



# CITY of BRISBANE

## City Council Meeting Agenda

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Thursday, February 3, 2022 at 8:30 PM • Virtual Meeting

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This meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021 providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide a safe environment for the public, staff and Councilmembers, while allowing for public participation. The public may address the Council using exclusively remote public comment options. The Council may take action on any item listed in the agenda.

### **PUBLIC MEETING VIDEOS**

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### **TO ADDRESS THE COUNCIL**

The City Council Meeting will be an exclusively virtual meeting. The agenda materials may be viewed online at [www.brisbaneca.org](http://www.brisbaneca.org) at least 24 hours prior to a Special Meeting, and at least 72 hours prior to a Regular Meeting.

### **Remote Public Comments:**

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Aside from commenting while in the Zoom webinar the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Oral Communications 1 and 2 or during an Item.

**Email:** [ipadilla@brisbaneca.org](mailto:ipadilla@brisbaneca.org)

**Text:** 628-219-2922

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[brisbaneca.org/cc-zoom](http://brisbaneca.org/cc-zoom)

Webinar ID: 991 9362 8666

Passcode: 123456

Call In Number: 1 (669) 900 9128

### **SPECIAL ASSISTANCE**

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508-2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

### **WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED**

Any writings that are received after the agenda has been posted but before 2 p.m. of the day of the meeting will be available for public inspection at the front lobby in City Hall and on the internet ([www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings)). Any writings that are received after the agenda has been posted but after 2 p.m. of the day of the meeting will be available on the internet at the start of the meeting ([www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings)), at which time the materials will be distributed to the Council.

**1. 8:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. ADOPTION OF AGENDA**

**4. ORAL COMMUNICATIONS NO. 1**

**5. CONSENT CALENDAR**

- A. Approve Minutes of City Council Workshop of January 20, 2022
- B. Accept Investment Report as of December 2021
- C. Adopt Resolution for Funding from the Forest Health Grant Program as Provided Through California Climate Investments
- D. Acknowledge that North County Fire Authority Has Completed Required Annual Mandated Fire and Life Safety Inspections within the City of Brisbane
- E. Adopt a Resolution Formally Creating the Inclusion, Diversity, Equity and Accountability (IDEA) Committee

**6. NEW BUSINESS**

- F. Receive Open Space and Ecology Committee 2022 Workplan and Report of 2021 Accomplishments
- G. Receive Complete Streets Safety Committee 2022 Workplan and Report of 2021 Accomplishments
- H. Communications Program Update

**7. STAFF REPORTS**

- I. City Manager's Report on upcoming activities

## **8. MAYOR/COUNCIL MATTERS**

J. Countywide Assignments and Subcommittee Reports

K. City Council Meeting Schedule

L. Written Communications

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

## **10. ADJOURNMENT**

A.

**File Attachments for Item:**

A. Approve Minutes of City Council Workshop of January 20, 2022



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**BRISBANE CITY COUNCIL****ACTION MINUTES**

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**BRISBANE CITY COUNCIL WORKSHOP****THURSDAY, JANUARY 20, 2022***VIRTUAL MEETING***6:00 P.M. CALL TO ORDER**

Mayor Mackin called the workshop to order at 6:05 p.m.

**PUBLIC COMMENT**

No member of the public wished to make public comment.

**WORKSHOP****A. Council Review of the Ralph Brown Act**

Legal Counsel Roush and City Attorney McMorrow provided a review of the Ralph Brown Act to the City Council.

**B. Council Discussion and Approval of County Assignments and Subcommittee Assignments**

Mayor Mackin and Councilmembers Cunningham, Davis, Lentz and O'Connell reviewed the County assignments and subcommittees list. The Liaison to Equity Plus Inclusion Committee from the Council Liaison Subcommittee list was changed to the Liaison to Equity Plus Inclusion Committee and Inclusion Diversity Equity and Accountability Committee. Exhibit A lists the City Council County assignments and subcommittees for 2022.

**ADJOURNMENT**

The meeting was adjourned at 7:24 p.m.

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Ingrid Padilla, City Clerk

## 2022

### CITY OF BRISBANE - CITY COUNCIL ASSIGNMENTS

The following is a list of Commissions, Subcommittees, Boards, Councils and Associations for which the Council selects a representative(s).

<b><u>County/Other JPA Assignments</u></b>	<b><u>Representative/Alternate</u></b>	<b><u>Mtg Sched.</u></b>
1. Association of Bay Area Governments <a href="http://www.abag.ca.gov/">http://www.abag.ca.gov/</a>	Mayor/Mayor Pro Tem	Annually/April
2. League of California Cities <a href="http://www.cacities.org">http://www.cacities.org</a>	Mayor/Mayor Pro Tem	Conferences
3. Airport Land Use Committee <a href="http://ccag.ca.gov/committees/">http://ccag.ca.gov/committees/</a>	Terry O'Connell, Rep. Madison Davis, Alt	4 <sup>th</sup> Thurs/mo 4-6 pm
4. San Mateo County Emergency Services Council <a href="http://hsd.smcsheriff.com/">http://hsd.smcsheriff.com/</a>	Terry O'Connell	3 <sup>rd</sup> Thurs/mo/Quart 5:30 pm
5. City/County Association of Governments <a href="http://ccag.ca.gov/committees/board-of-directors/">http://ccag.ca.gov/committees/board-of-directors/</a>	Karen Cunningham, Rep Cliff Lentz, Alt.	2 <sup>nd</sup> Thurs/mo 6:30-9:30pm
6. Peninsula Traffic Congestion Relief Alliance <a href="http://commute.org/">http://commute.org/</a>	Cliff Lentz Karen Cunningham, Alt	3 <sup>rd</sup> Thurs/bi-month 8 – 9:30 am
7. County Library JPA Liaison with Friends of Brisbane Library <a href="http://www.smcl.org/en/node/11">http://www.smcl.org/en/node/11</a>	Karen Cunningham Cliff Lentz, Alt	2 <sup>nd</sup> Mon/bi-month 8:15 am
8. SMC Pre-Hospital EMS Group Board of Directors (JPA-ALS Paramedic)	Karen Cunningham Terry O'Connell, Alt	3 <sup>rd</sup> Wed Jan/May/Sept 6 pm
9. Airport Community Roundtable <a href="http://sforoundtable.org">http://sforoundtable.org</a>	Terry O'Connell Madison Davis, Alt	1 <sup>st</sup> Wed/mo 7 pm
10. North County Fire Authority Board of Directors/Fire Services (JPA Board)	Madison Davis Terry O'Connell	Once a year in June/July
11. Brisbane Baylands Community Advisory Group (BBCAG)	Madison Davis Terry O'Connell	As Needed 7-9 pm
12. Peninsula Clean Energy JPA (SM County) <a href="http://www.peninsulacleanenergy.com">www.peninsulacleanenergy.com</a>	Coleen Mackin Clay Holstine, Alt	4 <sup>th</sup> Thurs/mo 7-9 pm
13. Brisbane Emergency Services Council (Mayor & SMC Emergency Services Council Rep)	Coleen Mackin, Rep Terry O'Connell	

- |  |   |                                    |
|--|---|------------------------------------|
| 14. Bay Area Water Supply Conservation Agency<br>(BAWSCA City Representative)  | Sepi Richardson<br>(Term expires 6/30/23) | 3 <sup>rd</sup> Thurs/mo<br>7pm    |
| 15. Caltrain Modernization Local Policy Maker Group<br><a href="http://www.caltrain.com/calmod">www.caltrain.com/calmod</a><br>(assigned at Council Mtg of 9/7/17) | Terry O'Connell<br>Cliff Lentz, Alt       | 4 <sup>th</sup> Thursday at<br>6pm |
| 16. HEART of SMC's Membership Agency<br>Committee (MAC)  | Cliff Lentz<br>Coleen Mackin (alt)        | Annually (May)                     |

### **City Council Subcommittees**

17. Infrastructure, Utilities, & Franchise  
(Water & Sewer, rates & plans, Franchise agreements,  
Other Infrastructure plans, Storm drains, streets,  
City Facilities - buildings, marina, etc.)
18. School/City Subcommittee 2x2
19. Education Ad hoc Subcommittee Meeting  
(created 1/17/19)
20. Fiscal & Administrative Policies  
(Review of Fiscal policies, such as OPEB,  
Fund Balances Policies, unfunded liabilities.)
21. Affordable Housing
22. Public Information/Technology  
(Website, Newsletter, Broadcasting, security)
23. Economic Development
24. Baylands  
(All things Baylands, BSP - UPC application and is  
various studies, i.e., financial, survey, sustainability,  
HSR, Soil Processing, Recology)
25. Sierra Point Parkway Design Guidelines Ad hoc
26. Sierra Point Parkway Park Ad hoc  
(For parks and open space projects at SPP)  
(created 1/7/21)

### **Representative/Alternate**

- Coleen Mackin  
Cliff Lentz
- Madison Davis  
Coleen Mackin
- Madison Davis  
Coleen Mackin
- Terry O'Connell  
Karen Cunningham
- Cliff Lentz  
Madison Davis
- Coleen Mackin  
Karen Cunningham
- Karen Cunningham  
Cliff Lentz
- Terry O'Connell  
Karen Cunningham  
+ 1 PC (Sayasane), + 1 CSSC (Cabrera)  
+ 1 OSEC (Dykes) + 1 Art (Davis/Salmon)  
Possible Youth and/or At-Large position/s
- Terry O'Connell  
Cliff Lentz
- Terry O'Connell  
Cliff Lentz  
+ 1 P&R , + 1 OSEC Member,  
+ 1 Complete Streets

27. History Subcommittee	Coleen Mackin Madison Davis
28. Airport Noise Subcommittee	Terry O'Connell Madison Davis
29. Crocker Park Noise Ad hoc <i>(created 10/26/17)</i>	Cliff Lentz Coleen Mackin
30. Planning Issues	Coleen Mackin Karen Cunningham
31. Cannabis Issues Ad hoc <i>(created 1/17/19)</i>	Madison Davis Terry O'Connell
32. Luna Fest Film Festival Ad hoc <i>(created 1/17/19)</i>	Madison Davis Terry O'Connell + 3 P&R (Greenlee, Kern & ?)
33. Public Art Advisory Committee & Public Art Selection Committee	Madison Davis Karen Cunningham + 2 P&R, + 1 Business owner + 1 Artist, + 1 Community member
34. Beautification Ad hoc Subcommittee <i>(created 9/5/19)</i>	Karen Cunningham Coleen Mackin + 1 P&R , + 1 OSEC Member, + 1 Complete Streets
35. Gun Safety Ad hoc Subcommittee <i>(created 5/6/21)</i>	Cliff Lentz Coleen Mackin
36. Special Events Ad hoc subcommittee <i>(Library events, City Anniversary) Created 6/3/21</i>	Karen Cunningham Madison Davis
37. Transportation Demand Management Policy Ad hoc <i>(created Sept 2021)</i>	Cliff Lentz Karen Cunningham
38. Community Garden Ad hoc <i>(created Nov 2021)</i>	Madison Davis Karen Cunningham



**Council Liaisons****Representative/Alternate**

\*\* Meet with two representatives from each Commission for Liaison meetings: involves discussion around the Commission's achievements, goals and their upcoming workplan.

39. Liaison to Parks & Recreation Commission	Madison Davis Karen Cunningham
40. Liaison to Open Space & Ecology Committee	Karen Cunningham Terry O'Connell
41. Liaison to Planning Commission	Cliff Lentz Coleen Mackin
42. Liaison to Complete Streets Safety Committee	Karen Cunningham Coleen Mackin
43. Liaison to Equity Plus Inclusion Committee (EPIC) and Inclusion, Diversity Equity & Accountability (IDEA) <i>Committee (created 1/7/21)</i>	Madison Davis Cliff Lentz

B.

**File Attachments for Item:**

B. Accept Investment Report as of December 2021

**CITY OF BRISBANE  
CASH BALANCES & INVESTMENTS  
SOURCE OF FUNDING  
December 31, 2021**

NAME OF DEPOSITORY	INVESTMENT TYPE	DATE OF INVESTMENT	FACE VALUE OF INVESTMENT	CARRY VALUE OF INVESTMENT	MARKET VALUE OF INVESTMENT	COUPON INTEREST RATE %	MATURITY DATE	RATING/ COLLATERAL
WELLS FARGO	Checking A/C		\$ 7,036,225	\$ 7,036,225	\$ 7,036,225	0.000		
STATE FUND (LAIF)	Deposit on call	continuous	\$ 18,619,219	\$ 18,619,219	\$ 18,619,219	0.220	on call	no rating
<b>Other Investments</b>								
	Sallie Mae Bank	5/9/2019	\$ 245,000	\$ 245,000	\$ 246,990	2.550	05/09/2022	
	Morgan Stanley	6/6/2019	\$ 245,000	\$ 245,000	\$ 247,400	2.550	06/06/2022	
	Comenity Capital Bank	4/28/2019	\$ 248,000	\$ 248,000	\$ 254,550	2.650	04/28/2023	
	Morgan Stanley	5/2/2019	\$ 245,000	\$ 245,000	\$ 251,413	2.650	05/02/2023	
	Goldman Sachs	5/1/2019	\$ 246,000	\$ 246,000	\$ 255,947	2.750	05/01/2024	
	FHLB	12/31/2021	\$ 1,000,000	\$ 1,000,000	\$ 999,870	1.000	09/30/2024	
	FHLB	12/31/2021	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	1.300	09/30/2025	
BNY Mellon	Treasury Obligations	continuous	\$ 6,426,005	\$ 6,426,005	\$ 6,426,005	0.010	on call	110% collateral
Sub-total			\$ 9,655,005	\$ 9,655,005	\$ 9,682,175			
U.S. Bank	2014 BGPGA Bond (330)	Improvements	Fed Treas Obl		10031			
		Reserve Fund	Fed Treas Obl	\$ 1	10032			
		Revenue Fund	Fed Treas Obl	\$ -	10034			
		Expense Fund	Fed Treas Obl	\$ -	10035			
		Principal	Fed Treas Obl	\$ 1	10036			
		Interest Fund	Fed Treas Obl	\$ 0	10037			
U.S. Bank	2015 Utility Capital (545)	Improvements	Fed Treas Obl	\$ 0	10031			
		Reserve	Fed Treas Obl	\$ 1	10032			
		Expense Fund	Fed Treas Obl	\$ 0	10035			
PARS	OPEB Trust	Trust Cash	Investments	\$ 4,108,729	13050			
PARS	Retirement Trust	Trust Cash	Investments	\$ 1,438,564	13050			
Sub-total	Cash with Fiscal Agents			\$ 5,547,295				
Total other investments			\$ 9,655,005	\$ 15,202,300	\$ 9,682,175			
<b>TOTAL INVESTMENTS &amp; CASH BALANCES</b>			\$ 35,310,449	\$ 40,857,744	\$ 35,337,619			

Outstanding Loans to Department Heads

	Date of loan	Amount	Amount Remaining	Interest Rate
Stuart Schillinger	4/1/2002	318,750	\$ 318,750	Based on Sales Price
Clay Holstine (1)	7/8/2008	300,000	\$ -	Paid off 12/28/2016
Clay Holstine (2)	9/10/2008	200,000	\$ 200,000	Secured by other funds
Randy Breault	10/22/2001	320,000	\$ 15,021	1.20%

FFCB - Federal Farm Credit Bank  
FHLB - Federal Home Loan Bank  
FHLM - Federal Home Loan Mortgage Corporation  
FNMA - Federal National Mortgage Association

Two year Treasury	0.73%	
Weighted Interest	0.27%	
Weighted maturity	0.25	Years

**TREASURER'S CERTIFICATE**

These are all the securities in which the city funds, including all trust funds and oversight agencies funds, are invested and that (excluding approved deferred compensation plans) all these investments are in securities as permitted by adopted city policy.

It is also certified that enough liquid resources (including maturities and anticipated revenues) are available to meet the next six months' cash flow.

*Carolina Yuen*  
\_\_\_\_\_  
CITY TREASURER

**File Attachments for Item:**

C. Adopt Resolution for Funding from the Forest Health Grant Program as Provided Through California Climate Investments



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 02/03/2022

**From:** Deputy Fire Chief Sean Kavanaugh

**Subject:** Fire Prevention Grant Funding

### Community Goal/Result

Enhance safety within the community of residents, businesses, and visitors.

### Purpose

In an effort to enhance the safety within the City of Brisbane through grant funding for community vegetation fuel reduction and community outreach and education.

### Recommendation

Approve the resolution for the 2021 California Climate Investments (CCI) Fire Prevention Grant funding opportunity through CAL FIRE for vegetation management and wildfire preparedness.

### Background

The Governor and Legislatures approved \$120 million to be awarded through the California Climate Investments (CCI) Fire Prevention Grant Program and others. CAL FIRE provides funding for local projects and activities that address the risk of wildfire and reduce wildfire potential to forested and forest adjacent communities. Grant funded activities include hazardous fuel reduction, fire prevention planning, and fire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions. North County Fire Authority (NCFA) intends to apply for 2 separate grants. One is for fuel reduction (fuel break) work and the other is for public education and community outreach.

For the first grant, NCFA is requesting the amount of \$500, 000. If awarded, it will be used to enhance and continue work on the Brisbane fuel break. The fuel break is in place to slow and or stop the spread of wildfire.

For the next grant, NCFA is requesting \$100,000. If awarded, it will fund community outreach and education for outlining the importance of being ready for wildfires.

It is anticipated that the state will make its decision on which grants will be funded in June 2022.

**Fiscal Impact**

None

**Measure of Success**

Overall reduction of hazardous vegetation and enhanced wildfire preparedness for the City of Brisbane.

**Attachments**

1. Resolution

*Sean Kavanaugh*

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Sean Kavanaugh, Deputy Fire Chief

*Clayton L. Holstine*

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Clay Holstine, City Manager

**RESOLUTION NO. XXXXX****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE.****FOR FUNDING FROM THE FOREST HEALTH GRANT PROGRAM AS PROVIDED THROUGH  
CALIFORNIA CLIMATE INVESTMENTS.**

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Greenhouse Gas Reduction Funding, which provides funds to the State of California and its political subdivisions for California Climate Investments, including forest health programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program, and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out a forest health project;

NOW, THEREFORE, BE IT RESOLVED that the City of Brisbane:

1. Approved the filing of an application for "California Climate Investments" Forest Health grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of City of Brisbane are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to March 15, 2026
5. Appoints the Fire Chief, or a designee, as agent of the North County Fire Authority to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

Mayor

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Approved and adopted the 3<sup>rd</sup> day of February 2022 I, the undersigned, hereby certify that the foregoing Resolution, number XXXXXX was duly adopted by the following roll call vote:

City of Brisbane City Council

D.

**File Attachments for Item:**

D. Acknowledge that North County Fire Authority Has Completed Required Annual Mandated Fire and Life Safety Inspections within the City of Brisbane





## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 02/03/2022

**From:** Deputy Fire Chief Sean Kavanaugh

**Subject:** 2021 Annual Mandated Fire and Life Safety Inspections

### Community Goal/Result

Safe Community - Residents and visitors will experience a sense of safety

### Purpose

To ensure the health and safety of the public through a mandated fire and life safety program. California Health & Safety Code Section 13146.2 requires all fire departments including the North County Fire Authority to report annually its compliance with Sections 13146.2 and 13146.3.

### Recommendation

It is requested that the City Council acknowledge that North County Fire Authority has completed required annual mandated fire and life safety inspections within the City of Brisbane for 2021.

### Background

To ensure the health and safety of the public through a mandated fire and like safety program, California Health and Safety Code 13146.2 requires all fire departments including North County Fire Authority to perform and report annually with sections 13146.2 and 13146.3 of the California Health and Safety Code, inspections in every occupancy used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities.

Requesting the City Council of the City of Brisbane acknowledge fulfillment of the requirements of the in compliance with Health and Safety Code Sections 13146.2 and 13146.3, the North County Fire Authority reports the following relating to those inspections:

#### A. EDUCATIONAL GROUP E OCCUPANCIES: Total 4

Educational Group E occupancies are generally those public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. During calendar year 2021, the North

County Fire Authority inspected 4 Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period; and

**B. RESIDENTIAL GROUP R OCCUPANCIES: Total 49**

Residential Group R occupancies are generally those occupancies containing sleeping units, and include hotels, motels, apartments (three units or more), etc. as well as other residential occupancies, including those designated as residential care facilities. These residential care facilities have several different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden. During calendar year 2021, the North County Fire Authority inspected all 49 Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

**Fiscal Impact**

None

**Measure of Success**

The health and safety of the public through a mandated fire and life safety program is a top priority. By ensuring that these buildings meet the standards set forth by state law, we greatly reduce the risks for the loss of life and property.

*Sean Kavanaugh*

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Sean Kavanaugh, Deputy Fire Chief

*Clayton L. Holstine*

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Clay Holstine, City Manager

**File Attachments for Item:**

E. Adopt a Resolution Formally Creating the Inclusion, Diversity, Equity and Accountability (IDEA) Committee



## CITY COUNCIL DIVERSITY SUBCOMMITTEE AGENDA REPORT

**Meeting Date:** February 3, 2022

**From:** Staff EPIC (Equity Plus Inclusion Committee) *CLH*

**Subject:** Formal Establishment of the Citywide Inclusion, Diversity, Equity and Accountability (IDEA) Committee

### Community Goal/Result

Community Building

### Purpose

Increase participation in the community from less represented groups.

### Recommendation

Adopt the attached resolution formally establishing the Inclusion, Diversity, Equity and Accountability (IDEA) Committee.

### Background

On September 23, 2021, the City Council approved creating a citizen committee with the purpose of defining the meaning of diversity and inclusion for the City of Brisbane. The committee would also be an ambassador for the City to various aspects of the community, and it would provide feedback to the City Council on issues related to diversity and inclusion.

Following Council's approval, staff met with the City Council Diversity sub-committee to discuss the particulars of such a Committee, such as appointments, number of committee members, etc. Based on that discussion and recommendation of the subcommittee, staff is now recommending Council formally create the Committee with these components.

### Discussion

**Creation - Appointment – Qualification** There would be a permanent IDEA Committee which would consist of 5-7 public members appointed by the City Council. The Committee members would serve without compensation and would be in an advisory capacity to the Council Members of the Committee must at all times during their service be residents of the City or work within the City.

The Committee members would be appointed by the City Council after soliciting applications from the community. The following criteria shall be among those used for selecting appointees to the IDEA Committee:

1. Demonstrated interest in inclusion, diversity, and equity issues,
2. Willingness to bring diverse perspectives to the committee,

3. Willingness to dedicate sufficient time and effort
4. Does not work for the City of Brisbane

The interview and selection process shall be similar to the process utilized by the City Council in the appointment of other committees and commissions. As to the initial appointments, some would be for four year terms and some would be for two year terms.

### **Term of office**

After the initial four-year and two-year appointments, the Committee members would serve staggered, four-year terms, with the majority of terms to commence in the years that three Council seats are scheduled to be filled by regular election and remaining terms to commence in the years that two seats are scheduled to be filled by regular election. Thereafter, Committee members appointed would all serve for a term of four years unless the appointment is to fill a vacancy created other than by expiration of a term in which event the appointment shall be for the unexpired portion of the term. There would be a vacancy for any Committee member who no longer lives or works in the City, or who resigns. Any Committee member may be removed with or without cause by a vote of at least three members of the City Council.

### **Officers**

The Committee would elect from its members a Chair and a Vice Chair. Members would be encouraged to rotate Chair and Vice Chair annually.

### **Meetings**

The IDEA Committee would meet monthly unless otherwise approved by the Committee. Meetings of the Committee would be held at a location to be determined by the Committee or the Committee staff and notice of each meeting would be provided in the manner prescribed by the Brown Act. Time, dates, and location of the meetings would be determined by a vote of the majority of the Committee subject to the availability of meeting facilities and support staff. Efforts will be made to encourage attendance and participation by members of the public.

The IDEA Committee may, from time to time, also hold joint meetings as needed with the City Council, and other commissions and committees.

### **Quorum**

A quorum is necessary for an IDEA committee meeting to be held. A majority of the members of the IDEA Committee shall constitute a quorum.

### **Subcommittees**

Subcommittees may be formed, as needed, in relation to the work of the IDEA Committee and as prescribed by the Brown Act.

### **Responsibilities**

The primary responsibility of the IDEA Committee will be to make recommendations to the City Council on the implementation of relevant community-focused program, events and policies

that support and enhance inclusion, diversity and equity issues and accountability for these issues. That responsibility will include preparing community-based and focused policy, event and program recommendations and an annual workplan for the City Council to review and approve.

In order for the IDEA Committee to work expeditiously, its members should receive appropriate education in the tasks before them, pay close attention to timelines and priorities, meet as often as required, keep track of ideas not directly on agenda items for future reference, recognize that inclusion, diversity, and equity issues are necessarily complex, sensitive, and holistic, and pick a Chair who will provide leadership consistent with these principles.

**Staff support**

The City Manager or a staff person designated by the Manager would serve as the staff advisor to the IDEA Committee and give notice of meetings, keep and maintain records of Committee meetings and recommendations, and generally provide such support and assistance as the Committee may require in order to perform its responsibilities.

**Fiscal Impact**

The cost of the program will depend on how many hours of staff time is needed to support the committee.

**Measure of Success**

The City becomes a more inclusive community for persons or groups that have had lower representation than in the past.

## **RESOLUTION NO. 2022-XX**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE FORMALLY CREATING THE INCLUSION, DIVERSITY, EQUITY AND ACCOUNTABILITY (IDEA) COMMITTEE**

The City Council of the City of Brisbane resolves as follows:

#### **Section 1. Creation.**

There is hereby created a permanent Inclusion, Diversity, Equity and Accountability (IDEA) Committee to consist of five to seven public members appointed by the City Council. Committee members will serve without compensation and will serve in an advisory capacity to the Council. Members of the Committee must at all times during their service be residents of the City or work within the City.

#### **Section 2. Appointment**

The City Council shall appoint all Committee members after soliciting applications from the community. City Council shall use (among others) the following criteria for selecting persons to be appointed to the Committee:

1. Demonstrated interest in inclusion, diversity, and equity issues,
2. Willingness to bring diverse perspectives to the Committee,
3. Willingness to dedicate sufficient time and effort
4. Does not work for the City of Brisbane

Council interview and appointment process shall be similar to the process utilized by the City Council in the appointment of other committees and commissions. As to the initial appointments, a majority shall be for four-year terms and the remainder shall be for two-year terms.

#### **Section 3. Term of Office**

After the initial four-year and two-year appointments, Committee members shall serve staggered, four-year terms, with the majority of terms to commence in the years that three Council seats are scheduled to be filled by regular election and remaining terms to commence in the years that two seats are scheduled to be filled by regular election. Thereafter, Committee members appointed shall all serve for a term of four years unless the appointment is to fill a vacancy created other than by expiration of a term, in which event the appointment shall be for the unexpired portion of the term. There shall be deemed a vacancy for any Committee member who no longer lives or works in the City, or who resigns. Any Committee member may be removed with or without cause by a vote of the majority of the City Council.

#### **Section 4. Officers**

The Committee shall elect from its members a Chair and a Vice Chair. Members are encouraged to rotate Chair and Vice Chair annually.

#### **Section 5. Meetings**

The Committee shall meet monthly unless otherwise approved by the Committee. Meetings of the Committee shall be held at a location to be determined by the Committee or the Committee staff and notice of each meeting shall be provided in the manner prescribed by the Brown Act. The Committee shall determine the time, dates, and location of the meetings subject to the availability of meeting facilities and support staff. Meetings will be open to the public and efforts will be made to encourage attendance and participation by members of the public. The Committee may, from time to time, also hold joint meetings as needed with the City Council, and other commissions and committees.

#### **Section 6. Quorum**

A quorum is necessary for a Committee meeting to be held. A majority of the authorized members of the Committee shall constitute a quorum. For example, if the City Council has authorized five members of the Committee, then three members shall constitute a quorum; if City Council has authorized six or seven members of the Committee, then four members shall constitute a quorum.

#### **Section 7. Subcommittees**

Subcommittees may be formed, as needed, in relation to the work of the IDEA Committee and as prescribed by the Brown Act.

#### **Section 8. Responsibilities**

The primary responsibility of the IDEA Committee will be to make recommendations to the City Council on the implementation of relevant community-focused program, events and policies that support and enhance inclusion, diversity and equity issues and accountability for these issues. That responsibility will include preparing community-based and focused policy, event and program recommendations and an annual workplan for the City Council to review and approve.

In order for the IDEA Committee to work expeditiously, its members should receive appropriate education in the tasks before them, pay close attention to timelines and priorities, meet as often as required, keep track of ideas not directly on agenda items for future reference, recognize that inclusion, diversity, and equity issues are necessarily complex, sensitive, and holistic, and pick a Chair who will provide leadership consistent with these principles.

#### **Section 9. Staff support**

The City Manager or a staff person designated by the Manager would serve as the staff advisor to the IDEA Committee and give notice of meetings, keep and maintain records of Committee



meetings and recommendations, and generally provide such support and assistance as the Committee may require in order to perform its responsibilities.

### **Section 10. Effective Date**

This resolution is effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED by the City Council at a regular meeting on February 3, 2022.

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COLEEN MACKIN, MAYOR

I hereby certify that the foregoing resolution was adopted by the Brisbane City Council at a regular meeting held on February 3, 2022 by the following vote:

AYES

NOES

ABSENT

ABSTAIN

---

Ingrid Padilla, City Clerk

Approved as to form



---

Thomas McMorrow, City Attorney

**File Attachments for Item:**

F. Receive Open Space and Ecology Committee 2022 Workplan and Report of 2021 Accomplishments



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** February 3, 2022

**From:** Adrienne Etherton, Sustainability Manager

**Subject:** OSEC 2021 Accomplishments & 2022 Work Plan

### Community Goal/Result

Ecological Sustainability - Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability

### Purpose

To review prior year's accomplishments and next year's goals for the Open Space and Ecology Committee (OSEC), a Council-appointed citizen advisory committee.

### Recommendation

Receive OSEC's 2021 Report of Accomplishments and approve the 2022 Sustainability Work Plan.

### Background

On January 26, 2022, Council liaisons to OSEC, Council Members Karen Cunningham and Terry O'Connell, met with OSEC to review the Report of Accomplishments and discuss the Work Plan.

### Discussion

Council liaisons commended OSEC and staff for their prior work. Council liaisons provided direction on the attached Work Plan.

### Fiscal Impact

No fiscal impact.

### Measure of Success

OSEC has a blueprint for their endeavors for 2022.

### Attachments

1. OSEC 2021 Report of Accomplishments
2. 2022 Sustainability Work Plan

Adrienne Etherton, Sustainability Manager

Randy Breault, Public Works Director

Clay Holstine, City Manager

## 2021 OPEN SPACE AND ECOLOGY COMMITTEE REPORT OF ACCOMPLISHMENTS

In 1998, the City Council established the Open Space and Ecology Committee (OSEC) as an advisory body to recommend policies and programs related to preservation of open space, resource conservation, and sustainability. The Committee has worked with staff on a wide array of ecological issues generally following an annual work plan. Below is a summary of the work staff and the Committee has undertaken during calendar year 2021.

### Policy Recommendations

- A. The Climate Action Plan (CAP) subcommittee worked with sustainability staff to recommend a Climate Emergency Declaration establishing new emissions-reduction targets which the City Council passed in July.
- B. Staff and OSEC tracked and supported County efforts to develop a Disposable Foodware Ordinance which was brought forth for City adoption in April.
- C. The Open Space Plan Update ad hoc subcommittee worked with staff on a proposed change to the 2001 Open Space Plan, which OSEC subsequently considered and slightly modified. The recommendation is expected to be brought to Council in early 2022.
- D. The Dark Skies Ordinance ad hoc subcommittee worked with staff to draft a proposed Outdoor Lighting Standards ordinance based on the International Dark-Sky Association's Model Lighting Ordinance and those in other leading Dark Sky Cities. The draft is being reviewed by other city staff and OSEC hopes to recommend it to Council in 2022.

Climate Action Plan – The Climate Action Plan subcommittee worked with provided policy support to staff to continue implementing the adopted Climate Action Plan (CAP).

- A. Building Efficiency Program – Following the passage of an ordinance in 2019 and implementation work in 2020 funded by a grant from the BAAQMD, staff hired a Climate Corps Fellow in early 2021 to assist with the first year of mandatory compliance. Robust outreach, including four webinars and a couple hundred each letters, emails and phone calls resulted in a 79%, beating our goal of 75% for year one. Many operational, technical, communication and outreach challenges were encountered and overcome, though further improvements and resources will continue to be needed.
- B. Staff managed the DC Fast Charger in the Brisbane Village Shopping Center that OSEC supported and usage continued strong. In 2021, the station dispensed over 47,000 kWh, bringing the total since installation to nearly 154,000 kWh or an estimated 77,000 kg GHG emissions avoided.
- C. We reclaimed the station's Low Carbon Fuel Standard (LCFS) credits from ChargePoint through participation in a Peninsula Clean Energy program, which will return 40% of LCFS revenues to the City without cumbersome administrative burden.
- D. In late 2020, staff applied for CALeVIP grant funds for 30 Level 2 charging stations across three city sites as well as one DC Fast Charger for City Hall. In 2021, staff recommended and Council approved CIP funds to provide the required match for the expected grants. An RFP process for design and construction was completed in the fall and City Council approved the award in December, with grant fund awards and station installations expected in 2022.

### Habitat Restoration Days

- A. Summer Habitat Day with San Bruno Mountain Watch – Habitat events resumed after a year-plus hiatus due to COVID. OSEC, Public Works and Recreation Department staff supported and promoted a volunteer day hosted by San Bruno Mountain Watch on June 12<sup>th</sup> in Owl Canyon with volunteers primarily pulling invasive plants.
- B. Coastal Cleanup Day – After the covid-hiatus and a couple years at alternative sites, the annual statewide event returned to the Brisbane Lagoon on September 18. Roughly two dozen volunteers cleared an estimated 6.5 tons of waste, much of it very small.

### Additional Habitat Efforts

- A. Vegetation Management Plan for city-owned property in the Brisbane Acres – On Point Land Management continued vegetation management work in the Acres and led a hike through the Acres at OSEC's June meeting to discuss their work.
- B. Weed Management Area – Sage and Salmon participate in the San Mateo County Weed Management Area (WMA).
- C. Festival Tree Replacement – A subcommittee worked with staff and Park and Recreation (P&R) Commissioners to recommend replacement trees after a recommended large sequoiadendron planting failed and the original deodar cedar Festival Tree became uprooted after heavy rains and winds.
- D. Brisbane Acres Letters and Property Donation – The Open Space Plan subcommittee reviewed the letter to property owners in the Priority Preservation Area of the Brisbane Acres, and the most recent mailing led to a property donation and communication from an interested seller.

### Events, Education and Outreach

- A. Climate Jeopardy – OSEC promoted and held a gameshow to celebrate Earth Day. Community and OSEC members tested their climate and environmental knowledge with questions prepared by staff and the CAP subcommittee.
- B. Recycled Arts and Crafts Contest – After a successful inaugural event in 2020, OSEC along with sustainability and Parks and Rec staff held the second annual contest. Roughly 20 submissions (including some from overseas!) were received, with top honors receiving prizes from SSF Scavenger and recognized in City newsletters.
- C. Day in the Park – OSEC staffed an educational booth at the Day in the Park festival on October 2 featuring a design-your-own-mask art activity and environmental handouts.
- D. United Against Climate Change Fair – OSEC staffed an educational booth at the Youth Climate Ambassador created event, including displays on City climate actions to date, Climate Emergency goals, and a way for or attendees to share emission reduction ideas.
- E. Foodware Aware Ambassadors – City staff partnered with County staff to recruit and train community volunteers, including a couple OSEC members, to encourage local food businesses to begin voluntary early implementation of cost-saving and waste-reducing “accessories on request” measures.
- F. STAR Articles – Committee members and staff developed content for the City's monthly publication, including event promotions and articles on dark skies, invasive species, ocean pollution, tree maintenance and permits, and others.

- G. Lipman Science Fair Judging – In February/March, Rogers reviewed entries into the virtual science fair and presented two awards to students with environmental projects.
- H. New Library Display – The Education & Outreach subcommittee and staff connected with library staff and are developing a proposal for quarterly displays at the new facility.
- I. Earth Day Banners – The City displayed 32 Earth Day banners created in 2017 along Visitacion Avenue in April in celebration of Earth Day and Month.

### Staff Projects

The following projects performed by staff in 2021 were reported to OSEC and received their full support for their consideration and mitigation of environmental impacts.

- A. SB1383 – The PW Director and sustainability staff worked with the County and SSF Scavenger on the local implementation of new state Organics Recycling and Procurement requirements, including putting forth two ordinances which Council adopted in September/October and coordinating a Memorandum of Understanding with the County for participation in the countywide Edible Food Recovery program.
- B. Compost Giveaway – Staff worked with SSF Scavenger to continue the annual spring compost giveaway at no cost to residents or the city. The 20-ton supply was placed by the Community Garden on April 19 and was quickly depleted.
- C. Fire Station Water Heater Upgrade – Staff fast-tracked participation in a pilot program with San Mateo County Energy Watch contractors to replace two gas-fired water heaters at Station 81 with electric Heat Pump Water Heaters at no cost to the city. With the replacements running on 100% clean electricity thanks to Peninsula Clean Energy (PCE), they represent significant emissions savings.
- D. PCE Energy Resiliency for Critical Facilities & Bulk Procurement Pilot – Staff participated in a PCE evaluation of public emergency facilities throughout the County to identify sites well-suited for solar and energy storage as part of resilience efforts. Mission Blue Center was identified as a strong candidate and with staff's recommendation the City Council passed a resolution in October to participate in a bulk procurement program for solar photovoltaic (PV) and possible battery storage for the site.
- E. City Fleet EVs – In July two Chevy Bolts were added to the Public Works fleet as part of an Enterprise Fleet Management pilot program. In December an electric Ranger which will perform water meter activities, offsetting the use of larger gas vehicles, was added.
- F. County 4Rs Grant - Applied for and was awarded a \$5k mini grant from the County 4Rs (Reduce Reuse Recycle Rot) program to install a water bottle filling station for the Police Department and supply them with reusable water bottles; the program will be implemented in 2022
- G. EV Permit Streamlining – Planning staff brought forward an ordinance to comply with state laws regarding streamlined permitting for Electric Vehicle infrastructure.
- H. E-Ink Signboards – Recommended in 2019 by a subcommittee of OSEC and P&R Commissioners, costly non-recyclable paper-based signboards were replaced with e-Ink signboards in 2021.
- I. Sandbag Return Program – Staff continued the annual sandbag return program in spring to reduce trash and stormwater pollution from sandbags breaking down in place.

# 2022 Sustainability Work Plan

## Open Space and Ecology Committee – provide policy recommendations on environmental issues

1. Policy issues
  - Bring recommendation to council to update 2001 Open Space Plan; annually receive status on and/or review Open Space Plan implementation
  - Advance draft Dark Skies/Outdoor Lighting ordinance recommendation
  - Recommend an updated Reach Code for new buildings and consider expanding to existing buildings
  - Review and approve annual vegetation management plan for Brisbane Acres
  - Study and draft invasive species ordinance for areas within and adjacent to Brisbane Acres
  - Coordinate 2030 Climate Action Plan update with Baylands Specific Plan
  - General Plan - Review of future proposed updates to Open Space Element
2. Habitat Restoration
  - Provide input on three to four habitat restoration days per year
  - Evaluate Firth Canyon needs for volunteer maintenance for upkeep
3. Education and Outreach
  - Day in the Park community festival
  - Bike to Work Day
  - Lipman Science Fair
  - Library display
  - Publications through City e-blast, Star, website, social media sites and MCTV
4. Support the health and growth of the urban tree canopy through a Tree Inventory / Urban Forestry Plan, education and outreach, and/or formation of an urban tree group
5. Support the conversion of small off-road engines (leaf blowers, lawn mowers, etc.) to electric, in advance of the state's ban on sales, through education and outreach
6. Provide input on design of Baylands open space upon Council approval of land use

## Staff – implementation of policies and programs

7. Implement Climate Action Plan (CAP) and outline plans to meet new Climate Emergency Declaration goals

### Energy

- Implement Brisbane Building Efficiency Program
- Pursue energy efficiency, fuel switching, renewables, and energy storage opportunities at city facilities
- Promote energy-saving and emissions-reducing programs, policies and actions

### Solid Waste

- Support County implementation of Disposable Food Ware Ordinance
- Implement SB1383 in collaboration with SSF Scavenger and the County
- Promote opportunities to reuse, recycle and compost in the community and at city facilities
- Reduce municipal waste with implementation of Sustainable Purchasing Guide

### Water

- Continue participation in BAWSCA water savings programs and community education

### Road Emissions/Transportation

- Educate staff and community regarding existing transit options
- Pursue purchase of low emission/electric/hybrid vehicles where applicable
- Promote, facilitate and where possible install Electric Vehicle Charging Infrastructure

8. Develop Vegetation Management Plan for city-owned Brisbane Acres
9. Support city endeavors related to or impacting environmental and climate goals, including review of the Baylands Specific Plan and EIR, and represent the city in regional collaborations on sustainability issues

**File Attachments for Item:**

G. Receive Complete Streets Safety Committee 2022 Workplan and Report of 2021 Accomplishments





## CITY COUNCIL AGENDA REPORT

**Meeting Date:** February 3, 2022

**From:** Karen Kinser, Deputy Director of Public Works

**Subject:** CSSC 2021 Accomplishments & 2022 Work Plan

### Community Goal/Result

Safe Community - Residents and visitors will experience a sense of safety

Community Building - Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation

### Purpose

To review prior year's accomplishments and next year's goals for the Complete Streets Safety Committee (CSSC), a Council-appointed citizen advisory committee.

### Recommendation

Receive CSSC's 2021 Report of Accomplishments and approve the 2022 Work Plan.

### Background

Council liaisons met with CSSC in October of 2021. The group discussed the status of the 2021 work plan, and in particular Parking subcommittee's proposal. Council liaisons provided initial feedback on the parking proposal and strongly suggested that the full committee work together on substantial issues versus by subcommittee on many smaller issues.

### Discussion

At their regular December and January meetings, committee members discussed their desires for 2022's Work Plan. CSSC wishes to receive Council feedback on priorities.

### Fiscal Impact

No fiscal impact

### Measure of Success

CSSC has a blueprint for their endeavors for 2022.

### Attachments

1. CSSC 2021 Report of Accomplishments
2. 2022 CSSC Work Plan

Karen Kinser, Deputy Director of Public Works

Randy Breault, Public Works Director

Clay Holstine, City Manager

## 2021 COMPLETE STREETS SAFETY COMMITTEE REPORT OF ACCOMPLISHMENTS

In 2013, the City Council established the Complete Streets Safety Committee (CSSC) as an advisory body to recommend policies and programs related to safety and circulation of all modes of travel, including pedestrians, bicycles, and motorists. Work items may be referred to them by the City Council, the City Manager, the Director of Public Works or the Chief of Police. The Committee has worked with staff on a wide array of issues generally following an annual work plan. Below is a summary of the work staff and the Committee has undertaken during calendar year 2021.

**Study extension of Pedestrian Routes beyond initial study area** – CSSC reviewed existing utility easements for potential walkways and developed a priority list. Staff submitted an application for TDA Article 3 funds for the Walkway from San Benito to Alvarado, and CSSC provided a letter of support.

**Develop education/outreach to schools and the public regarding Pedestrian Routes to Schools** – CSSC reviewed and provided comments on staff-prepared outreach materials, which were shared with and promoted to the Brisbane School District at the start of the school year.

**Review existing shuttle service and evaluate opportunities for improving service and amenities at stops** – CSSC reviewed usage information and prioritized locations for benches and shelters based on funding available through Measure M. Staff is proceeding with identified improvements at two locations.

**Study sightlines/safety at specific intersections (Alvarado/San Bruno, Klamath/Sierra Point, Monterey/San Bruno, Tulare/San Bruno, Thomas/San Bruno) and offer enhancement recommendations (carried over from prior year)** – The Committee has reviewed and made recommendations for each of these intersections, and staff has worked to implement them as operating budget funds become available. Many of the locations were found to benefit from the installation of a convex mirror and in some cases additional signage. The Committee and staff were sensitive to the elimination of street parking.

**Review improvements to the San Bruno/Bayshore intersection for safety** – With the Committee's recommendation and Council's review and input, a determination was made to eliminate left turns from EB San Bruno Ave to NB Bayshore, and to eliminate all U-turns for both NB and SB Bayshore at San Bruno. Improvements were installed and public outreach was conducted. CSSC members spent time both reviewing this issue in the field and conducting outreach efforts to other residents.

**Review bicycle safety issues on Old County** – Upon review, CSSC recommended Share the Road signs, which were installed. The Committee also recommended Sharrows painted on the pavement. Due to ongoing concerns about safety and visibility at the uncontrolled crossing from the Community Park to the Brisbane Village, staff further prepared a proposed new striping plan which incorporates a loading zone on the east side of the street, parking and bicycle lanes. The CSSC subcommittee reviewed and is in support of the striping plan. Staff will implement the changes with the next pavement maintenance project on Old County Road.

**Consider opportunities to enhance emergency vehicle ingress and resident egress on Tulare** – The committee has reviewed a plan developed by staff that requires cooperation from neighbors to use private property to turn fire engines around at the end of the street. No new plan (with the exception of a future development being conditioned to connect Tulare to Santa Clara/San Francisco) has been developed. This item is on hold.

**Receive and comment on Baylands transportation circulation plans or proposals referred by Director of Public Works or City Manager** – Staff, with support from CSSC, prepared robust comments on the Notice of Preparation (NOP) for the Specific Plan EIR.

**Bayshore bike lane at 426A Hwy 101 off ramp** – The Committee considered requests made at their meetings by bicycle advocates and suggested interim improvements for striping and signage, for which Brisbane and SSF staff are coordinating the implementation with operating budget funds. Staff also provided a letter to the project sponsor for the US 101 HOV Auxiliary Lanes project (Caltrans) in response to the NOP, and we noted that if the selected project requires the realignment of Exit 426A exit ramp/flyover, then the new join point with Bayshore Boulevard should be designed in accordance with Caltrans standards for bicycle and pedestrian accommodations. The bicycle advocates did also suggest improvements such as a bicycle-only path connecting Sister Cities Boulevard to Bayshore Boulevard by an undercrossing of Exit 426A join with Bayshore, and also suggested the possibility of a cycletrack on the west side of Bayshore Boulevard, with required east-west crossings of Bayshore. Due to the inordinate cost-benefit of these improvements, staff does not intend to advance these suggestions as CIP projects.

**Mission Blue speeding issues** – The Mission Blue Traffic Calming subcommittee reviewed a proposed traffic-calming plan at Mission Blue Drive intersection with Checkerspot Drive. The subcommittee initially recommended stop signs on Mission Blue (creating a 3-way stop at this location) and/or speed bumps to be installed. Staff determined that the use of stop signs is not a best traffic engineering practice to control traffic speed (and especially not to stop traffic on a roadway designated as a Major Collector to allow traffic from a Local roadway to join) and noted that speed bumps are contraindicated on vertical roadway curves and create challenges for emergency vehicles and contribute to 24-hour local ambient noise level increases. Staff will implement the plan providing traffic calming with a “road diet” for Mission Blue Dr., as shared with the subcommittee, with operating budget funds.

**Parking in Central Brisbane** – Committee members reviewed and studied parking challenges in Central Brisbane in response to community requests. Members and staff collected parking data on six randomly selected blocks and found that in the evening, street parking was full on all sample streets. Members reviewed a community survey that received over three hundred responses, with the majority of responses indicating that they wished that the city take action to improve parking conditions. From the data, discussions, and detailed survey responses, committee members prepared a three-step plan to improve parking, with review and data collection after each step. Staff will bring the recommendations to Council at an upcoming meeting.

## **Complete Streets Safety Committee**

### **Draft 2022 Work Plan ideas**

(for input on priorities and amount that can be accomplished)

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1. Review parking issues in Central Brisbane and develop recommendations.
2. Investigation of potential for one-way streets - Mariposa and Monterey between Visitacion and Solano. (referred by Director of Public Works)
3. Emergency vehicle access on all city streets for fire safety. (referred by Director of Public Works)
4. Speeding on streets in the Northeast Ridge
5. Review SB43 regarding local speed limits
6. Improving bike lanes and initiative encouraging bicycling
7. Review existing shuttle service and evaluate opportunities for improving service to and from Sierra Point
8. Receive and comment on Baylands transportation circulation plans or other proposals referred by Director of Public Works or City Manager

**File Attachments for Item:**

H. Communications Program Update



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** February 3, 2022

**From:** Caroline Cheung, Communications Manager

**Subject:** Communications Program Update

### Community Goal/Result

Safe Community - Residents and visitors will experience a sense of safety

Community Building - Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation

Ecological Sustainability - Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability

Fiscally Prudent - Brisbane's fiscal vitality will reflect sound decisions which also speak to the values of the community

Economic Development - Brisbane will work with the businesses and residents to provide for economic vitality/diversity

### Purpose

Update the Council on work we've done to drive consistency in brand across the organization and how it's permeating throughout the community.

### Recommendation

Provide direction to staff on the use of certain products that bear the City's former logo.

### Background

In 2020, it was noticed that some departments were designing their own logos for flyers and apparel. The City Manager requested that the internal staff committee, Brisbane Social Media User Group, which is comprised of members across all city departments and led by the Communications Manager, work on designing a standardized logo.

Over the course of a couple months and several meetings, we arrived at the logo found in Attachment 1 and at the top of this staff report. Here were some modifications:

- "City of Stars" in the bottom half of the existing became capitalized
- 1961, the year of incorporation, was added into the waves
- "CITY OF STARS" was swapped with the department name to maintain a consistent look (see Attachment 2). Note: Parks and Recreation has for many years already been purchasing staff shirts and apparel with their dept. name in this area, and in all caps)

## Discussion

Since coming to an agreement on the modified City logo, it's been shared across all City platforms including our newly-designed website which launched last April, the City Manager's Weekly Update, and all City-administered social media platforms (Facebook, Instagram, YouTube, Twitter, LinkedIn, and Nextdoor). It's also been ordered when the City's logo needs to be replaced, such as on the Community Park sign on Old County Rd. (see Attachment 1). The Public Works Department has also pre-ordered the new Public Works-specific logo for City trucks as the fleet gets slowly turned over (see Attachment 2) and the Community Development Department has Planning- and Building-specific logos for various programs (see Attachment 2).

Some departments have switched to using electronic letterhead. On the electronic letterhead, we recently made an update to the bottom right-hand tagline, from "Providing Quality Services" to "Providing for Today, Preparing for Tomorrow". This tagline or Mission Statement was coined by another internal staff committee comprised of members of various departments (Innovation Committee) and voted on by other staff as the one that most aligned with the organization's values. It transcends to what is decided at the Council or policy level as well: when there are needs that arise in the community, efforts are made to meet them and to see that community members get the assistance they need. Furthermore, work is being done at all levels to ensure the City is well-equipped to meet the needs of tomorrow.

There are a few areas where the older, square logo is found. This includes our blue linen letterhead and envelopes, and our city business cards that are printed on similar blue linen stock. The latter is ordered from local business Fong Brothers Printing as the need arises, and we have some stock left of the pre-printed letterhead. Staff appreciates the Council's direction on the use of these.

## Fiscal Impact

None.

## Measure of Success

A consistent and recognized logo for the City of Brisbane.

## Attachments

1. Community Park sign featuring new logo
2. Standardized, department-specific logos
3. Updated, electronic City letterhead

*Caroline Cheung*  
 Caroline Cheung, Communications Manager

*Clayton L. Holstine*  
 Clay Holstine, City Manager



## Attachment 1:





## Attachment 2:



Attachment 3:



**City of Brisbane**  
50 Park Place  
Brisbane, CA 94005-1310  
(415) 508-2100  
(415) 467-4989 Fax

(insert date)

(insert name/agency)  
Attn: (insert name)  
(insert street address  
City, State, Zip)

Re: (insert Subject)

Kind Regards,

*Providing for Today, Preparing for Tomorrow*