



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY OF BRISBANE CITY COUNCIL**

**MEETING AGENDA**

**THURSDAY, JUNE 20, 2019**

*BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE*

**6:30 P.M. CLOSED SESSION (To Be Held in the Large Conference Room)**

- A. Approval of the Closed Session Agenda**
- B. Public Comment. Members of the public may address the Councilmembers on any item on the closed session agenda**
- C. Adjournment into Closed Session**
- D. Conference with Labor Negotiators Regarding all Bargaining Units Pursuant to Government Code Section 54957.6**
- E. Conference with Legal Counsel—Anticipated Litigation; Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9; Number of cases: One**

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Davis called the meeting to order at 8:01 P.M. and led the Pledge of Allegiance.

Before roll call, Mayor Davis recapped the first 5 minutes of the previous City Council Meeting on June 6, 2019 since the City experienced audio issues during the broadcast. Mayor Davis reported that during those first 5 minutes of the City Council meeting, she made an announcement that Councilmember Conway requested and was granted by the City Council a 90-day medical leave of absence. Interim City Attorney McMorro also reported that no action was taken during the Closed Session regarding the Initiation of litigation. No member of the public wished to speak during Oral Communication and all Consent Calendar items were approved unanimously by all the Councilmembers present.

## **ROLL CALL**

Councilmembers present: Councilmembers Cunningham, Lentz, O'Connell, and Mayor Davis

Councilmembers absent: Councilmember Conway (on medical leave of absence per Council approval)

Staff present: City Clerk Padilla, City Manager Holstine, Interim City Attorney McMorrow, Administrative Services Director Schillinger, Community Development Director Swiecki, City Engineer Breault, Police Commander Garcia, Deputy Director of Public Works Kinser, Recreation Manager Leek, Principal Analyst Sid, and Management Analyst Cheung

## **REPORT OUT OF CLOSED SESSION**

Interim City Attorney McMorrow reported that no action was taken by the Council regarding Closed Session Items D & E.

## **ADOPTION OF AGENDA**

CM O'Connell made a motion, seconded by CM Cunningham, to adopt the agenda as amended.

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

Noes: None

Absent: Councilmember Conway

## **ORAL COMMUNICATIONS NO. 1**

Ruth Sofaer Morse spoke about the importance of the City supporting Gay Pride by placing the Rainbow Flag around the City in support of equality for the Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) community.

Mayor Davis and City Engineer Breault will work with Ruth Morse to discuss the placement of the Rainbow Flags.

## **CONSENT CALENDAR**

- A. Adopt City Council Minutes of June 3, 2019**
- B. Adopt City Council Minutes of June 6, 2019**
- C. Approve Millbrae Community Television Contract Renewal**
- D. Adopt Resolution Nos. 2019-22, 2019-23, 2019-24, 2019-25, 2019-26, and 2019-33 Appointing Members to the Public Art Selection Committee, Open Space Ecology Committee and the Complete Streets Safety Committee**

- E. Adopt Resolution No. 2019-30 calling a General Municipal Election to be held on Tuesday, November 5, 2019 and adopting procedures pertaining to the conduct and administration of such election including requesting the San Mateo County Clerk-Recorder to provide specified election services.**
- F. Adopt Ordinance 639, Waiving Second Reading, Repealing Ordinance Nos. 42 And 546, and Chapters 3.12 And 15.22 of the Brisbane Municipal Code, (Purchase of Supplies and Equipment; Informal Bidding Procedures) and Adding to the Brisbane Municipal Code a Revised Chapter 3.12 Concerning Procurement Procedures for the City of Brisbane**
- G. Initiate Retail Storefront Cannabis Business Zoning Text Amendments**

CM Cunningham made a motion, seconded by CM O'Connell, to approve Consent Calendar Items A-G.

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

Noes: None

Absent: Councilmember Conway

## **SWEARING IN NEW COMMITTEE MEMBERS**

### **A. Administer Oath of Office to Newly Appointed Committee Members**

Lita Reyes, Public Art Selection Committee term through August 2019 or selection completion

Evan Tiapula, Public Art Selection Committee term through August 2019 or selection completion

Carl Lam, Open Space and Ecology Committee term through January 2022

Alex Bain, Complete Streets Safety Committee term through January 2022

Alex Lau, Complete Streets Safety Committee term through January 2022

Cristian Cabrera, Complete Streets Safety Committee term through January 2020

City Clerk Padilla administered the oath of office to Lita Reyes, Public Art Selection Committee term through August 2019 or selection completion, Carl Lam, Open Space and Ecology Committee term through January 2022, Alex Bain, Complete Streets Safety Committee term through January 2022 and Alex Lau, Complete Streets Safety Committee term through January 2022.

City Padilla will administer the oath of office to Evan Tiapula and Cristian Cabrera on Monday, July 22, 2019 at City Hall since they were unable to make the Swearing In Ceremony.

## **PUBLIC HEARING**

- A. Consider Adoption of Resolution No. 2019-31 Amending the Master Fee Schedule adopted on July 19, 2018**

Administrative Services Director Schillinger reported that Resolution No. 2019-31 is the annual revision recommended by staff. The revision is also based on 4.5% across the board increase.

After Administrative Services Director Schillinger's report, Mayor Davis opened the public hearing.

After no Council questions and public comment, CM O'Connell made a motion, seconded by CM Lentz, to close the public hearing.

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

Noes: None

Absent: Councilmember Conway

After no Council discussion, CM O'Connell made a motion, seconded by CM Cunningham, to adopt Resolution No. 2019-31 Amending the Master Fee Schedule adopted on July 19, 2018.

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

Noes: None

Absent: Councilmember Conway

## **OLD BUSINESS**

### **A. Consider Adoption of the following Resolutions concerning wages, hours, and working conditions:**

1. Resolution 2019-34 a Resolution of the City Council of the City of Brisbane Concerning Wages for the Confidential Employees Group
2. Resolution 2019-35 a Resolution of the City Council of the City of Brisbane Concerning Wages for the Confidential Management Group
3. Resolution 2019-36 a Resolution of the City Council of the City of Brisbane Concerning Wages for the Executive Management Group
4. Resolution 2019-37 a Resolution of the City Council of the City of Brisbane Concerning Wages for the International Association Of Firefighters, Local 2400, AFL-CIO
5. Resolution 2019-38 a Resolution of the City Council of the City of Brisbane Concerning Wages for the General Employees Association
6. Resolution 2019-39 a Resolution of the City Council of the City of Brisbane Concerning Wages for the Hourly Employees
7. Resolution 2019-40 a Resolution of the City Council of the City of Brisbane Concerning Wages for the Mid-Management/Professional Employees Group
8. Resolution 2019-41 a Resolution of the City Council of the City of Brisbane

Concerning Wages for the Police Chief

9. Resolution 2019-42 a Resolution of the City Council of the City of Brisbane Concerning Wages for the Police Commander
10. Resolution 2019-43 a Resolution of the City Council of the City of Brisbane Concerning Wages for the Brisbane Police Officers Association
11. Resolution 2019-44 a Resolution Of The City Council of the City of Brisbane Adopting Master Pay Schedules For All Employees

Principal Analyst Saguisag-Sid reported that in order to recruit and retain a qualified and stable workforce, it is being recommended to adopt the following resolutions to amend current pay schedules and update master pay schedule, effective June 30, 2019. She also reported that there are no additional fiscal impact as these increases were already included in the current budget.

After the report, CM O'Connell made a motion, seconded by CM Lentz, to adopt Resolution Nos. 2019-34 through 2019-44 concerning wages, hours, and working conditions.

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

Noes: None

Absent: Councilmember Conway

**NEW BUSINESS**

City Manager Holstine reported that the policy for funding pension and other Post Employment Benefits Unfunded Liability is an issue many cities in the State of California are grappling with. He commends the City for being fiscally responsible by putting forward this policy. He also added that in regards to the Capital Improvement Plan Review item, this year would be a good time to add additional projects the Council would like funded. Two to three projects will be brought forth to the Council this evening.

**A. Policy for Funding Pension and Other Post Employment Benefits (OPEB) Unfunded Liability**

Administrative Services Director Schillinger reported that it is being recommended that the City set a goal of two years of projected unfunded liability payments be available with the City's Pension 115 Trust Fund. Based on current projections, the City should be able to have about \$5,000,000 set aside in its Pension 115 Trust by June 2023.

After some Council questions and discussion, CM Lentz requested to take a look at a more detailed spreadsheet that was provided to the Fiscal and Administrative Policy Subcommittee.

Council directed staff to place Policy for Funding Pension and Other Post Employment Benefits (OPEB) Unfunded Liability under Consent once CM Lentz received and reviewed the information.

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

## **B. Capital Improvement Plan Review**

Administrative Services Director Schillinger reported that in the mid-year budget review in April 2019, City Council set aside \$200,000 of General Fund money for Capital Projects. He added that if additional funds are needed staff will return in October with additional funding options. He also added that it being recommended to approve three projects with identified non-General Fund Sources:

- Firth Canyon Trail Restoration
- Bathymetric Survey of Marina and Entrance
- Master Plan for Guadalupe Valley Trail (Crocker Trail)

During the midyear review, Council discussed two projects that were not previously funded. These projects were: Improvements at Bayshore and San Bruno and the Electronic Sign Boards at Community Park and the Ridge.

City Engineer Breault reported on the improvement needs for the Corporation Yard which has been moved to the operational budget and the Bathymetric Survey at the Marina which would be paid for from Marina revenues.

Deputy Director of Public Works Kinser reported on the CIP recommendations from Complete Streets Safety Committee to make the San Bruno/Bayshore Intersection more safe for all drivers. Besides a traffic signal, the Committee recommended the following interim improvements that are less costly:

- Prohibit U-turns in both the northbound and southbound directions on Bayshore
- Restrict left turns from San Bruno Ave. onto Bayshore (during peak commute hours of 7 to 9 a.m. and 4 to 6 p.m.), except shuttles
- Remove one parking space on Bayshore at northwest corner of intersection (in front of 3890 Bayshore)

Mayor Davis asked staff to restrict left turns on San Bruno to Bayshore Blvd. entirely.

CM Lentz asked to add additional road dividers.

After more Council questions, Recreation Manager Leek reported on another Capital Improvement Project regarding the sign board upgrade project. She added that both the Open Space and Ecology Committee and the Parks & Recreation Commission are unified in their recommendation of the EInk solution to replace the City's existing signboards. This alternative is non-light emissive, provides a similar paper-like appearance, consumes minimal power and reduces waste to the landfill. The proposed solution includes a dual sided display at the Community Park using the existing wooden frame to preserve the aesthetic and a similar single-sided version at the Ridge.

After Council discussion, CM O'Connell made a motion, seconded by CM Lentz, to approve the priorities for the Capital Improvement Plan Review Firth Canyon Trail Restoration, Bathymetric Survey of Marina and Entrance, Master Plan for Guadalupe Valley Trail (Crocker Trail), and the San Bruno/Bayshore Intersection Improvements (which includes additional road dividers). As well as bring back the Sign board Upgrade Project with more information regarding the warranty and life span of the sign boards.

Council also directed staff to bring back more information about DPW 48 (Pedestrian Path Humboldt Road to Kings Road) but focusing on the design for Stairway improvements from Humboldt since the project is estimated to be about \$25,000. Council also wanted more updated information on DPW 71 (Guadalupe Canyon Pkwy Safety Improvements), DPW 5 (Upgrade City Hall Generator), DPW 43 (Alley Improvements- Alvarado to San Benito). Other projects of interests are: Tree and weed trimming on walkways (Solano to Sierra Point then Sierra Point to Humboldt), Restrooms at Lipman (PR-13) and Kitchen renovation at Mission Blue.

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

Noes: None

Absent: Councilmember Conway

**C. Consider adoption of Resolution No. 2019-32 establishing the Appropriation Limit for Fiscal Year 2019/2020**

After a brief report from Administrative Services Director Schillinger, CM O'Connell made a motion, seconded by CM Cunningham, to adopt Resolution No. 2019-32 establishing the Appropriation Limit for Fiscal Year 2019/2020.

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

Noes: None

Absent: Councilmember Conway

**STAFF REPORTS**

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

City Manager Holstine reported on upcoming activities for the forthcoming weeks.

**MAYOR/COUNCIL MATTERS**

**A. Add Two Planning Commissioners to the Baylands Subcommittee**

City Council directed staff to add two Planning Commissioners to the Baylands Subcommittee and the commissioners should tell staff if they are interested. Should more than two commissioners show interest, then Council can provide more direction.

**B. Countywide Assignments/Subcommittee Reports**

Councilmembers reported on the following activities from the Countywide assignments and City

**Council Subcommittees:**

- Brisbane Baylands Community Advisory Group (BBCAG)
- Luna Fest Film Festival Ad Hoc
- Fiscal and Administrative Policy Subcommittee
- MTC Bus Tour
- Jefferson School Board Meeting
- Bayshore School District / City of Brisbane 2x2 Subcommittee
- City/County Association of Governments
- Peninsula Traffic Congestion Relief Alliance

CM Lentz requested we send a letter to MTC regarding Play Bay Area 2020.

**C. City Council Meeting Schedule**

Mayor Davis announced that the City Council Meeting of July 4, 2019 is cancelled and the next scheduled City Council Meeting is on July 18, 2019.

**D. Written Communications**

Written correspondences were received from the following members of the public from June 6, 2019 through June 20, 2019 at 5 P.M.:

- Dana Dillworth (6/6/19) Brisbane Acres Designation of Restrictions
- Jim Skeels (6/12/19) House Party for Mike Brownrigg

**ORAL COMMUNICATIONS NO. 2**

No members of the public wished to speak.

**ADJOURNMENT**

CM O'Connell made a motion, seconded by CM Lentz, to adjourn the meeting. Mayor Davis adjourned the meeting at 10:18 P.M. in honor.

**PUBLIC MEETING VIDEOS**

The replay schedule for public meetings can be found on the Live Streaming page <http://brisbaneca.org/live-streaming>. Past meetings will be replayed on Comcast Channel 27 and at <http://brisbaneca.org/live-streaming> and can be found on the All Meetings page (<http://brisbaneca.org/city-government/meetings>) once the video has been archived