



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY OF BRISBANE CITY COUNCIL**

**MEETING AGENDA**

**THURSDAY, NOVEMBER 5, 2020**

*VIRTUAL MEETING*

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor O’Connell called the meeting to order at 7:32 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, Community Development Director Swiecki, Recreation Manager Leek, Police Chief Macias, Fire Inspector Preston and Deputy City Clerk Ibarra

**ADOPTION OF AGENDA**

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

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

Noes: None

Absent: None

Abstain: None

**ORAL COMMUNICATIONS NO. 1**

No members of the public wished to speak.

## **CONSENT CALENDAR**

- A. Approve Minutes of City Council Closed Session Meeting of October 1, 2020**
- B. Approve Minutes of City Council Closed Session Meeting of October 15, 2020**
- C. Accept Investment Report as of September 2020**
- D. Adopt Resolution No. 2020-60 authorizing the City Manager to enter into a collaboration agreement with the County to receive consultant services from Baird + Driskell for the update of the City's Housing Element**
- E. Adopt Resolution No. 2020-61 Approving the Levy of a Special Assessment on Property at 788 Humboldt Road for the City's Cost to Remove Grass and Weeds**
- F. Adopt Resolution No. 2020-62 Confirming and Ratifying the Proclamation Declaring the Continued Existence of a Local Emergency in the City of Brisbane in Response to the COVID-19 Pandemic**

CM Conway made a motion, seconded by CM Cunningham, to approve Consent Calendar Items A-F. The motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **PUBLIC HEARING**

- G. Consider Introduction of Ordinance 579- Proposed Amendment of Titles 15 and 17 of the Brisbane Municipal Code Pertaining to the Regulation of Grading**

(This item was continued and not heard on the City Council Meeting of September 17, 2020).

Mayor O'Connell proposed that the Council should decide on this issue when Councilmember Elect Coleen Mackin is seated.

After a brief overview by Community Development Director Swiecki, CM Conway made a motion, seconded by CM Davis, to not discuss Public Hearing Item G and to continue the public hearing when Councilmember elect Coleen Mackin is seated. The motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **OLD BUSINESS**

### **H. Dog Park Resurfacing**

(This item was also discussed at the City Council Meeting of October 1<sup>st</sup>, 2020)

Recreation Manager Leek presented the three new options for the Dog Park Resurfacing with cost ranging from \$60,000 to \$120,000.

Councilmember Davis stated that dog owners prefer more grass.

After more Council questions, Michele Salmon commented that if dog owners do not like this option, they will use the sports field.

After further discussion, CM Cunningham made a motion, seconded by CM Lentz, to approved funding option 2, a larger sing-strip of turf area approximately 2,000 square feet with an estimated cost of \$80,000. The motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **NEW BUSINESS**

### **I. Consider Adoption of Resolution No. 2020-63 Approving Amendment of Employment Agreement with the City Manager**

Interim City Attorney McMorrow reported that it is being recommended to adopt the Resolution to extend the City Manager's retirement date and conform the City's prior housing assistance to the City Manager with City policy favoring conservative investments.

CM Conway made a motion, seconded by CM Cunningham, to adopt Resolution No. 2020-63 Approving Amendment of Employment Agreement with the City Manager. The motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

### **J. Interim Improvements at "Parcel R" Sierra Point**

(Council will consider whether to approve the working proposal discussed herein, and establish a budget of \$100,000 for the work and whether they wish to provide direction to staff for a future business item

regarding the development of an ultimate shoreline master plan for the publicly owned portion of Sierra Point.)

City Engineer Breault reported that now that the City has full control over zoning and improvements at Parcel R, it is being recommended to develop the eastern bench area of Parcel R, so as to take advantage of the manmade windbreak. The proposed established budget would be \$100,000.

After Council questions and discussion, Michele Salmon commented that in the interim the City should add some modest landscaping on the hill.

After some clarifying questions with staff, CM Lentz made a motion, seconded by CM Conway , to approve the working proposal and establish a budget of \$100,000 for the work and to direct staff to work on a future business item regarding the development of an ultimate shoreline master plan for the publicly owned portion of Sierra Point. The motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Mayor O’Connell added to bring the Request for Bid Proposals to a Council subcommittee when it is ready.

## **PRESENTATIONS**

### **K. UPC presentation on Baylands Operable Unit 2 (OU-2) Remedial Action Plan review process**

Tracy Craig, the principal from Craig Communications, provided a brief update on the Baylands Operable Unit 2 (OU-2) Feasibility Study/Remedial Action Plan review process. She announced that the Public Comment period is from October 18 – December 18, 2020. A Fact sheet was mailed to all Brisbane residents and businesses and parts of Daly City and San Francisco. 5,045 stakeholders received the fact sheet announcing the public comment period. She also added that information Repositories are in City Hall, Monday and Thursday, 9 a.m. – 1 p.m. and online at [www.BaylandsOU2.com](http://www.BaylandsOU2.com)

Ms. Craig also announced a Public Meeting was being held on Wednesday, Nov. 18 from 6:30 to 8:00 p.m. to discuss OU-2.

## **STAFF REPORTS**

### **L. City Manager’s Report on upcoming activities**

City Manager Holstine announced events and City news for the coming weeks.

## **MAYOR/COUNCIL MATTERS**

**M. Term Expiration of City Representative to the Board of Trustees of the San Mateo County Mosquito and Vector Control District**

Since her appointment will expire by the end of the year, Council directed City Clerk Padilla to invite Carolyn Parker, current City Representative to the Board of Trustees of the San Mateo County Mosquito and Vector Control District, to write a letter of interest for a four year term appointment.

**N. Countywide Assignments and/Subcommittee Reports**

Council reported on their activities from Affordable Housing Subcommittee.

**O. City Council Meeting Schedule**

The next scheduled City Council Meeting is on November 19, 2020.

**P. Written Communications**

The following correspondence was received by the Council from 10/15/20 through 11/5/20:

- San Mateo County Transit District (10/20/20) Fall 2020 Quarterly Update
- Craig Communications (10/27/20) Brisbane Baylands OU-2 Site- Draft Environmental Cleanup Document Available for Review
- Tony Verreos (10/29/20) Dark Sky Movement Research Follow Up
- Patricia A. Clecak (Received 11/2/20) Grateful for Brisbane Police Department
- Clara Johnson (11/2/20) Black Lives Matter and Improving Equitable Treatment of Citizens by the Police

**ORAL COMMUNICATIONS NO. 2**

No member of the public wished to speak.

**ADJOURNMENT**

Mayor O'Connell adjourned the meeting at 9:21 P.M.



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Ingrid Padilla  
City Clerk