



BRISBANE CITY COUNCIL
ACTION MINUTES

DRAFT

THURSDAY, FEBRUARY 19, 2015

BRISBANE CITY HALL COMMUNITY ROOM, 50 PARK PLACE, BRISBANE

CALL TO ORDER – FLAG SALUTE

Mayor O’Connell called the meeting to order at 7:30 p.m.

ROLL CALL

Councilmembers present: Conway, Lentz, Liu, Miller, and Mayor O’Connell
Councilmembers absent: None
Staff present: City Manager Holstine, City Clerk Spediacci, City Attorney Roush, Senior Management Analyst Cheung, Police Commander Meisner

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

Mayor O’Connell indicated that Mayor Pro Tem Lentz would be giving a presentation on recent information provided at the Airport Roundtable Meeting following Presentation Item A. Councilmembers discussed postponing that presentation until interested community member Peter Grace was present.

CM Liu asked that the meeting be closed in memory of David Towle Sr.

With those changes, CM Lentz made a motion, seconded by CM Miller, to adopt the agenda as amended. The motion carried unanimously by all present.

PRESENTATION

A. Update from Bay Area Water Supply & Conservation Agency (BAWSCA) City Representative Sepi Richardson

The City’s representative to BAWSCA, Sepi Richardson gave a Power Point presentation showing the water suppliers, residents, businesses, and community organizations that BAWSCA

represents. She went over the FY 2014-15 Work Plan Progress and the Major Challenges in 2015-2016.

After questions and clarification from Councilmembers, they thanked Ms. Richardson for her representation and for her presentation.

ORAL COMMUNICATIONS NO. 1

There were no members of the public wishing to speak.

CONSENT CALENDAR

CM Liu asked to remove Consent Calendar Item B. Mayor O'Connell asked to remove Consent Calendar Item C. Councilmembers noted that there were minor typographical changes on Consent Calendar Item A.

- A. Approve City Council Minutes of January 15, 2015**
- D. Adopt Ordinance No. 592 amending Chapter 15.56 of the Brisbane Municipal Code concerning "Floodplain Management"**
- E. Approve Co-sponsorship of the Brisbane Youth Sports Association Soccer Classes**
- F. Approve Co-sponsorship of the Brisbane Youth Sports Association Summer Camp**
- G. Approve Co-sponsorship of the Brisbane Dance Workshop Annual Arts & Crafts Fair on December 12, 2015**
- H. Approve Co-sponsorship of the Brisbane Dance Workshop May 2015 Performances**

CM Conway made a motion, seconded by CM Lentz, to approve Consent Calendar Items A with the minor corrections, and Items D, E, F, G, & H as presented. The motion carried unanimously by all present.

- B. Approve City Council Minutes of February 5, 2015**

CM Liu reviewed her proposed changes on Page 4, 6, & 7 of the February 5, 2015 minutes.

With those changes, CM Conway made a motion, seconded by CM Lentz, to approve the minutes as amended. The motion carried unanimously by all present.

- C. Receive Monthly Investment Report as of December 31, 2014**

Mayor O'Connell proposed showing a separate fund line item to show the balance of the funds for the proposed Skate Park project. Other Councilmembers concurred. City Manager Holstine said that he would have the Administrative Services Director Schillinger add the line item on the next Cash Balances and Investment Report.

Mayor O'Connell made a motion, seconded by CM Lentz, to receive the Monthly Investment Report as of December 31, 2014. The motion carried unanimously by all present.

PRESENTATION (Continued from above)

B. Update from Airport Roundtable Meeting by Mayor Pro Tem Lentz

CM Lentz gave a Power Point presentation that was given at the recent Airport Roundtable Meeting. His presentation included the NorCal Metroplex and the three new SFO departure procedures implemented on January 8, 2015. He reviewed each of the three departure procedures in detail and answered questions from Councilmembers.

NEW BUSINESS

A. Consider approval of the City of Brisbane Social Media Policy and proposal from MindMixer for Online Citizen Engagement Services

Senior Management Analyst Cheung said that at the December 18, 2014 Council meeting, Council requested that the Social Media Policy be brought back to them at a later date in order to allow further review by the City Attorney. She said that Councilmembers also provided some initial input at that meeting, which staff incorporated into Sections 3.0 (Limited Public Forum) and Section 4.0 (Public Records Act) in the document provided in the staff report.

She also reported that the Council Public Information/Technology Subcommittee met recently and that the changes resulting from that meeting were highlighted in the document before the Council on the dais.

She said that Pages 2-4 of the policy describe each of the social media sites administered by the City, including MindMixer, which provided a proposal for citizen engagement services that staff was recommending for Council approval.

She indicated that MindMixer is a web application used to garner feedback from the community. She said that MindMixer differs from the previously-used Userve in that it is not a free web application, but allows for multiple questions/forums to be open at any given time, included training and support, and does not allow for anonymous posts.

Ms. Cheung said that MindMixer bases its contract pricing on population size as well as length of the contract. For the City of Brisbane, a 3-year contract would cost \$3,500 per year, a 4-year contract would cost \$3,000 per year, and a 5-year contract would cost \$2,500 per year.

She reported that as a result of the Council Subcommittee meeting, MindMixer was contacted and had agreed to add an opt-out clause allowing the City to cancel the contract requiring the City to only pay the total fee for the year in which the service was cancelled.

Councilmembers discussed the proposed policy and the proposal with MindMixer and many issues related to both, including whether responders to MindMixer should be able to remain anonymous, identifying ages and demographics of responders, clarifying the laws regarding public officials posting on Social Media sites, updating the Social Media Policy to make a distinction between “Social Media” and “City Social Media”, developing procedures that govern how information will be approved for posting (including emergency information), expanding the section on promoting businesses to include non-profits and community organizations, and whether City departments should have separate Facebook pages.

After further Councilmember questions and clarifications, it was decided to table this item pending further changes and recommendations from the Council Public Information/Technology Subcommittee to address the questions and concerns raised at this meeting, including further investigation by staff of other online engagement services.

B. Consider approval of a proposal from Teri Black and Company to provide for recruitment services for the Recreation Manager position

City Manager Holstine reported that in December 2014, the City Council approved the new position of Recreation Manager. He said that this new position would report to the Deputy City Manager/Administrative Services Director and oversee the Recreation Department by focusing on administering, promoting, organizing, and marketing comprehensive recreation programs and community services.

He said that staff is recommending hiring Teri Black and Company to provide a wider range of candidate outreach for this important position.

Councilmembers proposed that the contract include the provision of services until the position was filled. City Manager Holstine said that he would work with the City Attorney to make sure the agreement stipulated that requirement.

After Councilmember questions and clarifications, CM Conway made a motion, seconded by Mayor O’Connell, to approve the proposal from Teri Black and Company as amended. The motion carried unanimously by all present.

STAFF REPORTS

A. City Manager’s Report on upcoming activities

City Manager Holstine indicated that there was a need for a Closed Session at the March 5th Council meeting and proposed 6:30 p.m. as the start time. After Councilmember discussion, they set 6:30 p.m. as the start time for the March 5th Closed Session.

MAYOR/COUNCIL MATTERS

A. County-wide Assignments/Subcommittee Reports
- Airport Roundtable Meeting – Cliff Presentation
(This presentation was given at the beginning of the meeting.)

Councilmembers gave updates on the Library JPA meeting, the Council Economic Development Subcommittee Meeting, the Open Space & Ecology Committee Council Liaison Meeting, the Council Sustainability Subcommittee Meeting, Senator Jerry Hill’s recent Legislative Update Webinar, and the County Healthy Communities Meeting.

CM Lentz proposed agendaizing the discussion of a proposed process to develop a Pedestrian Walkway/Trail Master Plan at a future Council meeting. After some discussion, other Councilmembers concurred.

B. Written Communications
- Letter from League of California Cities regarding 2014-15 Executive Committee Vice President Ballot

After Councilmember discussion, it was the consensus that the Mayor should vote for Councilmember Liz Kniss from the City of Palo Alto for the Vice President position for the Executive Committee for the Peninsula Division of the League of California Cities.

ORAL COMMUNICATIONS 2

There were no members of the public wishing to speak.

ADJOURNMENT

The meeting was adjourned at 11:54 in memory of David Towle, Sr.

Sheri Marie Spediacci, City Clerk