



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY OF BRISBANE JOINT CITY COUNCIL & HOUSING AUTHORITY**

**MEETING AGENDA**

**THURSDAY, NOVEMBER 19, 2020**

*VIRTUAL MEETING*

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor O’Connell called the meeting to order at 7:32 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

Councilmembers present: Councilmembers Conway, Cunningham, Davis, Lentz, and Mayor O’Connell

Councilmembers absent: None

Staff Present: City Manager Holstine, City Clerk Padilla, Interim City Attorney McMorrow, Director of Administrative Services Schillinger, City Engineer Breault, Community Development Director Swiecki, Recreation Manager Leek, Police Commander Garcia and Deputy City Clerk Ibarra

**ADOPTION OF AGENDA**

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

Ayes: Councilmembers Conway, Cunningham, Davis, Lentz and Mayor O’Connell

Noes: None

Absent: None

Abstain: None

**PRESENTATION AND AWARDS**

**A. Proclamation in Honor of Senator Jerry Hill**

Mayor O'Connell presented Senator Jerry Hill with a proclamation recognizing his 12 years of dedicated service in the California State Legislature and nearly 30 years in public service. Senator Jerry Hill thanked Mayor O'Connell and the Councilmembers for the award and well wishes.

Senator Jerry Hill also recognized Councilmember Conway for serving the City of Brisbane with a heart of gold for over twenty years.

**B. Present Volunteer of the Year Awards**

Recreation Manager Leek played a video announcing the recipients of the Volunteer of the Year Awards: Joe Sulley and Vicki Smith. Mayor O'Connell read the proclamation recognizing their achievements and awardees thanked Council for the award.

Fe Conway thanked Mr. Sulley and Ms. Smith for their service to the community.

**C. Update from San Mateo County Vector Mosquito and Vector Control District**

Carolyn Parker provided an update from the San Mateo County Vector Mosquito and Vector Control District. Ms. Parker was thanked for her service as the City representation to the San Mateo County Vector Mosquito and Vector Control District's board.

**ORAL COMMUNICATIONS NO. 1**

No member of the public wished to speak.

**CONSENT CALENDAR**

- D. Approve Minutes of Housing Authority Meeting of October 1, 2020**
- E. Approve Minutes of City Council Meeting of October 1, 2020**
- F. Approve Minutes of Joint City Council & Housing Authority Meeting of October 15, 2020**
- G. Approve Resolution No. 2020-65 to Reappoint Carolyn Parker as City Representative to the Board of Trustees of the San Mateo County Mosquito and Vector Control District for a term through January 1, 2021 through December 31, 2024**
- H. Approve Resolution No 2020-64, "Establishing a 15 MPH Speed Limit Adjacent to Public Schools During School Hours When Children Are Present."**
- I. Approve Response to Grand Jury Report "Ransomware: It is Not Enough To Think You Are Protected"**

CM Lentz made a motion, seconded by CM Conway, to approve Consent Calendar Items D-I. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **NEW BUSINESS**

### **J. Baylands Remediation Update and City Comments on Draft Feasibility Studies/Remedial Action Plans for Operable Unit San Mateo and Operable Unit 2**

Community Development Director Swiecki reported that the purpose of this item is to receive the report and authorize the City Manager to submit comment letters on the draft Feasibility Study/Remedial Action Plan (FS/RAPs) for Operable Unit San Mateo (OU-SM) and Operable Unit 2 (OU-2)

After a short break, Michelle King, from EKI Environment & Water, Inc., shared a slide show presentation and discussed the following topics:

- Environmental Cleanup Process
- Chemicals of Concern
- Purpose of FS/RAP
- Remedial Action Objective
- Remedial Technology Screening
- Remedial Alternatives and Elements of Preferred Remedial Alternative
- Next Steps

Ms. King added that the FS/RAPs for OU-2 and OU-SM can be found online and at City Hall (M, Th 9AM-1PM). The deadline for public comment on OU-2 is January 31, 2021 and for OU-SM is February 15, 2021.

After clarifying question of staff and consultants, Mayor O'Connell thanked everyone for their reports.

### **K. Short Term Rental Ordinance Implementation and Enforcement**

### **L. Consider Introduction of Ordinance No 658. to rescind Ordinance No. 656, an urgency ordinance that regulated short term rentals of residential properties in Brisbane**

Community Development Director Swiecki shared his report on both New Business Items K and L. Currently, staff has received only one STR permit application to date. Brisbane STR listings continue to be found online and the normal code enforcement process is complaint driven.

It is also being recommended to introduce Ordinance No. 658 to rescind Ordinance No. 656 since there is no longer reason for the urgency ordinance with Ordinance No. 655 in full force and effect to regulate the operation of short term rentals.

After Council discussion and questions, Mayor O'Connell shared the City should commit to compliance and would be okay with contracting with a code enforcement company in the future.

CM Cunningham report that short term rental property owners should submit an application.

After some clarifying questions, CM Davis made a motion, seconded by CM Conway, to continue enforcing Ordinance No. 655 as discussed under New Business Item K and introduce Ordinance No 658. to rescind Ordinance No. 656, an urgency ordinance that regulated short term rentals of residential properties in Brisbane. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

#### **M. Use of Housing Authority Funds to assist Low-Moderate Renters/Homeowners with Payments Due to COVID-19 Related Issues**

(Council will consider allocating \$100,000 of Housing Authority Low Income Funds for the purpose of rental and mortgage assistance)

CM Davis had to leave the meeting because she was not feeling well and suggested to continue Item M to a future City Council meeting.

Mayor O'Connell made a motion, seconded by CM Lentz, to continue the item to the Council Meeting of December 10, 2020.

Ayes: Councilmember Conway, Cunningham, Lentz and Mayor O'Connell

Noes: None

Absent: Councilmember Davis

Abstain: None

#### **STAFF REPORTS**

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

City Manager Holstine announced upcoming activities for the coming weeks.

## **MAYOR/COUNCIL MATTERS**

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

Councilmembers reported their activities in the following assignments:

- Peninsula Traffic Congestion Relief Alliance
- C/CAG's Bicycle and Pedestrian Advisory Committee

### **P. City Council Meeting Schedule**

The last City Council Meeting of the year 2020 is scheduled for December 10, 2020.

### **Q. Written Communications**

Council Correspondences were received from the following members of the public between November 5, 2020 through November 19, 2020:

Kevin Hayden (11/9/20) Towed Car from Brisbane

Kevin Fryer (11/17/20) Resignation Letter from Kevin Fryer

Jessica Aloft (11/17/20) Please, Please don't close the Community Park playground and Skate Park again!!

Rosanne Foust, San Mateo County Economic Development Association (11/19/20) Strategy EN7: Expand Commute Trip Reduction Programs at Mayor Employers

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

No members of the public wished to speak.

## **ADJOURNMENT**

Mayor O'Connell adjourned the meeting at 10:33 P.M.