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**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY OF BRISBANE CITY COUNCIL  
REGULAR MEETING AGENDA  
THURSDAY, APRIL 5, 2018  
*BRISBANE CITY HALL COMMUNITY MEETING ROOM  
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. Public Employee Performance Evaluation; Title: City Manager, pursuant to Government Code Section 54957**
- E. Conference with legal counsel—Potential Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code, section 54956.9 number of potential cases—1**
- F. Liability Claim: Claimant AAA (Lopez), pursuant to Government Code, section 54956.95**

**REPORT OUT OF CLOSED SESSION**

City Attorney Roush reported that Council conducted a public employee performance evaluation of the City Manager under Closed Session Item D, no direction was given regarding Closed Session Item E, and under Closed Session Item F, the City Council unanimously approved the recommendation to settle the claim in the amount of \$9,572.14.

**8:00 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Conway called the meeting to order at 8:00 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, Community Development Director Swiecki, City Engineer Breault, and Police Chief Macias

## **ADOPTION OF AGENDA**

Mayor Conway made a request to close the meeting in memory of longtime Brisbane resident Doris Barry.

CM O'Connell made a motion, seconded by CM Cunningham, to adopt the agenda as amended. The motion was carried unanimously by all present.

## **ORAL COMMUNICATIONS NO. 1**

No member of the public wished to speak.

## **CONSENT CALENDAR**

- A. Adopt City Council Minutes of March 13, 2018**
- B. Adopt City Council Minutes of March 15, 2018**
- C. Adopt City Council Minutes of March 20, 2018**
- D. Approve Task Order No. 5 for the Engineering Design Services for the Glen Park Booster Pump Station Upgrade Project, and approve the San Mateo County Energy Watch Municipal Energy Efficiency Grant Funding Agreement with the City/County Association of Governments of San Mateo**
- E. Adopt Ordinance No. 625 (Zoning Text Amendment RZ-1-18), waiving second reading, to amend Zoning Text to eliminate the prohibition of cannabis businesses within 600 feet of a school or daycare for properties located within zoning districts where such uses are permitted**

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

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

## **F. Adopt Resolutions for City Commission and Committee Appointments**

CM Davis abstained from voting on Consent Calendar Item F.

CM made a motion, seconded by CM to approve Consent Calendar Item F. The motion was carried with a 4-0-1 vote.

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

## **PRESENTATION**

### **A. Administering the Oath of Office for newly Appointed City Commissioners and Committee Members**

City Clerk Padilla administered the Oath of Office for the following newly appointed City Commissioners and Committee Members:

- Parks and Recreation Commission (for terms through January 2022): Bonnie Bologoff, Lyle Covino and Natalie Ocampo
- Open Space and Ecology Committee (for terms through January 2022): Meg Ankenbruck, Mary Rogers and Claire Treyz
- Complete Streets Safety Committee (for a term through January 2022): Forrest Walker

Councilmember Davis administered the Oath of Office for the following newly appointed Committee members:

- Public Art Advisory Committee (for terms through January 2020): Danette Davis and Camille Salmon

## **NEW BUSINESS**

### **A. Discussion about Revising the Public Art Advisory Committee Guidelines**

*(Currently there are 2 community members out of 6 to 7 Committee members (the Guidelines provide Parks and Recreation Commission may have 2 or 3 members). The Guidelines could be revised to add on an additional community member, or 1 of the 3 members of the Parks and Recreation Commission could be deleted and a third community member added so that the number of members would be 7.)*

City Manager Holstine reported that Council gave direction to add this agenda item in hopes of revising the Public Art Implementation Guidelines to potentially appoint a third community member to the Public Art Advisory Committee.

City Manager Holstine added that if the Council wanted to keep the number of Public Art Advisory Committee members to seven, then the representative members of the Parks and Recreation Commission could remain at two members, the City Council representatives could remain at two

members and the appointed community members could be increased from two members to three members.

After some City Council questions, Kevin Fryer, current Park and Rec Commissioner, agreed that keeping the representatives of the Park and Recreation Commission to two members in the Public Art Advisory Committee is a good idea.

After further City Council discussions and questions of City Staff and Commissioner Fryer, CM O'Connell, CM Cunningham, and CM Davis agreed that the Public Art Advisory Committee should be comprised of three community members, two members from the City Council, and two members from the Parks and Recreation Commission. Also, the Public Art Advisory Committee members should also make up the membership of the Public Art Selection Committee.

CM Davis added that the Public Art Selection Committee should be comprised of the members of the Public Art Advisory Committee plus two invited community members who live near the potential location of the Public Art site.

After some City Council questions and discussion, Administrative Services Director was directed to draft the proposed changes to the Public Art Implementation Guidelines for Council to review and discuss at the next City Council Meeting.

## **STAFF REPORTS**

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

City Manager Holstine invited the community to attend the San Mateo County Board of Supervisor Canepa's Office Hours in the District on April 7, 2018.

He also congratulated Mitch Bull, President and CEO of the Brisbane Chamber of Commerce, on receiving the San Mateo County District 5 Citizen of the Year Award on March 31, 2018.

City Manager Holstine also reminded the public to help nominate the City to win the Meet Me at the Park Earth Month Campaign and to register their children to the Club Rec Afterschool Program starting April 10, 2018 at 8 a.m.

## **MAYOR/COUNCIL MATTERS**

### **A. Discussion of Possible Appointment to a Vacancy on the Open Space Ecology Committee for a term through January 2022**

After some City Council discussion, CM Cunningham made a motion, seconded by CM Lentz, to appoint Ross Dykes to a vacancy on the Open Space Ecology Committee for a term through January 2022. The motion was carried unanimously by all present.

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

### **B. City Council Subcommittee Reassignments**

After some City Council discussion, the City Council approved CM Lentz replacing CM Davis in the School City Subcommittee 2x2.

### **C. Countywide Assignments/Subcommittee Reports**

The Councilmembers reported their activities in the following groups: Charter City Adhoc Subcommittee, the Airport Noise Subcommittee, the School City Subcommittee 2x2, Crocker Park Noise Ad hoc Subcommittee, the Airport Community Roundtable, CERT Member Meeting, and the C/CAG Working Group.

Mayor Conway reported he and City Manager Holstine will be interviewed by Mark Simon from Peninsula Television.

### **D. City Council Meeting Schedule**

City Manager Holstine reported that the City Council will schedule a Closed Session Meeting on May 3<sup>rd</sup> and cancel the City Council Regular Meeting of May 3, 2018. He added that there will also be a scheduled Closed Session Meeting on May 17, 2018.

### **F. Written Communications**

The Council received Non-Baylands written communication from Ross Dykes on March 27, 2018.

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

No member of the public wished to speak.

### **ADJOURNMENT**

CM O'Connell made a motion, seconded by CM Davis, to adjourn the meeting in memory of Doris Barry. The motion was carried unanimously by all present. The meeting was adjourned at 9:09 p.m.

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Ingrid Padilla  
City Clerk