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HOW TO VIEW THE MEETING: No physical location from which members of the public may observe the meeting and offer public comment will be provided. Please view the meeting, which will be live streamed at <https://malibucity.org/video> and <https://malibucity.org/VirtualMeeting>.

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence to cityclerk@malibucity.org before the meeting begins.

HOW TO PARTICIPATE DURING THE MEETING: Members of the public may also speak during the meeting through the Zoom application. You must first sign up to speak before the item you would like to speak on has been called and then you must be present in the Zoom conference to be recognized.

Please visit <https://malibucity.org/VirtualMeeting> and follow the directions for signing up to speak and to download the Zoom application.

Malibu City Council
Administration and Finance Subcommittee
Special Meeting Agenda
(to be held during COVID-19 emergency)

Tuesday, October 10, 2023

10:00 A.M.

Various Teleconference Locations

YOU MAY VIEW THIS MEETING LIVE OVER THE INTERNET AT
[MALIBUCITY.ORG/VIDEO](https://malibucity.org/video)

Mayor Pro Tem Doug Stewart
Councilmember Bruce Silverstein

Call to Order

Roll Call

Approval of Agenda

Report on Posting of the Agenda – October 6, 2023

1. **Presentations**

None.

2. **Old Business**

None.

3. **New Business**

A. Approval of Minutes – June 14, 2023

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of June 14, 2023.

Staff Contact: City Clerk Pettijohn, 456-2489, ext. 228

B. Funding For Trancas Canyon Park Upper and Lower Slopes Repair Project

Recommended Action: Provide a recommendation to the City Council to increase the appropriation an additional \$1,117,665 for the Trancas Canyon Park Upper and Lower Slope Repairs Project, reallocate \$254,105 from the fund balance of the Broad Beach Road Water Quality Improvements Project, and allocate \$863,550 from the General Fund Undesignated Reserve to the project, for a total revised budget of \$1,974,626.

Staff Contact: Public Works Director DuBoux, 456-2489, ext. 339


C. Funding for Video Broadcasting Services for City Meetings and Events

Recommended Action: Provide a recommendation to the City Council on the appropriation of an additional \$115,500 from the General Fund Undesignated Reserve for Video Broadcast Services.

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

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. Special meeting agendas may be amended up to 24 hours in advance of the meeting. Dated this 6th day of October 2023, at 3:30 p.m.



Kelsey Pettijohn, City Clerk



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
10-10-23

Item 3.A.

To: Mayor Pro Tem Stewart and Councilmember Silverstein

Prepared by: Kelsey Pettijohn, City Clerk

Approved by: Steve McClary, City Manager

Date prepared: October 5, 2023 Meeting date: October 10, 2023

Subject: Approval of Minutes – June 14, 2023

RECOMMENDED ACTION: Approve the minutes for the Administration and Finance Subcommittee Special meeting of June 14, 2023.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Special meeting of June 14, 2023, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the June 14, 2023 Administration and Finance Subcommittee Special meeting

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
SPECIAL MEETING
JUNE 14, 2023
TELECONFERENCED - VARIOUS LOCATIONS
4:00 P.M.

The following meeting was held pursuant to AB 361 and fully teleconferenced from various locations during the coronavirus disease (COVID-19) pandemic.

CALL TO ORDER

Mayor Silverstein called the meeting to order at 4:01 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Bruce Silverstein and Councilmember Doug Stewart

ALSO PRESENT: Steve McClary, City Manager; Joseph Toney, Assistant City Manager; Renée Neermann, Finance Manager; Alicia Tang, Graphic Artist; and Mary Linden, Executive Assistant

APPROVAL OF AGENDA

MOTION Councilmember Stewart moved, and Mayor Silverstein seconded a motion to approve the agenda. The question was called, and the motion carried unanimously.

REPORT ON POSTING OF AGENDA

Executive Assistant Linden reported that the agenda for the meeting was properly posted on June 12, 2023, and the amended agenda posted on June 13, 2023.

ITEM 1 PRESENTATIONS

None.

ITEM 2 OLD BUSINESS

A. Approval of Minutes – April 11, 2023 (continued from May 2, 2023)
Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of April 11, 2023.

MOTION Mayor Silverstein moved, and Councilmember Stewart seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of April 11, 2023. The question was called, and the motion carried unanimously.

ITEM 3 NEW BUSINESS

A. Approval of Minutes – May 2, 2023

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of May 2, 2023.

MOTION Mayor Silverstein moved, and Councilmember Stewart seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of May 2, 2023. The question was called, and the motion carried unanimously.

B. Fiscal Year 2022-23 Third Quarter Financial Report

Recommended Action: Review the Fiscal Year 2022-23 Third Quarter Financial Report.

Assistant City Manager Toney presented the report.

Councilmember Stewart stated investing the final projected fund balance of \$103 million should be a high priority. He noted that higher permit fees indicated more construction activity taking place. He asked for clarification of how short-term rental fees and violation fines were posted. He noted the impact of the Civic Center Water Treatment Facility. In response to Councilmember Stewart, Assistant City Manager Toney stated the City was significantly under the Gann/Appropriations Limit. In response to Councilmember Stewart, Assistant City Manager Toney stated the Sheriff's budget was expected to be \$14.9 million for Fiscal Year 2023-24. City Manager McClary stated the City was waiting for the Sheriff's Department to complete and return a list of what will be delivered for the new substation. Councilmember Stewart stated the Sheriff resources were very slim. He stated it appeared the City was underspending on Information Services and Technology (IT). Assistant City Manager Toney stated staff was revamping a strategic plan for IT, including cyber security services. Councilmember Stewart stated the City should begin using its available funds to fill the community's needs.

Councilmember Stewart commended staff for an excellent report and for doing a great job managing the City's expenses. He stated it was now up to the Council to be sure the funds were spent wisely.

Assistant City Manager Toney commended Finance Manager Neermann for managing the accounts and compiling the reports. In response to Councilmember Stewart, Assistant City Manager Toney discussed the new budget system that would be implemented in the near future. He stated it would be online, interactive, and more transparent.

ADJOURNMENT

MOTION At 4:24 p.m., Mayor Silverstein adjourned the meeting.

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

DOUG STEWART, Mayor Pro Tem

ATTEST:

KELSEY PETTIJOHN, City Clerk



Administrative and Finance Subcommittee Agenda Report

Administrative and
Finance Subcommittee
Special Meeting
10-10-23

Item 3.B.

To: Mayor Pro Tem Stewart and Councilmember Silverstein

Prepared by: Julie Santia, Associate Engineer

Reviewed by: Rob DuBoux, Public Works Director/City Engineer

Approved by: Steve McClary, City Manager

Date prepared: September 28, 2023 Meeting date: October 10, 2023

Subject: Funding For Trancas Canyon Park Upper and Lower Slopes Repair Project

RECOMMENDED ACTION: Provide a recommendation to the City Council to increase the appropriation an additional \$1,117,665 for the Trancas Canyon Park Upper and Lower Slope Repairs Project, reallocate \$254,105 from the fund balance of the Broad Beach Road Water Quality Improvements Project, and allocate \$863,550 from the General Fund Undesignated Reserve to the project, for a total revised budget of \$1,974,626.

FISCAL IMPACT: Funding for this project is included in the Adopted Budget for FY 2023-24 in Account No. 102-9209-5100 (Trancas Canyon Park Repairs) in the amount of \$856,971. Funds for this project are being supplied by the Joint Powers Insurance Authority (JPIA) for the repairs to Trancas Canyon Park. However, the current funds are insufficient, an additional \$1,117,655 is required to complete these repairs.

Additional funding for this project can be added from the fund balance of a recently completed project funded by JPIA, and from the General Fund Undesignated Reserve. JPIA funded the Broad Beach Road Water Quality Improvements Project in the amount of \$578,521. This project was completed in January 2023 resulting in a balance of \$254,105 of unused funds. JPIA has informed the City that the balance of the funds could be used for the Trancas Canyon Park Upper and Lower Slopes Repair Project. An additional \$863,550 in General Fund Undesignated Reserve is needed to fully fund this project.

Existing Funding		Estimated Costs	
JPIA	\$856,971	Design Services	\$135,625
		Construction	\$1,599,001
		Contingency	\$240,000
Total JPIA Amount	\$856,971	Total	\$1,974,626

Funding Shortfall \$1,117,655

JPIA Balance (Broad Beach Road) \$254,105
Additional General Fund Undesignated Reserve Request \$863,550

Therefore, staff recommends increasing the appropriation to this project an additional \$1,117,665, reallocate \$254,105 from Account No. 102-9212-5100 (Broad Beach Road Water Quality Improvements) to Account No. 102-9209-5100 (Trancas Canyon Park Improvements), and allocate \$863,550 from the General Fund Undesignated Reserve to Account No. 102-9209-5100 (Trancas Canyon Park Improvements), for a total revised budget of \$1,974,626. The projected General Fund Undesignated Reserve at June 30, 2023 is \$64,214,264..

STRATEGIC PRIORITY: This item is part of the day-to-day operations identified in the Adopted FY 2023-24 Strategic Priority Project List.

DISCUSSION: Council Policy #44 requires that all proposed appropriations over \$10,000 be reviewed and discussed by the Administration and Finance Subcommittee prior to being presented to the City Council. The proposed reallocation and appropriation item will be presented to the Council at its Regular Meeting on October 23, 2023.

On November 9, 2018, the Woolsey Fire burned throughout Malibu, causing excessive damage to homes, businesses, and public infrastructure. The State of California declared a State of Emergency for damages sustained by the Woolsey Fire allowing the City to apply for funding to assist in the repairs to Trancas Canyon Park. The City also submitted a claim to its insurance carrier for the repairs to Trancas Canyon Park. JPIA approved \$895,766 for the necessary repairs. This project consists of repairs to the fire damage including the irrigation system at the upper slope and lower slope stability. The irrigation system will be repaired to pre-fire condition. The lower slope repairs include drainage concrete v-ditch repair, anchored wire mesh and jute netting for erosion control.

On July 27, 2023, one contractor submitted a construction bid for this project. The bid was \$1,599,001, which is more than the available budget for this project. Although the City only received one bid for this project, Staff compared this bid to similar work in other cities and found that it was comparable to those other recent bids. A reallocation and additional appropriation is needed to complete this Woolsey Fire repair project.

Staff recommends the Administrative and Finance Subcommittee provide a recommendation to the City Council to increase the appropriation an additional \$1,117,665 for the Trancas Canyon Park Upper and Lower Slope Repairs Project, reallocate \$254,105 from the fund balance of the Broad Beach Road Water Quality Improvements Project, and allocate \$863,550 from the General Fund Undesignated Reserve to the project, for a total revised budget of \$1,974,626.

ATTACHMENTS: None



Administrative and Finance Subcommittee Agenda Report

To: Mayor Pro Tem Stewart and Councilmember Silverstein

Prepared by: Alexis Brown, Deputy City Manager

Approved by: Steve McClary, City Manager

Date prepared: October 5, 2023 Meeting date: October 10, 2023

Subject: Funding for Video Broadcasting Services for City Meetings and Events

RECOMMENDED ACTION: Provide a recommendation to the City Council on the appropriation of an additional \$115,500 from the General Fund Undesignated Reserve for Video Broadcast Services.

FISCAL IMPACT: Not to Exceed \$180,500, the Media Operations Professional Services budget as approved by the City Council on June 21, 2023, includes the cost to hire a firm to provide Video Broadcasting Services for City Meetings and other City events. Initial funding for this agreement is included in the Adopted Budget for FY 2023-24 in Account No. 100-7002-5100 (Professional Services) in the amount of \$34,500, and the additional appropriation of \$115,500, will provide for a total of \$150,000 for the services.

The projected General Fund Undesignated Reserve at June 30, 2023, is \$64,214,264.

STRATEGIC PRIORITY: This item is part of the day-to-day operations identified in the Adopted FY 2023-24 Strategic Priority Project List.

DISCUSSION: The City of Malibu issued a Request for Proposals on July 24, 2023, to seek a qualified firm to provide video broadcasting services for City Meetings and other city events. The City received a qualified response from Pegasus Studios to provide said services to the City of Malibu. Upon review, it was determined that scope of work exceeds the account budgeted amount of \$65,000 (\$34,500 for video broadcasting) as approved in FY 2023-24 Adopted Budget. As such, the staff is requesting the A&F Subcommittee's consideration to appropriate \$115,500 for a total budget of \$180,500.

The amount would be for this fiscal year, and funding for future years will be included in future budgets for the term of the agreement. The term of the agreement is expected to be for two fiscal years with the opportunity to extend for a third year.

ATTACHMENTS: None.