



BRISBANE CITY COUNCIL

ACTION MINUTES

DRAFT

THURSDAY, MAY 21, 2015

BRISBANE CITY HALL COMMUNITY ROOM, 50 PARK PLACE, BRISBANE

7:15 P.M. CLOSED SESSION

- A. Liability Claims, Claimant: Tara Rye, pursuant to Government Code Section 54956.95**

7:30 P.M. CALL TO ORDER – FLAG SALUTE

Mayor O'Connell called the meeting to order at 7:31 p.m.

ROLL CALL

Councilmembers present:	Lentz, Liu, Miller, and Mayor O'Connell
Councilmembers absent:	Conway
Staff present:	City Manager Holstine, City Clerk Spediacci, City Attorney Roush, Administrative Services Director Schillinger, Police Chief Macias, Special Assistant to the City Manager Smith, Principal Analyst Saguisag-Sid, Deputy Public Works Director Kinser

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

Councilmembers asked that the meeting be closed in memory of long-time residents Marie Allen and Mary Howle. CM Miller made a motion, seconded by CM Liu, to adopt the agenda as amended. The motion carried unanimously by all present.

City Attorney Roush reported that the claim from Tara Rye that was considered in Closed Session was denied.

ORAL COMMUNICATIONS NO. 1

Carolyn Kernberger said she lived at the Joy Avenue Condominiums and presented a petition with 39 signatures on it asking that the City Council adopt an ordinance prohibiting cigarette

smoking in or near multi-unit residential housing. She spoke about the detrimental health effect of second-hand smoke to those who breathe it, especially children.

CM Liu reported that she and CM Miller were on the Council Health and Safety Subcommittee which would be looking at the multi-unit smoking issue. CM Miller reported that it was a legally complicated matter which would be given careful consideration.

CONSENT CALENDAR

- A. Approve City Council Minutes of May 7, 2015**
- B. Sierra Point Lighting and Landscaping District (SPL&LD) Resolutions**
 - 1. Adopt Resolution No. 2015-17 appointing Attorney for the SPL&LD for Fiscal Year 2015-2016**
 - 2. Adopt Resolution No. 2015-18 appointing Engineer for the SPL&LD for Fiscal Year 2015-2016**
 - 3. Adopt Resolution No. 2015-19 describing improvements and directing preparation of Engineer's Report for SPL&LD for the Fiscal Year 2015-2016**
- C. Adopt Ordinance 595, amending the Brisbane Municipal Code Section 17.32.032, Wireless Telecommunications Facilities, by revising definitions and modifying City procedures to bring them into conformance with new Federal Communications Commission requirements**

CM Lentz made a motion, seconded by CM Miller, to approve the consent calendar as presented. The motion carried unanimously by all present.

OLD BUSINESS

- A. Adopt Resolution No. 2015-20 approving the filing of an application for grant funds under the California Coastal Conservancy San Francisco Bay Area Conservancy Program and authorizing execution of documents on behalf of City**

Special Assistant to the City Manager Smith said that the City had received preliminary approval of a 75% matching grant from staff of the California Coastal Conservancy's Bay Area Conservancy Program in the amount of \$60,000 to fund acquisition of one parcel of land in the Brisbane Acres.

Mr. Smith said that the Conservancy normally funds 50% of the purchase price of properties but in this case the Conservancy staff is recommending funding 75% to cover the cost of the eucalyptus/broom removal and restoration of the property. He said that the proposed 2015/16 City budget includes funding for exotics removal and restoration on this parcel.

He indicated that the Conservancy requires a resolution authorizing the application from the governing body of the agency applying for the funds and that was the action being recommended.

Councilmembers acknowledged Mr. Smith for being instrumental in the acquisition and restoration of many parcels in the Brisbane Acres to be preserved for open space. Mr. Smith thanked the Council for their policy to fund the acquisition and preservation of open space parcels.

After Council questions and clarifications, CM Miller made a motion, seconded by CM Liu, to adopt the Resolution as presented. The motion carried unanimously by all present.

B. Consider approval of the establishment of an ad hoc Library Planning Stakeholder group and appoint one Councilmember as primary and one Councilmember as alternate to this working group

City Manager Holstine reported that at the City Council meeting of April 2, 2015 the Council gave input on the selection process for an Architect-Engineer firm to design a proposed new library.

He said that at that Council meeting the membership of a Library Planning Stakeholder Group was proposed to include a City Council representative and alternate, two Brisbane City Staff members, two San Mateo County Library staff members, two Friends of the Brisbane Library members, one Brisbane Elementary School District member, one Mothers of Brisbane member, and one BEST/PTO member.

He asked that the Council approve the membership of the Group and choose a Councilmember Representative and Alternate.

CM Liu said she would be happy to serve on the Library Planning Stakeholder Group.

CM Miller made a motion to approve the working Group as proposed and with CM Liu as the Council representative.

Mayor O'Connell asked that a member of the Parks and Recreation Commission be part of the Group. Other Councilmembers concurred that having a Parks and Recreation Commissioner on the Library Stakeholder Planning Group would be valuable.

CM Miller amended his motion to include a member of the Parks and Recreation Commission.

CM Lentz proposed that CM Conway be the Alternate Council Representative since he had expressed an interest. Other Councilmembers concurred.

With that change, CM Lentz seconded CM Miller's amended motion. The motion carried unanimously by all present.

NEW BUSINESS

A. Consider selecting a Councilmember to be the spokesperson for the San Mateo County Energy Watch Challenge

Deputy Public Works Director Kinser said that San Mateo County Energy Watch, a C/CAG program providing energy efficiency services, has developed an outreach program for small businesses. She indicated that the “Challenge” is to sign-up at least 250 small businesses in the county for an energy assessment. She said that San Mateo County, in partnership with Ecology Action and PG&E will offer energy assessments, assistance with rebate applications, contact with qualified contractors, and final inspection of the completed upgrade installations. Ms. Kinser noted that Brisbane’s participation in the program will be highlighted on the San Mateo County Energy watch website and said that the proposed timeline for the program is through the end of June. She said that the City has done six or seven projects through San Mateo County Energy Watch and they have been supportive to work with.

Councilmembers supported having the Mayor being the spokesperson for the Challenge.

After Councilmember questions and clarifications, CM Lentz made a motion, seconded by CM Miller to select Mayor O’Connell to be the City’s spokesperson for the program. The motion carried unanimously by all present.

B. Consider adoption of Resolution No. 2015-21 authorizing the agreement with Turbo Data Systems, Inc. for City Parking Citation Processing and adjudication services for a five-year term expiring June 30, 2020

Administrative Services Director Schillinger said that Turbo Data has been providing citation processing services to many cities in San Mateo County since 1999. H reported that a year ago San Mateo County cities decided that a new RFP process should be conducted to ensure competitive pricing and best industry standards. A Subcommittee of the County and city representatives was formed and following the interview process and reference checks, determined that Turbo Data remained the best option for all.

He said that the costs for citation processing are anticipated to decline by approximately 35-40% overall while maintaining the same quality of service and that it is anticipated that the City of Brisbane will save approximately \$350.00 per year under the new agreement.

After Councilmember questions and clarifications, CM Lentz made a motion, seconded by CM Liu, to adopt Resolution No. 2015-21 as proposed. The motion carried unanimously by all present.

C. Consider approval an amendment to the contract with the City Manager’s Employment Agreement

Principal Analyst Saguisag-Sid said that City Manager Holstine has been employed with the City of Brisbane since 1998. She said that the most recent Employment Agreement with the City was

entered into on May 19, 2014 and indicated that in a closed session evaluation on May 7, 2015, the Council met with the City Manager for an annual review and gave him a satisfactory performance rating.

She said the proposed amendment to the contract being considered tonight was in recognition of this satisfactory performance and would provide a 2.6% cost of living adjustment, effective with the first full pay period in July 2015 (July 13, 2015). She said this recommendation is in line with other employee units' cost of living adjustments and will provide Mr. Holstine with a new base salary of \$18,385.46 per month.

CM Miller made a motion, seconded by CM Liu, to approve the amendment to the contract as proposed. The motion carried unanimously by all present.

STAFF REPORTS

A. City Manager's Report on upcoming activities - Update on Drought and Brisbane Water Systems Responses

City Manager Holstine advised that Public Works Director Breault would be giving the update but would be arriving late due to his chairing the Bay Area Water Supply and Conservation Agency Meeting. He suggested moving forward with other items on the agenda until he was present.

He also noted that Principal Analyst Sagisuig-Sid had an update on the Brisbane Shuttle Program issue.

Principal Analyst Saguisag-Sid said that on May 6th the City was advised that one of three shuttles would not be operating but that service was restored the next day. She said that on May 13th the City was again advised that one of the shuttles would not be operating due to staffing issues related to the upcoming change in the shuttle provider. She advised that the City was in contact with the organization that oversees the shuttle services, Commute.org, and was confident that when the new provider was on board in the next few weeks, service would be back up to full service. She gave contact information for people to call if they were experiencing any difficulty during the transition.

The Council asked that city staff make sure that information was available to the riders about the issue and future resolution and provide any help they could in the process.

MAYOR/COUNCIL MATTERS

A. County-wide Assignments/Subcommittee Reports

Councilmembers reported on recent meetings that they attended including the Library JPA, the Council Economic Development Subcommittee, the Skatepark Funding Subcommittee, the Community Choice Aggregate/Energy Webinar, the Council Finance Subcommittee, the Airport Roundtable, C/CAG, and the ABAG teleconference meeting.

B. Written Communications

There were no written communications to report.

C. Discuss Planning Commission Interviews

Mayor O'Connell said that May 27th had been the selected date for the Planning Commission Interviews but that CM Lentz had subsequently realized he could not make that date. CM Liu said that she also had a conflict on May 27th.

After some discussion, Wednesday, June 3rd at 7:30 p.m. was selected for the interviews with June 8th for the actual vote on appointing a commissioner.

D. Set date for City Attorney Evaluation

After Councilmember discussion, they set Monday June 15th from 7-8pm before the Baylands Sustainability Framework Workshop.

E. City Selection Committee Meeting May 29th – Vacancies for ABAG

Councilmembers discussed the upcoming City Selection Committee Meeting and acknowledged that there were two representatives and two alternates positions open on the Association of Bay Area Governments (ABAG) Committee and two applicants for each.

Mayor O'Connell said she would attend the meeting to make sure there was a quorum for the vote, if needed.

A. City Manager's Report on upcoming activities (Taken Out of Order) - Update on Drought and Brisbane Water Systems Responses

Councilmembers discussed postponing this item to a future meeting when the Public Works Director was present to give the report.

City Manager Holstine gave a quick update saying that basically there would be a two-day-a-week watering schedule and that the City would be getting the word out to property owners via mail, social media, sign boards, City new publications, and maybe a booth at the Farmers Market. He said that the City would be focusing on getting compliance through education verses enforcement. He said that this issue would be ongoing and the Public Works Director would be coming back frequently with updates.

Councilmembers asked about the definition of "ornamental landscape or turf" and asked that it be clarified when getting information out to the public. They also asked about letting people know what the City was doing to conserve, and asked how soon these Stage 2 effects will go into effect, and about how the Ridge Home Owners Associations would be notified and which areas would be affected.

City Manager Holstine indicated the Stage 2 effects would go into effect on June 1st.

ORAL COMMUNICATIONS 2

There were no members of the public wishing to speak.

ADJOURNMENT

The meeting was adjourned at 8:58 p.m. in memory of Marie Allen and Mary Howle.

Sheri Marie Spediacci, City Clerk