



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**MONDAY, APRIL 15, 2013**

*BRISBANE CITY HALL COMMUNITY MEETING ROOM, 50 PARK PLACE, BRISBANE*

**6:00 P.M. CLOSED SESSION**

- A. Public Employment; Title: City Attorney, pursuant to Government Code Section 54957

**7:30 P.M. CALL TO ORDER – FLAG SALUTE**

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

City Manager Holstine reported that the Council will be continuing the confidential process to recruit for a new City Attorney and said that no decisions have been made and that future meetings were being scheduled.

**ROLL CALL**

Councilmember's present:	Conway, Lentz, O'Connell, and Mayor Miller
Councilmember's absent:	None
Staff present:	City Manager Holstine, Administrative Services Director Schillinger, City Clerk Spediacci, City Attorney Toppel, Community Development Director Swiecki, Police Chief Macias, Public Works Director Breault, Deputy Finance Director Cooper, Principal Analyst Saguisag-Sid

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

CM Conway asked that the meeting be closed in memory of long-time resident Eleanor Blanchard. He then made a motion, seconded by CM O'Connell, to adopt the agenda as amended. The motion was carried unanimously by all present.

**ORAL COMMUNICATIONS NO. 1**

Carlos Martin introduced himself and said that he was running for South San Francisco City Council in the upcoming November election. He expressed his desire to work with the City of Brisbane on common interests.

Anthony Valdez said he was a new addition to staff in Supervisor Adrienne Tissier's Office and offered to support the Council in any way he could.

Jamie Dunn expressed her sadness over hearing the phrase "fresh, young, new faces" in and around town. She indicated her desire that the town work together so everyone had a place to make a difference.

## **PRESENTATION**

### **A. Feral Cat Population – Dr. Monica Rudiger D.V.M.**

Dr. Monica Rudiger of the Nine Lives Foundation and Ms. Kay Jones of the Alley Cats Allies Group both spoke about the importance of the Trap-Neuter-Return program that is necessary to keep the feral cat population under control. They both indicated their desire to help Brisbane develop a program.

After Councilmembers questions and clarifications, they thanked Ms. Rudiger and Ms. Jones for their informative presentation. They also indicated their support for the development of a City program and referred the issue to the Open Space & Ecology Committee for a recommendation to be presented to Council.

## **CONSENT CALENDAR**

CM Conway asked to remove items A & C from the Consent Calendar. He then made a motion, seconded by CM O'Connell, to approve Item B as proposed. The motion was carried unanimously by all present.

### **B. Approve Monthly Investment Report dated January 31, 2013**

#### **A. Approve City Council Minutes of April 1, 2013**

CM Conway asked that the minutes be corrected to reflect the full Council support to join the coalition of Mayors Against Illegal Guns. With that correction, he made a motion, seconded by CM O'Connell, to approve the minutes as amended. The motion carried unanimously by all present.

### **C. Approve letter from Mayor to County Board of Supervisors regarding Measure A Spending Proposal**

CM Conway reported on his recent conversation with Supervisor Horsley regarding the forthcoming letter and then made a motion, seconded by CM O'Connell, to approve the letter as presented. The motion was carried unanimously by all present.

## **OLD BUSINESS**

### **A. Consider authorizing the City Manager to sign a proposal prepared by RSBA & Associates to conduct a Hotel Feasibility Study for Sierra Point**

City Manager Holstine indicated that at the last Council meeting where this proposal was discussed, the Council asked that the language of the proposal be amended to make clear that the Hotel Feasibility Study would come back to Council at a public meeting and be a public record. He said that the proposal before the Council was amended to reflect those concerns.

After Councilmembers questions and clarifications, CM Conway made a motion, seconded by CM Lentz, to authorize the City Manager to execute the contract as presented. The motion carried unanimously by all present.

## **X. NEW BUSINESS**

### **A. Receive Final Draft of Brisbane History Book and approve publication plan**

Principal Analyst Saguisag-Sid reviewed the background of the formation of the Council History Subcommittee that was formed in 2010 and the many meetings that had occurred up until this point to create the draft 50<sup>th</sup> Anniversary History Book which was before the Council for consideration. She indicated that upon final approval from the Council, the history book would be ready for a last proofreading and then move forward to the design and publication phase.

Ms. Saguisag-Sid also reviewed the initial proposal to design and publish the history book and the cost of both of those items at the present time. She indicated that Council would have time to read through the draft history book and that final approval would take place at a future Council meeting.

After Councilmember questions and discussion about the finalization and printing costs and options, they asked that additional printing bids be obtained from other sources and that they preferred the color photo option and the 2000 copy plan. Ms. Saguisag-Sid said she would bring back the additional bids at the City Council meeting to approve the final draft.

### **B. Review Sustainability Goals for the Baylands Project**

Administrative Services Director Schillinger said that in January of 2009 the City Council created a Sustainability Committee, which currently consists of five members: two councilmembers, one member each from the Open Space and Ecology Committee, Planning Commission, and Parks and Recreation Commission. He said that the Committee met numerous times with Geoff Syphers, a consultant who has worked on One Planet projects, to develop the Sustainability Document for the Baylands. He then discussed the ten One Planet Living Principles and how the committee defined them.

He said the next step in the process is to develop specific measurable targets for the project and then the action plan as to how these targets would be achieved and, then finally, develop the specific measurement methods which would be used.

After Councilmember questions and clarifications, they directed staff to move forward to the next phase as outlined in the staff report.

### **C. Consider approval of Resolution No. 2013-12 establishing rules and procedures for City Commissions and Committees and introducing Ordinance No. 582 amending Section 2.20.030 and 2.20.040 of the Municipal Code concerning the Parks and Recreation Commission**

City Attorney Toppel gave a background on the many meetings the Council Subcommittee held to develop a set of uniform rules and procedures governing the operation of City commissions and committees. He indicated that the Subcommittee had approved the proposed draft of the Rules and Procedures that was before the Council at this meeting. He indicated that the proposed rules contain subjects like the responsibilities of the chair in the conduct of meetings, communications by commission or committee

members, unexcused absences or failure to discharge duties, and procedures for reprimand or removal of a commission or committee member.

After Councilmember questions and clarifications, they directed staff to make changes to page 2, item 4, on the last two bullet points to make the language more formal, to add additional language to Page 3, Item D.1 addressing spotty attendance and putting in a 20% of meeting per a twelve month period that one could not be absent from. They also asked to add the new Complete Streets Safety Committee to the proposed resolution.

With those modifications, CM Conway made a motion, seconded by CM O'Connell, to introduce Ordinance No. 582 as proposed and to bring back the amended resolution at the next City Council meeting. The motion was carried unanimously by all present.

## **STAFF REPORTS**

### **A. City Manager's Report on upcoming activities - Update on Zippy Race**

CM Lentz gave an update on the upcoming Zippy Race and indicated which vendors would be present. He also asked for Council's approval of the Mothers of Brisbane changing the name of the booth to the Zippy Tavern. After Councilmember discussion of their concerns it was the consensus to approve that request, with Mayor Miller offering his discomfort with the idea.

Police Chief Macias also updated the Council on the police presence at the event.

### **- Update of League of Ca. Cities Policy Committee Meetings**

City Manager Holstine reported on the recent policy committee meetings that were attended by City Staff and Councilmembers dealing with proposed legislation on State-wide Plastic Bag Bans, CEQA reform, post redevelopment clean-up, and transportation.

### **- Update on Complete Streets Safety Committee Start-up**

City Clerk Spediacci reported that the May issue of the Brisbane City News would have an article about the new committee and asking members of the public to apply to serve on that committee if interested. She also said that the former members of the Traffic Advisory Committee had been contacted and asked to serve on the new committee.

### **- Update on Plan Bay Area Process**

City Manager Holstine reported that the Planning Commission would be considering this issue at their April 25<sup>th</sup> meeting and that a report and process would be brought before the City Council at its meeting of May 6<sup>th</sup>.

## **MAYOR/COUNCIL MATTERS**

### **A. Subcommittee Report**

CM O'Connell updated the Council on the recent Sierra Point Guidelines Subcommittee meeting and recommended that the Council hold a public participation workshop on making the area a more useable

public space. She also reported on the recent Costanos Canyon Restoration Day and what a success it was.

**B. Communications**  
**-Human Rights City**


City Manager Holstine reported that a letter had been received from the Human Rights Campaign Foundation indicating that Brisbane would be one of the cities evaluated in the Campaign's 2013 Municipal Equality Index.

**ORAL COMMUNICATIONS 2**

There were no members of the public wishing to speak.

**ADJOURNMENT to Successor Agency Meeting**

The meeting was adjourned in memory of Eleanor Blanchard at 10:48 p.m.

  
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Sheri Marie Spediacci  
City Clerk