City of Malibu

City Council Policies

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City of Malibu

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City of Malibu

City Council Policy

Policy #1

Title: City Owned; Use of Vehicles

Purpose: To establish criteria for use of vehicles owned by the City of Malibu

Policy Statement:

City owned vehicles shall only be used by city employees for work related trips and shall be available for that purpose at all times unless the vehicle is assigned by the City Manager to specific individuals who are on 24 hour call.

Implementation:

During regular working hours the vehicles shall be made available to all employees not otherwise precluded by these implementation measures and to the Malibu Volunteer Patrol on a first come, first serve basis with no priorities given to any one employee except those designated to be on 24 hour call. During emergencies priority use of the vehicles will go to department employees responding to an emergency. Vehicles would, therefore, not be generally available for use by other City employees or the MVP during emergencies.

There shall be a check out sheet in the Public Works Department. The receptionist will have the keys to the vehicles. Vehicles may be checked out only for the hours that they will actually be used. Reservations can be made for certain hours a maximum of one day in advance. Keys shall be immediately returned to the receptionist when the vehicle is returned.

A checklist shall be kept in the glove box of each vehicle which shall be filled out before moving any vehicle. Any damage or problems with the vehicle must be reported immediately to the Maintenance Manager. Any problems shall be reported in writing with the date, time, mileage and employee's best guess as to what problem is. Failure to follow the procedure and to report damage or problems may mean the employee so doing may be held responsible for the problem.

The driver is responsible for all fluid levels before and after the use of any vehicle. No vehicle is to be returned with less than ½ of a full tank of gas showing on the

gas gauge. Receipts for reimbursement and other paper work should be turned in to finance to be reimbursed through petty cash.

Each user is responsible to make certain that the vehicle is in clean condition when it is returned for use by others. Smoking is prohibited in all vehicles at all times.

Employees receiving a monthly vehicle allowance may not use the fleet vehicles at any time except during declared emergencies. However, employees who do not receive such allowance, responding on-call to an emergency will be allowed to take a vehicle home during the emergency itself at the discretion of the Public Works Director.

Date Adopted:

November 13, 1995

Amended:

August 26, 1998

City of Malibu

City Council Policy

Policy #2

Title: Budget Basic Principles

Purpose: To establish a set of principles which will guide the City in the preparation of its annual budget as a basic policy document for the City.

Policy Statement:

1. The City's goal is to accumulate an unrestricted general fund reserve equal to fifty percent of the City's annual General Fund operating budget.
2. The Council shall be kept fully informed of the budget status at all times in a clear and concise manner.
3. The City shall avail itself of available extra ordinary income.
4. The cost of services which are subsidized by the general fund and are not of community-wide benefit (e.g. planning approvals, building services) shall be reviewed annually to be fully recouped.
5. Charges for use of City-operated facilities which are subsidized by the general fund shall be reviewed annually to offset costs except for residents who cannot afford them.

Implementation:

Most of these principles will act as a guide for the preparation of the City's draft budget documents by the staff along with other specific policies which relate to the budget. The City Council shall receive regular reports on the fund balances of all city funds. A mid-year budget review report will be prepared and presented to the City Council for action each January.

Date Adopted:

April 8, 1997

Date Amended:

November 28, 2011

Recycled Paper

City of Malibu

City Council Policy

Policy #3

Title: General Fund Undesignated Reserve Policy

Purpose: To establish a General Fund Undesignated Reserve Policy for the Malibu City Government.

Policy Statement:

The City of Malibu's goal is to maintain a minimum amount in the General Fund of at least fifty (50) percent of budgeted fiscal year expenditures for its General Fund.

Implementation:

Each fiscal year, during the budgeting process, the minimum reserve will be re-evaluated by the City Council to determine if the reserve amount is adequate based on economic conditions of the City and/or region.

The City Council shall receive regular reports on the fund balances of all city funds.

Should the fund balance of the General Fund fall below the minimum reserve level, the City Manager shall prepare a plan for consideration by the City Council to rebuild the fund balance during the next budgeting process.

Date Adopted:

May 6, 1997

Date Amended:

November 28, 2011

Recycled Paper

City of Malibu

City Council Policy

Policy #4

Title: Application of City Codes

Purpose: To insure that the City follows all of its own codes and regulations in the conduct of City business

Policy Statement:

The City shall faithfully apply City codes and regulations to the actions of the City so as to set an appropriate example for the community that the rules are for all and the City is no exception

Implementation:

In carrying out the tasks of government, both in terms of programs and projects, the City staff shall exercise the greatest care that it follows all City codes and regulations and will not bring matters to the City Council for action, nor take follow-up actions as a result of City Council decisions unless and until it has been demonstrated that all local regulations have been or will be followed

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #5

Title: Appropriation of Discretionary General Fund Reserves

Purpose: To establish a policy relating to the appropriation of discretionary general fund reserves in formulating the Municipal Budget.

Policy Statement:

The City shall not appropriate expenditures from discretionary general fund in excess of the discretionary general fund revenues estimated to be received in that fiscal year.

Implementation:

In recommending the proposed municipal budget to the City Council the City Manager shall limit the amount of money to be appropriated from the discretionary general fund to the amount of estimated discretionary general fund revenues expected to be received during the budget year

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #6

REPEALED 01/30/02

Title: Budget Cycle

Purpose: To establish the approved budget cycle for the City of Malibu.

Policy Statement:

Beginning in Fiscal 1998-99 to have the City budget prepared on a two year revolving basis.

Implementation:

The City Manager shall, in concert with executive management, develop and prepare a budget for the fiscal period commencing July 1, 1998 and continuing through June 30, 2000 in such form as to create two budget periods and project revenues and expenditures over the entire two year period. Beginning with the fiscal period commencing July 1, 1999, the budget for the period July 1, 1999 through June 30, 2000, shall be revised based upon a review by the City Council and a new budget for the fiscal period commencing July 1, 2000 through June 30, 2001 shall be prepared and adopted by the City Council.

Date Adopted:

May 6, 1997

Repealed:

January 30, 2002

City of Malibu

City Council Policy

Policy #7

Title: Community Involvement With Decision Making

Purpose: To demonstrate the City's commitment to participatory democracy by making certain that there is substantial community involvement in the making of major decisions relating to critical issues for the community.

Policy Statement:

Whenever possible, when dealing with major issues which are not time critical, to seek substantial community involvement in the decision making process prior to taking final action.

Implementation:

It shall be incumbent upon all City officials (including members of the City Council, Commissioners and members of Study Groups) and executive staff to bring critical community issues to the attention of the City Council at the earliest possible time and to include in any presentation of such an issue a proposed plan and time table for community involvement of the decision making process. Such issues and the community involvement plan should be presented in writing to facilitate discussion and follow up action. A determination to disregard this policy because of the need to act within a time limit which would preclude full community participation shall be made only by the City Council.

Date Adopted:

May 6, 1997 (tentatively approved)
February 3, 1998 (ratified)

City of Malibu

City Council Policy

Policy #8

Title: Council Relationship to City Staff

Purpose: To broadly set forth the general nature of the working relationship between the City Council and the City staff within the organization.

Policy Statement:

The City Council shall assign staff work through the office of the City Manager or the City Attorney as the case may be. All work assigned shall be determined by a majority of the City Council at a meeting of the City Council. Advisory or study groups, individual members of the City Council or subcommittees of the City Council may not assign work to the City Manager or the City staff. That right is reserved solely to the City Council acting as a body. Members of the City Council shall have the right to request information of department heads. Departments heads shall determine whether a response to the request for information will take more than one hour of work to respond. If not then the response may be made directly, if so then the department head shall consult with the City Manager so that the work can be assigned appropriately within the context of the existing work load.

Implementation:

Assignments to staff are to be made through the City Manager. Requests for information can be made directly to the department head at any time provided that hte information is readily available and can be secured without having to spend considerable time fulfilling the request. One hour is the guideline which department heads are to use in judging whether the request is to be processed through the City Manager so as not to disrupt existing assigned work. Staff assigned to study groups or other advisory groups to the City Council are required to respond to requests for information in the same manner as if the request was from a member of the City Council. However, this does not mean that individual members may seek information from assigned staff. Responses are to be limited to requests made at meetings only. Major studies, requests for information and the like from these groups shall be discussed with the City Manager and a determination made as to whether and when these assignments are to be performed and by whom by the City Manager.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #9

Title: Customer Service Principles

Purpose: To set a standard of performance in the delivery of City services to serve as a benchmark for City staff

Policy Statement:

City Services shall be administered with friendliness, firmness and fairness to all

Implementation:

It shall be the responsibility of the City Manager and each of the Department Directors to ensure that they and all their employees are trained in good customer service practices, that such practices are observed at all times and that employees' performance in this area of service is noted in the employees formal performance appraisals. City staff shall insure that each customer receives the same consideration in a like set of circumstances. Favor shall be neither given nor withheld based upon personal considerations for the customer or based upon the customer's behavior. In other words, there is to be no "attitude" test applied by City employees.

While firmness and fairness are important, remember that friendliness is of equal importance. Therefore, firmness in dealing with regulatory matters must be tempered with friendliness. People sometimes get into situations where they have mitigating circumstances in terms of being able to meet deadlines and the like. To the extent these can be accommodated within the spirit of the City's service responsibilities, that is what is expected of each and every employee.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #10

Title: Creation and Functioning of Commissions, Boards and Committees and City Council Subcommittees; describing the respective roles of the City Council, City Council Subcommittees and City Commissions, Boards and Committees in the formulation of City laws, policies, programs and services.

Purpose: To establish the means by which advisory groups and subcommittees of the City Council are created and governed and to set forth the relationship between the City Council, Council subcommittees and City commissions, boards and committees.

Policy Statement:

All commissions, boards and committees appointed by the City Council and all subcommittees of the City Council shall be established by City Council ordinance or resolution and be subject to the provisions of California's Open Meeting Law. Said ordinance or resolutions shall include a charter of the area of advisement of the commissions, boards and committees or subcommittee of the City Council. The area of advisement shall not be modified by the advisory commissions, boards and committees or subcommittee of the City Council except through further ordinance or resolution of the City Council.

To assist the City Council in formulating City laws, policies, programs and services, the City Council has created six, five-member City Commissions: Mobilehome Park Rent Stabilization, Planning, Public Works, Public Safety, Parks & Recreation and Telecommunications. In addition to the specific powers and duties assigned these Commissions by either State and/or City law, each City Commission shall (1) adopt rules of procedure and decorum modeled after the City Council's Rules of Procedure and Decorum; (2) annually elect one of its members as chairperson and another of its' members as vice chairperson at its regular meeting during the month of June; (3) prohibit any member from serving two consecutive terms as commission chairperson or vice chairperson unless the commission does not actually conduct business on a regularly scheduled basis; (4) hold at least one regular meeting per month, except for the month of August; (5) schedule commission meetings at a time and in a public place to encourage public participation and which does not conflict with meetings of the City Council;(6) perform the commissions' authorized work with due diligence and refrain from discussion or deliberation on powers and duties which are the sole responsibility

of the City Council and its subcommittees unless otherwise directed to do so by a vote of the City Council.

Implementation:

Under State and City law, only the City Council can adopt laws (ordinances), approve the City budget and budget amendments, authorize appropriations, approve contracts for the provision of City services and programs. adopt resolutions and motions which set City policy, represent the City in intergovernmental relations, appoint city commissioners and other advisory boards and committees, appoint the City Manager, City Attorney and City Treasurer, and direct the work of the City staff, contract employees and consultants through the City Manager.

To divide up the workload. the City Council has formed six, two-member City Council subcommittees: Administration and Finance; Land Use and Planning; Public Works; Public Safety; Recreation and Parks; and Telecommunications. These subcommittees make recommendations to the City Council on staff (personnel) oversight matters, the negotiation and awarding of City contracts; the City budget and amendments to the budget, proposed legal agreements, intergovernmental relations and any other work assigned to the subcommittees by a vote of the City Council.

All commissions, boards and committees appointed by the City Council shall be created by ordinance or resolution. The ordinance or resolution shall, at a minimum, set forth the number of members to be appointed of the advisory body if it is not established by state statute, set forth eligibility for selection to the advisory body, set forth the charter or area of advisement of the advisory body, and the established date, time and location of the regular meetings of the advisory body, if required. The City Manager shall assign a staff liaison person to each advisory group who shall act as ex-officio secretary to the advisory group with the responsibility preparing and disseminating the agendas for all meetings of the advisory group and creating a record of the proceedings of the group at each meeting. This policy and its requirements shall not apply to ad hoc committees created by the Council from either among its own membership or from among the membership of the City's various commissions, boards and committees or subcommittees.

City commissions are expected to communicate their recommendations regarding policies, projects and programs directly to the City Council for consideration. Normally this is done by establishing a proposed plan of work for each fiscal year, communicating the commission's recommendations to the City Council and having the City Council endorse the work plan. However, from time to time the City Council may direct an item of work to a commission, board or committee outside of the normal work plan schedule or the commission, board or committee may have a matter brought to its attention which it feels needs attention from the

City. In such case the commission, board or committee is encouraged to prepare a brief report to the City Council which will then be placed on a City Council agenda for consideration as an added work plan item. Commissions may not direct administrative staff to initiate major programs, conduct large studies, or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda materials and general review of department programs and activities, and to perform limited studies, program reviews, background materials related to commission agenda items, and other services of a general staff nature. Commissions may not establish department work programs or determine department program priorities unless specifically authorized in their prescribed powers and duties. The responsibility for setting policy and allocating scarce City resources properly rests with the City's duly elected representatives, the City Council, and cannot be delegated to an outside group, however capable and interested it might be.

Date Adopted:

May 6, 1997

Dates Amended:

December 14, 1998
January 11, 1999
June 14, 1999

City of Malibu

City Council Policy

Policy #11

Title: Development Proposals Within the City's Sphere of Influence

Purpose: To establish a level of response for the City in dealing with development which is not within the corporate limits of the City but which are within the sphere of influence of the City as defined by the General Plan

Policy Statement:

It shall be the policy of the City of Malibu to review and comment on any development proposal which takes place in unincorporated territory which is within the City's sphere of influence as that area is defined in the City's General Plan

Implementation:

Staff shall develop a map of the environs of Malibu which contain the sphere of influence as defined. Staff shall request of the regional planning commission that it be notified any time the commission has received a completed application for planning approval to develop any project with the sphere of influence. Staff shall review any such application and determine whether such project would be consistent with the City of Malibu General Plan, its zoning ordinances and its development standards. Any such project which does not comport with any of the above shall be considered to be inappropriate for the area and a report concerning same shall be agendized for the next regular City Council meeting for appropriate action by the City Council

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #12

Title: Emergency Preparedness Planning and Organization

Purpose: To ensure that the City prepares and keeps current a plan to prepare for and respond effectively to emergency situations

Policy Statement:

The City shall have, at all times, an up-to-date organizational disaster response plan which is workable

Implementation:

Staff shall develop and the City Council shall adopt an Emergency Operations Plan (Plan) as required by the State Emergency Services Act and the Standardized Emergency Management System (SEMS). In addition the staff shall develop an Emergency Operations Manual (Manual) which details the establishment and operation of the City's Emergency Operations Center (EOC) and which sets forth the emergency operations responsibilities of the entire staff before, during and after the declaration of a disaster. The City shall create the position of Emergency Preparedness Coordinator, which position shall devote a minimum of 1,000 hours each year to the preparation of necessary plans and manuals, the maintenance and operational readiness of the EOC, and the training of staff both within the EOC and in the field for its various responsibilities under the Plan and the Manual. As a collateral duty the Coordinator shall establish and maintain a volunteer organizational structure to assist the City in fulfilling its disaster response and recovery responsibilities

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #13

Title: Establishment of Ethical Standards

Purpose: To establish a set of ethical standards in the conduct of all City business.

Policy Statement:

The City shall expect and enforce the highest of ethical standards in the conduct of all City business by all paid staff, all volunteers, and all appointed and elected City officials and to prohibit staff from working on any project or program where the staff member may have a conflict of interest.

Implementation:

The City shall establish a code of conduct which shall be reviewed and approved by the City Council. At a minimum this code shall cover areas where conflicts of interest may arise and set forth the standards of behavior and performance expected by all persons who are employed by, volunteer for service to, or are appointed or elected to service the City of Malibu.

Date Adopted:

May 6, 1997 (tentatively approved)
February 3, 1998 (ratified)

City of Malibu

City Council Policy

Policy #14

Title: Establishment of a Policy Manual

Purpose: To insure that basic City Council policies are put into written form and that these policies are reviewed on a periodic basis by the City Council regarding relevance to the basic philosophy of the City Council and implementation compliance.

Policy Statement:

The City shall develop a manual of City Council policies and periodically review, update, add or delete policies to keep policies current with the governing philosophy of the City Council.

Implementation:

All basic policies adopted by the City Council shall be adopted in written form by the City Council at a regular meeting of the City Council. Each policy statement shall be prepared on a form which shall include a title, the purpose of the policy, the policy statement, and an implementation statement. The City Clerk shall keep all such policies in a Policy Manual which shall be maintained in the City Clerk's Office. A copy of the Manual shall be furnished to all members of the City Council, all commissioners and study group members and all city employees free of charge.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #15

Title: General Welfare to be Primary Over Special or Group Interests

Purpose: To articulate the importance of the general welfare of the community over the special interests of an individual or group whether private citizens or City officials.

Policy Statement:

The general welfare of the City's residents shall always be considered as primary to any special interests of any individual or group of individuals or the interests of any individual elected or appointed City official.

Implementation:

In considering its decisions the City Council and all appointed officials who hold positions in an advisory capacity to the City Council shall consider as primary in terms of making recommendations and taking action whether the decision to be made favors and individual or a group to the detriment of the general welfare of the residents of the City as a whole. When making recommendations for action by the City Council, the staff shall discuss how the recommended action impacts the general welfare of the community as compared to the special interest of the individual or group seeking the action from the City Council.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #16

Title: Historic Revenue Recovery or Replacement

Purpose: To set forth, in general terms, the legislative position of the City of Malibu relating to efforts to restore historic local revenue sources to local agencies or to provide equal, secure replacement revenue

Policy Statement:

The City shall actively support any legislative effort to recapture revenue lost to the State of California.

Implementation:

Whenever there is either a legislative or initiative effort to improve the tax base of California cities through the return of historic cities revenues or through a satisfactory substitution of such revenue which is structured in such a way so as to not endanger other components of a city's tax base, the Mayor and/or the City Manager is authorized to communicate the City's support of such measures to the legislature, the Governor, the press, and the sponsoring group or individual making such proposal.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #17

Title: Performance Audits of Departments

Purpose: To assure the public that City departments are operating as efficiently and effectively as possible on a continuing basis and that they are being continually reviewed in terms of up-to-date procedures and operating methods.

Policy Statement:

The City Manager shall annually have a performance audit conducted of at least one City department and to do so in a manner consistent with the United States General Accounting Office Governmental Auditing Standards.

Implementation:

Each year the City Manager shall select a department for audit and either cause such an audit to be conducted using available staff resources when appropriate or to retain the services of a qualified individual or firm to perform the audit and to secure the authority of the City Council for the funding to conduct such audit should an outside source for the audit be deemed most appropriate.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #18

Title: Permit Streamlining

Purpose: To minimize the time and cost to develop permit applicants consistent with full compliance with City regulations and within the staff resources available to the City.

Policy Statement:

The development permitting process shall be streamlined to grant the option of parallel procedures and to reduce and eliminate unnecessary procedures, consistent with full compliance with all codes and regulations and with the resources allocated for processing of applications for development.

Implementation:

Director of Planning and the Director of Environmental and Building Safety shall work in concert to continually review the process for development application and approval and shall develop such processes and procedures which will minimize time delays consistent with full regulatory compliance and shall, from time to time, recommend such changes in regulations which they believe are unnecessary or redundant to the accomplishment of adequate full regulatory review.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #19

Title: Personnel System

Purpose: To establish the basic requirements for a Human Resources Management System for the City.

Policy Statement:

The City shall maintain and enforce personnel regulations which include but are not limited to procedures and processes for employee selection, conduct, remuneration, evaluation and discipline.

Implementation:

The City shall enact a personnel ordinance and adopt personnel rules which set forth the basic Human Resources Management system of the City. At a minimum the ordinance and the rules shall set for a system for employee selection, conduct, remuneration, evaluation and discipline. The ordinance and the rules shall be implemented through the development of a Human Resources Management Manual which shall set forth in detail how selection of employees is to be conducted, what work conduct standards for employees shall be, the system of remuneration employed by the City, how employee performance is to be evaluated, and how employees are to be disciplined.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #20

Title: Private Property Rights

Purpose: To state that one of the primary functions of the City of Malibu is to protect the property rights of local residents.

Policy Statement:

The City shall safe guard the well being of and protect the property rights of local residents.

Implementation:

The City shall carefully consider the private property rights of the residents of the City in establishing regulations governing land use. When programs or projects are proposed for implementation, protection of private property rights shall be a prime consideration in program and project design. The City shall also act to defend private property rights of local residents on the intergovernmental level, taking such action on behalf of its residents as it deems necessary to protect those rights to the fullest extent possible.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #21

Title: Procurement Regulations and Expense Reimbursements

Purpose: To establish a set of regulations regarding the securing of goods and services by the City and for the reimbursement of reasonable and necessary expenses.

Policy Statement:

The City shall establish and enforce procurement regulations relating to the procedures and processes used by the City in all purchasing decisions.

Implementation:

The City shall enact a purchasing ordinance which governs all purchasing procedures which are not otherwise already set forth in the general laws of the State of California or required under contract with the Federal Government. In addition the City shall establish procedures for the reimbursement of reasonable and necessary expenses incurred by employees and city officials in the conduct of city business in attending meetings, conferences, training sessions and educational opportunities which further the job skills required for the full development potential of the individual employee or city official in the fulfillment of that persons job duties .

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #22

Title: Protection and Enhancement of Environmental and Aesthetic Quality of the Entire Community

Purpose: To state that one of the primarily functions of the City of Malibu is the protection and enhancement of the environmental and aesthetic quality of the entire community.

Policy Statement:

It shall be a primary function of the City to vigorously protect and enhance the environmental and aesthetic quality of the entire community.

Implementation:

In carrying out the tasks of government, both in terms of programs and projects, the City shall conduct itself and undertake actions which are consistent with this policy. Programs and projects shall be judged on their ability to protect the environment or to enhance the environment where it has been degraded. In reviewing projects for the development of either private or public property, a prime consideration as to the acceptability of the project shall be to what extent it either preserves or enhances the aesthetic quality of the entire community, not just the local area in which the project is proposed to be developed.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #23

Title: Protection of Home Rule Power and the Right of Self Determination

Purpose: To set forth, in general terms, the legislative position of the City of Malibu relating to efforts which would impact the City's authority under the doctrine of Home Rule or the principle of self determination

Policy Statement:

The City shall oppose any legislative effort to reduce City Revenue or City Home Rule authority or to reduce the City's right of self determination and local control including any erosion of the City's police power and its authority relating to regulating land use. To support any legislative effort which increases the above authorities for cities.

Implementation:

Whenever there is a legislative or initiative effort which would increase the City's Home Rule authority the Mayor and/or the City Manager is authorized to communicate the City's support of such measures to the legislature, the Governor, the press, and the sponsoring group or individual making such proposal. Conversely, whenever there is a legislative or initiative effort which would decrease the City's Home Rule authority the Mayor and/or the City Manager is authorized to communicate the City's support of such measures to the legislature, the Governor, the press, and the sponsoring group or individual making such proposal

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #24

Title: Qualifications and Experience of Job Applicants

Purpose: To insure that only the most qualified individuals are recruited for positions in the City service.

Policy Statement:

To insure that only the most qualified people are selected to serve the City, qualifications and experience requirements shall be established for all positions and strictly adhered to in all hiring and promotion decisions.

Implementation:

A specific job description shall be created for each job title in the City service. Each job description shall contain the minimum qualifications in terms of education, training and experience needed to effectively perform the job in question. When vacancies occur in the City service the job description for the position shall be reviewed for current application before recruitment commences. Any proposed change in the job qualifications shall be approved by the City Council by adopting a resolution which changes the job description. At a minimum the minimum qualifications for each position in the City service shall be reviewed every five years.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #25

Title: Qualified Use of Volunteers

Purpose: To take full advantage of the variety of talents possessed by the people of Malibu in assisting the government to effectively and economically carry out its functions.

Policy Statement:

It shall be the responsibility of the staff to review all proposed City projects and functions with a consideration for the effectiveness of using qualified volunteers.

Implementation:

In making proposals for development of new City projects or services to be offered to the people of Malibu, staff shall include in any report presented to the City Council a section on the role qualified volunteers could play in developing and/or implementing the project or service. A separate section on this topic shall be included as a part of any staff report going to the City Council for action.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #26

Title: Service Contract Time Limits

Purpose: To ensure that the City is being served as well and as economically as possible by vendors which provide services to the City on a contact basis.

Policy Statement:

The City shall limit contracts for consulting services which are not project specific to more than a two year period.

Implementation:

Each Department Director shall examine all current contracts which are covered by this policy and plan to review such contracts and either recommend extension for a specific period of time or to rebid such contracts with the new contract to go into effect no later than July 1, 1999. The length of any new or extended contract shall not exceed two years.

Date Adopted:

May 6, 1997

City of Malibu

City Council Policy

Policy #27

Title: Support or Opposition Requested from Other Jurisdictions or Constituents

Purpose: To establish the means by which the City Council will decide whether to support or oppose legislation or other matters of interest

Policy Statement:

The City Council shall consider supporting or opposing legislation or other matters based on requests from other jurisdictions or constituents in those cases where it is clearly in the interest of the City of Malibu to do so in that the subject matter would impact the City of Malibu or its citizens.

Implementation:

Requests for support or opposition of legislation or other matters interest received from other jurisdictions or constituents shall be reviewed by the City Manager. Should the subject matter be determined to fit within this policy and is consistent with other adopted City Council policies, the request for a resolution or letter of support or opposition, as deemed most appropriate, will be presented to the City Council. In addition, a Councilmember may request support or opposition of a legislative proposal as their councilmember item on an agenda. A vote of four-fifths (4/5) of the City Council is required for adoption of the resolution or authorization to send a letter of support or opposition. If approved, the adopted resolution or letter shall be sent to the appropriate agency or elected official, with copies to the City's Federal, State and/or County legislative representatives, as appropriate. In the absence of the Mayor, or if time does not allow the Mayor to sign the letter in a timely manner, the City Manager is authorized to send the letter on behalf of the City.

Date Adopted:

January 12, 1998

Date Amended:

October 22, 2012

Recycled Paper

City of Malibu

City Council Policy

Policy #28

Title: Placement of Items by City Councilmembers on City Council Agendas

Purpose: To establish the means by which individual members of the City Council may place an item on a City Council agenda for consideration

Policy Statement:

Individual members of the City Council may place an item on a City Council agenda for consideration by the Council when less than one hour of staff work is involved in preparing the item by providing agenda back-up material to the staff. When more than one hour of staff work is to be required to prepare necessary back-up materials, the individual member may submit a written or verbal request at the City Council meeting for a vote to have the matter placed on a future agenda for consideration.

Implementation:

Resolution No. 91-24 requires that items to be placed on the agenda must be submitted to the City Manager not later than noon on the Tuesday before the regular City Council meeting. Since the agenda for such meetings will have been prepared and posted on the previous Friday, such items shall be treated as amendments to the published agenda and a revised agenda shall be prepared and posted the following day. A written request for the item to be placed on the agenda, in the case where it is estimated that staff work to prepare background material-will exceed one hour, shall be forwarded to each member of the City Council and included in the final agenda packet available to the general public at the meeting. In the case of back-up material submitted for an item which will take less than one hour of staff time to prepare, both the back-up material and the staff work related to the item will be forwarded to each member of the City Council and included in the final agenda packet available to the general public at the meeting. This requirement follows the procedure set forth in Resolution No. 91-24, which states that "no item shall be placed on the agenda unless staff has reviewed and prepared a report on the item and it is ready for Council action.

Date Adopted:

January 12, 1998

Date Amended:

May 26, 2026

Date Repealed:

June 8, 2026

Recycled Paper

City of Malibu

City Council Policy

Policy #29

Title: Protocol for City Council Proclamations, Awards and Commendations

Purpose: To establish the means by which ceremonial items, including the presentation of proclamations, awards and commendations, are placed on City Council agendas and acted on by the City Council.

Policy Statement:

Individual members of the City Council may request, through the City Clerk's Office, proclamations recognizing special events and occurrences of importance to the community, or the presentation of awards or commendations to members of the community who are deserving of special recognition for their ongoing work benefiting the community or for a singular accomplishment that brings honor and recognition to the Malibu community.

Implementation:

The general procedure for all such requests to be placed on the agenda for presentations to be made by the Mayor on behalf of the City Council is that such requests shall be submitted only by the Mayor or members of the City Council. Each request shall be made with sufficient background information to allow staff to prepare an appropriate form of recognition. This recognition shall take the form of a Proclamation, Commendation or Certificate of Recognition, or the award of a City Tile as set forth below. Requests for presentations shall be made through the City Clerk's Office at least three weeks prior to the date of the proposed presentation to allow the City Clerk sufficient time to prepare the appropriate form of recognition. Once the City Clerk has determined that the presentation request is consistent with this policy, the City Clerk shall prepare the necessary commendation and notify the recipient of the date, time and place of the intended presentation.

Presentation of the Walt and Lucille Keller Award – The Walt and Lucille Keller Award shall be awarded by the Malibu City Council to those individuals who have made an extraordinary impact on the City of Malibu through exemplary contributions that had a unique and lasting effect on the Malibu community. The award is named in honor of Walt and Lucille Keller in recognition of their leadership in Malibu's cityhood campaign and their continued contributions to the Malibu community.

Recycled Paper

The award shall be presented no more than once per year to coincide with the City anniversary of March 28. Staff shall request nominations from the community to be presented to the Council, which must vote unanimously to select one individual for that year's award.

Presentation of a Malibu City Tile – A City Tile shall be awarded by the Malibu City Council to those individuals and/or organizations that: (1) have served the City of Malibu for seven years or more as a City Councilmember, appointed member of a City commission, committee, board or task force, staff member, volunteer or any combination of the above; (2) have performed a singular accomplishment of merit and/or bravery which brings honor and recognition to the Malibu community; (3) have contributed a lifetime of volunteer service to the Malibu community; or (4) in the opinion of a majority of the City Council, warrants such special recognition.

The City Clerk shall keep records of years of service for all individuals serving in the above mentioned categories for the award based on years of city service. For the award based on a singular accomplishment of merit or bravery or lifetime volunteer service, each City Councilmember may nominate up to two individuals per year. Councilmembers shall then vote on the nominations. Each nominee receiving the votes of at least three Councilmembers shall receive the award for that year.

City Commendations or Certificates of Recognition – Each year, individuals and organizations perform good works for the benefit of the community. Additionally, local sports teams and individuals accomplish success on the playing field, in the classroom, in the workplace or through volunteer efforts. The Mayor and members of the City Council may at any time suggest a commendation or certificate of recognition to recognize these works and such commendation or certificate shall be prepared and presented in accordance with the general procedure stated above.

City Proclamations – Various non-profit organizations ask for City proclamations to help publicize good works and increase awareness of matters of public health and well-being. The Mayor shall place such proclamations on a City Council agenda at his/her discretion, recognizing that such proclamations are to be for non-profit causes only.

Date Adopted:
January 12, 1998

Date Amended:
October 12, 1998
October 22, 2012
March 14, 2016

Recycled Paper

City of Malibu

City Council Policy

Policy #30

Title: Land Use Planning Principles

Purpose: To establish the first principles of the City of Malibu relating to all issues regarding land use planning

Policy Statement:

Land use planning shall be guided by the City's Mission Statement and Vision Statement and shall comply with the City's General Plan.

Implementation:

All zoning applications, specific plans, development requests and land use policy issues shall be reviewed by the City Council, Planning Commission and staff for conformance with the adopted Mission Statement, Vision Statement and the goals, policies and implementation measures of the General Plan.

Date Adopted:

February 3, 1998

City of Malibu

City Council Policy

Policy #31

Title: Recovery of City Administrative Costs or Overhead (Indirect Costs)

Purpose: To set forth the legislative position of the City of Malibu relating to efforts to recover administrative cost whenever possible. These may include but are not limited to federal, state and local grants, state mandated costs or assessments districts costs incurred in performing city services.

Policy Statement:

The City shall actively pursue the recovery of administrative costs.

Implementation:

Whenever possible, the City will apply the given legislative recovery cost rates. When not provided, the City will apply its own calculated administrative overhead rate in order to recover administrative costs.

Date Adopted:

February 3, 1998

City of Malibu

City Council Policy

Policy #32

Title: Parks and Recreation Facilities Development and Permanent Continuance of Existing Facilities at Bluffs Park

Purpose: To set forth the City's intentions toward the development of parks and recreation facilities for the people of Malibu and to make a clear statement that the existing facilities at Bluffs Park should be retained on a permanent basis by the State of California

Policy Statement:

The policy of the Malibu City Council is to seek the permanent continuance of existing facilities at Bluffs Park and to work with local and state agencies to provide expanded facilities to meet regional needs and facilities to serve the diverse populations which journey to Malibu to enjoy the California Coast. The City will search for other opportunities and locations to serve the recreational needs within the City.

Implementation:

During fiscal 1998-99 the City will develop a master plan of parks and recreation needs for the City. Working in cooperation with other local and state agencies, sites for such facilities will be identified and a plan developed to begin to provide for those facilities to meet the identified needs of the community. The City will work with the State to create a means by which the needs of the City to have the recreation facilities at Bluffs Park remain can be recognized and achieved.

Date Adopted:

May 11, 1998

City of Malibu

City Council Policy

Policy #33

Title: Seating Arrangement of the City Council

Purpose: To set forth the placement of members of the City Council at the Council table during City Council meetings

Policy Statement:

The Mayor shall be seated at the center of the five members of the City Council. The Mayor Pro Tem shall be seated to the right of the Mayor. The Councilmember who is next in rotation to become Mayor Pro Tem shall be seated to the left of the Mayor. The outgoing Mayor shall be seated to the far right of the Mayor and the remaining Councilmember shall be seated to the far left of the Mayor. When there is no outgoing Mayor the remaining Councilmembers shall be seated based upon length of service on the City Council with the most senior member seated to the far left of the Mayor. In the case of both members having been elected at the same time seniority shall be determined by the number of votes received at the election. The highest vote getter shall be considered most senior and so on.

Implementation:

The City Clerk shall arrange the name plates at the City Council table at all City Council meetings to assure this seating arrangement is followed.

Date Adopted:

May 11, 1998

Date Amended:

January 25, 1999

City of Malibu

City Council Policy

Policy #34

Title: Street Names & Name Changes

Purpose: To establish a means by which street names may be established and changed in Malibu.

Policy Statement:

Street naming and name change procedures will be coordinated by the Malibu Department of Public Works for both public and private streets. Name choices, as well as prefixes and suffixes, will be consistent with those used by Los Angeles County.

Implementation:

The City Council, Public Works or any citizen may initiate these procedures.

For public streets, Public Works will:

- Determine that a name change is desirable or requested by residents or Council.
- Prepare a map and description of the area to be changed.
- Initiate recommendation to City Council that they adopt a resolution of intention and set a date for public hearing.
- Post notice of intention, showing hearing time and date. This notice is to be posted on the site of the actual proposed change and to include existing and proposed name.
- At or after the public hearing, City Council can determine whether to finalize the Resolution or abandon proceedings (the City Council will approve or disapprove all street name changes)
- File the Resolution with the County Recorder.

For private streets, Petitioners will:

- Submit a petition requesting the assignment or name change shall be signed by a substantial number of the owners - representing, at least, a majority of the parcels served. The petition shall state the reason for such request, citing, where applicable, the need to facilitate U.S. Mail Service and/or response for emergency service.
- The petitioners shall submit legal documentation verifying the existence of

the private street, and a map of such size and scale that all property lines relative to the private street can be clearly ascertained.

For private streets, Public Works will:

- Petitioners are encouraged to submit several names for consideration, however, the Public Works Department reserves the right to make the final recommendation in order to prevent the use of duplicated or unsuitable names.
- House numbers will be assigned for all parcels occupied for residential or commercial purposes on the newly named private street by the Public Works Department in accordance with the Los Angeles County Unified House Numbering System.
- The City Council will approve or disapprove all private street name changes. At or after a public hearing, City Council can determine whether to finalize the name change or abandon proceedings
- Post notice of intention, showing hearing time and date. This notice is to be posted on the site of the actual proposed change and to include existing and proposed name.
- File the Resolution with the County Recorder.
- Written notification of approval or denial of the request will be sent to the agent acting on behalf of the petitioners (may be one of the petitioners).

Once a street name change is approved by the City Council, the Public Works Department will correct official maps; notify appropriate governmental agencies, including the Fire Department and local Post Office, of the new street name; and will notify all occupants of their newly assigned addresses. All other notifications will be the responsibility of the occupants.

Street name choices will be governed by these guidelines:

1. Historic names and/or names referring to applicable geographic features shall be used wherever practicable.
2. Names of existing streets shall be used on new streets which are continuations of, or in alignment with, existing streets.
3. Streets shall not be names after any commercial organization.
4. The use of thoroughfare designations, whether prefixes or suffixes, such as drive, place walk, via, avenida, etc., shall **not** be considered as effecting a distinction in the basic name. The County of Los Angeles Definitions of Street Name Prefixes and Suffixes shall be applied to any street right of way to be named or renamed.
5. The use of cardinal prefixes, such as North, South, East, and West, shall not be considered part of the basic or base name.
6. A street name shall not contain more than 18-letter characters, including any combinations of spaces, letters, or punctuation designations in the base portion of the name.
7. The use of compound names (such as Devil-may-care Road) is discouraged.
8. Any unnamed street or portion thereof shall be named by the City Council.

9. Similar sounding street names are to be avoided within the same fire fighting district to eliminate identification problems when people are reporting street names under stress.

LOS ANGELES COUNTY
STREET NAME PREFIXES AND SUFFIXES

ALLEY	A narrow service street for serving rear of lots, less than 30 feet in width.
AVENUE	A broad public street. A street handsomely laid out with trees. A public way named avenue rather than street to denote its peculiar direction (avenues north and south; streets east and west). A public way named for its objectives or after the thing approached.
BOULEVARD	A broad formally laid out paved public way, 100 feet or more wide, ornamentally illuminated or decorated.
BYWAY	A narrow obscure street, probably private. A subsidiary way.
CANAL	(Unique to Venice) A canal or lineal body of water used as transportation.
CIRCLE	A circular junction of streets or highways. A circular street.
COURT	A rectangular pocket off a public way. A "dead end" street.
COVE	Local road following the configuration within a cove or small bay.
DRIVE	A recreational or scenic way of local extent. A road through a park.
HIGHWAY	A publicly owned and maintained way with inter-urban directness and arterial importance through several cities or communities.
LANE	A narrow informal street or passageway.
LOOP	A circumferential way. A street or way which returns into itself.
MOTORWAY	A truck trail or trail through mountainous terrain, usually for fire equipment usage or service access; e.g., power lines, Nike sites, etc. Not for public use.
PARKWAY	A broad public way, divided into drives, bridle paths, walks, and planting strips. A broad formally laid out public way with a planting strip along the center.
PLACE	A short street or court. Also the junction on several highways.
ROAD	A public way or highway connecting two or more settlements or towns generally bearing the name or names of the settlements connected.
ROW	A short street or passage.
STREET	A public way forty or more feet wide, used to give pedestrian and vehicular traffic access to the various parcels of land making up a community. A public way with a direction contrary to that of avenues of the community.
TERRACE	A short hillside street; a street on a terraced hill.
TRAIL	A pedestrian way through mountainous territory. A rough path in wild country. A public way following an historical route.
WALK	A pedestrian way.
WAY	A narrow road or highway. A lane.

SPANISH-TYPE STREET NAME PREFIXES

AVENIDA	Similar to Boulevard
CALLE	Small Street
CAMINO	Small rural road between cities (not inside cities)
CARRERA	City-type Street or Avenue
PASEO	Walk, Stroll; Drive
VIA	Same as Avenida

Date Adopted:
July 27, 1998

City of Malibu

City Council Policy

Policy #35

Title: No Residential Street Lighting Required For New Subdivisions

Purpose: To minimize the installation of residential street lighting

Policy Statement:

To preserve the City of Malibu's rural character, residential street lighting is not required as a condition for final map approval of new land subdivisions.

Implementation:

The City Engineer is directed to not require residential street lighting for new subdivisions. The City Engineer is also directed to waive existing conditions imposed by LA County on tentative subdivision map approval which require new residential street lighting.

Date Adopted:

September 14, 1998

City of Malibu

City Council Policy

Policy #36

Title: Semi-Annual Evaluation of City Council Appointed Staff

Purpose: To provide a regular forum every six months for the City Council to provide feedback to the City Manager, City Attorney and City Treasurer evaluating the performance of their duties and encouraging dialogue between the Council and the City's top officials.

Policy Statement:

It is the policy of the City Council to conduct semi-annual evaluations of the City Manager, City Attorney, City Treasurer and any other Council appointed staff members in order to provide a regular and frequent forum for the Council to review each of these official's job performance.

Implementation:

The City Council will schedule such evaluation meetings Coinciding with the first and third City Council Quarterly Review Meetings of each fiscal year.

Date Adopted:

October 28, 1998

City of Malibu

City Council Policy

Policy #37

Title: Policy and Guidelines for Malibu City TV.

Purpose: To provide programming and operational guidelines concerning Malibu City TV.

Policy Statement:

It is the policy of the City Council to provide Malibu residents with information and programming on City of Malibu meetings, events, policies, programs and services utilizing Malibu City TV.

Implementation:

1) Programming on Malibu City TV shall consist of the following:

- City of Malibu public meetings, including, but not limited to, City Council meetings, Planning Commission meetings as well as commission, subcommittee and advisory board meetings to be broadcast at the direction of the City Manager or designee;

- Malibu community programming, defined as videos produced by the City of Malibu related to the City's policies, programs, events and services authorized by the City Manager or designee;

- Malibu environmental programming, defined as videos produced by the City of Malibu highlighting environmental stewardship, education and awareness in the City;

- Partner agency updates provided by other government organizations within the City's jurisdiction including, but not limited to the Santa Monica Malibu Unified School District, Los Angeles County, State of California, as well as public service announcements, policies or programs as authorized by the City Manager or designee;

- City of Malibu emergency preparedness and public safety programming;

- Other programming authorized by the City Manager or designee that is related to informing the Malibu public about City policies, election information, programs, and services.

2) The City Manager or designee shall supervise the airing of Malibu City Council election results on Malibu City TV as they are tallied on election night.

3) During City-declared emergencies, emergency response programming shall take precedence

over regularly-scheduled programming on Malibu City TV as determined by the City Manager or designee.

Date Adopted: April 12, 1999

Date Revised: April 13, 2015

City of Malibu

City Council Policy

Policy #38

Title: Comprehensive Communications Policy

Purpose: To establish a Communications Policy for the Malibu City Government and the processes by which the City Government communicates with intergovernmental agencies, the news media, individuals and public outside the City of Malibu and Malibu constituencies.

Policy Statement:

As the elected representatives of the people of Malibu, the Mayor and City Councilmembers shall be the principle spokespersons for the City, unless specific responsibilities are herein delegated to others.

Implementation

News Media Inquiries

All news media inquiries on City policies, political issues and decision-making that are within the policy-making jurisdiction of the City Council shall be referred to the City Councilmembers, the City Manager or designated staff. News media inquiries concerning City Commission Committee or Board meetings, recommendations or decisions may be referred to the chairperson of the respective City Commission, Committee or Board that is the subject of the inquiry. All news media inquiries concerning City staff recommendations or the administration of Council adopted policies, programs and/or services shall be referred to the City Manager. The City Manager shall ensure that the inquiry is referred to the most knowledgeable staff member for response. All news media inquiries concerning City litigation and legal services shall be referred to the City Attorney.

Public Liaison

All invitations and requests for City representation at ceremonies, events and/or organizational meetings shall be forwarded to the Mayor who may, at his/her discretion, delegate such representation to the Mayor, Pro Tem or, in his/her unavailability, to another member of the City Council. The Mayor and/or his/her delegated representative may invite another City Councilmember, individual City Commissioners and/or City staff members and/or consultants to accompany him/her to any such event. Nothing herein shall prevent the Mayor and Councilmembers from accepting invitations to events in which either all or individual City Councilmembers are specifically invited.

Recycled Paper

Organizations covered by this section include Malibu based homeowner/property owner/community associations; local political organizations; non-profit organizations; trade, business and professional associations; service clubs, social and philanthropic organizations; art, theatrical and cultural associations; sports leisure and recreational groups and associations; advocacy organizations; businesses and local school events and associations. Nothing herein shall prevent individual City staff members from attending professional association meetings conferences and/or conventions as authorized by either the City Council or City Manager.

Communications Between Councilmembers and Governmental Agencies
Councilmembers, while representing the City in either oral or written communications, shall represent the policies established by the City Council majority. Any individual or personal opinion or reflection shall not be included in any official City Council communiqués.

Community Emergency Alert System
The City currently subscribes to *Connect*-CTY™, a city-to-resident communications service that allows authorized civic leaders to create and rapidly disseminate time-sensitive messages to every telephone number stored in the notification database. The *Connect*-CTY™ service shall only be utilized to alert subscribers of emergencies. Examples of emergency situations for which *Connect*-CTY™ would be utilized include severe weather warnings and updates, hazardous traffic or road conditions inside the city or affecting local routes, and any other situation that could impact the safety, property, or welfare of Malibu residents. The City may also update its other communication channels with emergency information disseminated through *Connect*-CTY™ . Such communication channels include the City's Government Access Channel, radio station, traffic hotline, website and social media accounts.

City Council Meetings
Regular meetings of the Malibu City Council and the Planning Commission shall be broadcast on the City's Government Access Channel. The most recent regular City Council meeting shall be broadcast live and aired repeatedly in primetime (8 a.m. and 8 p.m.) and on weekend afternoons until the subsequent regular City Council meeting is videotaped and cablecast. The most recent regular Planning Commission meeting shall be broadcast live and aired repeatedly at 11 a.m. and 2 p.m. and on weekend afternoons until the subsequent regular Planning Commission meeting is videotaped and cablecast.

City Commission, Committee and Board Meetings and City-sponsored Event Programming
The City Council shall decide which other City-related programs may be broadcast on the City's Government Access Channel.

City Website
The City Manager or designated staff shall be responsible for maintaining and updating the City of Malibu website. The City's website shall include:

1. City Council meeting agendas and approved minutes

2. The Malibu Municipal Code, General Plan and Local Coastal Plan
3. A calendar of City meetings and events
4. The current adopted City budget and financial statements
5. Brief public service biographies of City Councilmembers
6. City Commission, Committee and Board agendas
7. A brief history of Malibu and the City of Malibu
8. Scenic photographs of Malibu
9. City Hall directory
10. City permit applications
11. Links to the City's social media sites and emergency notification systems
12. Press releases
13. Top news stories
14. Any other information authorized by the City Council

News Releases
The City Manager or designated staff shall issue news releases when necessary to inform Malibu residents of City Government decisions, policies, programs and services. Such news releases shall be distributed to all Malibu-based news organizations as well as any others that cover Malibu. The releases will also be posted on the City's Web Site and the City's social media sites.

Marketing Services
All goods, services, programs, processes, events and campaigns that market, advertise and/or promote the City of Malibu shall be approved by the City Council. These marketing services shall include City endorsements, sponsorships, partnerships, City of Malibu trademarks and copyrights, displays, prizes and awards, contests, games, sweepstakes, coupons surveys, focus groups, conferences, seminars, festivals, exhibits, tours and parades and any other goods or services which market, advertise and/or promote the City of Malibu.

Official Photograph
An official photograph of the City Council shall be taken following each regular or special city council election and displayed in the lobby at City Hall. Past City Council photographs and the photographs of each mayor shall be retained for historic purposes and displayed throughout City Hall as authorized by the City Council.

Standardized Letterhead
The City Council shall authorize the use of standardized City letterhead stationery, envelopes, e-mail and business cards incorporating the City Seal or logo for use by the Mayor, City Councilmembers and staff in all external communications.

City Seal
Any change to the City Seal or logo shall be authorized by the City Council.

Recycled Paper

Date Adopted:

May 24, 1999

Date Amended:

June 28, 1999
September 26, 2011

Recycled Paper

Strategic Communications Plan and Objectives

Overview and Mission

The City of Malibu is a dynamic, internationally recognized community in Northern Los Angeles County that offers a high quality of life for its residents. Celebrated for its natural beauty and unique coastal resources, the City is also renowned for its leadership in environmental stewardship, excellent schools and political activism.

With almost 13,000 residents, clear and consistent communication is essential to provide the public with factual and relevant information that will produce a positive and true image of Malibu.

With an ever-changing landscape of communication methods, delivering a successful message to targeted audiences is no longer a "one size fits all" formula. The City's new Media Information Office is now expanding as the central point for communications including media relations, enhanced citizen/employee communication, Web and television programming. As the office works to develop new communication tools, outlining a strategic plan is essential to the mission. The life of this plan is estimated at one to three years with annual reviews to ensure timeliness.

This plan is intended to:

- Establish a communications program that directly helps the City achieve its goal of more proactive, informative communication with intergovernmental agencies, constituencies, the news media, and individuals both inside and outside the City of Malibu
- Provide focus and direction for messages and methods of communications
- Enable the City to present itself distinctly to diverse audiences

Internal Customers
City Council
City staff
City commissions/committees
Volunteers

External Customers
Residents
Property owners
Business owners/private enterprises
Journalists
Visitors
News and media operators
Nonprofit organizations
Civic organizations

Recycled Paper

Goals

- To build awareness about the City of Malibu
- To better communicate with all audiences through a variety of techniques
- To improve access to local government

Strategy

- Maintain/enhance presence in the community by leveraging the channels which can best reach the targeted audiences
- Reinforce key messages through these channels and maximize a limited budget to tell the Malibu story

Strategic Communication Channels

- Media/Community Relations
- Malibu TV (Channel 3)
- Web/Social Media
- External Communication
- Branding/Marketing
- Media Training/Crisis Communication

Recycled Paper

MEDIA/COMMUNITY RELATIONS

The media act as an objective third party to deliver news to consumers. When working with the media, timeliness and deadlines are integral parts of a successful campaign. To ensure that the City receives maximum coverage with factual information, regular dialogue with the media is vital.

Objectives

- Proactive and effective media relations
- Expand professional relationships with members of the media
- Develop a reputation as a "media-friendly" City of accessible experts
- Provide high-quality services to the media, regardless of the type of story being prepared
- Ensure that disseminated information is consistent, timely, and spoken with 'one voice'
- Increase opportunities for two-way communication with all members of the community
- Increase opportunities for media and community members to interact with the City Council

Strategies

- Routine press releases and photo opportunities
- Furnish tailored press releases to media contacts
- Monthly meetings with local reporters
- Update/develop comprehensive media lists
- Develop media kit folders for large public events
- Subscribe to national media database
- Monitor editorial calendar of various publications for feature possibilities
- Continued civic and service organization participation
- All news media inquiries concerning City litigation and legal services shall be referred to the City Attorney

Recycled Paper

MALIBU TV (CHANNEL 3)

The mission of the City's government access channel is to serve citizens by providing current and accurate information about policies, activities and services in Malibu.

Current Programs

Bulletin Board

- Rotating, full-screen announcements that run between programming

Televised Meetings

- City Council - broadcast daily at 8 a.m. and 8 p.m.
- Planning Commission - broadcast daily at 11 a.m. and 2 p.m.
- LA County Public Service Announcements - broadcast daily at 1 p.m. and 4:30 p.m.

Objectives

- Expand reach to a broader audience
- Create more progressive image
- Better engage community participation in programming
- Provide more timely and visual programming with information viewers can use

Strategies

- Re-brand Malibu Channel 3 to "The Malibu Channel"
- Create a City of Malibu television channel logo
- Produce weekly, monthly, bi-monthly and annual television programs that showcase the wide variety of elements that make Malibu unique. The programs would focus on Malibu government and politics, a teen forum, education, arts and culture, City history, upcoming City of Malibu events, and disaster preparedness information.
- Create a new channel ID including enhanced graphics and show openings
- Create On-Demand video page on City website with all programs available for instant viewing
- Establish government YouTube account for segment uploading of shorter format shows
- Identify a possible location for studio space to allow expanded capabilities for programming
- Improve communications with departments prior to televised events
- Utilize citizen surveys and other information surveys to gauge audience programming interests

Recycled Paper

WEB/SOCIAL MEDIA

To enhance the City's communication efforts with residents, property owners and interested parties, the City's Social Media Administrative Guideline provides instructions on how City departments can utilize social media tools to promote goals of the City and the missions of its departments, and provide key information on programs, projects and emergencies.

Objectives

- Create a dynamic presence on the Internet
- Disseminate timely information through a variety of Internet-based communication channels
- Strengthen the City's image as a center of environmental and political activism

Strategies

- Promote/enhance City's email alerts
- Utilize online survey tool
- Create 'submit story idea' page for television features
- Explore adding Web link to live traffic cam or sig alert website
- Implement Mobile City of Malibu website for wireless devices
- Creation of City of Malibu Twitter and Facebook accounts (reference Social Media Administrative Guideline)
- Consider implementing City of Malibu mobile phone website
- Create a virtual tour feature to improve resident access to City Hall and city services

City Website

The City Manager or designated staff shall be responsible for maintaining and updating the City of Malibu website. The City's website shall include:

- City Council meeting agendas and approved minutes
- The Malibu Municipal Code and City' s General Plan
- The current adopted City budget and financial statements
- Brief public service biographies of City Councilmembers
- A monthly City Government meeting schedule
- City Commission, Committee and Board agendas
- A brief history of Malibu and the City of Malibu
- Scenic photographs of Malibu
- City Hall directory
- City permit applications
- Links to the City's social media sites and emergency notification systems
- A calendar of City meetings and events
- Press releases
- Top news stories
- Any other information authorized by the City Council

Recycled Paper

EXTERNAL COMMUNICATION

Disseminating timely and relevant information about Malibu is a primary function and responsibility of City government.

Objectives

- Professional, informative, routine communication with constituents
- Streamline citizen requests for service and assistance
- Present progressive, transparent and effective image
- Obtain important feedback from community
- Encourage civic and community pride and participation

Strategies

- The City of Malibu E-News is a weekly newsletter comprised of information about City news and events that is emailed to subscribers. City of Malibu E-News will contain newsworthy items from City departments and a monthly calendar of events to encourage participation in City activities
- Gradually decrease printing of City newsletters and shift to electronic versions
- Frequently update social media pages, especially during emergencies
- Display live feed of the Malibu Channel in public areas of City Hall

BRANDING/MARKETING

A consistent and recognizable identity is vital to the success of any brand. Along with key graphic elements in marketing materials, this identity will serve to build and maintain an image in the minds of the public.

Objectives

- Determine current perception of Malibu and a vision for the future
- Building on its rich history, create a refreshed and progressive identity for the City that will assist with strategic goals including economic development

Strategies

- Initiate re-branding campaign
- Retain City seal for select documents and utilize new brand for marketing purposes such as merchandise sales and promotion of the television channel
- Develop citywide rollout plan for brand (Web, business system, City signage and gateways, newsletters and publications, promotional items, uniforms, vehicles, Council Chamber, television programming and interior signage and marquees)
- The City Manager and designated staff serve as project managers with input from the community to define brand
- Utilize new brand prominently
- Coordinate all City publication/marketing materials to maintain integrity of brand

Recycled Paper

MEDIA TRAINING

Developing comfort when dealing with the press and preparing message content are keys to optimizing media interviews.

Objectives

- Develop comfort level with the media for City Councilmembers and City staff that is frequently interviewed by the press
- Increase opportunities for employees to receive communications training

Strategies

- Conduct media relations training with realistic simulations for City Council/designated staff
- Integrate communication planning into major decision processes
- Refine disaster communications protocol (Radio, Web, print, television, telephone)

CRISIS COMMUNICATION

Crisis communication can entail emergency management as well as image management during uniquely challenging events. As the elected representatives of the people of Malibu, the Mayor and City Councilmembers shall be the principle spokespersons for the City, unless specific responsibilities are herein delegated to others. For all crises, the Media Information Officer will structure strategic messages that acknowledge the ongoing issues, while continuing to highlight the strengths, accomplishments and attributes of the City as a whole.

Objectives

- Effectively prepare staff to manage crisis communications
- With direction from City Manager or designated staff, counsel City Councilmembers on appropriate role in crisis or emergency
- Provide timely, accurate information to internal/external audiences during crisis

Strategies

- Crisis management training
- Written materials for City Council/departments to use in emergencies
- Strategic use of Emergency Notification System (Reverse 9-1-1)
- Timely updates during emergencies
- Develop disaster communications template (radio, Web, print, television, telephone, private sector partners)

Recycled Paper

CONCLUSION/MEASURES OF SUCCESS

This Comprehensive Communications Plan formalizes many of the communication tools currently employed to make direct connections with the community and demonstrate transparency in operations. Through this cohesive plan, each decision-making process will determine how to best reach the audience while exploring alternative and cutting-edge communication resources.

In order to determine the success of the communication methods implemented, the following tools are available to gauge effectiveness:

- Citizen survey
- Employee survey
- Web site hit reports
- Online surveys
- E-News participation
- City event participation/attendance

To effectively meet the City's communication goals in this ever-changing environment of technology, it is important to remain progressive and open-minded to different methods of disseminating information. This plan is adaptable and will be reviewed on an annual basis to determine progress and alignment with City Council and management goals.

Recycled Paper

City of Malibu

City Council Policy

Policy #39

Title: Interim Policy on the Disposal of Surplus Equipment

Purpose: To set forth guidelines on disposing of equipment after it has been declared surplus by the City Council

Policy Statement:

All equipment that is declared surplus shall be disposed of in accordance with the procedures set forth in this policy.

Implementation:

COMPUTER EQUIPMENT

Surplus Procedures:

The determination that computer equipment is surplus to the City's needs will be made by the Council prior to its disposal.

Before presenting recommendations to the Council to declare computer equipment as surplus and disposing of it in accordance with these procedures, the Administrative Services Director will ensure that there are no other reasonable City uses for it.

Disposal Procedures:

All surplus computer equipment offered for sale will be on an "as-is" basis.

Surplus computer equipment will first be offered for purchase to City employees and residents of Malibu. A "silent auction" process will be used to solicit bids for the surplus computer equipment.

The Administrative Services Director and Information Systems staff are excluded from purchasing surplus computer equipment under all circumstances and Department Heads whenever any surplus equipment is from their department.

Employees purchasing surplus computer equipment under this program must demonstrate that they legally own licensed copies of the City's standard desktop operating system and word processing software for their personal use if that software remains on the computer sold.

Remaining computer equipment declared surplus by the Council will then be offered to non-profit organizations and then to other governmental agencies at not cost.

Whatever is not purchased by these agencies will be consigned to the City's auction firm for sale, or if not practical, other methods of disposal as determined by the Administrative Services Director.

The Administrative Services Director will establish further administrative guidelines as needed to implement these procedures.

ALL OTHER EQUIPMENT

Surplus Procedures:

The determination that equipment, other than computer equipment, is surplus to the City's needs will be made by the Council prior to its disposal.

Before presenting recommendations to the Council to declare equipment as surplus and disposing of it in accordance with these procedures, the City Manager will ensure that there are no other reasonable City uses for it.

Disposal Procedures:

All surplus equipment offered for sale will be on "as-is" basis.

All surplus equipment, other than computer equipment, will be offered to the public through a bid process. The highest bid received for the equipment will be the determining factor in selling the surplus equipment. If no bids are received, other methods of disposal as determined by the City Manager will be deployed.

Date Adopted:

June 28, 1999

City of Malibu

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Date Adopted:

June 28, 1999

City of Malibu

City Council Policy

Policy # 40

Title:

City General Fund Grants Payments

Purpose:

To establish the means by which general fund grantees receive payment from the City of Malibu.

Policy Statement:

The City Council, through the budget process, may award grants to civic organizations for the purpose of assisting them in meeting the goals of their programs.

Disbursement of grant funds shall be on an advance basis. No disbursement shall be made until a signed grant agreement has been received by the City of Malibu.

Implementation:

Based on the approved budget, the City Council may award various civic organizations, non-profit organizations and governmental agencies grants from the City's general fund. These grants will be in the form of cash payments to the organization.

The City Manager will be the administrator of this grant program, although he or she may delegate this responsibility to a staff member.

Grant applications will require that the grant applicant specify the purpose for which the grant funds are to be used (i.e. capital outlay, salaries or program support). The award of the grant will be contingent upon the successful completion of the purpose indicated in the grant application or another purpose, as designated by the City Council.

The City Manager will disburse the grant funds only after he or she has received a signed grant agreement from the grant recipient. The grant agreement shall indicate that, by signing the agreement, the grant recipient will use the grant funds only for the purposes indicated in the grant application, or another purpose as designated by the City Council; that the grant recipient acknowledges that the City of Malibu has the right to audit their organization; and that any misuse of the grant funds will require full repayment to the City of Malibu.

Date Adopted:

December 21, 1999

Date Amended:

July 11, 2005

City of Malibu

City Council Policy

Policy #41

Title: Procurement Regulations - Use of Request for Proposals.

Purposes: To establish a list of those goods and services which may best be procured through a Request for Proposal (RFP), and to allow draft RFP's to be prepared for City Council approval.

Policy Statement:

The City recognizes that certain goods and services are best procured through the Request for Proposal method, as determined by Municipal Code Subsection 2.7.15.a, and that establishing a list of such goods and services will expedite their procurement.

Implementation:

The City has determined that the following goods and services may be procured through the use of a Request for Proposal (RFP). Upon preparation of a draft RFP, staff will forward it to the City Council for review and approval, in accordance with Municipal Code Subsections 2.7.15.b through e.

Environmental Impact Reports - Public and private projects

Special Planning Studies - General Plans, Zoning Ordinances, Specific Plans, Development Agreements, Environmental Analyses, Master Plans and other similar studies.

Special Planning Services - Archaeology, Biology, etc.

Special Building Services - Plan Check, Geology, Coastal Geotechnical, Environmental Health, etc.

Special Engineering Services - Civil Engineering, Surveying, Geotechnical and other studies.

Date Adopted:

January 10, 2000

City of Malibu

City Council Policy

Policy #42

Title: Dial-a-Ride Program

Purpose: To establish regulations as to the use of the Dial-a-Ride program by City residents

Policy Statement:

The City Council, through the budget process, may allocate funds to provide transportation services to City residents. This program is commonly referred to as the "Dial-a-Ride" program.

To ensure proper use of these services, the following regulations are to be followed in the use of this program.

Implementation:

Use of this program is restricted to City residents. The Parks and Recreation Director will be the administrator of the program and will coordinate the service of the transportation provider and the residents who use the program.

The program is open to residents who are either 60 years of age or older or disabled which prevents them from operating a vehicle.

To correspond with Senior Center programming hours, the hours of operation for trips within the Malibu City limits will be from 8:00 AM to 5:30 PM, Monday, Tuesday and Wednesday and from 8:00 AM to 4:00 PM on Thursday and Friday.

Program will include transportation Monday – Friday from 8:30 AM to 4:30 PM outside of Malibu City limits to the following locations:

- Geographical are of Santa Monica that includes the area between the ocean and 26th Street that is south of California Avenue and north of Colorado Avenue.
- UCLA Medical Center in West Los Angeles
- Kaiser Permanente Medical Centers in Woodland Hills and West Los Angeles
- Veterans Hospital in West Los Angeles

The City will subsidize all costs of the program, except as follows:

- Riders will be required to pay $1.00 per one-way trip to the Malibu Senior Center, and $2.00 per one-way trip to all locations within the City limits of Malibu.

Recycled Paper

- Riders will be required to pay $4.00 per one-way trip to all locations outside the City limits of Malibu.

All persons who desire to use this program will be required to pre-register at the Malibu Senior Center. Registration will be available at no charge.

All trips outside of Malibu will be on a scheduled basis.

Date Adopted:
February 14, 2000

Date Amended:
June 12, 2013
November 14, 2016

Recycled Paper

City of Malibu

City Council Policy

Policy #43

Title: Code Enforcement Policy

Purpose: To establish a Code Enforcement Policy for the City of Malibu

Policy Statement:

1. Complaints.

   a) Code enforcement will be handled in the City of Malibu primarily on a complaint basis.
   b) All code enforcement complaints shall be submitted in writing, on a form provided by the City, via mail, fax or email to the Planning Director or his/her designated staff members.
   c) Notwithstanding the provisions of paragraphs 1(a) and 1(b), above, the following complaints are not required to be in writing and may be investigated by City staff on a proactive basis:
      i) Violations or possible violations involving threats to public health or safety or threats to the environment;
      ii) Recent or on-going construction or grading without a permit;
      iii) Zoning violations in non-residential zones;
      iv) Existing illegal (unpermitted) habitable accessory structures including garages which can be easily viewed by City staff when conducting unrelated site inspections on residential property.
   d) All written complaints shall be subject to inspection on request by the person(s) accused of the violation(s).
   e) The complainant must state in writing, on forms provided by the City, that he/she understands that the complaint form is not protected from disclosure by any provision of the California Public Records Act. Complainants shall be informed of this policy at the time the complaint is filed; a disclosure in writing on the complaint form shall fulfill this requirement. For purposes of this section, a written complaint by any State, County or local agency shall be considered to be a written complaint that may be acted upon.
   f) Anonymous complaints relating to zoning violations on residential properties will be not investigated.
   g) Once a complaint is investigated and confirmed, the complainant cannot withdraw the complaint. At that point, the City of Malibu becomes the complainant.

2. Pre-1993 Unpermitted Structures.

   a) General Rule. No criminal prosecution or civil action shall be filed, nor any abatement efforts commenced, which concern an allegation that a structure was constructed prior to May

1993 without a building permit or, where no building permit was required, in violation of the zoning and planning regulations applicable to the property at the time of construction, except as stated in subsection (b) below.

b) Exception. The policy stated in subsection (a) above does not apply where the Building Official reasonability determines that there exists on the property a condition which creates a substantial and imminent risk of (i) impairment of the safety or health of any person, (ii) a significant adverse impact on an adjacent property, or (iii) a discharge of a pollutant or contaminate into the environment, or where the City is legally required to pursue enforcement by state or federal law. Where the Building Official has made such a determination, enforcement of the Malibu Municipal Code shall continue so long as necessary to abate the risk. The phrase "condition which creates a substantial and imminent risk of impairment of the safety or health" shall include, but not be limited to hazardous electrical wiring, plumbing cross connections, substandard or inoperable septic systems, non-conforming exits, structural hazards, and conditions defined as dangerous in the Malibu Municipal Code (Title 8) , as determined by the Building Official. An onsite wastewater treatment system (OWTS) which does not have all required permits or which has not passed inspection by the City is presumed to be such a "condition".

3. Notices of Violation. Nothing in this Policy shall affect the authority of the Building Official/Planning Director to prepare, serve and record a Notice of Violation, pursuant to the provisions of Title 15 (Building) and Title 17 (Zoning Code), in order to provide notice to prospective buyers, tenants and lenders of conditions relating to the property.

4. Extensions of Compliance Deadlines. To the extent possible, the City's goal is to obtain voluntary compliance. The Planning Director and his/her designated code enforcement staff shall provide reasonable compliance deadlines and shall extend compliance deadlines if the person responsible for the violation is attempting to comply. In making a determination regarding a compliance deadline, City staff shall consider factors including, but not limited to, the nature of the violation, whether there is a threat to public health or safety, whether there is a risk of damage to the environment, and the degree or cooperation on the part of the person responsible for the violation.

5. Violations of conditions of approval of a Coastal Development Permit or any other Planning permit issued by the City can be pursued proactively without a written complaint.

6. Property owners with existing open code violations shall work with City staff to clear up the violation concurrently with any request for a new permit on the same property.

Date Adopted:

February 28, 2000

Date Amended:

August 7, 2000
July 25, 2011

Recycled Paper

City of Malibu

City Council Policy

Policy #44

Title: Budget Control and Accountability

Purpose: To establish levels of budgetary control and the approval process and authority for appropriations.

Policy Statement:

Budget control is maintained at the department level. The City Manager has the authority to approve appropriation transfers between programs or departments within the same fund. Appropriation transfer between funds must be approved by the City Council through a budget amendment.

Appropriations from the General Fund in amounts of $10,000 or more must be reviewed by the Administration and Finance Subcommittee prior to being presented to and approved by the City Council.

Implementation:

Each Department Head is responsible for maintaining budgetary control at the department and fund level. Transfers may be made within line items as needed and as approved by the City Manager. At no time may a department exceed its total budget appropriation.

Appropriation transfers between funds must be authorized by the City Council as a budget amendment.

The City Council shall approve all appropriations as part of the annual budget or as part of a budget amendment. A written recommendation from the Administration and Finance Subcommittee shall be included in staff recommendations regarding appropriations. In the event that an Administration and Finance Subcommittee meeting cannot be held prior to the publishing of a Council Agenda, the Administration and Finance Subcommittee shall meet and review the recommendation prior to the City Council meeting and a verbal report from the Administration and Finance Subcommittee shall be presented to the City Council regarding the proposed appropriation.

Date Adopted:

June 25, 2001

Date Amended:

March 12, 2012

Recycled Paper

City of Malibu

City Council Policy

Policy #45

Title: Neighborhood Traffic Plan Process

Purpose: This program sets forth guidance and procedures for processing neighborhood traffic inquiries and traffic management requests for public streets within the City. Criteria for determining the appropriateness of traffic control and management devices is also presented.

Policy Statement:

The main objective of this process is to provide a safe and adequate access to residential homes and to enhance the neighborhood quality of life. This process is also to establish a formal and orderly procedure to implement traffic calming measures. Public local and collector streets are eligible for this program. A local street is one that is not classified as major or secondary highway, arterial, a parkway, or collector street according to the Malibu General Plan. A collector is a street that collects traffic from local streets within residential areas and that serves as access routes for local residents to reach activity areas in the City.

Additionally the following criteria will be used in the evaluation of all proposals:

1. Significant volumes of traffic will not be rerouted from one local street to another.
2. Emergency vehicle access will be preserved.
3. Reasonable auto, pedestrian, bicycle, and transit access to neighborhood destinations will be retained.
4. Through traffic will be routed onto arterial roadways.
5. The installation of all traffic control devices will be under the direction of the Director of Public Works.

Implementation:

Procedures For Handling Traffic Management Requests

1. Neighborhood, citizen or Homeowners Association submits a written request for traffic management measures that include an explanation of the problems of concern to the correspondent.

2. Field Review and Neighborhood Meeting conducted by Public Works Department. The Public Works Department will conduct a review of the area conditions and, if necessary, meet with members of the neighborhood or association. Matters pertaining to the regulation, warning, or guidance of traffic are the responsibility of the Public Works Department and will therefore be excluded from any further consideration in this process. Community wide concerns that involve improvements such as islands, curbs, traffic barriers or other roadway design features will merit consideration of preparing a traffic engineering report.

3. Traffic Engineering Report and Impact Area
A traffic engineering report is to be prepared by the City's Traffic Engineer. The report is to review existing conditions, identify the impact area, analyze traffic data and street geometry, define the nature of the problem, discuss unique characteristics of the problems, and recommend solutions. The impact area is generally the area encompassing the problem street. The boundaries can be narrowed or widened by the City's Traffic Engineer based on input from the neighborhood. The size of an impact area could range from a single block to a census tract.

4. Review of the Draft Report and Selection of Improvements
The draft Traffic Engineering Report will be made available for review by residents, public, and homeowners association. The City will hold a public neighborhood meeting, the purpose of which will be to present the draft report, take citizen input, and formulate an improvement plan.

5. Advisory Vote of the Community within the Impact Area
Prior to consideration by the Public Safety Commission, an advisory vote of the property owners in the impact area will be taken regarding the implementation of any proposed traffic improvements in the impact area. For further consideration the plan must garner support from 75% of property owners in the impact area.

6. Review by Public Safety Commission
At a regular meeting, the Public Safety Commission will review the report, take public input, and make a recommendation to City Council.

7. Review of proposal by City Council
The advisory vote of the property owners in the impact area may be considered by the City Council

8. Trial Installation
The City Council may approve a trial installation for a test period of no less than 3 months. The staff will evaluate the temporary project 3 to12 months after the installation. Staff will evaluate the installation based on traffic speeds, volumes, safety, and quality of life in the area. The staff then will report its findings to the City Council. Installation of improvements is subject to the City's fiscal resources.

9. City Council Action on Permanent Improvement

The City Council will hold a public hearing on any proposal to make a trial installation permanent. Projects approved by the City Council are placed on the City's capital improvement program. Proposals denied by the Council disqualify the area from further inclusion in the program.

10. One Year Review

A report on the effectiveness of the measure is to be made to the Public Safety Commission one year after the permanent improvement has been installed. Any recommended changes to the facility are to be forwarded to the City Council.

Date Adopted:

February 25, 2002

City of Malibu

City Council Policy

Policy # 46

Title: America Supporting Americans Procedures

Purpose: To establish a policy and procedure for ensuring that funds donated for the support of the U.S. Army 101st Airborne Division Company A, 2nd Battalion, 327th Infantry, 1st Brigade are managed and accounted for in a proper fashion

Policy Statement:

In January of 2002, the City of Malibu proclaimed its support of the U.S. Army 101st Airborne Division Company A, 2nd Battalion, 327th Infantry, 1st Brigade.

Implementation:

Donations

Through the America Supporting Americans 501 (c)(3) non-profit organization the citizens of Malibu may donate funds to U.S. Army 101st Airborne Division Company A, 2nd Battalion, 327th Infantry, 1st Brigade. All checks, cash and credit card payments are made to America Supporting Americans (ASA) in support of the adopted company. The donation is tax deductible through the ASA. The ASA then tracks the donations provided in the name of the City of Malibu and the U.S. Army 101st Airborne Division Company A, 2nd Battalion, 327th Infantry, 1st Brigade.

Primary Contact

By consensus it is requested that the City Council approve the primary contact as Marissa Coughlan. Should Ms. Couglan terminate her role as primary contact, staff will return with a recommended replacement.

Accountability

On a bi-monthly basis, ASA will send the City of Malibu a check for all donations received during the period. The City will place these donations into a special trust account. This trust account can only be used for the purchase of goods and supplies for the U.S. Army 101st Airborne Division Company A, 2nd Battalion, 327th Infantry, 1st Brigade.

The primary contact with ASA will have the responsibility of communicating with the U.S. Army 101st Airborne Division Company A, 2nd Battalion, 327th Infantry, 1st Brigade and determining the needs of the company. The primary contact will have the responsibility for

shopping for the needed goods. Based on the funds available, the ASA contact will request the funds through the Administrative Services Department. In order to process payment, the City will require either a purchase order or original receipts for the goods.

The City of Malibu will provide a quarterly accounting of the funds received and disbursed for the U.S. Army 101st Airborne Division Company A, 2nd Battalion, 327th Infantry, 1st Brigade.

Date Adopted: February 28, 2005

City of Malibu

City Council Policy

Policy #47

Title: Road Race Policy

Purpose: To establish a process for permitting the use of public roadways for non-motorized (walking, running, bicycling) races and events conducted by the private sector that affect residents or use of public resources.

Policy Statement:

This policy is intended to insure the city and its residents have adequate advance notice of any proposed race or related event and the cooperation of the organizers in order to properly plan city services, such as security, sanitation and traffic control, that are required for such an event.

Implementation:

This policy applies to marathons, triathlons and bicycling races or related events requiring the use of public roads in the City of Malibu.

A. Race requirements

1. A City of Malibu Temporary Use Permit is required for all race events;
2. The City may grant a maximum of two (2) temporary use permits for marathons, triathlons, and cycling events per calendar year;
3. Race courses are limited to the section of Pacific Coast Highway between Zuma Beach and the western city limits of Malibu;
4. Race events may only take place the weekend following Labor Day through April 15;
5. Race events may not be held within 30 days of another race event;
6. Race events must be held on Saturdays and/or Sundays, excluding City-designated holidays;
7. Race events must take place during daylight hours, between sunrise and sunset;
8. In the event of a "Red Flag Warning" condition, as determined by the Los Angeles County Fire Department, race organizers shall be required to cancel or postpone any race event on the affected days; and
9. The City retains the right to require cancellation or postponement of any race event that risks the health and safety of the racers, spectators, and/or residents due to inclement weather, floods, fire, or other similar circumstances which substantially interfere with the operation of the race event.

B. Requests that exceed race requirements

In order to exceed the requirements, event organizers are required to submit a completed Temporary Use Permit Application and receive City Council approval of the proposed modifications by adoption of a resolution.

C. Additional application requirements

In addition to the application requirements, the following additional information, submitted to the Planning Division, shall constitute a complete application:

1. An overall race plan which includes:
   a. Course route designation;
   b. Proposed road and intersection closures;
   c. Locations of proposed first aid, water stations and restroom facilities; and
   d. Location of medical assistance facilities, to be determined by the Los Angeles County Fire Department.

2. Maximum number of participants

3. Traffic and Parking Plan
   a. For events on City streets, the plan shall be approved by the City Public Works Department.
   b. For events on State highways, the plan shall be approved by the State of California Department of Transportation (Caltrans).

D. Special Event Encroachment Permit

In addition to the Temporary Use Permit, a Special Event Encroachment Permit shall be obtained from the City Public Works Department for any events, including but not limited to setup, race course, staging, and parking, to be located in any City public right-of-way.

E. Interagency permits

The applicant shall be responsible for obtaining all required permits and permissions from all applicable agencies and jurisdictions. The applicant must comply with all conditions set forth by all applicable agencies and jurisdictions, including but not limited to:

1. City of Malibu Planning Department
2. City of Malibu Public Works Department
3. State of California Department of Transportation
4. State of California Department of Parks and Recreation
5. California Highway Patrol
6. County of Los Angeles Sheriff's Department

7. County of Los Angeles Department of Beaches and Harbors
8. County of Los Angeles Department of Health Services
9. County of Los Angeles Fire Department
10. County of Los Angeles Department of Public Works

Date Adopted:
December 10, 2012

City of Malibu

City Council Policy

Policy #48

Title: Opportunity to Serve

Purpose: To give all residents the opportunity to serve the community through active participation on the City's commissions, committees and boards.

Policy Statement:

When making appointments to any of the City's commissions, committees and boards, the City Council shall allow as many residents as possible the opportunity to serve by limiting an individual's service to one commission, committee or board at a time.

Implementation:

Members of the City Council make appointments for individuals to serve the Malibu community through participation on the City's commissions, committees and boards. Term of service for each appointment is determined by the Malibu Municipal Code or City Council Resolution that created and established each advisory body.

In order to give all residents the opportunity to serve, an individual shall be limited to serving on only one commission, committee or board at a time. Should a Councilmember wish to appoint an individual who is currently serving as a member of another commission, committee or board, that individual would be required to resign their current position prior to being considered for the new appointment.

Date Adopted:

February 25, 2013

City of Malibu

City Council Policy

Policy #49

Title: Integrated Pest Management Policy (IPM)

Purpose: To establish best management practices for controlling pests that are harmful to the health, function or aesthetic value of park landscapes in an efficient, effective, and environmentally responsible manner, while paying careful attention to public safety.

Policy Statement:

IPM is a coordinated decision-making and action process that uses the most appropriate pest control methods and strategies in an environmentally and economically sound manner to meet pest management objectives. The elements of integrated pest management include: (a) preventing pest problems; (b) monitoring for the presence of pests and pest damage; (c) establishing action thresholds to determine when control measures and treatment strategies shall be implemented; (d) apply control measures using biological, cultural, mechanical and pesticidal control methods based on ecological impact, feasibility and cost effectiveness; and (e) evaluating the effects and efficacy of pest treatments.

Implementation:

1. City Policy

A. Under this IPM policy, the City commits to implementing best management practices to reduce or eliminate the use of pesticides whenever feasible through the basic IPM principles as described below.

1) Prevention – The first line of pest control is through policy implementation and thoughtful planning.

2) Action Thresholds – The tolerance threshold level is the point when pest populations or environmental conditions indicate when control actions are to be taken.

3) Identification and Monitoring – Identify pests and monitor them so the appropriate control decisions can be made in conjunction with action thresholds.

4) Control Measure – Pest treatment strategies implemented to control pests through cultural, physical, biological or chemical control measures with a

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minimum impact on health, safety, the environment and non-target organisms.

5) Evaluate the effects and efficacy of control measures. After a control method is implemented, the efficacy of the treatment is evaluated. Based on this evaluation, methods will be modified in an effort to continually improve outcomes and refine best management practices.

2. Designation of IPM Coordinator

The City of Malibu shall designate the Parks Recreation Director to serve as the IPM Coordinator to oversee implementation of this policy. This person will be the primary contact for all matters related to pest control for the city and act as a liaison between the city departments and pest management professionals. The IPM Coordinator will serve as a contact for the public seeking information about pesticide use or other pest management practices. The IPM Coordinator will also be responsible for the developing and maintaining an IPM Operations Manual for the City.

Date Adopted:

October 28, 2013

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City of Malibu

City Council Policy

Policy #50

Title: Green Street Policy

Purpose: Green streets are an amenity that provide many benefits including water quality improvement, groundwater replenishment, creation of attractive streetscapes, creation of parks and wildlife habitats, and pedestrian and bicycle accessibility. Green streets are defined as right-of-way areas that incorporate infiltration, biofiltration, and/or storage and use Best Management Practices (BMPs) to collect, retain, or detain stormwater runoff as well as a design element that creates attractive streetscapes. This policy is enacted to demonstrate compliance with the NPDES MS4 Permit for the Los Angeles Region (Order No. R4-2012-0175).

Policy Statement:
The City of Malibu Public Works Department shall implement green street BMPs for transportation corridors associated with new and redevelopment street and roadway projects, including Capital Improvement Projects (CIPs).

Implementation:

A. Application. The Public Works Department shall require new development and/or redevelopment streets and roadway projects, including CIP projects, which add at least 10,000 square feet of impervious surface to incorporate green street BMPs to the maximum extent practicable. The term "street and road construction projects" applies to projects that are standalone street, road, or highway projects and also applies to such projects within larger projects. Routine maintenance or repair and linear utility projects are excluded from these requirements. Routine maintenance includes slurry seals, repaving, and reconstruction of the road or street where the original line and grade are maintained and new impervious surface is not added.

B. Amenities. The Public Works Department shall consider opportunities to replenish groundwater, create attractive streetscapes, create parks and wildlife habitats, and provide pedestrian and bicycle accessibility through new development and redevelopment of streets and roadway projects and CIPs.

C. Guidance. The Public Works Department shall use the City of Los Angeles Green Streets guidance, USEPA's *Managing Wet Weather with Green Infrastructure Municipal Handbook: Green Streets*[1], or equivalent guidance for use in public and private developments.

D. Retrofit Scope. The Public Works Department shall use the City's Enhanced Watershed Management Program to identify opportunities for green street BMP retrofits. Final decisions

[1] EPA-833-F-08-009, December 2008.

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regarding implementation will be determined by the Public Works Director based on the availability of adequate funding.

E. Training. The Public Works Department shall incorporate aspects of green streets into internal annual staff trainings.

Date Adopted:
June 22, 2015

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City of Malibu

City Council Policy

Policy #51

Title: City Council Public Records Management Policy

Authority: The Public Records Act defines a "public record" as "any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics." Gov't Code § 6252(e). The Act also defines "local agency" as a county and city, but does not include individual officials or employees in that definition Gov't Code § 6252(a).

Policy Statement:

The City Council wishes to streamline the process for responding to requests for public records and afford Councilmembers a manner in which to conduct City business without using personal electronic devices. Councilmembers who agree to abide by this policy shall be provided with a City-owned mobile electronic device and a service subscription as approved by the City Council for all of its members consistent with this policy.

Procedure for Managing Records:

A. Primary use of the City-issued device and server. A Councilmember who is issued a City-owned device for City business through electronic communications and documents will use that device for such purpose and will avoid using personal devices for City business. Emails from third parties pertaining to City business should be forwarded to the Councilmember's City email account and persons contacting the Councilmember should be advised of the preference for all City business to be done through the Councilmember's City email account. Nothing in this policy amends or changes the City's email policy. Public records should be printed for retention.

B. Access to equipment when required to respond to public records request. Councilmembers must make City-owned devices available so the City may promptly reply to Public Records Act requests.

Date Adopted:

December 8, 2014

City of Malibu

City Council Policy

Policy #52

Title: Naming Rights for Public Facilities

Purpose: The Naming Rights for Public Facilities City Council Policy establishes a clear and consistent framework for granting naming rights for public facilities. It ensures that naming rights are awarded in a manner that reflects the community's values and goals while providing opportunities for organizations, individuals, and entities to support public projects.

Policy Statement: The City of Malibu ("City") is interested in the potential naming rights of a park or a City building to offer an opportunity for financial or community contributions. The City feels that the naming of parks and City facilities should be a thoughtful process. Selecting a proper name for a park or facility should be purposeful and systematic. The following procedures are adopted to give City Council a uniform policy for developing meaningful names for City properties. Each request will be considered on a case-by-case basis.

Implementation:
City Council shall determine the naming, renaming, or dedication of City assets and the necessary contributions. Financial contributions associated with naming rights or dedications shall be made by City Council until a naming agreement has been reached and/or when the expense has been incurred. Endowment funds will be appropriated annually for maintenance and/or program support.

1. Determination of Current Value: The current value of buildings and other major facilities and donated real property shall be determined by an independent appraisal. In all other circumstances where the current value must be determined under this policy, the City shall make the determination.

2. Duration of a Naming/Permanency of a Naming: Naming rights are typically granted for a fixed term of 5 to 20 years, depending on the financial contribution and other factors. Should an existing facility be demolished, repurposed, or replaced by a new facility, the preexisting name may be, but does not have to be, transferred to the new facility. Transferring the said name will require the same approvals as the original naming.

3. Naming Format: The name may include the contributor's name, a corporate name, or a memorial designation, but it must be associated with the public facility.

4. Visibility: The name will be displayed at the facility in a manner consistent with the facility's design and branding.

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5. Ethics and Morals Provisions: Any legal impropriety or act which brings dishonor or disrepute to the City or community at large on the part of the donor, the individual bestowed in the honorific naming, or corporate donor, shall make the gift and naming subject to reconsideration and potential reversal by City Council. All donations to the City pursuant to this Naming Rights for Public Facilities policy are nonrefundable at the time of donation. The City Council has the discretion to consider a refund request. The City Council shall consider the severity of the legal impropriety or act in question and the age of such impropriety or act in determining if any portion of the donated funds should be returned to the donor.

6. Guiding Policies and Laws: All naming must comply with the requirements of the City of Malibu and Naming Rights Policy and be consonant with all other applicable City policies and State of California laws.

7. Approval of Changes: Any changes to the approved name or related signage must be submitted for review and approval.

Naming Recreational Facilities

Parks will not be subdivided for naming unless there are readily identifiable physical divisions, such as roads, waterways, or defined boundaries. However, the naming of specific major recreational facilities within parks will be permitted. Under these circumstances, such names should differ from the park name to avoid confusion.

The City Council shall determine all parks and recreational facilities eligible for naming rights. Naming opportunities shall extend to tangible and intangible assets, including but not limited to Parks, Playfields (Soccer, Baseball, Softball, other), Courts (Tennis, Basketball, Pickleball, Other), Swimming Pools or Swim Facilities, Dog Parks, Playgrounds, Picnic Areas, Outdoor Shelters, Gardens, Skateparks, and Park Buildings. Named Scholarships or Program Endowments, Endowed Event, Endowed Program, or Endowed Scholarship.

Procedure for Naming by a Major Donor:

The park or facility naming procedure is intended to review the long-term implications of naming a park or facility. The following procedure will be followed in the naming of parks or facilities following a request from a Major Donor:

1. Staff will collaborate with the donor to prepare a list of potential names and the rationale for the name based on input from an appropriate source. This may include a specific request from an organization or individual and their rationale.

   The list will be filtered based on criteria contained within this policy.

2. The Parks and Recreation Commission (Commission) will review the list of potential names and discuss each name and its relative merits. Based on various factors, such as historical or environmental context, relevance, etc., names may be added or eliminated.

3. Staff or the requestor will provide additional information related to the naming to the Commission. The Commission shall recommend three or fewer names for City Council consideration.

4. City Council will make the final determination on the name. If the Council does not approve the name, it will provide directions to staff or the Commission, and the process will begin again. The City Council may also choose to deny any potential names and donations.

Park/Facility Naming Criteria:
When undertaking the process described above, criteria should be used to generate a list of potential park or facility names.

1. The name of the neighborhood in which the park or facility is located.

2. The school's name, if adjacent to or closely identified with the park.

3. The name of a local interest point or topographical feature near the park or facility, including a stream, vegetation, or ecology of the area.

4. The name of an event or historical occurrence associated with the adjacent area.

5. A creative name based on impressions of the site.

6. The name of which most of the neighborhood and/or area residents refer to the park.

7. The name of a person who dedicates a significant part or all the land for the park or the building of the facility.

8. The name of a person of significant stature within the community.

9. The name of an organization or group of citizens that has contributed to the development of the park or facility.

Threshold
Below are guidelines meant to be a starting point in the negotiations with the contributor.

1. A minimum financial contribution threshold will be established, subject to periodic review. This threshold will reflect the size and importance of the facility.

2. Contribute all the land, facilities, or equipment.

3. Contribute to the costs of construction for the park or building to be named. Council may also identify naming opportunities with minimum contribution amounts for a project(s) that differ from those listed.
    a. For assets with costs of $2,000,000 or less, a contribution of 100% is requested

b. For assets with costs of $2,000,001-$4,999,999, a contribution of 50% is requested
c. For assets with costs of $5,000,000 or more, a contribution of 25% is requested

4. A contribution by a donor to allow for a significant cost reduction in upgrading/expanding an existing facility within a park.

5. Provide endowment for long-term repair and maintenance of the park or property.

6. Provide a significant contribution to the costs of programming that will support the mission of the City.

Terms/Expiration of Naming Rights

The duration of the naming rights will be evaluated individually. In all scenarios, a term expiration will be established.

1. Naming rights are granted for a term specified in the agreement, generally between 5 and 20 years.

2. During the naming agreement, the contributor will be responsible for changes, including all costs, made to their logo that would require changes to the signs on the asset. Change requests are at the discretion of the City, which will not be unreasonably withheld.

3. Where a facility, building, landscape area, program, or other related Park and Recreation asset is named for a corporate entity, the name used should normally be the shortest name possible.

4. Where the naming rights purchased are for a corporate entity or business, the naming rights shall be limited to not longer than the life of the corporate entity.

5. If a naming right opportunity includes signage, a detailed proposal of the signage, including design, layout, verbiage, font, and cost, must be provided in writing for review and approval by the City and Planning Department. All signs must adhere to the Malibu Municipal Code (Chapter 17.52).

6. Benefits that may violate other park policies, city policies, or ordinances will not be included in any agreement.

7. The agreement may include an option for renewal based on performance and continued alignment with community values.

8. At the end of the term, naming rights revert to the public entity unless renewed. Renewal is at the discretion of the City.

Renaming of Parks or Facilities:

Renaming parks or facilities should be done only after careful consideration. The request to rename an existing park or facility may originate from various sources (e.g., the nearby neighborhood, subdivision

developer, Commission, or City Council). The process for renaming the park would be the same as for a new park, with the following two preliminary steps.

1. Upon receipt of a written request for a name change, staff will research information concerning the current name of the park or facility. The research would include the reason or circumstance for the initial naming of the park or facility and any overriding commitment to the current name.

2. The Commission would review the reasons to retain the current name or options to change it and provide a recommendation to City Council. City Council will approve or deny the renaming request or refer it back to staff for further review.

City Council may consider renaming a park or facility if one or more of the following criteria are met:

1. The primary park users have submitted a petition for a name change that deserves consideration through the normal naming process (described above).

2. An individual or organization contributes a significant portion of the costs for acquiring/developing/renovating a park or facility or adds significant land.

3. Provision of an endowment for the continued maintenance and/or programming of the park or recreational facility.

General Standards

The following criteria must be met, including but not limited to any corporate entity or business or corporation, individual or family naming, or presentation sponsorships:

1. Naming rights must be consistent with the overall branding and naming conventions of public facilities.

2. The naming decision should consider the broader public interest and not be solely based on private interests.

3. The process for granting naming rights will be transparent, with clear documentation and public availability of the decision-making process.

4. Does not discriminate against any person, employee, member, or volunteer based on race, color, creed, religion, gender, sexual orientation, age, marital status, ancestry, national origin, or physical or mental disability, in compliance with all federal, state, and local laws and statutes; and

5. The name does not have connotations that are derogatory or offensive by contemporary community standards.

6. Does not promote environmental, work, or other practices that, if they took place in the park, would violate U.S. or state law (i.e., dumping hazardous waste, exploitation of child labor, etc.).

7. Does not promote drugs, alcohol, tobacco, gambling, or adult entertainment.

8. Does not constitute violations of law.

9. Does not participate in unethical business practices as determined by a court of law.

10. Does not exploit participants or City employees.

11. Does not include religious references or political statements.

12. Does not endorse products or services that do not comply with City policies and procedures, City, State, or federal regulations, ordinances, codes, or statutes.

13. Does not appear to be in direct competition with City services.

14. Does not endorse products or services that conflict with the City's mission or vision statements.

15. The City reserves the right to terminate any naming rights agreements not in accordance with City Council Policies.

Approval and Revision

This policy will be reviewed periodically and revised based on changes in community values, financial conditions, or legal requirements. Revisions must be approved by the City Council.

Date Adopted: March 10, 2025

City of Malibu

City Council Policy

Policy #53

Title Facility Fee Waiver Policy

Purpose The Facility Fee Waiver Policy establishes fiscally responsible guidelines to equitably evaluate and consider fee waiver requests for one-time events or temporary uses of City facilities and parks. These guidelines establish parameters for waiving outdoor park or indoor facility use fees for community events, activities, and programs that have a public benefit. For purposes of this policy, the term "fee waiver" is to grant a reduction or dismissal of a required fee normally charged for the use of a City-owned facility or park.

Policy Statement

The City of Malibu ("City") recognizes the value of working with and supporting organizations to provide services and programs that benefit the Malibu community. The Community Services Department strives to be an exceptional steward over City facilities, parks, and funding for programs and services. Charging fees is a standard practice when individuals, private groups, government, or non-profit groups wish to reserve and exclusively utilize public facilities. Fees charged for programs and facility/park usage help cover the cost of providing such services and maintaining facilities. This policy is established to determine when applicable City rental fees (e.g., application, facility use, staffing, permit, and other departmental charges) established in the City of Malibu Master Fee Schedule may be waived.

Scheduling and use of facilities are subject to availability. City programs and events, or previous commitments, have priority use. The policy is effective to the extent a fee waiver can be considered without negatively impacting the City's or Community Services Department's budget or current operations.

Eligibility Facility fees may be waived when there is a public benefit.

Eligible fees that can be waived include:

- Application fees, specific permit fees, staffing fees related to facility supervision, facility use/rental fees
- Requests for fee waivers can include sports, arts, cultural, and general events or programs

Eligible organizations include:

1) Intergovernmental Cooperation
2) Non-Profit Organization
3) City of Malibu Co-Sponsored Program

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Intergovernmental Cooperation
Fees may be waived for events or temporary uses when the applicant is a government agency, and the use is related to the performance of its normal functions and is a benefit to Malibu residents.

Non-Profit Organization
A fee waiver may be approved for eligible non-profit organizations, including organizations with a non-profit fiscal agent, which is tax-exempt under section 501(c)(3) of the Internal Revenue Code. The imposition of the fees would create financial hardship for the organization or would have a detrimental effect on the services provided to the public. The program or event is of significant value to the community or to a significant portion of its residents. The event or program is open to the public and is in compliance with the City's non-discrimination policy.

City of Malibu Sponsored Program
Fees may be waived for events and programs that are sponsored or co-sponsored by the City. The organization/agency requesting sponsorship by the City has a 501(c)(3) status, the program must benefit the Malibu community, and no event fees shall be charged. All resources provided by the City in sponsorship of the event (fee waiver or in-kind service) must be allocated within the current budget without a reduction or increase in services or costs.

<u>Ineligibility</u>
Ineligible Use/Waiver Requests:
- Organizations based outside the City of Malibu, unless the organization has demonstrated that its benefits are primarily for Malibu residents
- Fundraising or charitable events unless the funds have a public benefit
- Programs or events that are not open to the public
- Political or election campaign events or programs
- Religious organizations seeking space or facilities for religious services
- Commercial events
- Corporate events
- Family or social gatherings
- Programs or events that provide little or no community benefit
- Trainings that charge for participation
- Programs or events on Santa Monica-Malibu Unified School District property (example: Malibu Community Pool)
- Programs or events that would conflict with City program or event scheduling (example: Chumash Day or Breakfast with Santa)
- Organizations that failed to fulfill their obligations that previously received a fee waiver

Fees that cannot be waived under this Policy:
- Costs for contract personnel, including but not limited to security, maintenance, custodial, and audio-visual technicians
- Costs of rented equipment, including but not limited to barricades, k-rails, portable restrooms, sound systems, etc.
- Deposits for facility use
- Insurance fees

- County, State, or Federal licenses, permit fees, and personnel fees, from Alcoholic Beverage Control, Department of Public Health, Fire Department, Sheriff Department, etc.

Application Process

1. Organization must
    a. Review and meet the Policy criteria
    b. Complete and submit the fee waiver application and required documents
    c. Complete and submit the facility use application at MalibuCity.org/Register
        i. Insurance documents, including an Endorsement of Insurance naming the City of Malibu as additionally insured, which will be required during the facility rental process
    d. If the program or event involves multiple City Department approvals (example: Planning Department Temporary Use Permit), the request will be forwarded to that Department; however, it is the responsibility of the Organization to ensure that all the required documents are submitted and approved in the various Departments

2. Application Required Documents
    a. Description of the program or event, including purpose
    b. How the program or event will provide a community benefit
    c. Program or event budget listing revenue and expenditures
    d. How the imposition of fees would create financial hardship or would have a detrimental effect on the organization
    e. List of partners that will be a part of or sponsor the program or event
    f. Marketing and outreach plan
    g. Number of working staff or volunteers and schedule/working shifts
    h. Community impact(s)
    i. Experience coordinating programs and events
    j. Experience working in Malibu
    k. Non-Profit letter/tax-exempt status from the Internal Revenue Service (IRS)
    l. Organization's structure, board, and/or bylaws
    m. An annual financial statement with revenue and expenditures
    n. Other documents or information required or requested by the Community Services Department

Criteria

In determining if a facility fee waiver is warranted, the following criteria may be considered:
Organization Structure and Experience

- Organization has experience coordinating programs or events
- Organization serves the Malibu community
- Organization has experience working with the Malibu community

Application Completeness, Compliance, and Requirements

- Complete all required applications
- Submit the required application documents 60 days prior to the program or event
- The program or event must comply with the City's non-discrimination policy
- Organization is in good financial standing with the City

- Organization must have no previous violations related to the Fee Waiver Policy and/or Code Enforcement violations (organizations that present false information about their event or program may not be eligible for a fee waiver)
- Organization may collaborate with other entities; however, all partnerships and sponsors must be included in the program or event description
- Organization's program or event must align with the City's vision and mission statement
- Organization's proposed program or event is not available through the Community Services Department or other City Departments
- Program or event is open to the public
- Program or event does not have an admission fee, or the organization may propose free admission to Malibu residents
- Leagues with program fees must demonstrate how expenses will benefit athletes and the City (example: field improvements, sod installation, player uniforms, umpire fees, etc.)
- The proposed event or program will have no significant impact on City facilities or department activities, and the organization will provide staffing or volunteers and materials to mitigate any impacts created by the event or program, or ensure that the impacts are adequately offset by the public benefit provided by the program or event
- Organizations that fail to abide by the guidelines and requirements outlined in the Policy may be denied a facility fee waiver for up to twelve (12) months

Acknowledgement and Marketing

Organizations granted a facility fee waiver shall acknowledge the City in all publicity relating to the event or program. Acknowledgement includes the City of Malibu logo and statements in all advertising and promotional material, press releases, and other promotional contexts.

City Manager Approval

The City Manager has the authority to approve facility fee waivers to Organizations that previously received a Council-approved fee waiver based on the following criteria,

- Fees do not exceed $75,000
- The event, program, or league occurs annually
- The Organization meets the Policy criteria
- The Organization has received Council-approved fee waiver in the past 5 years

City Council Approval

The City Council will review and determine fee waiver approvals for Organizations that have never applied for a facility fee waiver and for Organizations that exceed the $75,000 facility fee waiver threshold.

- Organizations must submit all required documents
- All facility fee waiver requests will be approved or denied at the sole discretion of the City

Approval and Revision

This policy will be reviewed periodically and revised as needed to reflect changes in community values, financial conditions, or legal requirements. Revisions must be approved by the City Council.

Date Adopted:
January 15, 2026

City of Malibu

City Council Policy

Policy #54

Title: Disruption of Telephonic or Internet Service During Meetings

Purpose:
Senate Bill 707 (2025) amended the Brown Act to require eligible legislative bodies to adopt, on or before July 1, 2026, a policy addressing how the agency will respond to disruptions in telephonic or internet service that prevent members of the public from participating remotely.

This policy establishes procedures for responding to a disruption in the telephonic or internet services that provide two-way remote public access to meetings of the City Council of the City of Malibu, as required by the Brown Act (Government Code section 54953.4). The policy ensures transparency, public participation, and the continuation of meetings during technological disruptions.

Policy Statement:

1. Definitions

"Service Disruption" means any failure, outage, or other interruption to the agency's provision of remote access services that prevents members of the public from participating in a City Council meeting through the remote access service.

"Disrupting" means engaging in behavior during a meeting of the City Council that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to one of the following:

a. A failure to comply with reasonable and lawful regulations adopted by the City Council of the City of Malibu

b. Engaging in behavior that constitutes use of force or a true threat of force.

"Remote access services" means the two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of meetings.

"Two-way audiovisual platform" means an online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephonic service.

"Two-way telephonic service" means a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate.

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"True threat of force" means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

2. Applicability

This policy applies to all open and public meetings of the City Council at which remote public participation is required under the Brown Act. Consistent with the Brown Act, this policy shall not apply to the following meetings:

a. Meetings held to attend a judicial or administrative proceeding to which the City of Malibu is a party.

b. Meetings held to inspect real or personal property provided that the topic of the meeting is limited to items directly related to the real or personal property.

c. Meetings held to meet with elected or appointed officials of the United States or the State of California, solely to discuss a legislative or regulatory issue affecting the City of Malibu and over which the federal or state officials have jurisdiction.

d. Meetings held to meet in or nearby a facility owned by the City if Malibu, provided that the topic of the meeting is limited to items directly related to the facility.

e. Meetings held in an emergency situation pursuant to Government Code section 54956.5.

3. Remote Public Access Generally

When remote public access is required under the Brown Act, the City Council shall provide members of the public with an opportunity to attend and participate in the meeting using a two-way audiovisual platform or a two-way telephonic service, provided that adequate telephonic or internet service is operational at the meeting location.

If adequate telephonic or internet service is not operational at the meeting location, the City Council shall not be required to provide remote access. If adequate telephonic or internet service is operational for only a portion of the meeting, the City Council shall provide remote access during that portion of the meeting.

If a two-way audiovisual platform is used, the City Council shall:

a. Publicly post and provide a call-in option as well; and
b. Activate any automatic captioning function that is available in the audiovisual platform.

If a two-way audiovisual platform is not provided, the City Council shall provide a two-way telephonic service.

Members of the public participating remotely shall be provided the same opportunity to provide public comment as members of the public attending in person, including the same time allotment.

4. Response to Service Disruption

If the Mayor or City Clerk becomes aware of a service disruption:

a. The Mayor or City Clerk shall immediately announce the service disruption to the public.

b. The Mayor shall call for a recess of the open session and may convene the legislative body in an authorized closed session, consistent with the Brown Act. The recess shall last for one hour or until service is restored, whichever is earlier. Alternatively, the Council may adjourn the meeting and continue all items to a future date.

c. During the recess, City staff shall make a good faith effort to diagnose and restore the disrupted service.

5. Reconvening the Open Session

After the expiration of the hour, if service has not been restored, the Mayor or City Clerk shall report on the status of staff's efforts to restore remote access services, and the City Council may reconvene to:

a. Adjourn the meeting;

b. Extend the recess to allow staff more time to make a good faith effort to restore remote access services; or

c. Continue the open session portion of the meeting by adopting, by roll call vote, the following or a substantially similar finding:

"The City of Malibu has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access."

Upon adoption of the finding, the City Council may continue the open session portion of the meeting despite the fact that remote access services have not been restored.

6. Recordkeeping

The City Clerk shall enter a brief statement into the meeting minutes, including:

- The nature and time of the service disruption;
- The time the meeting was reconvened (if applicable);
- Any finding adopted pursuant to Section 7.

7. Response to Members of the Public Disrupting a Meeting

If the Mayor or City Clerk becomes aware of a member of the public who is attending the meeting through remote access services and is disrupting the meeting or otherwise preventing other members of the public from attending or observing the meeting remotely or in-person:

a. The Mayor or City Clerk shall warn the person who is participating through remote access services that he or she is disrupting the meeting and his or her failure to cease that behavior may result in his or her removal.

b. If the person to whom the Mayor gave the above warning persists in disrupting the meeting, the Mayor shall order staff to:

   i. mute or otherwise limit the individual's ability to disrupt the meeting, while allowing the individual to continue to observe and attend the meeting; or

   ii. remove the individual from the meeting if paragraph (a) does not address the disrupting behavior or is not available using the remote access service.

8. Other Disruptions

The City of Malibu is in a Very High Fire Hazard Severity Zone and is therefore frequently subject to Public Safety Power Shutoff (PSPS) events. In some instances, these events may affect a significant portion of the City's residents without disrupting the City's remote access services. If a PSPS event occurs on the day of a scheduled City Council meeting, City staff will evaluate whether the outage impacts more than 30% of the residential customers in the City of Malibu. This evaluation will be based on the most recent customer report requested from Southern California Edison. If the outage exceeds this threshold, the City Clerk, in consultation with the City Manager, may adjourn or cancel the meeting.

9. Review and Updates

This policy may be amended by the City Council at a noticed public meeting in open session and may not be placed on the consent calendar.

Date Adopted:
May 26, 2026