



# CITY *of* BRISBANE

## City Council Special Meeting Agenda

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Wednesday, November 29, 2023 at 1:00 PM • Hybrid Meeting, 50 Park Place, Brisbane, CA 94005

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The public may observe/participate in City Council meetings using remote public comment options or attending in person. Members of the City Council shall attend in person unless remote participation is permitted by law. The City Council may take action on any item listed in the agenda.

### **TO ADDRESS THE COUNCIL IN PERSON**

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Councilmember Cunningham will participate by Teleconference at:  
Unit 2, 212 Beach Road Batehaven, NSW 2536, Australia

Masking is not required, but the California Department of Public Health recommends people at higher risk for severe illness consider masking. Similarly, to help maintain public health and safety, we respectfully request that people not attend public meetings in-person if they are experiencing symptoms associated with COVID-19 or are otherwise ill and likely contagious (e.g., respiratory illnesses).

To address the City Council on any item – whether on the posted agenda or not – please fill out a Request to Speak Form located in the Community Meeting Room Lobby and submit it to the City Clerk. Speakers are not required to submit their name or address.

### **REMOTE PARTICIPATION**

Members of the public may participate in the Special Meeting by logging into the Zoom Meeting listed below. The agenda materials may be viewed online at [brisbaneca.org](https://brisbaneca.org) at least 72 hours prior to a Regular Meeting, and at least 24 hours prior to a Special Meeting.

#### **Remote Public Comments:**

Remote meeting participants may address the City Council during public comment. We also encourage you to submit public comments in writing in advance of a meeting. Aside from commenting personally while in the Zoom Meeting, the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Public Comment.

**Email:** [aibarra@brisbaneca.org](mailto:aibarra@brisbaneca.org) or **Text:** (415) 254-0490

**Join Zoom Webinar:** [zoom.us](https://zoom.us) (please use the latest version: [zoom.us/download](https://zoom.us/download))  
[brisbaneca.org/cc-zoom](https://brisbaneca.org/cc-zoom)

Meeting ID: 991 9362 8666

Call In Number: 1 (669) 900 9128

Note: Callers dial \*9 to “raise hand” and dial \*6 to mute/unmute.

### **SPECIAL ASSISTANCE**

If you need special assistance to participate in this meeting, please contact the Deputy City Clerk at (415) 508- 2109. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**1:00 P.M. CALL TO ORDER**

**PUBLIC COMMENT**

**WORKSHOP**

- A. Develop a City Manager Profile with Executive Search Firm Teri Black & Company

**ADJOURNMENT**



## **CITY COUNCIL SESSION AGENDA REPORT Meeting**

**Date:** November 29, 2023

**From:** Abby Partin, Human Resources Director

Teri Black and Suzanne Mason, Teri Black & Co.

**Subject:** Create a City Manager Candidate Profile

### **Discussion:**

On October 19, 2023, Teri Black from Teri Black & Company presented to the City Council their company's proposal and discussed the company's executive recruitment process. During the discussion, it was deemed important to create a City Manager candidate profile as a group to collectively capture the City Council's input on the ideal City Manager, for the city, City Council, and staff. During this workshop, Teri Black & Company and the City Council will brainstorm, discuss, and create such to capture the needs of all stakeholders.