



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY COUNCIL SPECIAL MEETING AGENDA  
THURSDAY, JANUARY 16, 2025**

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

***To Immediately Follow the 7:30 P.M. City Council Meeting***

**WORKSHOP**

- A. Review and Discuss Current City Council Subcommittee List**
- B. Assign Council Members to City Council Subcommittees, Liaison Committees and Regional/County Boards/Commissions**

Mayor Lentz called the Special Meeting of January 16, 2025 to order at 9:40 P.M.

Councilmembers in Attendance: Councilmembers Davis, Kern, Mackin, O'Connell and Mayor Lentz  
Councilmember Davis joined via teleconference at 251 Mendocino St. Brisbane, California and Councilmember O'Connell joined via teleconference from 52 Josefa Ortiz de Dominguez Colibri Condos #104 Bucerias, Nayarit, Mexico.

City Manager Dennis reviewed and discussed the City Council Subcommittee List with the City Councilmembers. After the review, staff members were directed to do the following:

- Establish a number of new Subcommittees:
  - Emergency Preparedness
  - City Attorney Recruitment Ad Hoc (to support when the City's current attorneys retire)
  - Age-Friendly
  - Sea Level Rise
  - Succession Planning (to support the City Manager as staff retires in the coming years)
- Disestablish the following Subcommittees:
  - Airport Noise
  - Best Practices Ad Hoc
  - Cannabis
  - City Manager Employment Issues Ad Hoc
  - City Manager Recruitment Ad Hoc
  - Community Garden
  - Education Ad Hoc
  - Traffic Demand Management Policy

- Rename the following Subcommittees:
  - Affordable Housing is now the Housing Subcommittee
  - Beautification is now the Beautification on City Owned Property Subcommittee
  - Crocker Park Noise is now the Crocker Park Subcommittee
  - Fiscal & Administrative Policies is now the Fiscal Policies Subcommittee
  - Public Information/Technology is now the Communications, Outreach and Engagement Subcommittee
  - Sierra Point Parkway Design is now Sierra Point and Marina Subcommittee
  - Infrastructure, Utilities, and Franchise Subcommittee will continue, but City facilities has been spun off to create its own Facilities Subcommittee

Councilmembers were also assigned to City Council Subcommittees, Liaison Committees and Regional/County Boards/Commissions. Exhibit A lists the City Council County assignments and subcommittees for 2025.

No member of the public wished to make public comment.

## **ADJOURNMENT**

Mayor Lentz adjourned the meeting at 11:14 P.M.

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Ingrid Padilla  
City Clerk

# 2025

## CITY OF BRISBANE - CITY COUNCIL ASSIGNMENTS

The following is a list of Commissions, Subcommittees, Boards, Councils and Associations for which the Council selects a representative(s).

<b><u>County/Other JPA Assignments</u></b>	<b><u>Representative/Alternate</u></b>	<b><u>Mtg Sched.</u></b>
Airport Community Roundtable <a href="http://sforoundtable.org">http://sforoundtable.org</a>	Terry O'Connell Madison Davis, Alt	1 <sup>st</sup> Wed/mo 7 pm
Airport Land Use Committee <a href="http://ccag.ca.gov/committees/">http://ccag.ca.gov/committees/</a>	Terry O'Connell, Rep. Cliff Lentz, Alt	4 <sup>th</sup> Thurs/mo 4-6 pm
Association of Bay Area Governments <a href="http://www.abag.ca.gov/">http://www.abag.ca.gov/</a>	Mayor/Mayor Pro Tem	Annually/April
Brisbane Baylands Community Advisory Group (BBCAG)	Madison Davis Terry O'Connell	As Needed 7-9 pm
Brisbane Emergency Services Council (Mayor & SMC Emergency Services Council Rep)	Cliff Lentz, Rep Terry O'Connell	
City/County Association of Governments <a href="http://ccag.ca.gov/committees/board-of-directors/">http://ccag.ca.gov/committees/board-of-directors/</a>	Coleen Mackin, Rep Cliff Lentz, Alt.	2 <sup>nd</sup> Thurs/mo 6:30-9:30pm
County Library JPA Liaison with Friends of Brisbane Library <a href="http://www.smcl.org/en/node/11">http://www.smcl.org/en/node/11</a>	Frank Kern Cliff Lentz, Alt	2 <sup>nd</sup> Mon/bi-month 8:15 am
Housing Endowment & Regional Trust	Cliff Lentz Frank Kern, Alt	
HEART of SMC's Membership Agency Committee (MAC)	Frank Kern Cliff Lentz	Annually (May)
League of California Cities <a href="http://www.cacities.org">http://www.cacities.org</a>	Mayor/Mayor Pro Tem	Conferences
North County Fire Authority Board of Directors/Fire Services (JPA Board)	Madison Davis Terry O'Connell	Once a year in June/July
Peninsula Clean Energy JPA <a href="http://www.peninsulacleanenergy.com">www.peninsulacleanenergy.com</a>	Coleen Mackin Madison Davis, Alt	4 <sup>th</sup> Thurs/mo 7-9 pm
Peninsula Traffic Congestion Relief Alliance <a href="http://commute.org/">http://commute.org/</a>	Cliff Lentz Frank Kern, Alt	3 <sup>rd</sup> Thurs/bi-month 8 – 9:30 am

San Mateo County Emergency  
Services Council  
<http://hsd.smcsheriff.com/>

Mayor  
Mayor Pro-tem  
3<sup>rd</sup> Thurs/mo/Quart  
5:30 pm

SMC Pre-Hospital EMS Group  
Board of Directors (JPA-ALS Paramedic)

Frank Kern  
Terry O’Connell, Alt  
3<sup>rd</sup> Wed Jan/May/Sept  
6 pm

Caltrain Local Policy Makers Group  
[www.caltrain.com/calmod](http://www.caltrain.com/calmod)

Terry O’Connell  
Cliff Lentz, Alt  
4<sup>th</sup> Thursday every  
other month 5:30

## **City Council Subcommittees**

Age Friendly Subcommittee  
*(created Nov 2021)*

Baylands  
*(All things Baylands, BSP - UPC application and is various studies, i.e., financial, survey, sustainability, HSR, Soil Processing, Recology)*

Beautification on City Owned Property  
Subcommittee *(created Jan 2025)*

City Facilities Subcommittee  
*(created Jan 2025)*

Communication, Outreach & Engagement  
Subcommittee

Crocker Park Subcommittee

Economic Development Subcommittee

Emergency Preparedness Subcommittee  
*(created Jan 2025)*

Fiscal Policies Subcommittee  
*(Review of Fiscal policies, such as OPEB, Fund Balances Policies, unfunded liabilities)*

History Subcommittee

Housing Subcommittee

## **Representative/Alternate**

Frank Kern  
Cliff Lentz

Cliff Lentz  
Terry O’Connell  
+ 1 PC, + 1 CSSC, +1 P&R  
+ 1 OSEC, + 1 PAAC

Frank Kern  
Madison Davis  
+ 1 P&R , + 1 OSEC, + 1 CSSC

Madison Davis  
Coleen Mackin

Frank Kern  
Coleen Mackin (+ Caroline)

Cliff Lentz  
Coleen Mackin

Frank Kern  
Cliff Lentz (+ Mitch)

Madison Davis  
Frank Kern

Coleen Mackin  
Terry O’Connell

Madison Davis  
Coleen Mackin

Madison Davis  
Cliff Lentz

Infrastructure, Utilities & Franchise Subcommittee  
*(Water & Sewer, rates & plans, Franchise agreements, Infrastructure plans, Storm drains, streets, marina)*

Cliff Lentz  
Terry O'Connell

Planning Issues Subcommittee

Frank Kern  
Coleen Mackin

Public Art Advisory Committee &  
Public Art Selection Committee

Madison Davis  
Terry O'Connell  
+ 2 P&R, + 1 Business owner  
+ 1 Artist, + 1 Community member

Quarry Subcommittee  
*(created Jan 2025)*

Cliff Lentz  
Terry O'Connell

School/City Subcommittee 2x2

Madison Davis  
Cliff Lentz

Sea Level Rise Subcommittee  
*(created Jan 2025)*

Cliff Lentz  
Coleen Mackin

Sierra Point Parkway & Marina Subcommittee

Cliff Lentz  
Terry O'Connell (+ Mitch)

Sierra Point Parkway Park & Open Space  
*(For parks and open space projects at SPP)*  
*(Created 1/7/21)*

Frank Kern  
Cliff Lentz  
+ 1 P&R, + 1 OSEC, + 1 PAAC

### **Ad hoc Subcommittees**

### **Representative/Alternate**

City Attorney Recruitment Ad hoc

Cliff Lentz  
Terry O'Connell

Elections Issues Ad hoc  
*(created Feb 2024)*

Madison Davis  
Cliff Lentz

Succession Planning Ad hoc  
*(Support CM as staff retire) created Jan 2025*

Madison Davis  
Frank Kern

### **Council Liaisons**

### **Representative/Alternate**

**\*\* Meet with two representatives from each Commission for Liaison meetings: involves discussion around the Commission's achievements, goals and their upcoming workplan.**

Liaison to Complete Streets Safety Committee

Frank Kern  
Coleen Mackin

Liaison to Equity Plus Inclusion Committee (EPIC) &  
Inclusion, Diversity Equity & Accountability (IDEA)

Madison Davis  
Cliff Lentz

Liaison to Open Space & Ecology Committee

Coleen Mackin  
Terry O'Connell

Liaison to Parks & Recreation Commission

Madison Davis  
Frank Kern

Liaison to Planning Commission

Cliff Lentz  
Coleen Mackin