



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY OF BRISBANE CITY COUNCIL  
SPECIAL MEETING AGENDA  
BUDGET WORKSHOP**

**SATURDAY, JUNE 9, 2018**

*BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE*

**10:00 A.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Conway called the meeting to order at 10:10 A.M. and led the Pledge of Allegiance.

**ROLL CALL**

Councilmembers present: Councilmembers Cunningham, Davis, Lentz, O’Connell, and Mayor Conway

Councilmembers absent: None

Staff present: City Manager Holstine, City Clerk Padilla, Administrative Services Director Schillinger, City Attorney Roush, City Engineer Breault, Fire Chief Myers, Community Development Director Swiecki, Recreation Manager Leek, and Police Chief Macias

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

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

**BUDGET WORKSHOP**

**A. Budget Overview**

City Manager Holstine provided the Budget Overview for Fiscal Years 2018/19 and 2019/20. Administrative Services Director Schillinger presented on PERS (Public Employment Retirement System). After Council questions, the Council thanked him for his thorough presentation.

**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
7. Public Works Department
  - Marina
  - Open Space
  - Office of Emergency Services
8. Police Department
9. City Attorney

Each department highlighted the new expenditures, new staff and revenue projections in their budget. Each department also highlighted the overriding policy considerations that their department wants Council to provide guidance on. City Council asked questions and provided feedback on any new initiatives proposed by staff.

### **C. Provide Direction on Potential Budget Changes**

After some councilmember discussion and questions, staff was directed to add the following 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 Replacment 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

Council also directed staff to analyze and evaluate the Day in the Park event and layout, research how the City can provide a \$2500 San Mateo County Community College District Scholarship to a Brisbane resident and work on habitat restoration after the trail near Sheng Kee Bakery is redone.

## **ADJOURNMENT**

Mayor Conway adjourned the meeting at 3:46 P.M.

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Ingrid Padilla  
City Clerk

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