

Malibu City Council
Administration and Finance Subcommittee
Special Meeting Agenda

Monday, November 25, 2019

4:00 P.M.

City Hall – Multipurpose Room
23825 Stuart Ranch Road

Councilmember Rick Mullen
Councilmember Skylar Peak

Call to Order

Approval of Agenda

Report on Posting of the Agenda – November 20, 2019

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 12, 2019

Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of November 12, 2019.

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

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

Recommended Action: Provide a recommendation to the City Council to consider appropriating \$213,280 from the General Fund Undesignated Reserve for professional engineering services to develop additional engineering calculations regarding the Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Maps to support the City's appeal.

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


3. Electrical Vehicle Charging Stations

Recommended Action: Provide a recommendation to the City Council to consider appropriating \$145,000 from the General Fund Undesignated Reserve and \$50,000 from the Air Quality Management District (AQMD) Fund for the City's Electrical Vehicle Charging Stations Project.

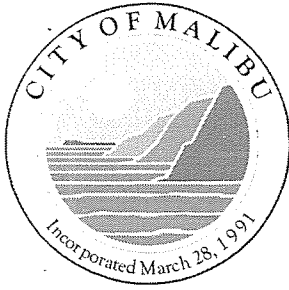
Staff contact: Public Works Director DuBoux, 456-2489 ext. 339

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 November 20, 2019.



Mary Linden, Executive Assistant



Administration and Finance Subcommittee Agenda Report


Administration &
Finance Subcommittee
Special Meeting
11-25-19

Item 1

To: Councilmember Mullen and Councilmember Peak

Prepared by: Mary Linden, Executive Assistant

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager 

Date prepared: November 18, 2019
2019

Meeting date: November 25,

Subject: Approval of Minutes – November 12, 2019

RECOMMENDED ACTION: Approve the minutes for the Administration and Finance Subcommittee Special meeting of November 12, 2019.

DISCUSSION: Staff has prepared draft minutes for the Administration and Finance Subcommittee Special meeting of November 12, 2019, and hereby submits the minutes to the Subcommittee for approval.

ATTACHMENTS: Draft Minutes for the November 12, 2019 Administration and Finance Subcommittee Special meeting

MINUTES
MALIBU ADMINISTRATION & FINANCE SUBCOMMITTEE
SPECIAL MEETING
NOVEMBER 12, 2019
MULTIPURPOSE ROOM
2:00 P.M.

CALL TO ORDER

Councilmember Peak called the meeting to order at 2:02 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Councilmember Rick Mullen and Councilmember Skylar Peak

ALSO PRESENT: Assistant City Manager Lisa Soghor; Acting Finance Manager Renée Neermann; and Assistant to the City Manager Elizabeth Shavelson

APPROVAL OF AGENDA

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

REPORT ON POSTING OF AGENDA

Assistant City Manager Soghor reported that the agenda for the meeting was properly posted on November 8, 2019.

DISCUSSION ITEMS

1. Approval of Minutes – October 3, 2019
Recommended action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of October 3, 2019.

MOTION Councilmember Peak moved and Councilmember Mullen seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of October 3, 2019. The motion carried unanimously.

2. Fiscal Year 2018-2019 Fourth Quarter Financial Report
Recommended Action: Review Fiscal Year 2018-2019 Fourth Quarter financial information.

CONSENSUS

By consensus, the Subcommittee received and filed the Fiscal Year 2018-2019 Fourth Quarter financial information.

3. Fiscal Year 2019-2019 First Quarter Financial Report
Recommended Action: Review Fiscal Year 2019-2019 First Quarter financial information.

The agenda incorrectly listed the Fiscal Year for this item, which should be Fiscal Year 2019-2020.

CONSENSUS

By consensus, the Subcommittee received and filed the Fiscal Year 2019-2020 First Quarter financial information.

ADJOURNMENT

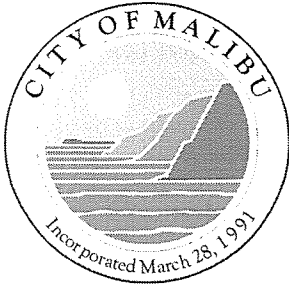
MOTION At 2:15 p.m., Councilmember Peak moved and Councilmember Mullen seconded a motion to adjourn the meeting. The motion carried unanimously.

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

RICK MULLEN, Councilmember

ATTEST:

MARY LINDEN, Executive Assistant



Administration and Finance Subcommittee Agenda Report


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Item 2

To: Councilmember Mullen and Councilmember Peak

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

Reviewed by: Lisa Soghor, Assistant City Manager

Approved by: Reva Feldman, City Manager 

Date prepared: November 18, 2019 Meeting date: November 25, 2019

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

RECOMMENDED ACTION: Provide a recommendation to the City Council to consider appropriating \$213,280 from the General Fund Undesignated Reserve for professional engineering services to develop additional engineering calculations regarding the Federal Emergency Management Agency (FEMA) Preliminary Flood Insurance Rate Maps to support the City's appeal.

FISCAL IMPACT: Funding for these services was not included in the Adopted Budget for Fiscal Year 2019-2020. An appropriation of \$213,280 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, 2020 is \$25 million.

WORK PLAN: This item was included as item 5.m. in the Adopted Work Plan for Fiscal Year 2019-2020.

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 presented to the Council at its Regular meeting on December 9, 2019.

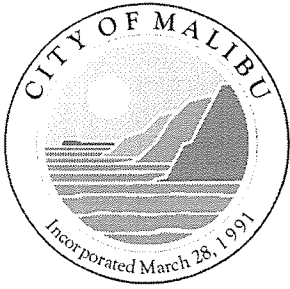
In September 2017, the City entered into a contract with Moffatt & Nichol to perform a review of the data, assumptions, and methods FEMA used to create the Preliminary Floodplain Maps. After this review, the consultant recommended performing a detailed review of areas near East Sea Level Drive, Malibu 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.

On November 8, 2018, FEMA provided the City with a detailed response to the City's appeal of the Preliminary Flood Insurance Maps. FEMA's response concluded that portions of the City's appeal were valid and made revisions to the Preliminary Flood Insurance Maps. However, there were other sections of the City's appeal that were denied by FEMA. The City submitted a technical response to FEMA's denial of those sections of the City's appeal.

After several meetings, FEMA has agreed to allow the City to submit additional engineering calculations to support the City's appeal of the Preliminary Flood Insurance Maps. Staff recommends that \$213,280 be allocated to develop those additional engineering calculations.

ATTACHMENTS: None.




Administration and Finance Subcommittee Agenda Report

Administration &
Finance Subcommittee
11-25-19
Item 3

To: Councilmember Mullen and Councilmember Peak

Prepared by: Rob Duboux, Public Works Director

Approved by: Reva Feldman, City Manager 

Date prepared: November 19, 2019 Meeting date: November 25, 2019

Subject: Electrical Vehicle Charging Stations

RECOMMENDED ACTION: Provide a recommendation to the City Council to consider appropriating \$145,000 from the General Fund Undesignated Reserve and \$50,000 from the Air Quality Management District (AQMD) Fund for the City's Electrical Vehicle Charging Stations Project.

FISCAL IMPACT: Funding for this project was included in the Adopted Budget for Fiscal Year 2019-2020 in the amount of \$110,000. An appropriation of \$145,000 from the General Fund Undesignated Reserve and \$50,000 from the Air Quality Management Fund (206-3377) to Account Number 310-9084 (Electric Vehicle Charging Stations) is needed to cover the current project funding shortfall. As of September 30, 2019, the projected General Fund Undesignated Reserve at June 30, 2020 is \$25.0 million.

WORK PLAN: This item was included as item 5.h. in the Adopted Work Plan for Fiscal Year 2019-2020.

DISCUSSION: The Electric Vehicle Charging Stations Project is included the City's Capital Improvement Project Program in the Adopted Budget for Fiscal Year 2019-2020. The project consists of the upgrade of two existing electric vehicle charging stations on Civic Center Way, and the installation of four new electric vehicle charging stations on Civic Center Way and two new electric vehicle charging stations at Bluffs Park.

On September 19, 2019, the City published the Notice Inviting Bids for the project. Bids were due on October 24, 2019, and the City received two bids. The lowest bid was for \$262,118. An additional \$195,000 is needed to cover the costs of the construction and

provide a construction contingency. Staff has pursued grant opportunities and, unfortunately, no additional grant funds are available at this time.

When the Adopted Budget for Fiscal Year 2019-2020 was developed, many high priority projects were postponed due to the workload and fiscal impacts of the Woolsey Fire. The Electric Vehicle Charging Stations Project was left in the Capital Improvement Project list because the project was funded by grants and not the General Fund. However, due to the response from the bids, there is now insufficient funding available for the project and an appropriation from the General Fund must occur for the project to move forward at this time.

The projected balance of the AQMD Fund at June 30, 2020 is \$54,000. Staff is recommending appropriating \$50,000 from the AQMD Fund and \$110,000 from the General Fund Undesignated Reserve to make up the funding shortfall.

Options for the A&F Subcommittee:

1. Provide a recommendation to the City Council to consider appropriating \$145,000 from the General Fund Undesignated Reserve for City's Electric Vehicle Charging Station Project and \$50,000 from the Air Quality Management District (AQMD) Fund for the Electrical Vehicle Charging Stations Project.

OR

2. Provide a recommendation to the City Council to postpone the Electric Vehicle Charging Stations Project until such time that grant funds are available for the full cost of the project.

ATTACHMENTS: None.