



BRISBANE CITY COUNCIL

ACTION MINUTES

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**MONDAY, JUNE 8, 2015**

BRISBANE CITY HALL COMMUNITY ROOM, 50 PARK PLACE, BRISBANE

**7:00 P.M. CALL TO ORDER (Held in the City Hall Conference Room)**

Mayor O'Connell called the meeting to order at 7:10 p.m.

**OLD BUSINESS**

**A. Discuss Planning Commission Interviews and take Appropriate Action**

Councilmembers discussed the applicants and interviews for those who applied to serve on the Planning Commission.

After some discussion, Mayor O'Connell made a motion, seconded by CM Miller, to appoint Greg Anderson to the Planning Commission.

CM Lentz made a motion to appoint Karen Cunningham to the Planning Commission. The motion failed for lack of a second.

After further discussion, the Council voted 4-1, CM Lentz opposed, to the earlier motion to appoint Greg Anderson to the Planning Commission.

Councilmembers discussed an ordinance amendment to increase the number of members who could serve on the Planning Commission.

After some discussion, Mayor O'Connell made a motion, seconded by CM Miller, to direct staff to bring back an ordinance for Council consideration at their meeting of June 18, 2015 to increase the membership of the Planning Commission to either five or seven. The motion carried unanimously by all present.

**8:10 P.M. FLAG SALUTE (Held in the Community Meeting Room)**

Mayor O'Connell led the flag salute.

## **ROLL CALL**

Councilmembers present: Conway, Lentz, Liu, Miller, and Mayor O'Connell  
Councilmembers absent: None  
Staff present: City Manager Holstine, City Clerk Spediacci, City Attorney Roush, Deputy Finance Director Cooper, Administrative Services Director Schillinger, Police Chief Macias, Fire Chief Myers, Community Development Director Swiecki

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

CM Conway made a motion, seconded by CM Miller, to adopt the agenda as proposed. The motion carried unanimously by all present.

Mayor O'Connell asked the City Attorney to report on the actions taken under the previous Old Business Item.

City Attorney Roush reported that the Council appointed Greg Anderson to the Planning Commission and asked staff to bring back an ordinance for consideration at the next City Council Meeting to allow for an increase in the number of Commissioners who could serve on the Planning Commission.

## **BUDGET WORKSHOP**

### **A. Budget Overview**

City Manager Holstine and Administrative Services Director Schillinger gave a Powerpoint presentation beginning with a plan for creating long-term financial stability for the City. Mr Holstine proposed looking at long-term liabilities and long term revenues instead of looking at budgets year-to-year.

Mr Schillinger then reviewed the improvement of the City General Fund Bond Rating which he said increased from A- in 2005 to AA- in 2015 and said the Utility Fund Bond Rating which increased from BBB+ in 2002 to AA- in 2015. He then reviewed the 5-year General Fund Projections, showing each years projected revenues, expenditures, surplus or deficit, beginning fund balance, and required reserve.

Mr. Schillinger then reviewed his assumptions in projecting the revenues and expenditures and showed a chart with the actual ending change in reserves from 2009-2015. He explained the seven basic fund types and displayed charts showing revenues for expenditures for all funds, in particular the General Fund showing where those dollars are spent per City Department.

He said that the City Manager's recommended budget continued to support services and

facilities already approved, proposed adding staff for mandated services, was catching up on deferred items, and was addressing unfunded liabilities as previously approved.

Mr. Schillinger reviewed the stabilizing revenues in property tax, sales tax, transient occupancy tax, business license tax for liquid storage facilities, and for the Educational Revenue Augmentation Fund (ERAF).

Mr. Schillinger then reviewed the new budgeted positions, the regulatory compliance issues, and the new long-term costs to the general fund which included funding of retiree health, vehicle replacement, and pension contributions towards the unfunded liability.

He reviewed a list of one-time projects in the proposed in the budget as well as new/additional expenses. He said that the FY 2015/15 recommended General Fund Budget had \$15,798,000 in revenues plus transfers in, \$17,302,000 in expenditures plus transfers out, a negative net impact to fund balance of \$1,504,000, leaving a remaining General Fund Balance of \$8,896,000. He also noted that the required reserve was \$7,655,000.

Mr. Schillinger then reviewed longer term planning issues including budgeted annual debt service, the Successor Agency budget, the unfunded liabilities, capital projects and their potential funding methods, and the National Pollution Discharge Elimination System (NPDES) shortfall.

He then reviewed the Council Finance Subcommittees proposed list of potential reductions and the resulting reduction in the proposed deficit. He said that under that plan the negative net impact to the fund balance would be \$1,115,200 instead of \$1,504,000. He also showed a list of additional items that the Subcommittee felt needed further discussion by the Council.

Finally, he reviewed additional areas for study in the future which included equipment replacement, technology replacement, building maintenance and upkeep, and NPDES funding.

After Council member initial questions and clarifications of Mr. Schillinger's presentation they asked that staff to cross-reference the City Attorney's Budget and Human Resource Budget to note that the same legal firm is being used for labor negotiations. They also pointed out several page number errors and typographical changes to be corrected in the final budget.

## **B. Department Presentations**

- 1. City Attorney**
- 2. Police Department**
- 3. Fire Department**
- 4. Community Development**
- 5. City Manager**

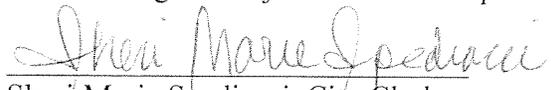
**-Co-sponsorships**  
**-Library**  
**6. City Clerk**

Each Department presented their budget, outlined each of the proposed changes to their budgets from last year, and answered questions from Councilmembers.

Councilmembers noted that discussions on specific line items would be discussed as needed at their meeting the following evening, Tuesday, June 9<sup>th</sup>.

**ADJOURNMENT**

The meeting was adjourned at 11:35 p.m.

  
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Sheri Marie Spediacci, City Clerk