



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY OF BRISBANE CITY COUNCIL**

**SPECIAL MEETING AGENDA**

**THURSDAY, FEBRUARY 20, 2020**

*BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE*

**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 legal counsel--Anticipated litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 (Two potential cases)**

**CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor O'Connell called the meeting to order at 7:46 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

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

Staff Present: City Clerk Padilla, City Manager Holstine, Interim City Attorney McMorrow, Director of Administrative Services Schillinger, City Engineer Breault, Police Chief Macias, and Senior Management Analyst Cheung.

**REPORT OUT OF CLOSED SESSION**

Interim City Attorney McMorrow reported that no action was taken and no direction was given regarding Closed Session Item D.

## **ADOPTION OF AGENDA**

Mayor O'Connell had a request to remove Consent Calendar Item G for discussion. CM Conway made a motion, seconded by CM Davis, to approve the agenda as amended and close the meeting in memory of Bernice Arthurs.

## **PRESENTATIONS AND AWARDS**

### **A. New City of Brisbane Website**

Senior Management Analyst gave a preview of the new City of Brisbane website features. The new City of Brisbane website is scheduled to launch Mid-March, 2020.

## **ORAL COMMUNICATIONS NO.1**

Michele Salmon said she is concerned about the amount of light, dust, and unsafe roads at the Google Bus Parking Lot on Tunnel Avenue.

## **CONSENT CALENDAR**

- A. Adopt City Council Special Meeting Minutes of January 16, 2020**
- B. Accept Investment Report as of December 2019**
- C. Adopt Ordinance No. 648, Waiving Second Reading, Adding §6.08.115 "Harassment of Animals" to the Brisbane Municipal Code**
- D. Adopt Resolution No. 2020-14 Acknowledging North County Fire Authority Regarding the Inspection of Certain Occupancies Required to Perform Annual Inspections in Such Occupancies Pursuant to Sections 13146.2 and 13146.3 of the California Health and Safety Code**
- E. Approve Brisbane Building Efficiency Program Implementation Contract with The Energy Coalition for \$99,000**
- F. Approve Resolution No. 2020-15 approving the "Second Amendment to Communications Site Lease Agreement with SpectraSite Communications, LLC," and authorize the Mayor to sign the amendment on the city's behalf**

CM Conway made a motion, seconded by CM Davis, to approve Consent Calendar Items A-F.

Ayes: CM Conway, Cunningham, Davis, Lentz and Mayor O'Connell

Noes: None

Absent: None

**G. Approve Resolution Nos. 2020-16 and 2020-17 Establishing the Classification of Sustainability Manager and Communications Manager and Amending the Master Pay Schedule**

Ray Miller prepared a couple of suggestions for the Sustainability Manager's Job Description and submitted his correspondence to City Clerk Padilla.

After Council discussion, Council approved the job description as written, and gave CM Holstine the authority to revise as he saw fit. CM Davis made a motion, seconded by CM Lentz, to approve Consent Calendar Items G.

Ayes: CM Conway, Cunningham, Davis, Lentz and Mayor O'Connell

Noes: None

Absent: None

**NEW BUSINESS**

**A. Midyear Budget Update**

Administrative Services Director Schillinger reported that as of the revenues received and expenditures spent through December 2019, it is anticipated that the City will have revenues approximately \$750,000 above expenditures. The anticipated increase in revenue is approximately \$2,450,000. Administrative Services Director Schillinger also shared his recommendations on how to allocate funds aside for long-term liabilities.

Ray Miller reminded the Council that there's nothing more important for the Council than the budget. He added the members of the public need more education and information.

After some Council question of staff, City Council acknowledged the mid-year update and allocate the following funding amounts to set aside for long-term liabilities:

- \$250,000 reserved for payment of future plan check and building permit work
- \$175,000 placed into the City's Pension Trust Fund held at PARS
- \$175,000 reserved for future Capital Projects

**STAFF REPORTS**

**A. City Manager's Report on Upcoming Activities**

City Manager reported on the upcoming activities for the month of February and March.

**MAYOR AND COUNCIL MATTERS**

**A. Countywide Assignments/Subcommittee Reports**

Activities were reported by the Council from the following assignments:

- Peninsula Traffic Congestion Relief Alliance
- City/County Association of Governments

- County Library JPA
- Public Art Advisory Committee
- Luna Fest Film Festival Ad Hoc
- Cannabis Issues Subcommittee
- Airport Noise Subcommittee
- Association of Bay Area Governments

#### **B. Update on City Council Commission and Committee Applications**

City Clerk Padilla reported that 19 applications were received. She also noted that Meg Ankenbruck, Open Space and Ecology Committee Member, submitted her letter of resignation.

City Clerk Padilla will bring back prospective interview dates at the next City Council Meeting.

#### **C. City Council Meeting Schedule**

The next City Council Meeting is scheduled for March 5, 2020. Council was agreeable to possibly cancelling the meeting on July 16, 2020. City Manager Holstine will confirm at a future meeting.

#### **D. Written Communications**

Written communication was received by the Council from the following community members:

- Danny Liu, Chinese Real Estate Association (1/29/20) Invitation to the Chinese Real Estate Association of America Installation Gala
- Jessica Aloft (2/10/20) Cannabis Storefronts in Brisbane- Strongly Opposed
- Meg Ankenbruck (2/20/20) OSEC resignation

#### **ORAL COMMUNICATIONS NO.2**

Michele Salmon expressed the importance for the City to enforce the permits Google bus parking lot, she also supported the Star City Music Festival and invited the public to attend OSEC's Jeopardy event.

#### **ADJOURNMENT**

Mayor O'Connell adjourned the meeting at 9:06 p.m. in honor of Bernice Arthurs.

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Ingrid Padilla, City Clerk