



Council Agenda Report

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

Prepared by: Joseph D. Toney, Assistant City Manager

Reviewed by: Renée Neermann, Finance Manager

Approved by: Steve McClary, City Manager

Date prepared: January 23, 2023 Meeting date: February 27, 2023

Subject: Fiscal Year 2022-23 Second Quarter Financial Report and Mid-Year Budget Amendments

RECOMMENDED ACTION: 1) Receive and file Fiscal Year 2022-23 Second Quarter Financial Report; 2) Provide direction on Fiscal Year 2022-23 City Council Priorities and Departmental Tasks in the Work Plan; 3) Adopt Resolution No. 23-07 amending the annual budget for Fiscal Year 2022-23; and 4) Adopt Resolution No. 23-08 amending the Authorized Positions and Salary Ranges for Fiscal Year 2022-23 and approving Assistant City Clerk job specification.

FISCAL IMPACT: The Proposed Fiscal Year (FY) 2022-23 Mid-Year Budget Amendments total an increase of \$6.97 million in General Fund Revenue and an increase of \$1.66 in General Fund expenditures. The proposed amendments total an increase of \$6.99 million in revenue over all funds and an increase of \$1.70 in overall expenditures and maintain a balanced budget.

The budgeted General Fund Undesignated Reserve for June 30, 2022 is \$57.4 million. As of December 31, 2022, the General Fund Undesignated Reserve is projected at \$65.7 million for the year ending June 30, 2023. The City's Projected General Fund Undesignated Reserve will be approximately 142.2% of the \$46.2 million FY 2022-23 Amended operating budget and will exceed the 65% targeted reserve amount.

The Adopted Budget for FY 2022-23 included an estimated \$1,564,000 in expenses attributable to the rebuilding efforts for the Woolsey Fire. The Proposed FY 2022-23 Mid-Year Budget Amendments include an addition of \$50,000 to the budgeted amount. This amount does not include FEMA and CalOES related reimbursable expenses.

WORK PLAN: This item was included as Item #6.c. in the Adopted Work Plan for Fiscal Year 2022-23.

DISCUSSION: The attached report provides revenue, expenditure and fund balance totals for the Second Quarter of FY 2022-23 and the proposed mid-year budget amendments (Attachment 3).

The Revenues by Fund Report (pages A-1 through A-5) reflects General Fund revenues received of \$23.8 million or 50.0% of the amended budgeted amount for the fiscal year. Total revenue for all funds received through the second quarter is \$28.0 million or 32.3% 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. Therefore, 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. Additionally, total City revenue includes grant reimbursements for Capital Improvement Projects (CIP) expenditures that are typically received at the end of the fiscal year.

The Expenditure by Fund Report (pages A-6 through A-9) reflects budget carryovers from FY 2021-22, as well as the appropriations approved by the City Council for the current fiscal year in the Amended Budget column. Budget Adjustments, Carryovers, Corrections and Council Appropriations total \$1,960,304 through December 31, 2022. General Fund expenditures for the second quarter total \$15.9 million or 34.4% of the Amended budgeted amount. Expenditures for all funds total \$20.6 million or 22.4% of the Amended budgeted amount.

Projected Fund Balances for the fiscal year-end are reflected on page A-10. The projected Undesignated Fund Balance at June 30, 2023, includes all expenses appropriated by the Council as of December 31, 2022. The City ended FY 2021-22 with \$57.4 million in the Undesignated General Fund Reserve. As of December 31, 2022, the projected General Fund Undesignated Reserve at June 30, 2023, is \$65.7 million. In addition, the \$6.5 million Council previously set aside for COVID-19 related impacts as a Designated Reserve for FY 2021-22 Operating Expenditures is projected to remain unspent and available to be designated for other purposes.

Impacts of Ongoing COVID-19 Pandemic

The COVID-19 pandemic is waning with the State of California ending the State of Emergency on February 28, 2023. It is anticipated that there will be little financial impact

to Malibu going forward. The City’s major revenue sources continued the growth trends in the first six months of FY 2022-23 that were observed in FY 2021-22 with the economy reopening.

Status of Fee Waivers for Woolsey Fire Rebuilds

On November 8, 2021, the Council adopted Resolution No. 21-62 superseding and replacing Resolution No. 21-10, and directing the City Manager to waive certain fees related to the rebuilding of structures that were damaged or destroyed by the Woolsey Fire on a property used as a primary residence. The updated fee waiver requirements state that an application for fee waivers must be received by June 30, 2023; all required Planning Department applications for the project must be deemed complete by June 30, 2023; all required building permits must be pulled by December 30, 2023; and no fees will be waived beyond December 30, 2023.

The Adopted Budget for FY 2022-23 includes sufficient funding for the consultant services required to assist all remaining Woolsey Fire property owners and is not reliant on revenue from permit fees.

Mid-Year Budget Amendments

The Mid-Year Budget Amendments are detailed on pages A-11.

General Fund Revenue Amendments

Staff is recommending the following amendments to the General Fund revenue budget, which total a net increase of \$6,971,000:

Current Year Secured Property Tax	1,360,000	Revised Property Tax projection
Transient Occupancy Tax - Hotels and Motels	540,000	Increased to reflect higher than anticipated rentals
Transient Occupancy Tax - Private Rentals	1,000,000	Increased to more accurately reflect short-term rental activity
Sales and Use Tax	1,950,000	Increased per HDL forecast for sales tax and anticipated TUT
Parking Occupancy Tax	200,000	Increased use of beach lots
Parking Citations	467,000	Increased parking citations
Public Works Project Review Fees	133,000	Increased number of projects in review
Building Permits	267,000	Increase in permits
Planning - Biology Review Fees	60,000	Increased number of projects in review
Building Plan Check Fees	461,000	Increased number of projects in review
Geo Soils Engineering Fees	211,000	Increased number of projects in review
Environmental Health Review Fees	201,000	Increased number of projects in review
OWTS Operating Permit Fees	121,000	Increase in permits
Total General Fund Revenue	6,971,000	

General Fund Expenditure Amendment

The following amendments to the adopted expenditure budget are recommended. The General Fund expenditures total an increase of \$1,663,328. Special Revenue increases \$41,134. The General Fund Amendments are summarized below:

Public Works - Street Maintenance	71,000	Maintenance Yard rent increase
Public Works - Street Maintenance	33,000	Traffic striping on Las Flores Canyon Road
Public Works - Street Maintenance	21,000	Point Dume sidewalk repairs
Public Works - Street Maintenance	10,000	Repair electrical conduit at Malibu Canyon/Civic Center Way
Public Works - Street Maintenance	10,000	Add'l street sweeping following 2023 storm events
Public Works - Street Maintenance	20,000	Repairs to signal controller at Malibu Canyon Road
Public Works - Street Maintenance	112,000	New City trash receptacles
PW Subtotal	277,000	
Park Maintenance Program - Parks Maintenance	25,000	Repairs to park amenities (playgrounds/benches/trashcans)
Park Maintenance Program - Facilities Maintenance	25,000	Repairs/upgrades to the Charmlee Park residence trailer
Park Maintenance Program - Leasehold Improve	15,000	Repairs/upgrades to Bluffs Park staff offices
Park Maintenance Program - Equipment	30,000	Security upgrades to the Michael Landon Center
Park Maintenance Subtotal	95,000	
Public Safety - Professional Services	17,681	Everbridge annual contract
Public Safety - Professional Services	21,000	To recognize actual cost of Oracle Virtual EOC License
Public Safety - Professional Services	350,000	SMMC Hazard Tree Grant / Newbury Park Tree Services
Public Safety - LA County Sheriff Services	172,442	To recognize actual cost of Sheriff's contract
Public Safety - Other Equipment	69,955	Fire Safety Beacon Boxes (additional purchase of 17 units)
Public Safety Subtotal	631,078	
Planning - Salaries/Overtime	25,000	Increase to staff overtime budget
Planning - Coastal Development Permit Services	95,000	Biological peer reviews
Planning Subtotal	120,000	
Building Safety/Sustainability - Salaries	60,250	Reclassification of administrative employee positions, +1 FTE
Clean Water Program - Professional Services	150,000	Amendment to Rincon Consultants, Inc. agreement
Woolsey Fire/Storm Response - Coastal Dev. Perm	30,000	Biological peer reviews for Woolsey Fire rebuilds
Woolsey Fire/Storm Response - Storm Response	300,000	Expenses for 2023 winter storm response
Woolsey Fire/Storm Response Subtotal	330,000	
Total General Fund Expenditures	1,663,328	

Personnel

The Adopted Budget for FY 2022-23 provides for a total number of 110.77 full-time equivalent positions (FTE) employees comprised of 97.5 full-time employees and 13.27 part-time employees. The City, as with most public and private entities, is experiencing hardships with filling vacant positions. The U.S. economy posted a 53.5 year low of 3.4% unemployment rate as of January 2023. The labor market is tight and Malibu is no exception to these challenges as the City currently has about 20 vacancies. This is an 18% vacancy rate, or nearly 1/5 of the workforce is unavailable, making operations very challenging. Human Resources is working expeditiously to recruit and fill positions.

At this time, it is recommended that 1.0 full-time position be added and one new Job Specification be added. The funding necessary to fund these additional positions has been included in the proposed General Fund Expenditure Amendments detailed above.

- Add: Senior Office Assistant in ESD - The addition of a Senior Office Assistant will allow the Director and Environmental Programs Manager to be able to concentrate on the development of new programs, ordinances, Council priorities, and innovative solutions for City improvements while keeping consistency within the Department.
- Add Job Specification: Assistant City Clerk – The addition of an Assistant City Clerk job specification will provide flexibility in filling positions in the City Clerk’s Office. There are currently two vacant Deputy City Clerk positions, and one position can be replaced and filled at an Assistant level to properly address responsibilities as well as competitiveness in recruiting. The range will be \$99,348 to \$129,628.

American Rescue Plan Act

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law. The plan provides funding totaling \$65.1 billion to all 19,000 cities, towns, and villages in the United States. Malibu has received \$2.34 million in two payments to be used on eligible expenses. The US Treasury issued the Final Rule on the use of the ARPA funds on January 6, 2022. Council previously approved the use of \$759,549 to cover the cost of adding 7.5 full-time equivalent (FTE) positions to help return the City to pre-pandemic staffing levels and another \$75,000 for budgeting software to support the resiliency of City operations.

Although the City Council approved this expenditure plan, the Final Rule also allowed for agencies to claim a revenue loss standard allowance of up to \$10 million without having to demonstrate any actual lost revenue. Claiming revenue loss allows the \$2.34 million to be spent strategically within the General Fund. Staff will review this potential change and will return with a report if the modification is possible.

Anticipated Future Revenue Impacts

The City’s revenues are growing and are anticipated to continue to grow in the major tax revenue categories. The previously proposed Hosted Short-Term Rental Ordinance was a potential financial loss, but the plan was not approved by the California Coastal Commission and has not gone into effect. On the positive, the voters approved a Transactions and Use Tax (TUT) on November 8, 2022, which goes into effect on April 1, 2023, and is estimated to bring in \$3.0 million per year. The Year-End projected revenues include an estimated \$750,000 in additional Sales and Use Tax Revenue assuming one quarter of additional TUT.

Anticipated Unfunded Expenditures

The new Santa Monica College (SMC) Satellite campus will include an approximately 5,700 square foot Sheriff substation and Emergency Operations and Planning Center. Funding for any additional costs that this new substation may entail have not been included in the existing budget. A Sheriff's Substation Ad Hoc Committee was formed on January 9, 2023, to further explore the organizational structure of the substation and resulting budget impacts. Any incremental increases in FY 2022-23 will be brought back to Council separately, and ongoing future costs will be included in the FY 2023-24 Proposed Budget.

Designated Reserve for FY 2022-23

There are no suggested changes to the existing Designated Reserve.

The Treasurer's Cash and Investment Report is attached on page A-12.

FY 2022-23 Adopted Work Plan

The Adopted Budget and Work Plan are intended to align resources necessary to work on the Council priorities outlined in the Work Plan. There are currently over 150 priorities on the Work Plan. The level of available City resources do not match the magnitude of projects and priorities in the plan. The City Council will be conducting a Work Plan workshop on March 22, 2023, to identify and prioritize the many projects to better align resources and goals.

On September 27, 2022, the City Council approved the addition of KnoxBox community outreach to the Work Plan.

Administrative and Finance Subcommittee Recommendation

On February 15, 2022, the Administrative and Finance Subcommittee reviewed the FY 2022-23 Second Quarter Financial Report. The Subcommittee recommended the Council approve the FY 2022-23 mid-year budget amendments, the revised Authorized Positions and Salary information, and the Assistant City Clerk job specification.

ATTACHMENTS:

1. Resolution No. 23-07 – Annual Budget
2. Resolution No. 23-08 – Authorized Positions
3. FY 2022-23 Second Quarter Financial Report and Mid-Year Budget Amendments
4. Second Quarter Update of FY 2022-23 City Council Work Plan

RESOLUTION NO. 23-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU
AMENDING THE ANNUAL BUDGET FOR FISCAL YEAR 2022-2023

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

SECTION 1. Since the adoption of the 2022-2023 annual budget on June 13, 2022, the City has determined that additional revenue and expenditure adjustments are necessary, which require amending the Adopted Budget for Fiscal Year 2022-2023.

SECTION 2. The 2022-2023 annual budget is hereby amended as shown in Exhibit A. The 2022-2023 annual budget adopted June 13, 2022, by resolution No. 22-22 as modified by Exhibit A shall be the official municipal budget for the City of Malibu.

SECTION 3. 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 27th day of February 2023.

BRUCE SILVERSTEIN, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:
THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

EXHIBIT A

2022-2023 PROPOSED BUDGET AMENDMENTS			
Account	Description	Amount	Detail
REVENUE			
TOTAL ADOPTED REVENUE BUDGET		\$ 86,640,181	
100-0000-3111-00	Current Year Secured Property Tax	\$ 1,360,000	Revised Property Tax projection
100-0000-3133-00	Transient Occupancy Tax - Hotels and Motels	540,000	Increased to reflect higher than anticipated rentals
100-0000-3133-01	Transient Occupancy Tax - Private Rentals	1,000,000	Increased to more accurately reflect short-term rental activity
100-0000-3137-00	Sales and Use Tax	1,950,000	Increased per HDL forecast for sales tax and anticipated TUT
100-0000-3138-00	Parking Occupancy Tax	200,000	Increased use of beach lots
100-0000-3250-00	Parking Citations	467,000	Increased parking citations
100-0000-3431-00	Public Works Project Review Fees	133,000	Increased number of projects in review
101-0000-3203-00	Building Permits	267,000	Increase in permits
101-0000-3408-00	Planning - Biology Review Fees	60,000	Increased number of projects in review
101-0000-3410-00	Building Plan Check Fees	461,000	Increased number of projects in review
101-0000-3412-00	Geo Soils Engineering Fees	211,000	Increased number of projects in review
101-0000-3414-00	Environmental Health Review Fees	201,000	Increased number of projects in review
101-0000-3418-00	OWTS Operating Permit Fees	121,000	Increase in permits
	Total General Fund Revenue	6,971,000	
207-0000-3600-00	Solid Waste Management - Proceeds from Grants	21,134	SB 1383 Local Assistance Grant
	Total Solid Waste Management Fund	21,134	
Total Proposed Revenue Budget		93,632,315	
EXPENDITURES			
TOTAL ADOPTED EXPENDITURE BUDGET		91,729,184	
Total Adopted General Fund Expenditures		46,160,436	
General Fund			
100-3001-5120-00	Public Works - Street Maintenance	71,000	Maintenance Yard rent increase
100-3001-5120-00	Public Works - Street Maintenance	33,000	Traffic striping on Las Flores Canyon Road
100-3001-5120-00	Public Works - Street Maintenance	21,000	Point Dume sidewalk repairs
100-3001-5120-00	Public Works - Street Maintenance	10,000	Repair electrical conduit at Malibu Canyon/Civic Center Way
100-3001-5121-01	Public Works - Street Maintenance	10,000	Add'l street sweeping following 2023 storm events
100-3001-5124-00	Public Works - Street Maintenance	20,000	Repairs to signal controller at Malibu Canyon Road
100-3001-7800-00	Public Works - Street Maintenance	112,000	New City trash receptacles
100-4010-5130-00	Park Maintenance Program - Parks Maintenance	25,000	Repairs to park amenities (playgrounds/benches/trashcans)
100-4010-5610-00	Park Maintenance Program - Facilities Maintenance	25,000	Repairs/upgrades to the Charmlee Park residence trailer
100-4010-7300-00	Park Maintenance Program - Leasehold Improvements	15,000	Repairs/upgrades to Bluffs Park staff offices
100-4010-7800-00	Park Maintenance Program - Equipment	30,000	Security upgrades to the Michael Landon Center
100-7021-5100-00	Public Safety - Professional Services	17,681	Everbridge annual contract
100-7021-5100-00	Public Safety - Professional Services	21,000	To recognize actual cost of Oracle Virtual EOC License
100-7021-5100-00	Public Safety - Professional Services	350,000	SMMC Hazard Tree Grant / Newbury Park Tree Services
100-7021-5115-00	Public Safety - LA County Sheriff Services	172,442	To recognize actual cost of Sheriff's contract
100-7021-7800-00	Public Safety - Other Equipment	69,955	Fire Safety Beacon Boxes (additional purchase of 17 units)
101-2001-4101-00	Planning - Salaries/Overtime	25,000	Increase to staff overtime budget
101-2001-5100-01	Planning - Coastal Development Permit Services	95,000	Biological peer reviews
101-2004-4101-00	Building Safety/Sustainability - Salaries	60,250	Reclassification of administrative employee positions, +1 FTE
101-3003-5100-00	Clean Water Program - Professional Services	150,000	Amendment to Rincon Consultants, Inc. agreement
102-3002-5100-01	Woolsey Fire/Storm Response - Coastal Dev. Permit Srvcs	30,000	Biological peer reviews for Woolsey Fire rebuilds
102-3002-5123-00	Woolsey Fire/Storm Response - Storm Response	300,000	Expenses for 2023 winter storm response
	Proposed Amended General Fund Expenditures	1,663,328	
Special Revenue Fund			
207-3004-5850-00	Solid Waste Management - Recycling Supplies	21,134	SB 1383 Local Assistance Grant
	Proposed Amended Special Revenue Fund Expenditures	21,134	
CCWTF Operations Fund			
515-3010-5640-00	CCWTF - Equipment Maintenance	20,000	Generator rental (onsite unit failed)
	Proposed Amended CCWTF Operations Fund Expenditures	20,000	
TOTAL PROPOSED AMENDMENTS - ALL FUNDS		1,704,462	
TOTAL AMENDED EXPENDITURE BUDGET (all funds)		\$ 93,433,646	

RESOLUTION NO. 23-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU RESCINDING SECTION 2 OF RESOLUTION NO. 22-24 AND APPROVING THE AUTHORIZED POSITIONS AND SALARY RANGES FOR FISCAL YEAR 2022-2023 AND APPROVING THE ASSISTANT CITY CLERK JOB SPECIFICATION

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

SECTION 1. On June 13, 2022, the City Council adopted Resolution No. 22-24 approving the Authorized Position and Salary Ranges for Fiscal Year 2022-2023.

SECTION 2. Since June 13, 2022, changes to the Authorized Positions and Salary Ranges for Fiscal Year 2022-2023 are needed.

SECTION 3. Section 2 of Resolution 22-24 is hereby rescinded.

SECTION 4. The Assistant City Clerk Job Specification, as set forth in Exhibit A, is hereby approved.

SECTION 5. The City Council has reviewed the updated Authorized Positions and Salary Ranges for Fiscal Year 2022-2023 as set forth in Exhibit B.

SECTION 6. The Authorized Positions and Salary Ranges for Fiscal Year 2022-2023 incorporated by this reference are hereby approved.

SECTION 7. 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 8. This resolution shall become effective on February 27, 2023.

SECTION 9. 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 27th day of February 2023.

BRUCE SILVERSTEIN, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

ATTACHMENT 2

APPROVED AS TO FORM:
THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

EXHIBIT A

Assistant City Clerk
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CITY OF MALIBU

ASSISTANT CITY CLERK

Class Description
February 2023

FLSA: Exempt

DEFINITION

Under general direction, assists the City Clerk in the management of the day-to-day operations of the City Clerk's Office; performs a wide range of administrative, legislative and records management functions; assists with various City election processes; conducts official work in the absence of the City Clerk; provides professional and technical assistance to City departments, the City Manager and City Council; serves as Acting City Clerk in the City Clerk's absence; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction by the City Clerk. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. May exercise supervision to assigned personnel.

CLASS CHARACTERISTICS

The Assistant City Clerk is a lead position with program responsibility for day-to-day activities in the City Clerk's Office. It is distinguished from the Deputy City Clerk classification by independent decision-making and program oversight. The Assistant City Clerk is distinguished from the City Clerk by the latter's overall responsibility for the operations of the City Clerk's Office, including setting goals and objectives for the City Clerk's Office.

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.

- Assists in the daily operations of the City Clerk's Office; performs duties and responsibilities of the City Clerk in their absence.
- Assists the City Clerk with coordinating City Council activities, appointments, and meetings.
- Prepares agendas for City Council. Assists with the assembly and distribution of agenda material for meetings, including electronic format, in compliance with the Brown Act. Attends City Council meetings and prepares meeting minutes as necessary.
- As directed by the City Clerk, follows-up on City Council actions, as required; attests, publishes, and posts ordinances and resolutions, executes legal contracts, oversees the recording of documents, and prepares follow-up correspondence.
- Provides guidance and support to City Departments regarding agenda posting requirements, parliamentary procedures, Public Records Act, Brown Act, preparation of agenda forecasts, agendas, correspondence, comments, staff reports and the collation of agenda packets for City Council meetings.
- Assists the City Clerk with the electoral process and conduct of municipal elections per the Elections Code, including recalls, referendums, initiatives and measures; coordinates

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Assistant City Clerk
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- and advises public officials, candidates for office and the public regarding election matters.
- Monitors and implements the requirements of the Political Reform Act, including campaign statements in electronic format and statements of economic interests.
 - Monitors and assists with the management and completion of tasks involved in maintaining official records and legal documents, including agendas, minutes, ordinances, resolutions, deeds, agreements, and other legal documents and official records of the City Council.
 - Prepares special commendations in the form of proclamations, certificates of recognition and City tiles.
 - Responds to staff and public inquiries received and processes public records requests.
 - Prepares reports and composes correspondence, memorandums and other informational materials.
 - Assists the City Clerk with administering the City's records management program, including filing, storage, data entry, indexing, tracking and retrieval of City records, and coordinating with other departments on administration of the records retention schedules.
 - Assists the City Clerk with maintaining the City's Municipal Code by tracking ordinances and providing for their publication and distribution.
 - Receives and processes all invoices for the City Clerk's Office; uses accounting software to maintain budget.
 - Writes and processes ordinances, resolutions, agreements, contracts, and other documents.
 - Performs difficult, complex, technical and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills.
 - Operates standard office equipment, including word processing and spreadsheet hardware and software, facsimile equipment and multi-line telephones.
 - Provides professional and technical assistance to the City Manager, City Council, and City departments.
 - May assist City Clerk with the selection and training of department staff.
 - Notarizes documents for City business.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The basic activities and functions of a City government and a City Council.
- Principles, practices and procedures related to public agency record keeping, municipal elections and the City Clerk function.
- General principles of risk management related to the functions of the assigned area.
- Codes, regulations, policies and procedures related to the City Clerk's office.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work including word processing and spreadsheet applications.
- Taking notes of public meetings and accurately transcribing them.
- Records management principles and practices, including legal requirements for recording, retention, and disclosure.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

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Assistant City Clerk
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- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, and governmental organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex and difficult office administrative work requiring the use of independent judgment.
- Interpreting and implementing policies, procedures and computer applications related to the City Clerk's office.
- Interpreting, organizing and explaining information and material in conformance with applicable laws, ordinances, resolutions, contracts, agreements, policies and regulations.
- Independently composing clear and concise reports, correspondence, and notices.
- Establishing, maintaining and researching departmental and City-wide files.
- Researching, analyzing, and evaluating documents, records, and files.
- Making accurate arithmetic calculations.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Word processing and entering data at a net speed necessary for successful job performance.
- Operating modern office equipment including computer equipment and software programs.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining a positive working relationship with City staff, elected officials, and the general public.
- Preparing meeting minutes.
- Organizing and reviewing the work of assigned personnel when applicable.
- Working independently in the absence of supervision.
- Acting as City Clerk during the Clerk's absence.

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 an associate degree and four (4) years of experience in municipal government, preferably with a City Clerk's Office or related organization that staff a government body and holds elections. Supervisory experience and equivalent to a bachelor's degree is desirable.

License:

Must possess and maintain a valid California Class C Driver License and have a satisfactory driving record. Must possess or obtain within a timeframe specified by the City a Notary Public license. Possession of certification as a Certified Municipal Clerk 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 visit various City and meeting 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

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Assistant City Clerk
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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 reports and records that typically weigh less than 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. 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, and City Council meetings.

EXHIBIT B

CITY OF MALIBU		
AUTHORIZED PERSONNEL		
PROPOSED FOR FY 2022-2023		
	2022-23	2022-23
	Adopted	Amended
MANAGEMENT & ADMINISTRATIVE SERVICES		
City Manager	1.00	1.00
Assistant City Manager	1.00	1.00
Deputy City Manager	1.00	1.00
Public Safety Director	1.00	1.00
Public Safety Manager	0.00	0.00
Fire Safety Liaison	1.50	1.50
Public Safety Liaison	1.00	1.00
Emergency Services Coordinator	1.00	1.00
Public Safety Specialist	0.00	0.00
Assistant to the City Manager	0.00	0.00
Executive Assistant	1.00	1.00
City Clerk	1.00	1.00
Assistant City Clerk	0.00	1.00
Deputy City Clerk	2.00	1.00
Human Resources Manager	1.00	1.00
Human Resources Analyst	1.00	1.00
Human Resources Technician	1.00	1.00
Media Information Officer	1.00	1.00
Media Analyst	1.00	1.00
Media Technician	1.00	1.00
Graphic Artist	1.00	1.00
Finance Manager	1.00	1.00
Financial Analyst	0.00	1.00
Grants Analyst	1.00	1.00
Accounting Technician	1.00	0.00
Sr. Accounting Clerk	1.00	1.00
Accounting Clerk	1.00	1.00
Information Systems Manager	1.00	1.00
Information Systems Analyst	1.00	1.00
Information Systems Technician	1.00	1.00
Sr. PW Maintenance Worker	1.00	1.00
Sr. Office Assistant	1.00	0.00
Office Assistant	0.00	0.00
Office Assistant/Receptionist	1.00	2.00
Total	29.50	29.50

EXHIBIT B

CITY OF MALIBU			
AUTHORIZED PERSONNEL			
PROPOSED FOR FY 2022-2023			
		2022-23 Adopted	2022-23 Amended
ENVIRONMENTAL SUSTAINABILITY			
	ESD Director/Building Official	1.00	1.00
	ESD Manager/Deputy Building Official	0.00	0.00
	Senior Civil Engineer	1.00	1.00
	Associate Civil Engineer	1.00	1.00
	Supervising Inspector	1.00	1.00
	Sr. Building Inspector	1.00	1.00
	Building Inspector	2.00	2.00
	Principal Permit Technician	1.00	1.00
	Sr. Permit Services Technician	1.00	1.00
	Permit Services Technician	2.00	2.00
	Environmental Health Administrator	1.00	1.00
	Wastewater Man. Program Specialist	1.00	1.00
	Environmental Programs Manager	1.00	1.00
	Senior Environmental Programs Coordinator	1.00	1.00
	Environmental Program Coordinator	1.00	1.00
	Environmental Sustainability Analyst	1.00	1.00
	Administrative Analyst	0.00	0.00
	Senior Administrative Assistant	0.00	1.00
	Administrative Assistant	1.00	1.00
	Senior Office Assistant	0.00	1.00
	Office Assistant	2.00	1.00
	Total	20.00	21.00
PLANNING DEPARTMENT			
	Planning Director	1.00	1.00
	Assistant Planning Director	1.00	1.00
	Development Services Manager	1.00	1.00
	Principal Planner	1.00	1.00
	Senior Planner	2.00	3.00
	Associate Planner	3.00	2.00
	Assistant Planner	4.00	3.00
	Planning Technician	4.00	5.00
	Code Enforcement Manager	1.00	1.00
	Senior Code Enforcement Officer	1.00	1.00
	Code Enforcement Officer	2.00	2.00
	Senior Administrative Analyst	0.00	0.00
	Administrative Assistant	2.00	2.00
	Senior Office Assistant	0.00	0.00
	Office Assistant	2.00	2.00
	Planning Intern (Two Half-time)	1.00	1.00
	Total	26.00	26.00

EXHIBIT B

CITY OF MALIBU			
AUTHORIZED PERSONNEL			
PROPOSED FOR FY 2022-2023			
		2022-23	2022-23
		Adopted	Amended
PUBLIC WORKS			
	Public Works Director/City Engineer	1.00	1.00
	Assistant Public Works Director/City Engineer	1.00	1.00
	Public Works Superintendent	2.00	2.00
	Senior Civil Engineer	1.00	1.00
	Associate Civil Engineer	2.00	1.00
	Assistant Civil Engineer	2.00	3.00
	Public Works Inspector	1.00	1.00
	Sr. Administrative Assistant	1.00	1.00
	Administrative Assistant	1.00	1.00
	Total	12.00	12.00
COMMUNITY SERVICES			
	Community Services Director	1.00	1.00
	Community Services Deputy Director	1.00	1.00
	Recreation Manager	1.00	1.00
	Recreation Supervisor	1.00	1.00
	Recreation Coordinator	3.00	3.00
	Parks Supervisor	1.00	1.00
	Senior Parks Maintenance Worker	1.00	1.00
	Parks Maintenance Worker	0.00	0.00
	Administrative Assistant	1.00	1.00
	Pool Manager (Part-time)	1.12	1.12
	Lifeguards (Part-time)	2.51	2.51
	Recreation Assistants (Part-time)	9.16	9.16
	Recreation Assistants - Skate Park (Part-time)	0.22	0.22
	Media Assistant (Part-time)	0.26	0.26
	Total	23.27	23.27
TOTAL EMPLOYEES		110.77	111.77

EXHIBIT B

CITY OF MALIBU AUTHORIZED POSITIONS AND SALARY RANGES		
FY 2022-2023		
Classification	Salary Range	
City Manager	248,000	
Assistant City Manager	173,280	226,089
Deputy City Manager	170,021	221,839
Environmental Sustainability Director/Building Official	165,067	215,376
Public Works Director/City Engineer	165,067	215,376
Community Services Director	153,460	200,231
Planning Director	153,460	200,231
Public Safety Director	153,460	200,231
Assistant Public Works Director/Asst City Engineer	132,571	172,974
Community Services Deputy Director	132,571	172,974
Environmental Sustainability Manager/Dep Building Official	132,571	172,974
Assistant Planning Director	132,571	172,974
Finance/Accounting Manager	129,335	168,752
City Clerk	120,240	156,885
Permit Services Manager	120,240	156,885
Senior Civil Engineer	120,240	156,885
Environmental Programs Manager	116,865	152,481
Public Safety Manager	116,858	152,474
Public Works Superintendent	116,858	152,474
Code Enforcement Manager	114,517	149,420
Development and Operations Manager	114,517	149,420
Information Systems Manager	114,517	149,420
Associate Civil Engineer	103,864	135,519
Environmental Health Administrator	103,864	135,519
Human Resources Manager	103,864	135,519
Information Systems Administrator	103,864	135,519
Principal Planner	103,864	135,519
Assistant to the City Manager	99,348	129,628
Assistant City Clerk	99,348	129,628
Senior Planner	99,348	129,628
Recreation Manager	97,394	127,077
Certified Plans Examiner	94,622	123,462
Senior Environmental Programs Coordinator	94,622	123,462
Senior Administrative Analyst	91,906	119,916
Supervising Building Inspector	91,906	119,916
Assistant Civil Engineer	89,727	117,075
Executive Assistant	87,227	113,811
Environmental Programs Coordinator	85,451	111,494
Environmental Sustainability Analyst	85,451	111,494
Financial Analyst	85,451	111,494
Associate Planner	85,255	111,239
Fire Safety Liaison	84,687	110,497
Public Safety Liaison	84,687	110,497
Media Information Officer	84,687	110,497
Recreation Supervisor	84,687	110,497
Parks Supervisor	83,519	108,975
Senior Building Inspector	83,366	108,773
Senior Code Enforcement Officer	83,365	108,772
Senior Public Works Inspector	83,261	108,637

EXHIBIT B

Emergency Services Coordinator	81,777	106,700
Administrative Analyst	79,394	103,591
Grants Analyst	79,394	103,591
Human Resources Analyst	79,394	103,591
Information Systems Analyst	79,394	103,591
Media Analyst	79,394	103,591
Senior Accounting Technician	75,124	98,021
Principal Permit Technician	73,644	96,089
Senior Recreation Coordinator	73,644	96,089
Assistant Planner	72,664	94,810
Building Inspector	72,021	93,971
Code Enforcement Officer	72,021	93,971
Deputy City Clerk	72,021	93,971
Environmental Programs Specialist	71,662	93,502
Wastewater Management Program Specialist	71,662	93,502
Public Works Inspector	70,299	91,725
Senior Parks Maintenance Worker	69,725	90,977
Planning Technician	68,593	89,500
Senior Administrative Assistant	68,593	89,500
Senior Media Technician	68,593	89,500
Senior Permit Services Technician	68,593	89,500
Senior Public Works Maintenance Worker	68,593	89,500
Recreation Coordinator	66,952	87,358
Accounting Technician	65,327	85,238
Human Resources Technician	64,845	84,609
Administrative Assistant	60,310	78,689
Parks Maintenance Worker	60,310	78,689
Public Works Maintenance Worker	60,310	78,689
Information Systems Technician	59,246	77,302
Graphic Artist	59,246	77,302
Media Technician	59,246	77,302
Permit Services Technician	59,246	77,302
Records Management Specialist	56,625	73,882
Public Safety Specialist	56,625	73,882
Wastewater Management Program Analyst	56,481	73,694
Senior Accounting Clerk	55,079	71,866
Senior Office Assistant	52,469	68,461
Accounting Clerk	51,580	67,301
Office Assistant	45,315	59,124
Pool Manager	40,092	52,311
Part-Time Positions - Hourly Rates		
Fire Safety Liaison (Part-time)	40.72	53.15
Recreation Assistants I (Part-time)	16.88	22.02
Recreation Assistants II (Part-time)	20.03	26.15
Media Assistant (Part-time)	20.03	26.15
Office Assistant (Part-time)	18.40	24.01
Parks Maintenance Assistant (Part-time)	16.88	22.02
Pool Manager (Part-time)	19.29	25.16
Lifeguards (Part-time)	16.88	22.02
Intern (Part-time)	16.88	22.02
Student Intern	16.11	21.01

REVENUES BY FUND

December 31, 2022

Object	Description	2022-2023 Adopted	Amended Budget	Received 12/31/2022	Percentage Received	2022-2023 Projected
100, 101, 102 & 103 General Fund						
3111	Current Year Secured Property Tax	\$ 13,300,000	\$ 13,300,000	\$ 5,701,136	42.9%	\$ 14,660,000
3112	Current Year Unsecured Property Tax	425,000	425,000	417,137	98.1%	425,000
3113	Homeowner's Exemption	60,000	60,000	9,132	15.2%	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	2,350,000	2,350,000	-	0.0%	2,350,000
	Revenue from Property Taxes	16,146,000	16,146,000	6,127,405	37.9%	17,506,000
3131	Documentary Transfer Tax	1,200,000	1,200,000	382,085	31.8%	1,318,320
3132	Utility User's Tax	2,200,000	2,200,000	1,151,191	52.3%	2,302,382
3133	Transient Occupancy Tax - Hotels and Motels	3,000,000	3,000,000	1,770,054	59.0%	3,540,108
3133-01	Transient Occupancy Tax - Private Rentals	5,000,000	5,000,000	1,658,224	33.2%	6,000,000
3134	Franchise Fees	650,000	650,000	158,684	24.4%	650,000
3137	Sales and Use Tax	4,500,000	4,500,000	1,573,148	35.0%	6,450,000
3138	Parking Occupancy Tax	400,000	400,000	300,477	75.1%	600,954
	Revenue From Other Taxes	16,950,000	16,950,000	6,993,863	41.3%	20,861,764
3201	Alarm Permits	35,000	35,000	15,944	45.6%	31,888
3202	Film Permits	450,000	450,000	234,672	52.1%	469,344
3203	Building Permits	930,000	930,000	598,573	64.4%	1,197,146
3203-01	Code Enforcement - Special Investigations	20,000	20,000	12,677	63.4%	25,354
3204	Wastewater Treatment System Permits	35,000	35,000	22,875	65.4%	45,750
3205	Plumbing Permits	115,000	115,000	85,855	74.7%	171,710
3207	Mechanical Permits	90,000	90,000	71,381	79.3%	142,762
3208	Electrical Permit Fees	225,000	225,000	160,025	71.1%	320,050
3209	Grading/Drainage Permit Fees	80,000	80,000	45,542	56.9%	91,084
3210	Misc. Permits	20,000	20,000	4,346	21.7%	8,692
3418	OWTS Operating Permit Fees	320,000	320,000	220,362	68.9%	440,724
3420	Parking Permits	1,500	1,500	146	9.7%	292
3421	Planning Review Fees	1,200,000	1,200,000	634,654	52.9%	1,269,308
	Revenue From Licenses and Permits	3,521,500	3,521,500	2,107,052	59.8%	4,214,104
3250	Parking Citation Fines	1,150,000	1,150,000	808,269	70.3%	1,616,538
	Revenue From Fines and Forfeitures	1,150,000	1,150,000	808,269	70.3%	1,616,538
3316	Motor Vehicle In-Lieu Fees	15,000	15,000	-	0.0%	15,000
3318	Street Sweeping Reimbursements	51,678	51,678	12,920	25.0%	25,840
3322	American Rescue Plan	1,413,797	2,338,459	2,338,459	100.0%	2,338,459
3313/3341	FEMA/OES Reimbursements	1,500,000	1,500,000	1,036,126	69.1%	1,500,000
3373	Proposition A Recreation	-	-	-	0.0%	-
3383	Measure A Recreation	-	100,000	-	0.0%	100,000
3381	LA County EWMP Reimbursement	-	53,218	53,218	100.0%	53,218
	Revenue From Other Governments	2,980,475	4,058,355	3,440,723	84.8%	4,032,517
3408	Biology Review Fees	175,000	175,000	133,851	76.5%	267,702
3409	Document Retention Fees	14,000	14,000	10,733	76.7%	21,466
3410	Building Plan Check Fees	850,000	850,000	655,671	77.1%	1,311,342
3410-01	Administrative Plan Check Processing Fee	50,000	50,000	35,996	72.0%	71,992
3410-03	Building Plan Check Fees - Dark Sky	650,000	650,000	-	0.0%	-
3411	Inspector Plan Check Fees	180,000	180,000	104,804	58.2%	209,608
3412	Geo Soils Engineering Fees	900,000	900,000	555,320	61.7%	1,110,640
3413	Other Plan Check Fees	40,000	40,000	15,027	37.6%	30,054
3414	Environmental Health Review Fees	400,000	400,000	300,296	75.1%	600,592
3415	Grading/Drainage Plan Review Fees	10,000	10,000	2,122	21.2%	4,244
3416	Code Enforcement Investigation Fees	60,000	60,000	29,594	49.3%	59,188
3419	Credit Card Fees	105,000	105,000	71,664	68.3%	143,328
3422	OWTS Practitioners Fees	4,000	4,000	2,358	59.0%	4,716
3425	CA Building Standards Surcharge	3,000	3,000	1,758	58.6%	3,516
3426	EIR Review Fees	-	-	-	0.0%	-
3427	Technology Enhancement Fee	100,000	100,000	66,037	66.0%	132,074
3431	Public Works/Engineering Fees	350,000	350,000	241,675	69.1%	483,350
3432	WQMP Fees	25,000	25,000	24,501	98.0%	49,002
3433	Banner Hanging Fees	-	-	-	0.0%	-
3434	TOT Registration Fees	-	-	-	0.0%	-
3434-01	Short-Term Rental Permit Fee	100,000	100,000	74,871	74.9%	149,742
3434-02	Short-Term Rental Violation Fines	2,000	2,000	-	0.0%	-

REVENUES BY FUND

December 31, 2022

Object	Description	2022-2023 Adopted	Amended Budget	Received 12/31/2022	Percentage Received	2022-2023 Projected
General Fund (Continued)						
3435	Admin Permit Processing Fees	80,000	80,000	53,895	67.4%	107,790
3436	Electric Vehicle Charger Fees	2,000	2,000	2,143	107.2%	4,286
3441	Sale of Publications and Materials	500	500	-	0.0%	-
3444	Returned Check Service Fees	500	500	95	19.0%	190
3446	Vehicle Release Impound Fees	75,000	75,000	48,937	65.2%	97,874
3447	Election Fees	1,500	1,500	2,508	167.2%	2,508
3448	Subpoena Fees	1,000	1,000	298	29.8%	596
3449	False Alarm Service Charge	12,000	12,000	5,929	49.4%	11,858
3450	Residential Decals	2,000	2,000	290	14.5%	580
3461	Municipal Facility Use Fees	80,000	80,000	49,760	62.2%	99,520
3464	Youth Sports Program	45,000	45,000	45,703	101.6%	91,406
3464-01	Girls Youth Sports	7,000	7,000	-	0.0%	-
3466	Aquatics Program	200,000	200,000	110,047	55.0%	220,094
3467	Day Camp	50,000	50,000	20,144	40.3%	40,288
3468	Senior Adult Program	5,000	5,000	10,805	216.1%	21,610
3469	Skate Park	45,000	45,000	16,159	35.9%	32,318
3470	Recreation/Community Class Registration	70,000	70,000	71,128	101.6%	142,256
3471/3472	Special Events	2,500	2,500	1,840	73.6%	3,680
	Revenue From Service Charges	4,697,000	4,697,000	2,765,959	58.9%	5,529,410
3501	Interest Earnings	300,000	300,000	1,118,269	372.8%	300,000
3505	City Hall Use Fees	10,000	10,000	18,610	186.1%	10,000
	Use of Money and Property	310,000	310,000	1,136,879	366.7%	310,000
3600	Proceeds from Grants	370,000	720,000	428,345	59.5%	720,000
3602	Proposition A Transportation Funds Exchange	-	-	-	0.0%	-
3901	Settlements	5,000	5,000	24	0.5%	5,000
3902	Legal Fees	-	-	-	0.0%	-
3904	TOT Private Rental Penalties	25,000	25,000	6,871	27.5%	25,000
3905	Miscellaneous Reimbursements	25,000	25,000	8,206	32.8%	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
3930/3943	Miscellaneous Revenue	5,000	5,000	2,280	45.6%	5,000
	Miscellaneous Revenue	436,000	786,000	445,726	56.7%	786,000
Total General Fund		46,190,975	47,618,855	23,825,876	50.0%	54,856,333
Special Revenue Funds						
201 Gas Tax Fund						
3315	Highway User's Fees	370,785	370,785	123,257	33.2%	370,785
3318	Traffic Congestion Relief	-	-	-	0.0%	-
3501	Interest Earnings	1,000	1,000	-	0.0%	1,000
	Total Gas Tax Fund	371,785	371,785	123,257	33.2%	371,785
202 Traffic Safety Fund						
3312	Fines & Forfeitures	200,000	200,000	107,150	53.6%	200,000
3501	Interest Earnings	900	900	-	0.0%	900
	Total Traffic Safety Fund	200,900	200,900	107,150	53.3%	200,900
203 Proposition A Fund						
3371	Prop A Funds	281,466	281,466	155,223	55.1%	281,466
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Proposition A Fund	283,466	283,466	155,223	54.8%	283,466
204 Proposition C Fund						
3372	Prop C Funds	233,468	233,468	128,753	55.1%	233,468
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Proposition C Fund	235,468	235,468	128,753	54.7%	235,468
205 Measure R Fund						
3374	Measure R Funds	175,101	175,101	96,540	55.1%	175,101
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
	Total Measure R fund	177,101	177,101	96,540	54.5%	177,101

REVENUES BY FUND

December 31, 2022

Object	Description	2022-2023 Adopted	Amended Budget	Received 12/31/2022	Percentage Received	2022-2023 Projected
Special Revenue Funds (Continued)						
206 Air Quality Management Fund						
3377	AQMD Funds	16,000	16,000	3,587	22.4%	16,000
3501	Interest Earnings	800	800	-	0.0%	800
3943	Other Revenue	-	-	-	0.0%	-
Total Air Quality Management Fund		16,800	16,800	3,587	21.4%	16,800
207 Solid Waste Management Fund						
3311	Solid Waste Management Surcharge	120,000	120,000	48,883	40.7%	120,000
3434	Recycling Fees	17,500	17,500	6,565	37.5%	17,500
3501	Interest Earnings	125	125	-	0.0%	125
3600	Grant Proceeds	5,000	5,000	26,134	522.7%	5,000
Total Solid Waste Management Fund		142,625	142,625	81,582	57.2%	142,625
208 Parkland Development Fund						
3135	Parkland Development Fees	20,000	20,000	13,529	67.6%	20,000
3501	Interest Earnings	500	500	-	0.0%	500
3905	Miscellaneous Reimbursements	-	-	-	0.0%	-
Total Park Development Fund		20,500	20,500	13,529	66.0%	20,500
209 Quimby Fund						
3501	Interest Earnings	30	30	-	0.0%	30
Total Quimby Fund		30	30	-	0.0%	30
211 COPS (Brulte) Grant Fund						
3600	Proceeds From Grants (Brulte)	155,000	155,000	146,529	94.5%	155,000
Total COPS (Brulte) Fund		155,000	155,000	146,529	94.5%	155,000
212 Measure M Funds						
3375	Measure M Funds	198,448	198,448	109,222	55.0%	198,448
3501	Interest Earnings	2,000	2,000	-	0.0%	2,000
Total Measure M Fund		200,448	200,448	109,222	54.5%	200,448
213 Road Maintenance and Rehabilitation Act (RMRA) Fund						
3319	SB1 Annual Allocation	288,238	288,238	79,089	27.4%	288,238
3501	Interest Earnings	1,500	1,500	-	0.0%	1,500
Total RMRA Fund		289,738	289,738	79,089	27.3%	289,738
214 Art in Public Places Fund						
3135	Art in Public Places Fees	5,000	5,000	-	0.0%	5,000
3501	Interest Earnings	200	200	-	0.0%	200
Total Art in Public Places Fund		5,200	5,200	-	0.0%	5,200
215 Community Development Block Grant Fund						
3600	Proceeds From Grants	15,000	15,000	2,384	15.9%	15,000
3600-01	Proceeds From Grants - Disaster Recovery	45,000	45,000	-	0.0%	45,000
Total Comm. Dev. Block Grant Fund		60,000	60,000	2,384	4.0%	60,000
218 Measure W - LA County Stormwater Fund						
3379	Measure W Annual Allocation	380,000	380,000	390,328	102.7%	380,000
3501	Interest Earnings	100	100	-	0.0%	100
Total Measure W - LA County Stormwater		380,100	380,100	390,328	102.7%	380,100
225 Grants Fund						
3376	TDA	10,869	10,869	-	0.0%	10,869
3600	Proceeds From Grants	16,500,000	11,778,219	(7,774)	-0.1%	11,778,219
Total Grants Fund		16,510,869	11,789,088	(7,774)	-0.1%	11,789,088
290 Big Rock LMD Fund						
3116	Big Rock Mesa Assessment	327,539	327,539	148,769	45.4%	327,539
3501	Interest Earnings	800	800	-	0.0%	800
Total Big Rock LMD Fund		328,339	328,339	148,769	45.3%	328,339

REVENUES BY FUND

December 31, 2022

Object	Description	2022-2023 Adopted	Amended Budget	Received 12/31/2022	Percentage Received	2022-2023 Projected
Special Revenue Funds (Continued)						
291 Malibu Road LMD Fund						
3116	Malibu Road Assessment	59,388	59,388	24,883	41.9%	59,388
3501	Interest Earnings	800	800	-	0.0%	800
Total Malibu Road LMD Fund		60,188	60,188	24,883	41.3%	60,188
292 Calle Del Barco LMD Fund						
3116	Calle Del Barco Assessment	81,618	81,618	34,359	42.1%	81,618
3501	Interest Earnings	700	700	-	0.0%	700
Total Calle Del Barco LMD Fund		82,318	82,318	34,359	41.7%	82,318
715 Civic Center Water Treatment Facility AD						
3501	Interest Earnings	10,000	10,000	10,198	102.0%	10,000
3915	Civic Center Water Treatment Facility AD	2,587,519	2,587,519	835,201	32.3%	2,587,519
Total Civic Ctr Water Treatment Facility AD		2,597,519	2,597,519	845,399	32.5%	2,597,519
517 Civic Center Water Treatment Facility - Phase Two						
3501	Interest Earnings	-	-	-	0.0%	-
3950	CCWTF - Phase Two Construction - Bond Proceeds	16,500,000	16,500,000	-	0.0%	16,500,000
2080	CCWTF - Phase Two Contributions	-	-	-	0.0%	-
Total Civic Ctr Water Treatment Facility AD		16,500,000	16,500,000	-	0.0%	16,500,000
712 Carbon Beach Undergrounding CFD Fund						
3915	Carbon Beach Undergrounding Assessment	236,032	236,032	94,827	40.2%	236,032
3501	Interest Earnings	20	20	4	20.0%	20
Total Carbon Beach Undergrounding CFD		236,052	236,052	94,831	0.0%	236,052
713 Broad Beach Assessment District						
3915	Broad Beach Undergrounding Assessment	141,710	141,710	57,235	40.4%	141,710
3501	Interest Earnings	10	10	511	5110.0%	10
Total Broad Beach Undergrounding AD		141,720	141,720	57,746	40.7%	141,720
Total Special Revenue Funds		38,996,166	34,274,385	2,635,386	7.7%	34,274,385
500 Legacy Park Project Fund						
3501	Interest Earnings	6,000	6,000	-	0.0%	6,000
3505	Proceeds from Rent	1,565,941	1,565,941	772,500	49.3%	1,565,941
3373	Prop A Recreation	-	-	-	0.0%	-
3383	Measure A Recreation	-	-	-	0.0%	-
3905	Miscellaneous Revenue	145,000	145,000	-	0.0%	145,000
Total Legacy Park Project Fund		1,716,941	1,716,941	772,500	45.0%	1,716,941
Total Legacy Park Project Fund		1,716,941	1,716,941	772,500	45.0%	1,716,941
515 Civic Center Wastewater Treatment Facility O&M						
3501	Interest Earning	-	-	-	0.0%	-
3510	Sewer Service Fees	2,200,000	2,200,000	766,859	34.9%	2,200,000
3915	Contributions-Property Owners	-	-	-	0.0%	-
Total CCWTF O&M		2,200,000	2,200,000	766,859	34.9%	2,200,000
Total CCWTF O&M Funds		2,200,000	2,200,000	766,859	34.9%	2,200,000

REVENUES BY FUND

December 31, 2022

Object	Description	2022-2023 Adopted	Amended Budget	Received 12/31/2022	Percentage Received	2022-2023 Projected
Internal Service Funds						
601 Vehicle Fund						
3501	Interest Earnings	-	-	-	0.0%	-
3951	Vehicle Charges	114,000	120,000	-	0.0%	120,000
	Total Vehicle Fund	114,000	120,000	-	0.0%	120,000
602 Information Technology Fund						
3501	Interest Earnings	-	-	-	0.0%	-
3952	Information Technology Charges	695,000	710,000	-	0.0%	710,000
	Total Information Technology Fund	695,000	710,000	-	0.0%	710,000
Total Internal Service Funds		809,000	830,000	-	0.0%	830,000
Total Revenue - All Funds		\$ 89,913,082	\$ 86,640,181	\$ 28,000,621	32.3%	\$ 93,877,659

Reconciliation of adopted to amended budget

Total 2022-2023 Adopted budget:		\$ 89,913,082	
Account	Description	Amount	
100-0000-3381-00	LA County EWMP	53,218	Budget Carryover
102-0000-3322-00	American Rescue Plan	924,662	Budget Carryover
100-0000-3383-00	Measure A Recreation - LA County	100,000	Budget Correction
225-0000-3600-00	Proceeds from Grants	(4,721,781)	Budget Correction
602-0000-3951-00	Vehicle Allocation	6,000	Budget Correction
602-0000-3952-00	IT Allocation - Fund 207 Solid Waste Management	15,000	Budget Correction
100-0000-3600-00	Public Safety - SMMC Hazard Tree Grant	350,000	09/27/22 Council Action
	Total Amendments	(3,272,901)	
	Total Amendment Budget	\$ 86,640,181	

EXPENDITURES BY FUND

December 31, 2022

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2022-23 Projected
General Fund						
Management and Administration						
7001	City Council	\$ 773,095	\$ 773,095	\$ 351,863	45.5%	\$ 603,727
7002	Media Operations	733,109	733,109	247,376	33.7%	514,752
7003	City Manager	754,872	926,622	349,785	37.7%	886,320
7005	Legal Counsel	1,050,000	1,050,000	376,354	35.8%	752,708
7007	City Clerk	574,966	574,966	126,842	22.1%	268,684
7021	Public Safety Services	11,680,987	12,030,987	4,246,344	35.3%	11,506,804
7054	Finance	1,666,807	1,666,807	705,300	42.3%	1,440,600
7058	Human Resources	696,286	696,286	191,611	27.5%	398,221
7059	Non Departmental Services	3,943,333	3,937,333	1,700,325	43.2%	3,778,811
103-9050	City Hall	954,928	954,928	449,175	47.0%	954,928
9088	Vacant Land	292,675	292,675	6,993	2.4%	292,675
9050/9074/9088	Debt Service (City Hall / Trancas / Vacant Land)	3,187,926	3,187,926	-	0.0%	3,187,926
Total Administrative Services		26,308,984	26,824,734	8,751,968	32.6%	24,586,157
Community Services						
4001	General Recreation	863,037	863,037	371,036	43.0%	774,822
4002	Aquatics	400,454	400,454	174,286	43.5%	348,572
4003	Outdoor Recreation	64,894	64,894	22,092	34.0%	44,185
4004	Day Camps	102,969	102,969	63,939	62.1%	127,878
4005	Skate Park	71,535	71,535	35,612	49.8%	71,535
4006	Sports	128,021	128,021	46,282	36.2%	92,563
4007	Community Programs	125,917	125,917	61,923	49.2%	123,845
4008	Senior Adult Programs	200,241	200,241	82,655	41.3%	165,309
4010	Park Maintenance	1,364,489	1,370,489	557,462	40.7%	1,142,924
4011	Special Events	233,030	233,030	69,602	29.9%	142,454
4012	Cultural Arts	246,395	246,395	77,402	31.4%	158,805
Total Community Services		3,800,982	3,806,982	1,562,291	41.0%	3,192,891
Environmental & Sustainability Development						
2004	Environmental & Building Safety	3,448,434	3,478,434	1,268,421	36.5%	3,033,118
2010	Wastewater Management	541,427	541,427	252,926	46.7%	520,853
3003	Clean Water Program	1,352,431	1,352,431	307,570	22.7%	720,835
3004	Solid Waste Management	-	-	-	0.0%	-
Total Env. & Community Development		5,342,292	5,372,292	1,828,917	34.0%	4,274,806
Planning Department						
2001	Planning	3,376,366	4,276,366	1,307,564	30.6%	3,620,128
2012	Code Enforcement	649,141	661,141	258,629	39.1%	554,257
Total Planning Department		4,025,507	4,937,507	1,566,193	31.7%	4,174,385
Public Works/Engineering						
3001	Street Maintenance	1,193,403	1,287,403	646,948	50.3%	1,322,645
3005	Fleet Operations	-	160,000	89,871	0.0%	160,000
3007	City Facilities	126,100	256,100	97,195	38.0%	194,390
3008	Public Works	1,727,864	1,804,418	801,160	44.4%	1,651,570
Total Public Works		3,047,367	3,507,921	1,635,174	46.6%	3,328,605
Disaster Response						
3002	Fire Rebuilds and Storm Response	1,564,000	1,614,000	535,604	33.2%	1,614,000
3002-19	COVID-19 Response	97,000	97,000	-	0.0%	-
Total Disaster Response		1,661,000	1,711,000	535,604	31.3%	1,614,000
Total General Fund		44,186,132	46,160,436	15,880,147	34.4%	41,170,844

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

EXPENDITURES BY FUND

December 31, 2022

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2022-23 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	458,406	458,406	111,580	24.3%	458,406
3005	Fleet Operations	118,633	-	-	0.0%	-
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	165,000	165,000	27,199	16.5%	165,000
4010	Park Maintenance	-	-	-	0.0%	-
6002	Big Rock Mesa LMD	384,647	384,647	121,502	31.6%	384,647
6003	Malibu Road LMD	75,016	75,016	14,823	19.8%	75,016
6004	Calle del Barco LMD	81,016	81,016	16,194	20.0%	81,016
9048	Carbon Beach Undergrounding CFD	231,310	231,310	145,575	62.9%	231,310
9052	Broad Beach Undergrounding AD	139,930	139,930	65,248	46.6%	139,930
9049	Civic Center Wastewater Treatment Plant AD	2,319,460	2,319,460	1,831,964	79.0%	2,319,460
7021	Public Safety	155,000	155,000	-	0.0%	155,000
7070	Community Development Block Grant	15,000	15,000	10,484	69.9%	15,000
	CCWTF Phase Two	-	-	-	0.0%	-
Total Special Revenue Funds		5,373,418	5,254,785	2,344,569	44.6%	5,254,785
Capital Project Funds						
310	Capital Improvement Fund					
	9002 Annual Street Overlay	900,000	900,000	14,484	1.6%	900,000
	9059 PCH Median Improvements	4,490,000	4,490,000	10,958	0.2%	4,490,000
	9061 Civic Center Way Improvements	-	-	11,784	0.0%	11,784
	9066 PCH Signal Synchronization Imp.	6,555,000	6,555,000	123,958	1.9%	6,555,000
	9072 Marie Canyon Green Streets	385,000	385,000	-	0.0%	385,000
	9075 CCWTF Phase Two	16,500,000	16,500,000	42,200	0.3%	16,500,000
	9082 Westward Beach Road	350,000	350,000	-	0.0%	350,000
	9090 Permanent Skate Park	1,066,000	1,066,000	-	0.0%	1,066,000
	9093 Bluffs Park Shade Structure	100,000	100,000	54,056	54.1%	100,000
	9094 Vehicle Protection Devices City Properties	100,000	100,000	-	0.0%	100,000
	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
	9100 PCH/Trancas Right Turn Lane	683,219	683,219	68,322	10.0%	683,219
	9101 PCH Crosswalk Improvements	200,000	200,000	-	0.0%	200,000
	9102 PCH Median Imp at Paradise Cove/Zuma	100,000	100,000	-	0.0%	100,000
	9103 Kanan Dume Biofilter	100,000	100,000	-	0.0%	100,000
	9104 Stormdrain Trash Screens - Phase Two	35,000	35,000	-	0.0%	35,000
	9105 City Traffic Signals Backup Power	30,000	30,000	-	0.0%	30,000
	9106 Malibu Canyon Road Traffic Study	50,000	50,000	-	0.0%	50,000
Disaster Capital Improvement Projects						
	9200 Woolsey Fire & Storm Response CIP	3,211,491	3,267,491	531,816	16.3%	3,267,491
Total Capital Project Funds		35,080,710	35,136,710	857,578	2.4%	35,148,494

EXPENDITURES BY FUND

December 31, 2022

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2022-23 Projected
Legacy Park Project Fund						
500	7004 Legacy Park Debt Service	1,091,451	1,091,451	(77,248)	-7.1%	1,091,451
	7008 Legacy Park Operations	975,783	975,783	295,727	30.3%	975,783
Total Legacy Park Project Fund		2,067,234	2,067,234	218,479	10.6%	2,067,234
Civic Center Wastewater Treatment Facility Fund						
515	3010 CCWTF Sewer Services	2,019,699	2,019,699	788,200	39.0%	2,019,699
Total CCWTF Fund		2,019,699	2,019,699	788,200	39.0%	2,019,699
Internal Service Funds						
3005	Vehicle	35,367	84,000	28,362	33.8%	84,000
7060	Information Technology	1,006,320	1,006,320	433,772	43.1%	1,006,320
Total Internal Service Funds		1,041,687	1,090,320	462,134	42.4%	\$ 1,090,320
Total All Funds		\$ 89,768,880	\$ 91,729,184	\$ 20,551,107	22.4%	\$ 86,751,376

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

EXPENDITURES BY FUND

December 31, 2022

Reconciliation of adopted to amended budget

Total 2022-2023 Adopted budget: **\$ 89,768,880**

Account	Description	Project	Amount	Comment	Date
100-3001-5123-01	Public Works - Storm Drain System Maint	Equip Maint/Repairs	76,000	Budget Carryover	7/1/2022
100-3007-7800-00	Public Works - Equipment	Equipment Replacement	130,000	Budget Carryover	7/1/2022
100-3008-5100-00	Public Works - Professional Services	Engineering Services	76,554	Budget Carryover	7/1/2022
100-3005-7700-00	Public Works - Fleet Operations	Equipment/Vehicles	90,000	Budget Carryover	7/1/2022
100-7003-5100-00	City Manager - Professional Services	TUT Info Materials	24,900	Council Appropriation	8/8/2022
100-7021-5100-00	Public Safety - Proceeds from Grants	Hazard Tree Removal	350,000	Council Action	9/27/2022
100-7003-5100-00	City Manager - Professional Services	School Safety Assessmnt	66,000	Council Appropriation	10/24/2022
102-9215-5100-00	Disaster CIP - Professional Services	Malibu Rd Drainage Repair	56,000	Council Appropriation	10/24/2022
100-7003-5100-00	City Manager - Professional Services	Development Svcs Review	80,850	Council Appropriation	11/28/2022
101-2001-5100-00	Planning Dept - Professional Services	Consultant Services	900,000	Council Appropriation	11/28/2022
102-3002-5100-00	Disaster Response - Fire Rebuilds-Planning	Consultant Services	50,000	Council Appropriation	11/28/2022
100-3001-8100-00	Public Works - Vehicle Allocation	Internal Service Fees	18,000	Budget Correction	12/31/2022
100-4010-8100-00	Parks Maintenance - Vehicle Allocation	Internal Service Fees	6,000	Budget Correction	12/31/2022
100-7059-8100-00	Non-departmental - Vehicle Allocation	Internal Service Fees	(6,000)	Budget Correction	12/31/2022
101-2004-8100-00	Building Safety - Vehicle Allocation	Internal Service Fees	30,000	Budget Correction	12/31/2022
101-2012-8100-00	Code Enforcement - Vehicle Allocation	Internal Service Fees	12,000	Budget Correction	12/31/2022
206-3005-xxxx-00	Air Quality - Fleet Operations	AQMD Funding	(118,633)	Budget Correction	12/31/2022
601-3005-xxxx-00	Vehicle - Fleet Operations	Fleet Operations	48,633	Budget Correction	12/31/2022
100-3005-xxxx-00	Vehicle - Fleet Operations	Fleet Operations	70,000	Budget Correction	12/31/2022
			1,960,304		
Total 2022-2023 current amended budget:			<u>\$ 91,729,184</u>		

PROJECTED FUND BALANCES

September 30, 2022

FUND	Budget Fund Balance July 1, 2022	Revenues Projected 6/30/2023	Expenditures Projected 6/30/2023	Transfers Budgeted 2022-2023	Fund Balance Projected June 30, 2023	Non-Current/ Unavailable Revenue	Budget Fund Balance June 30, 2023
General Fund - Undesignated	\$ 57,378,741	\$ 48,219,793	\$ 38,658,083	\$ (1,256,000)	\$ 65,684,451	\$ -	\$ 65,684,451
General Fund - Designated for Contingencies	6,500,000	-	-	-	6,500,000	-	6,500,000
General Fund - Designated for CIPs	325,000	-	-	(1,513,628)	(1,188,628)	-	(1,188,628)
General Fund - SCE Settlement Woolsey Fire	7,041,464	4,338,879	-	(414,010)	10,966,333	-	10,966,333
Designated for Deferred Maintenance	1,127,898	-	101,100	-	1,026,798	-	1,026,798
Designated for Case (Crummer) Parcel	368,254	-	-	(257,372)	110,882	-	110,882
Designated for Water Quality Settlement	57,276	-	-	-	57,276	-	57,276
Designated for Housing Element Program	194,140	-	-	-	194,140	-	194,140
Designated for City Facilities - La Paz	500,000	-	-	-	500,000	-	500,000
Designated for FEMA Disaster Projects	920,138	1,500,000	1,614,000	(2,797,481)	(1,991,343)	-	(1,991,343)
Designated for American Rescue Plan	-	797,661	797,661	-	-	-	-
Total General Fund	74,412,911	54,856,333	41,170,844	(6,238,491)	81,859,909	-	81,859,909
201 Gas Tax Fund	31,062	371,785	325,000	-	77,847	-	77,847
202 Traffic Safety Fund	161,535	200,900	200,000	-	162,435	-	162,435
203 Proposition A Fund	707,409	283,466	165,000	-	825,875	-	825,875
204 Proposition C Fund	101,847	235,468	65,000	(235,000)	37,315	-	37,315
205 Measure R Fund	128,999	177,101	100,000	-	206,100	-	206,100
206 Air Quality Management Fund	133,941	16,800	-	-	150,741	-	150,741
207 Solid Waste Management Fund	158,466	142,625	458,406	-	(157,315)	-	(157,315)
208 Parkland Development In-Lieu Fund	125,086	20,500	-	-	145,586	-	145,586
209 Quimby Fund	3,848	30	-	-	3,878	-	3,878
211 COPS Brulte Grant Fund	-	155,000	155,000	-	-	-	-
212 Measure M Fund	339,228	200,448	140,000	(450,000)	(50,324)	-	(50,324)
213 RMRA (SB1) Fund	324,830	289,738	-	(515,000)	99,568	-	99,568
214 Art in Public Places In-Lieu Fund	35,849	5,200	-	-	41,049	-	41,049
215 Community Development Block Grant Fund	-	60,000	15,000	-	45,000	-	45,000
218 Measure W LA County Stormwater	479,253	380,100	100,000	(520,000)	239,353	-	239,353
225 Grants Fund	-	11,789,088	300,000	(11,790,003)	(300,915)	300,915	-
290 Big Rock LMD	67,241	328,339	384,647	-	10,933	-	10,933
291 Malibu Road LMD	65,078	60,188	75,016	-	50,250	-	50,250
292 Calle Del Barco LMD	72,809	82,318	81,016	-	74,111	-	74,111
712 Carbon Beach Undergrounding CFD	464,282	236,052	231,310	-	469,024	-	469,024
713 Broad Beach Assessment District	241,548	141,720	139,930	-	243,338	-	243,338
715 CCWTF AD Phase One	7,374,762	2,597,519	2,319,460	-	7,652,821	-	7,652,821
517 CCWTF Phase Two	(351,328)	16,500,000	-	(16,500,000)	(351,328)	-	(351,328)
Total Special Revenue Funds	10,665,745	34,274,385	5,254,785	(30,010,003)	9,675,342	300,915	9,976,257
Capital Improvements Fund	-	-	31,881,003	31,881,003	-	-	-
Capital Improvements Fund - Disaster Projects	-	-	3,267,491	3,267,491	-	-	-
Total Capital Improvement Funds	-	-	35,148,494	35,148,494	-	-	-
Legacy Park Project Fund	843,068	1,716,941	2,067,234	(100,000)	392,775	-	392,775
Total Legacy Fund	843,068	1,716,941	2,067,234	(100,000)	392,775	-	392,775
Civic Center Wastewater Treatment Facility	165,210	2,200,000	2,019,699	-	345,511	-	345,511
Total Civic Center Wastewater Treatment Fac.	165,210	2,200,000	2,019,699	-	345,511	-	345,511
Vehicle	170,305	120,000	84,000	-	206,305	-	206,305
Information Technology	215,315	710,000	1,006,320	1,200,000	1,118,995	-	1,118,995
Total Internal Service Funds	385,620	830,000	1,090,320	1,200,000	1,325,300	-	1,325,300
Total All Funds	\$ 86,472,554	\$ 93,877,659	\$ 86,751,376	\$ -	\$ 93,598,837	\$ 300,915	\$ 93,899,752

2022-2023 PROPOSED BUDGET AMENDMENTS

Account	Description	Amount	Detail
REVENUE			
TOTAL ADOPTED REVENUE BUDGET		\$86,640,181	
100-0000-3111-00	Current Year Secured Property Tax	\$ 1,360,000	Revised Property Tax projection
100-0000-3133-00	Transient Occupancy Tax - Hotels and Motels	540,000	Increased to reflect higher than anticipated rentals
100-0000-3133-01	Transient Occupancy Tax - Private Rentals	1,000,000	Increased to more accurately reflect short-term rental activity
100-0000-3137-00	Sales and Use Tax	1,950,000	Increased per HDL forecast for sales tax and anticipated TUT
100-0000-3138-00	Parking Occupancy Tax	200,000	Increased use of beach lots
100-0000-3250-00	Parking Citations	467,000	Increased parking citations
100-0000-3431-00	Public Works Project Review Fees	133,000	Increased number of projects in review
101-0000-3203-00	Building Permits	267,000	Increase in permits
101-0000-3408-00	Planning - Biology Review Fees	60,000	Increased number of projects in review
101-0000-3410-00	Building Plan Check Fees	461,000	Increased number of projects in review
101-0000-3412-00	Geo Soils Engineering Fees	211,000	Increased number of projects in review
101-0000-3414-00	Environmental Health Review Fees	201,000	Increased number of projects in review
101-0000-3418-00	OWTS Operating Permit Fees	121,000	Increase in permits
	Total General Fund Revenue	6,971,000	
207-0000-3600-00	Solid Waste Management - Proceeds from Grants	21,134	SB 1383 Local Assistance Grant
	Total Solid Waste Management Fund	21,134	
Total Proposed Revenue Budget		93,632,315	

EXPENDITURES

TOTAL ADOPTED EXPENDITURE BUDGET		91,729,184	
Total Adopted General Fund Expenditures		46,160,436	
General Fund			
100-3001-5120-00	Public Works - Street Maintenance	71,000	Maintenance Yard rent increase
100-3001-5120-00	Public Works - Street Maintenance	33,000	Traffic striping on Las Flores Canyon Road
100-3001-5120-00	Public Works - Street Maintenance	21,000	Point Dume sidewalk repairs
100-3001-5120-00	Public Works - Street Maintenance	10,000	Repair electrical conduit at Malibu Canyon/Civic Center Way
100-3001-5121-01	Public Works - Street Maintenance	10,000	Add'l street sweeping following 2023 storm events
100-3001-5124-00	Public Works - Street Maintenance	20,000	Repairs to signal controller at Malibu Canyon Road
100-3001-7800-00	Public Works - Street Maintenance	112,000	New City trash receptacles
100-4010-5130-00	Park Maintenance Program - Parks Maintenance	25,000	Repairs to park amenities (playgrounds/benches/trashcans)
100-4010-5610-00	Park Maintenance Program - Facilities Maintenance	25,000	Repairs/upgrades to the Charmlee Park residence trailer
100-4010-7300-00	Park Maintenance Program - Leasehold Improvements	15,000	Repairs/upgrades to Bluffs Park staff offices
100-4010-7800-00	Park Maintenance Program - Equipment	30,000	Security upgrades to the Michael Landon Center
100-7021-5100-00	Public Safety - Professional Services	17,681	Everbridge annual contract
100-7021-5100-00	Public Safety - Professional Services	21,000	To recognize actual cost of Oracle Virtual EOC License
100-7021-5100-00	Public Safety - Professional Services	350,000	SMMC Hazard Tree Grant / Newbury Park Tree Services
100-7021-5115-00	Public Safety - LA County Sheriff Services	172,442	To recognize actual cost of Sheriff's contract
100-7021-7800-00	Public Safety - Other Equipment	69,955	Fire Safety Beacon Boxes (additional purchase of 17 units)
101-2001-4101-00	Planning - Salaries/Overtime	25,000	Increase to staff overtime budget
101-2001-5100-01	Planning - Coastal Development Permit Services	95,000	Biological peer reviews
101-2004-4101-00	Building Safety/Sustainability - Salaries	60,250	Reclassification of administrative employee positions, +1 FTE
101-3003-5100-00	Clean Water Program - Professional Services	150,000	Amendment to Rincon Consultants, Inc. agreement
102-3002-5100-01	Woolsey Fire/Storm Response - Coastal Dev. Permit Svcs	30,000	Biological peer reviews for Woolsey Fire rebuilds
102-3002-5123-00	Woolsey Fire/Storm Response - Storm Response	300,000	Expenses for 2023 winter storm response
	Proposed Amended General Fund Expenditures	1,663,328	
Special Revenue Fund			
207-3004-5850-00	Solid Waste Management - Recycling Supplies	21,134	SB 1383 Local Assistance Grant
	Proposed Amended Special Revenue Fund Expenditures	21,134	
CCWTF Operations Fund			
515-3010-5640-00	CCWTF - Equipment Maintenance	20,000	Generator rental (onsite unit failed)
	Proposed Amended CCWTF Operations Fund Expenditures	20,000	
TOTAL PROPOSED AMENDMENTS - ALL FUNDS		1,704,462	
TOTAL AMENDED EXPENDITURE BUDGET (all funds)		\$93,433,646	

CITY OF MALIBU

**CITY TREASURER'S CASH AND INVESTMENTS REPORT
FOR THE QUARTER ENDING DECEMBER 31, 2022**

ACCOUNT	ISSUER	TYPE	AMOUNT	CURRENT YIELD	EARNINGS TO DATE	MATURITY DATE
Cash Operating	First Bank	Checking	\$ 38,754,820	N/A		N/A
Revolving Cash Fund	Internal	Petty Cash	700	N/A		N/A
Investments	Local Agency Investment Fund (LAIF)	State of CA	49,704,819	2.07%	\$ 259,656	1 day
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.85%		3/14/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.85%		3/15/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	3.58%		12/6/2023
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.57%		6/19/2024
Investments	Wells Fargo Advisors	Federal Home Loan	125,000	2.57%		6/27/2024
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	4.87%		12/9/2024
Investments	Wells Fargo Advisors	Federal Home Loan	200,000	2.16%		3/24/2025
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	4.90%		12/2/2025
Investments	Wells Fargo Advisors	Federal Home Loan	200,000	2.16%		3/18/2026
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.25%		10/29/2026
Investments	Wells Fargo Advisors	Federal Home Loan	200,000	4.88%		11/16/2026
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.31%		12/8/2026
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.26%		12/27/2027
TOTAL CASH AND INVESTMENTS			\$ 91,435,339		\$ 259,656	

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:


 Renée Neermann, Finance Manager

01/27/2023
Date

Reviewed by:


 Ruth F. Quinto, City Treasurer

01/27/2023
Date

**CITY OF MALIBU
AUTHORIZED PERSONNEL
PROPOSED FOR FY 2022-2023**

		2022-23 Adopted	2022-23 Amended
MANAGEMENT & ADMINISTRATIVE SERVICES			
	City Manager	1.00	1.00
	Assistant City Manager	1.00	1.00
	Deputy City Manager	1.00	1.00
	Public Safety Director	1.00	1.00
	Public Safety Manager	0.00	0.00
	Fire Safety Liaison	1.50	1.50
	Public Safety Liaison	1.00	1.00
	Emergency Services Coordinator	1.00	1.00
	Public Safety Specialist	0.00	0.00
	Assistant to the City Manager	0.00	0.00
	Executive Assistant	1.00	1.00
	City Clerk	1.00	1.00
	Assistant City Clerk	0.00	1.00
	Deputy City Clerk	2.00	1.00
	Human Resources Manager	1.00	1.00
	Human Resources Analyst	1.00	1.00
	Human Resources Technician	1.00	1.00
	Media Information Officer	1.00	1.00
	Media Analyst	1.00	1.00
	Media Technician	1.00	1.00
	Graphic Artist	1.00	1.00
	Finance Manager	1.00	1.00
	Financial Analyst	0.00	1.00
	Grants Analyst	1.00	1.00
	Accounting Technician	1.00	0.00
	Sr. Accounting Clerk	1.00	1.00
	Accounting Clerk	1.00	1.00
	Information Systems Manager	1.00	1.00
	Information Systems Analyst	1.00	1.00
	Information Systems Technician	1.00	1.00
	Sr. PW Maintenance Worker	1.00	1.00
	Sr. Office Assistant	1.00	0.00
	Office Assistant	0.00	0.00
	Office Assistant/Receptionist	1.00	2.00
	Total	29.50	29.50

CITY OF MALIBU AUTHORIZED POSITIONS AND SALARY RANGES

FY 2022-2023

Classification	Salary Range	
City Manager	248,000	
Assistant City Manager	173,280	226,089
Deputy City Manager	170,021	221,839
Environmental Sustainability Director/Building Official	165,067	215,376
Public Works Director/City Engineer	165,067	215,376
Community Services Director	153,460	200,231
Planning Director	153,460	200,231
Public Safety Director	153,460	200,231
Assistant Public Works Director/Asst City Engineer	132,571	172,974
Community Services Deputy Director	132,571	172,974
Environmental Sustainability Manager/Dep Building Official	132,571	172,974
Assistant Planning Director	132,571	172,974
Finance/Accounting Manager	129,335	168,752
City Clerk	120,240	156,885
Permit Services Manager	120,240	156,885
Senior Civil Engineer	120,240	156,885
Environmental Programs Manager	116,865	152,481
Public Safety Manager	116,858	152,474
Public Works Superintendent	116,858	152,474
Code Enforcement Manager	114,517	149,420
Development and Operations Manager	114,517	149,420
Information Systems Manager	114,517	149,420
Associate Civil Engineer	103,864	135,519
Environmental Health Administrator	103,864	135,519
Human Resources Manager	103,864	135,519
Information Systems Administrator	103,864	135,519
Principal Planner	103,864	135,519
Assistant to the City Manager	99,348	129,628
Assistant City Clerk	99,348	129,628
Senior Planner	99,348	129,628
Recreation Manager	97,394	127,077
Certified Plans Examiner	94,622	123,462
Senior Environmental Programs Coordinator	94,622	123,462
Senior Administrative Analyst	91,906	119,916
Supervising Building Inspector	91,906	119,916
Assistant Civil Engineer	89,727	117,075
Executive Assistant	87,227	113,811
Environmental Programs Coordinator	85,451	111,494
Environmental Sustainability Analyst	85,451	111,494
Financial Analyst	85,451	111,494
Associate Planner	85,255	111,239
Fire Safety Liaison	84,687	110,497
Public Safety Liaison	84,687	110,497
Media Information Officer	84,687	110,497
Recreation Supervisor	84,687	110,497
Parks Supervisor	83,519	108,975
Senior Building Inspector	83,366	108,773
Senior Code Enforcement Officer	83,365	108,772
Senior Public Works Inspector	83,261	108,637

Emergency Services Coordinator	81,777	106,700
Administrative Analyst	79,394	103,591
Grants Analyst	79,394	103,591
Human Resources Analyst	79,394	103,591
Information Systems Analyst	79,394	103,591
Media Analyst	79,394	103,591
Senior Accounting Technician	75,124	98,021
Principal Permit Technician	73,644	96,089
Senior Recreation Coordinator	73,644	96,089
Assistant Planner	72,664	94,810
Building Inspector	72,021	93,971
Code Enforcement Officer	72,021	93,971
Deputy City Clerk	72,021	93,971
Environmental Programs Specialist	71,662	93,502
Wastewater Management Program Specialist	71,662	93,502
Public Works Inspector	70,299	91,725
Senior Parks Maintenance Worker	69,725	90,977
Planning Technician	68,593	89,500
Senior Administrative Assistant	68,593	89,500
Senior Media Technician	68,593	89,500
Senior Permit Services Technician	68,593	89,500
Senior Public Works Maintenance Worker	68,593	89,500
Recreation Coordinator	66,952	87,358
Accounting Technician	65,327	85,238
Human Resources Technician	64,845	84,609
Administrative Assistant	60,310	78,689
Parks Maintenance Worker	60,310	78,689
Public Works Maintenance Worker	60,310	78,689
Information Systems Technician	59,246	77,302
Graphic Artist	59,246	77,302
Media Technician	59,246	77,302
Permit Services Technician	59,246	77,302
Records Management Specialist	56,625	73,882
Public Safety Specialist	56,625	73,882
Wastewater Management Program Analyst	56,481	73,694
Senior Accounting Clerk	55,079	71,866
Senior Office Assistant	52,469	68,461
Accounting Clerk	51,580	67,301
Office Assistant	45,315	59,124
Pool Manager	40,092	52,311
Part-Time Positions - Hourly Rates		
Fire Safety Liaison (Part-time)	40.72	53.15
Recreation Assistants I (Part-time)	16.88	22.02
Recreation Assistants II (Part-time)	20.03	26.15
Media Assistant (Part-time)	20.03	26.15
Office Assistant (Part-time)	18.40	24.01
Parks Maintenance Assistant (Part-time)	16.88	22.02
Pool Manager (Part-time)	19.29	25.16
Lifeguards (Part-time)	16.88	22.02
Intern (Part-time)	16.88	22.02
Student Intern	16.11	21.01

**CITY OF MALIBU
AUTHORIZED PERSONNEL
PROPOSED FOR FY 2022-2023**

		2022-23	2022-23
		Adopted	Amended
ENVIRONMENTAL SUSTAINABILITY			
	ESD Director/Building Official	1.00	1.00
	ESD Manager/Deputy Building Official	0.00	0.00
	Senior Civil Engineer	1.00	1.00
	Associate Civil Engineer	1.00	1.00
	Supervising Inspector	1.00	1.00
	Sr. Building Inspector	1.00	1.00
	Building Inspector	2.00	2.00
	Principal Permit Technician	1.00	1.00
	Sr. Permit Services Technician	1.00	1.00
	Permit Services Technician	2.00	2.00
	Environmental Health Administrator	1.00	1.00
	Wastewater Man. Program Specialist	1.00	1.00
	Environmental Programs Manager	1.00	1.00
	Senior Environmental Programs Coordinator	1.00	1.00
	Environmental Program Coordinator	1.00	1.00
	Environmental Sustainability Analyst	1.00	1.00
	Administrative Analyst	0.00	0.00
	Senior Administrative Assistant	0.00	1.00
	Administrative Assistant	1.00	1.00
	Senior Office Assistant	0.00	1.00
	Office Assistant	2.00	1.00
	Total	20.00	21.00
PLANNING DEPARTMENT			
	Planning Director	1.00	1.00
	Assistant Planning Director	1.00	1.00
	Development Services Manager	1.00	1.00
	Principal Planner	1.00	1.00
	Senior Planner	2.00	3.00
	Associate Planner	3.00	2.00
	Assistant Planner	4.00	3.00
	Planning Technician	4.00	5.00
	Code Enforcement Manager	1.00	1.00
	Senior Code Enforcement Officer	1.00	1.00
	Code Enforcement Officer	2.00	2.00
	Senior Administrative Analyst	0.00	0.00
	Administrative Assistant	2.00	2.00
	Senior Office Assistant	0.00	0.00
	Office Assistant	2.00	2.00
	Planning Intern (Two Half-time)	1.00	1.00
	Total	26.00	26.00

**CITY OF MALIBU
AUTHORIZED PERSONNEL
PROPOSED FOR FY 2022-2023**

		2022-23 Adopted	2022-23 Amended
PUBLIC WORKS			
	Public Works Director/City Engineer	1.00	1.00
	Assistant Public Works Director/City Engineer	1.00	1.00
	Public Works Superintendent	2.00	2.00
	Senior Civil Engineer	1.00	1.00
	Associate Civil Engineer	2.00	1.00
	Assistant Civil Engineer	2.00	3.00
	Public Works Inspector	1.00	1.00
	Sr. Administrative Assistant	1.00	1.00
	Administrative Assistant	1.00	1.00
	Total	12.00	12.00
COMMUNITY SERVICES			
	Community Services Director	1.00	1.00
	Community Services Deputy Director	1.00	1.00
	Recreation Manager	1.00	1.00
	Recreation Supervisor	1.00	1.00
	Recreation Coordinator	3.00	3.00
	Parks Supervisor	1.00	1.00
	Senior Parks Maintenance Worker	1.00	1.00
	Parks Maintenance Worker	0.00	0.00
	Administrative Assistant	1.00	1.00
	Pool Manager (Part-time)	1.12	1.12
	Lifeguards (Part-time)	2.51	2.51
	Recreation Assistants (Part-time)	9.16	9.16
	Recreation Assistants - Skate Park (Part-time)	0.22	0.22
	Media Assistant (Part-time)	0.26	0.26
	Total	23.27	23.27
TOTAL EMPLOYEES		110.77	111.77

**FISCAL YEAR 2022-2023
WORK PLAN**

	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
1.	PUBLIC SAFETY			
1.a.	Response to COVID-19	All	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. The City has adapted the way it provides services and will continue to do so in a safe manner. Staff will continue to monitor new policies and regulations that impact the Malibu community and respond accordingly, including providing regular updates to the community. The City will also continue to host vaccination and testing events as needed.	PL - Staff continued to fine tune the online submittal portal process to make it more user-friendly to applicants including updating template emails. Over 545 applications have been initiated via the online portal since its inception and over 2,500 documents have been uploaded digitally.
1.b.	Law Enforcement Services	PS/MS	The Los Angeles County Sheriff's Department provides law enforcement services. However, staff works regularly with the Sheriff's Department to address community safety concerns. Staff also reviews the Sheriff's regular patrol contract as well as Summer Beach Team services and provides recommendations for changes as needed.	PS - Staff continues to coordinate with the Sheriff's Department to address issues related to people experiencing homelessness, as well as attending planning meetings for the opening of the Sheriff's Substation. Staff participated in a tour of Beverly Hills Police Department to learn about innovative strategies that they are implementing using drones. MS - Staff have had ongoing discussions on potential staffing models and plan to recommend to the City Council in January that an Ad Hoc Committee be formed to review options.
1.c.	Public Safety Operations - Emergency Preparedness	PS/MS	Emergency preparedness efforts include outreach to the community, schools and businesses, as well as maintenance of seven emergency supply bins. If COVID conditions permit, staff will hold a Public Safety Expo as well as public education workshops during National Preparedness Month.	PS - Staff scheduled the Public Safety Expo for June 10 and began reaching out to participants.
1.d.	Public Safety Operations - Emergency Planning and Training	PS/MS	Emergency Planning and training includes the development of emergency plans, training City staff and working with outside agencies to coordinate response operations. Staff plans to hold one functional exercise in the City's EOC and one table top exercise with local response partners. City staff will also participate in the required Standard Emergency Management Systems (SEMS) and National Incident Management Systems (NIMS) trainings, as well as monthly training and exercises on the virtual Emergency Operations Center (EOC) system that was established in 2020. Also, the City's current Emergency Operations Plan was completed in 2018 and adopted in February 2019. Since emergency plans need to be updated every five years, staff will start the process of identifying a consultant to assist with this in Spring 2023.	PS - Staff continued to work with CPARS consulting to design a multi-agency table top exercise with an earthquake scenario that impacts infrastructure in Malibu. The exercise will be held in January 2023. Staff also issued a Request for Proposals to hire a consultant group to assist staff in a comprehensive update of the City's Emergency Operations Plan. Lastly, to serve as both training and preparedness, staff set up the Emergency Operations Center each time a Red Flag weather warning was issued.

**FISCAL YEAR 2022-2023
WORK PLAN**

	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
1.e.	Public Safety Operations - Radio Communications Enhancement	PS/MS	The City has a radio repeater tower which was established to expand and improve handheld radio capabilities. Expansion and refinement of this system will continue, along with weekly radio checks with CERT volunteers and City staff. In addition, staff continues to support local public radio broadcast reception, which is critical to emergency communication. The effectiveness of a future emergency siren system depends on a reliable radio broadcast station to provide emergency information. Additional radio enhancements will also be explored to maximize the reach of the frequency.	PS - Staff supported the CERT Team in acquiring satellite internet capabilities for three of the City's emergency bins. This will enable CERT Team members to communicate with the City EOC, and members of the public who come to the bins will be able to connect to the internet via wifi.
1.f.	Public Safety Operations - Volunteers on Patrol (VOP)	PS/MS	The City's robust VOP program provides a valuable service to the Malibu community. The VOP provide traffic control, issue parking citations, and monitor for code enforcement issues and general safety matters. Staff will continue to enhance and improve this program and services throughout Fiscal Year 2022-2023.	PS - Staff continues to support the VOPs and facilitate the acquisition of another vehicle. The signed Bailment Agreement for the vehicle was provided to the County in December.
1.g.	Public Safety Operations - Alert and Warning Systems	PS/MS	The City has a variety of tools to warn the public about emergency situations, including the City website's e-notification system, Nixle alerts, emergency hotline, the Everbridge disaster mass notification system, and FEMA-authorized Wireless Emergency Alerts (WEA), which go out to all cell phones within range of a specified cell tower. Staff also regularly utilizes the Traffic Advisory and Utility Advisory sections of the website e-notification system to notify residents of traffic issues and power or water service interruptions in the Malibu area. Staff conducts the required monthly tests of the WEA system and regularly tests other systems as appropriate. Lastly, staff plans to work with the County Office of Emergency Management to promote NOAA radio fire alerts and implement a county sponsored program to provide free NOAA radios to vulnerable community members. Staff will continue to use these tools and identify additional communication tools in Fiscal Year 2022-23.	PS - To address duplication of effort, over saturation of messages and to clarify when alerts should be sent and with which platform to use, staff drafted an updated alerting policy that is now in review.
1.h.	Emergency Warning Sirens - Design and Construction	PS/MS/PL/PW	In November 2020, the Council directed staff to pursue emergency warning sirens. In February 2021, staff secured a Hazard Mitigation Grant to complete the engineering and design phase of the project.	PS - Staff met with the consultant to discuss siren options. Key considerations include pole height and mobile vs. fixed. PW - Preliminary locations are being evaluated
1.i.	Public Safety Operations - Community Emergency Response Team (CERT)	PS/MS	The Community Emergency Response Team (CERT) program includes providing CERT training to residents and supporting the Malibu CERT Team. At least three CERT training classes and one CERT refresher course are normally scheduled each year. Due to COVID-19 restrictions, CERT classes were put on hold and resumed CERT classes in Spring 2022. The Malibu CERT Team supports public safety staff in implementing a variety of preparedness projects, including the maintenance of six emergency supply bins and overseeing the expansion a handheld radio system, and providing assistance during disasters.	PS - The CERT Team held three meetings. Staff is preparing to resume regular in-person classes in 2023.

**FISCAL YEAR 2022-2023
WORK PLAN**

	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
1.j.	Public Safety Operations - Wildfire Safety Program	PS/MS	The Fire Safety Liaisons oversee the Wildfire Safety Program, which includes developing and implementing wildfire prevention and preparedness plans, conducting Home Ignition Zone Assessments to encourage effective home hardening, conducting wildfire safety public education, and implementing the Community Wildfire Protection Plan.	PS - The Fire Safety Liaisons began implementing phase two of the Hazard Tree Removal program after receiving an additional grant. In addition, they finished validating all of the maps for the Beacon Boxes and installed 11 more Boxes.
1.k.	Public Safety Operations - Homelessness Outreach and Services	PS/MS	In coordination with the Los Angeles County Sheriff's Department, The People Concern and the Outreach Coordinator that serves the Las Virgenes-Malibu Council of Governments (COG), Public Safety staff continue to work on solutions to assist the City's homeless population and connect them with housing and services. Staff also works with the Homelessness Task Force and the Homelessness Working Group to develop short and long term solutions.	PS - Staff worked daily with The People Concern (TPC) Outreach Team to assist individuals experiencing homelessness. TPC was able to move 17 people off of the streets and into temporary or permanent housing.
1.l.	Homelessness Shelter and Safe Parking Program	PS/MS	In March 2022, the Council reviewed the Homelessness Task Force's Draft Alternative Sleeping Location Recommended Action Plan and directed the Task Force to pursue the primary plan outlined in the staff report with non-city funding sources and report back to the City Council after investigation. Staff will continue to work on this in Fiscal Year 2022-23.	PS - Staff received one response to the RFP for three beds, which was from The People Concern. Subsequently, staff was able to secure a grant through the Las Virgenes-Malibu COG to pay for the beds. The contract is being managed by the COG and is currently being processed.
1.m.	Homelessness Encampment Management	PS/MS	Public Safety staff regularly respond to community concerns regarding encampments. Staff coordinates with the Homeless Outreach Team, the Sheriff's Department and property owners to clear encampments from public and private property. Staff also conducts regular field checks to identify new encampments and monitor existing encampments that are in the process of being cleared.	PS - Staff worked with LASD and the Malibu outreach team to clear four encampments during this period and conducted routine field checks to ensure new encampments wouldn't be established, particularly during red flag events.
1.n.	Oversight of SCE Annual Vegetation Maintenance Program	PL	This task involves staff working with the City's contract arborist to monitor and coordinate with Southern California Edison (SCE) and its contractors on the implementation of SCE's annual vegetation management program, which occurs in the spring, and the drought resolution initiative, which involves removal of drought-damaged trees. Staff's focus is ensuring native trees and ESHA are protected concurrently with these fire hazard reduction programs.	PL - Since nearly all of the tree removals and trimming related to the fire have been completed after the Woolsey Fire a revised letter of agreement between the City and SCE regarding the City's expectation regarding the continued removal of dead and hazardous trees in the City will be presented to City Council in Q3 as well. Lastly, as part of the newly established entitlement process, the City has process six applications from SCE to remove trees.

**FISCAL YEAR 2022-2023
WORK PLAN**

	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
1.o.	Annual Day of Preparedness - November 9	PS/CS/MS	To honor all those who responded to the Woolsey Fire, the City Council declared November 9 as the City's Annual Day of Preparedness with the first celebration held in 2019. A community event with a preparedness theme will be held on that day in 2022.	PS - A Proclamation was prepared for the October 24th City Council meeting and the media team posted messaging encouraging people to take preparedness actions.
1.p.	Impound Yard	PS	During the summer months, the Sheriff and the City tow illegally-parked vehicles that pose a hazard to public safety. Currently, the City's zoning ordinance only address tow yards and vehicle storage and not day-use impound lots. Staff is working with the Public	PS - Staff provided School District staff with a proposal to have the summer impound yard at one of the parking lots at Malibu High School. District staff indicated that they can make this proposal work. PL - On 11/14/22, in collaboration with the Public
1.q.	Monitoring LA County Low-Impact Camping Local Coastal Program Amendment	PS/MS/PL	The County of Los Angeles is proposing a Local Coastal Plan amendment to allow low-impact camping in Environmental Sensitive Habitat. the amendment requires final approval by County Board of Supervisors followed by certification by the California Coastal Commission. In 2019, the City Council previously submitted a letter of opposition to the Board of Supervisors. Staff will monitor the progress of the LCP amendment.	PL - In Q2, City staff and the Planning Consultant have continued to monitor this LCPA. CCC staff has advised the City that the County has submitted the County-adopted amendments for Executive Director Determination. The next step is for the Executive Director to review the County's November 15, 2022 action to determine if their action was legally adequate to meet the Commission's conditional certification requirements. CCC staff advised the City that Executive Director determinations are no longer subject to any required concurrence or approval by the Commission but are simply being reported to the Commission. The County acceptance of the suggested modification will be reported to the Coastal Commission at the February Commission's meeting
1.r.	KnoxBox Education Campaign	PS	On 9/27/2022, the City Council approved a KnoxBox campaign, which would provide Los Angeles County Sheriff Deputies access to gated communities through the installation of KnoxBox emergency key systems	PS - Public Safety staff worked with The Knox Company to develop educational material as part of the Knox Box Community Education Campaign recommended by the Public Safety Commission to the City Council. The material has been shared in the local newspaper and regularly on the City's social media channels.
1.s.	Public Safety Operations - Emergency Operations Center (EOC) Maintenance	PS/MS	The City's Emergency Operations Center, located in the Multipurpose Room, need regular maintenance, including updating computer, printers and other equipment, as well as updating check lists and phone lists.	PS - Staff re-organized the supplies in the EOC and loaded new laptops with the required forms and emergency planning documents. Then to test the changes, the EOC was set up several times during Red Flag events.

**FISCAL YEAR 2022-2023
WORK PLAN**

	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
1.t.	Public Safety Operations - Encampment Management	PS/CS	In coordination with the Sheriff's Department and homeless outreach, staff regularly clears encampments on public and private property	PS - Staff worked with LASD and the Malibu outreach team to clear four encampments during this period and conducted routine field checks to ensure new encampments wouldn't be established, particularly during red flag events. CS – Staff continues to monitor and evaluate parks daily and reports encampments to the Public Safety Department.
1.u.	Public Safety Operations - Respond to Public Safety Concerns	PS	Staff regularly receives tips from the public regarding a variety of public safety concerns. Staff coordinates with the appropriate department or agency to address the concern.	PS - Staff continues to respond to a variety of safety concerns.

**FISCAL YEAR 2022-2023
WORK PLAN**

	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
2.	WOOLSEY FIRE RECOVERY			
2.a.	Community Rebuilding	All	All City departments have been and will continue facilitating the rebuilding of homes damaged in the Woolsey Fire. In Fiscal Year 2022-23, staff will continue to work on the rebuilding effort. Rebuilding homes remains a high priority.	ESD: In-house ESD staff levels remain consistent to ensure staff is available for the expected project submittals. In this quarter, there were 89 Woolsey plan reviews submitted and 142 Woolsey Fire permits of all types (Building, Plumbing, Electrical and Mechanical). There were 927 Woolsey Fire inspections. PL - Woolsey Fire rebuild applications activity remain high. The newer applications are for more complex rebuilds requiring additional staff time. In Q2, 20 applications were submitted for fire rebuilds and 25 decisions were issued. Currently, staff has over 100 rebuild applications pending review, 4 appeals to be processed, 544 applications undergoing post-approval compliance or under construction, and 37 pre-submittals pending intake. Staff continues to monitor the fee waiver program and rebuild statistics posted online.
2.b.	Community Development Block Grant - Disaster Recovery Multifamily Housing Program	MS/PL	On March 8, 2021, Council approved the allocation of \$18,602,848 in Community Development Block Grant (CDBG) Disaster Recovery funding administered by the California Department of Housing and Community Development (HCD). In December 2021, the grant agreement with HCD was fully executed. Staff has been working with HCD to develop a Notice Inviting Interest for affordable housing developers. In Fiscal Year 2022-23, depending on the interest received, staff will work with HCD to prepare a solicitation package for potential developers interested in receiving gap funding for the construction or reconstruction of eligible multifamily affordable housing units. The City will need to hire a consultant to administer this program. Consultant costs are eligible for reimbursement if the program successfully delivers an affordable housing unit. If housing projects are awarded funding under this program, the City must monitor the projects for compliance with federal and State guidelines, including environmental, construction and affordability regulations which may remain in effect for up to 25 years.	MS - Staff had additional discussions with HCD during Q2 about the concerns with meeting deliverables and the timelines. HCD is working with HUD to see about extending the timeline for Malibu. The City is waiting to receive further updates. PL - No update.
2.c.	Latigo Canyon Road Roadway/Retaining Wall Improvements	PW	This project consists of repairing the roadway and existing timber retaining walls on Latigo Canyon Road that were damaged by the Woolsey Fire.	Still waiting for FEMA's review to be completed regarding the material changes.
2.d.	Trancas Canyon Park Slope Improvements	PW/CS	The project consists of repairing damages to the existing slope east of Trancas Canyon Park due to the Woolsey Fire. The fire caused stability issues from soil and rock erosion and damages to the existing concrete drainage facilities.	PW - Project design is at 90% This project is anticipated to bid/construction in Q3/4.
2.e.	Trancas Canyon Park Planting and Irrigation Improvements	PW/CS	This project consists of repairing the planting and irrigation system that was destroyed by the Woolsey Fire.	PW - Project design is at 90% This project is anticipated to bid/construction in Q3/4.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
2.f.	Birdview Avenue Road Embankment Improvements	PW	This project consists of repairs to roadway embankment cut slopes located on Birdview Avenue that have eroded due to severe storm events after the Woolsey Fire that caused mud, debris, and rock flow within the adjacent street.	
2.g.	Broad Beach Road Water Quality Improvements	PW	The City owns over 800 feet of permeable pavers, landscaping and underground biofiltration devices on Broad Beach Road that were damaged by silts, mud and debris caused by storms in 2019. These items are permanent best management devices required to comply with the City's MS4 NPDES Stormwater Water Quality Permit. This project consists of repairing the permeable pavers, replacing media material in the biofilters, and replacing damaged landscaping.	Project completed
2.h.	Encinal Canyon Road Drainage Improvements	PW	This project is located on Encinal Canyon Road where minor erosion areas and storm drain lines were damaged by the severe storms that followed the Woolsey Fire. The project will consist of repairing the erosion areas and damaged storm drain lines	Project was bid during this quarter. Construction is estimated in Q3/4.
2.i.	Malibu Park Storm Drain Improvements	PW	Multiple storm drains throughout the Malibu Park area and on Birdview Avenue have sustained substantial damages. These damages occurred during the 2019 rainy season that brought heavy debris and localized flooding from the surrounding burned areas of the Woolsey Fire. The drainage structures, slopes and roadways will be repaired within the identified project locations.	
2.j.	Clover Heights Storm Drain Improvements Project	PW/PL	After the Woolsey Fire, the City experienced heavy rains in 2019 causing damage to the drainage system on Clover Heights Avenue. The City received grant funding through the FEMA Hazard Mitigation Grant Program for design and construction to install a new storm drain line on Clover Heights Avenue.	PW - Design is currently at 65%.
2.k.	Westward Beach Road Shoulder Repairs	PW/PL	This project consists of repairing the shoulder on Westward Beach Road that was damaged during the 2019 rainy season following the Woolsey Fire.	PW - This project is anticipated to start in Q3.
2.l.	Storm Drain Master Plan	PW	After the Woolsey Fire, the City experienced storm damage throughout areas affected by the fire. The City received grant funding through the FEMA Hazard Mitigation Grant Program for the development of a Storm Drain Master Plan. This master plan will assist the City in future planning of infrastructure improvements to reduce storm damage.	The consultant is 90% complete on the master plan. It is anticipated that this plan will be completed in Q3.
2.m.	Malibu Road Slope Repairs	PW	After the Woolsey Fire, the City experienced heavy rains that caused damage to the existing slope and roadway shoulder area adjacent to 24712 Malibu Road. This project consists of repairing the existing slope and shoulder area.	Project was bid during this quarter. Construction is estimated in Q3/4.
2.n.	Corral Canyon Road Stabilization Projects	PW	This project consists of constructing a new drainage outlet and a rock slope protection system outlet.	

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
2.o.	Point Dume Walkway Repairs	PW	This project consists of repairs to walkways damaged in the Point Dume neighborhood as a result of the Woolsey Fire.	Construction is completed.
3. SCHOOL DISTRICT SEPARATION				
3.a.	School District Separation	MS	In 2017, the City sent a letter to the Los Angeles County Office of Education (LACOE) officially submitting its petition for the unification of a new Malibu Unified School District (MUSD). In 2018, the City asked LACOE to accept and temporarily suspend the City's petition pending the outcome of negotiation efforts between the City and the Santa Monica-Malibu Unified School District (SM-MUSD). The Council directed the City Manager and City Attorney to pursue negotiations with SM-MUSD under the guidance of the City Council School District Separation Ad Hoc Committee. On October 12, 2021, in response to the stalled negotiations, the Council directed staff to resubmit the City's petition to LACOE for the formation of an independent MUSD. The LACOE County Committee on School District Organization (County Committee) held a Preliminary Hearing on the City's petition in April 2021 and voted in September 2021 to move the City's petition into the regular petition process. In January 2022, the City submitted its feasibility report to the County Committee. In February 2022, the City requested that the County Committee delay its consideration of the City's petition to allow time for the City and SM-MUSD to work with a mediator. The County Committee voted to delay its review and the City has been in mediation with SM-MUSD. If the petition continues through the local and State process,	Mediation efforts are ongoing.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
4.	PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER			
4.a.	Accessory Dwelling Unit (ADU) Ordinance	PL	<p>In September 2018, the Planning Commission held a public hearing on this item, provided its recommendation on the draft ordinance, and directed staff to come back with a final recommendation. In Fiscal Year 2019-2020, the Planning Commission hearing on the updated draft ordinance was postponed in order to address changes in State law that became effective January 1, 2020. During Fiscal Year 2020-2021, staff incorporated the guidance received from the California Coastal Commission (CCC) and State into a draft ordinance which will be presented to the Planning Commission and City Council. In Fiscal Year 2021-2022, the City received a Local Early Action Planning (LEAP) grant to implement technological improvements to streamline the ADU permit application process. In Fiscal Year 2022-23, staff will submit the Local Coastal Program Amendment (LCPA) to the CCC for certification and monitor the progress of the LCPA review by the CCC. Staff will also administer and implement the LEAP grant.</p>	<p>PL - The Planning Commission hearing was delayed to allow newly-appointed Commissioners as a result of the election to consider the ADU. The hearing is scheduled for March 6, 2023.</p>
4.b.	Short-Term Rental (STR) "Home-Sharing" Ordinance and LCPA	PL/MS	<p>In February 2018, the City contracted with Host Compliance, LLC to provide consulting and software services related to STR permitting, compliance monitoring and enforcement in anticipation of the adoption of an STR ordinance. In September 2018, Council directed staff to provide additional information regarding options for a ban on STR, including the financial implications and processing of a Local Coastal Program (LCP) amendment (LCPA). A financial consultant was contracted to provide analysis of the financial impacts of an STR ban. In December 2019, Council directed staff to prepare an ordinance similar to Santa Monica's home-share ordinance and initiate the necessary LCPA. In November 2020, the City Council adopted Ordinance No. 472 the Hosted STR. In Fiscal Year 2020-21, the City submitted the LCPA to the CCC and responded to the CCC's comments which required extensive data collection and further analysis of the proposed LCPA. In Fiscal Year 2021-22, the CCC deemed the City's application complete and in September 2021, the CCC granted itself a one-year extension to process the LCPA (June 29, 2022). In Fiscal Year 2022-23, staff will return with the CCC's proposed changes for Council consideration. At that point, the Council will have two options: 1) adopt the proposed changes; or 2) not act on the proposed changes and within six months, the LCPA will expire. If the Council adopts the proposed</p>	<p>PL - On 1/9/2023, the City Council directed staff to meet with the California Coastal Commission staff to discuss the Short-term Rental Ordinance. In addition, the Council created a Short-Term Rental Ad Hoc Committee, comprised of Mayor Silverstein and Councilmember Riggins, to work with staff in the preparation of a new STR LCPA. At this time, staff is coordinating the first meeting with the Ad Hoc Committee.</p>

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
4.c.	Parking as a Stand-Alone Use	PL	<p>In May 2017, Council adopted a resolution initiating a Zoning Text Amendment (ZTA)/LCPA to allow commercial parking facilities as a stand-alone use. In Fiscal Year 2019-2020, this item was presented to the Zoning Ordinance Revisions and Code Enforcement Subcommittee (ZORACES), the Planning Commission, and the City Council. At the November 2020 City Council meeting, the Council provided staff with additional guidance and requested that staff return with an amended ordinance. On May 13, 2021, Ordinance No. 475 was presented to the City Council, and the Council declined to adopt the ordinance. Council directed staff to take an item to the Zoning Ordinance Revisions and Code Enforcement Subcommittee (ZORACES) to develop a plan for the Triangle parcel to be brought back to Council for approval.</p>	<p>In May 2017, Council adopted a resolution initiating a Zoning Text Amendment (ZTA)/LCPA to allow commercial parking facilities as a stand-alone use. In Fiscal Year 2019-2020, this item was presented to the Zoning Ordinance Revisions and Code Enforcement Subcommittee (ZORACES), Planning Commission, and City Council. At its November 2020 meeting, the Council provided staff with additional guidance and requested that staff return with an amended ordinance. On May 13, 2021, Ordinance No. 475 was presented to the City Council, and the Council declined to adopt the ordinance. Council directed staff to take an item to ZORACES to develop a plan for the Triangle parcel to be brought back to Council for approval.</p>
4.d.	Overnight Parking Ordinances	PL/PW	<p>These ordinance amend the Malibu Municipal Code (MMC) to address long-term parking along PCH and City streets that interferes with public coastal access. In Fiscal Year 2019-2020, Council adopted Ordinance No. 460 establishing overnight parking restrictions on alternate sides of PCH for the Las Tunas and Malibu Pier/Surfrider Beach areas. In Fiscal Year 2020-2021, the Council adopted Ordinance No. 469 expanding the overnight parking restrictions to Corral Canyon Beach and Zuma Beach. Coastal Development Permits (CDP) have been approved and signs installed for Las Tunas, Zuma Beach, and Corral Canyon Beach. In Fiscal Year 2021-22, the Council adopted Ordinance No. 493, which implemented overnight parking restrictions on the west side of Trancas Canyon Road between PCH and Tapia Drive. A CDP for installation of signs for the Malibu Pier/Surfrider Beach area remains to be processed. Additionally, staff will prepare ordinances to allow for the expansion of this program to other areas of the City as directed by the Council.</p>	<p>PL - No update. PW - No update</p>

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
4.e.	Housing Element 6th Cycle RHNA & 2021 Housing Element Update	PL	<p>In March 2020, the City received its Regional Housing Needs Assessment (RHNA) allocation from the Southern California Association of Governments (SCAG). In November 2020, staff met with Cal Fire to obtain guidance on the draft Safety Element. In Fiscal Year 2020-21, staff worked with its consultant to prepare a draft of the updated Housing Element. In Fiscal Year 2021-22, staff held public workshops and hearings on the Housing Element and submitted the draft to the California Department of Housing and Community Development (HCD) for review. In addition, in late February 2022, the City responded to a request from HCD for additional materials. In Fiscal Year 2022-23, while the Housing Element is under review, staff will need to process an update to the City's General Plan's Safety Element. Once the Housing Element is adopted by HCD, staff will need to process the code amendments called for in the Housing Element.</p>	<p>PL - In Q2, City staff met with HCD staff to obtain clarification regarding the March 2022 HCD letter received in response to the City's January 2022 submittal. In addition, due to the complexity of the 6th Cycle update, including major recent changes in State housing law, the City's Housing Element consultant indicated additional work beyond the existing scope will be required to respond to HCD comments. A contract amendment will be placed on the Council agenda in Q3. The City's Housing Element consultant has proposed changes to his contract and is requesting consideration of those changes prior to proceeding with the completion of the draft element and responding to HCD comments. Staff is currently, meeting with the consultant to discuss the changes proposed in his contract.</p>
4.f.	Cannabis Ordinance	PL	<p>Malibu Measure G became effective in December 2018, allowing recreational retail sales and delivery of cannabis within the City by two dispensaries. Allowing recreational use has triggered additional inspection, licensing and tax requirements that involve extensive research and coordination with other agencies and applicants. Staff is implementing the City's cannabis ordinance and, with the assistance of Code Enforcement staff, compliance with the City-issued Conditional Use Permit (CUP) is taking place. Ordinance No. 486 amending the City's cannabis ordinance to ensure compliance with the current County guidelines was adopted by the Council on June 14, 2021. In Fiscal Year 2021-22, staff completed the 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. Both local cannabis retailers have initiated compliance with County public health and business license requirements.</p>	<p>PL- No update.</p>
4.g.	MRCA Coastal Access Public Works Plan	PL	<p>The Mountains Recreation and Conservation Authority (MRCA) is proposing a Malibu Coastal Access Public Works Plan (PWP) for 17 public beach accessways along the coast in Malibu. The City submitted comments on the project's CEQA document in February 2020. In Fiscal Year 2021-22, staff began the processing of Coastal Development Permits for several of these projects. The project will extend over multiple years.</p>	<p>The MRCA is proposing a Public Works Plan (PWP) for two site: Malibu Bluffs Park and Ramirez Canyon. On October 17, 2022, the MRCA released a Notice of Preparation of an EIR. On November 28, 2022, the City Council reviewed a draft response letter, which included input from all City Departments. The letter was submitted to the MRCA on December 12, 2022.</p>

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
4.h.	Farmers Market Parking in the Civic Center	PL	The Cornucopia Foundation submitted an amendment to its CUP in February 2021. In December 2021, the Council adopted Ordinance No. 495 to allow for the continued use of the City's Ioki property for farmers market parking on Sundays during construction of the Santa Monica College facility. In addition, staff continues to monitor the long-term operations of the market.	PL - In Q2, staff presented an item to ZORACES which included a path for the farmers market to temporarily operate at Legacy Park. On 11/28/22, the Council adopted Ordinance 505U to allow the temporary operation of the market at Legacy Park and also, approved a waiver to the Legacy Park agreement to allow the use. Lastly, staff worked with the farmers market operator to process a temporary use permit to operate the market at Legacy Park starting in January 2023.
4.i.	Wireless Communications Facilities Ordinance	PL	In April 2021, the Council adopted Resolution No. 21-17, adopting engineering, design and location standards, conditions of approval, and basic application requirements for wireless communication facilities on land other than public right-of-way, and adopted Ordinance No. 484, adopting a comprehensive overhaul of the City's Wireless Communication Facility Ordinance. The Ordinance went into effect on May 26, 2021, with the exception of proposed amendments to the Local Coastal Program. In Fiscal Year 2021-22, the proposed LCPA was submitted to the CCC for certification review. The CCC submitted comments in response to the City's submittal. Due to the extensive analysis required to respond to the CCC letter, the City's formal response is still in progress. In Fiscal Year 2022-23, staff will complete a response to the CCC and work with the CCC to secure a hearing for the certification of the LCPA.	PL - On November 15, 2022, the CCC deemed the Local Coastal Program amendment submittal complete. Per the letter, CCC staff will be requesting an extension of the 90-day statutory deadline to hold a hearing by March 2023 at the CCC's February 2023 meeting. On February 8, 2023, CCC approved a one-year time extension to the 90-day working time limit granted by code for the processing of an LCPA once deemed complete. At this time, CCC has until November 15, 2023 to process the City's LCPA. In addition, no comments have been provided to the City regarding the direction CCC staff will take on the processing of the LCPA. At the CCC hearing, City staff provided comment on the importance of this LCPA and requested that it be processed as soon as possible.
4.j.	Wireless Communications Facilities Mapping	PL	In January 2021, Council directed staff to engage a consultant to identify and map existing wireless communication facilities in the City and maintain the maps on an ongoing basis. The City Council awarded a consultant contract for this work on April 26, 2021. In Fiscal Year 2021-22, three of the five phases to map all wireless facilities in the City have been completed. The database with the required fields has been established including an inventory of photo evidence. Staff will work with the consultant to implement this ongoing project through Fiscal Year 2022-23.	PL - In Q2, the consultant provided the geodatabase for staff review. Staff will review the results in Q3.
4.k.	Sign Regulations Code Amendments	PL	In November 2020, based on recommendations received from the City Attorney's office, Council initiated amendments to the MMC and LCP to modify sign regulations to bring the code into compliance with the First Amendment of the US Constitution. In April 2021, the City Council adopted Ordinance No. 483 adopting amendments to the MMC and LCP. In Fiscal Year 2021-2022, staff submitted the LCPA to the CCC for certification review. In response, CCC staff submitted a comment letter. Due to the nature of the amendment, City staff is working with City Attorney's Office to prepare a formal response to the CCC's comment letter. In Fiscal Year 2022-23, staff will work with CCC to secure a hearing for the certification of the LCPA.	PL - Upon resubmittal of comments to the CCC in fall of last year, the CCC deemed the LCPA complete on November 15, 2022. However, on February 8, 2023, the CCC approved a one-year time extension to the 90-day working time limit granted by code for the processing of an LCPA once deemed complete. At this time, the CCC has until November 15, 2023 to process the City's LCPA. In addition, no comments have been provided to the City regarding the direction CCC staff will take on the processing of the LCPA. At the CCC hearing, City staff provided comment on the importance of this LCPA and requested that it be processed as soon as possible.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
4.I.1.	Planning Department Operations - Planning	PL	<p>Planning is responsible for assisting the community at the Public Counter, reviewing projects, short-term rental permit applications, outdoor lighting applications for Dark Sky Ordinance compliance, cannabis dispensary permits, primary view determinations, formula retail clearances, event permits, and fire rebuild and other applications for consistency with the MMC and LCP, evaluating project compliance with the California Environmental Quality Act (CEQA), and maintaining regulatory documents, including the Malibu General Plan and zoning and land use maps.</p>	<p>During Q2, Staff initiated an increase in the amount of contractor planners to help with demand, totaling 13 contract planners. Performance metrics were added to see if the additional resources improve output by June 2023. In order to ensure that the consultants are up to par with City procedures and practices, numerous trainings have been conducted with consultant staff in Q2 and will continue through Q3.</p> <p>In addition, Staff initiated a comprehensive Development Services Review by Baker Tilly with the goal of improving all facets of operations that pertain to development services. The effort kicked-off in December and is anticipated to take six months to complete the study with a resulting Implementation Action Plan.</p> <p>In cooperation with the City Manager's Office, an email was sent to all owners and applicants with pending applications regarding customer service improvements underway.</p> <p>In Q2, staff continued to work on numerous complex planning applications including the Malibu Middle & High School Campus project LCP amendment submittal to the CCC and MRCA proposed projects including the MRCA's Malibu Lower-Cost Accommodations Public</p>
4.I.2.	Planning Department Operations - Code Enforcement	PL	<p>Code Enforcement ensures compliance with the laws and regulations in the MMC and Zoning Ordinance, including illegal construction, code violations, short-term rental violations, Dark Sky Ordinance compliance, and all other enforcement issues, to keep the City safe. In addition, this Division is responsible to carry out the Short-Term Rental permit program from licensing to enforcement, complaints and violations</p>	<p>In Q2, the Code Enforcement team has continued regular operations as indicted in the Q1 update.</p> <p>The Short-Term Rental Program consumes a considerable amount of time to implement and to enforce including over 50% of the Administrative Assistant workload, shared responsibilities among officers, and a Planning Technician assistance to screencheck applications.</p> <p>Staffing - The Division started with three code enforcement officers in Q2, however, one officer resigned but staff was able a replacement by the end of Q2. The new officer will start in Q3.</p> <p>Division Statistics: Reviewed 117 STR applications Open 70 new cases Closed 24 cases Logged 27 complaints</p>

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
4.l.3.	Planning Department Operations - Administration	PL	Planning administration is responsible for the management of records, legal noticing, policy and procedures, Commission and boards, budget analysis and contract administration, fulfilling public records requests, managing the Woolsey Fire fee waiver program, CEQA filings, maintenance and updates to the development database, statistics and online reports and databases, public outreach including maintenance of Planning related webpages, and provides support services for public counter operations.	<p>In Q2, the Administrative team oversaw: In addition, the Administrative team processed the following documents:</p> <p>The Planning Commission held five meeting totaling 6 agenda, 50 agenda report, 17 staff presentations, 43 pieces of correspondence, adopted 13 resolutions, and adopted 5 sets of minutes. The ERB did not hold any meetings.</p> <p>1,390 Documents upload to OnBase 100 Public Records Request received 34 Public Records Request completed 19 Records Request Appointments 58 Public Notices prepared 44 CEQA Notices of Exemptions filed Budget Administration - Provide support services for Public Counter Improvements including Maintain over 35 webpages Maintain Development Database, statistics, and reports</p>
4.m.1.	Environmental Sustainability Department (ESD) Operations - Building Safety	ESD	This program is responsible for compliance and enforcement of State and local building standards, including fire rebuild, inspections, permits, plan check, code interpretation, and coastal and geological review.	Staff coordinated 325 building plan reviews, 83 of which are Woolsey Fire properties. 578 permits were issued. 269 geotechnical and coastal reviews took place in this quarter, 106 of which are Woolsey Fire properties. Inspections continued at a high pace with a total of 1,643, averaging 45.1 a day. Customer service at the Public Counter - Building Safety, Geology, and Coastal Engineering staff assisted a total of 1,300 people.
4.m.2.	Environmental Sustainability Department (ESD) Operations - Wastewater Management	ESD	This program is responsible for managing onsite wastewater systems for compliance, including plan check, the operating permit program, Local Agency Management Program, and the frequent pumping program.	Staff coordinated 329 environmental health plan reviews, 6 of which are Woolsey Fire properties. Continue to review Short-Term Rental applications for compliance with 66 STR applications reviewed this quarter. Issued 201 operating permits and sent 133 Notices. Continue to manage Designers (23), Inspectors (22), Installers (33), Operation & Maintenance (27) Customer service at the Public Counter - staff assisted a total of 423 people.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
4.m.3.	Environmental Sustainability Department (ESD) Operations - Administration	ESD	ESD administration is responsible for the management of records, legal noticing, policy and procedures, agendas and staff reports, budget analysis, and contracts.	Records Management - 2,635 documents uploaded to OnBase. 99 record requests completed; with an average of a 3-day response time and 21 in-house appointments. Continue Agenda and Staff Report Management and Budget Analysis. Community outreach – 679 emails/texts for Dark Sky; 679 emails/texts for HHW E-waste event. Grant Administration - Administered five (5) grants/interagency funding, including Malibu Smart (IRWM), Measure W, CIMP, and EWMP, and Beverage Container Recycling. Submitted reports for CCWTF Groundwater and Surface Water Monitoring, NSMBCW CIMP and TMDL Monitoring. Tracked quarterly Solid Waste Diversion/Disposal for 22 permitted haulers; Reviewed and approved 20 Construction and 2 Large Event - a total of 2,666 tons was recycled for a program diversion rate of 92%; Continue contract management for 15 existing consultants. Responded to 1,917 general public inquiries. Maintain 33 webpages and 3 social media accounts. Customer service - Admin staff assisted a total of 3,739 people.
4.n.1.	Public Works Department Operations - Project Review	PW	The Public Works Department is responsible for the reviewing development projects that impact the public right of way and drainage facilities.	Continuing
4.n.2.	Public Works Department Operations - Surveying	PW	The Department reviews certificates of compliance, parcel and tract maps for surveying issues.	Continuing
4.o.	2022/2023 Code Review and Adoption	ESD	Every three years the State adopts the California Building Standards Code (CBSC). The CBSC consists of 12 parts in Title 24 of the California Code of Regulations, which, taken together, establish the building standards for structural, plumbing, electrical, and mechanical systems throughout the state. Local jurisdictions may adopt amendments to the state building standards subject to specified conditions, but such local amendments must be specific to each edition of the CBSC. Malibu, along with several neighboring cities, traditionally adopts the state codes as amended by Los Angeles County to provide the public with consistent, efficient and locally applicable regional building standards.	Staff presented the code update at the December 12, 2022 Council Meeting; the 2nd reading and adoption was scheduled for January 9, 2023. Staff conducted extensive outreach to the community and building professionals including hosting a virtual update by the Building Official and noticing via print and electronic platforms. The new building standards code went into effect as of January 1, 2023. Staff will begin reviewing online submittals in January to determine which code cycle will apply.
4.p.	Coast View Storm Drain Improvements	PW	This project consists of replacing the existing storm drain inlet structure at the cul-de-sac on Coast View Drive. This project will improve the drainage on this street and will provide a safer storm drain inlet structure.	Completed

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
4.q.	Kanan Dume Biofilter	PW	This project was identified in the City's Enhanced Watershed Management Plan (EWMP). This project includes the installation of a biofilter on Kanan Dume Drive to capture and treat stormwater. The project is intended to assist with Municipal Separate Storm Sewer System (MS4) Discharge Permit requirements. The project design will occur in Fiscal Year 2022-23.	Project has not started
4.r.	Strom Drain Trash Screens Phase Two	PW	This project was identified in the City's EWMP. This project includes the installation of trash screens at the City's storm drain inlets to prevent debris from entering the storm drain system. The proposed trash screens comply with the Trash Total Maximum Daily Load (TMDL) requirements. Trash screens will be installed on City owned storm drain inlets on John Tyler Dr., Roca Chica Dr., and Piedra Chica Dr. The project design will occur in Fiscal Year 2022-23.	Project design is 90% complete. Construction is anticipated in Q3/4
4.s.	Temporary Use Permit Zoning Text Amendment	PL	The City Council initiated an update to the City's TUP ordinance to address community events and series of events.	PL - In Q2, staff presented the item to ZORACES on October 12, 2022 and November 10, 2022. The item will be consider by the Planning Commission in Q3.
4.t.	Expansion of Outdoor Seating Zoning Text Amendment	PL	On June 8, 2020, the Council adopted Ordinance No. 465U allowing for temporary outdoor seating for restaurants during COVID-19 pandemic. Based on the success of outdoor seating, on January 11, 2022, the Council directed staff to explore options that would allow for the continued use of outdoor seating that had previously been approved.	PL - A list of options and issues will be presented to the Council in Q3.
4.u.	Temporary Halt of Primary View Determination within the Woolsey Fire Affected Areas	PL	As part of the City's response to the Woolsey Fire, on September 19, 2019, the City Council adopted Ordinance No. 450 to place a temporary halt on new Primary View Determinations within the Woolsey Fire burn area. As part of the Council's motion, the Council directed staff to return with a report on the impacts of Ordinance No. 450.	PL - The four-year prohibition on primary view determination for the purposes of replacement structures in the Woolsey Fire affected areas expired in November 2022. Planning staff has now allowed PVDs in those areas, however, PVDs related to replacement landscaping in the area is still prohibited until November 2028.

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	TITLE	DEPT	NARRATIVE	SECOND 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	The construction of CCWTF Phase One was completed in Fiscal Year 2018-2019. The design of Phase Two began in Fiscal Year 2019-2020. Phase Two expands the wastewater collection and recycled water system to include properties in Malibu Colony, the condominiums on Civic Center Way, HRL Laboratories, and a portion of the Serra Canyon neighborhood. In addition, the treatment plant will be expanded to treat the additional wastewater from these properties. The work will include preparing a CDP, construction plans, project specifications and cost estimates. In order to meet the currently mandated completion date of 2024, the project would need to begin construction in 2022. In February 2022, Council directed staff to seek an extension to the MOU between the City and the Regional Board regarding the implementation of Phase 2. The City sent a letter to the Regional Board seeking an 8-month time extension. In addition, an assessment district will need to be formed to fund the project in Fiscal Year 2022-23. To help fund the project, staff is seeking grants and low interest loans.	ESD: No update PW - Operation and Maintenance of the treatment plant continues. Project team continued to work with the State Water Board staff regarding the cultural resource findings. Initial meeting with the Native American Tribes and further meetings were conducted during this quarter. PL - No update.
5.b.	Integrated Pest Management Program/ Earth Friendly Management Policy (EFMP)	ESD/CS/PL	On October 28, 2013, the City Council adopted an Integrated Pest Management (IPM) Policy and Program. Staff implemented the IPM principles as best management practices in addressing pests and developed a community outreach brochure describing the dangers that rodenticides pose to local wildlife, as well as preventative measures and alternatives to rodenticide use. In June 2019, the EFMP was adopted by Council. The policy remains in place with oversight by the Parks and Recreation Commission. Staff and contractors continue to follow all policies and procedures outlined in the EFMP.	ESD no longer lead department; move to contributing department. PL - No update. CS - Department staff meets bi-monthly with the EFMP working group to discuss community outreach opportunities, education, and policy implementation. The working group is working towards developing a program for elementary school students. Additionally, staff has incorporated the key factors of the City's EFMP into docent-led hikes at Charmlee Wilderness Park.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
5.c.	Clean Water Monitoring Program	ESD/PW	To carry out the City's regulatory obligations under the municipal separate storm sewer system (MS4) permit and related regulations, this program involves stream and ocean monitoring, as well as outreach to promote community-wide use of best management practices (BMPs). Ongoing monitoring for regulatory compliance includes implementation of the Coordinated Integrated Monitoring Program (CIMP), as required by the MS4 permit. The CIMP integrates stream monitoring events and TMDL monitoring for bacteria and trash at selected beaches and drainage courses, and in Malibu Creek. Special studies may include supplemental monitoring and assessment to develop adaptive management strategies for regulatory compliance. The City is the program manager for cost-sharing for the CIMP in a Memorandum of Understanding (MOU) with the County of Los Angeles and Los Angeles County Flood Control District. Additional opportunities under development include the City's near-shore ocean water quality project and supplemental assessments of sub-watersheds slated for stormwater treatment projects in the EWMP. Staff continues to implement the CIMP jointly with the Los Angeles County Department of Public Works and Flood Control District.	ESD: Mandated work plan item. No update
5.d.	Clean Water Regulations Compliance	ESD	The following regulatory and legal obligations are being implemented: Area of Special Biological Significance (ASBS); MS4 Permit (stormwater); NRDC/LA Waterkeeper lawsuit settlement agreement; short- and long-term compliance strategies for seven Total Maximum Daily Load (TMDL) requirements; wastewater systems management; and Civic Center Prohibition/MOU compliance. Staff continues working with the County for updates to EWMP and Reasonable Assurance Analysis (RAA), which may lead to the identification of additional, smaller-scale water quality improvement projects.	Staff conducted 122 construction site inspections, as mandated by the Water Board's commercial inspection program. Staff conducted 6 illicit discharges and 1 water softener inspection and continues to monitor these sites. Staff has also conducted 74 commercial compliance inspections including 62 Clean Bay Restaurant, 7 automotive, and 5 nurseries.
5.e.	Legacy Park Rehabilitation Project	CS	This project began in 2019 by assessing the plant life within Legacy Park, which has historically struggled due to poor soil and water conditions. Staff worked with a consultant, Studio-MLA, to complete the assessment and develop a long-term, sustainable plan for rehabilitating plant life within the park. After the first 18 test plots were successfully established in Fiscal Year 2019-2020, over 20 additional plots were planted during Fiscal Years 2020-2021 and 2021-2022. The plots will be monitored and evaluated throughout Fiscal Year 2022-23 to continue establishing and expanding native plant life to areas where growth has been difficult.	Staff continues to monitor and hand-weed the rehabilitated areas of Legacy Park. Students from Pepperdine University are scheduled to volunteer with planting and hand-weeding in Q3. Staff continue to meet with the consultants from Studio_MLA monthly to discuss long-term maintenance and 2023 planting dates.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
5.f.	Coastal Vulnerability Assessment	ESD/PL	<p>In September 2019, Council awarded a professional services contract for the development of a coastal vulnerability assessment. ESD staff and its coastal engineering consultants are working to perform an assessment of vulnerabilities along the local shoreline due to erosion and sea level rise to help inform City planning efforts by identifying impact thresholds at which significant planning areas, assets or coastal resources could be impacted by sea level rise. The consequence of the identified impacts will also inform City policies and programs to help minimize risk to important infrastructure, basic services and valuable resources. The vulnerabilities and consequences identified in this assessment will be used to facilitate prioritizing planning efforts to account for the urgency (time horizon) of each impact, and the importance of each impact on the community and resources. The first planned public workshop to solicit community input was postponed due to COVID-19. Due to the delay of the workshops, the Coastal Vulnerability Assessment agreement was extended to 10/01/23; however, the consultants remain on hold while staff internally reviews draft documents.</p>	<p>ESD: Consultants on hold; project is anticipated to restart in spring 2023. PL - No update.</p>
5.g.	Clean Power Alliance (CPA)	ESD	<p>CPA is a locally controlled electricity provider in Southern California offering clean renewable energy at competitive rates. In May 2018, Malibu residents and businesses chose the percentage of clean energy to receive. In October 2019, the Council approved the selection of the 100% Tier Option for CPA customers within the City, effective October 2020. Customers can opt out at any time and return to SoCal Edison or choose a lower tier of green energy.</p>	<p>Continued monthly Board meeting support by reviewing agendas and sending notes to Councilmembers/CPA Board Directors Pierson and Uhring.</p>
5.h.	Environmental Programs	ESD	<p>This program is responsible for mandated clean water and solid waste compliance and reporting. Additionally, City staff oversees programs, events, and local regulations, including locking dumpster lids, plastic bans, compliance with the Dark Sky Ordinance, and other environmental work plan items.</p>	<p>Preparing for Malibu Smart water conservation project closeout; submitted quarterly grant report to state. Continued SB 1383 (organics recycling) outreach including hosting monthly virtual community trainings and kitchen collection bin giveaways with SB 1386 local assistance grant funds. Organized 2022 holiday tree recycling to further promote organics recycling program. Hosted HHW/e-waste event and promoted larger more inclusive LA County HHW/e-waste event.</p>
5.i.	FEMA Floodplain Maps	PW	<p>In December 2011, FEMA began the process of revising the flood maps along the California coastline based upon new data and coastal engineering analysis, including modifications to base flood elevations. The City submitted an appeal to FEMA's proposed revisions to the flood maps, and subsequently a Letter of Map Revision (LOMR). City staff and its consultants will be coordinating with FEMA on the City's appeal and LOMR.</p>	<p>FEMA is anticipated to complete their review and draft map revisions in Q3.</p>

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
5.j.	Pesticide LCPA	PL	<p>In December 2019, Council adopted the Pesticide Land Use Plan LCPA. In June 2021, the Council adopted the CCC's modifications to the LCP and initiated an amendment to the LCP Local Implementation Plan to implement and enforce a citywide prohibition of pesticides. In Fiscal Year 2021-22, the CCC certified the LCPA and staff began work on the next phase of the project including meeting with community stakeholders to discuss a draft policy which will be presented to ZORACES. Should the Council direct staff to prepare an ordinance and not a policy, staff will hold public hearings on the LCPA and prepare it for submittal to the CCC for certification review in Fiscal Year 2022-23. Upon certification, staff will present a work plan to the Council to include an implementation plan, public outreach, and an enforcement plan.</p>	<p>PL - On October 10, 2022, City staff presented an item to the City Council requesting if staff should prepare an ordinance or resolution to implement LUP Policy 3.18. The Council directed staff to prepare an amendment to the LIP; and a policy adopting an interpretation of "development" to include "the use of pesticides, including insecticides, herbicides, rodenticides or any other similar toxic chemical substances, where the application of such substances would have the potential to significantly degrade ESHA or coastal water quality or harm wildlife" and that such development is not classified as "maintenance" under LIP Section 13.4.2. Staff scheduled a meeting with CCC staff to discuss but the meeting was rescheduled for January 2023.</p>
5.k.	Dumpster Lid Ordinance Implementation and Enforcement	ESD/Media/ CE	<p>Staff worked with City partners to draft an ordinance to require locking lids on commercial solid waste, organic waste, and recycling bins, which was adopted by Council in March 2020. In 2020-21, staff developed outreach and began conducting quarterly inspections to assist businesses with compliance. Starting February 2021, Code Enforcement staff ensures that businesses are compliant. As this is an ongoing project, staff will continue to do quarterly inspections and monitor locking lids to keep properties in full compliance.</p>	<p>ESD: Conducted 56 inspections. 100% locking lid service compliance at Malibu restaurants and shopping centers.</p>
5.l.	Dark Sky Ordinance Implementation	ESD/PL	<p>Added by the City Council at the mid-year budget review on January 24, 2022. The Malibu City Council adopted the Dark Sky Ordinance amendment to extend the deadlines for compliance for commercial, residential and institutional districts to October 15, 2022. The Dark Sky Ordinance is meant to protect Malibu's environment and community quality of life from light pollution. The City Council directed staff to begin a public education program as soon as practicable with the goal of helping residents and businesses comply with the regulations and deadlines.</p>	<p>ESD: Staff continues to work with gas stations for Dark Sky compliance; Yolanda to personally conduct site visits. Compliance letter templates are finalized and an enforcement program focusing on education is in place. PL - Staff continued to work with ESD and Code Enforcement to establish an outreach process for all commercial and residential properties that are not in compliance. Five of the 6 gas stations have now been approved through planning and are in plan check or have obtained building permits. Staff received 7 outdoor lighting applications in Q2 and approved outdoor lighting plans for some major commercial/multi-family projects including La Paz, Duke's, Park at Cross Creek Tivoli Cove Condominiums, etc. Meetings with multiple property managers including Malibu Village, Malibu Lumber Yard, Pavilions, and Geoffrey's have occurred. Lastly, the Council adopted a Planning Department metric that outdoor lighting applications shall be processed within 7 days. Staff will monitor applications starting in 2023.</p>

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
5.m.	EV Permit Streaming	ESD/PL	On August 28, 2017, ESD took a staff report to council in order to meet AB1236 – “Streamlined Permitting Process for EV Charging Stations.” The Council approved ordinance 423 on September 11, 2017 and it took effect 30 days after that. It was added to the MMC in Buildings and Construction, Chapter 15.36. The City will continue to coordinate and monitor new ways for a quick, successful application for a permit. More recently, the State passed AB 970 that adds specific binding timelines to both the Planning and Building Department review period based on the size of the project. This new law becomes into effect January 1, 2023. Planning and Building and Safety will bring this item to Council late this Fall.	ESD: No update PL - Staff is continuing to expedite projects related to EV charging stations throughout the City.
5.n.	City Hall Solar Project	PW	This project consists of the installation of a solar power system at City Hall. This project will also include electric vehicle charging stations. The project will serve to reduce the City’s overall electricity consumption and cost. This project was placed on hold for Fiscal Year 2019-2020 to accommodate other budget priorities resulting from the Woolsey Fire. In Fiscal Year 2022-23, staff will be exploring the potential funding opportunities in the Federal Infrastructure Bill for this project.	Potential grants are anticipated to be released during Q4
5.o.	Possible Annexing of City into Resource Conservation District (FCDSMM)	MS	During a hearing of the Local Agency Formation Commission (LAFCO) on March 9, 2022, LAFCO approved an action to include the City of Malibu in the Sphere of Influence boundary of the Resource Conservation District of the Santa Monica Mountains (RCDSMM). The RCDSMM is a Special District organized under the State Resources Code that promotes and provides conservation programs. The staff report indicated that while a significant portion of the Malibu Creek Watershed was within the RCDSMM's existing Sphere of Influence boundary, the City of Malibu was currently outside those boundaries. The RCDSMM Sphere of Influence currently includes the cities of Agoura Hills, Calabasas, Hidden Hills, and Westlake Village; and LA County unincorporated communities in the Malibu area and Topanga Canyon. For more information, see the LAFCO staff report (page 15). Now that the City is within the SOI, the next step would be the annexing of Malibu into the RCDSMM. City staff and RCDSMM staff will be working closely on any proposed annexation request.	Staff had an initial introductory meeting with RCDSMM Staff in November. RCDSMM are to follow-up and schedule a future meeting.
5.p.	Earth Friendly Management Program (EFMP) Addendum to Initial Study	ESD/CS/PL	In June 2019, the City Council adopted the initial study for the EFMP. However, the City Council added facilities to the EFMP that were not included in the initial study. At the same meeting, the Council directed staff to prepare an addendum to included facilities not previously analyzed in the initial study.	ESD, CS and PL - No update

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
6.	FISCAL SUSTAINABILITY AND			
6.a.	City Council, Commissions and Committees	All	All departments and staff participate in the preparation of agendas, staff reports and presentations for the City Council, City Commissions, Environmental Review Board, Committees and Subcommittees. Media staff, administrative staff and the City Clerk's office are responsible for the technical hosting of meetings and preparation of minutes	PL - The Planning Commission held five meeting totaling 6 agenda, 50 agenda report, 17 staff presentations, 43 pieces of correspondence, adopted 13 resolutions, and adopted 5 sets of minutes. The ERB did not hold any meetings in Q2.
6.b.	Public Records Requests and Subpoenas	All	All departments and staff participate in responding to public records requests and subpoenas by searching both digital and paper documents retained by the City.	
6.c.	Budget Management	MS/Media	As part of the City's commitment to providing government transparency, user-friendly budget information is developed to help the community better understand the City's finances. Quarterly budget reports will continue to be provided to the Council pursuant to the City's policies. Staff will continue to monitor the State and local fiscal impacts of the COVID-19 pandemic and recommend adjustments, as necessary.	FY 2021-22 Q4 and FY 2022-23 Q1 reports ultimately went to A&F on November 30 and to Council on December 12. The FY 2022-23 Q2/Mid-year report is tentatively slated for the February 13, 2023 City Council Meeting. The new budget software continued to be implemented during Q2.
6.d.	General Fund Reserves	MS	Pursuant to Council Policy No. 3, a minimum of 50% of the General Fund operating budget is to be maintained in the General Fund Undesignated Reserve. A 65% reserve is recommended to maintain the City's high credit rating. The reserves have been instrumental in helping the City weather the economic impacts of the Woolsey Fire and the COVID-19 pandemic.	As of December 31, 2022, the projected General Fund Undesignated Reserve budget fund balance at June 30, 2023 will be \$XX.X million
6.e.	Debt Service Management	MS	The City has issued debt over the past 10 years for the acquisition of Legacy Park, the acquisition and improvements of City Hall, the acquisition of Trancas Field, and the acquisition of three vacant parcels of land. A Debt Management Policy was approved in Fiscal Year 2017-2018 to provide policy guidance for existing and future debt issuances and to help the City maintain its AA+/AAA credit rating.	There were no funds due to the Fiscal Agent in the second quarter for debt service payments.
6.f.1.	Finance Operations - Audit Management	MS	Finance staff is responsible for all City financial audits, including the interim and annual independent audit, audits of all outside funding sources, such as Metro, Air Quality Management District (AQMD), CDBG, Dial-A-Ride, Annual Street Report, Cities Financial Transaction Report, and the State Controller's Report. Other mandated reports are also prepared by this department including California Joint Powers Insurance Authority (JPIA) filings, US Census Bureau reports and other reports as required for debt service. Finance staff also prepares the Annual Comprehensive Financial Report (ACFR) as mandated by law.	Lance, Soll, and Lunghard, LLC, the City's auditors, completed their fieldwork in October and issued their Independent Auditors' Reports on December 21, 2022. Their reports indicates that all financial statements ended in accordance with accounting principles generally accepted in the United States of America and that the City's internal controls are in compliance with Government Auditing Standards. The FY 2021-22 Annual Comprehensive Financial Report was subsequently completed and will be presented to Council in February 2023.
6.f.2.	Finance Operations - Payroll Management	MS	Finance staff is responsible for the City's biweekly payroll services, including preparation of quarterly and annual State and Federal tax filings, preparation of W-2 forms, management of employee benefit programs, and other mandated reporting requirements.	In the second quarter, staff processed payroll for an average of 110 employees per pay period. This included the processing of 11 new hires (2 full-time/7 part-time/2 Councilmembers). 6 pay periods were processed in the second quarter.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
6.f.3.	Finance Operations - Accounts Payable and Cash Receipts	MS	Accounts Payable functions include the processing of approximately 7,500 individual invoices annually, management of purchase orders, oversight and processing of approximately 1,000 alarm permits, preparation of warrant registers, and daily reconciliation of City accounts. Cash receipts functions involve the daily deposits of City revenues, including cash receipts from public counters, verification of receipt of funds, and regular bank reconciliations. Duties associated with billing and invoices include preparation of billings for commercial tenants, subpoena invoices, past due notices, oversight of all taxes, and late fee and penalties invoices. Short-term rentals (STR) and transient occupancy tax (TOT) tracking is also managed by Finance staff, including compliance with the MMC, calculation and billing of taxes due.	Finance staff issued 750 AP checks, paying over \$11.1 million in expenditures. Staff also completed more than 1,700 cash receipt transactions, collecting \$9.9 million in revenue.
6.f.4.	Finance Operations - Parking Citation Management	MS	Finance staff serves as the liaison between the Los Angeles County Sheriff's Department, Volunteers on Patrol (VOP) and the City's citation processing service. Staff assists with citation receipts, appeals, and administrative hearings, and provides supplies and monitors equipment for the VOP and Sheriff's Department.	Staff oversaw the processing of 2,232 parking citations with an original value of \$196,094 (Note: not all fines are collectible since some may be contested or are correctable violations).
6.g.1.	Media Information Operations - Public Messaging	MS/Media	The Media Team plans, creates and executes the City's public messaging about City actions, legislation, meeting, priorities and events, as well as emergency communications, including several types of emergency alerts.	Similar to Q1, Q2 resulted in 54 e-notifications across a wide variety of City business including City events, community classes, ordinances, environmental programs and general community updates.
6.g.2.	Media Information Operations - Social Media and Platforms	MS/Media	The Media Team creates messaging content and graphics for the City website, 13 social media platforms (Twitter, Facebook and Instagram), Nextdoor, the traffic and emergency phone hotline, radio public service announcements (PSA), and printed materials, such as flyers, posters, mailers, surveys and other materials.	Staff produced over 1,560 total social media posts on Facebook, Twitter and Instagram and 101 Nextdoor posts. The City has 43,232 total followers across all social media accounts (not including Nextdoor) which is a slight increase from Q1 FY 22-23.
6.g.3.	Media Information Operations - Press Releases	MS/Media	The Media Team manages media relations and crisis communications, including planning and executing press releases, and media events, coordinating media interviews, and providing briefings, talking points and speeches for City officials.	The City issued 33 press releases and continued to respond to media inquiries.
6.g.4.	Media Information Operations - Emergency Communication	MS/Media/P S	As part of the City's Emergency Operations, the Media Team coordinates all public communications and media relations with partner agencies at County, State and federal levels during emergency incidents, such as natural disasters, terrorist incidents, and public health emergencies.	Staff continued to monitor conditions and issue alerts.
6.g.5.	Media Information Operations - Alert System	MS/Media/P S	Media staff provide 24/7 coverage to ensure the community receives up-to-date traffic, weather, and emergency notifications.	Q2 had 36 alerts related to emergencies notifications and advisories regarding beaches, public health, traffic, utility and weather concerns. In addition, staff issued 20 Nixle alerts.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
6.h.	Media Management	MS	Media staff provide technical video and audio support for all of the City's public meetings, including City Council meetings, special meetings, town hall meetings and commission meetings.	Staff facilitated the following virtual public meetings: 7 City Council Meetings 5 Planning Commission Meetings 23 Other public meetings of various Subcommittees, Commissions, and Taskforces
6.i.	Information Technology	MS	IT staff provide support for more than 180 computers and 50 servers, as well as supporting the City-issued cell phones, tablets, copiers and other office equipment. Each year, IT staff responds to over 900 service requests from City staff and elected officials.	HelpDesk software reports 404 request tickets for this quarter.
6.j.	Information Technology Strategic Plan Implementation	MS	The City conducted an assessment of its Information Technology (IT) Strategic Plan in FY 2019-2020 to better coordinate technology for City services and to streamline information access for the public. The consultant submitted the draft IT assessment, but the project prioritization workshop for staff was put on hold due to COVID-19. The pandemic highlighted the critical need for additional online services. This project was resumed in Fiscal Year 2021-22 and is anticipated to be completed in Fiscal Year 2022-23.	IT was engaged during the evaluation and selection with SDI consulting firm. The core evaluation team confirmed a short list of vendors (Red Mark, Citizen Serve, and Tyler technologies) that will be participating in a Proof of Capabilities POC sessions, scheduled for February. IT will look for solutions that best fit the city's needs and technologies that best adapt to our network environment and infrastructure.
6.k.	Records Management	CC	This project allows City staff to coordinate with its records storage facility to improve records maintenance and management. The main goals include minimizing offsite storage of records and files, streamlining current records management, digitizing records for the permitting software program, and transferring records to the document imaging program. The intent is to reduce costs and increase efficiencies as the City converts paper originals into a digital format.	
6.l.	City Website and Media Operations	MS	Media and Management staff oversee maintenance, improvements, and enhancements to the City's website and the MalibuRebuilds.org webpage with input from other departments' staff. Media staff work with other City staff to develop numerous brochures, advertisements, pamphlets, and mailers to promote and advertise various workshops, events, and services offered by the City. Other media information projects include enhancements to social media and an increase in the number of videos produced. Media staff form the core of the City's EOC Communications team for all disasters.	
6.m.	City Clerk Operations	CC	The City Clerk's office is responsible for compliance with requests made pursuant to the Public Records Act, recording documents, receiving and oversight of subpoenas, and monitoring of the Fair Political Practices Commission (FPPC) filings, and serves as the custodian of all City records.	
6.n.	Develop and Implement New GIS System	PW	The City purchased a new GIS system and staff continues to implement improvements.	

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
6.o.	Develop and Implement New Permitting Software Program	MS/PL/ESD/ PW	The procurement and implementation of permitting software and other integrated programs would accelerate the transition to digital project submittal and review. This transition will not only speed up the permitting process but also prevent disruptions during emergencies such as wildfires, pandemics, and other natural disasters, which limit applicant access to City Hall and staff access to physical files and in-office resources. Permitting software would streamline concurrent reviews by different departments and provide improved transparency and ease of communication with the public. This project is eligible for funding under the American Rescue Plan Act. In May 2022, Council amended the City's contract with the IT consultant preparing the IT assessment and strategic plan to prepare a request for proposals to acquire and implement permitting software.	ESD: Management is lead department. ESD is contributing department. MS: Staff received proposals and initiated reviews. Staff plan to conduct interviews/demos of proposed systems in February 2023.
6.p.	Human Resources Management - Class Comp Study	MS	Classification and compensation studies review internal equity (pay relationships between positions) and external competitiveness (pay relationships with labor market competitors). HR staff will conduct a comprehensive classification and compensation study.	An RFP was issued October 17, 2022, and closed November 15, 2022. Staff reviewed proposals and plan to bring a Professional Services Agreement to City Council in Q3 for a consultant to conduct the study.
6.q.	Finance Operations - Fee Schedule Update	MS	The City derives its annual revenue from a number of sources, one type of which is user and regulatory fees. User and regulatory fees are intended to cover all or portion of the costs incurred by the City for providing fee-related services and activities that are not otherwise provided to those not paying the fee. The last time a study was conducted was June 2015. Finance staff will conduct a comprehensive fee study in order to update the fees.	No Update

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
7. ENGAGE THE COMMUNITY				
7.a.	Oversight of Library Set Aside Funds & Speaker Series	CS/MS	The Malibu Library is owned and operated by the County of Los Angeles. The City and County work cooperatively to develop enhanced programming and improvements using Set Aside Funds for the Malibu community based on the MOU terms between the two agencies, which is in place until 2044 with two possible five-year extensions. In Fiscal Year 2018-2019, the City adopted the 2018 Malibu Library Needs Assessment to identify future projects and library programs. In the aftermath of the Woolsey Fire and the onset of the COVID-19 pandemic, the Malibu Library projects were not included in the City's Approved Work Plan. The Council continues to fund enhanced library services including the Malibu Library Speaker Series established in 2013 to feature events with notable authors on a wide variety of topics and includes a Local Author Series, which highlights Malibu's literary talent. Staff works with the Library to produce the Library Speaker Series. Program events resumed in Fiscal Year 2021-22 and will continue in Fiscal Year 2022-23.	CS: The Malibu Library Speaker Series continued in October with shark attack survivor Paul de Gelder. Paul spoke about the attack that changed his life and his journey of discovery and triumph. The Local Author series featured three published authors who live and write in Malibu, Ann Stalcup, Carla McCloskey, and Susan Goldman Rubin. The 2022 series concluded in November with New Yorker writer and best-selling author David Grann. Mr. Grann detailed his creative process for what inspires him to investigate a story and the corresponding research. In Q3, the 2023 Malibu Library Speaker Series will return with oceanographer Dr. Douglas McCauley.
7.b.	Special Events	CS	The Community Services Department produces several events each year to engage the community, such as the Tiny Tot Olympics, Chumash Day, and the Halloween Carnival. Following the cancelation of these events due to COVID-19 in 2020-21, the Department held its annual Chumash Day event in Fiscal Year 2021-2022. The event was well-attended, and the Department's full slate of events are expected to resume in Fiscal Year in 2022-23.	Special events during Q2 included the Halloween Bu Bash Carnival, Halloween CineMalibu Movie in the Park featuring "Ghostbusters", Breakfast with Santa, and a new animal friendly event, Santa Paws, for over 475 participants.
7.c.	Arts Programs and Events	CS	Seasonal art exhibits are produced at City Hall featuring works by Malibu-affiliated artists. In Fiscal Year 2021-2022, three in-person exhibitions were held at City Hall, "Deliver Me" featuring Tom Fritz, Malibu Perception, and Art of Surf with local professionals. In Fiscal Year 2022-23, the City will curate six art exhibitions featuring a Hollywood-themed show, emerging artist show, surf show, and several single artist shows.	The Malibu Arts Commission curated two art exhibitions in Q2. The Commission showcased artist S. Heather Edwards from October 3 through November 10. Heather's work included projects ranging from whimsical children's books to licensed, creative interpretations of Disney characters to immense paintings full of detail and expression. The Commission then hosted the Music Inspired Art exhibition featuring photography, fine art, and three-dimensional work inspired by music.
7.d.	Girls-Only Programming	CS	Staff coordinates and promotes several Girls Only sports programs. In Fiscal Year 2021-22, the City offered free Girls Only clinics, including skate boarding, swimming, and volleyball. In Fiscal Year 2022-23, the City will work to expand the program to new areas, such as tennis and water polo.	In Q2, girls-only sports clinics, included basketball, skateboarding, tennis, and water polo with a total of 36 participants. During Q3, the Department scheduled additional skateboarding, soccer, and swimming clinics.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
7.e.	Senior Programs and Trips	CS	<p>The Senior Center reopened to the public in Fiscal Year 2021-22, after being closed due to the COVID-19 pandemic. The City offered several outdoor and virtual programs, drive-thru events, and wellness calls to stay connected with local seniors. Additionally, staff continued to provide the digital Senior Center Newsletter and worked with local organizations to offer seniors COVID-19 assistance, such as grocery shopping and errands. The City's Dial-A-Ride program continued offering low-cost transportation to grocery stores, medical appointments, and other essential locations throughout Fiscal Year 2021-22. Additionally, the City expanded the service of the program to include Calabasas and Agoura Hills. In Fiscal Year 2022-23, all indoor programming, luncheons, and Senior Excursions will fully resume at the Senior Center and Michael Landon Center. These programs include dance, yoga, poetry, autobiography writing, and art.</p>	<p>Weekly programs at the Malibu Senior Center continued in Q2 with art, ballet, chair yoga, choir, knitting, coloring, mat yoga, Pilates, stretch and strength, and tap dance. Monthly programs included tech help, theater Thursday, and a walking club. During Q2, Senior Center staff hosted three luncheons celebrating Halloween, Thanksgiving, and the Holiday season. Senior Center members enjoyed trips to the Original Farmer's Market at the Grove and the Huntington Library.</p>
7.f.	Community Services Programs and Classes	CS	<p>The Department resumed a full array of programs and day camps in Fiscal Year 2021-22, including surf, soccer, basketball, tennis, parent, yoga, Pilates, and outdoor hikes. In Fiscal Year 2022-23, additional programs will be offered including, youth musical theater, monthly creative workshops, wilderness survival, and babysitting 101 for teens.</p>	<p>Over 65 recreation programs took place during Q2 including afterschool programs, aquatic programs, day camps, enrichment classes, outdoor recreation, and sports. New programs included musical theater, babysitting for teens, and creative workshops for building succulent arrangements and ice dying fabrics. The basketball program resumed in Fiscal Year 2022-2023 for the first time since March 2020 with 144 participants.</p>
7.g.	Poet Laureate Programs and Events	CS	<p>Since 2017, the Poet Laureate program has continued to expand and promote the literary arts in Malibu. Various programs and events include writing workshops, open mic events, Arts in Education sessions, Verse About Town, and Poetry Anthologies. In Fiscal Year 2021-22, the City's named its fourth Malibu Poet Laureate, Ann Buxie to serve a two-year term. The Poet Laureate Committee will remain active and expand programs in Fiscal Year 2022-23 by coordinating additional workshops, two Poetry Anthologies, Poetry Stones at Legacy Park, researching options for an established Poetry Path, and more.</p>	<p>Malibu Poet Laureate Ann Buxie organized poetry writing workshops and open mic events each month at the Malibu Library in Q2. The Poet Laureate Committee led Arts in Education programs at Malibu Middle School, and Distance Learning classrooms with Jolynn Regan and former Malibu Poet Laureate Ricardo Means Ybarra. The Arts in Education program will continue in Q3 at Malibu Elementary and Webster Elementary School in preparation for the Student Poetry Anthology. Additional literary programs scheduled in Q3 include a Call for Artists for the Community Anthology.</p>

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
7.h.	SMMUSD Master Use Agreement and Program Partnerships	CS	<p>In Fiscal Year 2020-21, Council approved a new two-year Master Use Agreement with Santa Monica-Malibu Unified School District (SMMUSD). The renewal of the Agreement is expected to come before the Council in Q1 of Fiscal Year 2022-23, allowing the City to continue utilizing SMMUSD facilities for various programs, including partnership programs with local youth sports organizations, and the Boys and Girls Club of Malibu. The Community Services Department manages all usage under the Master Use Agreement, including scheduling of programs, maintaining facility use calendars, and communicating issues and concerns to SMMUSD personnel. A significant component of the Master Use Agreement is the Malibu Community Pool, which is operated during after-school hours and on weekends throughout the year. City Aquatic Programs are coordinated seasonally, including the SeaWolves swim team, Masters swim, youth swim lessons, lap swim, and aqua aerobics. During Fiscal Year 2021-22, swim programs were at maximum capacity, and staff expects similar attendance in Fiscal Year 2022-23. Additionally, several City sports programs are held at SMMUSD facilities throughout the year, including the youth basketball league, volleyball, tennis, cross country, soccer, and open gym basketball. These programs are expected to fully resume following cancelations or limited offerings due to COVID-19 in</p>	<p>During Q2, the Community Services Department operated the Malibu Community Pool at Malibu High School for community use for approximately 275 hours for aqua aerobics, adult swim conditioning, lap swim, swim lessons, swim team, and youth water polo programs. Malibu Elementary School was also available on the weekends for general recreation use and playground access.</p>
7.i.	Youth Commission Programs and Events	CS	<p>Council appoints up to 23 local students in grades 7-12 to serve on the Harry Barovsky Memorial Youth Commission for a one-year term. The Commission coordinates programs and events that benefit Malibu youth and local non-profit organizations. Additionally, the Commission provides feedback to the City regarding youth-specific projects, such as the Permanent Skate Park and school district separation. In Fiscal Year 2022-23, the Commission will resume all in-person programs and events such as teen movie nights, health and wellness events, and career, volunteer events, and college preparation workshops. The Commission plans to coordinate new programs including, an environmental event and a voter registration drive.</p>	<p>The Youth Commission hosted a community movie night, canned food drive, holiday toy drive, and created voter registration public service announcements on social media during Q2. The Commission has voted to host a Youth Government Summit, health and wellness event, environmental sustainability program, and life skills program in Q3.</p>

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
7.j.	Facility, Parks, and Special Event Reservations	CS	The Community Services Department coordinates over 150 reservations annually for venues owned by the City, including Malibu Bluffs Park, the Michael Landon Center, City Hall, vacant properties, and parking lots. These reservations include large private events, road race events, such as the Malibu Triathlon and Malibu 5K and Half Marathon, Ride to the Flags, picnics areas, film shoots, and local service and youth sports organizations' regular meetings serving more than 25,000 people. Due to the wide variety and large number of rentals, staff analyzes each request to determine the type of event, number of attendees, and any additional approvals needed by the City. Staff then collects fees, verifies insurance documents, provides day-of oversight for rentals, and works with the Planning Department and Malibu Film Office to ensure proper permits are submitted. In Fiscal Year 2021-2022, facilities reservations increased significantly following the lifting of COVID-19 restrictions on in-person gatherings. These facility reservations are expected to further increase in Fiscal Year 2022-23 following the recent removal of reservation restrictions at City Hall.	The Community Services Department has coordinated over 30 reservations in the second quarter at City-owned properties. Reservations included the LA County Vote Centers, Christmas Tree Lot, art events, filming, parking, picnic areas, and local service and youth sports leagues. Staff manages over 10 hours of phone calls and emails weekly to provide information on rental inquiries, including availability, rental requirements, and permits.
7.k.1.	Community Services Operations - General Operations	CS	Community Services Department general operations include the management and oversight of 11 parks, facilities, and open spaces within the City, totaling more than 21,500 operating hours annually. In addition to nine full-time staff, the Department hires, trains, and manages over 40 part-time staff to serve in frontline roles throughout the City.	The Department has focused its efforts on hiring additional part-time staff in Q2. Part-time staff assists with daily coverage of the Michael Landon Center at Malibu Bluffs Park, Youth Basketball League, afterschool programs, sports programs, Senior Center programs, and special events. At the end of Q2, the Department met 60% of part-time staffing demands, resulting in full-time staff coverage at various recreation programs. The Department will continue promoting and posting job opportunities through media and recruitment outlets and attending college job fairs in Q3.
7.k.2.	Community Services Operations - Agreements	CS	The Department administers approximately 30 agreements for various contractors and consultants, who perform a variety of maintenance and landscape services, teach programs, and provide consulting services for large projects.	The Department released a Request for Proposals for Custodial Services in Q2. The new professional services agreement for custodial services includes City Hall and City Parks. The custodial contract had previously been separated into two agreements. Staff continues to monitor landscape maintenance and security services for City parks. Over 30 instructors taught a variety of recreation and enrichment programs during Q2.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
7.I.	Malibu Community Labor Exchange Trailer	MS/PW	Council authorized the use of Community Development Block Grant (CDBG) funding for the Malibu Community Labor Exchange (MCLE) operations and temporary office trailer rental for Fiscal Year 2022-23. Council also authorized the use of \$98,000 in CDBG funding for the purchase and installation of a permanent trailer for MCLE. Staff will continue to coordinate with SMC regarding the schedule of the Malibu Satellite Campus Project construction, and the permanent trailer project. In addition, the City's Trailer Use Agreement with MCLE is set to expire June 30, 2022 and will need to be extended.	MS: Staff continue to try to work through the issues. At the October 10, 2022, City Council Meeting, staff were directed to return to Council with definitive options and recommended direction in an estimated 90 days. Staff plan to bring a report back to Council in Q3. PL - Staff performed research to assess the appropriate entitlement for future use of the labor exchange. Once determined, staff assisted the applicant with the submittal process including determining all documents and fees required and screen checking submittal documents.
8. IMPROVE AND MAINTAIN CITY PUBLIC INFRASTRUCTURE AND COMMUNITY SPACES				
8.a.	Tree Maintenance Program	PW	This project requires the identification of priority tree trimming maintenance in accordance with the citywide inventory so that the City's urban forest is protected, the roadways are clear of potential hazards, and liability to the City is minimized. Staff continues to maintain the City's urban forest in accordance with inventory recommendations. The City's contractor completed the tree inventory program in Fiscal Year 2019-2020 and the City continue to perform annual tree maintenance based upon the inventory program.	Ongoing
8.b.	Routine Street Maintenance Program	PW	City crews maintain the City-owned streets on a regular and ongoing basis, including but not limited to filling potholes, replacing street signs, and other tasks as needed to keep the City safe and clean. The program also includes street sweeping on City-owned streets and parking lots, as well as along Pacific Coast Highway (PCH), and maintaining the City's stormwater drainage facilities.	Ongoing
8.c.	Maintenance, Weed Abatement, and Trail Management of Parks, Open Space, and the Civic Center	CS	Staff coordinates and oversees regular maintenance, weed abatement, and trail management for 11 City-owned parks, open spaces, vacant properties, and the Civic Center area. This work is completed by staff and contractors for over 650 acres of park and open space and eight miles of trails. Additionally, Department staff coordinates with the Public Safety office, City contractors, and the Lost Hills Sheriff's Station to complete the regular cleanup of homeless encampments and trash in City parks.	The contract with the Charmlee Wilderness Park trail maintenance crew ended on December 31, 2022. During Q2, the trail crew finished installing water bars for erosion mitigation and cleared the picnic area to prepare for picnic table installation. Staff continues monitoring Trancas Field for invasive species, seedlings, tree tobacco, and castor bean growth.
8.d.1.	Public Works Department Operations - Permits	PW	The Public Works Department manages the issuance of encroachment permits, street vending permits, transportation permits and parking permits and performs inspections of these permits.	Ongoing
8.d.2.	Public Works Department Operations - Traffic Signal Maintenance Program	PW	Work under this program includes the maintenance and operation of the City's traffic signals.	Ongoing

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
8.d.3.	Public Works Department Operations - Assessment District and Community Facilities District Management	PW	The Public Works Department manages the Broad Beach Road Assessment District (AD 2010-1), Carbon Beach Community Facilities District (CFD 2006-1) and the Civic Center Water Treatment Facility Phase 1 (AD 2015-1). Tasks include managing consultants, placing special assessments on properties within each district, preparing various reports, administering the tax rolls annually, and issuing delinquency notices when necessary.	Ongoing
8.d.4.	Public Works Department Operations - Outside Agency and Utilities Coordination	PW	The Public Works Department coordinates with other agencies and utility providers (e.g., Caltrans, Los Angeles County Waterworks District 29, Southern California Edison, etc.) on projects and programs affecting the City.	Ongoing
8.e.	PCH at Trancas Canyon Road Right Turn Lane	PW	This project consists of installing a new westbound right turn lane at PCH and Trancas Canyon Road. Funding for this project will be provided from LA County Measure R and be administered by LA County Metro Authority. Funding agreement currently in process. The project design will occur in Fiscal Year 2022-23.	Project design is at 75%. It is anticipated that the project will be submitted to Caltrans in Q3 for their initial review.
8.f.	Cliffside Drive Underground Assessment District	PW	Homeowners on Cliffside Drive east of Fernhill Drive requested their existing utilities be placed underground. Staff is working with the homeowners in the development of an assessment district to place the utilities underground. Initial funding to hire the required consultants was obtained by the homeowners.	Waiting for SCE's response
8.g.	Stormwater Treatment Facilities Program	PW/ESD	Work under this program includes the maintenance and operation of the City's two stormwater treatment facilities: Civic Center Stormwater Treatment Facility and Paradise Cove Stormwater Treatment Facility. The program also includes two stormwater pump stations located on Cross Creek Road and at Malibu Lagoon. ESD staff continues coordinating with Los Angeles County for Measure W funds for stormwater treatment projects.	ESD: No update PW - Operation and maintenance continues. The filter tanks at Paradise Cove are being refurbished and repaired. This work is anticipated to be completed in Q3.
8.h.	Civic Center Water Treatment Facility (CCWTF) Operations	PW	The CCWTF is a centralized water treatment facility that treats and reuses wastewater flows from properties in the Malibu Civic Center area. The facility was completed and put into operation in October 2018. The facility can currently capture and treat up to 200,000 gallons of wastewater daily and convert the water for irrigation purposes. Staff oversees the ongoing operations and administration of this \$60 million facility. The operation and maintenance of this facility is funded through rates assessed annually to properties being served by the facility.	Ongoing
8.i.	Landslide Assessment District	PW	The City's ongoing management of three landslide assessment districts (Malibu Road, Calle de Barco, and Big Rock Mesa) includes maintaining and operating the groundwater dewatering equipment and monitoring groundwater levels and water quality. Work under this program also includes placing special assessments on the properties that are receiving the benefit of the landslide assessment district.	Ongoing. Assessment district modifications options have been presented to the HOA. A final recommendation on the modification options will be finalized in Q3.

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
8.j.	2021 Annual Street Resurfacing Program	PW	This project includes the design and construction management of the City's annual street resurfacing project. The streets in this project are included in the City's Pavement Management Plan. This project was completed in Fiscal Year 2021-22.	
8.k.	Michael Landon Center Roof and Air Conditioning System Repairs	ESD/PW	The roof at the Michael Landon Center is deteriorating, leaking, and in need of repairs, which will consist of the installation of new shingles and other underlying material. Additionally, one of the two commercial air conditioning systems is over 25 years old and in need of replacement. This project is estimated to be completed in Fiscal Year 2022-23.	ESD: No update
8.l.	PCH Signal Synchronization Project	PW	This project will install communication between the existing traffic signals on PCH, from Topanga Canyon Road to John Tyler Drive, and connect the signals back to the Caltrans Traffic Management Center, allowing Caltrans to control and operate the signals and the signal system remotely. The City acquired consultants and is managing the design, the permit process with Caltrans, and the construction phase of the project. Funding for the design and construction of this project is provided through Measure R funds administered by LA Metro.	Project was placed out for construction bids in December 2022. Bids are due in Q3.
8.m.	Permanent Skate Park Design	CS/PL/PW	In February 2020, Council awarded the professional services agreement for the design of a 12,500 square-foot permanent skate park on the east portion of the Crummer/Case Property adjacent to Malibu Bluffs Park. Two virtual public design meetings and a community survey were completed in 2020 before the Preliminary Design and site amenities were recommended by the Parks and Recreation Commission for approval by the City Council. The design will be reviewed by the Planning Commission before final approval by the Council. Once approved by the Council, Planning staff will process the CDP application and corresponding environmental documents before construction of the project begins.	CS – Skate Park design contractor, California Skate Parks, worked on updating the design plans to meet construction standards for Engineering review. Staff finalized the Coastal Development Permit paperwork, which will be submitted to the Planning Department in Q3 for Planning Commission review in spring 2023. PW - No updates PL - Staffed assisted the Community Services Department with its application for a CDP.
8.n.	Vehicle Impact Protection Devices	PW	MMC Section 17.48.070 requires vehicle impact protection devices to be installed for all parking spaces located adjacent to any outdoor pedestrian seating area. The Vehicle Protection Devices project consists of installing bollard-type devices at two locations within the City's right-of-way and City-owned property: One is located on Cross Creek Road, directly in front of the Taverna Tony restaurant entrance (23410 Civic Center Way), and the other at the Malibu Coast Animal Hospital (23431 Pacific Coast Highway).	
8.o.	Civic Center Stormwater Diversion St	PW	This project consists of storm drain improvements in the Civic Center area to promote the flow and circulation of stormwater into Legacy Park. This project was completed in Fiscal Year 2021-22 and staff will continue to monitor the area.	

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
8.p.	PCH Crosswalk Improvements at Big Rock Drive and 20326 PCH	PW	This project was identified in the 2015 PCH Safety Study and includes the installation of overhead warning signs and raised medians on PCH. New flashing warning beacons will be installed approximately 200 feet east and west of 20326 PCH (Moonshadow's Restaurant). New raised medians, along with a pedestrian refuge area, are planned for this area. A new overhead flashing "signal ahead" beacon will be installed 400 feet east of the PCH and Big Rock Drive intersection. New raised medians will be constructed on PCH near the Big Rock Drive intersection. Funding for this project is provided by Measure M Transportation Funds. The project design will occur in Fiscal Year 2022-23.	Staff is working on the Metro Funding Agreement. This step is anticipated to be completed in Q3.
8.q.	Legacy Park Paver Repair	CS/PW	This project consists of the removal and repair of a large section of pavers on the north side of the Loop Walkway at Legacy Park. This project was completed in Fiscal Year 2021-22 and staff will continue to monitor the area.	CS - Staff completed facility inspections weekly at Legacy Park to ensure there were no safety concerns with the walking path pavers. During Q2 paver repair work was not required.
8.r.	Malibu Bluffs Park South Walkway Replacement	CS/PW	This project will replace the existing sidewalk located on the south side of Malibu Bluffs Park. Staff has repaired or replaced several different sections of the sidewalk over the past several years, but a more in-depth repair and releveling of the subsurface is require	CS - No update. PW - Project has not started
8.s.	Trancas Canyon Park Playground Resurfacing	CS/PW	This project will remove and replace the upper layer of the current playground pour-in-place safety surfacing at Trancas Canyon Park. The surfacing was installed in 2011 during the construction of the park, and staff has coordinated regular maintenance and several minor repairs since installation. The surfacing is at the end of its 10-year life and is need of replacement.	CS - No update. PW - Project has not started
8.t.	Marie Canyon Green Streets	PW	This project was identified in the City's Enhanced Watershed Management Plan (EWMP) and includes the installation of biofilters and other stormwater water quality devices to capture and treat stormwater. The project is intended to assist with MS4 Discharge Permit requirements. This project is anticipated to be completed in Fiscal Year 2022-23.	Project is in construction. Materials were delivered in late Q2 and will wait until storms are completed to install the devices.
8.u.	Pacific Coast Highway Median Improvements	PW	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. This project is currently in the design phase with construction anticipated to start construction in Fiscal Year 2022-23.	Project bids were received and exceeded the available budget. Council rejected all bids and staff is exploring ideas to reduce the project scope or to find additional Metro funding.
8.v.	Westward Beach Road Repairs	PW	This project consists of making pavement repairs in the existing beach side shoulder area. The beach side repairs shall not extend beyond 11 feet from the City's right of way. This project was initially funded using Metro Measure M Active Transportation funds. Due to the City Council's scope of work change, this fund will not be available for the project.	Project has not started

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
8.w.	Bluffs Park Shade Structure	CS/PW	This project consists of the installation of four single-post shade structures at Malibu Bluffs Park. Two of the shade structures will be located at the Michael Landon Center playground and the other two are located at the baseball field picnic area. The project will be funded through the City's Proposition A Park Funds. This project is anticipated to be completed in Fiscal Year 2022-23.	Project is completed
8.x.	Median Improvements at Paradise Cove and Zuma Beach	PW	The project scope includes both the installation of new raised medians and improvements to existing raised medians along Pacific Coast Highway (PCH) at the following locations: 1) from the intersection of Latigo Canyon Road to the intersection of Kanan Dume Road; 2) the intersection of Paradise Cove Road; and 3) from the intersection of Busch Drive to the intersection of Trancas Canyon Road. This project was identified in the 2015 Pacific Coast Highway (PCH) Safety Study and will be funded by Los Angeles County Measure M administered by LA Metro.	Project funding agreement is being reviewed by Metro. Once Metro completes their review, the agreement will be sent to Council for approval.
8.y.	Triangle Lot at the Intersection of Civic Center Way and Webb Way	MS/PL	In September 2018, the City purchased the Triangle Lot property with funding provided by Los Angeles County Measure R and Measure M administered by LA Metro for the purpose of developing a shared use park and ride facility on the site. In order for the property to be developed as such, the City must adopt amendments to the LCP and MMC to allow parking as a standalone use at the location. On May 13, 2021, Council considered an ordinance to allow stand-alone surface parking lots in the Commercial General (CG), Community Commercial (CC), and Commercial Neighborhood (CN) zoning districts as a conditionally permitted commercial use citywide which would include the Triangle Lot. Council voted not to adopt the proposed amendments and directed staff to work with the Zoning Ordinance Revisions and Code Enforcement Subcommittee (ZORACES) to review the City's funding agreement with LA Metro, specifically the shared-use park and ride requirements, to develop recommendations for the property going forward.	PL - No update.
8.z.	2022 Annual Street Maintenance	PW	This project includes the design and construction management of the annual street maintenance project. The City's Pavement Management Plan identifies the streets to be resurface to maintain the City's overall pavement condition index of 75. This project will include resurfacing Morning View Drive and includes various storm drainage improvements. It is anticipated that the project will be in construction during Fiscal Year 2022-23.	Project design is at 80%. It is anticipated that the design will be completed in Q3. The proposed storm drain improvements will be sent to LACFCD for review.
8.aa	City Traffic Signals Backup Power	PW	This project will include upgrading the backup power system to the City's traffic signals at Civic Center Way/Webb Way, Civic Center Way/Winter Canyon Road, and Civic Center Way/Malibu Canyon Road. The project design will occur in Fiscal Year 2022-23.	Project has not started

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
8.bb	Malibu Canyon Road Traffic Study	PW	This project will consist of a traffic study on Malibu Canyon Road near Harbor Vista Drive and Potter Lane to determine if any feasible traffic safety improvements can be constructed at this location. Funding for this project will be from STPL funding administered by Metro. During Fiscal Year 2022-2023, staff will be finalizing the project funding from Metro and will begin the traffic study.	Funding for this project requires a funding agreement from Metro. Staff is finalizing the agreement and is anticipated that the agreement will be ready for Council in Q3.
8.cc	PCH Utility Undergrounding	PW	This project consists of undergrounding the existing overhead utilities on PCH from the easterly city limits to Trancas Canyon Road. This project will improve safety on PCH and will provide a more reliable power source for the traffic signals on PCH during SCE's Power Safety Power Shutoff's. During Fiscal Year 2022-23, staff will be applying for project funding from the Federal Infrastructure Bill.	Potential grants will be available in Q3
8.dd	PCH at Las Flores and Rambla Pacifica Intersection Improvements	PW	This project was identified in the 2015 PCH Safety Study and includes making various safety improvements at the Las Flores Canyon Road and Rambla Pacifico Street Intersection. This project will be coordinated with other Caltrans projects planned for this intersection. Funding for this project could be provided through Metro Measure M Transportation funds. During Fiscal Year 2022-23, staff will be working with Metro to initiate the funding approval and will begin the preliminary design in coordination with Caltrans	No update
8.ee	PCH Improvement from City Limits to Cross Creek Road	PW	This project includes reconfiguring the existing travel lanes on PCH from Cross Creek Road to the eastern City limits. The center median and travel lanes will be reduced to add additional room to accommodate wider bike lanes and where applicable, construct other improvements to promote an additional safety separation between vehicles and cyclists. During Fiscal Year 2022-23, staff will be applying for project funding from the Federal Infrastructure Bill.	Potential grants will be available in Q3
8.ff	Pedestrian Signal at 22523 PCH	PW	This project consists of replacing the existing pedestrian flashing beacon with a new pedestrian traffic signal at 22523 PCH. Funding for this project could be provided through Metro Measure M Transportation funds. During Fiscal Year 2022-23, staff will be working with Metro to initiate the funding and will begin the preliminary design.	No update

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	TITLE	DEPT	NARRATIVE	SECOND QUARTER UPDATE
8.gg	Malibu Bluffs Park Facility Improvements	CS/PW	<p>This project consists of several improvement projects at Malibu Bluffs Park, including upgrades to the Michael Landon Center, a redesign of the Majors Field irrigation system, and the installation of large boulders to serve as bollards. The Michael Landon Center upgrade will install large mirrors and workout rails in the Activity Room, allowing the City to host additional workout and dance classes at Malibu Bluffs Park. The Majors Field Irrigation Redesign will replace the current infield irrigation system to provide better coverage of the infield, eliminating the need for costly annual turf renovations. The installation of large decorative boulders at strategic locations will serve as bollards, providing additional safety to park patrons by preventing unauthorized vehicular access.</p>	<p>CS - New laminate flooring was installed in the entryway and activity room during Q2. The recent upgrades to the Michael Landon Center have eased the transition from the City Hall dance room to the Michael Landon Center. A contractor was selected to design new irrigation plans for the Majors Baseball Field, and work will begin in Q3. Additionally, staff completed the initial research for the bollards project and will determine the next steps for the project in Q3.</p>