



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

---

**JOINT CITY COUNCIL AND HOUSING AUTHORITY  
MEETING AGENDA  
THURSDAY, JULY 17, 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 6:317 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 requests were made under Roll Call Item A.

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

Councilmembers Absent: None

Staff Present: City Manager Dennis, Assistant City Manager Fernandez, City Clerk Padilla, City Attorney McMorow, Finance Director Yuen, Community Development Director Swiecki, City Engineer Breault, Deputy Public Works Director Kinser, Assistant Engineer Santoyo, Management Analyst Brown, Police Commander Garcia, Police Chief Macias, and Admin Management Analyst Ibarra

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorow reported that Councilmembers provided direction to staff on the Performance Evaluation item.

**ADOPTION OF AGENDA**

Councilmember O’Connell made a motion, seconded by Councilmember Davis, to adopt the agenda as it stands. 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. Recognizing Karen Kinser for her 31 years of Service to the City of Brisbane**

Mayor Lentz proclaimed that the City Council of the City of Brisbane, on behalf of the entire community, extends its deepest gratitude and highest respect to Deputy Public Works Director Karen Kinser for her distinguished service and unwavering commitment to the public good.

Mayor Lentz, Councilmembers, and Former City Manager Robin Leiter congratulated Karen Kinser on her retirement after 31 years of service to the City of Brisbane

Council took a 5 minute reception break.

## **ORAL COMMUNICATIONS NO. 1**

Ariel Cherbowsky and Frida Pensamiento thanked the City for co-sponsoring the Summer Solstice Celebration with San Bruno Mountain Watch.

## **CONSENT CALENDAR**

- C. Approve Minutes of City Council Special Meeting of June 26, 2025**
- E. Adopt a Resolution Prohibiting Parking at the Bay Conservation and Development Commission's Public Parking Area Within 7000 Marina Boulevard Between the Hours of 2:00 A.M. and 4:00 A.M.**
- F. Award the Construction Contract for the 2024 Slurry Seal Project to VSS International, Inc. in the Amount of \$313,211.00, and Authorize the Mayor to Sign the Contract**
- G. Accept the Annual Military Equipment Report per California Assembly Bill 481**
- H. Approve Revised Silverspot Nursery School Lease Agreement**
- I. Authorize Staff to Release a Request for Proposals to Lease or Manage the Visitacion Garden Senior Housing Development**
- K. Adopt a Resolution, "Imposing National Pollutant Discharge Elimination System Compliance Fees on Commercial Property Owners Within an Identified Study Area," authorizing placement of said charges on the 2025-2026 County Tax Roll, and authorizing the County Tax Collector to collect such charges"**

**(The NPDES Commercial Property Fees is anticipated to generate \$279,854 to assist in offsetting the NPDES budget shortfall.)**

Council made a request to pull Consent Calendar Item J and D for discussion. Councilmember O'Connell made a motion, seconded by Councilmember Davis, to approve Consent Calendar Item C, E, F, G, H, I and K. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**J. Acquisition of Five Properties in the Brisbane Acres for Purposes of Open Space and Habitat Conservation**

**(With escrow fees, the total cost to the City will be approximately \$855,000. The City will use the funds received from the recent sale of vacant property in Crocker Park to purchase these properties. This action is not subject to further environmental review as it is not a project under the California Environmental Quality Act. CEQA Guidelines, Section 15378(b)(4))**

Councilmember O'Connell pulled Item J to acknowledge staff's hard work to acquire the 5 Brisbane Acre properties.

Councilmember O'Connell made a motion, seconded by Councilmember Kern, to approve Consent Calendar Item J. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**D. Approve Amendment to Reimbursement Agreement with 90 Santa Clara**

After some council questions of staff and property owners, Amy Cheng of 80 Santa Clara Street asked not to extend this agreement. Michele Salmon raised safety concerns about cars being parked in front of the fire road.

After council discussion, Council directed staff to bring back this item at a Council Meeting during May of 2026, closer to the expiration date of the Reimbursement Agreement with 90 Santa Clara. The council can consider at this future council meeting the request made by the parties who paid for construction of the roadway extension to extend the term of the agreement to May 9, 2037.

**PUBLIC HEARING**

**L. City of Brisbane Local Stormwater Program Fees**

**1. Open the Public Hearing and take public comment. Close the Public Hearing, and if appropriate, overrule any objections to the imposition of fees related to the National Pollutant Discharge Elimination System (NPDES)**

**2. Consider Adoption of a Resolution, "A Resolution of the City Council of the City of Brisbane Imposing Charges for Funding the Local Brisbane Stormwater Program, Authorizing Placement of Said Charges on the 2025-2026 County Tax Roll and Authorizing the County Tax Collector to Collect Such Charges."**

City Engineer Breault reported that staff is recommending to adopt a Resolution imposes charges for the

City of Brisbane Local Stormwater Program, and authorizes the County Tax Collector to place such charges on the property tax roll. The total fee assessment (charges) per the 2025 Engineer's Report is approximately \$51,550. The annual charge per parcel is not changed from previous years.

After the public hearing was open, Michele Salmon asked if there are any relief for property owners from these fees.

Councilmember O'Connell made a motion, seconded by Councilmember O'Connell, to close the public hearing. 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 further clarifying questions and council discussion, Councilmember O'Connell made a motion, seconded by Councilmember Davis, to adopt a Resolution imposing charges for funding the local Brisbane Stormwater Program, authorizing Placement of said charges on the 2025-2026 County Tax Roll and authorizing the County Tax Collector to collect such charges. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**M. Imposition of Fiscal Year 2025-2026 Tax Roll Charges for the Sierra Point Landscaping and Lighting District**

- 1. Hear Statement of Engineer of Record, Read Mayor's Statement, Hear City Clerk Statement, Open Public Hearing to hear any testimony, Close Public Hearing**
- 2. Consider Adoption of proposed Resolution Addressing Objections and Ordering the Improvements and Confirming the Diagrams and Assessment for Fiscal Year 2025-2026 for the Sierra Point Landscaping and Lighting District.**

After hearing the statements from the Engineer of Record, Mayor Lentz and City Clerk Padilla, and no Council questions, the Mayor opened the public hearing for the Imposition of Fiscal Year 2025-2026 Tax Roll Charges for the Sierra Point Landscaping and Lighting District.

Councilmember O'Connell made a motion, seconded by Councilmember Kern, to close the public hearing. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Councilmember Kern made a motion, seconded by Councilmember O'Connell, to adopt a Resolution

addressing objections and ordering the improvements and confirming the diagrams and assessment for Fiscal Year 2025-2026 for the Sierra Point Landscaping and Lighting District. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **NEW BUSINESS**

### **N. Review of Residential Parking Permit Program on Thomas Avenue and Request for City Council Direction**

**(Staff is recommending to consider the feedback from Thomas Avenue residents and provide direction whether to continue, modify or end the Residential Parking Permit Program on Thomas Avenue.)**

Deputy Public Works Director Kinser reported that staff prepared a short survey on the Residential Parking Permit Program (RPPP) on Thomas Avenue and mailed it to all residents of Thomas Avenue. There were 20 responses, and 75% did not want to see the program continue, with 25% in favor of the program. While the large majority of people contacted did not want the program to continue, staff observed that the program outreach was apparently limited, as some residents seemed unaware of how it worked and how to make requests for enforcement. Staff is requesting direction from City Council whether to continue, modify or end the RPPP.

After council questions, Tiffany Meyer asked Council not to continue the parking permit program because of the financial burden on the residents of that street.

After some Council discussion, Councilmember Kern made a motion, seconded by Councilmember Davis, to end the Residential Parking Permit Program. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

### **O. Receive the Complete Streets Safety Committee (CSSC) Recommended Safety, Traffic Flow, and Parking Improvements to the Visitacion Avenue Corridor and Provide Direction to Staff on their Implementation**

Deputy Public Works Director reported that the Complete Streets Safety Committee and Council liaisons made the following recommendations to improve the safety, traffic flow and parking on Visitacion Avenue:

- Designate a loading zone on Monterey Street EB at Visitacion Avenue next to Beauty Fix for delivery truck use during daytime delivery hours only.
- Designate Transportation Network Company (such as DoorDash and Uber Eats) and

resident curbside pickup spots on Visitacion Avenue approaching Mariposa Street NB and approaching Monterey Street SB

- Convert the vacant Brisbane Teen Center lot into a public parking lot
- Utilize MPS Safety Sticks to provide parking enforcement
- Increase fines for double parking violations

After council questions, Michele Salmon commented that the City would have less parking problems if there were enforcement and also provided more possible solutions for the parking issues. Chris Florkowski added that parking becomes an issue when good public transportation is not available.

After Council discussion, staff was directed to contact businesses and residents to learn more about the parking needs especially regarding truck deliveries.

#### **P. Consider Authorizing Staff to Release a Request for Proposals for City Attorney Services**

City Manager Dennis reported that in January 2025, Mr. McMorrow provided written notice to the City Council informing Council of his and Mr. Roush's intention to step down from their respective roles at the end of 2025. In that memo, Mr. McMorrow laid out a process for recruiting and appointing a new City Attorney. City staff have drafted a proposed Request for Proposals (RFP) that fulfills the core responsibilities and services of a City Attorney. Since the City Attorney is appointed by the City Council directly, staff requests feedback on the RFP and provide direction on the next steps of the recruitment process.

After council questions, no public comment and council discussion, staff were given direction to move forward with the recruitment and the release of the Request for Proposals for City Attorney Services.

### **STAFF REPORTS**

#### **Q. City Manager's Report- City Updates and Upcoming Activities**

City Manager Dennis provided updates and reported on upcoming activities in the City.

### **MAYOR/COUNCIL MATTERS**

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

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

Councilmembers reported on their subcommittee and county assignment activities as well requesting input from each councilmember on important Countywide matters.

## **S. Written Communications**

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

Florkowski (07-14-2025) Large Data Center  
Cheng (07-15-2025) 80 Santa Clara Street  
Follien (7-17-2025) New Business Item O  
Repke (7-17-2025) Safety Sticks

## **ORAL COMMUNICATIONS NO. 2**

Michele Salmon thanked the City for the Brisbane Acres purchases and for cosponsoring of the Summer Solstice event with San Bruno Mountain Watch.

Chris Florkowsky asked Council to consider the regional transit measure through the lens of San Mateo County not in isolation.

Roland Lebrun commented for the Council and the public to review important discussions at the latest Caltrain Board Meeting.

## **ADJOURNMENT**

Mayor Lentz adjourned the meeting at 9:29 P.M.

---

Ingrid Padilla  
City Clerk