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**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**JOINT CITY OF BRISBANE CITY COUNCIL/  
BRISBANE HOUSING AUTHORITY**

**REGULAR MEETING AGENDA**

**THURSDAY, JANUARY 17, 2019**

*BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE*

**6:45P.M. CLOSED SESSION** (*To Be Held in the Large Conference Room Immediately following the Brisbane City Council Workshop*)

- 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)**

**CITY ATTORNEY REPORT OUT OF CLOSED SESSION**

City Attorney Roush reported out that during the Closed Session Meeting, Council provided direction to staff.

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

Mayor Davis called the meeting to order at 7:31 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

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

Councilmembers absent: None

Staff present: City Clerk Padilla, City Attorney Roush, City Manager Holstine, Administrative Services Director Schillinger, City Engineer Breault, Community Development Director Swiecki, Deputy Public Works Director Kinser, Sustainability Management Analyst Etherton, and Police Chief Macias

## **ADOPTION OF AGENDA**

CM O'Connell made a motion, seconded by CM Conway, to adopt the agenda as it stands. 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 December 6, 2018
- B. Accept Investment Report as of July 2018
- C. Approve Brisbane Dance Workshop co-sponsorship
- D. Adopt Resolution No. 2019-01 adopting the County of San Mateo Certification of Votes and declaring results of Measure JJ at the Municipal Election held on November 6, 2018
- E. Approve a Professional Services Agreement (PSA) for a Building Energy and Transparency Ordinance with consultant The Energy Coalition
- F. Approve Task Order No. 8 with EKI Environment & Water Inc. in the amount of \$175,700 for the Supervisory Control and Data Acquisition (SCADA) System Upgrades Project

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

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

## **PUBLIC HEARING**

- A. Consider introduction of Ordinance 634 to Amend Chapter 15.12 of the Brisbane Municipal Code to extend building permit expiration dates from 180 days from permit issuance to 1 year from permit issuance, consistent with state law (AB 2913).

Community Development Director Swiecki reported that AB 2913 was signed into law which mandates that building permits shall remain valid for up to 12 months from permit issuance before work commences. Once work commences, a permit remains valid as long as it is not abandoned or suspended for 12 months or more. Staff is recommending that the City Council introduce Ordinance No. 634 to extend building permit expiration dates from 180 days or 6 months to 1 year from permit issuance.

After the staff report, Mayor Davis opened the Public Hearing.

No member of the public wished to speak.

CM Conway made a motion, seconded by CM O'Connell to close the public hearing. The motion was carried unanimously by all present.

There were no further discussions by the Council.

CM Conway made a motion, seconded by CM O'Connell to introduce Ordinance No. 634 to amend Chapter 15.12 of the Brisbane Municipal Code to extend building permit expiration dates from 180 days from permit issuance to 1 year from permit issuance, consistent with state law (AB 2913). The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

## **NEW BUSINESS**

### **A. Accept the Open Space and Ecology Committee Report of Accomplishments**

Deputy Public Works Director Kinser and Sustainability Management Analyst Etherton reported on the Open Space and Ecology Committee's Report of Accomplishments in the following areas: the Climate Action Plan, Electric Vehicle Charging Station, Habitat Restoration Days, Outreach and Education, and many more. Staff also highlighted recognitions received by the City for their sustainability work and policy recommendations from the Committee to Council.

CM Conway, CM Cunningham, CM Lentz, and CM O'Connell thanked the Committee for their service and dedication.

Michele Salmon thanked the staff from Public Works and Parks and Recreation for working alongside the Committee and helping make their activities a success.

CM O'Connell reminded the public there is currently one vacant seat in the Open Space and Ecology Committee.

CM Conway made a motion, seconded by CM Lentz to accept the Open Space and Ecology Committee Report of Accomplishments. The motion was carried unanimously by all present.

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

## **B. Baylands Planning Process Next Steps**

*(The purpose of this agenda item is to provide the City Council with an update regarding the Baylands planning process moving forward. It is being recommended for the City Council to acknowledge receipt of the letter from the Universal Paragon Corporation stating its intent to revise its Specific Plan to comply with the provisions of the voter approved General Plan amendment concerning the Baylands and to provide direction as the Council deems appropriate.)*

Community Development Director Swiecki reported that due to the approval of GP-1-18 via passage of Measure JJ, Universal Paragon's attorney has submitted a letter indicating that the property owner is intending to revise their proposed specific plan to comply with the provisions of the amended General Plan.

Community Development Director Swiecki added that before a specific plan and development agreement are submitted to the city to commence the formal public review and approval process, the following activities are either now occurring or will need to occur:

- The applicant has initiated a Remedial Action and Landfill Closure Plans. The City anticipates remaining actively engaged as these processes move forward until it is approved.
- Technical Studies will be performed by the applicant to address the requirements of GP-1-18. These studies will also inform the draft specific plan, the development agreement, and the future water supply agreement that is required.
- Community Engagement activities will be coordinated citywide with the San Mateo County-sponsored Home for All Program.

Michele Salmon reminded council that they have a moral and legal obligation to ensure the area is safe and habitable.

CM Conway made a motion, seconded by CM O'Connell, to acknowledge receipt of the letter from the Universal Paragon Corporation stating its intent to revise its Specific Plan to comply with the provisions of the voter approved General Plan amendment concerning the Baylands and to approve the next set of activities for the Baylands. The motion was carried unanimously by all present.

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

### **C. Consider Proposal to Organize a Women’s Film Festival, LUNAFEST in Brisbane**

Administrative Services Director Schillinger reported that LUNAFEST is a traveling film festival celebrating, showcasing and championing women in film.

After viewing two LUNAFEST short videos, Administrative Services Director Schillinger continued that March 23, 2019 at Mission Blue Center is the proposed date and location for the event. By becoming a LUNAFEST host, the City would receive the pre-bundled short films, a promotional and marketing toolkit, pre-printed programs, event website, ticketing support, and LUNA bars for event attendees. LUNAFEST will raise money and awareness for the City’s chosen beneficiary, and also create more opportunities for women within the film industry.

Mayor Davis added that she talked with the local Lions Club. Their organization is interested in partnering for this event and provide scholarships to young women going into careers that are predominantly male.

Additionally, Mayor Davis reported that the \$350 donation fee will be also waived by the organizers. Ticket sales will absorb cost of the staff time and other expenses.

After some Council discussion, CM O’Connell made a motion, seconded by CM Lentz to approve the proposal to organize a Women’s Film Festival, LUNAFEST in Brisbane. The motion was carried unanimously by all present.

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

## **STAFF REPORTS**

### **A. City Manager’s Report on Upcoming Activities**

City Manager reported on community activities for the month of January and early February.

## **MAYOR/COUNCIL MATTERS**

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

Councilmembers reported on their activities in the following subcommittees and county assignments: the Public Art Advisory Committee, the Infrastructure, Utilities and Franchise Subcommittee, the Caltrain Modernization Local Policy Makers Group, the Baylands Subcommittee, the School 2x2 Subcommittee, the Star City Music Festival Ad Hoc Committee, and the City/County Association of Governments.

CM Lentz had suggested if a new subcommittee can be created because there are instances when

the Council wants to meet about educational issues but are not necessarily in regards to school district issues.

City Manager Holstine replied that an Educational Subcommittee would be added with the same representatives as the School 2x2 Subcommittee.

Mayor Davis announced that the City will be coordinating a food drive for the furloughed workers due to the Federal Government shutdown. She also reported that she will be reaching out to City staff about issues that members of the public brought to her attention at her office hours.

### **B. City Council Meeting Schedule and Scheduling Goal Setting Workshop**

The next scheduled City Council meeting is on February 7, 2019. Council decided that the Goal Setting Workshop will be on March 3, 2019 at 11 am at the DoubleTree Hotel.

### **C. Written Communications**

Council has received written Communication from the following community members:

Laura Labrado (11/29/18)  
Kim Follien (1/7/19)  
Deanna Washington (1/16/19)

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

No member of the public wished to speak.

### **ADJOURNMENT**

CM Lentz made a motion, seconded by CM O'Connell, to adjourn the meeting. The meeting was adjourned at 8:57 p.m.

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Ingrid Padilla  
City Clerk