



BRISBANE CITY COUNCIL

ACTION MINUTES

**CITY OF BRISBANE CITY COUNCIL/
GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT
SPECIAL MEETING AGENDA
THURSDAY, JUNE 21, 2018**

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. Contract City Attorney Performance Evaluation: Evaluation of City Attorney performance under Government Code, section 54957 (b)(1)

REPORT OUT OF CLOSED SESSION

No report was made, the Closed Session was canceled.

7:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Conway called the meeting to order at 7:31 P.M. and led the Pledge of Allegiance.

ROLL CALL

Councilmembers present: Councilmembers Cunningham, Davis, Lentz, O’Connell, and Mayor Conway
Councilmembers absent: None
Staff present: City Clerk Padilla, City Manager Holstine, Administrative Services Director Schillinger, City Attorney Roush, Police Sergeant Garcia, Recreation Manager Leek, Principal Analyst Saguisag-Sid,

ADOPTION OF AGENDA

CM O’Connell made a motion, seconded by CM Davis to adopt the agenda as it stands. The motion was carried by all present.

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

ORAL COMMUNICATIONS NO. 1

Mea Christie, James Christie, Nancy Lacsamana, Lori Liu, Karen Lentz, Roberto Mendez, and Dan Carter, spoke in support of a Baylands School District Study.

After some City Council discussion, CM O'Connell asked to resend the previous study from April 2017. CM Lentz and Mayor Conway directed staff to place this topic on the agenda of the City Council Meeting of July 19, 2018.

PRESENTATION

A. San Mateo County Home for All

Peggy Jensen, Deputy County Manager from San Mateo County, provided an update on the San Mateo County Home for All Program. Ms. Jensen also invited the City to participate in San Mateo County Home for All's City Pilot Projects, which are community led workshops to facilitate a discussion on community values around housing.

After some Council discussion, Nancy Lacsamana, Karen Lentz, Roberto Mendez, James Christie and Lori Liu supported the idea of having community discussions facilitated through San Mateo County Home for All.

Dan Carter voiced his concern that it would be difficult to separate the discussion about the Baylands.

After further Council discussion, Mayor Conway asked staff to place this topic on the agenda of the City Council Meeting of July 19, 2018 and thanked Ms. Jensen for her presentation.

B. Vasani Food Truck Presentation

Sava Pentchev, owner of the Vasani Food Truck, presented his proposal to lease City property adjacent to Bayshore to start a food truck business. Mr. Pentchev shared he was open to working with the Lion's Christmas Tree Sales schedule.

CM Lentz reported that Mr. Pentchev had shared his proposal to the Economic Development Subcommittee and was open to working with the City.

After some Council discussion, staff was directed to continue the discussion under Closed Session property negotiations.

Dan Carter spoke about his concern for how this will affect the current businesses in town and how the Council will address future food truck requests.

CONSENT CALENDAR

- A. Adopt City Council Minutes of May 17, 2018**
- B. Adopt City Council Minutes of May 24, 2018**
- C. Adopt City Council Minutes of May 31, 2018**
- D. Accept Monthly Investment Report as of September 2017**
- E. Accept Monthly Investment Report as of October 2017**
- F. Approve Award of Contract to Seton Pacific Construction, Inc. for the Annis Road PRV Station and Fire Main Replacement Project (Project No. 9F08) in the amount of \$1,257,450.**

CM Davis made a motion, seconded by CM O'Connell, to approve Consent Calendar Items A-F. The motion was carried by all present.

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

OLD BUSINESS

- A. Consider Approval of Resolution 2018-45 through 54, Adopting Pay Schedules for Fiscal Year 2018/2019**
 - 1. Resolution 2018-45 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Confidential Employees Group**
 - 2. Resolution 2018-46 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Confidential Management Group**
 - 3. Resolution 2018-47 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Executive Management Group**
 - 4. Resolution 2018-48 - 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 2018-49 - A Resolution of the City Council of the City of Brisbane**

Concerning Wages for the General Employees Association

- 6. Resolution 2018-50 - A Resolution of the City Council of the City of Brisbane Regarding the Pay Scale for the Hourly Employees**
- 7. Resolution 2018-51 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Mid-Management/Professional Employees Group**
- 8. Resolution 2018-52 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Police Chief**
- 9. Resolution 2018-53 - A Resolution of the City Council of the City of Brisbane Concerning Wages for the Brisbane Police Officers Association**
- 10. Resolution 2018-54 - A Resolution of the City Council of the City of Brisbane Adopting Master Pay Schedules for All Employees**

(Council will consider approval of Resolutions 2018-45, 2018-46, 2018-47, 2018-48, 2018-49, 2018-50, 2018-51, 2018-52, 2018-53, and 2018-54 to amend current pay schedules and update master pay schedule for FY 2018/2019. These updated pay schedules are reflected in the FY 2018/2019 budget.)

Senior Analyst Saguisag-Sid presented for adoption the pay schedules for the upcoming July 2018 pay increases. She reported that the upcoming pay schedules for FY 2018/2019 that have been approved through negotiations are as follows:

- **City Manager:** The City Manager position will receive a 3% pay increase effective the first full payroll period in November 2018. The current rate is \$112.53 per hour and the new pay rate will be \$115.91 per hour, per Appendix A of the Second Amendment to the Employment Agreement with the City Manager dated July 14, 2016.
- **Police Chief:** The Police Chief will receive a 3% pay increase effective the first full payroll period in July 2018. The new pay rate will be \$102.36 per hour at the top step.
- **Executive Management:** The pay schedule will reflect a 3% pay increase effective the first full payroll in July 2018. Current filled position in this group and their respective top step pay rates include City Clerk at \$55.97 per hour, Community Development Director at \$90.36 per hour and Public Works Director/City Engineer at \$105.78 per hour.
- **Confidential Management Employees:** The pay schedule will reflect a 3% pay increase effective the first full payroll in July 2018. The current filled position in this group and their respective top step pay rate is the Administrative Services Director at \$93.43 per hour.
- **The following bargaining groups will receive a 3% pay increase effective with the first full payroll period in July 2018:** Confidential Employees, International Association of Firefighters, Local 2400, General Employees Association, Mid-Management/Professional Employees, and Police Officers Association.

Senior Analyst Saguisag-Sid added that staff is also asking council to approve the following:

- A similar 3.0% increase to the pay scales for hourly employees effective the first full pay period of July 2018 to ensure the hourly employees are compensated appropriately and kept in line with their fellow employees in the different bargaining units
- Hourly pay scales that are currently below the scheduled January 2019 minimum wage increase have their starting step (Grade A) be set at \$12.00 per hour and the additional steps (Grades B to E) be adjusted in increments of 5% accordingly, so that the minimum wage requirement is met.

CM Davis made a motion, seconded by CM Cunningham to Adopt Resolutions 2018-45, 2018-46, 2018-47, 2018-48, 2018-49, 2018-50, 2018-51, 2018-52, 2018-53, and 2018-54 to amend current pay schedules and update master pay schedule for FY 2018/2019. The motion was carried by all present.

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

Noes: None

Absent: None

Abstain: None

CONTINUED PUBLIC HEARING- THIS ITEM IS BEING CONTINUED UNTIL JULY 12, 2018 AND WILL NOT BE DISCUSSED AT THE JUNE 21, 2018 MEETING

A. Brisbane Baylands General Plan Amendment Case GP-1-18

(This item is being continued until July 12, 2018)

PUBLIC HEARING

A. Consider Adoption of Resolutions to approve the budget for Fiscal Year 2018/19 and 2019/20

1. Adopt Resolution No. 2018-42 adopting the annual budget for Fiscal Year 2018-2019 and Fiscal Year 2019-2020 and making appropriations for the amounts budgeted

Administrative Services Director Schillinger reported that at the meeting of June 9th City Council requested staff to add items to the budget that included request from the Historical Committee, Parks and Recreation Committee, and Capital Projects. After council questions of Administrative Services Director Schillinger, CM Lentz was concerned about the Historical Committee's open-ended request for \$50,000. Administrative Services Director Schillinger, will provide more information about the Committee's projects at the September 6, 2018 City Council Meeting.

Councilmember Cunningham raised the issue of needing an electronic signboard, and Councilmember Cunningham requested the Councilmembers can save on the cost of paper and reduce paper waste by having paperless meetings.

Mayor Conway opened the public hearing. No member of the public wished to speak.

CM O'Connell made the motion, seconded by CM Davis to close the public hearing.

After further Council discussion, CM O'Connell made the motion, seconded by CM Davis to adopt Resolution No. 2018-42 with the additional \$227,800 to the expenditures for Fiscal Year 2018/19 and \$6,000 to expenditures for 2019/20. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

2. Adopt Guadalupe Valley Municipal Improvement District Resolution No. GVMID 2018-01 adopting the annual budget for Fiscal Year 2018-2019 and Fiscal Year 2019-2020 and making appropriations for the amounts budgeted

Mayor Conway opened the public hearing. No member of the public wished to speak.

CM O'Connell made a motion, seconded by CM Davis to close the public hearing.

CM Davis made a motion, seconded by CM O'Connell to adopt GVMID Resolution No. 2018-01.

The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

B. Consider adoption of Resolution No. 2018-44 adopting a Master Fee Schedule

(Council will consider the adoption of Resolution No. 2018-44— the annual revision recommended by staff based on a 3.0 percent across the board increase. Fee increases will go into effect on August 20, 2018).

After a brief report from Administrative Services Director Schillinger about the 3 percent across the board increase to fees, Mayor Conway opened the public hearing. No member of the public wished to speak.

CM O'Connell made a motion, seconded by CM Davis, to close the public hearing. CM O'Connell made a motion, seconded by CM Cunningham, to adopt Resolution No. 2018-44. The motion was carried unanimously by all present.

The motion was carried unanimously by all present.

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

Noes: None

Absent: None
Abstain: None

NEW BUSINESS

A. Consider adoption of Resolution No. 2018-43 establishing the Appropriation Limit for Fiscal Year 2018-2019 and Fiscal Year 2019-2020

After a brief report from Administrative Services Director Schillinger about the establishing the Appropriation Limit for 2018/19 to be at \$21,234,443, CM O'Connell made a motion, seconded by CM Davis to adopt Resolution No. 2018-43. The motion was carried unanimously by all present.

The motion was carried unanimously by all present.

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

B. Consider Entering into an Agreement with the SF Elite Volleyball Club Proposal to Install Sand Volleyball Courts in Brisbane

(The Council will consider a proposal to install sand volleyball courts in the vacant lot beyond the Mission Blue ball field at the corner of Mission Blue Drive and Monarch Drive. All initial expenses related to construction would be covered by SF Elite Volleyball Club. Ongoing maintenance cost for the facility and use of water for court maintenance are to be determined but is expected to be nominal.)

Recreation Manager Leek reported that the agreement to be considered by the Council is a three year contract to install sand volleyball courts in the vacant lot beyond the Mission Blue ball field.

After some questions from Council, SF Elite Volleyball Club owners Robert Lo, Alex Lau and Lawrence provided a brief overview of their proposal.

CM O'Connell asked staff to look into how the new courts' netting will affect the habitat and whether there is a butterfly conservation in the area.

After further Council discussion, CM Lentz made a motion, seconded by CM Davis, to approve the agreement. The motion was carried by a 4-1 vote.

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

STAFF REPORTS

A. City Manager's Report on upcoming activities

No report was made at this meeting.

MAYOR/COUNCIL MATTERS

A. Designation of Voting Delegate and Alternate for League of California Cities Annual Conference on September 12-14, 2018 in Long Beach, CA

Council designated Mayor Conway as the voting delegate and Councilmember Karen Cunningham as the alternate for the League of California Cities 2018 Conference.

B. Countywide Assignments/Subcommittee Reports

Councilmembers reported on their activities in the Fiscal Administrative Policy Subcommittee, the Peninsula Traffic Congestion Relief Alliance, Planning Issues, Economic Development Committee, and the Day in the Park (Park and Recreation) Subcommittee.

C. City Council Meeting Schedule

The next City Council Closed Session meeting is scheduled for June 28, 2018. And the next City Council meeting is scheduled for July 12, 2018.

D. Written Communications

Non-Baylands Written Communication was received from Anja Miller, Dawn Tyman, Christine Okindle, Dana Dillworth. Baylands Correspondence was received from Dan Sorrentino, High Speed Rail Authority and Mea Christie.

ORAL COMMUNICATIONS NO. 2

No member of the public wished to speak.

ADJOURNMENT

Mayor Conway adjourned the meeting at 10:07 P.M.



Ingrid Padilla
City Clerk