



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**JOINT CITY COUNCIL, SUCCESSOR AGENCY, HOUSING AUTHORITY,**

**AND GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT**

**MEETING**

**THURSDAY, JUNE 16, 2022**

*VIRTUAL MEETING*

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Mackin called the meeting to order at 7:38 P.M. and led the Pledge of Allegiance.

**ROLL CALL**

Councilmembers present: Councilmembers Cunningham, Lentz, and Mayor Mackin

Councilmembers absent: Councilmembers O'Connell and Davis (both members were present at Closed Session)

Staff Present: City Manager Holstine, City Clerk Padilla, City Attorney McMorro, Assistant City Manager Schillinger, Finance Director Yuen, Community Development Director Swiecki, Admin Management Analyst Ibarra, Deputy Fire Chief Kavanaugh and Police Commander Garcia

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorro reported that updates were provided to Council and no action was taken at Closed Session regarding Closed Session Items D, E, and F.

**ADOPTION OF AGENDA**

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

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

## **AWARDS AND PRESENTATIONS**

### **A. Juneteenth Proclamation**

Mayor Mackin proclaimed June 19, 2022 as Juneteenth and encouraged all to join in the celebration and tribute to the rich heritage, resilience, and unbroken spirit of Black Americans.

Ashley Budelli from Lyrical Opposition accepted the Proclamation and recalled her experience celebrating Juneteenth as a young person in San Francisco.

Councilmembers expressed their appreciation for Lyrical Opposition's important work.

## **ORAL COMMUNICATIONS NO. 1**

No members of the public wished to make public comment.

## **CONSENT CALENDAR**

### **C. Approve Co-sponsorship of Friends of the Brisbane Library's Citywide Yard Sale**

### **D. Adopt Resolution calling a General Municipal Election to be held on Tuesday, November 8, 2022 and adopting procedures pertaining to the conduct and administration of such election including requesting the San Mateo County Clerk-Recorder to provide specified election services**

### **E. Adoption of a Resolution Declaring the Continued Need to Conduct City Council, Commission and Committee Meetings Remotely Due to Health and Safety Concerns for the Public**

### **F. Receive Solid Waste Collection Rate Adjustment**

**(Councilmembers will receive Recology Brisbane's 2022 rate increase of 6.66%.)**

### **G. Approve a Public Art Committee Request for Proposal to Employ a Consultant to Assist the Committee in Finding and Working with an Artist for Art Work Located at the Community Park Located in the Area between San Francisco Avenue and Old County Road Across from the Village Shopping Center**

**(Councilmembers will approve a budget of up to \$200,000 for an art installation in the Community Park)**

### **H. Adopt a Resolution approving the Memorandum of Understanding between the City and the Brisbane Fire Management for the term of July 1, 2022 to June 30, 2023**

Staff pulled Consent Calendar Item B due to a scheduling issue. Councilmember Cunningham made a motion, seconded by Councilmember Lentz to adopt Consent Calendar Item C-H. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

**B. Approve Sierra Point Landscaping and Lighting District Annual Appointments, Preliminary Approval of Engineer's Report and Intention to Order the Levy and Collection of Assessments**

**1. Approve Resolution "Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2022-2023"**

**2. Approve Resolution "Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2022-2023"**

**3. Approve Resolution, "A Resolution of Preliminary Approval of Engineer's Report - Fiscal Year 2022-2023 - Sierra Point Landscaping and Lighting District"**

**4. Approve Resolution "A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2022-2023 - Sierra Point Landscaping and Lighting District"**

Staff is requesting to amend Consent Calendar B 4, to change the public hearing date from July 14, 2022 to July 7, 2022.

City Manager Holstine added that the City Council Regular Meeting on July 7, 2022 is no longer cancelled and Council will meet to adopt an ordinance for the November ballot.

Councilmember Cunningham made a motion, seconded by Councilmember Lentz to adopt Consent Calendar Item B as amended. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

**CONTINUED PUBLIC HEARING**

**I. Consider Approval of Use Permit 2022-UP-2; 1000 Sierra Point Parkway; SP-CRO Sierra Point Commercial District; Use Permit application to allow the use of minipigs in medical research and development (R&D) by Bristol-Myers Squibb in the existing, approximately 9,000 square foot vivarium; Ricardo Garcia, applicant; HCP LS Brisbane LLC, owner**

(This public hearing item was continued from the City Council Meeting of May 19, 2022 but will not be heard. The Applicant has made a request to continue the public hearing until the City Council Meeting of September 15, 2022)

After no staff report, no public comment and no discussion, Councilmember Cunningham made a motion, seconded by Councilmember Lentz to continue this matter to City Council Meeting of September 15, 2022. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

## **PUBLIC HEARING**

### **J. Consider Adoption of Resolutions to approve the budget for Fiscal Year 2022/23**

- 1. Adopt Resolution adopting the annual budget for Fiscal Year 2022-2023 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority**
- 2. Adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2022-2023 and making appropriations for the amounts budgeted**

Finance Director Yuen reported on the purpose of the budget, the general fund proposed budget, revenue and expenditures, outstanding debt and budget recommendations for 2022-23. She added that the General Fund budget for FY2022/23 is balanced within available resources. The anticipated Net Use of Fund Balance is \$3,198,000.

After some council questions, Mayor Mackin opened the public hearing. No members of the public wished to make public comment.

Councilmember Cunningham made a motion, seconded by Councilmember Lentz to close the public hearing. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

Councilmember Lentz made a motion, seconded by Councilmember Cunningham to Adopt Resolution adopting the annual budget for Fiscal Year 2022-2023 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

Board Member Cunningham made a motion, seconded by Board Member Lentz to adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2022-2023 and making appropriations for the amounts budgeted. The motion was carried unanimously by all present.

Ayes: Board Members Cunningham, Lentz, and Chair Mackin

Noes: None

Absent: Board Members O'Connell and Davis

Abstain: None

#### **K. Consider adoption of Resolution adopting a Master Fee Schedule**

Finance Director Yuen reported that Staff is recommending we raise fees generally by 2%, similar to last year. With some exception to the 2% increase within Parks and Recreation, Planning and Public Works.

After some Council questions, Mayor Mackin opened the public hearing. No members of the public wished to make public comment.

Councilmember Lentz made a motion, seconded by Councilmember Cunningham to close the public hearing. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

After some discussion of Parks and Recreation fees and facility rentals and needed upgrades to the facilities, Councilmember Lentz made a motion, seconded by Councilmember Cunningham to adopt a Resolution adopting a Master Fee Schedule (without the Parks and Recreation Fees) as amended. Staff will bring back the Parks and Recreation Fees at a future City Council Meeting. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

#### **NEW BUSINESS**

#### **L. Consider adoption of Resolution establishing the Appropriation Limit for Fiscal Year 2022-2023**

Finance Director Yuen reported that the City's resulting Appropriation Limit is \$25,616,884. The tax proceeds expected to be received, including for the Guadalupe Valley Municipal Improvement District, is \$18,034,288 or 70.40% of the limit. Therefore, the City is below the maximum allowable appropriation limit and in compliance with State Law.

Councilmember Cunningham made a motion, seconded by Councilmember Lentz to adoption of Resolution establishing the Appropriation Limit for Fiscal Year 2022-2023. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

## **STAFF REPORTS**

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

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

## **MAYOR/COUNCIL MATTERS**

### **N. Scheduling Interviews for Committee Applications**

The Council will schedule interviews for the Complete Streets Safety Committee and Inclusion, Diversity, Equity and Accountability Committee for June 23, 2022.

### **O. Select Voting delegate for the Cal Cities' Annual Conference General Assembly on Friday, September 9 in Long Beach, CA**

Councilmember O'Connell made a motion, seconded by Councilmember Lentz to select Councilmember Cunningham as the voting delegate for the Cal Cities' Annual Conference General Assembly on Friday, September 9 in Long Beach, CA. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

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

Mayor and Council reported on their latest activities in their countywide assignments and subcommittees.

**Q. Written Communications**

Mayor and Council received the following written correspondence:

Prem Lall (6/10 and 6/11/22) Low-flying aircraft 6/8/2022 nearly hit San Bruno Mountain in Brisbane

Elaine Straw (6/5/22) Open Items Fwd: Trucks on Valley – Chronic

Karen Cunningham (6/2/22) Bristol Myers ~ Minipig Testing

Liliana Mejia (5/31/22) Animal Research and Housing on Sierra Point landfill

**ORAL COMMUNICATIONS NO. 2**

No members of the public wished to make public comment.

**ADJOURNMENT**

Mayor Mackin adjourned the meeting at 9:06 P.M.



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Ingrid Padilla, City Clerk