



BRISBANE CITY COUNCIL

ACTION MINUTES

**BRISBANE JOINT CITY COUNCIL AND GUADALUPE
VALLEY MUNICIPAL IMPROVEMENT MEETING**

AGENDA

THURSDAY, APRIL 1, 2021

VIRTUAL MEETING

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Cunningham greeted everyone an early Happy Earth Day which falls on April 22nd. She called the meeting to order 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 McMorrow, Assistant City Manager Schillinger, Finance Director Yuen, Community Development Director Swiecki, City Engineer Breault, Public Works Deputy Director Kinser, Senior Planner Ayres, Engineering Technician Sage, Administrative Management Analyst Ibarra and Police Chief Macias

ADOPTION OF AGENDA

Mayor Cunningham mentioned that as noted in the amended agenda posted on March 31, 2021—the public hearing item will not be discussed and will be continued to a future City Council Meeting.

CM O'Connell made a motion, seconded by CM Mackin, to approve the agenda as it stands with the Public Hearing Item continued. The motion passes unanimously by all present.

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

Noes: None

Absent: None

AWARDS AND PRESENTATIONS

A. Open Space Plan Presentation

Engineering Technician Sage presented on the Open Space Plan 20th Anniversary Report and provided an update on the City's habitat conservation plan, the Brisbane Acres, the Priority Preservation areas, and acquisitions. The Council thanked Engineering Technician Sage for the informative and interactive presentation.

ORAL COMMUNICATIONS NO. 1

No members of the public wished to speak. City Clerk Padilla noted that correspondence was received from Dana Dillworth and Sherry Goodwin regarding Public Hearing Item E which will not be discussed that evening.

CONSENT CALENDAR

B. Approve Minutes of City Council Closed Session Meeting of March 18, 2021

C. Accept Investment Report as of February 2021

D. Approve Resolutions No. 2021-26 and 2021-27 Establishing the Classification of CCAG Stormwater Program Director and Amending the Master Pay Schedule

CM O'Connell made a motion, seconded by CM Mackin, to approve Consent Calendar Items B-D. The motion passes unanimously by all present.

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

Noes: None

Absent: None

PUBLIC HEARING

E. Consider Introduction of Ordinance 579- Proposed Amendment of Titles 15 and 17 of the Brisbane Municipal Code Pertaining to the Regulation of Grading

(This item will be continued to a future City Council Meeting and will not be discussed)

OLD BUSINESS

F. Short Term Rentals Ordinance Implementation Update

Community Development Swiecki reported that staff needed direction from Council whether to authorize collection of back taxes, in addition to active enforcement for Short term rentals operating without a permit and that going forward, Host Compliance will also be proceeding

with tax collection for all operating Short Term Rentals, whether or not they have a city permit.

After some Council questions, Council directed staff to collect back taxes for Short term rentals operating without a permit and to work with Host Compliance going forward.

After further council questions and discussion, Chris Casey asked whether anyone has reached out to AirBnB.

G. Consider Approval of an Agreement with Lechowicz and Tseng to complete the Water and Sewer Rate Study for the City of Brisbane and Guadalupe Valley Municipal Improvement District

Assistant City Manager Schillinger reported that staff is recommending approval of an agreement with Lechowicz and Tseng to complete the Water and Sewer Rate Study for the City of Brisbane and Guadalupe Valley Municipal Improvement District. The focus of the study is the water and sewer rate needed to cover the on-going operations of the utility.

After some Council questions and comments, Catherine Tseng, Principal of Lechowicz & Tseng Municipal Consultants, introduced herself and her company.

After some Council discussion, CM O'Connell made a motion, seconded by CM Mackin, to approve an Agreement with Lechowicz and Tseng to complete the Water and Sewer Rate Study for the City of Brisbane and Guadalupe Valley Municipal Improvement District. The motion passes unanimously by all present.

Ayes: District Board Members/Councilmembers Davis, Lentz, Mackin, O'Connell and Mayor/Chair Cunningham

Noes: None

Absent: None

H. Consider Approval of Resolution No. 2021-28 a Reimbursement Resolution for Water and Sewer 2021/22 Capital Improvement Plan

Finance Director Yuen presented that adopting Resolution No. 2021-28 will express the official intent of the City regarding certain capital expenditures for the water and sewer system to be reimbursed with proceeds from future bond obligations.

After Council questions and discussion, CM O'Connell made a motion, seconded by CM Davis, to approve Resolution No. 2021-28 a Reimbursement Resolution for Water and Sewer 2021/22 Capital Improvement Plan.

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

Noes: None

Absent: None

STAFF REPORTS

I. City Manager's Report on upcoming activities

City Manager Holstine reported on the latest Covid-19 updates, and city events. Police Chief Macias reported on the Police Department's anonymous tip line and web form.

MAYOR/COUNCIL MATTERS

J. Countywide Assignments and Subcommittee Reports

Councilmembers reported on their activities in the following assignments:

- Peninsula Clean Energy
- Affordable Housing Subcommittee
- Sierra Point Ad hoc Subcommittee
- Airport Land Use Committee
- Weed Abatement

K. City Council Meeting Schedule

The next City Council Meeting is scheduled for April 15, 2021.

L. Written Communications

The City Council received the following written correspondence between March 19 and April 1, 2021:

- Beth Grossman (3/30/21) Great Brisbane Artists' Evening of Sharing even in a Pandemic
- Sherry Goodwin (4/1/21) Letter for tonight's Council meeting
- Dana Dillworth (4/01/21) Grading Ordinance

ORAL COMMUNICATIONS NO. 2

Barbara Ebel commented that illegal short term rental units should be shutdown immediately.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Ingrid Padilla