



BRISBANE CITY COUNCIL
ACTION MINUTES

DRAFT

THURSDAY, FEBRUARY 5, 2014

BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE

7:00 P.M. CLOSED SESSION

- A. Conference with legal counsel regarding two cases of pending workers compensation claims, pursuant to Government Code Section 54956.9

7:30 P.M. CALL TO ORDER – FLAG SALUTE

Mayor O’Connell called the meeting to order at 7:33 p.m. and led the flag salute.

ROLL CALL

Councilmember’s present: Conway, Lentz, Liu, Miller, Mayor O’Connell
Councilmember’s absent: None
Staff present: City Manager Holstine, City Clerk Spediacci, City Attorney Roush, Community Development Director Swiecki, Administrative Services Director Schillinger, Police Chief Macias, Deputy Finance Director Cooper, Public Works Director Breault

ADOPTION OF AGENDA (Deletions, Additions, Changes and Adoption)

CM Conway asked that the meeting be closed in memory of Maxine Wilkin and John Fassett. With that addition, CM Conway made a motion, seconded by CM Lentz, to adopt the agenda as amended.

INTRODUCTION

A. Introduction of new Associate Planner, Julia Capasso

City Manager Holstine introduced Ms. Julia Capasso, the City’s new Associate Planner.

Ms. Capasso said that she was excited to be working for the “City of Stars.”

PRESENTATION

A. California Annual Financial Report – Deputy Finance Director Cooper

Deputy Finance Director Cooper gave a Power Point Presentation reviewing the Comprehensive Annual Financial Report for the year ending June 30, 2014. She said that annual audits are required by law and that the Governmental Accounting Standards Board (GASB) set the rules. She also said that the Government Finance Officers Association recommended that the format include an Introductory Section, a Financial Section, and a Statistical Section. She reviewed each of those sections in detail.

Councilmembers thanked Ms. Cooper for her work in compiling the complex document and for her presentation.

ORAL COMMUNICATIONS NO. 1

Andy Torvik expressed his concern regarding a staircase in the City right-of-way that he felt needed to be repaired. He said that he had reported this problem to City staff.

Mayor O'Connell asked that Mr. Torvik allow the City Attorney time to look into the issue and respond to his concerns.

Sonja Garnett said that she was a student at the Academy of Art University in San Francisco and that she and her teammates use Mission Blue field for their softball games. She invited the Council and the public to come and watch their games and said that the schedule of games could be found on their website at artuathletics.com

CM Lentz asked that the schedule be posted on the City's website.

Michael Barnes presented the Council with a check for another \$1,000 from his T-shirt sales to be used towards the City's New Skate Park Project. He also expressed his support for a new library on the former Five Star Café site.

Barbara Ebel said that she and her husband would like to pledge money towards the planting of a tree at the new Skate Park when built. She also spoke in support of improvements to the current library or a new one, if necessary, and of the Mayor sending a letter in support of the Community Choice Aggregation proposal.

CONSENT CALENDAR

Councilmembers discussed changing the first two Consent Calendar items to A1 & A2 due to the typographical error listing them both as Item A.

Consent Calendar Items A1, B, C, & F were removed for further discussion.

A2. Approve City Council Minutes of December 6, 2014

D. Approve City Council Minutes of December 18, 2014

E. Approve Co-sponsorship of 5K Fun Run on March 22, 2015 – Reach for the Stars” to benefit Brisbane Youth activities at Brisbane Elementary School

Mayor O’Connell asked Public Works Director Breault about the reference to “security” in the staff report. Mr. Breault clarified that the department would be making sure the route was “safe” and acknowledged that the word “security” was confusing.

CM Conway made a motion, seconded by CM Miller, to approve Consent Calendar Items A2, B, and E as proposed. The motion carried unanimously by all present, CM Lentz abstaining on Item E.

A1. Approve City Council Minutes of November 20, 2014

Mayor O’Connell proposed changes to Pages 4 and 5 related to the testimony of Alex Perez and Kameliya Vladimirova. CM Liu proposed an addition to Page 6 adding language describing why CM O’Connell voted no on the Housing Element. CM Conway proposed corrections to Page 1 regarding the Color Guard Posting of Colors.

With those changes, CM Conway made a motion, seconded by CM Miller, to approve the minutes of November 20th as amended. The motion carried unanimously by all present.

B. Approve City Council Minutes of December 8, 2014

CM Liu proposed adding two paragraphs to Page 4 including the public comments made by Seth Hanley, the applicant’s architect and by Megan Keogh.

With that addition, CM Conway made a motion, seconded by CM Lentz, to approve the minutes of December 8th as amended. The motion carried unanimously by all present.

C. Approve City Council Minutes of December 11, 2014

CM Liu proposed changes to Page 4, adding the motion and vote that was made in relation to the Ordinance regarding Parks & Recreation Commissioners holding other public offices.

With that change, CM Conway made a motion, seconded by CM Lentz, to approve the minutes of December 11th as amended. The motion carried unanimously by all present.

F. Approve Co-sponsorship of Mothers of Brisbane Clothing Swap on February 22, 2015 at the Brisbane Community Center

Mayor O'Connell said that she asked staff to provide additional information regarding the fiscal impact which had been referred to in the staff report but not provided. She indicated that those additions were before the Council on the dais.

CM Lentz made a motion, seconded by CM Miller, to approve Consent Calendar Item F as proposed. The motion carried unanimously by all present.

NEW BUSINESS

A. Consider approval of an agreement with Endsight to provide Computer System Maintenance

Deputy City Manager Schillinger said that back in 2000 the City hired Endsight to help with City's Network. He said that since then they have helped the City with moving to 140 Valley Drive and then back to 50 Park Lane after the remodel of City Hall as well as ongoing one-day-a-week support. He said that due to the increasing complexities with infrastructure needs, back-ups, and security needs, the City now needs more day-to-day support. He also said that they would be providing for the needed increase in internet speed.

Mr. Schillinger also clarified that IT Manager Duro would still be the on-site person at City Hall who would be consulting with Endsight as needed.

After Councilmember questions and clarifications, CM Conway made a motion, seconded by CM Lentz, to approve the agreement as proposed. The motion carried unanimously by all present.

Due to people in the audience wishing to speak about the Library Item F, Council decided to hear that item next.

F. Consider Library Planning Site Selection and Funding Concept, and consider directing staff to hire a design architect (Taken Out of Order)

City Manager Holstine gave a Power Point Presentation giving the background of the New Library Project. He said that the current library was built in 1981, that a Library Needs Analysis was conducted by Kathryn Page in 2001 and was then updated in 2007. He indicated that the library planning was then put on hold due to the Great Recession. He said that in 2014 the County Library staff was asked to review past reports and develop a modest Building Plan.

Mr. Holstine then reported on the many Council Facilities Subcommittee meetings that were held on the library subject over the last year in which the budget, financing, and review of potential locations were discussed at length.

Mr. Holstine reported on the three funding sources identified for funding a new library; the Facilities fee paid by new homeowners of the Ridge development, the Business License Capital Fund which was from the voter-approved business license fee in 2008, and of the San Mateo County Measure A funds which was a voter-approved ballot measure in 2012. He reviewed the

cost estimates provided as an estimate from the City Engineer, estimating \$2.875 million for a 5,000 square foot library and \$4 million for a 7,000 square foot library.

Mr. Holstine then talked about the four potential sites evaluated by the Council Facilities Subcommittee. Those included the 5 Star/L.T. Clarke site on Visitacion Avenue, the Teen Center site on San Bruno Avenue, the Skateboard Park/Basketball Court site located on Park Place & Old County Road, and the existing library site on Visitacion Avenue. He said that the Skatepark site and existing site were eliminated due to conflicts that could not be resolved.

Finally, he reviewed next steps that he was asking the Council to consider; the acceptance of the conceptual financial framework and financing plan, the acceptance of the proposed Building Plan as submitted by the Library staff, direction to staff to solicit proposals for architectural services, and for direction to staff to bring back to Council a proposition for the formation of a Library Planning Committee.

Mr. Holstine then said that Ms. Anne-Marie Despain, Director of Library Services for San Mateo County, and her staff were in attendance and available to answer questions.

After initial Councilmember questions and clarifications, Ms. Despain spoke about a new program called The Big Lift, which is a collaborative program spearheaded by the County to increase literacy in school age children. Ms. Despain also answered questions about the Measure A Funds and their availability.

Councilmembers then asked questions and discussed the different sites that were considered (including ones that were not), the possibility of having a history room, maker spaces, and a café' in a new library, including public art in its design, and of parking concerns.

Barbara Ebel supported renovating the existing library and keeping the Community center and Library next to each other so kids could utilize both when waiting for parents to pick them up. She asked about why the library needed to be replaced after such a short amount of time.

Byron Ebel said that computers are very important at the library and that there should be more of them available.

CM Miller clarified that the current library was planned in the 1970's when the City had very little money.

Michael Schumann said that libraries are places where a lot of other things happen these days. He supported the 5 Star site for a new library.

Kevin Fryer supported the idea of a history room at the new library. He noted that many small cities have small historical societies and that the library would be a very good repository for Brisbane's history.

CM Conway made a motion, seconded by CM Miller, to move forward with acceptance of the financing plan, accept the proposed building and site plan, direct staff to solicit proposals for

architectural services, and to bring back recommendations for a stakeholder advisory committee. The motion carried unanimously by all present. After further discussion about alternative sites, the motion carried unanimously by all present.

D. Consider directing Mayor to send a Letter of Participation regarding Community Choice Aggregation; A Local Energy Model to Green the Grid, Offer Consumer Choice, and Boost Local Economies

Public Works Director Breault explained that Community Choice Aggregation (CCA) is an option under California law that allows cities and counties to offer their residents and businesses the opportunity to purchase a higher percentage of their energy from clean sources than the portfolio provided by their franchise electric utility, which in Brisbane is PG&E. He said the purpose of completing the proposed technical study is to determine at what cost levels a San Mateo County CCA could deliver clean energy compared to the PG&E portfolio, if this CCA could deliver a higher percentage of clean energy than the PG&E portfolio, and if the assumed participation in the CCA would deliver a higher greenhouse gas reduction than the PG&E portfolio of renewable energy.

He said that the proposed Letter of Authorization to San Mateo County would give the County the right to obtain Brisbane's load information so that they can give us options.

After Councilmember questions and clarifications, CM Conway made a motion, seconded by CM Lentz, to direct the Mayor to send the Letter of Authorization. The motion carried unanimously by all present.

Barbara Ebel said that the CCA is terribly important to the future of the planet and encouraged the Council to pursue this option aggressively.

B. Consider adoption of Resolution No. 2015-04 to set up a Trust with PARS for our OPEB Liability

Deputy City Manager Schillinger explained that PARS was an acronym for Public Agency Retirement System and that OPEB stood for Other Post-Employment Benefits. He said that this issue was discussed at the City Council Meeting of December 18, 2014 and reviewed the information provided at that time including the setting up of a Trust where obligations could be prefunded.

He explained the additional costs allocated to the Utility Fund, Marina Fund, and General Fund in relation to previous years. He said the additional funding would reduce the City's unfunded liability and in the long-term reduce the amount of money needed to pay for this benefit as interest earnings will offset a portion of the cost of the benefit.

After Councilmembers questions and clarifications, CM Conway made a motion, seconded by CM Miller, to adopt Resolution No. 2015-04 as proposed. The motion carried unanimously by all present.

B. Consider introduction of Ordinance No. 592, waiving first reading, amending Chapter 15.56 of the Brisbane Municipal Code concerning “Floodplain Management”

Public Works Director Breault explained that the City undergoes regular reviews of its municipal code chapter on floodplain management to retain eligibility for those parcels in Brisbane within a flood zone to participate in the National Flood Insurance Program (NFIP). He said that the proposed changes requested by FEMA would allow city businesses in flood zones to continue their participation in the NFIP.

CM Conway made a motion, seconded by CM Miller, to introduce Ordinance No. 592 as proposed. The motion carried unanimously by all present.

E. Consider financing options for Dredging of the Brisbane Marina

Deputy Finance Director Schillinger reported that the last dredging project was approximately 15 years ago. He said that in order to keep the waterways open it is anticipated that dredging should occur every 12 years or so. He explained that during the budget deliberations for the 2014-15 budget the City Council directed staff to perform a survey to determine what was needed to keep the Marina usable. He said the survey determined that the cost of the necessary dredging was between \$3.5 and \$3.8 million.

He said that a 12-year \$3.8 million bond issue would have an annual cost of approximately \$450,000 a year and that this amount is about 30% of the current annual revenue generated from the marina. He said that staff and the Council Facilities Subcommittee recognized that a 30% increase in the first year would be difficult for the City to implement and that after some review and discussion was proposing an increase of 10% each year for the next three years.

He further explained that a 30% overall increase would still place the City slightly below the average of all Bay Area marinas and referred to the chart provided by the City’s Harbormaster Michael Hahn.

Harbormaster Hahn explained that the boaters are very happy with the dredging project proceeding and that the improvements would make the Marina much more desirable when completed.

After Councilmembers questions and clarifications, CM Conway made a motion, seconded by CM Miller, to direct staff to bring a Resolution to the next Council meeting adopting the recommended rate increase. The motion carried unanimously by all present.

G. Provide direction to staff on Planning Process for Potential Redevelopment of the Brisbane Quarry

Due to time constraints, this item was continued to the next City Council meeting.

STAFF REPORTS

**A. City Manager's Report on upcoming activities
- Report from City Clerk on Commission/Committee Application Status**

City Manager Holstine reported that a Closed Session may be needed in February in relation to a City project. He said that a date would also need to be set for the interviews of the applicants for the City's Commission/Committees. After some discussion, Tuesday, February 17th at 7pm was chosen.

Deputy City Manager Schillinger reported that the Brisbane Swimming Pool would be featured on MythBusters on Saturday night and said information would be put on the City's website. He also reminded the Council and the Public about the Artists Evening of Sharing happening at Mission Blue on Saturday, February 7th.

MAYOR/COUNCIL MATTERS

A. County-wide Assignments/Subcommittee Reports

Councilmembers reported on an SFO Roundtable Meeting, an Economic Development Subcommittee Meeting, the Facilities Subcommittee Meeting, and the annual State of the Valley Conference. CM Lentz said that he would make a presentation to Council on the new flight procedures at the next Council meeting.

B. Written Communications

There were no written communications.

ORAL COMMUNICATIONS 2

There were no members of the public wishing to speak.

ADJOURNMENT

The meeting was adjourned at 11:06 in memory of Maxine Wilkin and John Fassett.

Sheri Marie Spediacci, City Clerk