



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**BRISBANE CITY COUNCIL MEETING AGENDA**

**THURSDAY, NOVEMBER 4, 2021**

*VIRTUAL MEETING*

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Cunningham called the meeting to order at 7:31 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 McMorro, Assistant City Manager Schillinger, Finance Director Yuen, Community Development Director Swiecki, Administrative Management Analyst Ibarra, and Police Chief Macias

**ADOPTION OF AGENDA**

CM O'Connell made a motion, seconded by CM Mackin, to adopt the agenda as it stands. Motion is 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. Proclaiming November as National American Indian Heritage Month**

Mayor Cunningham read the Proclamation of the City Council of the City of Brisbane declaring November 2021 as National American Indian Heritage Month. She urged all our citizens to observe this month with programs, cultural celebrations, and activities.

Sandra Moore, Chairperson for Native American Studies for the local San Andreas Lake Chapter of the Daughters of the American Revolution accepted the proclamation.

## **ORAL COMMUNICATIONS NO. 1**

No member of the public wish to make public comment.

## **CONSENT CALENDAR**

- B. Approve Minutes of City Council Meeting of June 3, 2021**
- C. Approve Minutes of City Council Meeting of September 23, 2021**
- D. Accept Investment Report as of September 2021**
- E. Approve BDW Craft Fair Co-sponsorship**
- F. Adopt Ordinance No. 665, waiving second reading, to amend Brisbane Municipal Code Title 17 (Zoning Ordinance) to Allow Large Family Daycare Homes by Right in Zoning Districts That Permit Residential Uses, Consistent with the Requirements of State Law**

CM O'Connell made a motion, seconded by CM Mackin, to approve Consent Calendar Items B-F. Motion is carried unanimously by all present.

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

## **OLD BUSINESS**

### **G. Update on Business Assistance Grant program and Review of Criteria for Second Round of Applications**

CM Davis recused herself of this item and left the Zoom Webinar.

Assistant City Manager Schillinger reported that on May 20, 2021 the City Council allocated \$200,000 to assist small businesses in Brisbane that were negatively impacted by COVID-19. The current criteria is: 1. Businesses with annual gross revenues of \$5,000,000 or less 2. Loss of 25% of revenues for a recent 12-month period 3. Business commits to be open after the COVID19 emergency is over 4. Located in Brisbane and having a Brisbane Business License 5. Not a member of the City Council or a paid employee of the City Each qualifying business is eligible for \$5,000.

He added that the contractor, Brisbane Chamber of Commerce, identified 27 businesses that were eligible under the existing criteria. the City Council would like to distribute the remaining funds our contractor suggests that the City either:

- Reduce the loss amount to 15% of the business' revenue in a 12-month period to allow more businesses to qualify.
- Or, increase the grant amount to \$7,400 per eligible business under the existing criteria

After some Council questions with staff, Barbara Ebel commented she likes the idea of supporting

businesses who opened up in 2020 with a lower grant amount.

Council members agree that funds have to be distributed immediately to the 27 grant eligible businesses.

After some council discussion, CM O'Connell made a motion, seconded by CM Mackin, to grant the 27 grant eligible businesses a larger grant amount from \$5,000 to \$6,000 and staff will bring to the Economic Development Subcommittee for discussion a distribution plan for the remaining funds. Motion passes by a 4-0 vote and 1 recusal.

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

Noes: None

Absent: None

Abstain: None

Recusal: CM Davis

## **STAFF REPORTS**

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

CM Davis returned to the Zoom webinar. City Manager Holstine reported on the latest news and upcoming City events.

## **MAYOR/COUNCIL MATTERS**

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

City Council reported on their assignments and subcommittee meetings.

### **J. City Council Meeting Schedule**

The next Council Meeting and Workshop is scheduled for November 18, 2021.

### **K. Written Communications**

The following correspondence was received by the City Council from October 21 through November 4, 2021:

- Getting it Right from the Start Team (10/27/21) Review Requested: Brisbane 2021 Cannabis Policy Scorecard
- Cheryl Holmes (11/4/21) Resignation

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

No member of the public wished to speak.

### **ADJOURNMENT**

Mayor Cunningham adjourned the meeting at 8:34 P.M.