

Malibu City Council
Administration and Finance Subcommittee
Special Meeting Agenda

Monday, June 25, 2018

4:00 P.M.

City Hall – Zuma Room
23825 Stuart Ranch Road

Mayor Rick Mullen
Councilmember Skylar Peak

Call to Order

Approval of Agenda

Report on Posting of the Agenda – June 21, 2018

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 – June 11, 2018

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of June 11, 2018.

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

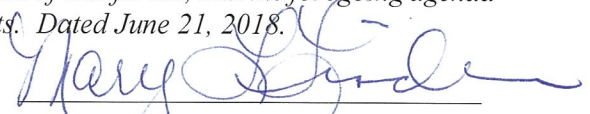
2. Engineering Review of Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Maps

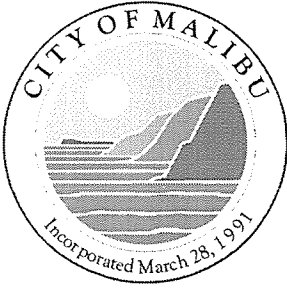
Recommended Action: Provide a recommendation to the City Council to consider appropriating \$20,000 from the General Fund Undesignated Reserve for professional engineering services to develop an additional technical response regarding the Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Maps.

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 June 21, 2018.


Mary Linden, Executive Assistant



Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
06-25-18

Item 1

To: Mayor Mullen and Councilmember Peak

Prepared by: Mary Linden, Executive Assistant *ML*

Approved by: Lisa Soghor, Assistant City Manager *LS*

Date prepared: June 7, 2018 Meeting date: June 25, 2018

Subject: Approval of Minutes – June 11, 2018

RECOMMENDED ACTION: Approve the minutes for the Administration and Finance Subcommittee Special meeting of June 11, 2018.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Special meeting of June 11, 2018, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the June 11, 2018 Administration and Finance Subcommittee Special meeting

MINUTES
MALIBU ADMINISTRATION AND FINANCE SUBCOMMITTEE
SPECIAL MEETING
JUNE 11, 2018
MULTIPURPOSE ROOM
9:00 A.M.

CALL TO ORDER

Mayor Mullen called the meeting to order at 4:00 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Rick Mullen and Councilmember Skylar Peak

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

APPROVAL OF AGENDA

MOTION Councilmember Peak moved and Mayor Mullen seconded a motion to approve the agenda. The motion carried unanimously.

REPORT ON POSTING OF AGENDA

Finance Manager Piyaman reported that the agenda for the meeting was properly posted on June 7, 2018.

PUBLIC COMMENT

None.

DISCUSSION ITEMS

1. Approval of Minutes – May 1, 2018
Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of May 1, 2018.

MOTION Councilmember Peak moved and Mayor Mullen seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of May 1, 2018. The motion carried unanimously.

2. Adoption of Procurement Standards Policy
Recommended Action: Provide a recommendation to the City Council on the adoption of a Uniform Guidance Procurement Standards Policy.

MOTION Councilmember Peak moved and Mayor Mullen seconded a motion to provide a recommendation to the City Council to adopt a Uniform Guidance Procurement Standards Policy. The motion carried unanimously.

CONSENSUS

By consensus, the Subcommittee requested that the City take affirmative steps to promote new bids to local businesses.

Assistant City Manager Soghor stated staff would work on developing a policy that addresses promoting new bids to local businesses.

ADJOURNMENT

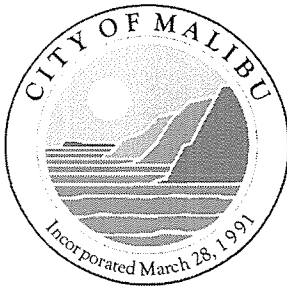
MOTION At 4:24 p.m., Councilmember Peak moved and Mayor Mullen seconded a motion to adjourn. The motion carried unanimously.

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

RICK MULLEN, Mayor

ATTEST:

MARY LINDEN, Executive Assistant




Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
Special Meeting
06-25-18

Item 2

To: Mayor Mullen and Councilmember Peak

Prepared by: Robert DuBoux, Acting Public Works Director/City Engineer

Approved by: Lisa Soghor, Assistant City Manager 

Date prepared: June 18, 2018 Meeting date: June 25, 2018

Subject: Engineering Review of Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Maps

RECOMMENDED ACTION: Provide a recommendation to the City Council to consider appropriating \$20,000 from the General Fund Undesignated Reserve for professional engineering services to develop an additional technical response regarding the Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Maps.

FISCAL IMPACT: Funding for these services was not included in the Adopted Budget for Fiscal Year 2018-2019. An appropriation of \$20,000 from the General Fund Undesignated Reserve to Account Number 100-3008-5100 (Public Works Professional Services) is needed to perform this work. The projected General Fund Undesignated Reserve at June 30, 2018 is \$32.4 million.

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 appropriation item will be discussed by the Council at its Regular meeting on June 25, 2018.

In September 2017, the City entered into a contract with Moffatt & Nichol to perform a review of the data, assumptions, and methods FEMA used to create the Preliminary Floodplain Maps. After this review, the consultant recommended performing a detailed review of areas near East Sea Level Drive, Malibu Road, and Pacific Coast Highway. Staff submitted an appeal to FEMA prior to the November 6, 2017 deadline and later provided FEMA with additional analysis. FEMA indicated that it will be providing the City with a detailed response to the City's appeal of the Preliminary Flood Insurance Maps. Staff recommends that \$20,000 be allocated to develop an additional technical response to FEMA's response to the City's appeal of the Preliminary Flood Insurance Maps.

ATTACHMENTS: None.