



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**BRISBANE CITY COUNCIL SPECIAL MEETING AGENDA**

**THURSDAY, DECEMBER 9, 2021**

*VIRTUAL MEETING*

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Cunningham called the meeting to order at 8:15 P.M. and led the Pledge of Allegiance.

**ROLL CALL**

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

Councilmembers absent: None

Staff Present: City Manager Holstine, City Clerk Padilla, City Attorney McMorrow, Assistant City Manager Schillinger, Finance Director Yuen, Community Development Director Swiecki, City Engineer Breault, Administrative Management Analyst Ibarra, Sustainability Manager Etherton, Communications Manager Cheung, Fire Chief Pomicpic, Human Resources Administrator Partin, Police Chief Macias, and Police Commander Garcia

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorrow reported that council gave direction to staff on Closed Session Item D. No action was taken.

**ADOPTION OF AGENDA**

After some experiencing technical difficulties in the virtual meeting , Mayor Cunningham announced that  
Consent

Calendar Item F regarding Resolution NO. 2021-78 will be moved to New Business Item. Councilmember  
Davis made

a motion, seconded by Councilmember Lentz to adopt the agenda as amended. Motion passes  
unanimously by all

present.

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

Noes: None

Absent: None

Abstain: None

## **ORAL COMMUNICATIONS NO. 1**

Michele Salmon commented that members of the public have been waiting for almost an hour. She also suggested testing the broadcasting equipment to prevent technical difficulties in the future.

Roland Lebrun gave an update on CalTrain High Speed Rail.

## **CONSENT CALENDAR**

- A. Approve Minutes of City Council Closed Session Meeting of November 18, 2021**
- B. Approve Minutes of City Council Workshop of November 18, 2021**
- C. Accept Investment Report as of October 2021**
- D. Approve Resolution Nos. 2021-75 and 2021-76 Establishing the Classifications of Accounting Systems Analyst and Geographic Information Systems (GIS) Manager and Amending the Master Pay Schedule**
- E. Approve Sanitary Sewer Easement Agreement and Resolution No. 2021-77, Conveying an Easement to Priouz Daftarian and Tara Daftarian**
- G. Approve the Mothers of Brisbane Clothing Sale as a co-sponsored event**
- H. Approve Contract for Public EV Charging Stations (Project No. 921N)**  
**(Staff is recommending to award the design and construction contract for Public EV Charging Stations to PCS Energy in the amount of \$318,672 and authorize the Mayor to sign the agreement and approve a supplemental appropriation of \$18,172 from the General Fund)**
- I. Approve Letter of Support for Solution to Property Tax in lieu of Vehicle License Fee Shortfall**

Councilmember Davis made a motion, seconded by Councilmember Mackin to approve Consent Calendar Items A-E and G-I. Motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## NEW BUSINESS

### **J. Consider Approval of Resolution 2021-79 Approving the Purchase and Sale Agreement for the Bank of America Site Located at 70 Old County Road**

(It is being recommended to direct the City Manager to complete all legal documents needed to purchase the property at 70 Old County Road for a purchase price of \$4,250,000)

Assistant City Manager Schillinger reported that the City submitted a proposal to purchase the site for \$4,250,000. On December 2, 2021 the City was informed that the Bank has tentatively accepted the City's proposal pending final legal review.

After some council questions and comments, Councilmember Davis made a motion, seconded by Councilmember

O'Connell to approve Resolution 2021-79 approving the Purchase and Sale Agreement for the Bank of America Site located at 70 Old County Road. Motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

### **F. Approve the Easement Deed and Resolution No. 2021-78, Conveying an Easement to the Pacific Gas and Electric Company for Public Utility Purposes**

City Manager reported that the matter for consideration has to be voted by the Council with a minimum of a 4/5 vote as an urgency resolution due to a clerical error with the staff report.

City Engineer Breault reported that permitting this easement across city owned property is necessary to provide electrical service to the city's Sewage Lift Station #4, which is presently being reconstructed.

After some comments, Councilmember O'Connell made a motion, seconded by Councilmember Lentz to Approve

the Easement Deed and Resolution No. 2021-78, Conveying an Easement to the Pacific Gas and Electric Company for Public Utility Purposes an urgency resolution. Motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**K. Election of New Mayor and Mayor Pro Tem**

Councilmember Lentz made the motion, seconded by Councilmember Davis, to nominate Coleen Mackin to be elected as the new Mayor. Motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Administration of Oath of Office of Newly Elected Mayor and Mayor Pro Tem

Councilmember Davis made the motion, seconded by Councilmember Mackin, to nominate Cliff Lentz to be elected as the new Mayor Pro Tempore. Motion passes unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Administration of Oath of Office of Newly Elected Mayor and Mayor Pro Tem

Former Mayor W. Clarke Conway administered the Oath of Office to Mayor Mackin and Mayor Pro Tem Lentz.

Mayor Mackin shared a few words of gratitude and commitment for action.

**L. Recognize Outgoing Mayor Karen Cunningham for Her Service**

Incoming Mayor Mackin recognized Outgoing Mayor Karen Cunningham for her service with a gavel plaque and proclamation.

Outgoing Mayor Cunningham thanked her fellow councilmembers and the community for their support.

**STAFF REPORTS**

**M. City Manager's Report on upcoming activities**

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

**MAYOR/COUNCIL MATTERS**

**O. Countywide Assignments and Subcommittee Reports**

The Council reported on their County-wide Assignments and Subcommittee Reports.

**P. City Council Meeting Schedule**

The Council Meeting of December 16<sup>th</sup> and January 6<sup>th</sup>, 2022 are cancelled.  
The next City Council Meeting is scheduled on January 20<sup>th</sup>.

**Q. Written Communications**

The following correspondence was received by the Council between November 18, 2021 through December 9, 2021:

Sepi Wood (11/24) Water Shortage Emergency Declaration by SFPUC

**ORAL COMMUNICATIONS NO. 2**

Michele Salmon thanked Outgoing Mayor Cunningham for her leadership and said she looked forward to incoming Mayor Mackin to leading the City.

**ADJOURNMENT**

The City Council Special Meeting of December 9, 2021 was adjourned at 8:57 P.M.

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Ingrid Padilla, City Clerk