

MINUTES
MALIBU ADMINISTRATION AND FINANCE SUBCOMMITTEE
SPECIAL MEETING
JANUARY 14, 2019
ZUMA ROOM
4:00 P.M.

CALL TO ORDER

Councilmember Mullen called the meeting to order at 4:01 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Councilmember Rick Mullen and Councilmember Skylar Peak

ALSO PRESENT: City Manager Reva Feldman; Assistant City Manager Lisa Soghor; Public Works Director Rob DuBoux; Environmental Sustainability Director Craig George; and Assistant to the City Manager Elizabeth Shavelson

APPROVAL OF AGENDA

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

REPORT ON POSTING OF AGENDA

Assistant to the City Manager Shavelson reported that the agenda for the meeting was properly posted on January 11, 2019.

PUBLIC COMMENT

None.

DISCUSSION ITEMS

1. Approval of Minutes – October 22, 2018
Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of October 22, 2018.

MOTION Councilmember Mullen moved and Councilmember Peak seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of October 22, 2018. The motion carried unanimously.

2. New Job Specifications for Fiscal Year 2018-2019
Recommended Action: Provide a recommendation to the City Council on adopting revised Authorized Positions and Salary Ranges for Fiscal Year 2018-2019 and

approving the Fire Safety Liaison and Supervising Building Inspector job specifications.

Assistant City Manager Soghor presented the report.

Councilmember Mullen agreed the new Fire Safety Liaison was an excellent addition to staff. He suggested the position require fire department-related experience, preferably in a Southern California fire department.

In response to City Manager Feldman, Councilmember Mullen agreed the specification should include five to ten years fire department-related experience.

In response to Councilmember Peak, Councilmember Mullen agreed the specification should include that fire department experience in Malibu preferred.

CONSENSUS

By consensus, the Subcommittee agreed to provide a recommendation to the City Council on adopting revised Authorized Positions and Salary Ranges for Fiscal Year 2018-2019, and approving the Fire Safety Liaison job specification, with changes, and the Supervising Building Inspector job specification.

3. Fiscal Year 2018-2019 Second Quarter Financial Report and Mid-Year Budget Amendments
Recommended Action: 1) Review Fiscal Year 2018-2019 Second Quarter financial information; and 2) Provide a recommendation to the City Council regarding Fiscal Year 2018-2019 mid-year budget amendments.

MOTION Councilmember Peak moved and Councilmember Mullen seconded a motion to receive and file the Fiscal Year 2018-2019 First Quarter financial information. The motion carried unanimously.

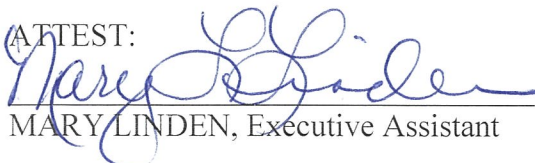
ADJOURNMENT

By consensus, the meeting was adjourned at 4:19 p.m.

Approved and adopted by the Administration and Finance Subcommittee of the City of Malibu on May 2, 2019.


RICK MULLEN, Councilmember

ATTEST:


MARY LINDEN, Executive Assistant