



## **BRISBANE CITY COUNCIL**

### **ACTION MINUTES**

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## **BRISBANE CITY COUNCIL MEETING AGENDA**

**THURSDAY, SEPTEMBER 23, 2021**

*VIRTUAL MEETING*

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

Mayor Cunningham called the meeting to order at 7:47 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, Assistant City Manager Schillinger, City Clerk Padilla, City Attorney McMorro, Finance Director Yuen, Community Director Swiecki, City Engineer Breault, Police Chief Macias, Human Resources Administrator Partin, Deputy Fire Chief Sean Kavanaugh, and Administrative Management Analyst Ibarra

### **REPORT OUT OF CITY COUNCIL CLOSED SESSION**

City Attorney McMorro reported that Liability Claim Item D was denied by the Council and direction was given to staff regarding Item E.

### **ADOPTION OF AGENDA**

CM O'Connell made a motion, seconded by CM Lentz, to approve the agenda as it stands.  
The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **AWARDS AND PRESENTATIONS**

### **A. Water Update from Bay Area Water Supply and Conservation Agency (BAWSCA) Board Appointee**

Sepi Richardson, the City's Bay Area Water Supply and Conservation Agency (BAWSCA) Board appointee, provided an update on the agency's activities including a drought update and the Water Supply Program.

After some council questions, Mayor Cunningham asked for more information about the Water Supply Program and thanked Ms. Richardson for her presentation.

### **B. Presentation from Len Materman, Chief Executive Officer, San Mateo County, Flood and Sea Level Rise Resiliency District.**

CEO Materman San Mateo County, Flood and Sea Level Rise Resiliency District, provided an update on what San Mateo County is doing to address the sea level rise and flooding issues. After some Council questions, Council thanked CEO Materman for his presentation.

### **C. Proclamation Recognizing National Preparedness Month**

Mayor Cunningham proclaimed September 2021 as National Preparedness Month and encouraged all Brisbane residents to increase their knowledge and awareness of proper safety measures to follow before, during, and after a disaster.

### **D. Proclamation Recognizing National Fire Prevention Week**

Mayor Cunningham proclaimed October 3-9, 2021, as Fire Prevention Week throughout this city, urged all the people of Brisbane to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety activities and efforts of North County Fire Authority and emergency services during Fire Prevention Week 2021.

Deputy Fire Chief Sean Kavanaugh received both proclamations and thanked the City Council for the recognition.

### **E. Proclamation Recognizing National Hispanic Heritage Month**

Mayor Cunningham proclaimed September 15th through October 15th as Hispanic Heritage Month recognizing all Hispanic and Latinx American residents whose influential and lasting contributions to our neighborhoods make the City of Brisbane a vibrant community in which to live, work and visit.

Police Chief Macias and Finance Director Carolina Yuen thanked the Council for the Proclamation and said a few inspirational words about their experience growing up Hispanic and Latinx American.

## **ORAL COMMUNICATIONS NO. 1**

Anja Miller wrote a comment regarding audio difficulties during the City Council Meeting.

## **CONSENT CALENDAR**

- F. Approve Minutes of City Council Meeting of April 15, 2021**
- G. Approve Minutes of City Council Meeting of May 6, 2021**
- H. Approve Minutes of City Council Closed Session Meeting of May 6, 2021**
- I. Accept Investment Report as of June 2021**
- J. Accept Investment Report as of July 2021**
- K. Approve Resolution No. 2021-65 Confirming and Ratifying the Proclamations Declaring the Continued Existence of a Local Emergency in the City of Brisbane in Response to the COVID-19 Pandemic**

CM Davis made a motion, seconded by CM Lentz, to approve Consent Calendar Items F-K.  
The motion was carried unanimously by all present.

Ayes: CM Davis, Lentz, Mackin, O'Connell and Mayor Cunningham.  
Noes: None  
Absent: None  
Abstain: None

- L. Adopt a Resolution to Continue Conducting City Council and Commission Meetings Remotely Due to Health and Safety Concerns for the Public**

Staff reported that this matter will be revisited by Council every 30 days. After some Council questions with staff, Roland Lebrun commented on the chat to provide Closed Captioning on Zoom.

CM O'Connell made a motion, seconded by CM Davis, to approve Consent Calendar Item L.  
The motion was carried unanimously by all present.

Ayes: CM Davis, Lentz, Mackin, O'Connell and Mayor Cunningham  
Noes: None  
Absent: None  
Abstain: None

## **NEW BUSINESS**

- M. Consider Approval of 25 Park Place Lease Agreement**

City Manager Holstine reported that it is critical that the Council act on this opportunity and secure the lease on this building. He added location is ideal as it allows for a Civic Center campus with the two buildings being located across the street from each other.

After some Council questions and discussion, CM Davis made a motion, seconded by CM O'Connell, to approve Consent Calendar Item L. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**N. Consider Introduction of Ordinance 663 adding Chapter 8.25 "Mandatory Organic Waste Disposal Reduction" to the Brisbane Municipal Code**

City Engineer Breault reported that the purpose of this Ordinance is to revise the Brisbane Municipal Code (BMC) so that the City is in full compliance with state recycling laws in Senate Bill 1383. Ordinance No. 663 will address the following requirements of the city and its solid waste franchisees:

- Provide organic collection to ALL residents and businesses
- Participate in an edible food recovery program
- Conduct education and outreach
- Monitor compliance and conduct enforcement

After Council questions, Prem Lall asked whether his garbage bill will be raised again.

After some Council discussion, CM Lentz made a motion, seconded by CM O'Connell, to introduce Ordinance 663 adding Chapter 8.25 "Mandatory Organic Waste Disposal Reduction" to the Brisbane Municipal Code. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**O. Consider Introduction of Ordinance 664 adding Chapter 3.13 "Recovered Organic Waste and Recycled-Content Paper Procurement Policy" to the Brisbane Municipal Code**

City Engineer Breault reported that the purpose of this Ordinance is to revise the Brisbane Municipal Code (BMC) so that the City is in full compliance with state recycling laws in Senate Bill 1383. Ordinance No. 664 will address the requirements of the city and its solid waste franchisees to procure recyclable and recovered organic products.

After having no members of public wanting to make public comment, CM Davis made a motion, seconded by CM O'Connell, to introduce Ordinance 664 adding Chapter 3.13 "Recovered Organic Waste and Recycled-Content Paper Procurement Policy" to the Brisbane Municipal Code. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**P. Consider Creation of a Brisbane Equity and Diversity Committee and Brisbane 101: A Brisbane Civic Engagement Session**

Human Resources Administrator Partin reported on the proposal coming from the Council liaisons to the EPIC (Equity Plus Inclusion Committee) to create a committee to make council recommendations on Equity and Diversity issues impacting Brisbane. It is being proposed to name the committee IDEA (Inclusion, Diversity, Equity, and Accountability) with a membership of 7-11 residents or people who work at Brisbane.

City Clerk Padilla reported on the proposal to hold a civic engagement session called Brisbane 101 with the goal of reaching out to underrepresented members of our community to assist them in learning about the community and how the City and committees function. This program is being proposed as a half-day session on Saturday November 6th.

After some council questions and discussion, CM Mackin made a motion, seconded by CM Lentz, to the creation of a Brisbane Equity and Diversity Committee and Brisbane 101: A Brisbane Civic Engagement Session. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**Q. Consider Approval of Letter of Support for the Brisbane Lunch Truck regarding a Beer and Wine License with the Department of Alcoholic Beverage Control**

City Manager Holstine reported that the City has been leasing space at the Park N' Ride site at Bayshore and Old County to Brisbane Lunch Truck. The owners have approached the City regarding seeking a license to sale beer and wine and requested a letter of support from the City.

After some Council questions and discussion, staff was directed not to write a formal letter of support from the City regarding a Beer and Wine License with the Department of Alcoholic Beverage Control.

**STAFF REPORTS**

**R. City Manager's Report on upcoming activities**

City Manager Holstine reported on the latest City news and activities.

**11. MAYOR/COUNCIL MATTERS**

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

Council reported on their activities in their Countywide Assignments and Subcommittees.

## **T. City Council Meeting Schedule**

The next City Council Meeting is on October 7, 2021. Please note that we also have the City Council Workshop scheduled on Sunday, October 24, 2021 at 10:30am-1:30 pm.

## **U. Written Communications**

Written Communication was received by Council from July 15, 2021- September 23, 2021:

Anja Miller (July 15, 2021) Oral Comment No. 2 Sustainability

Kim Follien (July 16, 2021) July 15th 2021 BCC Mtg/5. Oral Comm #1 - Copy of my Testimony

Mary Rogers (August 26, 2021) Upcoming Google Bus parking lot lease extension

Emile Manara (August 30, 2021) Thank You, We Don't Say It Enough

Helen Drazich (September 2, 2021) Exploring a San Mateo Credit Union branch in Brisbane

Concerned First Responder (September 21, 2021) American Medical Response is failing San Mateo County

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

**Is there anyone who wish to make a public comment?**

## **13. ADJOURNMENT**

The meeting was adjourned by Mayor Cunningham at 10: 13 P.M.



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Ingrid Padilla  
City Clerk