57,787
Traffic Safety Fund	71,966	200,900	200,000	-	72,866
Proposition A Fund	449,861	238,679	203,000	-	485,540
Proposition C Fund	154,593	198,319	65,000	(235,000)	52,912
Measure R Fund	43,996	149,239	100,000	-	93,235
Measure M Fund	437,703	168,871	140,000	(370,000)	96,574
RMRA (SB1) Fund	307,575	248,643	-	(315,000)	241,218
Air Quality Management Fund	118,633	16,800	-	-	135,433
Solid Waste Management Fund	63,765	142,649	150,059	-	56,355
Parkland Development In-Lieu Fund	76,113	21,000	-	-	97,113
Art in Public Places In-Lieu Fund	35,647	5,250	-	-	40,897
Quimby Fund	3,827	35	-	-	3,862
COPS Brulte Grant Fund	-	160,000	155,000	-	5,000
CDBG	-	170,000	95,000	-	75,000
Measure W LA County Stormwater	187,987	380,100	100,000	(400,000)	68,087
Grants Fund	-	18,118,596	300,000	(17,818,596)	-
CCWTF AD Phase One	6,302,329	2,617,519	2,320,862	-	6,598,986
Big Rock LMD	95,413	328,339	414,780	-	8,972
Malibu Road LMD	83,385	60,188	77,530	-	66,043
Calle Del Barco LMD	74,848	82,318	62,530	-	94,636
Carbon Beach Undergrounding CFD	161,669	236,052	227,946	-	169,775
Broad Beach Assessment District	82,808	141,720	140,767	-	83,761
CCWTF Phase Two	233,367	17,100,000	-	(16,500,000)	833,367
Total Special Revenue Funds	9,041,900	41,111,589	5,077,474	(35,638,596)	9,437,419
Capital Improvements	(92,925)	-	36,297,372	36,005,968	(384,329)
Total Capital Improvement Funds	(92,925)	-	36,297,372	36,005,968	(384,329)
Legacy Park Project Fund	982,793	1,689,067	1,905,682	(60,000)	706,178
Total Legacy Fund	982,793	1,689,067	1,905,682	(60,000)	706,178
Civic Center Wastewater Treatment Facility	(337,286)	2,210,622	1,999,500	-	(126,164)
Total Civic Center Wastewater Treatment Fac.	(337,286)	2,210,622	1,999,500	-	(126,164)
Vehicle	88,951	114,100	84,000	-	119,051
Information Technology	138,654	632,100	738,689	-	32,065
Total Internal Service Funds	227,605	746,200	822,689	-	151,116
Total All Funds	\$ 60,714,373	\$ 84,431,252	\$ 91,543,374	\$ -	\$ 53,602,251

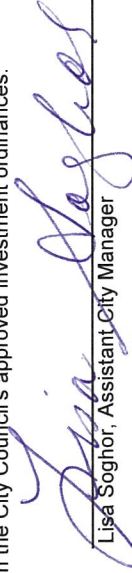
CITY OF MALIBU

CITY TREASURER'S CASH AND INVESTMENTS REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2021

ACCOUNT	ISSUER	TYPE	AMOUNT	CURRENT YIELD	EARNINGS TO DATE	MATURITY DATE
Cash Operating	First Bank	Checking	\$ 15,267,214	N/A		N/A
Revolving Cash Fund	Internal	Petty Cash	700	N/A		N/A
Investments	Local Agency Investment Fund (LAIF)	State of CA	49,346,291	0.24%	\$ 30,048	1 day
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.94%		10/20/2021
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.22%		3/14/2022
Investments	Wells Fargo Advisors	Federal Home Loan	190,000	2.34%		11/8/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.29%		11/15/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.33%		11/22/2022
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.74%		3/14/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.74%		3/15/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	3.32%		12/6/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.37%		6/19/2024
Investments	Wells Fargo Advisors	Federal Home Loan	125,000	2.37%		6/27/2024
Investments	Wells Fargo Advisors	Federal Home Loan	225,000	0.99%		12/28/2026
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.89%		12/27/2027
TOTAL CASH AND INVESTMENTS			\$ 67,404,204		\$ 30,048	

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

Date

10/24/2021

Reviewed by:


Ruth F. Quinto, City Treasurer

Date

10/21/2021

FISCAL YEAR 2021-2022

WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
1.	PUBLIC SAFETY		
1.a.	Response to COVID-19	All Departments	Staff continued to implement public health protocols at City Hall while serving the public in-person and virtually. New LA County, State, and federal guidance was pushed out to the community via all media platforms.
1.b.	Law Enforcement Services	(PS/MS)	PS: As part of the FY21-22 budget, Council approved the addition of two additional crime suppression units to patrol during the evening and early morning hours. The units have been put into place and have resulted in numerous felony and misdemeanor arrests. In addition, to assist the Sheriff's Department in criminal investigation and identify suspects in the community, staff received approval from the City Council in September for the purchase of nine fixed Automatic License Plate Reader cameras.
1.b.	Emergency Preparedness	PS/MS	PS: In September Public Safety staff provided nine community education events, including PSPS training for Seniors, Home Wildfire Hardening Seminar, a Spanish language preparedness training, a Firescaping Workshop, Fire Season Briefing, Public Safet Expo
1.c.	Emergency Plan Update	PS/MS	PS - No update at this time.
1.d.	Radio Communications Enhancement	PS/MS	PS: Weekly radio tests were conducted, and staff worked with the Public Safety Commission Indoor Warning System Ad Hoc Committee, KBUU and the Malibu CERT Team's communications lead to explore indoor warning systems.

FISCAL YEAR 2021-2022

WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
1.e.	Volunteers on Patrol (VOP)	PS/MS	PS: Staff worked to support the VOP's acquisition of an additional vehicle and purchase of new uniforms for new VOP members.
1.f.	Emergency Alert Systems	PS/MS	PS: Staff conducted tests of the City's Disaster Notification System in September as part of National Preparedness Month.
1.g.	Emergency Warning Sirens - Design	PS/MS/PL/PW	PL - No update awaiting application PW - RFQ sent out for consultants. Staff has reviewed proposals and will be bringing an agreement to Council in Q2
1.h.	Emergency Warning Sirens - Construction	PS/MS/PL	No update
1.i.	Community Emergency Response Team (CERT)	PS/MS	PS: Staff participated in monthly meetings and training with the Malibu CERT Team.
1.j.	Wildfire Safety Program	PS/MS	PS: An additional part-time Fire Safety Liaison was brought on board to assist with Home Ignition Zone Assessments and the implementation of a grant funded hazard tree removal program. 53 Home Ignition Zone Assessments were performed. An RFP was issued and a contractor was selected to do the hazard tree removal.
1.k.	Homelessness Outreach and Services	PS/MS	PS: Staff worked with the Sheriff's Homeless Outreach Services (HOST) Team to identify encampments that need to be cleared in preparation for peak fire season. The Malibu Homeless Outreach team was able to secure 15 Section 8 vouchers for clients in Malibu.
1.l.	Homelessness Shelter and Safe Parking Program	PS/MS	PS: The newly established Homelessness Task Force will explore these options. Three meetings of the Task Force were held.

FISCAL YEAR 2021-2022
WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
1.m.	Oversight of SCE Annual Vegetation Maintenance Program	PL	PL: In FY 2020-2021 Q3, SCE initiated work in 4 out of 10 grids. The City Arborist reviewed 3 of the 4 grids. SCE revised its pruning cycle and the cycle begins in October , and ends in April. As such, SCE did not conduct any work in Malibu in Q1. Staff is currently negotiating an agreement with the former Assistant City Arborist since the City Arborist, Jan C. Scow, retired.
1.n.	Annual Day of Preparedness - November 9	PS/CS/MS	PS/MS: Staff is working with the Media Team to develop a video to be shown at the November 8 City Council Meeting.

**FISCAL YEAR 2021-2022
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
2.	WOOLSEY FIRE RECOVERY		
2.a.	Community Rebuilding	All Departments	<p>ESD: In-house ESD staff levels were adjusted to ensure staff is available for the expected high-level of project submittals. In this quarter, there were 104 Woolsey plan reviews submitted and 224 permits of all types (Building, Plumbing, Electrical and Mechanical). There were 1,289 inspections.</p> <p>PL: The fire rebuild contract planner is available at City Hall in-person M-F for in-person or virtual consultations. In Q1, 44 rebuild applications were submitted; 40 were approved; and a total of 98 applications are currently under review. In total, the Planning Department has approved 317 single-family residences.</p> <p>MS: An updated Woolsey Fire Fee Waiver resolution that extends all deadlines by 18 months will be presented to Council on November 8, 2021.</p>
2.b.	Community Development Block Grant - Disaster Recovery Multifamily Housing Program	MS/PL	<p>PL - No update</p> <p>MS - Staff continued to work with the California Housing and Community Development Department to complete the required due diligence and to develop the program agreement.</p>
2.c.	Latigo Canyon Road Roadway/Retaining Wall Improvements	PW	Consultant engineer is working on the final design of this project. Design is anticipated to be completed in Q2.

FISCAL YEAR 2021-2022

WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
2.d.	Trancas Canyon Park Slope Improvements	PW/CS	Consultant engineer is working on the final design of this project. Design is anticipated to be completed in Q2.
2.e.	Trancas Canyon Park Planting and Irrigation Improvements	PW/CS	Consultant engineer is working on the final design of this project. Design is anticipated to be completed in Q2.
2.f.	Birdview Avenue Road Embankment Improvements	PW	This project was combined with the Malibu Park Drainage Improvements project. This project will be completed in Q2
2.g.	Broad Beach Road Water Quality Improvements	PW	This project is scheduled for public bid in Q2
2.h.	Encinal Canyon Road Drainage Improvements	PW	This project is under design and scheduled to be complete in Q3
2.i.	Malibu Park Storm Drain Improvements	PW	This project will be completed in Q2
2.j.	Clover Heights Storm Drain Improvements Project	PW	Consultant RFQ will be issued in Q2
2.k.	Westward Beach Road Shoulder Repairs	PW	Design is underway
2.l.	Storm Drain Master Plan	PW	Staff anticipates hiring a consultant in Q2
2.m.	Malibu Road Slope Repairs	PW	Design will be completed in Q4
2.n.	Corral Canyon Road Stabilization Projects	PW	This project was removed
2.o.	Point Dume Walkway Repairs	PW	The design of this project will be completed in Q3

FISCAL YEAR 2021-2022

WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
3.	SCHOOL DISTRICT SEPARATION		
3.a.	School District - Fiscal Analysis	MS	The LA County Office of Education's County Committee on School District Organization (County Committee) held the conclusion of the preliminary public hearing on the City's petition on September 18, 2021. The City prepared supplemental materials for the County Committee to review including a response to the County Committee's staff report and gave a presentation at the preliminary public hearing. The County Committee voted to move the City's petition into the regular petition process. The next public hearing has been scheduled for November 10, 2021.
4.	PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER		
4.a.	Accessory Dwelling Unit (ADU) Ordinance	PL	PL : Staff is completing the revisions to the ZTA and LCPA that were recommended by the Planning Commission, which will be presented to the Commission in December 2021.
4.b.	Short-Term Rental (STR) "Home-Sharing" Ordinance and LCPA	PL/MS	PL: The LCPA is currently undergoing certification review by the California Coastal Commission (CCC). On June 29, 2021, the CCC deemed the LCPA application complete. At its September 8, 2021 meeting, the CCC granted itself a one-year extension to process the LCPA (June 29, 2022).
4.c.	Parking as a Stand-Alone Use	PL	PL: Staff is preparing an agenda report for a ZORACES meeting in Q2.

**FISCAL YEAR 2021-2022
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.d.	Overnight Parking Ordinance	PL/PW	PL: Staff recently presented Ordinance 493, which furthers the Council and Public Safety Commission's overnight parking program goals. The most recent area to be addressed is the west side of Trancas Canyon Road. On October 18, 2021 the Planning Commission was presented with the CDP to allow for the installation of the signs necessary to implement Ordinance 493.
4.e.	Housing Element 6th Cycle RHNA & 2021 Housing Element Update	PL	PL: On July 22, 2021, staff presented the draft element to the Planning Commission and August 23, 2021, staff presented the draft element to the City Council for comment. Staff submitted a draft copy of the Housing Element update to HCD and on October 18, 2021 HCD provided comments to staff during a conference call. IN Q2, staff will address the comments and schedule Planning Commission and City Council hearings to adopt the final draft.

**FISCAL YEAR 2021-2022
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.f.	Cannabis Ordinance	PL	PL: Ordinance No. 486, which amended the City’s cannabis ordinance that ensured compliance with the current County guidelines, went into effect on July 27, 2021. These updates allow the County to conduct plan review and health inspections for cannabis retailers within the City. The ordinance also implements the County’s business license requirements for cannabis retailers. The ordinance will be implemented by a contractual agreement between the City and the County Public Health Department to grant the County authority to perform public health permitting, plan review and approval, and inspection and enforcement services for cannabis retailer storefront operators. In FY 2021-2022, City staff, with the assistance of the City Attorney's Office, has worked with County Counsel to finalize the language for the agreement, which has now been executed by City representatives. The agreement is awaiting final execution by County Staff and County Counsel before it goes into effect. To date, one of the two local cannabis retailers has initiated compliance with County public health and business license requirements.
4.g.	MRCA Coastal Access Public Works Plan	PL	On August 18, staff attended a meeting with the MRCA and members of the public about the La Costa beach access. At that meeting the MRCA informed the City that they may remove that accessway from the Public Works Plan and obtain permits directly from the City. No further updates beyond that meeting and particular site.

**FISCAL YEAR 2021-2022
WORK PLAN**

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.h.	Farmers Market Parking in the Civic Center	PL	On September 27, 2021, the Council initiated an amendment to Ordinance 456 to modify the end date regarding the use of the Chili Cook-Off site. The Planning Commission hearing is scheduled for November 1, 2021.
4.i.	Wireless Communications Facilities Ordinance	PL	On July 7, 2021, the California Coastal Commission (CCC) received the City's submittal to amend the Local Coastal Program (LCP) regarding definitions, development standards, and permit procedures related to wireless communication facilities. On July 21, 2021, CCC staff provided an incomplete letter requesting that the City provide a copy of the public noticing materials and a more robust consistency and impact analysis. On September 14, 2021, Planning staff had a meeting with CCC staff to discuss the application and City staff requested a sample of the materials Coastal was requesting in the incomplete letter. On September 20, 2021, CCC staff provided the samples Planning staff as requested. Staff is currently preparing responses to the CCC's incomplete letter.
4.j.	Wireless Communications Facilities Mapping	PL	In Q1, HR Green completed the first of five phases to map all wireless facilities in the City. The first phase is the largest phase which starts at the east side of the City and subsequently moves towards the west. The second phase is in progress. The database with the required fields has been established including an inventory of photo evidence.

FISCAL YEAR 2021-2022
WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.k.	Sign Regulations Code Amendments	PL	PL: The LCPA currently undergoing certification review. The LCPA was submitted to the CCC and an incomplete letter was received. Staff is working with the City Attorney's Office to address the comments.

FISCAL YEAR 2021-2022
WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.I.1.	Planning Department Operations - Planning	PL	<p>In Q1, the Department's efforts have been consumed by the processing of numerous appeals of coastal development permits for residential development and for wireless facilities. In addition, the Department completed hearings for the Sea View Hotel, conducted the Planning Commission hearing for the Malibu Jewish Center & Synagogue, and began hearings for the Malibu Inn Motel.</p> <p>Public Counter - Planning Counter operations is staffed with three Planning Technicians and an Associate Planner as the lead. The Public Counter has increased both in-person and virtual counter operations and issued the Planning Services Guide in Q1. The planning counter has introduced a digital sign-in system, virtual and in-person appointments and an online appointment scheduler. In addition to counter operations, the Planning Technicians are credited for 73% of the Department's decisions (171 out of 234) including 113 over-the counter applications, 6 sign permits, 23 event permits, and 7 Planning Clearance applications.</p> <p>Planning Metrics: 409 City Department referrals routed for review of new and revised plans 2,200 applications moved through the planning process - a decision issued, moved into building plan check, permit issuance, or have been completed 262 planning applications were submitted</p>

FISCAL YEAR 2021-2022
WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.I.2.	Planning Department Operations - Code Enforcement	PL	<p>In Q1, Code Enforcement focused on the following efforts:</p> <ul style="list-style-type: none">*Gaining 100% compliance with all businesses in obtaining locking dumpsters and has adopted measures to ensure continued compliance of locking dumpsters*Contacted and followed up with all gas stations to submit applications to the City pursuant to the Dark Sky Ordinance*Implementing enforcement action on property owners who have expired Emergency CDPs and have not applied for the required follow-up CDP application; and*Continuing to monitor and enforce the Short-Term Rental program from licensing to enforcement, complaints, and violations. <p>Additionally, in Q1, Code Enforcement staff has:</p> <ul style="list-style-type: none">Opened 48 new casesClosed 27 casesLogged in 18 complaintsConducted roaming weekend patrols in the CityRecruited a third Code Enforcement Officer; starting in November

FISCAL YEAR 2021-2022
WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.I.3.	Planning Department Operations - Administration	PL	<p>During Q1, the Planning Commission recording secretary retired and the administrative team has been operating with 3 staff members. Recruitment for the position is underway.</p> <p>Manage the Woolsey Fire fee waiver program and refunds; monitor change of ownership and collect fees; maintain statistics and reports</p> <p>7 Planning Commission Agendas 49 Planning Commission Agenda Reports 167 Pieces of Correspondence processed 14 Planning Commission Resolutions processed 2,881 Documents upload to OnBase 124 Public Records Request completed 34 In-House Records Request Appointments 51 Public Notices prepared 50 CEQA Notices of Exemptions filed 1 CEQA Notice of Determination filed 10 Notices of Final Local Actions Issued Prepared 2 LCP Amendment Administrative Records 14 AB1561 COVID Housing Entitlement extensions issued and managed program Budget Administration - Released one RFP and processed amendments and contracts Provide support services for Public Counter Improvements including Maintain over 35 webpages</p>

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
4.m.1.	Environmental Sustainability Department (ESD) Operations - Building Safety	ESD	Completed 3,383 Inspections, 771 Permits, and 550 Plan Checks
4.m.2.	Environmental Sustainability Department (ESD) Operations - Wastewater Management	ESD	Issued 139 operating permits Continue to manage Designers (23), Inspectors (22), Installers (35), Operation & Maintenance (21)
4.m.3.	Environmental Sustainability Department (ESD) Operations - Administration	ESD	Records Management - 3,489 documents uploaded to OnBase. 100 record requests completed; 11 in-house appointments. Continue Agenda and Staff Report Management and Budget Analysis. Released 5 RFPs and continue contract management for existing consultants. Responded to 1012 general public inquiries.
4.n.1.	Public Works Department Operations - Project Review	PW	Public Works continues to review development applications.
4.n.2.	Public Works Department Operations - Surveying	PW	Ongoing

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
5.	ENHANCE ENVIRONMENTAL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES		
5.a.	Civic Center Water Treatment Facility - Phase Two (CCWTF)	PW/MS/PL/ESD	ESD: Assisted PW by researching City and County records for bedroom count and wastewater fixture units for Assessment correspondence to residents in the Phase 2 Septic Prohibition Zone. Planning - Because the CDP has been issued no further work was completed this past quarter. PW: Sent letters to all the propert owners within Phase 2 notifying them what their preliminary estimated assessment could be. Staff also has been working on the obtaining all the necessary easement documents. The City requested the Regional Board to modify the assessment district formation due date until after construction bids are received. The City has yet to hear back from the Regional Board.
5.b.	Integrated Pest Management Program/ Earth Friendly Management Policy (EFMP)	ESD/CS/PL	ESD/CS/PL: Established an Earth Friendly Management Policy Working Group through the Parks & Recreation Commission to continue developing the policy and educating the public on its importance. The group meets monthly, with participation from CS, ESD, and PL.
5.c.	Clean Water Monitoring Program	ESD/PW	ESD: Mandated work plan item. Thirteen CIMP shoreline sites are monitored a minimum of 3x per week. Staff continues reviewing these sampling results and promptly investigates any abnormal results.

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
5.d.	Clean Water Regulations Compliance	ESD	Mandated work plan item. Staff submitted the EWMP update to the Regional Water Board on June 30, 2021. Staff conducted 89 construction site inspections for FY 21-22 to date, as mandated by the Water Board's commercial inspection program. Staff continues to monitor illicit discharges. Staff has also started commercial compliance inspections.
5.e.	Legacy Park Rehabilitation Project	CS	Council approved the Amendment for the Studio-MLA to continue consulting on the project through 2023. Staff dedicates approximately 15 hours to the Legacy Park Rehabilitation Project weekly to monitor and hand weed the test plots and newly planted walkways.
5.f.	Coastal Vulnerability Assessment	ESD/PL	ESD: Due to COVID-19 delaying the community engagement workshops, staff prepared a report to extend the Coastal Vulnerability Assessment agreement with consultant. The contract now expires 10/01/23. PL- No Update, no action has been taken.
5.g.	Clean Power Alliance (CPA)	ESD	Continued monthly Board meeting support by reviewing agendas and sending notes to Councilmembers/CPA Board Directors Pierson and Uhring. In September 2021, Malibu's Overall CPA Participation was 97.35% .

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
5.h.	Environmental Programs	ESD	Continue promoting Malibu Smart incentives and bi-weekly project management meetings and submitted quarterly grant report to state. Hosted Virtual Firescaping Workshop on 9/15/21 with over 40 attendees, HHW/e-waste event, and annual bulky item pickup. Applied for and received Blue City Certification. Began collaborating with Pepperdine University students on environmental outreach materials project. Continued SB 1383 (organic waste disposal reduction) planning and implementation including develop outreach materials with Media, approved 22 waiver requests, drafted and brought SB 1383 ordinance for Council first reading and adoption, and mailed 2nd notice to 51 commercial businesses in need of organic recycling service or exemption.
5.i.	FEMA Floodplain Maps	PW	Staff amended the Consultants agreement to prepare additional analysis to respond to FEMA's comments to the City's LOMR. The City's consultant is preparing additional analysis and responses to FEMA. An official response to FEMA is anticipated in Q2.
5.j.	Pesticide LCPA	PL	PL - On September 8, 2021 the CCC certified the LCPA and staff is preparing a staff report for ZORACES to discuss a LCPA to address enforcement ordinances.

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
5.k.	Dumpster Lid Ordinance Implementation and Enforcement	ESD/Media/CE	ESD: Conducted 63 quarterly inspections (total of 231 inspections completed by ESD since ordinance went into effect). Worked with hauler and 3 shopping centers to arrange for short and long terms solutions to address summer weekend overflows. Issued 8 notices and referred 3 shopping centers to Code Enforcement. 100% locking lid service compliance at Malibu restaurants and shopping centers.

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
6.	FISCAL SUSTAINABILITY AND TRANSPARENCY		
6.a.	City Council, Commissions and Committees	All Departments	City Council 12 Agendas 92 Agenda Reports 196 Pieces of Correspondence Processed Planning Commission 7 Agendas 49 Agenda Reports 167 Pieces of Correspondence Processed 13 Resolutions adopted Harry Barovsky Memorial Youth Commission 1 Agenda 5 Agenda Reports Homelessness Task Force 3 Agendas 12 Agenda Reports Malibu Arts Commission 3 Agendas 10 Agenda Reports Parks and Recreation Commission 3 Agendas 12 Agenda Reports Public Safety Commission 2 Agendas 15 Agenda Reports Public Works Commission 3 Agendas 8 Agenda Reports

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
6.b.	Public Records Requests and Subpoenas	All Departments	The City has responded to 212 public records requests and produced over 6,000 documents
6.c.	Budget Management	MS/Media	FY 20-21 fourth quarter and FY 21-22 first quarter reports will be presented to Council on November 8, 2021. Staff solicited proposals for budget software and an agreement for this program and services will be presented to Council on November 2, 2021.
6.d.	General Fund Reserves	MS	As of September 30, 2021, the projected General Fund Undesignated Reserve at June 30, 2022 will be \$36.1 million
6.e.	Debt Service Management	MS	Staff sent funds to the Fiscal Agent for all November debt service payments.
6.f.1.	Finance Operations - Audit Management	MS	Finance staff prepared journal entries and completed work necessary to close FY 20-21 in preparation for the outside auditors. The auditors began their field work in October. In Q2, staff will work with the auditors to finalize the Annual Comprehensive Financial Report for FY 20-21.
6.f.2.	Finance Operations - Payroll Management	MS	In the first quarter, staff processed payroll for an average of 112 employees per pay period. This included the processing of 12 new hires.
6.f.3.	Finance Operations - Accounts Payable and Cash Receipts	MS	Finance staff issued 802 AP checks, paying over \$14 million in expenditures; and, completed more than 1,300 cash receipt transactions, collecting \$15.8 million in revenue.

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
6.f.4.	Finance Operations - Parking Citation Management	MS	Staff oversaw the processing of 7,289 parking citations, which includes \$502,214 in original fines (Note: Not all fines are collectible since some may be contested or are correctable violations.) The City also conducted 75 Parking Citation Hearings.
6.g.	Media Information Operations	MS	Staff continued to provide updates to the community through the City's website, Nixle, Everbridge and social media platforms. In Q1, staff released: 50 alerts for emergency, traffic, utility and weather 19 Nixle advisory messages 3 Everbridge alerts 2,449 social media posts 40 press releases
6.h.	Media Management	MS	Media staff facilitated 30 City Council and Commission meetings and other meetings via the Zoom platform.
6.i.	Information Technology	MS	Ongoing
6.j.	Information Technology Strategic Plan Implementation	MS	Due to COVID-19 delays, the agreement with the IT consultant was extended.
6.k.	Records Management	CC	Staff has uploaded a total 6,598 records to OnBase in Q1. 976 boxes offsite (Planning)
6.l.	City Website and Media Operations	MS	Ongoing
6.m.	City Clerk Operations	CC	Ongoing
6.n.	Develop and Implement New GIS System	PW	Staff hired a consultant to prepare a new GIS platform. The new GIS platform has been implemented for staff and for the general public.

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WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
6.o.	Develop and Implement new Permitting Software Program	MS/PL/ESD/PW	Staff is working with the IT consultant to develop a plan for the procurement of a digital land management software to streamline permitting and plan check services.
7.	ENGAGE THE COMMUNITY		
7.a.	Oversight of Library Set Aside Funds & Speaker Series	CS/MS	The Malibu Library Speaker Series will resume events virtually in Q2. The City and LA County Library are in the process of contacting speakers from the 2020 cancelled events to reschedule speakers in 2022.
7.b.	Special Events	CS	Planned and prepared advertisements for the return of CineMalibu in early Q2. The first CineMalibu will showcase the movie, "Coco", which will be held outdoors at Malibu Bluffs Park with social distancing and mask requirements in place.
7.c.	Arts Programs and Events	CS	The Malibu Arts Commission curated "An Eye to the Future" art exhibition at Malibu City Hall which will open in early Q2. The show will highlight the work of 13 local artists in a variety of painting styles, techniques and subjects.
7.d.	Girls-Only Programming	CS	Two girls-only sports programs took place in Q1, including middle school volleyball in partnership with Malibu High School and a softball clinic.
7.e.	Senior Programs and Trips	CS	The Senior Center remains closed due to the COVID-19 pandemic. Staff coordinated outdoor Senior Fitness Programs at Malibu Bluffs Park and wilderness walks at Charmlee Wilderness Park. Senior trips are currently on hold due to social distancing and gathering restrictions.

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
7.f.	Community Services Programs and Classes	CS	Staff coordinated over 35 programs and classes for 450 participants during Q1. Programs included aquatics, enrichment and specialty classes, outdoor recreation, and sports.
7.g.	Poet Laureate Programs and Events	CS	Appointed new Poet Laureate Ann Buxie and began planning for virtual poetry workshops through Q2. The Poet Laureate Committee also prepared to conducted a four-week Arts in Education program at Malibu Middle School. Additionally, City staff posts local artists' poems at various City parks and facilities as part of the Verse About Town program.
7.h.	SMMUSD Master Use Agreement and Program Partnerships	CS	Afterschool programs at Malibu Elementary School and Webster Elementary School in partnership with the BGCM began in September and included soccer, theater arts, yoga, and art.
7.i.	Youth Commission Programs and Events	CS	The Commission hosted a Blanket and Towel Donation Drive benefiting the Agoura Hills Animal Shelter.
7.j.	Facility, Parks, and Special Event Reservations	CS	The Department processed 18 facility rental requests for Malibu Bluffs Park, 24 City Hall parking lot rentals, two rentals for the Ioki Property, and three rentals for Legacy Park during Q1. Additionally, the Malibu Triathlon took place in September and staff worked with event organizers, City Departments, and other agencies to ensure compliance.

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
7.k.1.	Community Services Operations - General	CS	The Department staffed Malibu Bluffs Park Michael Landon Center and Skate Park daily from 8:00 AM to sunset. Additionally, recreation staff supervised programs at off-site locations such as Surfrider Beach, Malibu High School, and Malibu elementary schools. Department employees participated trainings in CPR, First Aid, Mandated Reporting, Ladder Safety, Bloodborne Pathogens, and Facility Maintenance.
7.k.2.	Community Services Operations - Agreements	CS	Two Amendments were processed in Q1 including Studio MLA (Legacy Rehabilitation) and Managed Career Solutions (Charmlee Trail Remediation). The Department also released a Request for Proposals for a new printing Agreement. The Printing Contract was awarded at the end of Q1 with Southwest Offset Printing.
8.	IMPROVE AND MAINTAIN CITY PUBLIC INFRASTRUCTURE AND COMMUNITY SPACES		
8.a.	Tree Maintenance Program	PW	No work was performed this quarter. Work under this item is anticipated in Q3.
8.b.	Routine Street Maintenance Program	PW	Ongoing
8.c.	Maintenance, Weed Abatement, and Trail Management of Parks, Open Space, and the Civic Center	CS	Managed landscape maintenance for all City parks, medians, and the Civic Center area. Trail crews working at Charmlee Wilderness Park are nearing the completion of the final trail clearance and erosion mitigation for park trails in early Q2

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	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
8.d.1.	Public Works Department Operations - Permits	PW	76 encroachment permit 35 Transportation Permits 4 Special Event Permits on public property 13 parking permits 1 Sidewalk Vending Permit
8.d.2.	Public Works Department Operations - Traffic Signal Maintenance Program	PW	Ongoing
8.d.3.	Public Works Department Operations - Assessment District and Community Facilities District Management	PW	Assessments were placed on the tax rolls for FY 2021-2022 in Q1
8.d.4.	Public Works Department Operations - Outside Agency & Utilities Coordination	PW	Ongoing. Staff had a quarterly coordination meeting with Caltrans to discuss City and Caltrans' projects.
8.e.	PCH at Trancas Canyon Road Right Turn Lane	PW	Staff released a RFQ for Engineering Design Services and will present an agreement to Council in Q2
8.f.	Cliffside Drive Underground Assessment District	PW	Staff met with SCE and all utility companies to discuss the scope of work and coordinated joint trenching between all the companies
8.g.	Stormwater Treatment Facilities Program	PW/ESD	ESD: The allocation of \$100,000 Safe Clean Water funds to cover operation and maintenance for FY 21-22 was submitted to LA County. PW - Operations are ongoing
8.h.	Civic Center Water Treatment Facilities Operations	PW	Ongoing
8.i.	Landslide Assessment District	PW	Assessments were placed on the tax rolls for FY 2021-2022 in Q1
8.j.	2021 Annual Street Resurfacing Program	PW	Contractor began work this quarter and will finish in Q2
8.k.	Michael Landon Center Roof and Air Conditioning System Repairs	ESD/PW	No work was performed this quarter
8.l.	PCH Signal Synchronization Project	PW	Staff applied for a CDP with the Planning Department and is scheduled with the Planning Commission in the 2nd quarter. The City is expecting Caltrans approval prior to the end of the year.

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WORK PLAN

	TITLE	DEPARTMENT	FIRST QUARTER UPDATE
8.m.	Permanent Skate Park Design	CS/PL/PW	Continued work with consultant to revise draft plans after gathering feedback from ESD, PL, and PW. Draft documents are expected to be completed in Q2 and will go to the Planning Commission as soon as possible
8.n.	Vehicle Impact Protection Devices	PW	No work was performed this quarter
8.o.	Civic Center Stormwater Diversion Structure	PW	The project went out for public bid this quarter and construction is anticipated to be completed in Q2
8.p.	PCH Overhead Warning Signs	PW	No work was performed this quarter
8.q.	Legacy Park Paver Repair	CS/PW	CS: Coordinated a spot repair to one section of the pavers due to safety concerns. Due to the success of the project, staff is re-evaluating the need to replace the entire section of pavers noted in the CIP
8.r.	Malibu Bluffs Park South Walkway Replacement	CS/PW	Pending
8.s.	Trancas Canyon Park Playground Resurfacing	CS/PW	Pending
8.t.	Marie Canyon Green Streets	PW	The project is in the design phase. It is anticipated that this design will be completed in Q2/Q3.
8.u.	Pacific Coast Highway Median Improvements	PW	The CDP permit was approved this quarter and staff is finalizing the specifications and plans for public bid in the coming quarter
8.v.	Westward Beach Road Improvements	PW	The project was approved by the Planning Commission this quarter but has been appealed to the Coastal Commission. Staff will prepare a response to the appeal in the upcoming quarter
8.w.	Bluffs Park Shade Structure	CS/PW	CS: Submitted draft bid specifications to PW for review and posting
8.x.	Median Improvements along Pacific Coast Highway	PW	No work was performed this quarter
8.y.	Triangle Lot at the Intersection of Civic Center Way and Webb Way	PL/MS	PL- Staff will prepare an item for discussion at ZORACES