

Malibu City Council
Administration and Finance Subcommittee
Special Meeting Agenda

Tuesday, September 6, 2016

4:30 P.M.

City Hall – Zuma Room
23825 Stuart Ranch Road

Mayor Lou La Monte
Councilmember Joan House

Call to Order

Approval of Agenda

Report on Posting of the Agenda – September 1, 2016

Public Comment *This is the time for the public to comment on any items not appearing on this agenda. Each public speaker shall be allowed up to three (3) minutes for comments. The Subcommittee may not discuss or act on any matter not specifically identified on this agenda, pursuant to the Ralph M. Brown Act.*

Discussion Items

1. Approval of Minutes – July 26, 2016

Recommended action: Approve the minutes of the Administration and Finance Subcommittee Special meeting of July 26, 2016.

Staff contact: City Manager Feldman, 456-2489 ext. 226

2. Emergency Supplies and Equipment

Recommended action: Provide a recommendation to the City Council to appropriate \$22,000 from the General Fund Undesignated Reserve to Emergency Preparedness Operating Supplies (Account No. 100-7021-6160) to fund the replacement of stolen and expired emergency supplies, replace and upgrade outdated automated external defibrillators (AEDs), and replace the City's satellite communication system.

Staff contact: Emergency Services Coordinator Davis, 456-2489 ext. 260

3. Legacy Park Maintenance

Recommended action: Provide a recommendation to the City Council to appropriate \$9,300 from the Legacy Park Fund to Legacy Park Operations – Park Maintenance (Account No. 500-7008-5130) for deferred maintenance in the park.

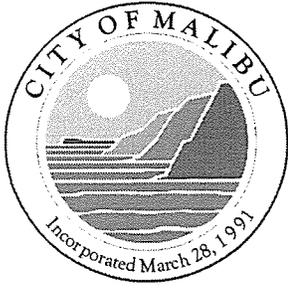
Staff contact: Recreation Manager Riesgo, 456-2489 ext. 350

Adjournment

I hereby certify under penalty of perjury, under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Dated September 1, 2016.



Mary Linden, Executive Assistant



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
09-06-16

Item 1

To: Mayor La Monte and Councilmember House

Prepared by: Mary Linden, Executive Assistant *ML*

Approved by: Reva Feldman, City Manager *RF*

Date prepared: August 31, 2016 Meeting date: September 6, 2016

Subject: Approval of Minutes – July 26, 2016

RECOMMENDED ACTION: Approve the minutes of the Administration and Finance Subcommittee Special meeting of July 26, 2016.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Special meeting July 26, 2016, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes of the July 26, 2016 Administration and Finance Subcommittee Special meeting

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
SPECIAL MEETING
JULY 26, 2016
SURFRIDER ROOM
10:00 A.M.

CALL TO ORDER

Mayor La Monte called the meeting to order at 10:05 a.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Lou La Monte and Councilmember Joan House

ALSO PRESENT: City Manager Reva Feldman; Finance Manager Ruth Piyaman; Environmental Sustainability Director Craig George; and Rebecca Nelson-Brown, Administrative Assistant

APPROVAL OF AGENDA

MOTION Mayor La Monte moved and Councilmember House seconded a motion to approve the agenda. The motion carried unanimously.

REPORT ON POSTING OF AGENDA

City Manager Feldman reported that the agenda for the meeting was properly posted on July 25, 2016.

DISCUSSION ITEMS

1. Approval of Minutes – May 23, 2016
Recommended Action: Approve the minutes of the Administration and Finance Subcommittee Special meeting of May 3, 2016.

MOTION Mayor La Monte moved and Councilmember House seconded a motion to approve the minutes of the Administration and Finance Subcommittee Special meeting of May 23, 2016. The motion carried unanimously.

2. Professional Services Agreement with Stone Environmental, Inc.
Recommended Action: Provide a recommendation to the City Council to consider an appropriation of \$163,000 from the General Fund Undesignated Reserve for a Professional Services Agreement with Stone Environmental, Inc. to provide consulting services for updates and enhancements to the City's Integrated Wastewater Information Management System.

MOTION Mayor La Monte moved and Councilmember House seconded a motion to recommend that the City Council appropriate \$163,000 from the General Fund Undesignated Reserve for a Professional Services Agreement with Stone Environmental, Inc. to provide consulting services for updates and enhancements to the City's Integrated Wastewater Information Management System. The motion carried unanimously.

ADJOURNMENT

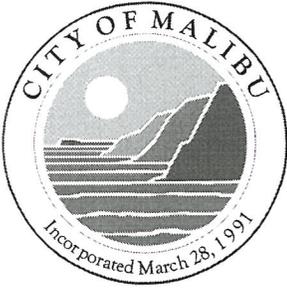
MOTION At 10:20 a.m., Mayor La Monte moved and Councilmember House seconded a motion to adjourn the meeting. The motion carried unanimously.

Approved and adopted by the Administration and Finance Subcommittee of the City of Malibu on _____.

LOU LA MONTE, Mayor

ATTEST:

MARY LINDEN, Executive Assistant



Administrative and Finance Subcommittee Agenda Report

To: Mayor La Monte and Councilmember House

Prepared by: Brad Davis, Emergency Services Coordinator BD

Approved by: Reva Feldman, City Manager 

Date prepared: August 31, 2016 Meeting date: September 6, 2016

Subject: Emergency Supplies and Equipment

RECOMMENDED ACTION: Provide a recommendation to the City Council to appropriate \$22,000 from the General Fund Undesignated Reserve to Emergency Preparedness Operating Supplies (Account No. 100-7021-6160) to fund the replacement of stolen and expired emergency supplies, replace and upgrade outdated automated external defibrillators (AEDs), and replace the City's satellite communication system.

FISCAL IMPACT: Funding of \$2,500 for routine maintenance and renewal of emergency supplies was included in the Adopted Budget for Fiscal Year 2016-2017 in Emergency Preparedness Operating Supplies (Account No. 100-7021-6160). An appropriation of \$22,000 from the General Fund Undesignated Reserve is required to provide funding to replace stolen items, replenish expired and outdated supplies, and upgrade old equipment. The projected General Fund Undesignated Reserve at June 30, 2017 is \$23.3 million.

DISCUSSION: On July 27, 2016, staff was notified that the emergency supply bin located at Las Flores Creek Park had been compromised. Upon investigation, it was found that a large number of the stocked supplies had been stolen. The Sheriff's Department was called to take a report and it was determined that materials valued at approximately \$3,000 had been taken.

In order to ensure the City will be able to provide necessary support for its residents in the event of an emergency, the stolen supplies must be replaced as quickly as possible. Staff would also like to take this opportunity to replace some supplies in emergency bins throughout the City, including water, food, batteries and other equipment, that have

expired or will soon reach their usable shelf life. The estimated cost to replace the stolen and expired supplies is approximately \$7,500.

In addition, the City currently has five AEDs in service for use in a cardiac arrest emergency. Three AEDs are located at City Hall, and one each in the Landon Center at Bluffs Park and at the community pool at Malibu High School. Staff was recently notified by the AED manufacturer that the units, which were manufactured in 2004, purchased in 2007 and are today in working order, are out of warranty and are no longer supported by the manufacturer for parts or repairs. Staff found a newer model AED available from a Westlake Village supplier at a lower price than the current equipment. The City of Calabasas recently purchased five of the same model AED and is very pleased with the units.

The City was also recently informed that its emergency satellite communications system, which has been in place since 2005, will be discontinued at the end of August 2016. The existing satellite dish is affixed to the roof of City Hall, making it problematic to adjust or re-aim after an earthquake and impossible to relocate should emergency operations move to an alternate location. The current charge for this system's satellite service is \$2,868 per year. The supplier has proposed to keep the old dish in place on the roof, but point it at a different satellite, since the current satellite will no longer be available. The cost for service would increase to \$6,108 per year, more than double what the City currently pays. Staff has identified an alternative satellite device that is completely portable and would cost approximately \$7,000 to purchase and activate (Attachment 3). Satellite service to the new system would be approximately \$845 per year, less than half of what it currently costs to run the old system and a fraction of what was quoted for new service on the old, permanently fixed equipment. Several other cities, including Hidden Hills and Calabasas, have replaced older systems with this newer, portable device and are very pleased with the product.

Staff requests \$22,000 be appropriated to restock stolen and expired emergency supplies, and replace five outdated AEDs and the City's satellite communication system with newer model equipment.

This item will be presented to the Council on September 12, 2016.

ATTACHMENTS:

1. Summary of emergency supplies for replacement
2. AED quotation from Superior AED
3. Satellite system quotation from Mackay Communications, Inc.



City of Malibu

MEMORANDUM

To: Reva Feldman, City Manager
From: Brad Davis, Emergency Services Coordinator
Subject: Restocking Emergency Supplies
Date: 8/2/2016

Costs to re-stock expired, lost or needed emergency supplies for our neighborhood containers:

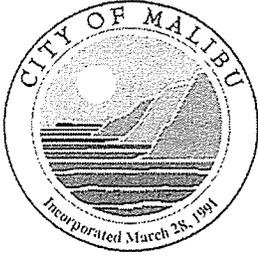
Replacement of stolen supplies, including generator and detailed equipment and supplies:

(as listed)	2,995
Water and MRE food:	3,600
Flashlights:	300
Solar kit:	230
Power strips:	200

Total: \$7,325

SHERIFF'S REPORT – MISSING ITEMS

HONDA 2000i Generator	960.00
Megaphone	170.00
4 Halogen bulbs	10.00
Outdoor extension cord 25'	15.00
Flash lights D size (30)	45.00
Lanterns (7)	119.00
Batteries D size (41)	40.00
AAA Batteries	16.00
Light sticks (60)	90.00
Caution tape (2 rolls)	10.00
Duct tape (2 rolls)	13.00
Hard hats (6)	36.00
Whistles (6)	12.00
Work gloves (6)	9.00
Safety vests (52)	338.00
Disposable blankets fabric (21)	200.00
Ponchos (50)	50.00
Gas can metal	20.00
Twin halogen lamps (2)	100.00
Pop-up tents (2)	400.00
Tool box and tools	100.00
Whiteboard	140.00
Clear plastic bins (10)	80.00
Toilet paper (24)	22.00
TOTAL	2995.00



City of Malibu

MEMORANDUM

To: Reva Feldman, City Manager
From: Brad Davis, Emergency Services Coordinator
Subject: Automated External Defibrillators (AEDs)
Date: August 1, 2016

Reva, the City currently has five AEDs in-service for use in a cardiac arrest emergency. They are located at City Hall (3), Bluffs Park Landon Center (1) and at the pool at the High School (1). The AEDs have been here since 2007 but were originally manufactured in 2004.

We have been notified by the manufacturer that the units are now out of warranty and the manufacturer is no longer supporting the devices with repairs or parts, including batteries and pads. Currently the devices are all in good working order, but it is time to buy new AEDs.

Looking at what is on the market I have found an AED unit which suits our needs perfectly, and is a great deal cheaper than the offerings from the manufacturer we currently are using. The City of Calabasas recently purchased five of the same model for a great price and are very pleased with them. The City of Malibu has been offered the same deal.

The manufacturer also has an excellent medical oversight program, which I highly recommend we take advantage of. Details of this program are included on the attached estimate.

The authorized vendor is located in Westlake Village and would be pleased to come in to answer any questions if needed. They are also prepared to offer a preliminary staff training in the use of the devices once purchased. Let me know if you have any questions.

Thanks.

Brad



2629 Townsgate Rd., Ste 235W
Westlake Village, CA 91361

Estimate

Date	Estimate #
7/27/2016	8198

Name / Address
City of Malibu Brad Davis 23825 Stuart Ranch Rd. Malibu, CA 90265

Item	Description	Qty	Regular Price	Cost	Total
HeartSine Sam...	HeartSine Samaritan PAD (350P) + Semi Automatic AED + 10 Year Manufacturer Warranty + 1 Adult PAD-PAK battery/electrodes cartridge + Semi-Rigid Carry Case + HeartSine Set-Up and Maintain DVD + HeartSine Saver EVO Software + AED First responder Rescue Kit + AED Inspection Tag + AED Window Decal + AED Physician Prescription + Free ground shipping	5	1175.00	865.00	4,325.00T
HeartSine Sam...	HeartSine PAD Training System with Remote - TRN-350-1	1	420.00	410.00	410.00T
Medical Oversi...	1 Year AED Medical Oversight & Direction * Initial Physician's Prescription * Local EMS/PSAP Notification * Policies & Procedures Manual * Monthly Readiness Check Email with Late Alert Notifications * Recall Alerts * Track Employees' CPR Recertification Dates * Support Ticket for Inspection Issues/AED Event Notification * Monitor Expiration Dates of Battery & Pads with email reminders * Ongoing Medical Direction Under a Licensed Physician * In Event of Usage: * Customer Support Phone Number/Online Support Ticket * Shipping of Loaner AED * Return Labels to Ship Used AED for Data Download * Data Download * Review of Data by Licensed Physician * AED Usage Report	5	150.00	99.00	495.00

Thank you for considering Superior AED

Subtotal

Sales Tax (9.0%)

Total

Phone #	Fax #	E-mail	Web Site
866-559-9233	805-375-3064	amy@superioraed.com	www.superioraed.com



2629 Townsgate Rd., Ste 235W
Westlake Village, CA 91361

Estimate

Date	Estimate #
7/27/2016	8198

Name / Address
City of Malibu Brad Davis 23825 Stuart Ranch Rd. Malibu, CA 90265

Item	Description	Qty	Regular Price	Cost	Total
	Terms: NET30 by check or electronic funds transfer (no credit card)				

Thank you for considering Superior AED	Subtotal	\$5,230.00
	Sales Tax (9.0%)	\$426.15
	Total	\$5,656.15

Phone #	Fax #	E-mail	Web Site
866-559-9233	805-375-3064	amy@superioraed.com	www.superioraed.com



Mackay Communications, Inc.

3691 Trust Drive
Raleigh, NC 27616-2955

+1 919 850 3100 (phone)
+1 919 954 1707 (fax)

QUOTATION

Quote No. SOO4032941
Customer ID

Seller: LANDTISER

BILL TO:	SHIP TO:
City of Malibu Brad Davis 23825 Stuart Ranch Road Malibu, CA 90265 Phone: 310-456-2489	City of Malibu Brad Davis 23825 Stuart Ranch Road Malibu, CA 90265 Phone: 310-456-2489

Notes:

ORDERED BY	PO / RFQ #	SHIP VIA	QUOTED BY	
Brad Davis		FEDEX GROUND	Robert Landtiser Email: robert.landtiser@MackayComm.com	
QUOTE DATE	EXPIRATION DATE	TERMS	F.O.B. POINT	
8/10/2016	10/9/2016	COD,CC, Cash	Origin	
PART NUMBER & DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	EXTENDED PRICE
403720B-00500 Explorer 710 Terminal	1.00	EA	5,395.00	5,395.00
Notes: Explorer 710 Terminal Included in package: EXPLORER 710 Satellite Terminal with removable antenna - EXPLORER 710 Transceiver - EXPLORER 710 Antenna - EXPLORER 710 Softshell Case (403720B-050) - Short Antenna Cable - Ethernet Cable - Rechargeable Lithium Ion battery - 100-240V AC/DC Power Supply - Quick Start Guide				
DEPOSIT Deposit (prepayment)	1.00	EA	844.56	844.56
Notes: BGAN Standard Allowance plan includes 5MB of data per month. Monthly cost is \$69.00 plus a 2% Regulatory fee of \$1.38. Total monthly cost is \$70.38. Annual total of \$844.56. Any amount of Data over 5MB/month: \$6.30 per MB Voice Service: From BGAN to any Terrestrial destination: \$0.93 per minute From BGAN to BGAN/FBB/GSPS: \$0.78 per minute From BGAN to Cellular: \$1.04 per minute Text Messages (SMS): \$0.36 per message				
ACTIVATION FEE Satellite Services Activation Fee	1.00	EA	50.00	50.00
Notes: \$50, One time activation fee.				
TAX CA-LA California state sales tax- LA 9.00%	1.00	EA	485.55	485.55
Notes: 9% California Sales Tax on hardware.				
FRT Freight billed to Customer	1.00	EA	80.00	80.00
Notes: FedEx Ground estimated freight charges.				



Mackay Communications, Inc.

3691 Trust Drive
Raleigh, NC 27616-2955

+1 919 850 3100 (phone)
+1 919 954 1707 (fax)

QUOTATION

Quote No. SOO4032941
Customer ID

Seller: LANDTISER

BILL TO:	SHIP TO:
City of Malibu Brad Davis 23825 Stuart Ranch Road Malibu, CA 90265 Phone: 310-456-2489	City of Malibu Brad Davis 23825 Stuart Ranch Road Malibu, CA 90265 Phone: 310-456-2489

Item availability subject to change.

Thank you for choosing Mackay!

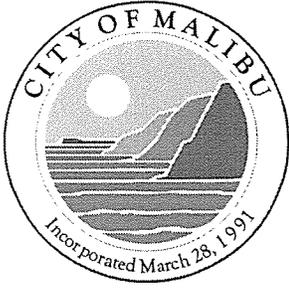
Shipping charges and tax may not be included in the quote. Shipping charges will be added unless a DHL, FedEx, or UPS account number is supplied. Applicable Sales Tax will be added unless a Tax Exempt Certificate is supplied.

Quote Expires In: 60 Days

DUNS: 16-149-5775

FIN: 56-1550100

TOTAL \$ 6,855.11



Administrative and Finance Subcommittee Agenda Report

To: Mayor La Monte and Councilmember House

Prepared by: Mary Linden, Executive Assistant 

Approved by: Reva Feldman, City Manager 

Date prepared: August 31, 2016

Meeting date: September 6, 2016

Subject: Legacy Park Maintenance

RECOMMENDED ACTION: Provide a recommendation to the City Council to appropriate \$9,300 from the Legacy Park Fund to Legacy Park Operations – Park Maintenance (Account No. 500-7008-5130) for deferred maintenance in the park.

FISCAL IMPACT: Funding for this additional deferred maintenance was not included in the Adopted Budget for Fiscal Year (FY) 2016-2017. An appropriation of \$9,300 from the Legacy Park Fund to Legacy Park Operations – Park Maintenance (Account No. 500-7008-5130) is necessary to complete the maintenance work requested. The projected Legacy Park Fund at June 30, 2017 is \$753,000.

DISCUSSION: The FY 2016-2017 Adopted Budget included \$35,000 for sanding, painting and sealing of the arbors, the wooden seats on the benches, and the bridge in Legacy Park. The maintenance work scheduled to take place on September 19, 2016 includes sanding, painting and sealing the metal on the park benches at an additional cost of \$9,300, which was not included in the FY 2016-2017 Budget.

Staff is requesting the Administration and Finance Subcommittee recommend the Council approve the appropriation of \$9,300 from the Legacy Park Fund to Legacy Park Operations – Park Maintenance (Account No. 500-7008-5130) so all fixtures in the park will be upgraded and protected.

ATTACHMENTS: None.