



BRISBANE CITY COUNCIL

ACTION MINUTES

**JOINT CITY COUNCIL, SUCCESSOR AGENCY, HOUSING AUTHORITY,
& GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT
SPECIAL MEETING AGENDA
THURSDAY, JUNE 5, 2025**

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

6:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Lentz called the meeting to order at 6:31 P.M. and led the Pledge of Allegiance.

ROLL CALL

**A. Consider any request of a City Councilmember to attend the meeting remotely under the
“Emergency Circumstances” of AB 2449**

No Councilmembers made a request under Roll Call Item A.

Councilmembers Present: Councilmembers Davis, Kern, Mackin, O’Connell and Mayor Lentz

Councilmembers Absent: None

Staff Present: City Manager Dennis, City Clerk Padilla, City Attorney McMorrow, Assistant City Manager Fernandez, Finance Director Yuen, Human Resources Director Partin, Parks and Recreation Director Leek, Assistant to the City Manager Cheung, Community Development Director Swiecki, City Engineer Breault, Principal Planner Ayres, Deputy Fire Chief Abelson, Management Analyst Brown, Police Commander Garcia, Police Chief Macias, and Communications & Digital Media Coordinator Ordoña

REPORT OUT OF CLOSED SESSION

City Attorney McMorrow reported that Councilmembers provided directions to staff on how to proceed regarding the Real Property Negotiation Item D.

ADOPTION OF AGENDA

Mayor Lentz made the request that New Business Item J regarding the Shuttle Bus Program to be discussed after Consent Calendar and Old Business Item I regarding the Master Fee Salary will be discussed after the Shuttle Bus Program.

Councilmember O'Connell made a motion, seconded by Councilmember Davis, to adopt the agenda as amended. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

AWARDS AND PRESENTATIONS

B. Proclaiming June 2025 as Pride Month

Mayor Lentz and the City of Brisbane City Council proclaimed the month of June 2025 as Pride Month in support of the LGBTQIA+ community. Dana Johnson, a LGBTQIA+ Commissioner, San Mateo County PRIDE Initiative Co-Chair, Lead Organizer of San Mateo County Pride Celebration and CoastPride Board Member, thanked the Council for the Proclamation and their support of the LGBTQIA+ community.

C. Juneteenth Proclamation

Mayor Lentz read a Proclamation observing Juneteenth on June 19, 2025. Shawneece Stevenson, Co-Manager, San Mateo African American Community Assessment and Mental Health Initiative from the Bay Area Community Health Advisory Council (BACHAC), accepted the Proclamation and provided council information on upcoming events within the San Mateo County to celebrate Juneteenth.

ORAL COMMUNICATIONS NO. 1

No member wished to make public comment.

CONSENT CALENDAR

D. Approve Minutes of City Council Meeting of May 15, 2025

E. Approve Investment Report as of April 2025

F. Adoption of Resolution Committing to Take Steps Toward Achieving Compliance with The Metropolitan Transportation Commission's Transit-Oriented Communities Policy in Order to Receive Grant to Fund Participation in Multi-Jurisdictional Grand Nexus Study (Adoption of the resolution would allow the City's participation in the multi-jurisdictional study to be largely or entirely covered by MTC grant funds. The City's out-of-pocket costs not covered by the MTC grant are estimated to be \$5,000, though this will need to be confirmed once a proposal is selected. This item is exempt from CEQA review pursuant to CEQA Guidelines §15061(b)(3))

G. Adopt an Ordinance, Waiving Second Reading, Amending the Municipal Code Concerning Notices of Violations

(There is no fiscal impact in adopting this Ordinance. Council has adopted a fee schedule that provides a fee for processing and administering these types of appeals.)

Councilmember O'Connell made a motion, seconded by Councilmember Davis, to approve Consent Calendar

Items D, E and G. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

After staff questions and discussion, Mayor Lentz made a motion, seconded by Councilmember Kern, to approve Consent Calendar Item F. The motion passed with a four to one vote.

Ayes: Councilmembers Davis, Kern, O'Connell and Mayor Lentz

Noes: Councilmember Mackin

Absent: None

Abstain: None

NEW BUSINESS

J. Consider and Provide Direction on Support for the Brisbane Shuttle Program for Fiscal Year 2025-26 (The fiscal impact to the City depends on the option selected. Costs range from \$26,000 for two years to \$186,000.)

City Manager Dennis introduced Commute.org Executive Director John Ford.

Commute.org Executive Director John Ford reported that beginning July 1, 2025, shuttle service operating costs will increase by approximately 70 percent due to contractual adjustments with our SamTrans-contracted vendor.

The cost increases and changes in partner funding commitments have resulted in projected shortfalls:

- BBC Route: Caltrain has reduced its commitment to provide matching fund contributions by 20 percent, leaving a \$13,000/year shortfall.
- BCP Route: Consortium contributions are expected to only cover about 40 percent of the required match, leaving a \$80,000/year shortfall.

He added that Commute.org is requesting a funding commitment from the City of Brisbane to cover the actual funding shortfalls that may occur during the FY2026-FY2027 funding period.

The options presented for program continuation for the City Council's consideration included the following:

1. Retain Full Service
 - 2 shuttles on BCP and 1 shuttle on BBC.
 - Estimated City coverage of shortfalls: \$93,000 per year.
2. Consolidated Service
 - Eliminate one of the three vehicles in the Brisbane Shuttle Program.
 - Merge BCP and BBC service into one combined route serving both BART and Caltrain.
 - Caltrain's committed match funding is used to support the consolidated route.
 - Estimated City coverage of shortfall: \$28,000 per year.

3. Cancel BCP Shuttle

- Eliminate BART connectivity. Maintain BBC service with Caltrain providing 80 percent of the matching funds.
- Estimated City cost: \$13,000 per year.

4. Cancel All Shuttle Service

- No shuttle service in Brisbane.
- No City funding required.

After Council questions, Paul Bouscal, Nancy Lacsamana, Clarke Conway, Chris Lara and John Paton from Mytra, Elna Miller, and Brisbane Resident Elena made public comment about which option they would recommend to the council to continue the shuttle bus service program.

After Council discussion, staff was directed to provide more information about Option 2 for a consolidated shuttle bus service since this option aligns better with Caltrain service, and the BART service is will only be a longer route by 7 minutes. City Manager Dennis responded that he would examine funding sources and will bring the information back to Council at a future meeting.

OLD BUSINESS

I. Consider Adopting a Resolution to Amend the Master Pay Schedule

Human Resources Director Partin presented the summary of the updates to the master pay schedule, which included the following:

- City Manager: The master pay schedule will reflect a 4.5% pay increase, resulting in \$158.25 per hour.
- Confidential Management Employees: The classifications in this group will receive a 4.5% pay increase and the current filled positions in this group and their respective top step pay rates include: Assistant City Manager at \$145.04 per hour, Finance Director at \$120.69 per hour and Human Resources Director at \$118.45 per hour.
- Executive Management: The classifications in this group will receive a 4.5% pay increase and the current positions filled in this group and their respective top step pay rates include: Assistant to the City Manager at \$96.65 per hour, City Clerk at \$78.20 per hour, Community Development Director at \$121.97 per hour, Parks and Recreation Director at \$116.29 per hour and Public Works Director/City Engineer at \$142.79 per hour.
- Police Chief: This classification will receive a 4.5% pay increase and the new pay rate will be \$142.31 per hour at the top step.
- The following bargaining groups will also receive a 4.5% pay increase: Brisbane Fire Management, Confidential Employees, General Employees Association, International Association of Firefighters, Local 2400, Mid-Management/Professional Employees, Police Commander, and Police Officers Association.

Human Resources Director Partin recommends that the City Council approves the attached resolution, so that the City is in compliance with GC Section 20636 and CCR section 570.5, and able to work towards retaining and attracting the quality and expertise of staff required by Council and the community.

Mayor Lentz reported that as is noted in the agenda report for 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. Specifically, the Council must amend the schedule to reflect the City Manager's new compensation to be the following: Hourly: \$158.25 and Annual: \$329,160. He added that a revised Master Pay Schedule that reflects these changes is included in the agenda packet under Item I as Appendix A.

Councilmember Davis made a motion, seconded by Councilmember Mackin, to approve a resolution to amend the Master Pay Schedule. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

PUBLIC HEARING

H. Consider Adoption of Resolutions to Approve the Budget for Fiscal Years 2026 and 2027

i. Adopt Resolution adopting the annual budget for Fiscal Years 2026 & 2027 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority

ii. Adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Years 2026 & 2027 and making appropriations for the amounts budgeted

Councilmembers resumed the meeting after a brief break.

Finance Director Yuen provided a general overview of the proposed Budget for Fiscal Years (FY) 2025/26 and 2026/27. The overall expenses from the General Fund are expected to total \$32,300,517 in FY2025/26 and \$33,379,170 in FY2026/27. The General Fund budget for Fiscal Year 2025/26 and 2026/27 are balanced within available resources. The anticipated Net Use of Fund Balance, which is the difference between revenues and expenditures, is \$1,023,080 for FY2025/26 and \$1,752,452 for FY2026/27.

After Council questions and due to time constraints, staff were unable to initiate reviews of departmental budgets. Councilmembers requested to continue the Public Hearing on June 26, 2025, with departmental budgets including variances from previous year and budgeted requests. Councilmember Mackin also requested a pie chart of the General Fund Department Breakdown.

Councilmember O'Connell made a motion, seconded by Councilmember Mackin, to extend the City Council Meeting until 9:45 p.m. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

STAFF REPORTS

K. City Manager's Report- City Updates and Upcoming Activities

Due to the late hour, there was no report from the City Manager.

MAYOR/COUNCIL MATTERS

L. Countywide Assignments and Subcommittee Reports

- i. Report Out on Subcommittee Meetings**
- ii. Upcoming Subcommittee Meetings**

Councilmembers provided a quick update on their County assignments and Subcommittee Meetings.

M. Written Communications

Written communication was received from the following members of the public:

- Ennis (05-16-2025) Permit Parking on Thomas Ave.
- Dettmer (05-19-2025) Resignation
- Vechhione, et. al (05-27-2025) Quarry
- Anonymous (05-20-2025) Quarry
- Lara (05-21-2025) Quarry
- Liddle (05-21-2025) Quarry
- Swan (05-19-2025) Quarry
- Miller (05-30-2025) Concerns About Warehouse Light Shielding and Development Priorities in Brisbane
- Hickey (06-02-25) Prothema Warn Notice
- Carlino (06-02-2025) Sparks at Our Park
- Linda (05-20-2025) Quarry
- Green (05-30-2025) Quarry
- Duffy (06-05-2025) Agenda Item J
- Zavodnik (06-05-2025) Shuttle
- Hoen (06-04-2025) Shuttle
- Wilson (06-05-2025) Shuttle
- Anonymous (06-05-2025) Shuttle
- Lacsamana (06-05-2025) Shuttle
- Viray (06-04-2025) Shuttle
- Dejoya (06-04-2025) Shuttle
- Tolentino (06-04-2025) Shuttle
- Contrera (06-04-2025) Shuttle
- Lall (06-04-2025) Shuttle

- Ocampo (06-05-2025) Shuttle
- Larson (06-05-2025) Shuttle
- Florkowski (06-05-2025) Shuttle
- Arbore (06-04-2025) Shuttle
- Albino (06-04-2025) Shuttle
- Ennis (06-04-2025) Shuttle

ORAL COMMUNICATIONS NO. 2

Maria Ruiz Hidalgo, Senior Representative Local Government Affairs, from PG&E introduced herself to the City Council.

Paul Bouscal made a request to share an idea with San Francisco Mayor Lurie.

Michele Samon requested the City enacts a 20 miles per hour speed limit in all of the residential areas.

ADJOURNMENT

Mayor Lentz adjourned the meeting at 9:48 P.M.

Ingrid Padilla
City Clerk