

**CITY OF BRISBANE, ACTING AS SUCCESSOR TO
THE BRISBANE REDEVELOPMENT AGENCY**

**REGULAR MEETING
OVERSIGHT BOARD**

**Wednesday, May 8, 2013
9:30 a.m.**

DRAFT

City of Brisbane
Community Meeting Room
50 Park Place
Brisbane, CA 94005
www.brisbaneca.org

ACTION MINUTES

Board Members

1. Jim Porter
2. Ray Miller
3. Robin Leiter
4. Steven Fuentes
5. Kathy Blackwood
6. Paul Scannell
7. Clay Holstine

Selected By:

San Mateo County Board of Supervisors
Mayor of the City of Brisbane
San Mateo County Library
San Mateo County Superintendent of Schools
Chancellor of California Community Colleges
San Mateo County Board of Supervisors
Mayor of the City of Brisbane

Advisory

Gary Baum, Legal Counsel
Stuart Schillinger, Administrative Services Director/Deputy City Manager
Betsy Cooper, Deputy Finance Director
Hal Toppel, City Attorney
Sheri Marie Spediacci, City Clerk

MEETING CALLED TO ORDER/ROLL CALL

The meeting was called to order at 9:30 a.m. Boardmembers Leiter & Fuentes were absent. All other Boardmembers were present.

PUBLIC COMMENT

There were no members of the public wishing to speak at this time.

NEW BUSINESS

- a. **Review 2013/2014 Administrative Budget and provide direction to staff**

Administrative Services Director Schillinger said that the 2013/2014 Administrative Budget was before the Oversight Board for their review and would then come back to the Board in June for adoption after the Successor Agency adopts the budget.

He reviewed the staff time percentages and costs that would be anticipated for the coming fiscal year as well as the outside contracts costs for such things as the annual audit and attorney's fees. He indicated that the proposed budget was for \$250,101.

Boardmembers discussed the amount of staff time that would be needed in the upcoming year. It was suggested that documenting the time spent on matters that could be charged to the Administrative Budget would be prudent. Legal Counsel Baum answered questions about which types of functions could be paid for out of the Administrative Budget.

After further discussion, Boardmember Blackwood made a motion, seconded by Boardmember Porter, to direct Legal Counsel Baum to draft a resolution to adopt the Administrative Budget which would be considered at the next meeting. They also asked that the resolution specify that staff time should be tracked for budgeting purposes. The motion passed unanimously by all present.

b. Approval of Minutes of February 13, 2013

Boardmember Blackwood made a motion, seconded by Boardmember Miller, to adopt the minutes as proposed. The motion was carried unanimously by all present.

e. Future Meeting Dates and Agenda Items

The next board meeting was set for Wednesday, June 19th at 9:30 a.m. to allow time for the Successor Agency to adopt the Administrative Budget.

4. ADJOURNMENT

The meeting was adjourned at 9:49 a.m.

Sheri Marie Spediacci, City Clerk of the Successor Agency