



## **BRISBANE CITY COUNCIL**

### **ACTION MINUTES**

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#### **BRISBANE JOINT CITY COUNCIL AND**

#### **HOUSING AUTHORITY MEETING AGENDA**

**THURSDAY, FEBRUARY 18, 2021**

*VIRTUAL MEETING*

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

City Clerk Padilla announced the Channel 27 Broadcast is currently experiencing technical difficulties. Members of the public can join view the broadcast via the City' YouTube Channel and by joining the Zoom webinar. Mayor Cunningham called the meeting to order at 7:45 P.M. and led the Pledge of Allegiance

#### **ROLL CALL**

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

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, Communications Manager Cheung, Legal Counsel Roush, Administrative Management Analyst Ibarra, Inspector Preston, Economic Development Director Bull and Police Commander Garcia

#### **REPORT OUT OF CLOSED SESSION**

Interim City Attorney McMorrow reported that Council gave staff direction regarding Closed Session Item D with Mayor Cunningham recusing herself from the item. Closed Session Item E will be continued to a future Closed Session Meeting.

#### **ADOPTION OF AGENDA**

CM O'Connell made a motion, seconded by CM Lentz, to adopt agenda as it stands. The motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **AWARDS AND PRESENTATIONS**

### **A. Mayor's Proclamation Declaring February as Black History Month**

Mayor Cunningham read a Proclamation declaring February as Black History Month.

### **B. Administer Oath of Office to Newly Appointed Commissioners and Committee Members**

City Clerk Padilla administered the Oath of the Office to the following newly appointed Commissioners and Committee Members:

Leesa Greenlee, Parks and Recreation term through January 2025

Frank Kern, Parks and Recreation term through January 2025

Renee Marmion, Parks and Recreation term through January 2025

Julie Sims, Parks and Recreation term through January 2025

Douglas Gooding, Planning Commission term through January 2025

Pamala Sayasane, Planning Commission term through January 2025

Danette Davis, Public Art Advisory Committee term through January 2023

Beth Grossman, Public Art Advisory Committee term through January 2023

Camille Salmon, Public Art Advisory Committee term through January 2023

Patrick Tainter, Complete Streets Safety Committee term through January 2025

Glenn Fieldman, Open Space Ecology Committee term through January 2022

Barbara Ebel, Open Space Ecology Committee term through January 2025

Jason Nunan, Open Space Ecology Committee term through January 2025

City Clerk Padilla noted that the following Committee Member will be sworn in at a later time due to technical difficulties in joining the meeting:

Cristian Cabrera, Complete Streets Safety Committee term through January 2025

City Clerk Padilla noted that the following appointees were not able to attend the meeting but were sworn in earlier in the month:

Shanna L. Calmes, Open Space Ecology Committee term through January 2022

Roel Funke, Planning Commission term through January 2025

## **ORAL COMMUNICATIONS NO. 1**

Carolyn Feierbach commented to join the work of the group California Cities for Local Control.

## **CONSENT CALENDAR**

### **C. Approve Minutes of City Council Closed Session Meeting of January 7, 2021**

### **D. Approve Minutes of City Council Workshop of January 7, 2021**

- E. Approve Minutes of City Council Meeting of January 7, 2021**
- F. Approve Minutes of City Council Meeting of January 21, 2021**
- G. Approve Minutes of City Council Closed Session of January 21, 2021**
- H. Approve Minutes of City Council Meeting of January 26, 2021**
- I. Approve Minutes of HA Closed Session Meeting of January 21, 2021**
- J. Approve Minutes of HA Closed Session Meeting of February 4, 2021**
- K. Accept Investment Report as of December 2020**
- L. Adopt Resolution No. 2021-20 Authorizing the Submittal of a Regional Grant Application for a CalRecycle Grant**
- M. Adopt Resolutions No. 2021-21 and 2021-22 Establishing the Classification of Assistant City Manager and Amending the Master Pay Schedule**
- N. Acknowledge Completed Annual Mandated Fire and Life Safety Inspections**

CM O'Connell made a motion, seconded by CM Davis, to approve Consent Calendar items C-N. The motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **NEW BUSINESS**

### **O. Consider Sale of 4.21 Acres (vacant) Owned by the Brisbane Housing Authority**

*(The Housing Authority will consider approval of the sale of 4.21 acres of vacant land owned by the Brisbane Housing Authority and authorize the Executive Director to sign a Vacant Land Purchase Agreement and related documents in a final form as approved by the General Counsel. The property is vacant, consists of four contiguous lots, and is located immediately south of the intersection of San Bruno Avenue and Gladys Avenue.)*

Housing Authority Executive Director reported that the 4.21 acres of vacant land owned by the Housing Authority will be sold for \$2.35 million. The property was purchased using the former Redevelopment Agency's Low and Moderate Income Housing Fund. The proceeds of the sale of the property will be placed in a similar Housing Authority fund and used to provide housing for low and moderate income households.

After some Council questions and discussion, City Clerk Padilla noted the correspondence from Dana Dillworth regarding the sale. Interim City Attorney McMorro reported that he and Legal Counsel Roush found the public noticing of this item was in compliance.

After further Council questions and discussion, Authority Member Mackin made a motion, seconded by Authority Member O’Connell to approve Housing Authority Resolution No. 2021-01 to sell 4.21 Acres (vacant) Owned by the Brisbane Housing Authority. Motion passes unanimously by all present.

Ayes: Authority Members Davis, Lentz, Mackin, O’Connell and Chair Cunningham

Noes: None

Absent: None

Abstain: None

## **P. Consider COVID19 Business Relief Program**

*(Council consider whether to direct staff to set-up a program for business assistance for the mostly severely impacted small businesses on Visitacion Ave. and the Village Shopping Center)*

Administrative Services Director Schillinger reported that after the Economic Development Subcommittee Meeting, staff needed Council direction on 1) whether the Council wants to approve to spend \$50,000 on a COVID-19 Business Relief Program and 2) the types of businesses the City Council would like to support.

After some Council questions and discussion, CM O’Connell made a motion, seconded by CM Davis, to approve \$50,000 from the general fund for a COVID-19 Business Relief Program. The motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Barbara Ebel made public comment that it is preferable that the supported business has a Business License in Brisbane.

After some Council questions and discussion, staff was directed to work with the Chamber of Commerce to draft a list of businesses that would benefit from a COVID-19 Business Relief Program and bring the list back to a future Council Meeting.

## **STAFF REPORTS**

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

#### **i. Legislative Update**

City Manager Holstine reported on upcoming activities and project updates. Interim City Attorney McMorro provided a legislative update on Housing legislation.

## **MAYOR/COUNCIL MATTERS**

### **R. Countywide Assignments and Subcommittee Reports**

Council reported their activities in the following assignments and subcommittees:

- Economic Development Subcommittee
- Peninsula Clean Energy

- Planning Issues Subcommittee
- Brisbane School District 2x2 Subcommittee
- Infrastructure, Utilities, and Franchise Subcommittee
- Airport Land Use Subcommittee
- Open Space and Ecology Liaison Subcommittee
- Baylands Subcommittee
- San Mateo County Library JPA
- C/CAG

### **S. City Council Meeting Schedule**

City Clerk Padilla announced that the next City Council Meeting is scheduled for March 4<sup>th</sup>, 2021. City Clerk Padilla noted that due to equipment failure in the broadcast booth, the City Council Meeting video is anticipated to be replayed on Channel 27 on February 19<sup>th</sup>, 2021.

### **T. Written Communications**

Council received the following communication between January 7, 2021 through February 18, 2021:

- Jerry Tso and Cynthia Chan (1/18/21) Inquiry on Brisbane Municipal Code Amendment
- Anja Miller (1/19/21) Fwd: Simple Graph of State Housing Policy Results
- Kaylee Coughlin 1/26/21) Urgent
- Barbara Kelsey (1/28/21) Sierra Club Comment letter regarding Climate Action a top City Priority This Year
- Dana Dillworth (2/2/21) Comments on Railyard FS/RAP
- Laurie Borg (2/7/21) Safe Storage Ordinance
- Calvin Lee (2/8/21) Bringing Awareness
- Grant Palmer (2/12/21) JUHSD
- Dana Dillworth (2/16/21) Comments of OU-SM
- Dana Dillworth (2/18/21) Gladys Sale

### **ORAL COMMUNICATIONS NO. 2**

No members of the public wished to speak.

### **ADJOURNMENT**

Mayor Cunningham adjourned the meeting at 9:34 P.M.



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Ingrid Padilla  
City Clerk