

# City of Brisbane

## Agenda Report

To: City Council via City Manager  
From: Stuart Schillinger, Administrative Services Director  
Subject: Adoption Resolutions to Approve the Fiscal Year 2018/19 and 2019/20 Budgets  
Date: Meeting of June 21, 2018

### **Purpose:**

To provide a fiscal plan which ensures the long-term financial security of the City while meeting the results required by the community.

### **Recommendation:**

Adopt the attached resolutions to approve the budget for Fiscal Year (FY) 2018/19 and FY 2019/20.

### **Background:**

June 9<sup>th</sup> 2018– Staff presented an overview of the budget to the City Council. The citizens historical committee and the Parks and Recreation Commission requests were presented to the Council as well.

### **Discussion**

#### *Changes to the Budget*

The City Council should delineate any items that they would like to add to the budget. At the meeting on June 9, 2018 City Council requested staff add the following items to the budget:

#### Request from Historical Committee for

- Digitization of archived materials - \$10,000
- Oral/video history project
  - Equipment - \$10,000
  - Additional Staff - \$30,000
  - Videographer – Donated

#### Request from Parks and Recreation Commission

- Firth Park Improvements (Replace benches, Tables (2), Trashcans) - \$8,000
- Sunrise Room Improvements (Paint, baseboard replacement, replace couch and furniture, carpet replacement, Kitchen Cabinet updates) - \$10,000
- New Special Events (Pop up events, Family Events, Maker Workshops) -\$6,000 annually
- Dropdown Screen Mission Blue - \$5,000
- Sound System Replacement Mission Blue - \$8,000

- Light Board Replacement Mission Blue - \$2,300
- Portable Sound System Replacement -\$1,000

Capital Projects

- Drain Line Fishing Pier – \$97,500
- Alley Improvements
  - Alvarado to San Benito Plans - \$20,000
  - Sierra Point to Humboldt Plans \$20,000

These changes add an additional \$227,800 to the expenditures for FY 2018/19 and \$6,000 to expenditures for 2019/20. There are no anticipated offsetting revenues for these changes. Therefore, the anticipated expenditures for FY 2018/19 would be \$19,961,362 and revenues would be \$18,736,342. This anticipates using \$1,225,020 of General Fund Fund Balance in FY 2018/19. In FY 2019/20 anticipated expenditures are \$20,275,177 and revenues of \$19,390,860. This anticipates using \$884,317 of Fund Balance. The anticipated ending fund balance in FY 2019/20 would be \$7,291,463 if all revenues as budgeted were received and all expenditures as budgeted was spent. As shown during the budget presentation on June 9, 2018 the City usually receives more revenues than anticipated and spends less than budgeted.

Two other items were brought up by Councilmember Cunningham after the meeting which she would like the City Council to consider. The items are tied to the Ecological Sustainability goal of City Council. She would like the City Council to consider replace the existing signboard in the park and at mission blue with electronic signboards. The cost for the two boards would be about \$20,000. The savings would be from paper (\$8,000 a year) and time to install the signs (\$3,000 a year) In addition to a two year payback the electronic signboards would allow the City to advertise more events, meetings, and announcements during the week than the current signboards do.

The second item would be to stop printing hardcopies of the agenda for the City Council and staff members. This would reduce the printed copies from 9 to 2. The remaining two would be for the public to review as is required by State Law. The savings from this would be approximately \$3,000 a year.

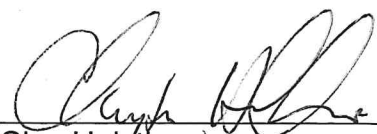
**Fiscal Impact:**

The General Fund budget for both years are balanced within the available resources.

**Attachments:**

Resolution 2018-42  
Resolution GVMID 2018-01

  
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Stuart Schillinger  
Administrative Services Director

  
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Clay Holstine  
City Manager

**RESOLUTION NO. 2018-42**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF BRISBANE  
ADOPTING THE ANNUAL BUDGET  
FOR THE FISCAL YEAR 2018-2019 and FISCAL YEAR 2019-2020 AND  
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED**

**WHEREAS**, a proposed annual budget for the City of Brisbane for the Fiscal Years commencing July 1, 2018 and ending June 30, 2019 and July 1, 2019 and ending June 30, 2020 was submitted to the City Council and

**WHEREAS**, the City Council has made certain revisions, corrections, and modifications to said proposed budget at Budget Study Sessions held on June 8<sup>th</sup> and June 21<sup>st</sup>.

**NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE**, that the proposed budget, as submitted is adopted as the annual budget for the Fiscal Year commencing July 1, 2018 and ending June 30, 2019 and commencing July 1, 2019 and ending June 30, 2020 and thereby appropriates the amounts budgeted.

**BE IT FURTHER RESOLVED**, that the proposed budget shall be modified, revised and corrected to the extent provided by the City Council's actions prior to the adoption of this Resolution and as reflected in Exhibit A attached and incorporated as though set forth in full.

**PASSED, APPROVED AND ADOPTED** this 21st day of June 2018.

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W. Clarke Conway  
Mayor

I hereby certify that the foregoing **Resolution No. 2018-42** was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 21st, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:

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Ingrid Padilla  
City Clerk

#### Historical Committee Request added to City Council Budget

- Digitization of archived materials - \$10,000
- Oral/video history project
  - Equipment - \$10,000
  - Additional Staff - \$30,000
  - Videographer – Donated

#### Parks and Recreation Commission Request added to Parks and Recreation Budget

- Firth Park Improvements (Replace benches, Tables (2), Trashcans) - \$8,000
- Sunrise Room Improvements (Paint, baseboard replacement, replace couch and furniture, carpet replacement, Kitchen Cabinet updates) - \$10,000
- New Special Events (Pop up events, Family Events, Maker Workshops) -\$6,000 annually
- Dropdown Screen Mission Blue - \$5,000
- Sound System Replacement Mission Blue - \$8,000
- Light Board Replacement Mission Blue - \$2,300
- Portable Sound System Replacement -\$1,000

#### Capital Projects Added to Transfers to Capital Improvement Projects

- Drain Line Fishing Pier – \$97,500
- Alley Improvements
  - Alvarado to San Benito Plans - \$20,000
  - Sierra Point to Humboldt Plans \$20,000

**RESOLUTION NO. GVMID 2018-01**

**A RESOLUTION OF GUADALUPE VALLEY  
MUNICIPAL IMPROVEMENT DISTRICT (GVMID)  
ADOPTING THE ANNUAL BUDGET  
FOR THE FISCAL YEARS 2018-2019 and 2019-2020  
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED**

**WHEREAS**, a proposed annual budget for the Guadalupe Valley Municipal District (GVMID) for the Fiscal Years commencing July 1, 2018 and ending June 30, 2019 and commencing on July 1, 2019 and ending on June 30, 2020 was submitted to the Board of Directors, and

**WHEREAS**, a public hearing and proceedings for the adoption of said budget have been duly held and

**WHEREAS**, the GVMID Board has made certain revisions, corrections, and modifications to said proposed budget at Budget Study Session held on June 8, 2018.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of the GVMID that the proposed budget, as submitted, is adopted as the annual budget for the Fiscal Year commencing July 1, 2018 and ending June 30, 2019 and Fiscal Year commencing on July 1, 2019 and ending on June 30, 2020 and thereby appropriates the amounts budgeted.

**BE IT FURTHER RESOLVED**, that the proposed budget shall be modified, revised and corrected to the extent provided by the Board of Director's actions prior to the adoption of this Resolution and as reflected in Exhibit A and Exhibit B attached and incorporated as though set forth in full.

**PASSED, APPROVED AND ADOPTED** this 21st day of June 2018.

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W. Clarke Conway  
President of the Board

I hereby certify that the foregoing **Resolution No. GVMID 2018-01** was duly and regularly adopted at a regular meeting of the Guadalupe Valley Municipal Improvement District on June 21st, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:

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Ingrid Padilla  
District Secretary