



BRISBANE CITY COUNCIL

ACTION MINUTES

**DRAFT**

---

DECEMBER 17, 2012

*BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE*

**CALL TO ORDER – FLAG SALUTE**

Mayor Lentz called the meeting to order at 7:30 p.m. and led the flag salute.

**ROLL CALL**

Councilmember's present:	Conway, Miller, O'Connell, Richardson, and Mayor Lentz
Councilmember's absent:	None
Staff present:	City Manager Holstine, Administrative Services Director Schillinger, City Clerk Spediacci, City Attorney Toppel, Public Works Director Breault, Community Development Director Swiecki, Administrative Management Analyst Cheung, Financial Services Manager Cooper

**ADOPTION OF AGENDA (Deletions, Additions, Changes and Adoption)**

CM Conway asked that they close the meeting in memory of Brisbane citizen Tanya Williams, the school children and school employees of the massacre in Connecticut, and the victims on the cyclone on the islands of Samoa, including a family member of CM Conway. He then made a motion, seconded by CM Richardson, to adopt the agenda as amended. The motion was carried unanimously by all present.

Mayor Lentz asked for a moment of silence for the people who lost their lives.

**SWEARING IN CEREMONY**

**A. Administer Oath of Office to new Mayor, Raymond C. Miller**

City Clerk Spediacci administered the Oath of Office to Mayor Miller.

**B. Administer Oath of Office to new Mayor Pro Tem Sepi Richardson**

Pastor Steve Tregenza of the Brisbane Community Church offered a prayer for the recent victims of tragedy and then administered the Oath of Office to Mayor Pro Tem Richardson.

## **PRESENTATIONS**

### **A. Recognizing Cliff Lentz for his service as Mayor of Brisbane**

Mayor Miller thanked everyone for being there and then presented outgoing Mayor Lentz with a Proclamation and Plaque thanking and acknowledging him for his service. He then outlined the many issues and projects that Cliff was passionate about and added his own personal comments.

CM Lentz thanked Mayor Miller, Councilmembers, members of the public, and his family for their support during his year as Mayor. He expressed his continued dedication to the community and as a City Councilmember.

### **B. Remarks from the Mayor**

Mayor Miller remarked that this was the fourth time he would be serving as Mayor of Brisbane and said that he was honored to have the opportunity to serve the residents of Brisbane. He read a brief statement of the history of events that had shaped Brisbane to date and the issues he found to be important in the upcoming year and beyond.

Mayor Miller then called for a break for refreshments and the meeting reconvened at 8:15 p.m.

## **ORAL COMMUNICATIONS NO. 1**

Gina Papan, Mayor of Millbrae congratulated the new Mayor and Mayor Pro Tem. She indicated that she was there to ask for the Council support for appointed to the Metropolitan Transportation Commission. She outlined her qualifications and answered questions from Councilmembers.

Karen Cunningham spoke about the Ferrell Cat problem in Brisbane and asked for the City's continued support in solving this problem.

Barbara Ebel indicated that the Open Space and Ecology Committee (OSEC) has been working on the Ferrell cat issue and that as a member of that committee she was happy that there were local volunteers that are willing to step forward to resolve this problem.

Dana Dillworth asked about assistance to low-income people. She indicated that she had raised her housing repair issue with the City several times and had not had any success in resolving the matter. She asked for help with programs that the City should offer to help people in need.

Councilmembers asked staff for background information of what programs have been used in the past and what programs are available now. City Manager Holstine he would look into programs that are available and report back.

Michele Salmon spoke about Consent Calendar A and questioned the need for increasing salaries and benefits during these difficult financial times.

## CONSENT CALENDAR

Mayor Miller asked to remove Item A from the Consent Calendar and asked staff to give a report outlining the proposed resolutions.

City Manager Holstine spoke about the difficulty of the negotiating process. He talked about the extent in the reduction in staff over the last few years and the goal of not reducing services to the community. He indicated that at looking at the organizational chart and workload of various staff members, it was determined that there were a number of adjustments that were necessary. He also said that there would be a couple of other areas that would have to be looked at in the next few years. He then outlined the proposed changes in positions that were being recommended.

**A. Receive information related to organizational changes and adopt the following resolutions:**

- 1. Adopt Resolution No. 2012-42 amending Resolution No. 2001-11 to include the classification of Deputy Finance Director in the Class Specification Manual**
- 2. Adopt Resolution No. 2012-43 amending Resolution 2006-38, the memorandum of understanding between the City of Brisbane and the Mid-Management/Professional Employees Group by adding the classification of Deputy Finance Director**
- 3. Adopt Resolution No. 2012-44 amending Resolution No. 2001-11 to include the classification of Principal Analyst in the Class Specification Manual**
- 4. Adopt Resolution No. 2012-45 amending Resolution No. 2006-39, the memorandum of understanding between the City of Brisbane and the Confidential Employees Group, by adding the classification of Principal Analyst**
- 5. Adopt Resolution No. 2012-46 amending Resolution No. 2006-41, the memorandum of understanding between the City of Brisbane and the Executive Management Employees Group, removing the classification of Harbormaster and amending Resolution No. 2006-38, the memorandum of understanding between the City of Brisbane and the Mid-Management/Professional Employees Group to include the classification of Harbormaster**
- 6. Adopt Resolution No. 2012-47 concerning wages, hours and working conditions for the General Employees Group, effective December 17, 2012**
- 7. Adopt Resolution No. 2012-48 concerning wages, hours, and working conditions for the Mid-Management/Professional Employees Group, effective December 17, 2012**

After Councilmember clarification and discussion, CM Lentz made a motion, seconded by CM Conway to adopt the resolutions as proposed. The motion was carried unanimously by all present.

## NEW BUSINESS

### **A. Consider proposed Baylands Draft Environmental Impact Report (DEIR) Review Process and provide direction to staff**

Community Development Director Sweicki gave an update regarding the proposed approach to facilitate the public review of and public comment on the forthcoming Baylands Draft Environmental Impact Report and then introduced Mr. Lloyd Zola, who is the project director for the EIR.

Mr. Zola outlined the recommended approach to assist the community in their review of the DEIR. He talked about a series of workshops to be held early in the public review period. He proposed a total of five meetings, four presenting specific sections of the EIR and a fifth meeting for questions and comments.

City Attorney Toppel talked about the Planning Commission's role during the public review of the Draft EIR and on the final EIR. He answered questions from the Council related to their being a part of other review committees such as the Brisbane Baylands Community Advisory Group (BBCAG).

Mr Zola said that he and the Community Development Director would put together a document defining the role and limitations of each committee or body.

Carolyn Parker asked questions about her role on the BBCAG as well as being a Planning Commissioner. She welcomed a document explaining her limitations.

Anja Miller requested that the informational meetings be held as soon as possible after the DEIR is released giving people enough time to then read, understand, and comment within the 120 review period.

After Councilmember questions and clarifications, they advised Mr. Zola to hold the first public workshop within the first couple of weeks after release of the DEIR. They also asked that everyone be given three weeks notice before the actual release date.

### **B. Receive an update on the status of the Citizens Committee to review the Draft Environmental Impact Report (DEIR) on the Baylands and provide direction to staff**

City Manager Holstine gave an update on the status of the recruitment of members of the public wishing to serve on the committee. He stated that the first meeting was being proposed for January 9, 2013 and asked for any guidance that the Council wanted to give the Committee on reviewing the DEIR. He pointed to the list provided showing which committees might be reviewing various chapters of the DEIR. He also made it clear that citizens participating on this committee would not be precluded from commenting on the DEIR individually.

Councilmembers discussed letting the group organize themselves and decide upon how they would approach their review and comments. They also discussed members of the committee potentially having a conflict of interest due to working for Universal Paragon Corporation (UPC). They asked staff to consider this issue and bring back further information.

Jessica Aloft indicated that she was working with UPC on public relations.

City Manager Holstine proposed putting off the date of the first meeting and bringing back some proposed disclosure language for Council to consider at their next meeting.

**C. Consider approval of Request for Proposals (RFP) for City Attorney Services and receive status report on recruitment process**

City Clerk Spediacci reviewed the process undertaken so far to draft the Request For Proposals. She indicated that after Council approval it would be widely distributed and that the deadline to apply was February 14, 2013. She then introduced Ms. Bobbi Peckham who would be assisting the City with the selection process.

Ms. Peckham gave background information about herself and her firm and answered questions from the Council. She clarified the selection process that was being proposed and recommended some minor changes to the RFP. Councilmembers concurred with her recommendations.

After further Councilmember questions and clarifications, CM Richardson made a motion, seconded by CM Lentz, to approve the RFP as amended. The motion was carried unanimously by all present.

**D. Consider contribution of \$1,409 from the general fund to the Housing and Endowment and Regional Trust (HEART), a public/private partnership set up to raise funds to ensure affordable housing is available within San Mateo County, and if so, direct staff to implement the required supplemental appropriation to make the 2012/13 payment**

CM Richardson made a motion, seconded by CM O'Connell, to approve the supplemental appropriation as presented. The motion was carried unanimously by all present.

**E. Discuss and provide direction to staff on Human Resource staffing levels**

City Manager Holstine asked to remove this item from the agenda. Councilmembers concurred.

**STAFF REPORTS**

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

City Manager Holstine indicated that he had nothing to report.

**MAYOR/COUNCIL MATTERS**

**A. Subcommittee Report**

Councilmembers gave updates on the recent C/CAG meeting and the City Selection Committee Meeting.

**B. Communications**

**- West Bay Seat on the SF Bay Restoration Authority (SFBRA)**

After some discussion, CM Richardson indicated that she would apply for the vacant seat on the SFBRA.

**- Letter from 8<sup>th</sup> Grader regarding composting**

Mayor Lentz indicated that he had responded to the letter.

**ORAL COMMUNICATIONS**

There were no members of the public wishing to speak.

**ADJOURNMENT**

The meeting was adjourned at 11:57 p.m. in memory of Tanya Williams, the victims of the massacre in Connecticut, and the victims on the Islands of Samoa

---

Sheri Marie Spediacci  
City Clerk