

B. Resolution No. 23-51 Authorizing One-Time Winter Closure of City Hall

Recommended Action: Adopt Resolution No. 23-51 authorizing the one-time closure of City Hall for the designated period of Friday, December 22, 2023, through Monday, January 1, 2024.

Staff Contact: Deputy City Manager Brown, 456-2489, ext. 300



Council Agenda Report

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

Prepared by: Alexis Brown, Deputy City Manager

Approved by: Steve McClary, City Manager

Date prepared: October 27, 2023, Meeting date: November 13, 2023

Subject: Resolution No. 23-51 Authorizing One-Time Winter Closure of City Hall

RECOMMENDED ACTION: Adopt Resolution No. 23-51 authorizing the one-time closure of City Offices for the designated period of Friday, December 22, 2023, through Monday, January 1, 2024.

FISCAL IMPACT: There is no fiscal impact associated with the recommended action.

STRATEGIC PRIORITY: This item supports the Malibu Culture Project priority identified in the Adopted FY 2023-24 Strategic Priority Project List.

DISCUSSION: On September 27, 2023, the Malibu City Council adopted a new Strategic Work Plan identifying 20 items as "Priority Projects." Under the core focus of Top Workplace Culture-Recruitment and Retention, the main project identified as Malibu Culture highlighted several key areas such as recruitment and retention, workplace morale and employee culture. Among the actionable items presented to the City Council, staff received direction to move forward with a Winter Closure for a designated time period of one week during the month of December.

The proposed resolution would authorize a one-time closure to take place during the designated time period of Friday, December 22, 2023, through Monday, January 1, 2024. During this time period, there has traditionally been very low levels of foot traffic and communication being received at City Hall. The level of services provided to the Malibu Community is not expected to be impacted by the closure in a significant way. Essential Operations will continue to be staffed appropriately on either an on-call, or rotational schedule. For the purposes of this resolution, essential operations are defined as (scheduled) building inspections, code enforcement site visits, park maintenance,

street maintenance, public safety monitoring, and those recreational programs currently scheduled. Public facing services such as the City Clerk's Office will be routinely monitored remotely to ensure compliance with the Public Records Act. All emergency response operations will remain in place and not be impacted.

It is recommended that the City Council approve paid leave for employees during the designated time period and not impact individual accruals. For those employees who are required to work as part of the essential operations previously identified, the hours will be accrued to be used at a future date. Employees will be allowed to use this time before the end of the fiscal year (June 30, 2024) upon the coordination and approval of their supervisor.

Emergency Response personnel such as Los Angeles County Sheriff and Fire Departments are not subject to the one-time closure.

ALTERNATIVES:

The alternative is to close City Hall for the designated period of Friday, December 22, 2023, through Monday, January 1, 2024, and have staff use time out of their own accrual banks.

Second Alternative is to keep City Hall Open and follow Holiday Closures as identified in Section 2.04.030 of the Malibu Municipal Code.

ATTACHMENTS:

1. Resolution No. 23-51
2. FY 2023-24 Strategic Work Plan

RESOLUTION NO. 23-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MALIBU CALIFORNIA, APPROVING A ONE-TIME CITY HALL “WINTER” CLOSURE FROM DECEMBER 22, 2023, THROUGH JANUARY 1, 2024.

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

SECTION 1. Recitals.

A. The City of Malibu elects to implement a Winter Closure for the period of Friday, December 22, 2023, through Monday, January 1, 2024, which will result in City Offices and other non-essential City of Malibu Operations being closed to the public during the identified closure period.

B. The designated closure period includes the following days where City Offices are scheduled to be closed pursuant to Malibu Municipal Code § 2.04.030: Christmas Eve ½ Day; Christmas Day; New Year’s Eve ½ Day; and New Year’s Day.

C. The City of Malibu shall provide employees with paid leave for the additional days during the selected closure period and shall not impact employees individual leave banks.

D. The City Council instructs the City Manager to provide adequate notification to Malibu residents and customers informing them of the closure, through Social Media Platforms, and Closure notices posted at City Hall and all City facilities.

E. The City Council recognizes employees staffed in essential-services that are required to be open for business are exempt from this resolution and may coordinate with supervisors for scheduling time off at future date by or before June 30, 2024.

F. The City Council understands that employees staffed in public safety positions will continue public safety monitoring during the closure.

SECTION 2.

A. The above recitals are true and correct and are incorporated herein by this reference.

B. The City Council of the City of Malibu hereby authorizes the one-time closure of City Hall for the period of December 22, 2023, through Monday, January 1, 2024.

C. The City of Malibu will provide paid leave to all employees for the designated closure period and shall not impact employee accruals.

D. Employees assigned to work during the Winter Closure due to essential operations may accrue holiday bank hours to use at a future date, but no later than June 30, 2024, upon coordination and approval by their supervisor.

E. For the purposes of this resolution, Essential Operations are defined as Building and Safety Inspections, Code Enforcement, Park Maintenance, Public Works Maintenance, Recreation Program facilitation, and any other operations designated by the City Manager.

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 13th day of November 2023.

STEVE UHRING, 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

	TITLE	DEPT	Team Members (Lead in BOLD)	NARRATIVE	Timeline (Next 6 Months)
Core Focus	Day To Day Operations	All	All	Top Focus of All Staff - Must be supported and completed before the rest of the priority list	
Top Workplace Culture - Recruitment and Retention	Malibu Culture - Providing values guidance for all Council, Commission, and staff for behavior and treatment. Clarify roles and scope of Commissions and confirm how new work items can be generated.	All	Steve, Joe, City Council Sub Committee	Providing values guidance for all Council, Commission, and staff for behavior and treatment. Clarify roles and scope of Commissions and confirm how work items can be generated. Develop code of behavior - values to ensure there is a standard for treating one another in a kind and professional manner. This group would also clarify the roles of Commissions and the process for new Commission ideas and projects to be reviewed and approved or not approved.	City Values Statement/Code of Conduct - Subcommittee recommended to be formed Sept 27, Staff with two Council members to develop Commissions role/scope/training draft plan for Jan 22 CC Meeting
Top Workplace Culture - Recruitment and Retention	Staff Compensation and Benefits- Class Comp Study - Including Staffing Benefits	All	Joe Toney, MS Staff, DH's	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. Also review list of recommended staff benefits and get priority list for Council review and Approval	January 22 CC meeting - Comp and Classification Study present recommendations. September 27 CC meeting - Staff developed Benefits - gain CC approval of final list of recommended staff benefits
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	School District Separation	MS	Marianne and Paul, Steve McClarey, Alexis Brown, BBK Team,	Pursuit of creating a Malibu School District by separating from the Santa Monica School District	Next Mediation Date: October 23 Update to City Council: November 23
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Master Plan for City Owned Vacant Lots	MS/PL	Alexis Brown, Joe Toney, Richard M	To Happen Simultaneously: RFP & Selection of Community Outreach Firm, Launch of Community Outreach/Review & Update Previous Development Assessment. Prepare for Geo Technical Studies based on Results of community outreach.	Develop RFP, Release by October 15 and Award - November 13 CC Meeting Deadline: March 2024

PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Housing Element 6th Cycle RHNA & 2021 Housing Element Update	PL	Richard M, Adrian, Joyce Parker- Bozylinski (Consultant)	Complete final steps to have Housing Element Approved by HCD/State	Need to respond to incomplete letter. Currently gathering additional information. Meeting on August 30th with HCD to go over completion timeline. TBD what additional work is needed.
Public Safety	Public Safety Projects - Key Public Safety Projects	PS	Susan Duenas, PS team members	<p>Hazard Tree Removal Program – Complete scheduled hazard tree removals and pursue additional funding.</p> <p>Home Ignition Zone Assessments – Complete scheduled Home Ignition Zone Assessments and promote program.</p> <p>Firewise Community Program – Encourage and assist Malibu neighborhoods to become Firewise Communities (mitigates fire risk and provides discount on insurance).</p> <p>ALPR cameras – Finish installing solar powered ALPR cameras on Edison poles and then begin process to have them hardwired.</p> <p>Emergency Plan Updates – Work with consultants to update the Emergency Operations and Hazard Mitigation Plans and bring to City Council for adoption. (both are required for disaster reimbursement)</p> <p>EOC equipment – Test all EOC equipment and update as needed.</p> <p>EOC training – Provide basic and advanced Emergency Operations Center (EOC) training for all staff, and host pre- fire season meeting with partner agencies.</p> <p>Encampment Management – Work with the Sheriff's Department to ensure encampments are cleared from the hillsides.</p> <p>Emergency Supply Bins – Ensure that all community emergency supply bins are organized and stocked appropriately and Information Stations are ready to be deployed.</p> <p>Communications – Test all current communication capabilities, including disaster notifications systems, satellite phones and radios, work with KBUU to expand broadcast radio capabilities, and develop and train staff on communication procedures.</p> <p>Substation - Increased staffing and telecommunications for Substation at Santa Monica College</p> <p style="text-align: right;">Sheriff</p>	<p>Hazard Tree Removal Program 9/31/23 – Complete program 10/31/23 – Submit grant reimbursement request Home Ignition Zone Assessments 3/31/24 – Complete 40 assessments Firewise Community Program 12/31/23 – Identify two neighborhoods that are interested 3/31/24 – Assist two neighborhoods in becoming certified ALPR cameras 10/31/23 – Complete an agreement with Edison to place cameras on their poles 12/31/23 – Install all solar powered cameras slated for Edison poles 1/31/24 – Establish work plan to convert solar powered cameras to hardwire cameras Emergency Plan Updates 10/31/23 - Conduct community input meeting on the Draft Hazard Mitigation Plan (HMP) 11/30/23 – Receive, review and provide feedback on first draft of updated Emergency Operations Plan (EOP) 12/31/23 - Receive and provide feedback on draft HMP. Receive updated EOP for final review. 1/31/24 - Receive updated HMP for final review. Take EOP to Disaster Council for approval 2/29/24 – Take EOP to City Council for approval. Submit to HMP to FEMA for approval 3/31/24 - Agendize item to have City Council approve HMP EOC equipment 12/31/23 – Secure a consultant to assist in building out EOC management system (DLAN) 3/31/24 – Complete build out of EOC management system EOC training 10/31/23 – Provide an EOC exercise for all City staff 11/30/23 – Host Fire Season meeting with partner agencies Encampment Management 10/31/23 – Clear all hillside encampments within the City. Emergency Supply Bins 1/31/24 – Update supplies in the Trancas, Point Dume and Malibu High bins 3/31/24 – Update supplies in the Webster, City Hall and Las Flores bin Communications 10/31/23 – Establish MOU and Agreement with KBUU for emergency communications 12/31/23 – Secure vendor to install mast at Bluff's Park for KBUU booster antenna. Test all satellite phones and City radios 3/31/24 – Complete installation of KBUU booster antenna Sheriff Substation 12/31/23 – Staff the Sheriff's Substation 3/31/24 – Evaluate staffing at Substation and identify any deficiencies</p>
EFFICIENT AND EFFECTIVE CITY SERVICES	Development Services Report - Implementation	MS/PL/ES D/PW	Joe Toney, Richard M, Yolanda B, Rob D,	Received Consultant Report. Present to City Council, develop implementation plan, assign resources and timelines for implementation tasks.	Implementation Plan from consultant is currently under review. Intend to provide update to Council by end of October . Work is already underway that includes internal staff training session, interdepartmental workflow improvement discussions, and new workflow software acquisition (BlueBeam).

EFFICIENT AND EFFECTIVE CITY SERVICES	Development Services Updated Software - 1st stage Blue Beam, 2nd stage Land Management System	PL/PW/ES D/MS (IT)	Joe Toney, Richard M, Yolanda B, Rob D,	Implementation of Blue Beam software to support streamlined digital Plan submission and processing. To be completed this fall. Later focus on implementing a new Land Management System (LMS). This LMS will allow efficient data entry of information required for permit issuance and plan review. Additionally, the public will be able to view project statuses. Once implemented, the program will significantly reduce staff time to issue permits, complete plan review, and research projects, thereby increasing the overall efficiency of the department.	BlueBeam agreement to be signed. Consultant to work with staff to design BlueBeam workflows starting Oct 1 . Timeline to complete workflow design and set up training for staff to be confirmed and update later in October.
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Malibu High School CDP	PL	Richard M, Adrian	Coastal Commission to Hear CDP in Sept 8th meeting for potential code amendments. Planning Commission to consider Phase 1 Coastal Development Permit September 5th. If Coastal approves code amendments on Sept 8th then will bring to City Council at October 9th meeting. 2nd reading to happen October 23 CC meeting	Coastal Commission heard CDP in Sept 8th Coastal Comm meeting for potential code amendments. Planning Commission to consider Phase 1 Coastal Development Permit September 5th PC meeting . If Coastal approves code amendments on Sept 8th Coastal Comm meeting then will bring to City Council at October 9th CC meeting . 2nd reading to happen October 23 CC meeting
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Permanent Skate Park Design - Approval	CS/PL/PW	Kristin, Tyler, Rob D.	Skatepark Preliminary Design and site amenities were recommended by the Parks and Recreation Commission for approval by the City Council. Staff will process the CDP application and EIR documents before construction of the project begins.	Present completed EIR to Environmental Review Board by December 2023 , Following ERB approval, Planning Commission will review and approve final design. Feb 2024 Council will review final design, designate funds and approve final project. March 2024 staff will work with skatepark designer, California Skateparks, to complete irrigation plan and finalize construction documents.
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Accessory Dwelling Unit (ADU) Ordinance	ESD/PL	Richard, Tyler, Joyce (Consultant)	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. ESD: SB 897: Accessory Dwelling Units (ADU) / Junior Accessory Dwelling Units (JADU). Effective in 2023, SB 897 prohibits a local agency from denying a permit for an ADU due to nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety. It also prohibits the denial of a permit for an unpermitted ADU that was constructed prior to January 1, 2018, due to a violation of building standards unless the local agency makes a finding that correcting the violation is necessary to protect the health and safety of the public or occupants of the structure. SB 897 states that the construction of an ADU cannot have a Group R Occupancy Change under the local building code unless the enforcement agency makes a written finding based on substantial evidence in the record that the construction of an ADU could have a specific, adverse impact on public health and safety. SB 897 also states that the construction of an ADU on a property does not trigger a requirement for fire sprinklers in the proposed or existing primary dwelling. Finally, the bill requires a permitting agency to approve or deny an application for an ADU or JADU within 60 days of receiving the application.	The draft ADU ordinance was presented to the Council on September 11, 2023 and the Council provided feedback to staff. Staff is currently working on that feedback and anticipates to return to the Council by January 2024 . Then submit to HCD and Coastal Program amendments will be submitted to the California Coastal commission.

ENHANCE ENVIRONMENTAL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES	Coastal Vulnerability Assessment	ESD/PL	Yolanda	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.	Sept 11 CC Meeting- Agreement Extension brought for approval. Outreach material to be released upon agreement approval. Public workshop to be conducted by Feb 2024 .
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Exterior Elevated Elements (SB 326)	ESD	Yolanda	Exterior Elevated Elements. SB 326 (Civil Code Section 5551) requires Associations and multi-family properties to conduct regular inspection of balconies and other exterior structural elements supported by wood or wood-based products. Commonly referred to as the "balcony bill," exterior elevated elements must be evaluated, inspected, and repaired, if necessary. Any Association with three or more dwelling units in a building must comply with this law. The reason for SB 326 was a tragic accident that claimed six lives and injured several others due to the failure of building components. The State seeks to prevent future injuries and loss of life.	Set up implementation steps for a City program. Begin education and outreach to the Community over first 6 months of 2024
ENHANCE ENVIRONMENTAL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES	Update Geotechnical and Coastal Engineering Guidelines	ESD	Yolanda	Update the City's Geotechnical and Coastal Engineering Guidelines. Staff will work with the City's geotechnical consulting firm to update the existing Geotechnical Guidelines to be consistent with new 2023 codes and ordinances and the standard of care in the geotechnical industry.	Work with coastal engineering consultants to complete draft guidelines. Release guidelines to public for comments by Feb 2024
FISCAL SUSTAINABILITY AND TRANSPARENCY	Finance Operations - Fee Schedule Update	MS	Joe T, Renee,	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.	RFP closed Aug 2023 , review and select firm, likely award by the November 13th Council meeting for approval (\$25k+)
EFFICIENT AND EFFECTIVE CITY SERVICES	Information Technology Strategic Plan Implementation	MS	Joe T, Rob H, Mario, Mahan, Ian	RFP sent out to have a consulting firm provide an organization wide IT Strategic Plan. Selected firm will meet with all stakeholders, review current IT infrastructure and configuration and provide recommendations for improvement.	October 23 CC meeting - Bring Consultant contract for award. November 2023 - April 2024 consultant will research, investigate, and interview to prepare a complete IT strategic plan for CC presentation by April 2024
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	Malibu Community Labor Exchange Permanent Office	MS/PW/PL	Rob H, Adrian, Rob D, MCLE, Alexis	Complete Wastewater allocation transfer, CDP and CUP processing, get foundation designed, develop specs for modular office build for RFP bid, coordinate with SMC and County to connect their underground utilities. Work with MCLE and CDBG to obtain Revolving Loan to cover construction costs	Present Update - Oct 23 CC meeting . Wastewater allocation to be presented at Oct 23 CC meeting . Foundation design to be completed by mid of October. RFP for manufactured Office to be released by November 30

ENHANCE ENVIRONMENTAL EFFORTS / PROTECT AND IMPROVE WATER RESOURCES	Civic Center Water Treatment Facility - Phase Two (CCWTF)	PW/MS/PL /ESD	Rob D	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.	Project delayed do to requirement to develop a cultural resource monitoring plan. The City and State Water Board will work on plan and anticipate plan completion by mid 2024 .
PRESERVE MALIBU'S RURAL RESIDENTIAL CHARACTER	PCH Signal Synchronization Project	PW	Rob D.	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.	Awaiting delivery of critical items. Expect completion of conduit installation by Feb 2024