



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY COUNCIL SPECIAL MEETING**

**THURSDAY, JULY 14, 2022**

*VIRTUAL MEETING*

**8:00 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Mackin called the special meeting to order at 8:03 P.M. and led the Pledge of Allegiance.

**ROLL CALL**

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

Councilmembers absent: None

Staff Present: City Manager Holstine, City Clerk Padilla, City Attorney McMorrow, Assistant City Manager Schillinger, Finance Director Yuen, City Engineer Breault, Deputy Director of Public Works Kinser, Sustainability Manager Etherton, Assistant Engineer Velazquez, and Admin Management Analyst Ibarra

**REPORT OUT CLOSED SESSION**

City Attorney McMorrow reported that updates were provided to Council, direction was given to staff and no action was taken at Closed Session regarding the two cases in Closed Session Item D and Item F. Liability Claim Item F was rejected by Council.

**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 Cunningham, Davis, Lentz, O’Connell and Mayor Mackin

Noes: None

Absent: None

Abstain: None

## **ORAL COMMUNICATIONS NO. 1**

No member of the public wished to speak.

## **CONSENT CALENDAR**

- A. Approve Minutes of City Council Special Meeting of June 23, 2022**
- B. Approve Minutes of City Council Special Meeting-Committee Interviews of June 23, 2022**
- C. Approve Minutes of Joint City Council, Successor Agency, Housing Authority, and Guadalupe Valley Municipal Improvement District Meeting of June 16, 2022**
- D. Approve Minutes of City Council Closed Session Meeting of June 16, 2022**
- E. Approve Minutes of City Council Special Meeting/Workshop of June 9, 2022**
- F. Approve Minutes of City Council Meeting of June 2, 2022**
- G. Approve Minutes of City Council Closed Session Meeting of June 2, 2022**
- H. Accept Investment Report as of May 2022**

Councilmember O'Connell made a motion, seconded by Councilmember Davis, to approve Consent Calendar Items A-H. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **CONTINUED PUBLIC HEARING**

- I. Consider adoption of Resolution adopting a Master Fee Schedule**

**(This item was continued from the City Council Meeting of June 16, 2022 and will discuss the Master Fee Schedule for the Parks and Recreation Department)**

Finance Director Yuen reported that this item was continued from the City Council Meeting of June 16, 2022 to further discuss the Parks and Recreation Department's fee schedule.

She added that the Parks and Recreation Department reviewed their section again with the understanding that resident fees and those of non-residents could be increased at different rates to consider hardships experienced by residents as a result of the current economic environment, and increases that could be

implemented for non-resident rates up to the allowable 7%. Based on FY22/23 budget, staff estimates approximately an additional \$16,000 in fees with proposed increases.

After some Council questions, Mayor Mackin opened the public hearing.

Barbara Ebel commented that lowering the fees for facility rentals can benefit the City too.

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

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

Noes: None

Absent: None

Abstain: None

After Council discussion, Councilmember Davis made a motion, seconded by Councilmember Cunningham, to adopt a Resolution adopting a Master Fee Schedule. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **NEW BUSINESS**

### **J. Climate Emergency Declaration - First Annual Report**

**(Council will receive a presentation on the status of Climate Emergency goals and progress towards meeting them as directed by Resolution No. 2021-62)**

Sustainability Manager Etherton reported that on July 15, 2021 the City Council approved Resolution No. 2021-62, the Climate Emergency Declaration which established the City's ongoing commitment to address climate action and equity, and aspirational goals of 66% greenhouse gas emissions reductions by 2030 and carbon neutrality by 2040. It also directed staff to report annually to council on progress towards meeting these goals.

Sustainability Manager Etherton reported that actions in progress included the following: Increased Sustainability/OSEC budget request, Brisbane Building Efficiency Program, EV Charging Station at City Facilities, Pool Heat Pump Water Heater, and the Disposable Foodware Ordinance.

After Council question, Barbara Ebel made recommendations on building reach codes and heat pump water heater.

After Council discussion, Council thanked Sustainability Manager Etherton for the report.

**K. Award of Contract to CMG Landscape Architecture for the Master Planning of Sierra Point Open Space and Parks in the Amount of \$199,758.00**

After council questions and no public comment. Councilmembers Lentz and O'Connell shared their discussion in their subcommittee meetings.

After Council discussion, Councilmember Davis made a motion, seconded by Councilmember Cunningham, to approve contract to CMG Landscape Architecture for the Master Planning of Sierra Point Open Space and Parks in the Amount of \$199,758.00. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**L. Prop 218 Mailing for Water and Sewer Rate Increase**

(The fiscal impact of this item is the following: the cost for a customer who uses 10 units of water per billing cycle (every two months) would be \$35 per bill or \$210 per year)

Assistant City Manager Schillinger reported that the Council in 2014 approved a policy of placing a new Capital Charge on the water and sewer bill four times over a twenty year period. It is time to place the second charge on the bills. The charge should have been placed on the bills in 2020 but due to the impacts of COVID staff determined that it was better to delay some of the projects instead of increasing rates during the beginning of a pandemic. The City will need to mail a letter letting our property owners and our utility users know about the proposed rate increase. If more than 50% of the property owners and utility users protest the rate increase it cannot be imposed and the City will not be able to complete the necessary projects to ensure the continued ability to provide clean drinking water and safe conveyance of wastewater to the treatment plan.

He added that the projects that will be completed with this round of funding are:

- Lift Station Condition Assessment and Hydraulic Evaluation
- Sewer Pipeline Replacements
- Glen Park Pump Station Upgrade
- SCADA System Replacement
- Water Meter AMI (Advanced Metering Infrastructure) System
- Water Pipeline Replacements

The cost for a customer who uses 10 units of water per billing cycle (every two months) would be \$35 per bill or \$210 per year.

After council questions, no public comment and Council discussion, Councilmember Davis made a motion, seconded by Councilmember Lentz to begin the Proposition 218 process for setting a rate for capital improvements for the water and sewer system. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **STAFF REPORTS**

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

City Manager Holstine reported on the latest news and upcoming summer events.

## **MAYOR/COUNCIL MATTERS**

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

Councilmember O'Connell reported on the BBCAG meeting.

### **O. Written Communications**

Council did not receive any written communication between July 8-July 14<sup>th</sup>.

## **ORAL COMMUNICATIONS NO. 2**

No member of the public wished to speak.

## **ADJOURNMENT**

Mayor Mackin adjourned the meeting at 9:19 P.M.

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Ingrid Padilla, City Clerk