



LARKSPUR CITY COUNCIL
MEETING MINUTES

Larkspur City Council Chambers
400 Magnolia Avenue, Larkspur CA
January 17, 2018

For full video/audio of the meeting, go to <http://www.cityoflarkspur.org>
(Quick Links – Watch City Council Meetings)

SPECIAL MEETING

Mayor Hillmer opened the special meeting at 5:45 p.m.

1. ROLL CALL

COUNCIL PRESENT: Mayor Dan Hillmer; Vice Mayor Ann Morrison; Councilmember Larry Chu; Councilmember Kevin Haroff; Councilmember Catherine Way

STAFF PRESENT: City Manager Dan Schwarz; City Attorney Sky Woodruff; Finance Director Cathy Orme; City Clerk Jamie Kuryllo; Assistant to the City Manager Shannon O’Hare

2. BUSINESS ITEMS

2.1 FISCAL YEAR 2016-17 AUDIT OF THE CITY’S BASIC FINANCIAL STATEMENTS

The City’s auditor was unexpectedly unable to attend the meeting. A presentation regarding the audit was postponed to a date uncertain.

2.2 ACTUARIAL VALUATION, AS OF JULY 1, 2015, OF OTHER POST-EMPLOYMENT BENEFITS (OPEB) PROGRAMS

City Manager Schwarz and Finance Director Orme reported on the City’s unfunded liability with respect to Other Post-Employment Benefits (OPEB) and the Annual Required Contribution (ARC) that the City should be making to cover its liability.

3. ADJOURN

Mayor Hillmer called for a recess until 6:30 p.m.

REGULAR MEETING

Mayor Hillmer opened the regular meeting at 6:30 p.m.

1. ROLL CALL

COUNCIL PRESENT: Mayor Dan Hillmer; Vice Mayor Ann Morrison; Councilmember Larry Chu; Councilmember Kevin Haroff; Councilmember Catherine Way

STAFF PRESENT: City Manager Dan Schwarz; City Attorney Sky Woodruff; Finance Director Cathy Orme; Recreation Director Dick Whitley; Public Works Director Julian Skinner; City Clerk Jamie Kuryllo; Assistant to the City Manager Shannon O’Hare

2. PRESENTATIONS/PROCLAMATIONS

2.1 Proclamation: Commending the Larkspur Walkers for Thirty Years of Community Involvement

Mayor Hillmer and Recreation Director Dick Whitley presented the Larkspur Walkers with a proclamation commending the Walkers for thirty years of community involvement.

3. PUBLIC COMMENT

There was no public comment.

4. APPROVAL OF THE CONSENT CALENDAR

- 4.1 Approval of Warrants
- 4.2 Approval of Minutes: December 20, 2017
- 4.3 Award Consultant Contract for Development of the Measure B Five-Year Paving Plan (CIP 18-307)
- 4.4 Adopt Resolution Authorizing Submission of an Application for Allocation of TDA Article 3 Funds from the Metropolitan Transportation Commission for the Magnolia Avenue at Post Street Improvement Project
- 4.5 Adoption of a Resolution Approving a Request from Homeward Bound of Marin for Waiver of Fees for the Proposed Senior Homeless Housing Project at 127 King Street
- 4.6 Authorization for the City Manager to Execute a Side Letter to the Memorandum of Understanding between the City and the International Fire Fighters Association, Local 1775
- 4.7 Adopt Resolution Amending the 2017-18 Capital Improvement Program for Mid-Year Adjustments Totaling \$443,390
- 4.8 Update on Process to Revise the City's Infrastructure Vision Document, the "2050 Plan"
- 4.9 Authorization for the City Manager to Complete Negotiations and Execute Professionals Services Agreements for Support of the General Plan Process with Leonard Charles and Associates and Parisi Transportation Consulting

Upon motion by Councilmember Haroff, seconded by Councilmember Morrison, Council approved the consent calendar. The vote was five in favor.

5. CITY MANAGER'S ORAL REPORT

City Manager Schwarz gave his oral report to the City Council.

The following individual commented on the City Manager's Oral Report:
Cindy Winter

6. COUNCILMEMBERS REPORTS AND COMMENTS

Councilmember Morrison reported on the following three items:

- 1. Councilmember Morrison reported that she attended the MCCMC Homelessness Committee Meeting.
- 2. Councilmember Morrison reported that she attended a Larkspur Chamber of Commerce meeting.
- 3. Councilmember Morrison reported that she had lunch with the Larkspur-Corte Madera School District's new superintendent and a member of the Board of Trustees

7. PUBLIC HEARING

None.

8. BUSINESS ITEMS

8.1 MID-YEAR FINANCIAL REVIEW

A. BUDGET

Finance Director Orme provided a mid-year update on the City's General Fund budget.

B. CAPITAL IMPROVEMENT PLAN

Public Works Director Skinner provided a mid-year update on the Capital Improvement Program.

8.2 COMMUNITY AND ARTS GRANT FROM THE TRANSIENT OCCUPANCY TAX (TOT) FUND

City Manager Schwarz provided a brief summary of the Community and Arts Grant from the Transient Occupancy Tax (TOT) Fund. City Manager Schwarz requested that Council make a decision on the Friends of the Library grant request and provide direction about guidelines for future award applications under this program.

The following individuals spoke during public comment:

Jim Scheller
Mary Clyde
Steve Stein

Council directed staff to prepare guidelines for future award applications under the Community and Arts grant program. Once guidelines are adopted, eligible agencies can apply for grant funding.

Additionally, Council directed staff to begin discussions on the possibility of adding Library programming costs to the 2018/2019 budget.

8.3 CITY COUNCIL COMMITTEE APPOINTMENTS

City Manager Schwarz reported that Mayor Hillmer made minor adjustments to the committee appointment list.

Councilmember Way noted that the Twin Cities Disaster Preparedness Committee now meets on the second Monday of the month.

Upon motion by Councilmember Morrison, seconded by Councilmember Way, Council ratified the Mayor's City Council committee appointments. The vote was five in favor.

8.4 UPDATE ON THE GENERAL PLAN STEERING COMMITTEE

Planning Director Neal Toft provided a summary of the General Plan Update. He discussed the steering committees' duties and responsibilities, a revised schedule of meetings and the community outreach plan.

9. ADJOURN MEETING

Upon motion by Councilmember Morrison, seconded by Councilmember Chu, Council simultaneously adjourned the regular and special meeting. The vote was five in favor.

Attested

Jamie Kuryllo
City Clerk