



BRISBANE CITY COUNCIL

ACTION MINUTES

**JOINT CITY COUNCIL, SUCCESSOR AGENCY, HOUSING AUTHORITY,
& GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT
SPECIAL MEETING AGENDA
THURSDAY, JUNE 26, 2025**

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

6:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Lentz called the meeting to order at 6:31 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**

Councilmember Kern will teleconference from 1373 N. Hawley Road, Milwaukee, WI 53208. No Councilmembers made a request under Roll Call Item A.

Councilmembers Present: Councilmembers Davis, Kern, Mackin, O’Connell and Mayor Lentz

Councilmembers Absent: None

Staff Present: Assistant City Manager Fernandez, City Clerk Padilla, City Attorney McMorrow, Finance Director Yuen, Parks and Recreation Director Leek, Assistant to the City Manager Cheung, Community Development Director Swiecki, City Engineer Breault, Deputy Fire Chief Abelson, Management Analyst Brown, Police Commander Garcia, Police Chief Macias, Parks and Recreation Supervisor Houghton, Management Analyst Brown, Admin Management Analyst Ibarra and Communications & Digital Media Coordinator Ordoña

ADOPTION OF AGENDA

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

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

Noes: None

Absent: None

Abstain: None

AWARDS AND PRESENTATIONS

B. Proclaiming July 2025 as Park and Recreation Month

Mayor Lentz recognized July as Park and Recreation Month in the City of Brisbane. Parks and Recreation Director Noreen Leek accepted the proclamation and showed a video highlighting all the activities of the Parks and Recreation Department.

ORAL COMMUNICATIONS NO. 1

No members of the public wished to make public comment.

CONSENT CALENDAR

- C. Approve Minutes of City Council Meeting of June 5, 2025**
- D. Approve Minutes of City Council Closed Session Meeting of June 5, 2025**
- E. Approve Investment Report as of May 2025**
- F. Approve Co-Sponsorship of Excelsior Running Club Event**
- G. Approve Co-Sponsorship of Sierra Point Yacht Club Regatta**
- H. Adopt a Resolution establishing the Appropriation Limit for Fiscal Year 2025-2026**
- I. Approve Sierra Point Landscaping and Lighting District Annual Appointments, Preliminary Approval of Engineer's Report and Intention to Order the Levy and Collection of Assessments**
 - 1. Approve Resolution "Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2025-2026"**
 - 2. Approve Resolution "Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2025-2026"**
 - 3. Approve Resolution, "A Resolution of Preliminary Approval of Engineer's Report -Fiscal Year 2025-2026 - Sierra Point Landscaping and Lighting District"**
 - 4. Approve Resolution "A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2025-2026 - Sierra Point Landscaping and Lighting District"**

Councilmember Davis made a motion, seconded by Councilmember O'Connell, to approve Consent Calendar Item C-E and H-I. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

Mayor Lentz recused himself from Consent Calendar F and left the room. After some Council questions, Council directed staff to provide a report within 30 days of an event how much money was raised at a for-profit/City co-sponsored event, community groups received the funds, and how much the community groups received. Councilmember O'Connell made a motion, seconded by Councilmember Davis, to approve Consent Calendar Item F. The motion passed with 4 votes, and 1 recusal.

Ayes: Councilmembers Davis, Kern, Mackin, and O'Connell

Noes: None

Absent: None

Abstain: None

Recused: Mayor Lentz

Mayor Lentz returned to the room and was updated on council directions regarding Consent Calendar Item F. Councilmember O'Connell recused herself from Consent Calendar Item G and left the room. Councilmember Davis made a motion, seconded by Councilmember Mackin, to approve Consent Calendar Item G. The motion passed with 4 votes, and 1 recusal.

Ayes: Councilmembers Davis, Kern, Mackin and Mayor Lentz

Noes: None

Absent: None

Recused: Councilmember O'Connell

CONTINUED PUBLIC HEARING

J. Consider Adoption of Resolutions to Approve the Budget for Fiscal Year 2026 and Fiscal Year 2027

(This item was continued from the Joint City Council Meeting of June 5, 2025)

i. Adopt Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority

ii. Adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027 and making appropriations for the amounts budgeted

Finance Director Yuen reported that at the City Council Meeting of June 5, 2025, staff presented an overview of the budget to the City Council. Due to time constraints, staff members were unable to initiate reviews of departmental budgets and had to continue the public hearing. Councilmembers directed staff to return and bring back at the City Council Meeting of June 26, 2025, departmental budgets including variances from previous year and budgeted requests.

Finance Director Yuen added that at the City Council Meeting of June 5, 2025, staff presented an overview of the budget for Fiscal Years 2025/26 and 2026/27 to result in a use of funds in the amount of \$1.023 million and \$1.752 million, respectively. However, between meetings, additional information became known to staff which warranted adjustments be made to two departments – the City Manager Department Budget decreased in FY25/26 and FY26/27 by \$173K and \$177K, respectively, and Central Services' Department Budget increased in FY26 by \$50K and no change in FY26/27. The adjustments resulted in an overall reduction to General Fund

FY25/26 expenses from \$32,301,000 to \$32,178,000 and a reduction of the FY26/27 expenses from \$33,379,000 to \$33,202,000.

Lastly, Finance Director Yuen also reported that the General Fund budget for Fiscal Year 2025/26 is balanced within available resources. The anticipated Net Use of Fund Balance is \$901,000. The General Fund budget for Fiscal Year 2026/27 is balanced within available resources. The anticipated Net Use of Fund Balance is \$1,575,000. She further explained that staff is recommending doing the following: continue to provide necessary services, actively fill open positions, adopt budget as requested and continue funding pension reserve but evaluate at mid-year.

Council received the presentations from the following departments:

1. City Council
2. City Manager
3. City Clerk
4. Finance
5. Human Resources
6. Community Development
7. Police Department
8. Fire Department
9. Public Works / Utilities / Marina/Library
10. Parks & Recreation
11. Central Services

After Council questions with department staff, Council took a brief break.

Mayor Lentz opened the Public Hearing. No members of the public wished to speak.

After Council discussion, staff was directed by Council provide more information about overtime pay, and more details on spending and revenue for services and what is off setting the budget for each department.

Councilmember Davis made a motion, seconded by Councilmember O'Connell, to extend the meeting until 10 p.m. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

After Council discussion, Councilmember O'Connell made a motion, seconded by Councilmember Davis, to Adopt Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

Councilmember Mackin made a motion, seconded by Councilmember Davis, to Adopt Guadalupe Valley

Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Councilmember Davis made a motion, seconded by Councilmember O’Connell, to Adopt Resolution adopting the annual budget for Fiscal Year 2026 and Fiscal Year 2027 making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

STAFF REPORTS

K. City Manager’s Report- City Updates and Upcoming Activities

Assistant City Manager Fernandez reported on upcoming City activities and shared the latest updates.

MAYOR/COUNCIL MATTERS

L. Recruitment for City Committees and Commissions

City Clerk Padilla reported that due to resignations, terms expiring by January of 2026 and unfilled seats, staff will need to recruit almost 20 volunteers to fill seats on the City’s Committees and Commissions. Council directed staff to begin recruitment and interview before the end of the year and to return to Council with engaging and inspiring recruitment strategies in addition to the coordination of the citizen’s academy Brisbane 101 in the Fall.

M. Countywide Assignments and Subcommittee Reports

- i. Report Out on Subcommittee Meetings
- ii. Upcoming Subcommittee Meetings

Councilmembers reported on their subcommittee meetings and county assignments. Mayor Lentz requested to work with Councilmember Davis on the Housing Subcommittee to talk about potential partnership opportunity with HEART of San Mateo County.

N. Written Communications

Councilmembers received the following correspondences from members of the public:

Straw (06-10-2025) Charging Rate Increases Mission Blue Rec

Florkowski (06-06-2025) Shuttle

Zavodnik (06-05-2025) Shuttle

Montiel (06-06-2025) Shuttle

McCullough (06-18-2025) Rape Case

Kircher (06-10-2025) Quarry

Iverson (06-10-2025) Quarry

Mecer (06-10-2025) Quarry

Dykes (06-25-25) Dangerous Situation for Pedestrians at Brisbane Elementary

ORAL COMMUNICATIONS NO. 2

Michele Salmon commented that the budget should take care of the worst problems first such as infrastructure for water and sewer to serve the entire population of the City.

Councilmember Davis made a motion, seconded by Councilmember O'Connell, to extend the meeting until 10:07 p.m. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz

Noes: None

Absent: None

Abstain: None

ADJOURNMENT

Mayor Lentz adjourned the meeting at 10:06 P.M.

Ingrid Padilla
City Clerk