



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY OF BRISBANE CITY COUNCIL  
MEETING AGENDA**

**THURSDAY, OCTOBER 18, 2018**

*BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE*

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

Mayor Conway called the meeting to order at 7:30 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 Manager Holstine, Administrative Services Director Schillinger, City Clerk Padilla, City Attorney Roush, City Engineer Breault, Community Development Director Swiecki, Police Chief Macias, and Senior Management Analyst Cheung

**ADOPTION OF AGENDA**

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

**ORAL COMMUNICATIONS NO. 1**

Dana Dillworth stated that she wrote correspondences to the California Attorney General Becerra and the Fair Political Practices Commission to file a complaint that the City of Brisbane violated campaign finance rules regarding the mailing of the publication of Measure JJ Frequently Asked Questions (FAQ’s) document.

**PRESENTATION**

- A. Commendation for the California Golden Gloves Champions Charlie Sheehy and Andre Conway**

Mayor Conway awarded Charlie Sheehy and Andre Conway for winning California Golden Glove Championships in their respective boxing class.

**B. Brisbane Library FY 17/18 Annual Report by Francisco Vargas, Library Manager**

Francisco Vargas, Library Manager provided an Annual Report of the Brisbane Library activities during the Fiscal Year 2017-2018. The Council thanked Francisco for a job well done.

**C. Friends of the Brisbane Library Donor Wall Update**

Wendy Towle, from the Friends of the Brisbane Library, provide an update on the Donor Wall Fundraising Campaign. There is a call for the wall artwork deadline on January 6, 2018 and ability for supporters to support the Donor Wall Campaign by filling out a Donor Form by July 1, 2019.

**CONSENT CALENDAR**

- A. Adopt City Council Minutes of October 4, 2018
- B. Approve professional services agreement in the amount of \$77,500 with consultant Wood Rodgers, Inc. for Green Infrastructure Design for the Safe Pedestrian Routes to Schools project
- C. Accept Monthly Investment Report as of May 2018
- D. Accept Monthly Investment Report as of June 2018
- E. Approve License Agreement with Vasani Group, LLC

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, O'Connell, Lentz and Mayor Conway

Noes: None

Absent: None

Abstain: None

**II. PUBLIC HEARING**

- A. Consider Introduction of Ordinance No. 630 (Zoning Amendment RZ-4-18) Zoning Text and Map amendments to create a new R-MHP, Residential Mobilehome Park zoning district and to rezone the Sierra Point Mobile Home Park, from the current SCRO-1 Southwest Bayshore Commercial District designation to the R-MHP designation, implementing Housing Element Program H.B.1.i.**

Planning Director Swiecki reported that the purpose of Ordinance No. 630 is to implement the adopted Housing Element by creating a zoning district in which mobile home parks are the only

permitted use and applying it to the City's existing mobile home park to promote the retention of long-term affordable housing and allow for park upgrades and improvements to enhance livability for residents.

After some Council question and Mayor Conway opened the public hearing. No member of the public wished to speak.

CM Lentz made a motion, seconded by CM Davis to close the public hearing.

CM O'Connell made a motion, seconded by CM Lentz, to introduce Ordinance 630 (Zoning Amendment RZ-4-18). The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**B. Consider adoption of Resolution 2018-65 revising the Marina Fee Schedule to include a liveaboard fee and to increase slip fees**

City Engineer Breault reported that staff is proposing a monthly liveaboard fee of \$400 per month and proposing a 2% increase for slip fees in 2018 and a 3% increase in both 2019 and 2020.

After some Council questions and Mayor Conway opened the public hearing. No member of the public wished to speak.

CM Lentz made a motion, seconded by CM Davis to close the public hearing.

CM Lentz made a motion, seconded by CM O'Connell, to adopt Resolution 2018-65 revising the Marina Fee Schedule to include a liveaboard fee and to increase slip fees. The motion was carried unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

**III. NEW BUSINESS**

**A. Consider approval of the Request for Proposal Bid Process for the Childcare Replacement Modular at Brisbane Elementary School**

*(The financial impact of this project to the City of Brisbane would be between \$50,000-\$100,000. The funding was previously approved as part of the Capital Improvement Plan.)*

Administrative Services Director Schillinger reported that the Childcare Replacement Modular was already approved for funding as part of the Capital Improvement Plan. The cost would be between \$50,000 to \$100,000. The modular is estimated to be in place by 2020.

After some Council questions and discussion, CM O'Connell made a motion, seconded by CM Cunningham, to approve the Request for Proposal Bid Process for the Childcare Replacement Modular at Brisbane Elementary School.

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

#### **IV. STAFF REPORTS**

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

City Manager Holstine reported on the upcoming activities for the month of October and early November, 2018.

City Clerk Padilla provided an update on the upcoming November 6, 2018 General Statewide election and the San Mateo County Vote Center model.

#### **V. MAYOR/COUNCIL MATTERS**

##### **A. Complete Streets Safety Committee Vacancy**

City Clerk Padilla reported that Forrest Walker from the Complete Streets and Safety Committee and Claire Treys from the Open Space Ecology Committee have resigned from their positions. City Council directed City Clerk Padilla to start advertising the vacancies and hold interviews and fill the vacant positions in 2019.

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

City Council reported on their activities in C/CAG, Economic Development Subcommittee, City/School Subcommittee, Infrastructure/Utilities/Franchise Subcommittee.

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

The City Council Meeting of November 1, 2018 and November 15, 2018 was canceled. The next scheduled City Council Meeting is November 8, 2018.

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

Written communication was received by the City Council from the following members of the public:

Forrest Walker (10/2)  
Tony Verreos (10/8, 10/9, 10/10/18)  
Dana Dillworth (10/10/18)  
Michele Salmon (10/10, 10/11)  
Kate Goka (10/16)

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

Greg Vilkin, from Universal Paragon, stated that Universal Paragon intends to work in good faith with the City of Brisbane and that they will support the General Plan Amendment as is contemplated in Measure JJ. He provided a copy of the letter for the Brisbane City Council to City Clerk Padilla.

## **VII. ADJOURNMENT**

Mayor Conway adjourned the meeting at 8:26 p.m.

## **VIII. 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



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Ingrid Padilla  
City Clerk