



BRISBANE CITY COUNCIL

ACTION MINUTES

**CITY COUNCIL MEETING AGENDA
THURSDAY, NOVEMBER 6, 2025**

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

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

Mayor Lentz called the meeting to order at 6:31 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 requests were made under Roll Call Item A.

Councilmembers Present: Councilmembers Davis, Kern, Mackin, O’Connell and Mayor Lentz

Councilmembers Absent: None

Staff Present: City Manager Dennis, Assistant City Manager Fernandez, City Clerk Padilla, City Attorney McMorrow, Community Development Director Swiecki, Parks and Recreation Director Leek, City Engineer Bozorginia, Human Resources Director Partin, Finance Director Yuen, Deputy Fire Chief Wittner and Admin Management Analyst Ibarra

ADOPTION OF AGENDA

Councilmember Mackin made a motion, seconded by Councilmember O’Connell, to adopt the agenda as it stands. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

REPORT OUT OF CLOSED SESSION

City Attorney McMorrow reported that on the Closed Session Meeting of October 28, 2025, Councilmembers

provided direction to staff on the litigation item. He also reported that Councilmembers provided direction to staff on the Liability claim Item D and the Anticipated Litigation Item E.

AWARDS AND PRESENTATIONS

B. Native American Heritage Month Proclamation

Mayor Lentz proclaimed November 2025 as Native American Heritage Month and to encourage all residents to share the history of the indigenous peoples of California, including the Ohlone of San Mateo County.

Community members Amanda Parker-Govea and Philip Govea accepted the proclamation and thanked the Council for the recognition. Mrs. Parker-Govea is a descendant of the Haudenosaunee Confederacy. Mr. Govea, a member of the Lakota Sioux tribe and staff member at the Native American Health Center shared a song of peace following the proclamation acceptance.

C. Volunteer of the Year and Youth Volunteer of the Year 2025

Mayor Lentz declared that after many years of dedicated volunteering, Council would like to express their gratitude to Hermann Reiss for his tireless spirit, selflessness, and dedication to serving others. He congratulated Hermann Reiss on being named the 2025 Volunteer of the Year.

Hermann Reiss thanked the Council for acknowledgement.

Mayor Lentz then expressed his gratitude to Sebastian Bousquet for his leadership at school and in his community. He congratulated Sebastian Bousquet on being named the 2025 Youth Volunteer of the Year.

Sebastian Bousquet thanked the council and the community members who mentored him throughout the years.

ORAL COMMUNICATIONS NO. 1

Emmett Cunningham asked council to review the fees and fines for illegal dumping.

Dan Carter agreed with Emmett Cunningham and stated that there is a lot of illegal dumping in Brisbane because there's a dump down the road.

Chris Florkowski appreciated the Native American Heritage Month recognition and commented that we should also protect the land particularly finding a way to protect the land during the Quarry Road Development.

Michael Barnes shared pictures of the new park in South San Francisco facing Sierra Point and asked Council to build a park at Parcel R and have a vision.

CONSENT CALENDAR

D. Approve Minutes of City Council Meeting of October 16, 2025

E. Approve Minutes of City Council Closed Session Meeting of October 16, 2025

F. Approve Minutes of City Council Closed Session Meeting of October 28, 2025

G. Accept Investment Report as of September 2025

H. Approve Resolution to Amend the Master Pay Schedule to Meet the New Minimum Wage Requirement

I. Introduce Draft Ordinance, Waiving First Reading, Adopting the 2025 California Building Standards Code with Local Amendments and Finding That This Ordinance Categorically Exempt from Environmental Review Under CEQA Guidelines Section 15308, Actions by Regulatory Agencies for Protection of the Environment

J. Authorize the Publication of the Artful Bench Program Request for Proposals to Prospective Artists

(The Request for Proposals denotes a “Not to Exceed” budget of \$125,000, which will be allocated to the artists selected.)

Councilmember O’Connell made a motion, seconded by Councilmember Davis, to adopt Consent Calendar Item D-J. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

NEW BUSINESS

K. Receive an Update—Bond Rating Discussion

Finance Director Yuen reported that In September 2025, S&P notified the City that the bond ratings would be removed for the 2015 Utility bond as well as for the City’s 2014 general bond as a result of financial statements not being available for fiscal year 2023. The City would have to apply to have the bond ratings reinstated after financial statements became available for fiscal years 2023 and 2024. The withdrawal of the bond rating limits the City’s funding options as issuing bonds would be prohibitive until the rating can be reestablished.

Finance Director Yuen added that there were a variety of reasons for the delay in finalizing the audited financials for fiscal year 2023, but following are the primary root causes:

- Budget software issues
- Staffing
- Operational conflicts
- Scheduling

The following steps are being implemented to restore the City’s bond rating and prevent a recurrence of this issue:

- Audit Completion: Fiscal Year 2023 financials are in final draft and expected in November. Once the 2023 financials are issued, the auditors can reconvene to complete reviews of the Fiscal Year 2024 records which already started with their interim field.

- Engagement with S&P: Ongoing dialogue with analysts to keep them informed and prepare for re-evaluation. The City will request reinstatement of ratings no later than Quarter 1-2026.

- Technology: A change in budget software was made in 2025 to automate the budget process going forward, limiting manual spreadsheets which promotes a simplified data integration with the accounting system •

- Staffing: Improvements in audit readiness by expanding cross-training and refining Finance Department position responsibilities.

- Transparency: continued updates with City management and City Council to review progress.

Finance Director Yuen added that while this rating withdrawal is a setback, it is also an opportunity to strengthen our financial reporting processes. We are committed to full transparency and to restoring the City's credit standing as swiftly as possible.

After council questions, no public comment, and council discussion, staff was directed to provide an update on the progress January 2026.

L. Consider Submitting the Quarry Road Recreational Trail Project for a Priority Conservation Area Grant

Assistant City Manager reported that, as advised by the Open Space and Ecology Committee, the Quarry Road Recreational Trail Project was found to be the most competitive for the Priority Conservation Area Grant. This grant is funded by the One Bay Area Grant Program and administered by the San Francisco Estuary Partnership

The Quarry Road Recreational Trail Project (Quarry Road Trail) would provide a safe route to school and focus on including easier bicycle access. It connects to Crocker Trail and provides access to nearby transit and shuttle stops. The Quarry Road Trail provides a walking route connecting Central Brisbane to Crocker Industrial Park and the Northeast Ridge. It also provides trail access by connecting with Army Road and leads to Buckeye and Owl Canyon trailheads.

The Quarry Road Recreational Trail Project addresses water drainage, flooding, and stormwater issues. It also would include planting of natives and addressing dying Monterey pine trees. The project would retain roadways for emergency access to the mountain and the school and would assist with erosion control. The Quarry Road Recreational Trail project would protect the wildland-urban interface. It would also include adding benches to make paths age friendly. The proposals full scope of work would be produced in collaboration with the City's Department of Public Works, Community Development, and Parks & Recreation.

After council question with staff, Chris Florkowski asked if the grant included the community garden and recommended to include improved integration of the community garden in the Grant.

After council discussion, Councilmember O'Connell made a motion, seconded by Councilmember Davis, to submit the Quarry Road Recreational Trail Project for a Priority Conservation Area Grant. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

STAFF REPORTS

M. City Manager's Report- City Updates and Upcoming Activities

City Manager Dennis reported on upcoming City events and activities in November.

MAYOR/COUNCIL MATTERS

N. City Council Meeting Schedule and Interviews for Commission/Committee Recruitment

City Clerk reported that 20 applications were received for open seats in the City's commissions and committees, but no applications were submitted for the Community Garden steward recruitment.

Staff was directed by Council to mail a letter to community members who have a community garden plot to advertise the community garden steward opening. They also directed staff to reach and determine whether they are still interested in having a garden plot.

Council directed staff to schedule interviews on December 1st and December 2nd as well as December 9th for a special meeting to discuss best practices.

O. Countywide Assignments and Subcommittee Reports

i. Report Out on Subcommittee Meetings

Councilmembers reported on their subcommittee activities and countywide meetings. Councilmember Mackin noted for the record that the ad hoc committee had settled on a consultant to perform the City Manager evaluation.

ii. Upcoming Subcommittee Meetings

Councilmember Davis made a request for the History Subcommittee to meet before the end of the year.

iii. Housing Subcommittee Temporary Alternate Selection – Conflict of Interest Issue regarding review of Visitacion Gardens Management RFP

HEART submitted a proposal for the Visitacion Gardens Management RFP. Mayor Lentz is a HEART board member and cannot review the proposal. Councilmember Kern volunteered to be the Housing Subcommittee's Temporary alternate section for the Visitacion Garden's Management RFP.

P. Written Communications

Written communication was received from the following members of the public:

St. John (10-27-25) Police Protection Against ICE Harassment
Florkowski (10-26-25) Old County Road Bike Lane Implementation
Ebel (10-25-25) Tis a Pity

Stevensen (10-30-25) Quarry

Matschke (11-4-25) Nor Cal Carpenters Union Position Letter

Conway (11-1-25) ACA Has An Absolute Bombshell Hidden in It and Dems Can Take Advantage Of It

ORAL COMMUNICATIONS NO. 2

No member of the public wished to make public comment.

ADJOURNMENT

Mayor Lentz adjourned the meeting at 8:31 P.M.

Ingrid Padilla

City Clerk