



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY COUNCIL  
CITY OF BRISBANE  
WORKSHOP AGENDA**

**SUNDAY, FEBRUARY 25, 2018**

**10:00 A.M.**

***DOUBLETREE HOTEL, 5000 SIERRA POINT PARKWAY, BRISBANE, CA 94005***

**10:00 A.M. - ROLL CALL**

The meeting was called to order by Mayor Conway at 10:14 a.m.

Councilmembers present: CM Cunningham, Davis, Lentz, O'Connell and Mayor Conway

Councilmembers absent: None

Staff present: City Manager Holstine, City Clerk Padilla, Administrative Services Director Schillinger, Community Development Director Swiecki, City Engineer Breault, Economic Development Director Bull, Administrative Management Analyst Ibarra, Senior Management Analyst Cheung, and Recreation Manager

**GOAL SETTING WORKSHOP TOPIC**

**A. Alliance for Innovation Presentation**

Administrative Management Analyst Ibarra presented on the Alliance for Innovation- a network of governments and partners committed to transforming local government by accelerating the development and dissemination of innovations. The City of Brisbane is a member of this alliance and several staff members have been selected to be a part of the Brisbane Innovation Team. The team has been meeting once a month to accomplish the following:

- Create innovative solutions to help improve work systems and customer service
- Provide a strong internal support system
- Support the efforts of colleagues to be successful
- Break down department silos and work cross-departmentally to improve efficiencies

After some Councilmember discussion and questions, Councilmembers thanked Administrative Management Analyst Ibarra for her presentation.

## **B. Brisbane Social Media User Group Presentation**

Senior Management Analyst Cheung gave a presentation on the Brisbane Social Media User Group and their activities. Senior Management Analyst Cheung serves as the group leader and administrator of our online and social media sites. The City Manager directed her to form a user group comprised of representatives from each department for decentralization of the work. The Group meets in-person at least quarterly to share analytics, best practices, newly-discovered tools, and reminders about our internal social media policy.

After some Council questions and discussion, Councilmembers thanked Senior Management Analyst Cheung for her presentation.

## **C. Update on the Brisbane City Council Workplan**

The City Council received an updated report on the 2018 Council Workplan. At the start of each calendar year, a Council Workplan is developed in close conjunction with Department heads to highlight projects of key importance to the Council and Brisbane Community in the year ahead and will be revised as needed throughout the year.

The Council reviewed the projects under Planning Issues, Affordable Housing, Facilities Planning and Other Items and asked questions of Department heads regarding the Project.

## **D. Capital Improvement Plan Review**

Councilmembers received a list of the Capital Improvement Projects prioritized by the City Council at the Council Meeting of October 26, 2017. The list included the following:

- Railing Stairway between Mono and Sierra Point
- South Hill Drive Sidewalk Extension
- Dog Park Lighting
- Quarry Road Lighting
- Modular Addition
- Stairway between Alvarado and Tulare
- Fishing Pier Improvements
- Preliminary Design and Cost Estimate for R&R of dock flotation billets, dock utilities, and dock boxes
- Expansion of Community Garden
- Crocker Trail Commuter Connectivity Upgrades
- Crocker Trail Lighting
- Alley Improvements- Alvarado to San Benito
- Intersection improvements at Bayshore/San Bruno

After Councilmember questions, feedback and discussion, CM O'Connell requested a streamlined chart outlining the Capital Improvement projects and the cost of each project.

CM Cunningham stated she also wants to work on ensuring fire safety on Tulare Street and looking into a possible stairway along the pathway of Humboldt and Sierra Point.

The Capital Improvement Projects will be reviewed at the City Council Meeting of March 15, 2018 within context of the Mid-Year Budget Update.

#### **E. Public Comment**

Kevin Fryer thanked the City Council for reviewing the Crocker Park Trail Project, a project he believed to be very valuable to the community.

Renee Marmion thanked the City Council for discussing important Capital Improvement Projects.

#### **ADJOURNMENT**

After some announcements from Councilmembers, the meeting adjourned at 2:20 p.m.

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Ingrid Padilla, City Clerk