



## **BRISBANE CITY COUNCIL**

### **ACTION MINUTES**

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## **BRISBANE CITY COUNCIL MEETING AGENDA**

**THURSDAY, OCTOBER 07, 2021**

*VIRTUAL MEETING*

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

Mayor Cunningham called the meeting to order at 7:34 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, Sustainable Manager Etherton and Administrative Management Analyst Ibarra

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

City Attorney McMorro reported that no action was taken and direction was given to staff regarding Items D-G.

### **ADOPTION OF AGENDA**

CM O'Connell made a motion, seconded by CM Mackin, 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. Volunteer of the Year Award**

Staff has asked to remove Awards and Presentations Item A from the agenda because the awardee is unable to attend tonight's meeting.

## **ORAL COMMUNICATIONS NO. 1**

No member of the public wished to make public comment.

## **CONSENT CALENDAR**

- B. Approve Minutes of City Council Meeting of May 20, 2021**
- C. Approve Minutes of City Council Closed Session Meeting of June 3, 2021**
- D. Approve Minutes of City Council Closed Session Meeting of June 17, 2021**
- E. Accept Investment Report as of August 2021**
- F. Approve Findings and Recommendations on the Grand Jury Report: "Building Greater Trust Between the Community & Law Enforcement VIA the Racial and Identity Profiling Act."**
- G. Approve Findings and Recommendations on the Grand Jury Report: "San Mateo County: California's Ground Zero for Sea Level Rise"**
- H. Adopt Ordinance 663, waiving second reading, adding Chapter 8.25 "Mandatory Organic Waste Disposal Reduction" to the Brisbane Municipal Code**
- I. Adopt Ordinance 664, waiving second reading, adding Chapter 3.13 "Recovered Organic Waste and Recycled-Content Paper Procurement Policy" to the Brisbane Municipal Code**
- J. Approve Resolution No. 2021-67, adopting the "Second Revised and Restated Joint Exercise of Powers Agreement San Mateo County Operational Area Emergency Services Organization"**

CM O'Connell made a motion, seconded by CM Lentz, to approve the Consent Calendar Items B-J. 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**

- K. Consider Acceptance of 5 Year IT Strategic Plan from ClientFirst**

Tom Jakobsen, Partner and David Krout, Managing Partner of ClientFirst presented on the City's 5 Year IT Strategic Plan. The plan calls for upgrades to the City's network and wiring in City Hall to allow for newer

software to be used more

efficiently by City employees. It reviews the need for a number of new software applications to increase the efficiency of city staff and to allow more interaction between the community and city information and processes. The projected first year cost of \$500,000 was included in the FY 21/22 budget.

After some Council questions and discussion, CM Mackin made a motion, seconded by CM Davis, to accept the 5 Year IT Strategic Plan from ClientFirst. 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. Consider Introduction of Ordinance No. 667, waiving first reading, amending Chapter 13.04 of the Brisbane Municipal Code pertaining to "Sewer System"**

City Engineer Breault reported that it is being recommended to introduce Ordinance No. 667. The revisions proposed in Ordinance 667 are intended to make it less difficult for properties owner to obtain a shared sewer lateral agreement, and to make disclosure of a property connected to a shared lateral a requirement at the time of sale. The major change to existing §13.04.430 is to allow the Director of Public Works, working in concert with the City Attorney, to approve a joint sewer lateral, rather than taking the matter to Council.

After some Council questions and discussion, CM Mackin made a motion, seconded by CM Davis, to introduce Ordinance No. 667, waiving first reading, amending Chapter 13.04 of the Brisbane Municipal Code pertaining to "Sewer System." The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**M. Consider Adoption of Resolution No. 2021-68 to Participate in Peninsula Clean Energy's Public Facility Solar and Storage Procurement Process**

Sustainability Manager Etherton reported that the purpose of Resolution NO. 2021-68 is to provide Peninsula Clean Energy Authority (Peninsula Clean Energy or PCE) confirmation of the City's interest in participating in a collaborative procurement process for Solar Photovoltaic (PV) and battery storage for Mission Blue Center. There is no cost to the City to participate in the procurement process. The Solar PV System is expected to provide modest cost savings initially, which are expected to grow over time due to avoided increases in utility costs. If a Battery is included, it may require City funding or result in a monthly cost. Staff would return to City Council for approval of battery funding if needed.

After some Council questions and discussion with staff and representatives from Peninsula Clean Energy, CM Lentz made a motion, seconded by CM O'Connell, to adopt Resolution No. 2021-68 to Participate in Peninsula

Clean Energy's Public Facility Solar and Storage Procurement Process. 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. Donation Policy**

(Council will determine whether to implement a donation policy for themselves and the commissions and committees)

Assistant City Manager Schillinger reported that according to the proposed donation policy, small unrestricted donations below \$5,000 can be received by the City Manager and can be used for any purpose the City Council has already approved. Unrestricted donations above \$5,000 or restricted donations above \$500 will need to be approved and received by the City Council. If staff wants to solicit donations directly from the public for programs, or infrastructure, staff will need to develop a donation plan. City staff will develop a Fund Raising Plan to ensure the fundraising is for a City priority project, it outlines what type and amounts of donations are anticipated, as well who the anticipated donors would be.

After some Council questions and discussion, CM O'Connell made a motion, seconded by CM Lentz, to approve the donation policy for Council, Commissions and Committees. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **STAFF REPORTS**

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

City Manager Holstine reported on upcoming activities and provided the latest updates to the Council.

## **MAYOR/COUNCIL MATTERS**

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

Councilmembers reported on their activities in countywide assignments and subcommittees.

### **Q. City Council Meeting Schedule**

The next City Council meeting is scheduled for October 21, 2021 and City Council workshop on October 24, 2021 at the Mission Blue Center. The meetings scheduled for December 2 and December 16, 2021 will be cancelled. And a City Council Special Meeting will be held on December 9<sup>th</sup>.

## **WRITTEN COMMUNICATIONS**

The following written communications were received by the Council from September 23, 2021 through October 7, 2021:

- Robert D. Field, City Manager, City of San Bernardino (9/24/21) Opposition Letter - City of San Bernardino, CA
- Lexie Llefeyvre (9/27/21) Design
- Dana Dillworth (10/7/21) Closed Sessions

## **ORAL COMMUNICATIONS NO. 2**

No member of the public wished to make public comment.

## **ADJOURNMENT**

The meeting was adjourned by Mayor Cunningham at 9: 45 P.M.



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Ingrid Padilla  
City Clerk