



CITY of BRISBANE

City Council Meeting Agenda

Thursday, April 4, 2024 at 7:30 PM • Hybrid Meeting 50 Park Place, Brisbane, CA

The public may observe/participate in City Council meetings using remote public comment options or attending in person. City Council members shall attend in person unless remote participation is permitted by law. The City Council may take action on any item listed in the agenda.

TO ADDRESS THE COUNCIL

IN PERSON

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masking is not required but according to the California Department of Public Health guidelines, people at higher risk for severe illness should consider masking. To help maintain public health and safety, we respectfully request that people not attend in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

To address the City Council on any item – whether on the posted agenda or not – please fill out a Request to Speak Form located in the Community Meeting Room Lobby and submit it to the City Clerk. Speakers are not required to submit their name or address.

REMOTE PARTICIPATION

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Remote Public Comments:

Remote meeting participants may address the City Council. We also encourage you to submit public comments in writing in advance of a meeting. Aside from commenting personally while in the Zoom Webinar, the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Oral Communications 1 and 2 or during an agenda item.

Email: ipadilla@brisbaneca.org or **Text:** (628) 219-2922

Join Zoom Webinar: zoom.us (please use the latest version: zoom.us/download)

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Webinar ID: 991 9362 8666

Call In Number: 1 (669) 900-9128

Note: Callers dial *9 to "raise hand" and dial *6 to mute/unmute.

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508-2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED

Any writings that are received after the agenda has been posted but before 4pm of the day of the meeting will be available for public inspection at the front lobby in City Hall and on the internet (brisbaneca.org/meetings). Any writings that are received after 4pm of the day of the meeting will be available on the internet at the start of the meeting (brisbaneca.org/meetings), at which time the materials will be distributed to the Council.

7:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

ROLL CALL

- A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

ADOPTION OF AGENDA

ORAL COMMUNICATIONS NO. 1

CONSENT CALENDAR

- B. Approve Minutes of City Council Meeting of March 7, 2024
- C. Approve Minutes of City Council Closed Session Meeting of March 16, 2024
- D. Approve Minutes of City Council Closed Session Meeting of March 17, 2024
- E. Accept Investment Report as of February 2024
- F. Approve Fundraising Plan for the 2024 Summer Concerts in the Park Series
- G. Approve Resolutions Reappointing Committee Members Alex Horton and Mangesh Kolhatkar to the Inclusion, Diversity, Equity, and Inclusion Committee until January 2026

OLD BUSINESS

- H. Receive Mid-Year Budget Report and Consider Adoption of Resolution Amending the Annual Budget for Fiscal Year 2023-24 And Making Appropriations for the Amount Budgeted

STAFF REPORTS

- I. City Manager's Report on Upcoming Activities

MAYOR/COUNCIL MATTERS

- J. Countywide Assignments and Subcommittee Reports
- K. Written Communications

ORAL COMMUNICATIONS NO. 2

ADJOURNMENT

File Attachments for Item:

B. Approve Minutes of City Council Meeting of March 7, 2024



BRISBANE CITY COUNCIL
ACTION MINUTES

**CITY COUNCIL MEETING AGENDA
THURSDAY, MARCH 7, 2024**

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

7:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor O’Connell called the meeting to order at 7:32 P.M. and led the Pledge of Allegiance.

ROLL CALL
A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

No Councilmembers made a request under the Emergency Circumstances of AB 2449. Councilmember Cunningham participated by teleconference at 131 Tulare Street, Brisbane, CA and Councilmember Lentz participated by teleconference at 1735 S Street Northwest, Washington D.C. and has been noticed accordingly.

Councilmembers present: Councilmembers Cunningham, Lentz, Mackin, and Mayor O’Connell

Councilmembers absent: Councilmember Davis

Staff Present: Interim City Manager Holstine, City Clerk Padilla, City Attorney McMorrow, Finance Director Yuen, Assistant to the City Manager Cheung, Legal Counsel Roush, Deputy Public Works Director Kinser, Assistant Engineer Santoyo- Velasquez, Senior Planner Ayres, Police Commander Garcia, and Management Analyst Ibarra

REPORT OUT OF CLOSED SESSION

City Attorney McMorrow reported that the City Council made no decision and staff was given direction on Pending Litigation Item D.

ADOPTION OF AGENDA

Mayor O’Connell made a motion, seconded by Councilmember Mackin, to amend the agenda to close in memory of Carolyn Parker, former Planning Commissioner and former Board of Trustee for the San Mateo County Mosquito and Vector Control District. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, Mackin, and Mayor O'Connell

Noes: None

Absent: Councilmember Davis

Abstain: None

AWARDS AND PRESENTATIONS

B. Proclaim March 2024 as Women's History Month

Mayor O'Connell proclaimed March 2024 as Women's History Month celebrating the theme: "Women Who Advocate for Equity, Diversity, and Inclusion." Anna Davis, an Inclusion, Diversity, Equity and Accountability Committee Member, accepted the proclamation and thanked the Council for the recognition.

ORAL COMMUNICATIONS NO. 1

Margi Power invited the Council and Brisban staff to the Leadership Council San Mateo County's leadership professional development programs and their Leadership Lab: When Everyone Leads, a dynamic and interactive peer learning experience in April

CONSENT CALENDAR

C. Approve Minutes of City Council Meeting of February 1, 2024

D. Approve Minutes of City Council Closed Session Meeting of February 15, 2024

E. Accept Investment Report as of December 2023

F. Accept Investment Report as of January 2024

G. Adopt a Resolution Adding HdL Company as an Authorized Representative to Examine Sales or Transactions and Use Tax Records

Councilmember Mackin made a motion, seconded by Councilmember Cunningham to approve Consent Calendar Items C-G. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, Mackin, and Mayor O'Connell

Noes: None

Absent: Councilmember Davis

Abstain: None

OLD BUSINESS

H. Consider Approval of a Letter to Households on Tulare Street and Thomas Avenue Asking for Their Participation in a Trial Residential Parking Permit Program

(The Fiscal Impact for the proposed pilot program will include the following: 1) setting up of the residential parking permit program parameters and associated web services, including collection of permit application information by consultant IPS Group will be \$5,000, 2) requiring residents to pay \$20 for each permit applied for and obtained, and 3) placing street signs needed for the two trial streets was estimated to cost \$5,000.)

Councilmember Karen Cunningham left the room and recused herself from voting on Old Business Item H. Assistant Engineer Santoyo- Velasquez reported that staff is recommending to review and approve a letter to households on Tulare St. and Thomas Ave. asking for their participation in a trial residential parking permit program (RPPP).

After Council questions, Steve Kerekes commented that he wanted clarification on what was being decided. City Clerk Padilla noted for the record that written correspondence was received about this item from Steve Kerekes and Andrew Kom.

After Council discussion, Councilmember Lentz made a motion, seconded by Councilmember Mackin to approve the Trial Residential Parking Permit Program participation letter with minor amendments to the residents of Tulare Street and Thomas Avenue. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, Mackin, and Mayor O'Connell

Noes: None

Absent: Councilmember Davis

Abstain: None

NEW BUSINESS

I. Consider Authorization of a \$10,000 grant to Rebuilding Together Peninsula for Rehabilitation of Home in Brisbane Owned by Low-income Household

Senior Planner Ayres reported that should the Council grant the \$10,000 requested funds for a specific Brisbane household or application, the City would not be considered a National Rebuilding Day sponsor and the work may or may not be completed on National Rebuilding Day, but it would be completed in the calendar year.

She added that regarding fiscal impact, while the written staff report indicated General Funds would be needed to fund the requested \$10,000 grant, upon further review legal counsel has advised that it is possible the Low and Moderate Income Housing Asset Fund maintained by the Housing Authority could be used instead.

She also added that staff is consulting further with Rebuilding Together Peninsula about the eligibility of the project to be funded by the Low and Moderate Income Housing Fund. Staff is also requesting direction from Council tonight to authorize the use of \$10,000 from the General Fund for this purpose should legal counsel ultimately conclude that the Low and Moderate Income Housing Fund cannot be used.

After Council questions, Diana Sosa commented that expenditures from the General Fund should be delayed until the we Midyear Budget check-in.

After Council discussion, Councilmember Mackin made a motion, seconded by Councilmember Cunningham to continue the discussion of the item at a future City Council Meeting. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, Mackin, and Mayor O’Connell

Noes: None

Absent: Councilmember Davis

Abstain: None

STAFF REPORTS

J. City Manager’s Report on Upcoming Activities

Interim City Manager Holstine reported on the latest City news.

MAYOR/COUNCIL MATTERS

K. Countywide Assignments and Subcommittee Reports

i. Consider Recruitment for Vacancies on City Committees and on the San Mateo County Mosquito and Vector Control District Board of Directors

City Clerk Padilla reported that the purpose of this item is to receive direction from the City Council regarding the resignations or vacant seats on the 1) Open Space and Ecology (OSEC) Committee, and 2) the Inclusion, Diversity, Equity, and Accountability (IDEA) Committee as well as the 3) San Mateo County Mosquito and Vector

Control District Board of Trustees. She added that if Council decides to recruit immediately, then the Recruitment Timeline for the vacancies will be as follows:

March 8, 2024-April 30, 2024: Recruitment period begins

May 2, 2024: Provide an update at the City Council meeting and schedule interviews

May 2024: Interview applicants

June 2024: Appoint and swear in new representatives and committee members

After Council questions and discussion, City Clerk Padilla was directed to reappoint IDEA Committee Members Kolhatkar and Horton to a two-year term seat until 2026 and to begin the recruitment process for the vacancies in OSEC, the IDEA Committee and San Mateo County Mosquito and Vector Control District Board of Trustees.

L. Written Communications

Council received the following written correspondence from February 22, 2024 to March 7, 2024.

- 02-20-2024 Kerekes (Dark Skies)

- 02-15-202 Gabby (Letter to Mayor and Council)
- 02-22-2024 Cora (Statement San Mateo Tragedy February 2024)
- 02-21-2024 Sun (City Term Elections)
- 02-22-2024 Lee (Election Process)
- 02-28-2024 Calmes (Resignation)
- 02-29-2024 Kom (Parking Pilot Program)
- 03-04-2024 Kerekes (Parking Permit Issue)

ORAL COMMUNICATIONS NO. 2

Diana Sosa was concerned about the large amount of money the City has to spend on placing 17 street signs for the pilot parking program if approved.

ADJOURNMENT

Mayor O'Connell adjourned the meeting at 8:54 P.M. in memory of Carolyn Parker.

Ingrid Padilla
City Clerk

File Attachments for Item:

C. Approve Minutes of City Council Closed Session Meeting of March 16, 2024



BRISBANE CITY COUNCIL**ACTION MINUTES**

BRISBANE CITY COUNCIL CLOSED SESSION MEETING**SATURDAY, MARCH 16, 2024***HYBRID MEETING, 50 PARK PLACE LARGE CONFERENCE ROOM,
BRISBANE, CA***9:30 A.M. CLOSED SESSION****A. Approval of the Closed Session Agenda****B. Public Comment. Members of the public may address the Councilmembers on any item on the closed session agenda****C. Adjournment into Closed Session****D. Personnel Matters: Public Employment, pursuant to Government Code, section 54957(b)****Title: City Manager**

Mayor O'Connell called the meeting to order at 9:30 A.M. Councilmember Mackin made the request to attend the meeting remotely under the Emergency Circumstances of AB 2449. Councilmember Cunningham made a motion, seconded by Councilmember Lentz, to approve the Closed Session Meeting Agenda as it stands. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O'Connell.

Noes: None

Absent: None

Abstain: None

No member of the public was present. Mayor O'Connell adjourned the meeting into Closed Session.

REPORT OUT OF CLOSED SESSION

City Manager Holstine reported that Councilmembers provided direction on Personnel Matters Item D.

ADJOURNMENT

The meeting was adjourned at 3:50 P.M.

Ingrid Padilla, City Clerk

File Attachments for Item:

D. Approve Minutes of City Council Closed Session Meeting of March 17, 2024



BRISBANE CITY COUNCIL

ACTION MINUTES

BRISBANE CITY COUNCIL CLOSED SESSION MEETING

SUNDAY, MARCH 17, 2024

*HYBRID MEETING, 50 PARK PLACE LARGE CONFERENCE ROOM,
BRISBANE, CA*

10:00 A.M. CLOSED SESSION

A. Approval of the Closed Session Agenda

B. Public Comment. Members of the public may address the Councilmembers on any item on the closed session agenda

C. Adjournment into Closed Session

D. Personnel Matters: Public Employment, pursuant to Government Code, section 54957(b)

Title: City Manager

Mayor O'Connell called the meeting to order at 10:07 A.M. Councilmember Mackin made the request to attend the meeting remotely under the Emergency Circumstances of AB 2449. Councilmember Cunningham made a motion, seconded by Councilmember Lentz, to approve the Closed Session Meeting Agenda as it stands. The motion passed unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O'Connell.

Noes: None

Absent: None

Abstain: None

No member of the public was present. Mayor O'Connell adjourned the meeting into Closed Session.

REPORT OUT OF CLOSED SESSION

City Manager Holstine reported that Councilmembers provided direction on Personnel Matters Item D.

ADJOURNMENT

The meeting was adjourned at 4:02 P.M.

Ingrid Padilla, City Clerk

File Attachments for Item:

E. Accept Investment Report as of February 2024

**CITY OF BRISBANE
CASH BALANCES & INVESTMENTS
SOURCE OF FUNDING
February 29, 2024**

NAME OF DEPOSITORY	INVESTMENT TYPE	DATE OF INVESTMENT	FACE VALUE OF INVESTMENT	CARRY VALUE OF INVESTMENT	MARKET VALUE OF INVESTMENT	COUPON INTEREST RATE %	MATURITY DATE	RATING/ COLLATERAL
WELLS FARGO STATE FUND (LAIF)	Checking A/C Deposit on call	continuous	\$ 3,857,650	\$ 3,857,650	\$ 3,857,650	0.000	on call	110% collateral no rating
Other Investments								
	FFCB	3/8/2022	\$ 1,000,000	\$ 1,000,000	\$ 999,260	1.670	03/08/2024	
	FHLB	4/22/2022	\$ 1,000,000	\$ 1,000,000	\$ 995,390	2.400	04/22/2024	
	Goldman Sachs	5/1/2019	\$ 246,000	\$ 246,000	\$ 244,624	2.750	05/01/2024	
	FHLB	7/26/2022	\$ 1,000,000	\$ 1,000,000	\$ 992,030	3.350	07/26/2024	
	Wells Fargo Bank	9/23/2022	\$ 250,000	\$ 250,000	\$ 247,530	3.750	09/23/2024	
	American Express	9/21/2022	\$ 250,000	\$ 250,000	\$ 247,522	3.750	09/24/2024	
	FHLB	12/31/2021	\$ 1,000,000	\$ 1,000,000	\$ 976,400	1.000	09/30/2024	
	FHLM	12/13/2022	\$ 1,000,000	\$ 1,000,000	\$ 996,470	5.140	12/13/2024	
	FHLB	3/24/2022	\$ 1,000,000	\$ 1,000,000	\$ 968,310	2.000	03/24/2025	
	FHLB	4/22/2022	\$ 1,000,000	\$ 1,000,000	\$ 978,160	2.750	04/22/2025	
	FHLB	7/28/2022	\$ 1,000,000	\$ 1,000,000	\$ 987,940	4.050	07/28/2025	
	FHLB	12/31/2021	\$ 1,000,000	\$ 1,000,000	\$ 946,140	1.300	09/30/2025	
	FHLB	10/27/2022	\$ 1,000,000	\$ 1,000,000	\$ 998,700	4.750	10/27/2025	
	FHLB	10/27/2022	\$ 1,000,000	\$ 1,000,000	\$ 997,110	5.250	10/27/2025	
	FFCB	9/12/2022	\$ 1,000,000	\$ 1,000,000	\$ 987,320	4.125	12/12/2025	
	FHLM	9/29/2022	\$ 1,000,000	\$ 1,000,000	\$ 979,940	4.150	09/29/2026	
	FHLM	10/30/2023	\$ 1,000,000	\$ 1,000,000	\$ 1,000,750	5.550	10/30/2026	
	FFCB	12/1/2023	\$ 1,000,000	\$ 1,000,000	\$ 1,001,800	5.060	12/01/2026	
	FHLB	3/25/2022	\$ 1,000,000	\$ 1,000,000	\$ 941,100	2.600	03/25/2027	
	FHLB	5/26/2022	\$ 1,000,000	\$ 1,000,000	\$ 984,870	3.500	05/26/2027	
	FHLB	5/26/2022	\$ 1,000,000	\$ 1,000,000	\$ 972,880	3.750	05/26/2027	
	FHLB	9/30/2022	\$ 1,000,000	\$ 1,000,000	\$ 988,150	5.000	09/30/2027	
	FHLM	10/11/2023	\$ 1,000,000	\$ 1,000,000	\$ 999,900	6.150	10/11/2028	
BNY Mellon	Treasury Obligations	continuous	\$ 4,318,471	\$ 4,318,471	\$ 4,318,471	5.240	on call	110% collateral
	Sub-total		\$ 25,064,471	\$ 25,064,471	\$ 24,750,767			
U.S. Bank	2014 BGPGA Bond (330)	Improvements	Fed Treas Obl	\$ -	10031			
	Reserve Fund	Fed Treas Obl	\$ 1	10032				
	Revenue Fund	Fed Treas Obl	\$ -	10034				
	Expense Fund	Fed Treas Obl	\$ -	10035				
	Principal	Fed Treas Obl	\$ 1	10036				
	Interest Fund	Fed Treas Obl	\$ 0	10037				
U.S. Bank	2015 Utility Capital (545)	Improvements	Fed Treas Obl	\$ -	10031			
	Reserve	Fed Treas Obl	\$ 96,327	10032				
	Expense Fund	Fed Treas Obl	\$ -	10035				
BNY Mellon	2023 BGVMIDFA Bond (328)	Improvements	Fed Treas Obl	\$ -	10031			
	Reserve / Project	Fed Treas Obl	\$ 5,642,184	10032				
	Expense Fund	Fed Treas Obl	\$ 2,603	10035				
	Principal	Fed Treas Obl	\$ -	10036				
	Interest Fund	Fed Treas Obl	\$ -	10037				
PARS	OPEB Trust	Trust Cash	Investments	\$ 4,026,503	13050			
PARS	Retirement Trust	Trust Cash	Investments	\$ 1,565,802	13050			
	Sub-total	Cash with Fiscal Agents		\$ 11,333,420				
	Total other investments		\$ 36,397,891	\$ 36,397,891	\$ 24,750,767			
TOTAL INVESTMENTS & CASH BALANCES			\$ 41,822,349	\$ 41,822,349	\$ 30,175,225			

Outstanding Loans to Department Heads

	Date of loan	Amount	Amount Remaining	Interest Rate
Stuart Schillinger	4/1/2002	318,750	\$ 318,750	Variable, LAIF + 1%
Clay Holstine (1)	7/8/2008	300,000	\$ -	Paid off Dec 2016
Clay Holstine (2)	9/10/2008	200,000	\$ -	Paid off Feb 2024

FFCB - Federal Farm Credit Bank
FHLB - Federal Home Loan Bank
FHLM - Federal Home Loan Mortgage Corporation
FNMA - Federal National Mortgage Association

Two year Treasury	4.64%	
Weighted Interest	3.45%	
Weighted maturity	1.58	Years

TREASURER'S CERTIFICATE

These are all the securities in which the city funds, including all trust funds and oversight agencies funds, are invested and that (excluding approved deferred compensation plans) all these investments are in securities as permitted by adopted city policy.

It is also certified that enough liquid resources (including maturities and anticipated revenues) are available to meet the next six months' cash flow.

Carolina Yuen
CITY TREASURER

File Attachments for Item:

F. Approve Fundraising Plan for the 2024 Summer Concerts in the Park Series



CITY COUNCIL AGENDA REPORT

Meeting Date: April 4, 2024

From: Jeff Franco, Recreation Coordinator

Subject: Request to Seek Donations/Sponsorships for the 2024 Summer Concerts in the Park Series

Community Goal/Result

Community Building, Fiscally Prudent

Purpose

Promote social events that enhance the quality of life for the Brisbane community.

Recommendation

Grant permission to City staff to seek donations/sponsorships from Brisbane community members and businesses for the 2024 Summer Concerts in the Park series.

Background

The Concerts in the Park series has existed in Brisbane for more than 16 years. Sponsorships have always provided the community with an avenue for contributing and being engaged in the process of bestowing entertainment upon their fellow residents. With the assistance from community-based sponsorships, City staff strive to procure the highest quality bands to perform in the concert series. Every year the goal is to continually raise the bar to be able to deliver community favorite bands or new and polished bands that will entertain residents. The average sponsorship totals over the past 6 years have ranged between \$11,000-\$14,000.

Discussion

Parks & Recreation department staff seek permission to secure donations/sponsorships from Brisbane community members and businesses for the 2024 Summer Concerts in the Park series.

Fiscal Impact

This community-based fundraising approach diminishes the burden on the City’s general fund. Consistent with past fundraising efforts, staff aspire to secure \$11,000-\$14,000 in sponsorships and donations to cover non-personnel expenses associated with facilitating the Summer Concert series.

Attachments

- 1. City of Brisbane Fundraising Plan

Jeff Franco

Jeff Franco, Recreation Coordinator

Clay Holstine

Clay Holstine, City Manager

F. **City of Brisbane Fundraising Plan**

Fundraising Plan Title and Purpose: *Please provide a title and description for your fundraising project.*

Request to Seek Donations/Sponsorships for the 2024 Summer Concerts in the Park Series

Fundraising Participants: *Please list the names for all groups and individuals that will be conducting fundraising.*

Nicole Houghton, Recreation Supervisor
 Jeff Franco, Recreation Coordinator

Donation Type/Amount: *Please describe the types and amount of donations that will be sought.*

Monetary Donations.
 There are 4 levels of sponsorships:
 -Bronze: \$100 -Silver: \$250 -Gold: \$1000 -Platinum: \$2500

Anticipated Donors: *Please describe who will be approached for donations.*

Brisbane community members & Brisbane businesses

Donor Recognition Plan: *Please describe how donors will be recognized.*

Sponsors will be recognized on the signboards, posters that are hung on the gazebo in the Community Park, in city publications, and also by the City Council.

Fundraising Timeline:

Council Review of Fundraising Plan:	City Council Meeting, 4/4
Fundraising Start:	April 2024
Fundraising Completion:	July 2024
Council Review of Donations:	
Donor Recognition Complete:	

Restrictions/Reporting: *Please identify any restrictions or reporting requirements associated with this fundraising plan.*

File Attachments for Item:

G. Approve Resolutions Reappointing Committee Members Alex Horton and Mangesh Kolhatkar to the Inclusion, Diversity, Equity, and Inclusion Committee until January 2026



CITY COUNCIL AGENDA REPORT

Meeting Date: April 4, 2024

From: Ingrid Padilla, City Clerk and Clay Holstine, Interim City Manager

Subject: Adopt Resolutions Reappointing IDEA Committee Members

COMMUNITY GOAL/RESULT

Community Building

RECOMMENDATION

Adopt resolutions reappointing members to the Inclusion, Diversity, Equity and Accountability (IDEA) Committee.

BACKGROUND

According to the IDEA Committee Bylaws, the City Council may reappoint the member to the Committee without re-interviewing the member after their initial term. Resolutions were drafted to reflect the Council’s direction given to the City Clerk at the City Council Meeting of March 7, 2024 which is to reappoint the following members to the IDEA Committee:

- Alexandra "Alex" Horton, Inclusion, Diversity, Equity and Accountability Committee for a two-year term seat through January 2026
- Mangesh Kolhatkar, Inclusion, Diversity, Equity and Accountability Committee for a two-year term seat through January 2026

DISCUSSION

Resolutions are on this agenda for consideration of adoption.

FISCAL IMPACT

None.

ATTACHMENTS

Resolutions

Clay Holstine

Clayton Holstine, Interim City Manager

Ingrid Padilla

Ingrid Padilla, City Clerk

RESOLUTION NO. 2024-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE MAKING AN APPOINTMENT TO
A VACANT POSITION ON THE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY
COMMITTEE**

RESOLVED by the City Council of the City of Brisbane that the following citizen is hereby appointed as a Member of the Brisbane Inclusion, Diversity, Equity and Accountability Committee for a two-year term seat through January 31, 2026 or until their successor is qualified and appointed.

Mangesh Kolhatkar

Terry O'Connell, Mayor

* * *ADOPTED at a City Council Meeting held on April 4, 2024, by the City of Brisbane City Council by the following vote:

- Ayes:
- Noes:
- Absent:
- Abstain:

ATTEST:

Ingrid Padilla, City Clerk

APPROVED AS TO FORM:



Thomas McMorrow, City Attorney

RESOLUTION NO. 2024-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE MAKING AN APPOINTMENT TO
A VACANT POSITION ON THE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY
COMMITTEE**

RESOLVED by the City Council of the City of Brisbane that the following citizen is hereby appointed as a Member of the Brisbane Inclusion, Diversity, Equity and Accountability Committee for a two-year term seat through January 31, 2026 or until their successor is qualified and appointed.

Alexandra "Alex" Horton

Terry O'Connell, Mayor

* * *ADOPTED at a City Council Meeting held on April 4, 2024, by the City of Brisbane City Council by the following vote:

- Ayes:
- Noes:
- Absent:
- Abstain:

ATTEST:

Ingrid Padilla, City Clerk

APPROVED AS TO FORM:



Thomas McMorrow, City Attorney

File Attachments for Item:

H. Receive Mid-Year Budget Report and Consider Adoption of Resolution Amending the Annual Budget for Fiscal Year 2023-24 And Making Appropriations for the Amount Budgeted



CITY COUNCIL AGENDA REPORT

Meeting Date: 4/4/2023

From: Carolina Yuen, Finance Director

Subject: Mid-Year FY24 Budget Report and Adoption of Resolution

Community Goal/Result

Fiscal Stability

Purpose

Provide funding for current approved programs and services and set funding aside for long-term liabilities.

Recommendation

City Council adopt resolution to amend the FY 2023/24 Budget

Background

On June 29, 2023, City Council adopted the FY 2023/24 budget. The budget projected General Fund Revenues at \$26,695,707, including Transfers In. General Fund Expenditures were budgeted to exceed revenues and were set at \$28,599,443 including Transfers Out. The beginning non-committed fund balance was estimated at \$7,279,777 and ending fund balance of \$5,376,041.

Our actual General Fund non-committed Beginning Balance as of July 1, 2023, was \$6,800,572, representing \$479,205 less than anticipated.

Discussion

Revenues: Attached is a summary showing the FY2021/2022 and FY 2022/23 adopted and amended budgets compared to actuals as well as the 2023/24 adopted budget compared to the mid-year re-projection. Staff is anticipating approximately \$2,195,000 in additional revenues for the 2024 fiscal year, for a total of \$28,891,000. This does not include one-time grants that are targeted for specific programs. The largest increases were due to the increase in Property Taxes, followed by Fees and Charges, then by Business Licenses and reduced slightly by Sales Taxes. We are requesting budget adjustments to revenue in the net amount of \$2,195,000.

Property Tax – Staff budgeted for slight growth in Property Tax as projected by the County. However, the City is also expecting to receive about \$856,000 more this year from the former RDA area than anticipated. This increase is a direct result of the

construction that has been taking place on Sierra Point. Staff anticipates that additional revenue will be generated as the Life Science campus projects are completed.

Sales Tax – Staff budgeted little growth in Sales Tax due to the loss of the Real Real and other departing businesses. The increase in the Sales Tax budget by \$2,000,000 was mainly due to the Use and Transaction Tax initiative (Measure U) that went into effect in early 2023. Although Sales Taxes are growing steadily by approximately 2%, unfortunately the Use and Transaction Taxes are projected to be less than expected by \$440,000. Therefore, the combined sales tax category results are projected to be short of budget by \$337,000, or 4%.

Transient Occupancy Tax (TOT) – Staff increased the budgeted amount of TOT for FY2024, but the actual taxes are expected to be short of budget by \$117,000 for a total of \$1,784,000. Although we are seeing this activity growing over the year, the hotels in our City have not fully rebounded to pre-COVID levels. Short-Term Rental properties are expected to contribute \$8,000 to TOT including some catch up from the prior year.

Business License Tax –In November 2022, the voters also passed Proposition O which allowed the City to collect a business license tax on hotels and short-term rentals in the amount of \$2.50 per day for each room rented starting January 1, 2023, and was expected to collect \$125,000 each quarter. This rate is adjusted by CPI annually and is now set at \$2.59. For FY2024, the City is projecting the hotel business license tax will exceed budget by \$49,000. The City continues to see a rebound in local business revenue, resulting in an increase in business license taxes projected in the amount of \$273,000 net of transfer to the Capital Project Fund. This total category is expected to exceed the budgeted amount by \$316,000.

Fees and Service Charges – Due to a full year of activity after COVID, Staff budgeted significant growth in this category compared to the FY23 budget. Due to the continued permitting activity for Sierra Point developments and active interest in City recreational activities, we are projecting growth to exceed the budget by \$373,000 for FY24. These include one-time planning fees with related costs expected over future years.

Expenses: In June 2023 when the budget was adopted, Staff was challenged to identify savings that could either be pushed to expend in calendar year 2024 or pushed to fiscal year 2025. At the time, Staff identified a total of \$551,990 in potential savings. Although not all of the identified items were able to be held off until FY2025, Staff was still able to manage savings in other areas. The City is expecting a total of \$520,950 in savings, lowering projected expenditures to \$28,078,493, net of transfers. However, Staff is not recommending adjusting the budget at this time to allow for unexpected costs that may arise.

Following is a summary of the allocation across departments as identified savings in June 2023 when the budget was passed, and savings that each department is expecting.

Department	Targeted Savings Identified in Jun'23	Projected Savings
Administration	\$ 113,850	\$ 146,950
Community Development	\$ 235,000	\$ 224,000
Safety	\$ 80,000	\$ 50,000
Public Works	\$ 5,000	\$ 0
Park & Recreation	\$ 30,000	\$ 30,000
Central Services	\$ 88,140	\$ 70,000
Total Savings	\$ 551,990	\$ 520,950

Although Staff is not recommending an adjustment to budgeted expenses, Staff does not expect to access Fund Balance by the end of the year as revenues are expected to exceed projected expenses.

Recommended Transfer to Pension Trust – Staff decided to take advantage of the CalPERS Unfunded Liability payment discount program and made a lump-sum payment at the beginning of the fiscal year. By making one payment instead of monthly throughout the year, the approximate savings were \$68,000. As authorized in June, Staff transferred said savings to the Pension Trust. Staff also recommends resuming annual funding to the Pension Trust to reach \$5 million, representing at least two years of our unfunded liability payments. The Trust balance as of December 2023 was \$1,538,000. Staff recommends transferring \$500,000 by the end of the fiscal year.

Fund Balance and summary

Ending Fund Balance for FY2023/24 is anticipated to be higher than originally projected and will be approximately \$16,448,000. Based on fund commitments and the Reserve Policy adopted by Council to set money aside for recessions, unanticipated events and annual fluctuations in the budget, the City will have \$1,099,000 in available reserves. After a transfer to the Pension Trust, Staff recommends rolling over the remaining funds to be considered for use in FY24/25.

Other notable events:

American Rescue Plan Act (ARPA) – The federal government enacted a federal stimulus bill known as ARPA to aid state and local jurisdiction for economic recovery from the COVID-19 pandemic. The City received a program-to-date total of \$1,117,402. However, these funds are not part of the General Fund and therefore not accounted for in this budget. Approximately \$200,000 were designated to assist small businesses impacted by COVID closures. The City has until 12/31/24 to determine how to use any remaining funds.

Atmospheric River Storms – Over the 2022-2023 New Year’s Day holiday weekend, record-setting heavy rains and snow caused flooding across the State of California. The City experienced heavy rains and high tides which caused flooding in low lying areas of the City and significant debris flow sent mud, water and other materials down several roads and recreational trails and into the storm drains and downed trees. The City is in the process of obtaining federal aid to reimburse the costs of clean-up, repairs, and mitigation to upgrade the storm drain system. Projected costs totaling \$2,500,000 are not included in expenses as they are part of the Capital Fund Expenses. So far, the City expects to receive \$1,900,000 as reimbursement from FEMA. No related budget adjustments are requested at this time until further reviews with FEMA and CalOES are completed.

Bond Funding for City Hall Annex – The City entered into a lease to occupy 25 Park Place for its Administrative offices, expansion for staff growth related to the Baylands project, and to share with the North County Fire Authority Administration. The City issued bonds in July 2023 in the amount of \$5,400,000 to cover improvements needed to occupy the space. Construction is expected to be completed by June 2024. The City received a bond rating of AA- from S&P Global Ratings, which was supported by the following key excerpts from their ratings report:

- “High property wealth and income indicators, highlighted by the continuing expansion of industry”
- “Strong financial profile with available reserves ... that are expected to grow over the next fiscal year”
- “Standard institutionalized policies and practices”
- “Affordable debt burden”

Fiscal Impact

The City is expected to experience overall net savings of \$812,584 compared to the FY24 budgeted use of funds of \$1,903,736. Any savings net of pension transfer will be rolled over to be considered for the FY25 budget and be used to pay for the level of services requested by the Council.

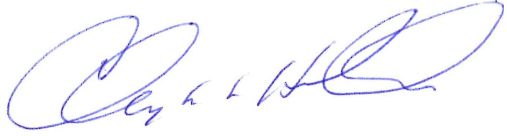
Measure of Success

The City is able to meet the goals and policies adopted by the City Council.

Attachments

- 1. Mid-Year Overview of General Fund 2023/24
- 2. Resolution 2024-_____

Carolina Yuen
Carolina Yuen, Finance Director


Clay Holstine, City Manager



General Fund

	FY21/22	FY22/23	FY23/24
June Adopted Budgeted Revenue	20,212,958	21,816,001	26,695,707
June Adopted Budgeted Expenses	23,366,310	25,013,662	28,599,443
Budgeted Surplus (Use of Fund Balance)	<u>(3,153,352)</u>	<u>(3,197,661)</u>	<u>(1,903,736)</u>
Mid-Year Amended Budgeted Revenues	20,643,958	26,244,277	
Mid-Year Amended Budgeted Expenses	23,645,310	25,573,882	
Amended Surplus (Use of Fund Balance)	<u>(3,001,352)</u>	<u>670,395</u>	
Actual / Mid-Year Anticipated Revenues	23,211,199	28,562,247	28,891,077
Actual / Mid-Year Anticipated Expenses, net of transfers	25,547,047 *	28,127,479	28,078,493
Actual / Reprojected Surplus (Use of Fund Balance)	<u>(2,335,848)</u>	<u>434,768</u>	<u>812,584</u>
Beginning Fund Balance	17,536,138	15,200,290	15,635,058
Ending Fund Balance	15,200,290	15,635,058	16,447,642
Reserve Policy:			
Recession Reserve	2,500,000	2,500,000	2,500,000
Unanticipated Events	3,500,000	3,500,000	3,500,000
Annual Fluctuation (5% Revenues/5% Expenses)	2,437,912	2,834,486	2,848,478
Total Required Reserve	<u>8,437,912</u>	<u>8,834,486</u>	<u>8,848,478</u>
Fund Balance Above Required Balance	6,762,378	6,800,572	7,599,163
Additional Restrictions on Fund Balance	5,818,773	5,810,028	6,500,000
Available Fund Balance	<u>943,605</u>	<u>990,544</u>	<u>1,099,163</u>

* includes one-time proceeds from long term debt

Attachment 2

RESOLUTION NO. 2024-__

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRISBANE
AMENDING THE ANNUAL BUDGET
FOR FISCAL YEAR 2023-24 AND MAKING APPROPRIATIONS FOR THE AMOUNT BUDGETED**

WHEREAS, a proposed annual budget for the City of Brisbane for the Fiscal Year commencing July 1, 2023, and ending June 30, 2024, was adopted by City Council on June 29, 2023; and

WHEREAS, the City Council has reviewed the proposed changes to the budget for Fiscal Year 2023/24 on April 04, 2024, attached to the Resolution.

NOW THEREFORE, THE CITY COUNCIL DOES RESOLVE, that the amended budget, as submitted, is adopted as the annual budget for the Fiscal Year commencing July 1, 2022, and thereby appropriates the amounts budgeted.

PASSED, APPROVED, AND ADOPTED this 4th day of April 2024

Terry O’Connell,
Mayor

I hereby certify that the foregoing **Resolution No. 2024-__** was duly and regularly adopted at a regular meeting of the Brisbane City Council on April 4, 2024, by the following vote:

- AYES:
- NOES:
- ABSENT:

Ingrid Padilla
City Clerk

City of Brisbane
Mid-Year General Fund Budget Review
Fiscal Year 2023/2024

FY23/24 Approved Budgeted Revenue	\$26,695,707
Total Revenue Budget Adjustments	2,195,370
Property Tax - \$672,302	
Sales Tax – (\$336,728)	
Franchise Tax - \$93,800	
Transient Occupancy Tax – (\$117,404)	
Business License Tax - \$315,645	
Fees and Charges - \$372,929	
Other - \$609,783	
<hr/> Total Anticipated Revenues	<hr/> \$28,891,077
<hr/>	
FY23/24 Approved Budgeted Expenses	\$28,599,443
Total Expense Budget Adjustments	0
Total Department Budget Savings	520,950
<hr/> Total Anticipated Expenses	<hr/> \$28,078,493
<hr/>	

File Attachments for Item:

J. Countywide Assignments and Subcommittee Reports



CITY of BRISBANE

Council Subcommittee Update

From March 15th, 2024, to March 29th, 2024

Public Art Advisory Committee

3/18

Cunningham, Davis

The Committee met with the Public Art Master Plan consultants, Nine dot Art. The consultants walked the committee through some public art word exercises and a visual preference survey. The group then discussed upcoming community engagement opportunities, next steps and timeline.

Upcoming Subcommittees:

Liaison to CSSC Subcommittee
(during CSSC regular meeting)

4/3

6:30pm

Cunningham, Mackin

Public Art Advisory Committee

4/15

4:30pm

Cunningham, Davis