



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

---

**JOINT CITY COUNCIL, BRISBANE GVMID FINANCING AUTHORITY &  
GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT  
SPECIAL MEETING AGENDA  
THURSDAY, JUNE 29, 2023**

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

**6:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Davis called the meeting to order at 6:34pm 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 to attend the meeting remotely.

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

Councilmembers absent: None

Staff Present: City Manager Holstine, City Clerk Padilla, Legal Counsel Roush, Finance Director Yuen, City Engineer Breault, Community Development Director Swiecki, Communications Manager Cheung, Parks and Recreation Director Leek, Economic Development Director Bull, Human Resources Administrator Partin, Senior Management Analyst Velilla, Deputy Fire Chief Johnson, Police Commander Garcia and Administrative Analyst Ibarra

**ADOPTION OF AGENDA**

Council made a request to discuss items in the following order: Q, S, M, N, O, P, R, K, and L and to close in memory of long-time residents Walt Long and Evangelina Delgadillo Macias. Mayor Davis made a motion, seconded by Councilmember O’Connell, to approve the agenda as amended. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**ORAL COMMUNICATIONS NO. 1**

No member of the public wished to make public comment.

**CONSENT CALENDAR**

- B. Approve Minutes of City Council Closed Session Meeting of June 1, 2023**
- C. Approve Minutes of Joint City Council and GVMID Financing Authority Meeting of June 1, 2023**
- D. Approve Minutes of City Council Meeting of June 15, 2023**
- E. Approve Annual Military Equipment Report per AB 481**
- F. Acknowledge Termination of Drought Stage 1 Requirements**
- G. Adopt a Resolution Supporting the Central Brisbane Stairway Additions Project and Entering a Funding Agreement with the San Mateo County Transportation Authority for Cycle 6 Pedestrian and Bicycle Program Funding**

(It is being recommended to adopt a resolution of support and commitment, also requesting the San Mateo County Transportation Authority (TA) prepare a funding agreement for Cycle 6 Measures A and W Pedestrian and Bicycle Program funding in the amount of \$475,000 and approve the supplemental appropriation from the General Fund for the local project match in the amount of \$25,000.)

- H. Approve Co-Sponsorship Event with San Bruno Mountain Watch for a Celebration for David Schooley**
- J. Consider Adoption of Resolution establishing the Appropriation Limit for Fiscal Year 2023-2024**

Councilmember Cunningham made a motion, seconded by Councilmember Mackin, to approve Consent Calendar Items B-H and J. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, Mackin, O'Connell and Mayor Davis  
Noes: None  
Absent: None  
Abstain: None

- I. Adopt Resolutions to Establish the Classifications of Human Resources Director and Police Corporal and Amend the Master Pay Schedule**

After Council questions with City Manager Holstine and Legal Counsel Roush and Council discussion, Councilmember Lentz made a motion, seconded by Mayor Davis, to adopt resolutions to establish the classifications of Human Resources Director and Police Corporal and amend the Master Pay Schedule. The motion passed with a 4-1 vote.

Ayes: Councilmembers Cunningham, Lentz, , O'Connell and Mayor Davis  
Noes: Councilmember Mackin  
Absent: None  
Abstain: None

## NEW BUSINESS

### **Q. Consider Adoption of a Resolution Granting Consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District (SFPTMD) to Include the City of Brisbane**

Economic Development Director Bull reported that this item is about granting consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District (“SFPTMD”) to include the City of Brisbane in the SFPTMD. There will be no fiscal impact and the purpose is to promote tourism in the Peninsula.

After some Council questions, Council discussion and no public comment, Councilmember Lentz made the motion, seconded Councilmember Cunningham to adopt a Resolution granting consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District (SFPTMD) to include the City of Brisbane. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

### **S. Consider Authorizing City Manager to sign a Storm Drain Cleaning Contract**

(Council will consider Authorizing the City Manager to execute a contract to clean debris flow sediment deposited in the city’s storm drain system as a result of the 2022 New Years Eve storm. The contract amount is estimated to be \$1.7M. A condition precedent to the City Manager executing this contract is the City Attorney’s review and approval of same.)

City Engineer Randy Breault reported that the purpose of the recommended action is to establish procurement authority so the City may publish and receive bids, and then enter into a contract for, storm drain cleaning during the Council’s summer recess.

After some Council questions, Council discussion and no public comment. Councilmember Lentz made a motion, seconded by Councilmember Mackin to authorize the City Manager to sign a Storm Drain Cleaning Contract. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## PUBLIC HEARING

### **M. Consider Adoption of Resolution adopting a Master Fee Schedule**

Finance Director Yuen reported that the purpose of this public hearing item is to ensure the users of services as outlined in the City’s Cost Recovery Policy pay for the services provided by the City. She added that it is being recommended to adopt a Resolution, which generally increases fees by 4%.

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

Michele Salmon said the City needs to subsidize childcare and she appreciated the details in the budget.

Michael Barnes said the City does not have to raise fees for million dollar estimate for fields and swimming pool.

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

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

Noes: None

Absent: None

Abstain: None

After some Council discussion, Councilmember Lentz 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, Lentz, Mackin, O'Connell and Mayor Davis

Noes: None

Absent: None

Abstain: None

#### **N. 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 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 2023-2024 County Tax Roll and Authorizing the County Tax Collector to Collect Such Charges."**

City Engineer Breault reported on this item Council is considering imposition of annual tax roll charges that fund Brisbane's Local Stormwater Program, which minimizes discharge of pollutants to San Francisco Bay in accordance with federally mandated permit requirements. This program has a budget shortfall for this program of \$408,377 and Council may wish to pursue increasing assessments to begin to address the shortfall.

After Council questions, Mayor Davis opened the Public Hearing. No members of the public wished to speak.

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, Lentz, Mackin, O'Connell and Mayor Davis

Noes: None

Absent: None

Abstain: None

After some Council discussion, Councilmember Lentz made a motion, seconded by Councilmember Cunningham to pursue the research in increasing assessments to begin to address the shortfall and to adopt a Resolution imposing charges for funding the Local Brisbane Stormwater Program, authorizing placement of said charges on the 2023-2024 County Tax Roll and authorizing the County Tax Collector to collect such charges.

**O. Water Shortage Contingency Plan**

- 1. Consider Approving a Resolution of the City of Brisbane Adopting a Water Shortage Contingency Plan**
- 2. Consider Approving a Resolution of the GVMID Board of Directors Adopting a Water Shortage Contingency Plan**
- 3. Consider Introduction of an Ordinance, First reading of Ordinance revising Chapter 8.41, revising the Water Shortage Contingency Plan**

(If so approved, action taken on these Resolutions and introduction and adoption of the Ordinance is not subject to further environmental review because it is not a project under the California Environmental Quality Act (CEQA). CEQA Guidelines, section 15378 (b) (2).)

City Engineer Breault reported that this item will bring the City in compliance with California State Water Code §10609.50 et seq., and ensure the City has sufficient water supplies to meet the basic needs of human consumption, sanitation and fire protection; and to protect the health.

After some council questions, Mayor Davis opened the public hearing for the City of Brisbane and GVMID. No members of the public wished to speak.

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

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

Noes: None

Absent: None

Abstain: None

After some council discussion, Mayor Davis made a motion, seconded by Council Lentz, to adopt a Resolution Approving a Resolution of the City of Brisbane Adopting a Water Shortage Contingency Plan and a Resolution of the GVMID Board of Directors Adopting a Water Shortage Contingency Plan. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Mayor Davis made a motion, seconded by Council O'Connell, to introduce an Ordinance, revising Chapter 8.41, revising the Water Shortage Contingency Plan. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**P. 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 Resolution overruling protests and ordering the improvements and confirming the diagram and assessments for Fiscal Year 23/24**

The Engineer of Record made a statement followed by an opening statement by the Mayor and the City Clerk, Mayor Davis opened the public hearing. No members of the public wished to speak.

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

Ayes: Councilmembers Cunningham, Lentz, Mackin, O'Connell and Mayor Davis  
Noes: None  
Absent: None  
Abstain: None

Councilmember O'Connell made a motion, seconded by Council Cunningham, to adopt a Resolution overruling protests and ordering the improvements and confirming the diagram and assessments for Fiscal Year 23/24. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, Mackin, O'Connell and Mayor Davis  
Noes: None  
Absent: None  
Abstain: None

#### **NEW BUSINESS**

##### **R. Consider Authorizing the City Manager to Sign Agreements for Funding and for Purchase and Installation of Fiber Optic Facilities**

**(If authorized, the funding agreement with the City/County Association of Governments of San Mateo County (C/CAG) will provide that C/CAG pays for 100% of the cost of installation, including any amendments found necessary during construction. The current cost estimate for the install of C/CAG's and Brisbane's "filled" Fiber Optic conduit is \$831,924)**

City Engineer Randy Breault reported that the purpose of the recommended action is to grant the City Manager authority to execute a funding agreement for C/CAG to pay for fiber optic facilities, and a purchase and installation agreement for fiber optic facilities.

After Council questions, and no public comment. Council discussed their concerns about traffic signs' size and location and the City having a say whether the traffic signs are needed in the City.

Michele Salmon stated that the fiber optics are a good idea but is unsure about the traffic signs in the City.

After some council discussion, Councilmember Cunningham made a motion, seconded by Councilmember Lentz, to approve phase one which is a funding agreement between the City/County Association of Governments of San Mateo County and the City of Brisbane for conduit purchase and fiber installation for the smart corridor extension project given that City Engineer Breault clarifies with C/CAG that the City has the final say about the traffic signals in the City, i.e., size, location and whether it is needed. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, Mackin, O'Connell and Mayor Davis  
Noes: None  
Absent: None  
Abstain: None

The Council took a brief break.

## OLD BUSINESS

### K. Continued Budget Workshop

**(This item is being continued from the City Council Meeting of June 15, 2023.)**

After a brief staff report from City Manager Holstine and Council questions with departments, Michelle Salmon cautioned that we need to tighten our belts and be fiscally conservative. She added that doing the City budget once a year is a good idea.

## PUBLIC HEARING

### L. Consider Adoption of Resolutions to approve the budget for Fiscal Year 2023/24

- 1. Adopt Resolution adopting the annual budget for Fiscal Year 2023-2024 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority**
- 2. Adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2023-2024 and making appropriations for the amounts budgeted**

After no staff report and council questions, Mayor Davis opened the public hearing. No members of the public wished to speak.

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, Lentz, Mackin, O'Connell and Mayor Davis

Noes: None

Absent: None

Abstain: None

After some Council discussion and Council expressing their desire to evaluate the budget status after six months, Mayor Davis made a motion, seconded by Councilmember O'Connell, to adopt a Resolution adopting the annual budget for Fiscal Year 2023-2024 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Chair Davis made a motion, seconded by Board member O'Connell, to adopt a Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2023-2024 and making appropriations for the amounts budgeted. The motion was carried unanimously by all present.

Ayes: Board members Cunningham, Lentz, Mackin, O'Connell and Chair Davis

Noes: None

Absent: None

Abstain: None

## **STAFF REPORTS**

### **T. City Manager's Report on Upcoming Activities**

City Manager Holstine reported on the latest news. The next City Council meeting is scheduled for September 21, 2023.

## **MAYOR/COUNCIL MATTERS**

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

Councilmembers reported on their subcommittee meetings, Countywide assignments and the City events they have attended.

### **V. Written Communications**

Written Communication was received by Council between (6/15-6/29/23) from Jeremy Spitz, San Francisco Public Utilities Commission (6/20/23) regarding PG&E Power Asset Acquisition project - CEQA Update.

## **ORAL COMMUNICATIONS NO. 2**

Mayor Davis made a motion, seconded by Councilmember O'Connell, to extend the meeting to 10:35 P.M. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

Michelle Salmon felt the Council had too much business to have a three-month summer recess was too long.

## **ADJOURNMENT**

Mayor Davis adjourned at 10:37 P.M. in memory of Walt Long and Evangelina Delgadillo Macias.

---

Ingrid Padilla  
City Clerk