



BRISBANE CITY COUNCIL  
ACTION MINUTES

**DRAFT**

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WEDNESDAY, JUNE 15, 2016

*BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE*

**7:00 P.M. CLOSED SESSION**

**A. Conference with labor negotiators; All bargaining units, pursuant to Government Code Section 54957.6**

It was reported that direction was given to staff but no action was taken.

**7:30 P.M. CALL TO ORDER – FLAG SALUTE**

Mayor Lentz called the meeting to order at 7:50 p.m. and led the flag salute.

**ROLL CALL**

Councilmembers present: Davis, Liu, O’Connell, and Mayor Lentz  
Councilmembers absent: CM Conway  
Staff present: City Manager Holstine, Deputy City Manager Schillinger, City Clerk Spediacci, Community Development Director Swiecki, Fire Chief Myers, Recreation Manager Leek, Principal Analyst Saguisag-Sid, Financial Manager Yuen

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

CM O’Connell made a motion, seconded by CM Davis, to adopt the agenda as proposed. The motion carried unanimously by all present.

Mayor Lentz asked to take a moment of silence for those affected by the tragic shooting in Orlando, Florida.

**BUDGET WORKSHOP**

**A. Budget Overview and review of Five-year Budget Projection and Fiscal Model**

City Manager Holstine reviewed the City’s post-recession General Fund surplus amounts, and

then talked about the capital outlay on catch up items that were put off during the recession which included pool resurfacing, water and sewer master plans, the bicentennial walkway, in-car cameras for police, the Safe Route to Schools project, and the new skate park. He also reported on the Council's commitment to funding unfunded liabilities for OPEB (Other Post-Employment Benefits), vehicle replacement, building maintenance, and PERS (Public Employee Retirement System). He then reviewed the additional positions that were added during the post-recession period.

Mr. Holstine then reported on the Priority Based Budgeting Workshop that he and Finance Director Schillinger both attended in August of 2015, and then on the two subsequent Council sessions to set and define goals in early 2016. He explained that the Priority Based Budgeting System has five elements; establishing big picture goals/results, using a 5-year interactive planning tool, the development of programs, establishing performance measures for goals, and finally scoring programs against goals and results.

Finance Director Schillinger then went over the City's overall goals, the City programs, the 5-year projections and fiscal model, the new items in the proposed budget, and the list of items not included in the proposed budget.

Mr. Schillinger reported that the Fiscal Year 2016/17 proposed budget showed projected revenues at \$16,146,000 and projected expenditures at \$17,831,000 and the Fiscal Year 2017/2018 proposed budget showing projected revenues at \$17,247,000 and projected expenditures at \$18,061,000.

He said that during the Council budget hearings each department would be presenting the proposed changes in their budget and then the Council would begin consideration of which budget items to approve, delete, or add into the final adopted budget.

After Councilmember questions and clarifications of City Manager Holstine and Finance Director Schillinger on the budget overview, Mayor Lentz asked that the department presentations begin.

## **B. Department Presentations**

- 1. Fire Department**
- 2. Community Development Department**
- 3. Recreation Department**
  - Co-sponsorships**
- 4. City Manager**
  - Library**
- 5. City Clerk**
- 6. Administrative Services**
  - Human Resources**
  - Finance**
  - Central Services**

Each department presented their budget, outlining each of the proposed changes to their budgets from last year, and answering questions from Councilmembers.

As part of the Parks and Recreation Department's budget presentation, Commissioner Kevin Fryer spoke on behalf of the Parks and Recreation Commission on their proposed additions to the budget and Nancy Colman spoke on behalf of Brisbane Village Helping Hands and gave an update on the organization and asked for continued co-sponsorship from the City.

Councilmembers noted that discussions on specific line items in each department's budget would be held, as needed, at the Council's subsequent budget hearings on June 16<sup>th</sup> and June 30<sup>th</sup>.

## **ADJOURNMENT**

The meeting was adjourned at 11:05 p.m.

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Sheri Marie Spediacci, City Clerk