



## **BRISBANE CITY COUNCIL**

### **ACTION MINUTES**

---

#### **CITY OF BRISBANE CITY COUNCIL**

#### **MEETING AGENDA**

**THURSDAY, MAY 21, 2020**

*VIRTUAL MEETING*

#### **CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor O'Connell announced that this council meeting is compliant with the Governors Executive Order N-29-20 issued on March 17, 2020 allowing for deviation of teleconference rules required by the Brown Act. The purpose of this is to provide the safest environment for staff, Councilmembers and the public while allowing for public participation. She added that the public may address the council using exclusively remote public comment options.

Mayor O'Connell called the meeting to order at 7:36 p.m. and led the Pledge of Allegiance.

#### **ROLL CALL**

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

Councilmembers absent: None

Staff Present: City Manager Holstine, City Clerk Padilla, Interim City Attorney McMorrow, Director of Administrative Services Schillinger, City Engineer Breault, Deputy Director of Public Works Kinser and Police Chief Macias

#### **ADOPTION OF AGENDA**

Due to a clerical error, there was a discrepancy in the City Council's staff report regarding the Channel Erosion Control Guadalupe. Interim City Attorney McMorrow shared that the agenda item has been noticed and that it is a time sensitive issue.

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

Ayes: Councilmember Conway, Cunningham, Davis, Lentz and Mayor O'Connell

Noes: None

Abstain: None

### **ORAL COMMUNICATIONS NO. 1**

No member of the public wished to speak.

### **PRESENTATION**

#### **A. National Public Works Week**

City Engineer Breault announced that May 17-23, 2020 is National Public Works Week and the theme is Rhythm of Public Works. He shared a video from the American Public Works Association entitled "I am Public Works."

Councilmembers thanked City Engineer Breault for the video presentation.

### **CONSENT CALENDAR**

#### **B. Adopt City Council Minutes of March 19, 2020**

#### **C. Adopt City Council Minutes of April 16, 2020**

#### **D. Accept Investment Report as of March 2020**

#### **F. Sierra Point Lighting and Landscaping District**

**1. Approve Resolution No. 2020-26, Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2020-2021.**

**2. Approve Resolution No. 2020-27, Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2020-2021."**

**3. Approve Resolution No. 2020-28, "A Resolution of Preliminary Approval of Engineer's Report - Fiscal Year 2020-2021 - Sierra Point Landscaping and Lighting District"**

**4. Approve Resolution No. 2020-29 "A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2020-2021 - Sierra Point Landscaping and Lighting District"**

#### **G. Award the construction contract for the 2020 Slurry Seal Project to Graham Contractors, Inc. in the amount of \$ 223,862 and authorize the Mayor to sign the Agreement on behalf of the City**

#### **H. Guadalupe Channel Erosion Control**

- 1. Authorize publication of the Notice Inviting Bids for Guadalupe Channel Erosion Control (Project No. 9018).**
- 2. Authorize the Mayor to sign the Agreement on the city's behalf with the low, responsive and responsible bidder, on the condition that the low, responsive and responsible bid price is less than or equal to the engineer's estimate plus a reasonable variance.**

CM Lentz made a request to pull Item E for discussion. CM Lentz made a motion, seconded by CM Davis, to approve Consent Calendar Items B-D and F-H. The motion was carried unanimously by all present

#### **E. Approve Plans and Specifications and Authorize publication of the Notice Inviting Bids for the Guadalupe Canyon Parkway Safety Improvements (Project No. 920D)**

After questions from Council of staff regarding the Guadalupe Canyon Parkway Safety Improvements Project, CM Lentz made a motion, seconded by CM Conway to approve Consent Calendar Item E. The motion was carried unanimously by all present.

#### **NEW BUSINESS**

#### **I. Consider Adoption of Resolution No. 2020-30 confirming the pay schedule for the City Manager for fiscal year 2020/2021, that results in a 3% increase in salary, with no change in the other benefits provided in the Employment Agreement.**

*(This is the implementation of a contract previously approved by Council on July 18, 2019. Mayor to read a prepared statement.)*

Mayor O'Connell read the following statement into the record:

*"In accordance with Government Code Section 54953 (c)(3), a summary of the City Manager's salary and benefits is reported as follows:*

*The bi-weekly salary for the City Manager will be \$9837.74 with an annual escalator, if approved by the City Council, of 3% in July 2021.*

*The City Manager will receive 80 hours of administrative leave in August 2020 and 2021 but such leave must be used within 12 months from the time the leave is granted.*

*Through the City's contract with the Public Agency Retirement Service (PARS), City will pay for Mr. Holstine all required contributions under the 1% at 63 Formula.*

*Consistent with the benefits provided to Department Heads of the City, the City Manager will receive paid time off for holidays and vacation leave and is eligible for health benefits which include vision, dental, and comprehensive medical insurance. Other benefits include life and disability insurance as well as workers' compensation.*

*The Employment Agreement also reflects a City equity loan to Mr. Holstine for his personal residence in Brisbane, equal to 20% of value of the property, which loan will be repaid when the property sells or within six months of the Manager's retirement.*

*Upon retirement from the City, anticipated to be December 30, 2021, the City Manager will receive a monthly stipend consistent with other retired Executive Management employees who started working for the City prior to July 2008 and retired after 2000."*

City Clerk Padilla read into the record comments from Renee Marmion why the City is increasing salaries while Brisbane families are struggling and Margaret Gibson questioned why the City is increasing salaries for City Manager and Staff due to the budget struggles brought on by the Covid-19 pandemic.

After some Council questions, CM Lentz made a motion, seconded by CM Cunningham to adopt Resolution No. 2020-30 confirming the pay schedule for the City Manager for fiscal year 2020/2021 that results in a 3% increase in salary, with no change in the other benefits provided in the Employment Agreement.

**J. Consider Approval of Resolution No. 2020-31 through 2020-41, Adopting Pay Schedules for Fiscal Year 2020/2021.**

*(This is the implementation of contracts previously approved at a City Council Meeting.)*

**Appendix A Master Pay Schedule**

- 1. Resolution No. 2020-31 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Confidential Employees Group**
- 2. Resolution No. 2020-32 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Confidential Management Group**
- 3. Resolution No. 2020-33 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Executive Management Group**
- 4. Resolution No. 2020-34 - A Resolution of the City Council of the City Of Brisbane Concerning Wages for the International Association of Firefighters, Local 2400, AFL-CIO**
- 5. Resolution No. 2020-35 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the General Employees Association**
- 6. Resolution No. 2020-36 - A Resolution of the City Council of the City of Brisbane Regarding the Pay Scale for the Hourly Employees**
- 7. Resolution No. 2020-37 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Mid-Management/Professional Employees Group**

**8. Resolution No. 2020-38 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Police Chief**

**9. Resolution No. 2020-39 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Police Commander**

**10. Resolution No. 2020-40 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Brisbane Police Officers Association**

**11. Resolution No. 2020-41 - A Resolution of the City Council of the City of Brisbane Adopting Master Pay Schedules for All Employees**

Interim City Attorney McMorrow explained this is a CalPERS (the California Public Employees' Retirement System) transparency requirement.

Administrative Services Director Schillinger read the Executive Management's salaries into the record. The following resolutions reflect the implementation of contracts previously approved at City Council Meetings after many meetings and negotiations with employee bargaining groups in 2019.

City Manager Holstine shared that the budget will be presented at the City Council Meeting of June 4, 2020. He believes the City is in a strong position to weather the storm of the economic impacts of the Covid-19 pandemic. Staff will continue to monitor the developments and will provide regular updates to the Council.

After a brief discussion and questions, CM Conway made a motion, seconded by CM Cunningham, to approve Resolution Nos. 2020-31 through 2020-41. The motion was carried unanimously by all present.

## **STAFF REPORTS**

### **K. City Manager's Report on upcoming activities**

City Manager Holstine provided brief a brief update to the Community on COVID-19 related activities and ways to get more engaged in the Community.

## **MAYOR/COUNCIL MATTERS**

### **L. Countywide Assignments/Subcommittee Reports**

Councilmembers reported on their activities in the following assignments:

Brisbane Emergency Services Council

COVID-19 Ad hoc Subcommittee

North County Fire Authority Board

Virtual Town Hall on COVID-19

Brisbane COVID-19 Response Coalition

## **M. City Council Meeting Schedule**

The next City Council Meeting is scheduled for June 4, 2020.

## **N. Written Communications**

Councilmembers received the following written communication:

- Lucas Gotthelf (4/28/20) City Pins
- Mary Beth Bykowsky (4/29/20) Hello from CDI
- Garbriel Garcia (5/4/20) June is Pride Month
- Gita Dev (5/8/20) Sierra Club Loma Prieta Open Streets
- Dr. Terry Deloria (5/9/20) JUHSD Superintendent Update to Families and Students
- Dr. Terry Deloria (5/13/20) JUHSD Superintendent Update to Families and Students
- Winefied & Associates (5/13/20) Contact CALEPA by June 1, 2020 to Stop Vapor Intrusion Guidance Document that Will Thwart Property Development in Your City
- Dr. Terry Deloria (5/15/20) JUHSD Superintendent Update to Families and Students- Baylands
- Francisco Ortega Carrillo (5/15/20) Re-opening Economy- Kleen Product
- Margaret Gibson (5/18/20) May 21 Meeting
- Renee Marmion (5/20/20) Written Communication to the Brisbane City Council Thursday May 21, 2020

## **ORAL COMMUNICATIONS NO. 2**

Public written comment was received from Leland Anders about June Pride Month and Prem Lall about a tree issue.

City Manager Holstine announced that Pride Flags will be raised in the City starting June 1<sup>st</sup>. Council advised Mr. Lall to reach out directly to City Staff about the tree issue.

## **ADJOURNMENT**

CM Conway made a motion, seconded by CM to adjourn the meeting. Mayor O'Connell adjourned the meeting at 8: 54 p.m.



---

Ingrid Padilla, City Clerk