



BRISBANE CITY COUNCIL

ACTION MINUTES

**CITY COUNCIL SPECIAL MEETING AGENDA
THURSDAY, MAY 30, 2024**

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

6:00 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor O’Connell called the meeting to order at 6:02 P.M. and led the Pledge of Allegiance.

ROLL CALL

**A. Consider any request of a City Councilmember to attend the meeting remotely under the
“Emergency Circumstances” of AB 2449**

No Councilmembers made a request under the Emergency Circumstances of AB 2449.

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

Councilmembers absent: None

Staff Present: Interim City Manager Holstine, City Clerk Padilla, City Attorney McMorrow, Finance Director Yuen, City Engineer Breault, Community Development Director Swiecki, Human Resources Director Partin, Deputy Fire Chief Abelson, Deputy Fire Chief Johnson, Financial Services Manager Nguyen, Economic Development Director Bull, Assistant to the City Manager Cheung, Parks and Recreation Supervisor Houghton, Senior Management Analyst Velilla, Police Chief Macias, Police Commanded Garcia and Administrative Management Analyst Ibarra

ADOPTION OF AGENDA

Councilmember Cunningham made a motion, seconded by Councilmember Davis, to adopt the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, Mackin, and Mayor O’Connell

Noes: None

Absent: None

Abstain: None

ORAL COMMUNICATIONS NO. 1

No member of the public wished to provide public comment.

NEW BUSINESS

B. Presentation on Audit

Finance Director Yuen reported that it is being recommended for the City Council to accept the draft of the Fiscal 2022/2023 Annual Comprehensive Financial Report to correlate with the review of the proposed Fiscal Year 2025 Budget.

She added that the financial statements of the City of Brisbane for the fiscal year ending June 30, 2023, were prepared by the Finance staff and examined by an independent auditing firm, Maze and Associates. Currently, the auditors have indicated the expectation that their opinion will reveal that the financial statements present fairly, in all material respects, the respective financial position of the City as of June 20, 2023, and that the financial statements were prepared in conformity with general accepted accounting principles.

After receiving an overview of the Financial Statements from Finance Director Yuen, Council asked clarifying questions. After no public comment, Council accepted the draft of the Fiscal 2022/2023 Annual Comprehensive Financial Report and thanked Finance Director Yuen for her presentation.

C. Budget Workshop

i. City Manager Introduction to the 2024/25 Budget

Interim City Manager Holstine provided an overview of what will be discussed during the Budget Workshop, noting that Councilmembers were provided a draft of the Fiscal Year 2024/25 Budget. The Budget resolutions along with the Master Fee Schedule will be scheduled to be considered for adoption at the City Council Meeting of June 6, 2024.

ii. Finance Director Overview of the 2024/25 Budget

Finance Director Yuen provided an overview of the 2024/25 Budget. She noted that for Fiscal Year 2024/25, the proposed revenue for the year is \$28,460,000 and the proposed expenses for the year is \$31,399,000.

iii. Department Presentations

- **Public Works / Utilities / Marina/Library**
- **Community Development**
- **Police Department**
- **Fire Department**
- **Parks & Recreation / Co-Sponsorships**
- **Finance**
- **Human Resources**
- **City Manager / City Council**
- **City Clerk**
- **Central Services / Debt**

The department heads and deputy staff presented their department's budget requests along with their program highlights and their department's new budget requests for Fiscal Year 2024/2025.

After Council questions, public comment was made by Jason Nunan wanting to clarify the staffing of the police department and by Diana Sosa commending the traffic control efforts of the Police Department.

iv. Wrap Up

During discussion, members of the City Council were concerned about the \$2.7 million gap between the projected income versus expenditures of the 2024/25 Budget. They directed staff to provide a list of expenditures from all departments that can be placed on hold for six months or non-critical programs that can be pushed to the next fiscal year totaling \$500,000. At the City Council Meeting of June 6, 2024, the City Councilmembers will also review the master fee schedule and other ways to increase the City's income revenue streams.

ADJOURNMENT

Mayor O'Connell adjourned the meeting at 11:13 P.M.



Ingrid Padilla
City Clerk