



BRISBANE CITY COUNCIL

ACTION MINUTES

CITY COUNCIL MEETING

THURSDAY, APRIL 7, 2022

VIRTUAL MEETING

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Mackin called the meeting to order at 7:33 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, City Attorney McMorrow, Assistant City Manager Schillinger, Finance Director Yuen, City Engineer Breault, Deputy Public Works Director Kinser, Human Resources Administrator Partin, Deputy City Clerk Ibarra, and Police Commander Garcia

REPORT OUT OF CLOSED SESSION

City Attorney McMorrow reported that direction was given to staff but no action was taken at Closed Session regarding Closed Session Items D. A presentation was received by Council regarding Closed Session Item E and no direction was given.

ADOPTION OF AGENDA

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

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

Noes: None

Absent: None

Abstain: None

AWARDS AND PRESENTATIONS

A. Proclaiming April as National Poetry Month

Mayor Mackin read the Proclamation dedicating May as National Poetry Month. San Mateo County Poet Laureate Aileen Cassinetta accepted the proclamation and recited her poem "Take Heart."

ORAL COMMUNICATIONS NO. 1

There were no members of the public wishing to make public comment.

CONSENT CALENDAR

- B. Approve Minutes of City Council Meeting of January 20, 2022**
- C. Approve Minutes of City Council Meeting of February 3, 2022**
- D. Approve Minutes of City Council Closed Session Meeting of February 17, 2022**
- E. Approve Minutes of City Council Meeting of February 17, 2022**
- F. Accept Investment Report as of February 2022**
- G. 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**
- H. Authorize publication of the Notice Inviting Bids for Sierra Point Parkway Cape Seal Project No. 922D**

(The purpose of this project is to provide preventative maintenance and repair along Sierra Point Parkway. The engineer's estimate for this project including contingency is \$240,144.)

CM O'Connell made a motion, seconded by CM Cunningham, to approve Consent Calendar Items B-H. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

NEW BUSINESS

- I. City Manager Salary Adjustment and Contract Modification**

(The Council will consider Adoption of Resolution Approving the Third Amendment to the City Manager's Employment Agreement)

Mayor Mackin reported that Council will consider adopting the Resolution confirming a revised Pay Schedule for the City Manager, approving a related third amendment to the City Manager's Employment Agreement, and authorizing the Mayor to sign the third amendment.

The Resolution provides for three changes to the City Manager's Employment Agreement. In accordance with Government Code Section 54953(c)(3), the three changes to the City Manager's salary and benefits would be:

- To increase the City Manager's biweekly salary to \$11,040 as of the first full pay period of April 2022;
- To extend the City Manager's Term in office to April 30, 2023; and
- To provide that the City Manager shall be credited with Employee shall also be credited with 80 hours of administrative leave in August 2022 but such administrative leave must be used by April 30, 2023 or it will be lost."

After no public comment, CM Davis made a motion, seconded by CM Lentz, to Resolution confirming a revised Pay Schedule for the City Manager, approving a related third amendment to the City Manager's Employment Agreement, and authorizing the Mayor to sign the third amendment. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

J. Consider Adoption of Resolution to Amend the Master Pay Schedule

(The purpose of this new resolution is to update the master pay schedule to reflect the City Manager's new hourly rate)

Mayor Mackin reported that Item J calls on the Council to consider adopting a resolution updating the City's Master Pay Schedule to reflect the City Manager's new hourly rate given the Council's approval of the resolution confirming a revised Pay Schedule for the City Manager under Item I.

State law and regulation, as well as CalPERS guidance, require that the City post a Master Pay Schedule that accurately reflects all of the City's pay schedules in a single document.

Given the City Council's approval of an amendment to the City Manager's Employment Agreement under Item I, the City Council must therefore act to amend the City's Master Pay Schedule to bring it into conformance with the City Manager's revised compensation.

Specifically, the Council must amend the schedule to reflect the City Manager's new compensation as:

- Monthly – \$23,920
- Biweekly – \$11,040

- Hourly - \$138

After no public comment, CM Cunningham made a motion, seconded by CM Lentz, to adopt a resolution revising the Master Pay Schedule. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

K. Plan to Improve Parking Issues in Central Brisbane

(The purpose of this item is to receive Council feedback on a proposed plan to improve street parking availability in Central Brisbane)

Deputy Director of Public Works Kinser reported that it is being recommended for the City Council to provide direction and feedback on Complete Streets Safety Committee (CSSC)'s recommended three phase plan, consisting of; 1) a campaign to encourage residents to create space in garages or otherwise find ways to move cars off of the street, 2) resume sweeping streets in Central Brisbane in an alternating pattern on some regular frequency, including the ticketing of violators, which would serve to discourage excess vehicle storage on residential streets, and finally, if appropriate, 3) bring a vote to residents to implement a parking permit program in Central Brisbane.

After Council questions, and no public comment, CM Davis suggested a pilot parking permit program on one street.

Barbara Ebel commented that she will be happy to volunteer for the pilot program.

After more council questions, Michele Salmon suggested alternatives to extreme street cleaning measures.

After further discussion, Council directed staff to work with the Complete Streets Safety Committee to look at other Cities' parking programs, pilot street sweeping programs, parking permit programs, community education efforts, and a better campaign for reporting long term non-operational cars in the City. Council added that this is the top of the prioritization list and staff should return in six months to provide Council an update.

STAFF REPORTS

L. City Manager's Report on upcoming activities

City Manager Holstine reported on the City's upcoming events and latest news.

MAYOR/COUNCIL MATTERS

M. Countywide Assignments and Subcommittee Reports

Councilmember reported on their activities in their subcommittees and countywide assignments.

N. Written Communications

Council received the following written correspondence between March 17-April 7, 2022:

Emile Manara (3/23/22) Brisbane Village Shopping Center Clock

Anja Miller (4/7/22) Audit Press Release on RHNA

ORAL COMMUNICATIONS NO. 2

Barbara Ebel commented that there is a City policy preventing residents from using their garage as storage.

ADJOURNMENT

Mayor Mackin adjourned the meeting at 9:17 P.M.

Ingrid Padilla, City Clerk

DRAFT