



BRISBANE CITY COUNCIL/BRISBANE
PUBLIC FINANCING AUTHORITY

ACTION MINUTES

DRAFT

MONDAY, MAY 20, 2013

BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE

7:30 P.M. CALL TO ORDER – FLAG SALUTE

Mayor Miller called the meeting to order at 7:34 p.m. and led the flag salute.

ROLL CALL

Councilmember's present:	Conway, Lentz, and Mayor Miller
Councilmember's absent:	O'Connell
Staff present:	City Manager Holstine, Administrative Services Director Schillinger, Deputy City Clerk Ricks, City Attorney Toppel, Community Development Director Swiecki, Police Commander Meisner, Public Works Director Breault, Deputy Finance Director Cooper

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

CM Conway asked that the meeting be closed in memory of long-time resident Nancy Moritz, a personal friend of his, Pine Tofa, and Millbrae Vice Mayor Nadia Holober. He then made a motion, seconded by CM Lentz, to adopt the agenda as amended. The motion carried unanimously by all present.

PRESENTATION

A. Matthew Franklin, President, MidPen Housing Corporation

CM Conway introduced Mr. Matthew Franklin and read his extensive biography.

Mr. Franklin said that he would give a quick presentation about Mid Pen and then would like to engage in a dialogue and discussion with the Council. His presentation describing the services that MidPen Housing provides, described the MidPen Model, the needs of San Mateo County, and the current situation regarding financing.

He then discussed local, regional, State, and Federal solutions that were being discussed and offered to help Brisbane develop a program or make affordable housing projects possible.

After Councilmember questions and discussion with Mr Franklin, they thanked him for taking the time to come to Brisbane and for his informative presentation.

City Manager Holstine indicated that staff would work with Mr. Franklin and MidPen to come back with some potential affordable housing options for the Council to consider.

Carolyn Parker expressed her support for affordable housing programs.

B. Comprehensive Financial Report (CAFR)

Deputy Finance Director Cooper gave a presentation describing what the annual CAFR consists of and of the annual audits that are required by law. She described the different fund types and the different statements in the report that show net assets, activities, fund balances, and revenues and expenditures.

After questions and clarifications from Councilmembers they thanked Ms. Cooper for her informative presentation.

ORAL COMMUNICATIONS NO. 1

There were no members of the public wishing to speak.

CONSENT CALENDAR

A. Approve City Council Minutes of May 6, 2013

CM Conway proposed changes to the second paragraph of page 6 indicating that there was a tour of the Fire Station and a discussion of maintenance issues at the Marina. He also asked that the “e” be removed from the name “Clarke” in the reference to the L.T. Clarke property at the bottom of page 6. He then made a motion, seconded by CM Lentz, to approve the minutes as amended. The motion carried unanimously by all present.

B. Approve Monthly Investment Report as of March, 2013

CM Conway made a motion, seconded by CM Lentz, to approve the monthly investment report as proposed. The motion carried unanimously by all present.

NEW BUSINESS

A. Consider letter from Planning Commission on request to reconsider some of the sites designated for rezoning to housing under the 2007-2014 Housing Element

Planning Commissioners Carolyn Parker and Karen Evans Cunningham addressed the Council to explain the Planning Commissions’ request that the City Council authorize the Planning Commission to reconsider some of the sites designated for rezoning to housing under the 2007-2014 Housing Element. They outlined the details of their concerns and the potential alternative areas within the Southeast Bayshore subarea.

After Councilmember questions and clarifications, the Council approved the request of the Planning Commission to study the issue and bring recommendations back to the Council at a future date.

B. Consider hiring a software consultant to assist in providing financial software needs assessment

Deputy Finance Director Cooper indicated that the City has had the current financial software system for over 15 years and that the software company is no longer updating the system except for the basic necessities. She reviewed the best practices for purchasing software which included an important first step of developing a needs assessment.

After Councilmember questions and clarifications, they accepted the proposal to hire a software consultant to assist with the needs assessment and asked that staff work with both the Council Finance Committee and Technology Committee as this issue moves forward.

C. Consider introduction of Ordinance No. 581, amending Chapter 8.24 of the Municipal Code concerning the award of contracts for garbage collection service, to allow the establishment of multiple garbage collection zones within the City and the award of a separate franchise agreement for each zone

City Attorney Toppel said that the existing provisions of the Municipal Code contemplate that a single franchise agreement will be awarded to one party for collection of garbage and other solid waste throughout the entire City. He said that a single provider of service is not mandated by law. He indicated that the proposed amendment will allow the City Council to establish, by resolution, separate garbage collection zones. He also outlined other proposed changes including language that includes recycling of waste.

After Councilmember discussion, CM Conway made a motion, seconded by CM Lentz, to introduce the Ordinance as proposed. The motion carried unanimously by all present.

D. Lease Financing Documents regarding Unfunded Liability to the California Public Employees Retirement System

- 1. Consider adoption of Resolution No. 2013-13 approving the form and authorizing the execution of certain lease financing documents in connection with the funding of the city's unfunded liability to the California Public Employees Retirement System relating to the City's miscellaneous pension side fund and authorizing and directing certain actions with respect thereto**
- 2. Consider adoption of Brisbane Public Financing Authority Resolution No. FA 2013-01 approving the form and authorizing the execution of certain lease financing documents in connection with the funding by the City of Brisbane of its unfunded liability to the California Public Employees**

Retirement System relating to the City's miscellaneous pension side fund and authorizing and directing certain actions with respect thereto

Deputy City Manager Schillinger reviewed the various lease financing documents and explained that the purpose of the adoption of the proposed resolutions was to begin a process that would ultimately reduce the short-term payment of existing pension debt of the City without increasing future costs to the City or increasing the length of time needed to pay off the City's unfunded pension obligation.

He said the City would save about \$40,000 a year while the existing Pension Obligations are being retired.

After Councilmember questions and clarifications, CM Conway made a motion, seconded by CM Lentz, to adopt Resolution No. 2013-13 as proposed. The motion was carried unanimously by all present.

Financing Authority Boardmember Conway made a motion, seconded by Boardmember Lentz, to adopt Resolution No. BPFA 2013-01 as proposed. The motion was carried unanimously by all present.

STAFF REPORTS

**A. City Manager's Report on upcoming activities
- Budget Schedule**

City Manager Holstine reviewed the proposed budget schedule and Councilmembers concurred with the proposed dates.

MAYOR/COUNCIL MATTERS

A. Subcommittee Report

- North County Fire
- Finance Subcommittee
- Parks & Recreation Liaison
- Sustainability
- ALS JPA
- Economic Development

Councilmember gave updates of the Subcommittees that they were a part of.

B. Communications

- Letter from Daly City Mayor regarding a resolution objecting to reduced services and possible closure of Northern District Courthouse in South San Francisco

After Councilmember discussion they asked that staff draft a letter stating the Council's concerns

regarding budget cuts and the additional cost and strain on police staff due to the reduces services and possible closure of the Northern District Courthouse in South San Francisco.

ORAL COMMUNICATIONS 2

There were no members of the public wishing to speak.

ADJOURNMENT

The meeting was adjourned at 10:28 in memory of Nancy Moritz, Pine Tofa, and Nadia Holober.

Wendy Ricks, Deputy City Clerk