

Malibu City Council
Administration and Finance Subcommittee
Special Meeting Agenda

Friday, January 13, 2017

12:00 P.M.

**City Hall – Multipurpose Room
23825 Stuart Ranch Road**

**Mayor Lou La Monte
Councilmember Rick Mullen**

Call to Order

Approval of Agenda

Report on Posting of the Agenda – January 12, 2017

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 – November 1, 2016**

Recommended action: Approve the minutes of the Administration and Finance Subcommittee Special meeting of November 1, 2016.

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

2. **Job Specifications and Organizational Chart**

Recommended action: 1) Provide a recommendation to the City Council on adopting revised Authorized Positions and Salary Ranges for Fiscal Year 2016-2017; approving the Senior Media Technician and Public Safety Manager job specifications; and approving the revised Organizational Chart for Fiscal Year 2016-2017; and 2) Provide direction to staff.

Staff contact: Lisa Soghor, 456-2489 ext. 224

3. Fiscal Year 2016-2017 Second Quarter Financial Report and Mid-Year Budget Amendments

Recommended action: 1) Review Fiscal Year 2016-2017 Second Quarter financial information; and 2) Provide a recommendation to the City Council regarding Fiscal Year 2016-2017 mid-year budget amendments.

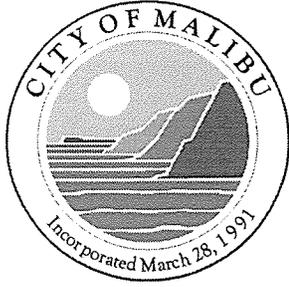
Staff contact: Assistant City Manager Soghor, 456-2489 ext. 224

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 January 12, 2017.



Mary Linden, Executive Assistant



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
01-13-17

Item 1

To: Mayor La Monte and Councilmember Mullen

Prepared by: Mary Linden, Executive Assistant 

Approved by: Reva Feldman, City Manager 

Date prepared: January 12, 2017

Meeting date: January 13, 2017

Subject: Approval of Minutes – November 1, 2016

RECOMMENDED ACTION: Approve the minutes of the Administration and Finance Subcommittee Special meeting of November 1, 2016.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Special meeting November 1, 2016, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes of the November 1, 2016 Administration and Finance Subcommittee Special meeting

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
ADJOURNED SPECIAL MEETING
NOVEMBER 1, 2016
ZUMA ROOM
11:00 A.M.

CALL TO ORDER

Mayor La Monte called the meeting to order at 11:07 a.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Lou La Monte and Councilmember Joan House

ALSO PRESENT: City Manager Feldman; Assistant City Manager Lisa Soghor; and Finance Manager Ruth Piyaman

APPROVAL OF AGENDA

MOTION Councilmember House moved and Mayor La Monte 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 October 31, 2016.

DISCUSSION ITEMS

1. Approval of Minutes – September 6, 2016
Recommended Action: Approve the minutes of the Administration and Finance Subcommittee Special meeting of September 6, 2016.

MOTION Councilmember House moved and Mayor La Monte seconded a motion to approve the minutes of the Administration and Finance Subcommittee Special meeting of September 6, 2016. The motion carried unanimously.

2. Job Specifications
Recommended Action: 1) Provide a recommendation to the City Council on adopting revised and additional job specifications; and 2) Provide direction to staff.

MOTION Councilmember House moved and Mayor La Monte seconded a motion to recommend that the City Council adopt revised and additional job specifications. The motion carried unanimously.

3. Fiscal Year 2015-2016 Fourth Quarter Financial Report

Recommended action: Receive and file Fiscal Year 2015-2016 Fourth Quarter financial information.

MOTION Mayor La Monte moved and Councilmember House seconded a motion to receive and file Fiscal Year 2015-2016 Fourth Quarter financial information. The motion carried unanimously.

4. Fiscal Year 2016-2017 First Quarter Financial Report

Recommended action: Receive and file Fiscal Year 2016-2017 First Quarter financial information.

MOTION Councilmember House moved and Mayor La Monte seconded a motion to receive and file Fiscal Year 2016-2017 First Quarter financial information. The motion carried unanimously.

ADJOURNMENT

MOTION At 11:36 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



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
01-13-17

Item 2

To: Mayor La Monte and Councilmember Mullen

Prepared by: Lisa Soghor, Assistant City Manager 

Approved by: Reva Feldman, City Manager 

Date prepared: January 12, 2017 Meeting date: January 13, 2017

Subject: Job Specifications and Organizational Chart

RECOMMENDED ACTION: 1) Provide a recommendation to the City Council on adopting revised Authorized Positions and Salary Ranges for Fiscal Year 2016-2017; approving the Senior Media Technician and Public Safety Manager job specifications; and approving the revised Organizational Chart for Fiscal Year 2016-2017; and 2) Provide direction to staff.

FISCAL IMPACT: Funding for all current and proposed staffing has been included in the Adopted Budget for Fiscal Year 2016-2017.

DISCUSSION: The Adopted Budget for Fiscal Year 2016-2017 includes funding for 87 full-time equivalent positions comprised of 72 full-time employees, the equivalent of 11 full-time employees working as part-time employees, and the equivalent of 4 full-time employees working as student interns. The total of 87 full-time equivalent positions was an increase of 5 full-time equivalent positions from the prior fiscal year.

Since July 1, 2016, all of the positions approved as part of the Adopted Budget for Fiscal Year 2016-2017, as well as several other vacancies, have been filled including: Assistant City Manager, Environmental Sustainability Director, Parks and Recreation Director, City Clerk, Environmental Sustainability Manager, Deputy City Clerk, Human Resources Technician, Accounting Clerk, Administrative Assistant, two Assistant Civil Engineers and the Wastewater Management Program Analyst. The recruitment period for a Media Technician is scheduled to close on January 13. The City is currently recruiting for a Planning Manager and a Senior Recreation Coordinator.

A vacancy exists for the Emergency Services Coordinator position. Staff's recommendations on this position are explained in detail below.

Job Descriptions

In order to meet the needs of the City and priorities established by the Council, staff proposes the following changes.

- Add Public Safety Manager Job Specification: Staff recommends that a Public Safety Manager job specification and position be approved. A higher level manager will be able to provide the appropriate skills needed to address public safety matters for the City, which continue to expand. Proposed duties would include some of the job duties of the previously-established Emergency Services Coordinator but would also include higher level management responsibilities. This position will coordinate with outside agencies on public safety and emergency preparedness, train staff on emergency protocols, oversee the City's emergency and public safety volunteers, interact with the community and serve as part of the City Manager's management team.

Effective July 1, 2017, the City Manager established an office in City Hall for the Los Angeles County Sheriff Department (LASD) deputies and the City's Volunteers on Patrol (VOPs). LASD deputies and the VOPs are able to use the new office space to write reports, store equipment and charge electronic equipment as needed while on patrol in Malibu. Previously, these activities were conducted at the Lost Hills Sheriff's Station in Agoura Hills. An added benefit to the new office is that there is now an LASD presence in City Hall on a regular basis, and deputies are able to interact with City Hall visitors and staff. The newly created Public Safety Manager will be responsible for ensuring continuity in this new protocol.

The upcoming Santa Monica College project in the Civic Center includes a 5,000 square foot LASD substation. The Public Safety Manager will be responsible for coordinating with LASD to establish the new substation so that the new station is most effective for the Malibu community. Construction on the facility is expected to commence in the summer of 2017 with a completion date in 2019.

In Fiscal Year 2016-2017, the City Council authorized funding to the Malibu Task Force on Homelessness in order for The People Concern (formerly OPCC) to provide aid to the homelessness population in Malibu. Issues surrounding homelessness in the Malibu community have increased in the past few years. The Public Safety Manager will be responsible for coordinating with outside organizations and law enforcement regarding homeless issues.

The proposed salary for the Public Safety Manager is \$97,623-\$126,909 a year, which is commensurate with the expectations of the job and comparable to similar positions in other neighboring cities. If approved by Council, the recruitment for a

Public Safety Manager would commence immediately, as the Emergency Services Coordinator position is currently vacant. There is no fiscal impact associated with this proposed change in the current fiscal year due to salary savings realized from the vacancy of the Emergency Services Coordinator position. If the revised position is approved, future budgets will include funding accordingly.

- **Add Senior Media Technician:** The City currently has an approved Media Technician job description and the Adopted Budget for Fiscal Year 2016-2017 includes two approved positions. In order to respond to the expanding media needs of the City and to provide growth in the City's media functions, a Senior Media Technician job description is proposed with an annual salary range of \$57,301-\$74,492. There is no fiscal impact associated with adding this additional job description.

Organizational Chart

The City's adopted Organizational Chart currently reflects the following departments: Administrative Services, Management Services, Environmental Sustainability, Parks and Recreation, Planning and Public Works.

Due to the changing needs of the City, it is recommended that the current Organizational Chart be revised to more accurately reflect the workload and activities of City staff. If approved, the revised Organizational Chart would be structured as follows:

- **Administration:** Combines Administrative Services and Management Services into one department which is comprised of Administration, Human Resources, Media Operations, Finance/Accounting and Information Systems.
- **Public Safety:** Added as a department on the Organizational Chart. Public Safety is included in the City's Adopted Budget as a department, but has not been listed as a department on previous Organizational Charts. Public Safety is comprised of Emergency Services, the Los Angeles County Fire Department and the Los Angeles County Sheriff's Department. Staff recommends that this department be reflected on the Organizational Chart since public safety is one of the City's highest priorities.
- **City Clerk:** Added as a department of the Organizational Chart. The City Clerk functions were previously included in Management Services. The City Clerk Department is comprised of City Clerk, Passport Services and Records Management.
- **Public Works:** No change. Includes Capital Projects, Engineering, Public Works, Street Maintenance, Water Treatment Facilities.
- **Community Services:** Rename the Parks and Recreation Department to Community Services Department and specifically identify that the department

would include the following areas of responsibility: Community Support, Cultural Arts, Parks Management, Recreation and Senior Services.

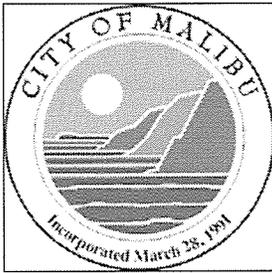
Expanding the Parks and Recreation department to include community support is necessary to reflect the changing needs of the community. City programs and classes will be expanded to include the special needs community and other members of the community not currently being served by the City.

The goals and efforts of the Cultural Arts Commission continue to expand. Providing staff resources to this Council priority is necessary to ensure that Cultural Arts programming and events are properly managed.

- **Environmental Sustainability:** No change. Includes Building Safety, Water Quality, Wastewater Management and specifically identifies Environmental Services as an area of responsibility.
- **Planning:** No changes. Includes Code Enforcement, Current Planning and Long Range Planning.

ATTACHMENTS:

1. Senior Media Technician Job Description
2. Public Safety Manager Job Description
3. Adopted Organizational Chart
4. Proposed Organizational Chart



CITY OF MALIBU

SENIOR MEDIA TECHNICIAN

Class Description

November 2016

FLSA: Non-exempt

DEFINITION

Under general supervision, oversees the City's media information systems including television broadcasting, website, and social media programs; implements and produces the City's cable television activities; assists with information dissemination, public relation activities, website and municipal cable television channel content, telecommunications activities; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision by the Assistant City Manager. May exercise functional supervision over technical staff.

CLASS CHARACTERISTICS

This senior level position oversees the City's cable television activities and media information programs. The incumbent must be able to work closely with all operating departments of the City, representatives of other organizations, and be able to work independently in a productive and efficient manner without direct supervision. The incumbent is accountable for accomplishing unit planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in the day-to-day operations of the assigned function.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, implements, monitors and evaluates all City television production facilities, activities and services; selects equipment for the City's cable television production facilities.
- Records and programs City-sponsored and community events, including City Council, Commissions and School District meetings.
- Broadcasts City Government television Station.
- Monitors technical, operational and other performance standards pursuant to franchise agreements between the City and cable corporations.
- Monitors programs as on government cable channel, City website and social media outlets for technical and/or production problems.
- Creates, updates and maintains community calendar, station identification announcements and the graphic programming portion of government cable channel and City website.
- Programs County and State public service announcements, and creates public service announcements for Malibu-related public service for City government channel, website and social media outlets.

- Promotes television, website and social media outlets to residents, non-profit organizations, educators, businesses, potential users and viewers.
- Directs, organizes and supervises contract videographer and audio crew for meetings and hearings as needed.
- Performs digital duplication services for public requests of City Meetings or public hearings and collects duplication fees payable to the City.
- Maintains City digital archive library of City Meetings.
- Responds to and investigates citizen and subscriber complaints and inquiries.
- Assists with broadcasting for Emergency Alert System and content for City's Emergency
- Represents the unit and the City in meetings with members of the City Council, various governmental agencies and local public and private organizations.
- Assists with City's maintenance of information and computer systems.
- Assists with City's maintenance and management of software systems.
- Assists with the day-to-day operations of the City's technology needs; implements system upgrades; installs new and additional hardware and software as required; replaces, repairs, upgrades, and maintains system hardware and software; monitors and recommends improvement to operational performance and security; troubleshoots system problems; isolates the cause of system failures; maintains operational efficiency and load balancing of the systems.
- Analyzes, configures, plans, installs, maintains and troubleshoots personal computers, cabling, and peripherals.
- Works with vendor representatives to identify and correct causes of hardware and software malfunctions and to perform enhancements.
- Services.
- Maintains and cleans video/audio and other equipment as needed.
- Assists with the City's media information program.
- Assists with the City's information technology program.
- Prepares and creates a variety of written correspondence, detailed reports, procedures, and other written materials.
- Attends training and professional development seminars related to the work.
- Monitors changes in laws, regulations and technology that may affect unit operations; implements policy and procedural changes as required.
- Maintains on-call status for during emergencies.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of television production, camera systems, editing systems, web page design, ftp, computer graphics and digital photography.
- Operation of audio, video and a variety of related equipment.
- Current principles, techniques and objectives of public information and media relations programs including social networking.
- Operational characteristics, services, and activities of Information Systems.
- Modern and complex principles and practices of computer systems management, analysis, design, programming, and maintenance.
- Design, operations, properties, and capabilities of networks and network cabling.

- Various software packages including word processing, spreadsheet, data processing, graphics and desktop publishing applications and programs.
- English usage, spelling, grammar and punctuation.
- Computer operation, software programs including graphic design programs.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational and governmental organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Skill in:

- Developing, implementing and evaluating comprehensive cable television and telecommunications programs, websites and operations.
- Performing difficult cable television and telecommunications system operation, installation, repair, and maintenance work involving the use of independent judgment and personal initiative.
- Advising on the acquisition, design and construction of cable systems, equipment and facilities.
- Monitoring and supporting networks and information systems including hardware and software systems.
- Implementing comprehensive computer and telecommunications operations-related projects and training programs.
- Performing difficult telecommunications and computer information system operation, installation, repair, and maintenance work involving the use of independent judgment and personal initiative.
- Computer technology awareness and evaluations
- Wireless network management including mobile devices
- Operating, installing, maintaining, configuring, and troubleshooting a variety of highly technical computer equipment and peripherals.
- Preparing and maintaining accurate and complete records.
- Preparing clear and concise reports.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational and governmental organizations.
- Exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor of Arts degree in journalism, public relations, public affairs, communications, television, information technology or related field and three (3) years of experience performing information systems support, television production or media operations.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

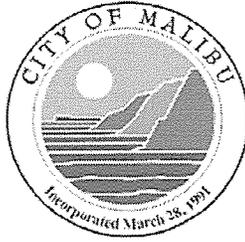
Must possess mobility to work in a production/office setting and use standard office and cable television equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry office and production materials, cable, telecommunications and other equipment, reports and records that typically weigh less than 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. May work out-of-doors in all weather conditions to direct the operation of telecasts and operate equipment. May travel to sites outside of the City. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evening, weekend and holiday hours, special events and overtime.



CITY OF MALIBU

PUBLIC SAFETY MANAGER

Class Description

January 2017

FLSA: Exempt

DEFINITION

Under general direction, performs and plans complex professional and administrative functions related to the City's public safety programs, including coordination and management of the City's emergency management program; planning and coordination for the City's response to natural disasters and national security emergencies; manages the City's emergency notification system; serves as liaison to public safety agencies, other governmental and social service agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Exercises general and direct supervision over professional, technical and clerical staff.

CLASS CHARACTERISTICS

This is a single-position mid-management classification. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include coordinating and managing the City's public safety and emergency response functions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages the development and implementation of public safety-related goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures
- Coordinates and manages the City's emergency management functions including: analyzing critical issues; identifying potential hazard to health and safety; training and advising other staff in roles related to emergency operations; and ensuring the City's disaster preparedness plan is maintained in accordance with State law
- Oversees the City's emergency alert/notification system, including posting notifications on the City's social media outlets, website and other communication platforms
- Develops innovative solutions to keep the City's emergency functions at the forefront of public safety
- Manages and assists in the development and administration of public safety budgets, including monitoring the Los Angeles County Sheriff Department's budget expenditures
- Ensures that the City's Emergency Operations Center (EOC) is in a constant state of readiness and that all EOC systems are operational and up to date. Maintains ability to activate EOC at all levels of incidents and planned events

- Serves as the liaison to the City's Volunteers on Patrol (VOP) program
- Oversees and manages the City's Community Emergency Response Team (CERT) program, including scheduling classes, overseeing training and managing team members
- Provides staff support to the Public Safety Commission, other committees and task forces, as necessary
- Coordinates with the City's Media Information Office for proper dissemination of public safety information
- Prepares, maintains, and updates program documents, reports, records and files
- Confers with a variety of agencies, vendors, subject matter experts, and the general public in acquiring information and coordinating disaster preparedness, emergency operations and public safety programs; provides information regarding assigned programs
- Plans, provides for and/or personally conducts Emergency Management skills trainings, CPR and First Aid trainings for City staff, volunteers, and the public
- Maintains the City's emergency supplies
- Plans and administers a workplace safety program for City staff and facilities, including creating informational hand-outs and pamphlets
- Performs a variety of public relations and outreach work related to assigned activities, including staffing and supervising Emergency Preparedness booths at public events
- Represents the City in the community and with local organizations to review emergency preparedness for planned events and emergency situations
- Provides responsible staff assistance to the City Manager, the City Council, Commissions and City staff
- Administers and submits all City-related disaster claims for relief and reimbursement to applicable agencies
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Modern principles of emergency management and response procedures
- Principles of disaster planning
- Operational characteristics of communication systems
- Modern and complex principles and practices of program development, research methods of assigned programs and administration
- Ability to establish and facilitate cooperative working relationships with employees and community groups to work effectively and collaboratively
- Ability to develop and standardize procedures and methods to improve the efficiency and effectiveness the City's public safety priorities
- Practices of researching program issues, evaluating alternatives, making sound recommendations and preparing and presenting effective reports
- Modern office methods, practices, procedures and equipment, including computer hardware and software
- Principles and practices of budget preparation and administration
- Applicable Federal, State, and local laws, codes and regulations, including SEMS, incident command and State and County emergency preparedness requirements
- General principles of risk management related to the functions of the assigned area

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

Skill in:

- Administering complex programs in an independent and cooperative manner
- Providing administrative and professional leadership and direction for the City of Malibu Public Safety and Emergency Management Programs
- Providing leadership and guidance during emergency situations
- Conducting complex research projects, evaluating alternatives, making sound recommendations and preparing effective and complex written reports
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances
- Evaluating and developing improvements in operations, procedures, policies, or methods
- Identifying and responding to issues and concerns of City management, the City Council and a variety of professional groups, commissions and committees
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals
- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff
- Training staff in work procedures
- Making effective public presentations
- Providing exceptional customer service to coworkers, internal customers and the public
- Operating modern office equipment including computer equipment and software programs
- Using English effectively to communicate in person, over the telephone and in writing
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in public administration or closely related field, and five (5) years of responsible professional experience in managing and administering emergency-related or public safety programs in a municipal setting

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Must possess a Professional Development Series certification issued by the State Office of Emergency Services. Must possess certificate of completion of Standardized Emergency Management System training. Must complete the FEMA ICS 100 & 200 and IS 700 & 800 courses required by the Department of Homeland Security within a specified amount of time.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to visit various meeting sites; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 75 pounds and heavier weights with the use of proper equipment; and push and pull drawers open and closed to retrieve and file information.

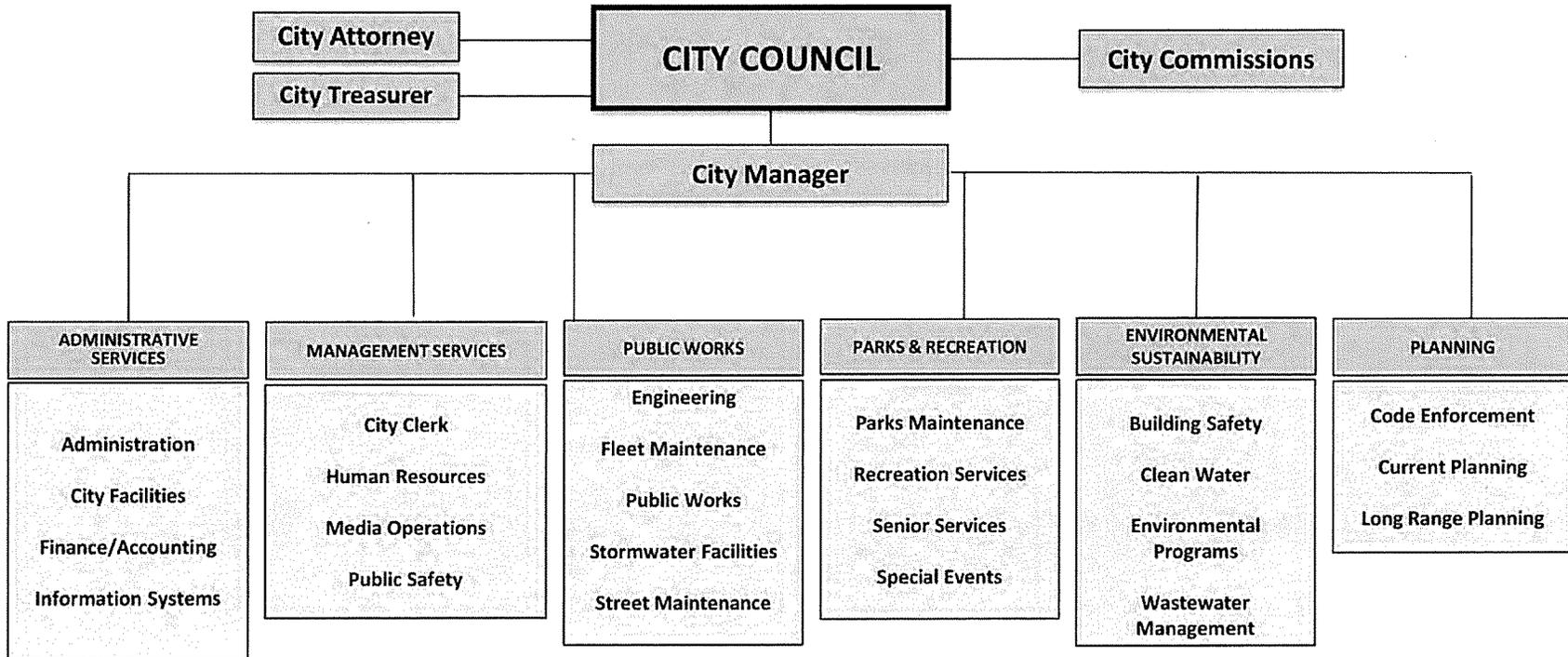
ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

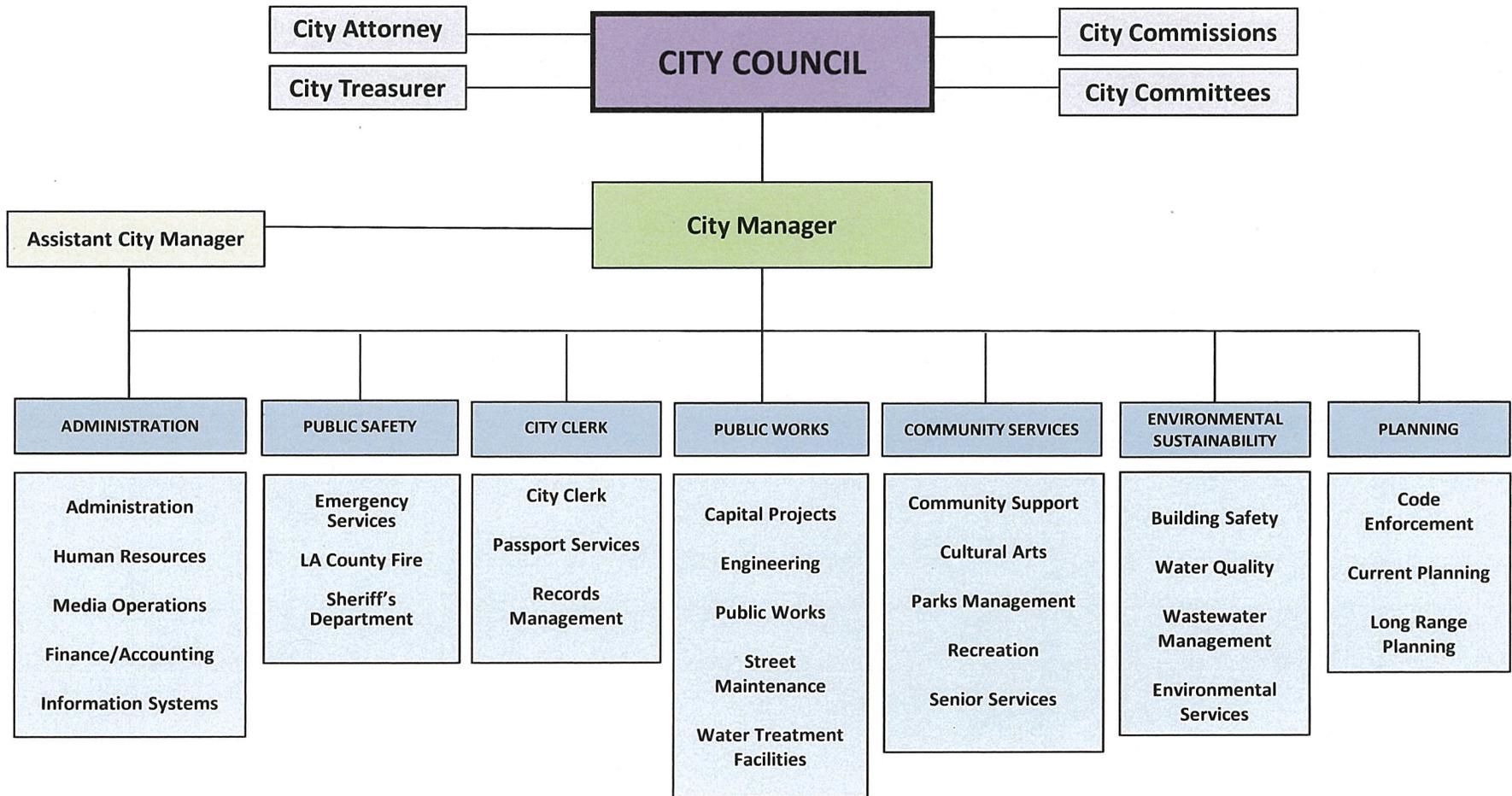
WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in an after-hours emergency response program for on-call assignments.

Fiscal Year 2016-17 Adopted Organizational Chart



Fiscal Year 2016-17 Proposed Revised Organizational Chart





Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
01-13-17

Item 3

To: Mayor La Monte and Councilmember Mullen

Prepared by: Lisa Soghor, Assistant City Manager 

Approved by: Reva Feldman, City Manager 

Date prepared: January 12, 2017 Meeting date: January 13, 2017

Subject: Fiscal Year 2016-2017 Second Quarter Financial Report and Mid-Year Budget Amendments

RECOMMENDED ACTION: 1) Review Fiscal Year 2016-2017 Second Quarter financial information; and 2) Provide a recommendation to the City Council regarding Fiscal Year 2016-2017 mid-year budget amendments.

FISCAL IMPACT: As of December 31, 2016, the projected General Fund Undesignated Reserve at June 30, 2017 is \$24 million if the proposed budget amendments are approved.

DISCUSSION: The attached report provides revenue, expenditure and fund balance totals for the Second Quarter of Fiscal Year 2016-2017 and the proposed mid-year budget amendments.

The Revenues by Fund Report (pages A 1-4) reflects General Fund revenues of \$23.9 million or 61% of the annual budgeted amount for the fiscal year. General Fund revenues are meeting budget estimates to date. Total revenue of all funds received through the second quarter is \$48.8 million or 52% of the annual budgeted amount for the fiscal year. Many revenue sources are received on a quarterly or annual basis and, as such, will be reflected when the year-end report is presented.

The Expenditure by Fund Report (pages A 5-8) reflects any budget carryovers from Fiscal Year 2015-2016, as well as the appropriations approved by the City Council for the current fiscal year in the Amended Budget column. Budget Adjustments, Carryovers and Council Appropriations total \$12.5 million as of December 31, 2016. General Fund expenditures for the second quarter total \$22.7 million or 59% of the annual budgeted

amount. Expenditures for all funds total \$36.6 million or 39% of the annual budgeted amount.

On November 30, 2016, the City closed escrow on Trancas Field. This \$11.4 million acquisition was funded through the issuance of Certificates of Participation (COP) 2016A, and the revenue and expenditure have been added to the budget on pages A-2 and A-5.

Projected Fund Balances for the fiscal year end are reflected on page A-9. The projected Undesignated Fund Balance at June 30, 2017 includes all expenses appropriated by the Council as of December 31, 2016. The City ended Fiscal Year 2015-2016 with \$23.8 million in the Undesignated General Fund Reserve. As of December 31, 2016, the projected General Fund Undesignated Reserve at June 30, 2017 is \$24 million.

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

Mid-Year Budget Amendments

Staff is recommending the following amendments to the General Fund expenditure budget:

- \$24,900 to Clean Water – Professional Services (100-3003-5100). The proposed budget amendment is needed for a new Professional Services Agreement to assist with the performance evaluation of the City's stormwater control measures in connection with Santa Monica Baykeeper and Natural Resources Defense Council v. City of Malibu, Case No. CV 08-1467-AHM (PLAx), Stipulation and Settlement Agreement in 2012.
- \$11,000 for CCWTF – Water Quality Testing & Monitoring (100-3010-5656). The proposed budget amendment is needed for an amendment to an existing Professional Services Agreement for additional services in performing mandated water quality monitoring of the City's water control measures.
- \$3,000 for Clean Water – Operating Supplies (101-3003-6160). This amendment is needed for additional outreach and educational supplies. The City has designed a new "One Water" logo, which will be used on a variety of items, including water bottles, coffee mugs, children's activity books, hats and seed packets.
- \$5,000 for Clean Water – Printing (101-3003-5405). This amendment is needed for additional water program educational materials. Current written materials will need to be revised to include the new "One Water" logo.

- \$50,000 reduction in Street Maintenance – Walls/Sidewalk Maintenance (100-3001-5126). These funds were originally budgeted for street upgrades on Point Dume. This work is not moving forward, so the funds have now been re-budgeted for Street Maintenance – Storm Response and Street Maintenance – Operating Supplies (see below).
 - \$30,000 for Street Maintenance – Storm Response (100-3001-5123). The proposed budget amendment is needed for additional storm response services related to the heavy winter rains that have already occurred this year and future storm events that are expected. The budget amendment funding will be used to pay for additional services to clear and maintain City streets before and after major rain events.
 - \$20,000 for Street Maintenance – Operating Supplies (100-3001-6160). This year, the City purchased 461 signs on behalf of Caltrans that are to be installed along PCH within the city limits, including all necessary hardware. These 461 additional signs were not included in this year’s budget. These additional funds would be used to pay for these signs.
- \$9,000 for Street Maintenance – Professional Services (100-3001-5100). At the November 28, 2016 City Council meeting, the Council directed staff to pursue the Caltrans Supplemental Adopt-A-Highway (AAH) program to remove additional litter along PCH in the Zuma Beach area, from Busch Drive to Trancas Canyon Road, and the Surfrider Beach area, from Webb Way to Carbon Canyon Road, during a five-month period from May through September. The additional funds will be used to fund an approved AAH contractor to perform the work.
- \$15,000 for Street Maintenance – Street Maintenance (100-3001-5120). The Street Maintenance program includes the annual striping of City streets. This year, additional areas in need of striping were identified by the Public Safety Commission, including striping near schools and the Point Dume Nature Headlands, as well as other high traffic areas within the city limits. This additional funding will be used for this purpose.
- \$25,000 for Street Maintenance – Traffic Signal Maintenance (100-3001-5124). In September 2007, the City installed six (6) speed radar signs along Pacific Coast Highway. Until this fiscal year, only minor maintenance has been needed to maintain these signs. Recently, the speed radar sign near Heathercliff Road was replaced due to an accident. Another speed radar sign near Las Flores Canyon Road required replacement due to years of expose to the ocean air, which prematurely corroded the sign’s electronic components. These repairs were no longer being covered under warranty. At this time, there are two signs that are non-operational and in need of replacement. These funds will be used to replace

the non-operational signs and pay for the recently replaced sign at Las Flores Canyon Road.

- \$10,000 for Public Works/Engineering – Professional Services (100-3008-5100). The Public Works Department has seen an increase in applications that require an engineer's review. Between July and October, the City utilized Kimley-Horn and Associates to assist on reviewing these applications for compliance with the City's rules and regulations. Additionally, the department needed the City's Surveyor, MNS, to prepare a new easement on Cross Creek related to the Civic Center Wastewater Treatment Facility. The proposed budget amendment will be used to pay for these services.
- \$87,800 for General Recreation – Events Cultural Arts Commission (100-4001-6170). The Concert on the Bluffs is scheduled for June 2017 at Malibu Bluffs Park. Last year's concert had 850 attendees and featured a performance that included members of the Los Angeles Philharmonic Orchestra and the New York City Ballet. The 2017 show will cost an estimated \$150,000-\$200,000 to produce. The Cultural Arts Commission was able to solicit donations and raise funds in order to cover a portion of the costs associated with the concert last year and hopes to do the same again in 2017. The proposed budget amendment will cover a portion of the production costs associated with the show, including performance fees, as well as stage and production managers. Additionally, it would cover logistical expenses, including equipment, transportation, security, and staffing.

Ticket revenue from the concert offsets the costs slightly. Last year, ticket prices were \$25 per adult and \$15 for children and seniors. Staff anticipates a greater turnout for this year's concert. Projecting for 1050 attendees, ticket revenue would be \$22,250 at last year's rates. Raising the ticket price to \$30 per adult and \$20 for children and seniors would increase the projected revenue to \$27,000. Staff recommends raising the ticket prices to these levels.

- \$9,500 for General Recreation – Events Cultural Arts Commission (100-4001-6170). The Arts in Education component of the Cultural Arts Commission focuses on two programs, the Visiting Artist Program and the Fill the Bucket Project. The Visiting Artist Program features various artists demonstrating visual, performing and written arts at local schools while mentoring students. The Fill the Bucket Project is an arts-driven program that promotes environmental awareness. Rain barrels will be painted by children and placed in local schools to encourage water conservation. These programs are consistent with the Cultural Arts Commission's work program for Fiscal Year 2016-2017; however, no funding was included in the budget.

- \$6,200 for General Recreation – Events Cultural Arts Commission (100-4001-6170). A second public art exhibit has been planned for City Hall for the current fiscal year. An exhibit of kites by renowned artist Tyrus Wong is scheduled to be installed in March 2017. The proposed budget amendment would fund materials used for the setup of exhibits, food for the opening event, and advertising, printing and graphics to promote the event.
- \$1,000 for General Recreation – Events Cultural Arts Commission (100-4001-6170). The Malibu Poet Laureate Program was recently approved by the City Council. The Laureate will focus on elevating the literary arts both in Malibu and outside communities. The proposed budget amendment will fund a \$1,000 annual stipend for the Laureate, which was not previously included in the Adopted Budget.
- \$4,000 transferred from Senior Adults – Contract Personnel (100-4008-5107) to Senior Adults – Part-time Salaries (100-4008-4102). Attendance at the Senior Center has grown steadily over the past four years, which has led to an increase in the amount of staff time required to develop programs and to assist participants throughout the day. The Parks and Recreation Department is requesting to transfer \$4,000 from the Contract Personnel account into the Part-time Salaries account, where it will be used to provide additional hours for part-time staff to assist with room set-up and breakdown, program preparation, and general office work.
- \$35,000 for Current/Advanced Planning – Coastal Development Permit Services (101-2001-5001-01). Due to an increase in the amount of biology reviews for planning applications and a restructuring of the biology review program, staff is requesting a budget amendment in the amount of \$35,000 for Coastal Development Permit Services, which covers the cost of the City Contract Biologists services. Staff is also requesting an augmentation of \$40,000 to the associated revenue account Biology Review Fees (101-0000-3408). Normally, the City recovers 25% of the Biology fees after paying for the City's Contract Biologist's services; however, due to the restructuring of services, the City will recover only 20% for the current fiscal year. The percentage will return to 25% in future fiscal years.

The net impact to the General Fund expenditures for the proposed amendments is \$242,400.

Staff is recommending the following amendments to the Information Systems Fund expenditure budget:

- \$30,000 transferred from Information Systems – Professional Services (602-7060-

5100) to Information Systems – Contract Personnel (602-7060-5107). Staff originally planned to use an outside consultant to provide additional services in the department. Instead, the City has made use of temporary staff hired through an agency to fulfill the same goals.

Staff is recommending the following amendments to the Legacy Park Project Fund expenditure budget:

- \$20,000 for Stormwater Treatment Facilities – Equipment (100-3007-7800). In December 2010, the City constructed the Paradise Cove Stormwater Treatment Facility to collect and treat stormwater and dry weather run-off from Ramirez Creek. The facility operates using two submersible pumps. During the recent Paradise Cove Stormwater Treatment Filter Media Replacement Project, it was discovered that one of the pumps was not working properly. The proposed budget amendment will be used to repair or replace the existing pump.

On November 17, 2016, the City received Maintenance and Servicing Excess Funds in the amount of \$189,645 from the Los Angeles County Regional Park and Open Space District for maintenance at Legacy Park. These funds will be used for operating expenses instead of the previously budgeted Legacy Park Project in Fiscal Year 2016-2017.

The proposed total amended expenditure budget is \$262,400, of which \$242,400 will be funded from the General Fund Undesignated Reserve and \$20,000 will be funded from the Legacy Park Project Fund.

If the proposed budget amendments are approved, the projected General Fund Undesignated Reserve at June 30, 2017 will remain \$24 million.

Civic Center Wastewater Treatment Facility

The Civic Center Wastewater Treatment Facility project broke ground in the beginning of Fiscal Year 2016-2017. This ambitious \$60 million project, which combines the efforts of three separate contractors, has been going smoothly and remains on schedule and on budget. The bulk of the funding comes from a \$9.56 million grant and two State Revolving Fund loans totaling \$50.74 million. To date, invoices have been submitted in the amount of \$19.94 million, and payments of \$19.73 million have been received.

Pension Liabilities

The Adopted Budget includes \$925,000 for current employee pension benefits through California Public Employees Retirement System (CalPERS). Additionally, the Adopted Budget includes \$191,000 for retiree health insurance, \$500,000 for other post-

employment benefits, and \$154,000 for CalPERS pension liabilities. It is anticipated that these costs will continue to increase every year. The City's actuarial consultant reviews and evaluates these costs on an annual basis.

Solar Carport System

On August 22, 2016, the Council directed staff to bring back an updated quote from Borrego Solar for the purchase of a solar carport system and to research any potential grant opportunities for the project. The cost from Borrego Solar for a turnkey solar project is \$963,000. Of that cost, \$936,000 is for the solar installation. Another \$27,000 is necessary to make ADA upgrades to the parking lot that would be triggered by the new solar carport. Staff and the City's Grants Consultant looked into possible grant opportunities but have been unable to identify any that seemed viable.

The Fiscal Year 2016-2017 Mid-Year Financial Report will be presented to the City Council on January 23, 2017.

ATTACHMENTS:

1. Revenues by Fund Report
2. Expenditures by Fund Report
3. Schedule of Projected Fund Balances
4. Treasurer's Cash and Investment Report
5. 2016-2017 Proposed Budget Amendments

REVENUES BY FUND

December 31, 2016

Object	Description	2016-2017 Adopted	Amended Budget	Received 12/31/2016	Percentage Received	2016-2017 Projected
100, 101 & 103 General Fund						
3111	Current Year Secured Property Tax	\$ 8,900,000	\$ 8,900,000	\$ 3,845,886	43.2%	\$ 8,900,000
3112	Current Year Unsecured Property Tax	350,000	350,000	337,586	96.5%	350,000
3113	Homeowner's Exemption	60,000	60,000	9,498	15.8%	60,000
3114	Prior Year Secured Property Tax	10,000	10,000	-	0.0%	10,000
3115	Prior Year Unsecured Property Tax	10,000	10,000	-	0.0%	10,000
3118	Property Tax In-Lieu	1,660,000	1,660,000	-	0.0%	1,660,000
	Revenue from Property Taxes	10,990,000	10,990,000	4,192,970	38.2%	10,990,000
3131	Documentary Transfer Tax	650,000	650,000	256,283	39.4%	650,000
3132	Utility User's Tax	2,500,000	2,500,000	935,756	37.4%	2,500,000
3133	Transient Occupancy Tax	1,250,000	1,250,000	655,313	52.4%	1,250,000
3133-01	Transient Occupancy Tax - Private Rentals	900,000	900,000	502,032	55.8%	900,000
3134	Franchise Fees	775,000	775,000	163,121	21.0%	775,000
3137	Sales and Use Tax	3,600,000	3,600,000	1,250,032	34.7%	3,600,000
3138	Parking Tax	350,000	350,000	224,816	64.2%	350,000
	Revenue From Other Taxes	10,025,000	10,025,000	3,987,353	39.8%	10,025,000
3201	Alarm Permits	30,000	30,000	15,423	51.4%	30,000
3202	Film Permits	475,000	475,000	236,549	49.8%	475,000
3203	Building Permits	550,000	550,000	354,876	64.5%	550,000
3203-01	Code Enforcement - Special Investigations	20,000	20,000	9,942	49.7%	20,000
3204	Wastewater Treatment System Permits	35,000	35,000	17,078	48.8%	35,000
3205	Plumbing Permits	90,000	90,000	55,891	62.1%	90,000
3207	Mechanical Permits	60,000	60,000	39,073	65.1%	60,000
3208	Electrical Permit Fees	120,000	120,000	86,541	72.1%	120,000
3209	Grading/Drainage Permit Fees	60,000	60,000	40,750	67.9%	60,000
3210	Misc. Permits	30,000	30,000	11,424	38.1%	30,000
3418	OWTS Operating Permit Fees	320,000	320,000	106,887	33.4%	320,000
3420	Parking Permits	2,000	2,000	616	30.8%	2,000
3421	Planning Review Fees	950,000	950,000	558,483	58.8%	950,000
	Revenue From Licenses and Permits	2,742,000	2,742,000	1,533,533	55.9%	2,742,000
3250	Parking Citations Fines	475,000	475,000	294,021	61.9%	475,000
	Revenue From Fines and Forfeitures	475,000	475,000	294,021	61.9%	475,000
3314	State Mandated Cost Reimbursement	10,000	10,000	-	0.0%	10,000
3318	Street Sweeping Reimbursements	40,000	40,000	-	0.0%	40,000
3373	Proposition A Recreation	25,000	189,645	189,645	100.0%	189,645
	Revenue From Other Governments	75,000	239,645	189,645	79.1%	239,645
3408	Biology Review Fees	80,000	80,000	50,416	63.0%	80,000
3409	Document Retention Fees	12,000	12,000	6,689	55.7%	12,000
3410	Building Plan Check Fees	340,000	340,000	300,137	88.3%	400,000
3410-01	Administrative Plan Check Processing Fee	20,000	20,000	13,349	66.7%	20,000
3411	Inspector Plan Check Fees	210,000	210,000	102,568	48.8%	210,000
3412	Geo Soils Engineering Fees	450,000	450,000	283,989	63.1%	450,000
3413	Other Plan Check Fees	30,000	30,000	13,772	45.9%	30,000
3414	Environmental Health Review Fees	250,000	250,000	220,815	88.3%	300,000
3415	Grading/Drainage Plan Review Fees	35,000	35,000	12,930	36.9%	35,000
3416	Code Enforcement Investigation Fees	10,000	10,000	7,996	80.0%	10,000
3419	Credit Card Fees	15,000	15,000	14,727	98.2%	15,000
3422	OWTS Practinoners Fees	2,500	2,500	846	33.8%	2,500
3425	CA Building Standards Surcharge	1,000	1,000	859	85.9%	1,000
3426	EIR Review Fees	50,000	50,000	10,547	21.1%	50,000
3427	Technology Enhancement Fee	8,500	8,500	5,908	69.5%	8,500
3431	Public Works/Engineering Fees	250,000	250,000	108,641	43.5%	250,000
3432	SUSMP Fees	13,000	13,000	13,497	103.8%	13,497
3433	Banner Hanging Fees	500	500	-	0.0%	500
3434	TOT Registration Fees	500	500	525	105.0%	525
3435	Admin Permit Processing Fees	65,000	65,000	38,648	59.5%	65,000
3436	Electric Vehicle Charger Fees	15,000	15,000	-	0.0%	15,000
3441	Sale of Publications and Materials	9,000	9,000	3,116	34.6%	9,000

Object	Description	2016-2017 Adopted	Amended Budget	Received 12/31/2016	Percentage Received	2016-2017 Projected
General Fund (Continued)						
3443	Emergency Preparedness Charges	1,500	1,500	1,100	73.3%	1,500
3444	Returned Check Service Fees	250	250	368	147.2%	368
3446	Vehicle Release Impound Fees	20,000	20,000	3,060	15.3%	20,000
3447	Election Fees	2,500	2,500	1,303	52.1%	2,500
3448	Subpoena Fees	2,500	2,500	811	32.4%	2,500
3449	False Alarm Service Charge	12,000	12,000	6,660	55.5%	12,000
3450	Residential Decals	500	500	360	72.0%	500
3451	Passport Processing Fees	40,000	40,000	16,345	40.9%	40,000
3461	Municipal Facility Use Fees	63,000	63,000	38,508	61.1%	63,000
3464	Youth Sports Program	80,000	80,000	60,919	76.1%	80,000
3465	Teen Program	11,500	11,500	2,175	18.9%	11,500
3466	Aquatics Program	140,000	140,000	110,205	78.7%	140,000
3467	Day Camp	84,000	84,000	17,974	21.4%	84,000
3468	Senior Adult Program	21,000	21,000	11,158	53.1%	21,000
3463/3470	Recreation/Community Class Registration	100,000	100,000	30,600	30.6%	100,000
3472	Special Events	13,000	13,000	2,207	17.0%	13,000
	Revenue From Service Charges	2,458,750	2,458,750	1,513,728	61.6%	2,569,390
3501	Interest Earnings	60,000	60,000	42,662	71.1%	60,000
3505	City Hall Use Fees	20,000	20,000	16,030	80.2%	22,000
3950	Bond Proceeds - Trancas Field	-	11,390,275	11,390,275	100.0%	11,390,275
	Use of Money and Property	80,000	11,470,275	11,448,967	99.8%	11,472,275
3600	Proceeds from Grants	50,000	699,190	649,190	92.8%	699,190
3901	Settlements	5,000	65,000	65,075	100.1%	65,075
3902	Legal Fees	2,500	2,500	-	0.0%	2,500
3904	TOT Private Rental Penalties	5,000	5,000	443	8.9%	5,000
3905	Miscellaneous Reimbursements	5,000	5,000	2,078	41.6%	5,000
3940	Sale of Surplus Property	500	500	-	0.0%	500
3943	Miscellaneous Revenue	5,000	5,000	8,466	169.3%	8,466
	Miscellaneous Revenue	73,000	782,190	725,252	92.7%	785,731
Total General Fund		26,918,750	39,182,860	23,885,469	61.0%	39,299,041
201 Gas Tax Fund						
3315	Highway User's Fees	275,216	275,216	108,653	39.5%	275,216
	Interest Earnings	500	500	-	0.0%	500
	Total Gas Tax Fund	275,716	275,716	108,653	39.4%	275,716
202 Traffic Safety Fund						
3312	Fines & Forfeitures	300,000	300,000	74,541	24.8%	300,000
	Interest Earnings	500	500	-	0.0%	500
	Total Traffic Safety Fund	300,500	300,500	74,541	24.8%	300,500
203 Proposition A Fund						
3371	Prop A Funds	220,000	220,000	95,234	43.3%	220,000
3501	Interest Earnings	400	400	-	0.0%	400
	Total Proposition A Fund	220,400	220,400	95,234	43.2%	220,400
204 Proposition C Fund						
3372	Prop C Funds	175,000	175,000	79,583	45.5%	175,000
3501	Interest Earnings	400	400	-	0.0%	400
	Total Proposition C Fund	175,400	175,400	79,583	45.4%	175,400
205 Measure R Fund						
3374	Measure R Funds	130,000	130,000	59,414	45.7%	130,000
3501	Interest Earnings	300	300	-	0.0%	300
	Total Measure R fund	130,300	130,300	59,414	45.6%	130,300
206 Air Quality Management Fund						
3377	AQMD Funds	15,000	15,000	4,202	28.0%	15,000
3501	Interest Earnings	50	50	-	0.0%	50
	Total Air Quality Management Fund	15,050	15,050	4,202	27.9%	15,050

Object	Description	2016-2017 Adopted	Amended Budget	Received 12/31/2016	Percentage Received	2016-2017 Projected
Special Revenue Funds (Continued)						
207 Solid Waste Management Fund						
3311	Solid Waste Management Surcharge	120,000	120,000	28,143	23.5%	120,000
3434	Recycling Fees	15,000	15,000	6,774	45.2%	15,000
3501	Interest Earnings	100	100	-	0.0%	100
3600	Grant Proceeds	5,000	5,000	5,000	100.0%	5,000
Total Solid Waste Management Fund		140,100	140,100	39,917	28.5%	140,100
208 Parkland Development Fund						
3135	Parkland Development Fees	15,000	15,000	21,404	142.7%	21,404
3501	Interest Earnings	500	500	-	0.0%	500
Total Park Development Fund		15,500	15,500	21,404	138.1%	21,904
209 Quimby Fund						
3501	Interest Earnings	100	100	-	0.0%	100
Total Quimby Fund		100	100	-	0.0%	100
211 COPS (Brulte) Grant Fund						
3600	Proceeds From Grants (Brulte)	100,000	129,324	93,285	72.1%	129,324
Total COPS (Brulte) Fund		100,000	129,324	93,285	72.1%	129,324
215 Community Development Block Grant Fund						
3600	Proceeds From Grants	106,979	106,979	2,328	2.2%	106,979
Total Comm. Dev. Block Grant Fund		106,979	106,979	2,328	2.2%	106,979
225 Grants Fund						
3376	TDA	-	-	-	0.0%	-
3600	Proceeds From Grants	11,604,894	11,604,894	44,966	0.4%	11,604,894
Total Grants Fund		11,604,894	11,604,894	44,966	0.4%	11,604,894
290 Big Rock LMD Fund						
3116	Big Rock Mesa Assessment	284,311	284,311	126,862	44.6%	284,311
3501	Interest Earnings	300	300	-	0.0%	300
Total Big Rock LMD Fund		284,611	284,611	126,862	44.6%	284,611
291 Malibu Road LMD Fund						
3116	Malibu Road Assessment	51,549	51,549	50,325	97.6%	51,549
3501	Interest	50	50	-	0.0%	50
Total Malibu Road LMD Fund		51,599	51,599	50,325	97.5%	51,599
292 Calle Del Barco LMD Fund						
3116	Calle Del Barco Assessment	41,961	41,961	20,261	48.3%	41,961
3501	Interest	200	200	-	0.0%	200
Total Calle Del Barco LMD Fund		42,161	42,161	20,261	48.1%	42,161
712 Carbon Beach Undergrounding CFD Fund						
3915	Carbon Beach Undergrounding Assessment	240,657	240,657	95,462	39.7%	240,657
Total Carbon Beach Undergrounding CFD		240,657	240,657	95,462	39.7%	240,657
713 Broad Beach Assessment District						
3915	Broad Beach Undergrounding Assessment	140,755	140,755	56,456	40.1%	140,755
Total Broad Beach Undergrounding AD		140,755	140,755	56,456	40.1%	140,755
714 Civic Center Wastewater Treatment Facility CFD						
3915	Bond Proceeds CFD 2012-1	-	-	-	0.0%	-
Total CCWTF CFD		-	-	-	0.0%	-
715 Civic Center Wastewater Treatment Facility AD						
3950	AD Proceeds 2015-1	37,815,757	37,815,757	22,762,063	60.2%	37,815,757
Total CCWTF AD		37,815,757	37,815,757	22,762,063	60.2%	37,815,757
Total Special Revenue Funds		51,660,479	51,689,803	23,734,956	45.9%	51,696,207

Object	Description	2016-2017 Adopted	Amended Budget	Received 12/31/2016	Percentage Received	2016-2017 Projected
500 Legacy Park Project Fund						
3501	Interest Earnings	5,000	5,000	-	0.0%	5,000
3505	Proceeds from Rent	2,096,219	2,096,219	821,971	39.2%	2,096,219
3905	Miscellaneous Revenue	50,000	50,000	-	0.0%	50,000
Total Legacy Park Project Fund		2,151,219	2,151,219	821,971	38.2%	2,151,219
Total Legacy Park Project Fund		2,151,219	2,151,219	821,971	38.2%	2,151,219
515 Civic Center Wastewater Treatment Facility (CCWWTF)						
3501	Interest Earning	-	-	-	0.0%	-
3510	Sewer Service Fees	-	78,079	78,079	0.0%	78,079
Total Capital Improvements Fund		-	78,079	78,079	0.0%	78,079
Total CCWWTF Project Fund		-	78,079	78,079	0.0%	78,079
Internal Service Funds						
601 Vehicle Fund						
3951	Vehicle Charges	60,000	60,000	30,000	50.0%	60,000
Total Vehicle Fund		60,000	60,000	30,000	50.0%	60,000
602 Information Technology Fund						
3952	Information Technology Charges	470,500	470,500	235,250	50.0%	470,500
Total Information Technology Fund		470,500	470,500	235,250	50.0%	470,500
Total Internal Service Funds		530,500	530,500	265,250	50.0%	530,500
Total Revenue - All Funds		\$ 81,260,948	\$ 93,632,461	\$ 48,785,725	52.1%	\$ 93,755,046

Reconciliation of adopted to amended budget

Total 2015-2016 Adopted budget: \$ 81,260,948

Account	Description	Amount	
211-0000-3600	Enhancing Law Enforcement Services (15/16)	Brulte	29,324 Budget Adjustment
100-0000-3373	Proposition A - Recreation	Bluffs Pk Maint.	164,645 Budget Adjustment
100-0000-3600	N. Santa Monica Bay Watershed Monitoring	CIMP	425,436 Budget Adjustment
100-0000-3600	Federal Surface Transportation Program	STP-L funds	223,754 Budget Adjustment
100-0000-3901	Computer Software Inc. Settlement	ESD	60,000 Budget Adjustment
515-9049-3510	Sewer Service Fees	CCWWTF	78,079 Budget Adjustment
104-0000-3950	Bond Proceeds - Trancas Field	COP 2016A	11,390,275 Budget Adjustment
Total Amendments		12,371,513	
Total Amendment Budget		93,632,461	

EXPENDITURES BY FUND

December 31, 2016

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2016-17 Projected
General Fund						
Management Services						
7001	City Council	\$ 526,550	\$ 526,550	\$ 346,945	65.9%	\$ 526,550
7003	City Manager	710,362	683,362	327,977	48.0%	683,362
7005	Legal Counsel	705,273	705,273	271,133	38.4%	705,273
7007	City Clerk	578,089	578,089	149,015	25.8%	578,089
Total Management Services		2,520,274	2,493,274	1,095,070	43.9%	2,493,274
Public Safety Services						
7021	Emergency Preparedness	212,008	234,008	78,194	33.4%	234,008
7031	Public Safety Services	7,193,949	7,193,949	3,132,955	43.5%	7,193,949
Total Public Safety		7,405,957	7,427,957	3,211,149	43.2%	7,427,957
Administrative Services						
3010	Civic Center Wastewater Treatment Facility	126,000	126,000	72,446	57.5%	126,000
7002	Media Operations	335,785	357,785	108,245	30.3%	357,785
7054	Finance	1,164,675	1,164,675	527,538	45.3%	1,164,675
7058	Human Resources	251,193	251,193	88,157	35.1%	251,193
7059	Non Departmental Services	2,041,614	2,041,614	721,581	35.3%	2,041,614
103-9050	City Hall	2,376,743	2,376,743	1,474,595	62.0%	2,376,743
104-9074	Trancas Field	-	11,390,275	11,390,275	100.0%	11,390,275
Total Administrative Services		6,296,010	17,708,285	14,382,837	81.2%	17,708,285
Recreation Services						
4001	General Recreation	848,620	855,620	239,409	28.0%	855,620
4002	Aquatics	265,326	265,326	140,491	53.0%	265,326
4003	Outdoor Recreation	41,624	41,624	12,044	28.9%	41,624
4004	Day Camps	94,979	94,979	42,651	44.9%	94,979
4006	Youth Sports	127,677	127,677	56,884	44.6%	127,677
4007	Community Programs	153,371	153,371	47,627	31.1%	153,371
4008	Senior Adult Programs	148,984	148,984	71,207	47.8%	148,984
4009	Teen Programs	69,322	69,322	31,405	45.3%	69,322
4010	Park Maintenance	832,252	832,252	341,151	41.0%	832,252
4011	Special Events	219,622	219,622	76,432	34.8%	219,622
Total Recreation Services		2,801,777	2,808,777	1,059,301	37.7%	2,808,777
Environmental & Sustainability Development						
2004	Environmental & Building Safety	1,790,105	1,790,105	842,447	47.1%	1,790,105
2010	Wastewater Management	669,091	832,091	395,546	47.5%	832,091
3003	Clean Water Program	245,159	670,595	149,358	22.3%	670,595
Total Env. & Community Development		2,704,355	3,292,791	1,387,351	42.1%	3,292,791
Planning Department						
2001	Planning	2,592,536	2,592,536	816,840	31.5%	2,592,536
2012	Code Enforcement	225,486	225,486	108,725	48.2%	225,486
Total Planning Department		2,818,022	2,818,022	925,565	32.8%	2,818,022
Public Works/Engineering						
3001	Street Maintenance	875,961	875,961	273,436	31.2%	875,961
3007	City Facilities	13,000	13,000	4,212	32.4%	13,000
3008	Public Works	937,510	1,161,264	328,322	28.3%	1,161,264
Total Public Works		1,826,471	2,050,225	605,970	29.6%	2,050,225
Total General Fund		26,372,866	38,599,331	22,667,243	58.7%	38,599,331

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

EXPENDITURES BY FUND

December 31, 2016

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2016-17 Projected
Special Revenue Funds						
3001	Street Maintenance	530,000	530,000	250,000	47.2%	530,000
3004	Solid Waste Management	133,190	133,190	28,040	21.1%	133,190
3008	Public Works	270,000	270,000	125,000	46.3%	270,000
3009	Transportation Services	209,000	209,000	75,433	36.1%	209,000
6002	Big Rock Mesa LMD	416,361	416,361	100,906	24.2%	416,361
6003	Malibu Road LMD	60,122	60,122	17,943	29.8%	60,122
6004	Calle del Barco LMD	81,638	81,638	20,536	25.2%	81,638
6005	Carbon Beach Undergrounding CFD	240,657	240,657	176,331	73.3%	240,657
6006	Broad Beach Undergrounding AD	140,755	140,755	119,434	84.9%	140,755
9049	Civic Center Wastewater	-	-	-	0.0%	-
7031	Public Safety	100,000	129,324	80,265	62.1%	129,324
7070	Community	6,979	6,979	2,910	41.7%	6,979
Total Special Revenue Funds		2,188,702	2,218,026	996,798	44.9%	2,218,026
Capital Project Funds						
310	Capital Improvement Fund					
9002	Annual Street Overlay	625,000	646,384	-	0.0%	646,384
9049	Civic Center Wastewater Improvements	47,372,466	47,372,466	11,523,377	24.3%	47,372,466
9057	PCH Regional Traffic Messaging System	300,000	300,000	-	0.0%	300,000
9058	PCH Intersection Improvements	631,185	631,185	-	0.0%	631,185
9059	PCH Median Improvements	350,000	350,000	-	0.0%	350,000
9061	Civic Center Way Improvements	300,000	300,000	-	0.0%	300,000
9065	Malibu Community Labor Exchange	125,000	125,000	-	0.0%	125,000
9066	PCH Signal Synchronization Imp.	180,000	180,000	-	0.0%	180,000
9067	Speed Advisory Signs	50,000	144,516	-	0.0%	144,516
9068	Bus Stop Shelters	30,000	84,943	2,186	2.6%	84,943
9069	Paradise Cove Media Filters	45,000	113,476	63,335	55.8%	113,476
9070	Civic Center Stormdrain Improvements	100,000	118,578	-	0.0%	118,578
9071	PCH Shoulder Enhancements	75,000	75,000	-	0.0%	75,000
9072	Marie Canyon Green Streets	25,000	25,000	-	0.0%	25,000
9073	Stormdrain Trash Screens	35,000	35,000	-	0.0%	35,000
Total Capital Project Funds		50,243,651	50,501,548	11,588,898	22.9%	50,501,548
Legacy Park Project Fund						
500	3003 Clean Water Program	300,000	300,000	-	0.0%	300,000
	3007 Stormwater Treatment Facilities	300,000	300,000	60,000	20.0%	300,000
	7004 Legacy Park Debt Service	1,094,135	1,094,135	832,851	76.1%	1,094,135
	7008 Legacy Park Operations	384,750	394,050	231,851	58.8%	394,050
Total Legacy Park Project Fund		2,078,885	2,088,185	1,124,702	53.9%	2,088,185
Civic Center Wastewater Treatment Facility Fund						
515	3010 CCWWTF Sewer Services	-	-	7,824	0.0%	15,000
Total Legacy Park Project Fund		-	-	7,824	0.0%	15,000

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

EXPENDITURES BY FUND

December 31, 2016

		Adopted Budget	Amended Budget (1)	YTD Actual	% Spent	2016-17 Projected
Internal Service Funds						
3005	Vehicle	86,000	86,000	21,008	24.4%	86,000
7060	Information Technology	488,294	488,294	228,065	46.7%	488,294
Total Internal Service Funds		574,294	574,294	249,073	43.4%	\$ 574,294
Total All Funds		\$ 81,458,398	\$ 93,981,384	\$ 36,634,538	39.0%	\$ 93,996,384

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

EXPENDITURES BY FUND

December 31, 2016

Reconciliation of adopted to amended budget

Total 2016-2017 Adopted budget: 81,458,398

Account	Description	Project	Amount	Comment	Date
310-9002-7901	Annual Street Overlay	CIP Project	21,384	Budget Carryover	7/1/2016
310-9067-5100	Speed Advisory Signs	Pt Dume/Busch	94,516	Budget Carryover	7/1/2016
310-9068-5100	Bus Stop Shelters	CIP Project	54,943	Budget Carryover	7/1/2016
310-9069-5100	Paradise Cover Equipment	Paradise Cove	68,476	Budget Carryover	7/1/2016
310-9070-5100	Stormwater Treatment Facilities-Equipment	Use Legacy Pk Fr	18,578	Budget Carryover	7/1/2016
211-7031-5115	Law Enforcement Services	Brulte Adjustment	29,324	Budget Adjustment	7/1/2016
100-7003-5100	City Manager - Professional Services	Website	(22,000)	Budget Correction	7/1/2016
100-7002-5100	Media Information - Professional Services	Website	22,000	Budget Correction	7/1/2016
100-3008-5100	Public Works Engineering - Professional Svc	Fed. Sur. Trans.	223,754	Budget Adjustment	7/1/2016
101-3003-5100	Clean Water Program-Professional Services	CIMP	(130,594)	Budget Adjustment	7/1/2016
101-3003-5100.02	Clean Water Program-Prof. Ser. CIMP	CIMP	130,594	Budget Adjustment	7/1/2016
101-3003-5100.02	Clean Water Program-Prof. Ser. CIMP	CIMP	425,436	Budget Adjustment	7/1/2016
104-9074-7102	Trancas Field - Vacant Land Acquisition	Trancas Field	11,390,275	Council Appropriation	8/8/2016
101-2010-5100	WW Management - Professional Services	IWIMS	163,000	Council Appropriation	8/22/2016
100-4001-6170	General Recreation - Events	Ward Event	2,000	Council Appropriation	9/13/2016
500-7008-5130	Legacy Park Operations - Maintenance	Benches	9,300	Council Appropriation	9/26/2016
100-7021-6160	Emergency Preparedness - Supplies	Emergency Bins	22,000	Council Appropriation	9/26/2016
100-7003-5100	City Manager - Professional Services	Trancas Field	(5,000)	Budget Correction	9/12/2016
100-4001-6160	General Recreation - Operating Supplies	Trancas Field	5,000	Budget Correction	9/12/2016

12,522,986

Total 2015-2016 current amended budget: \$ 93,981,384

PROJECTED FUND BALANCES

December 31, 2016

FUND	Fund Balance July 1, 2016 (Audited)	Revenues Projected 12/31/2016	Expenditures Projected 12/31/2016	Transfers Budgeted 2016-2017	Fund Balance Projected (Unaudited)
General Fund - Undesignated	\$ 23,752,010	\$ 39,299,041	\$ 38,599,331	\$ (410,000)	\$ 24,041,720
General Fund - Designated for CIPs	239,320	-	-	(239,320)	-
Designated for Deferred Maintenance	1,056,016	-	-	(70,000)	986,016
Designated for Landon Center	1,000,000	-	-	-	1,000,000
Designated for Water Quality Settlement	250,000	-	-	-	250,000
Total General Fund	26,297,346	39,299,041	38,599,331	(719,320)	26,277,736
Gas Tax Fund	9,592	275,716	285,000	-	308
Traffic Safety Fund	18,455	300,500	273,000	(50,000)	(4,045)
Proposition A Fund	269,155	220,400	209,000	-	280,555
Proposition C Fund	32,979	175,400	-	(175,000)	33,379
Measure R Fund	36,929	130,300	-	(130,000)	37,229
Air Quality Management Fund	44,505	15,050	-	-	59,555
Solid Waste Management Fund	35,345	140,100	163,190	-	12,255
Parkland Development In-Lieu Fund	29,517	21,904	-	-	51,421
Quimby Fund	3,519	100	-	-	3,619
COPS Brulte Grant Fund	-	129,324	129,324	-	-
CDBG	-	106,979	6,979	(100,000)	-
Grants Fund	-	11,604,894	212,000	(11,392,894)	-
Civic Center Wastewater Treatment Facility CFD	-	-	-	-	-
Civic Center Wastewater Treatment Facility AD	-	37,815,757	-	(37,815,757)	-
Big Rock LMD	211,353	284,611	416,361	-	79,603
Malibu Road LMD	13,329	51,599	60,122	-	4,806
Calle Del Barco LMD	93,665	42,161	81,638	-	54,188
Carbon Beach Undergrounding CFD	-	240,657	240,657	-	-
Broad Beach Assessment District	-	140,755	140,755	-	-
Total Special Revenue Funds	798,343	51,696,207	2,218,026	(49,663,651)	612,873
Capital Improvements	-	-	50,501,548	50,501,548	-
Total Cap. Imp. Funds	-	-	50,501,548	50,501,548	-
Legacy Park Project Fund	845,158	2,151,219	2,088,185	(118,577)	789,615
Total Legacy Fund	845,158	2,151,219	2,088,185	(118,577)	789,615
Civic Center Wastewater Treatment Facility	6,446,341	78,079	15,000	-	6,509,420
Total Civic Center Wastewater Treatment Fac.	6,446,341	78,079	15,000	-	6,509,420
Vehicle	37,168	60,000	86,000	-	11,168
Information Technology	21,005	470,500	488,294	-	3,211
Total Internal Service Funds	58,173	530,500	574,294	-	14,379
Total All Funds	\$ 34,445,361	\$ 93,755,046	\$ 93,996,384	\$ -	\$ 34,204,023

CITY OF MALIBU

**CITY TREASURER'S CASH AND INVESTMENTS REPORT
FOR THE QUARTER ENDING DECEMBER 31, 2016**

<u>ACCOUNT</u>	<u>ISSUER</u>	<u>TYPE</u>	<u>AMOUNT</u>	<u>CURRENT YIELD</u>	<u>EARNINGS TO DATE*</u>	<u>MATURITY DATE</u>
Cash Operating	Wells Fargo Bank	Checking	\$ 4,160,269	N/A		N/A
Revolving Cash Fund	Internal	Petty Cash	700	N/A	N/A	N/A
Investments	Local Agency Investment Fund (LAIF)	State of CA	25,935,730	0.00%		1 day
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.05%		11/13/2018
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.90%		5/16/2019
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	2.20%		11/16/2020
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.05%		11/18/2020
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.20%		5/11/2021
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	0.70%		3/6/2017
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.05%		3/6/2018
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.20%		3/6/2018
Investments	Wells Fargo Advisors	Federal Home Loan	250,000	1.05%		3/7/2018
TOTAL CASH AND INVESTMENTS			\$ 32,346,698		\$ -	

* LAIF Interest amount and yield for the quarter was not available as of the date of this report.

In compliance with Government Code Section 53646, the Treasurer hereby certifies that sufficient cash and anticipated revenues are available to meet the City's expenditure requirements for the next six months, and further, that all investments comply with the City Council's approved investment ordinances.

Prepared by:


Lisa Soghor, Assistant City Manager


Date

Reviewed by:


Reva Feldman, City Manager


Date

2016-2017 PROPOSED BUDGET AMENDMENTS

Account	Description	Amount	Detail
REVENUE			
TOTAL ADOPTED REVENUE BUDGET		\$93,632,461	
100-0000-3373	Grant revenue	189,645	Prop A Excess Funds for Legacy Park
100-0000-3472	Event Revenue	22,250	Concert on the Bluffs ticket sales
101-0000-3408	Biology Review Fees	40,000	Increased number of reviews
	Total General Fund Revenue	251,895	
Total Proposed Revenue Budget		93,884,356	
EXPENDITURES			
TOTAL ADOPTED EXPENDITURE BUDGET		93,981,384	
Total Adopted General Fund Expenditures		38,599,331	
General Fund			
101-3003-5100	Clean Water - Professional Services	24,900	Water Quality Testing per TMDL requirements
100-3010-5656	CCWTF - Water Quality Testing & Monitoring	11,000	Water Quality Testing per TMDL requirements
101-3003-6160	Clean Water - Operating Supplies	3,000	Earth Day supplies
101-3003-5405	Clean Water - Printing	5,000	Program materials with new "One Water" logo
100-3001-5126	Street Maintenance - Walls/Sidewalk Maintenance	(50,000)	Transfer to other Street Maintenance expenses
100-3001-5123	Street Maintenance - Storm Response	30,000	Response to heavy winter rains
100-3001-6160	Street Maintenance - Operating Supplies	20,000	200 signs purchased for Caltrans
100-3001-5100	Street Maintenance - Professional Services	9,000	Caltrans Supplemental Adopt-a-Highway program
100-3001-5120	Street Maintenance - Street Maintenance	15,000	Additional striping of City streets
100-3001-5124	Street Maintenance - Traffic Signal Maintenance	25,000	Replacement of speed radar signs
100-3008-5100	Public Works/Engineering - Professional Services	10,000	High volume of reviews and extra survey work
100-4001-6170	General Recreation - Events Cultural Arts Commission	87,800	Concert on the Bluffs
100-4001-6170	General Recreation - Events Cultural Arts Commission	9,500	Arts in Education
100-4001-6170	General Recreation - Events Cultural Arts Commission	6,200	City Hall Public Art Exhibit
100-4001-6170	General Recreation - Events Cultural Arts Commission	1,000	Poet Laureate stipend
100-4008-5107	Senior Adults - Contract Personnel	(4,000)	Transfer to Senior Adults Part-time Salaries
100-4008-4102	Senior Adults - Part-time Salaries	4,000	Transfer from Senior Adults Contract Personnel
101-2001-5100.01	Planning - Coastal Development Permit Services	35,000	Professional services to perform additional biology reviews
	Proposed Amended General Fund Expenditures	242,400	
Information Systems Fund			
602-7060-5100	Information Systems - Professional Services	(30,000)	Transfer to Contract Personnel
602-7060-5107	Information Systems - Contract Personnel	30,000	Transfer from Professional Services
	Proposed Amended IS Fund Expenditures	-	
Legacy Park Project Fund			
100-3007-7800	Stormwater Treatment Facilities - Equipment Paradise Cove	20,000	Pump replacement
	Proposed Amended Legacy Park Fund Expenditures	20,000	
TOTAL PROPOSED AMENDMENTS - ALL FUNDS		262,400	
TOTAL AMENDED EXPENDITURE BUDGET (all funds)		\$94,243,784	