

MINUTES
MALIBU ADMINISTRATION AND FINANCE SUBCOMMITTEE
SPECIAL MEETING
JANUARY 22, 2018
ZUMA ROOM
4:00 P.M.

CALL TO ORDER

Mayor Peak called the meeting to order at 3:00 p.m.

ROLL CALL

The following persons were recorded in attendance:

PRESENT: Mayor Skylar Peak and Mayor Pro Tem Rick Mullen

ALSO PRESENT: City Manager Reva Feldman; Assistant City Manager Lisa Soghor; Community Services Director Jesse Bobbett; Planning Director Bonnie Blue; Environmental Sustainability Director Craig George; Public Works Director Bob Brager; Assistant Public Works Director Rob DuBoux; Finance/Accounting Manager Ruth Piyaman; and Administrative Assistant Brandie Ayala

APPROVAL OF AGENDA

MOTION Mayor Pro Tem Mullen moved and Mayor Peak 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 January 19, 2018.

PUBLIC COMMENT

None.

DISCUSSION ITEMS

1. Approval of Minutes – November 27, 2017
Recommended Action: Approve the minutes for the Administration and Finance Subcommittee Special meeting of November 27, 2017.

MOTION Mayor Pro Tem Mullen moved and Mayor Peak seconded a motion to approve the minutes for the Administration and Finance Subcommittee Special meeting of November 27, 2017. The motion carried unanimously.

2. New Job Specifications for Fiscal Year 2017-2018

Recommended Action: 1) Provide a recommendation to the City Council on adopting revised Authorized Positions and Salary Ranges for Fiscal Year 2017-2018; and approving the Deputy City Manager, Community Services Deputy Director, Pool Manager, Media Assistant and Graphic Artist job specifications; and 2) Provide direction to staff.

MOTION Mayor Pro Tem Mullen moved and Mayor Peak seconded a motion to: 1) recommend that the City Council adopt revised Authorized Positions and Salary Ranges for Fiscal Year 2017-2018; and approve the Deputy City Manager, Community Services Deputy Director, Pool Manager, Media Assistant and Graphic Artist job specifications; and 2) Request that staff analyze the impact of raising all part-time staff salaries to \$15.00 per hour as part of the Fiscal Year 2018-2019 Budget. The motion carried unanimously.

3. Fiscal Year 2017-2018 Second Quarter Financial Report and Mid-Year Budget Amendments

Recommended Action: 1) Review Fiscal Year 2017-2018 Second Quarter financial information; and 2) Provide a recommendation to the City Council regarding Fiscal Year 2017-2018 mid-year budget amendments.

MOTION Mayor Pro Tem Mullen moved and Mayor Peak seconded a motion to: 1) Receive and file Fiscal Year 2017-2018 Second Quarter financial information; and 2) Recommend that the City Council approve the Fiscal Year 2017-2018 mid-year budget amendments as proposed with the addition of funding for electric vehicle charging stations. The motion carried unanimously.

ADJOURNMENT

MOTION At 3:40 p.m., Mayor Pro Tem Mullen moved and Mayor Peak seconded a motion to adjourn. The motion carried unanimously.

Approved and adopted by the Administration and Finance Subcommittee of the City of Malibu on April 9, 2018.


RICK MULLEN, Mayor

ATTEST:


MARY LINDEN, Executive Assistant