



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY COUNCIL MEETING AGENDA  
THURSDAY, MARCH 7, 2024**

*HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005*

**7:30 P.M. 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**

**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 the Emergency Circumstances of AB 2449. Councilmember Cunningham participated by teleconference at 131 Tulare Street, Brisbane, CA and Councilmember Lentz participated by teleconference at 1735 S Street Northwest, Washington D.C. and has been noticed accordingly.

Councilmembers present: Councilmembers Cunningham, Lentz, Mackin, and Mayor O’Connell

Councilmembers absent: Councilmember Davis

Staff Present: Interim City Manager Holstine, City Clerk Padilla, City Attorney McMorrow, Finance Director Yuen, Assistant to the City Manager Cheung, Legal Counsel Roush, Deputy Public Works Director Kinser, Assistant Engineer Santoyo- Velasquez, Senior Planner Ayres, Police Commander Garcia, and Management Analyst Ibarra

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorrow reported that the City Council made no decision and staff was given direction on Pending Litigation Item D.

**ADOPTION OF AGENDA**

Mayor O’Connell made a motion, seconded by Councilmember Mackin, to amend the agenda to close in memory of Carolyn Parker, former Planning Commissioner and former Board of Trustee for the San Mateo County Mosquito and Vector Control District. The motion passed unanimously by all present.

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

Noes: None

Absent: Councilmember Davis

Abstain: None

## **AWARDS AND PRESENTATIONS**

### **B. Proclaim March 2024 as Women's History Month**

Mayor O'Connell proclaimed March 2024 as Women's History Month celebrating the theme: "Women Who Advocate for Equity, Diversity, and Inclusion." Anna Davis, an Inclusion, Diversity, Equity and Accountability Committee Member, accepted the proclamation and thanked the Council for the recognition.

## **ORAL COMMUNICATIONS NO. 1**

Margi Power invited the Council and Brisbane staff to the Leadership Council San Mateo County's leadership professional development programs and their Leadership Lab: When Everyone Leads, a dynamic and interactive peer learning experience in April

## **CONSENT CALENDAR**

**C. Approve Minutes of City Council Meeting of February 1, 2024**

**D. Approve Minutes of City Council Closed Session Meeting of February 15, 2024**

**E. Accept Investment Report as of December 2023**

**F. Accept Investment Report as of January 2024**

**G. Adopt a Resolution Adding HdL Company as an Authorized Representative to Examine Sales or Transactions and Use Tax Records**

Councilmember Mackin made a motion, seconded by Councilmember Cunningham to approve Consent Calendar Items C-G. The motion passed unanimously by all present.

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

Noes: None

Absent: Councilmember Davis

Abstain: None

## OLD BUSINESS

### H. Consider Approval of a Letter to Households on Tulare Street and Thomas Avenue Asking for Their Participation in a Trial Residential Parking Permit Program

**(The Fiscal Impact for the proposed pilot program will include the following: 1) setting up of the residential parking permit program parameters and associated web services, including collection of permit application information by consultant IPS Group will be \$5,000, 2) requiring residents to pay \$20 for each permit applied for and obtained, and 3) placing street signs needed for the two trial streets was estimated to cost \$5,000.)**

Councilmember Karen Cunningham left the room and recused herself from voting on Old Business Item H. Assistant Engineer Santoyo- Velasquez reported that staff is recommending to review and approve a letter to households on Tulare St. and Thomas Ave. asking for their participation in a trial residential parking permit program (RPPP).

After Council questions, Steve Kerekes commented that he wanted clarification on what was being decided. City Clerk Padilla noted for the record that written correspondence was received about this item from Steve Kerekes and Andrew Kom.

After Council discussion, Councilmember Lentz made a motion, seconded by Councilmember Mackin to approve the Trial Residential Parking Permit Program participation letter with minor amendments to the residents of Tulare Street and Thomas Avenue. The motion passed unanimously by all present.

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

Noes: None

Absent: Councilmember Davis

Abstain: None

## NEW BUSINESS

### I. Consider Authorization of a \$10,000 grant to Rebuilding Together Peninsula for Rehabilitation of Home in Brisbane Owned by Low-income Household

Senior Planner Ayres reported Local Non-Profit Rebuilding Together Peninsula (RTP) had made a presentation at the Feb. 15, 2024 Council meeting noting they recently approved an application from a Brisbane resident for home repairs. Housing Subcommittee members Davis and Lentz suggested investigating whether money from our Affordable Housing Fund could be used to help sponsor this application, and Council asked for the item to be brought back on a future agenda.

Senior Planner Ayers advised that RTP is now requesting \$10,000 for deeper repairs to the applicant's home. Ayres also clarified that recognition as a sponsor of National Rebuilding Day would only be granted for making a general donation to RTP, while earmarking a contribution for the specific project in Brisbane would not.

Legal counsel still needs to determine whether the Brisbane project meets the criteria required in order to use

funds from the Low and Moderate Income Housing Asset Fund maintained by the Housing Authority.

Staff asked for direction from the Council to authorize the use of \$10,000 from the General Fund for the project, should legal counsel ultimately conclude that the housing fund monies cannot be used.

After Council questions, Diana Sosa commented that expenditures from the General Fund should be delayed until the Midyear Budget update.

After Council discussion, Councilmember Mackin made a motion, seconded by Councilmember Cunningham to continue the item at a future meeting and brought back once legal counsel determines the eligibility of using Housing Funds for this purpose. At that time, Council will also consider whether funds should be used to help multiple households rather than one project. The motion passed unanimously by all present.

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

Noes: None

Absent: Councilmember Davis

Abstain: None

## **STAFF REPORTS**

### **J. City Manager's Report on Upcoming Activities**

Interim City Manager Holstine reported on the latest City news.

## **MAYOR/COUNCIL MATTERS**

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

#### **i. Consider Recruitment for Vacancies on City Committees and on the San Mateo County Mosquito and Vector Control District Board of Directors**

City Clerk Padilla reported that the purpose of this item is to receive direction from the City Council regarding the resignations or vacant seats on the 1) Open Space and Ecology (OSEC) Committee, and 2) the Inclusion, Diversity, Equity, and Accountability (IDEA) Committee as well as the 3) San Mateo County Mosquito and Vector

Control District Board of Trustees. She added that if Council decides to recruit immediately, then the Recruitment Timeline for the vacancies will be as follows:

March 8, 2024-April 30, 2024: Recruitment period begins

May 2, 2024: Provide an update at the City Council meeting and schedule interviews

May 2024: Interview applicants

June 2024: Appoint and swear in new representatives and committee members

After Council questions and discussion, City Clerk Padilla was directed to reappoint IDEA Committee Members Kolhatkar and Horton to a two-year term seat until 2026 and to begin the recruitment process for the vacancies in OSEC, the IDEA Committee and San Mateo County Mosquito and Vector Control District Board of Trustees.

## L. Written Communications

Council received the following written correspondence from February 22, 2024 to March 7, 2024.

- 02-20-2024 Kerekes (Dark Skies)
- 02-15-202 Gabby (Letter to Mayor and Council)
- 02-22-2024 Cora (Statement San Mateo Tragedy February 2024)
- 02-21-2024 Sun (City Term Elections)
- 02-22-2024 Lee (Election Process)
- 02-28-2024 Calmes (Resignation)
- 02-29-2024 Kom (Parking Pilot Program)
- 03-04-2024 Kerekes (Parking Permit Issue)

## ORAL COMMUNICATIONS NO. 2

Diana Sosa was concerned about the large amount of money the City has to spend on placing 17 street signs for the pilot parking program if approved.

## ADJOURNMENT

Mayor O'Connell adjourned the meeting at 8:54 P.M. in memory of Carolyn Parker.

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Ingrid Padilla  
City Clerk