

# City of Brisbane

## Agenda Report

To: Mayor & City Council

From: City Manager

Subject: Updated List of Issues and Topics and 2013 Work Plan

Date: City Council Meeting of March 4, 2013


At the City Council Workshop on January 28, 2012, I provided the City Council with a list of City Issues and Topics.

The attached document is an update to that original list showing the progress made to date (**2013 Update**) and the projected future activities (**Work Plan for 2013**).

The wording shown in *italics* indicates where things stood in January, 2012.

The last page shows additional items that staff is proposing to add.

As stated at the top of the attached document, this list is not in any priority order and should be read as a compilation of items only. This list is by no means an exhaustive statement of staff workload. There are many items that fall into the category of daily operational assignments. This list is an attempt to chronicle the major projects that are currently being addressed in some form by City staff.



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Clay Holstine, City Manager

## **List of City Issues and Topics**

The following is a list of issues and topics that City staff, at Council direction, is currently engaged in. This list is not in any priority and should be read as a compilation of items only. This list is by no means an exhaustive statement of staff workload. There are many items that fall into the category of daily operational assignments. This list is an attempt to chronicle the major projects that are currently being addressed in some form by City staff.

### **1. Recology expansion and remodel**

*Staff is working with Recology on the appraisal of streets. The EIR is studying the environmental impacts of their proposed project. Implementation of the new Business License Tax is subject to the moving forward of this project.  
(Clay, Randy, John)*

#### **2013 Update**

Following activities have occurred this past year:

- Brisbane City staff negotiated with the City of San Francisco to establish a fee that is to be adopted in the current rate setting. Brisbane City Council passed Resolution 2012–36 implementing this new fee
- The City Attorney provided a memo to the City Council regarding the legal authority of the City to assemble land for the public purposes the Recology Waste Diversion Facility would support

#### **Work plan for 2013**

- The Draft Environmental Impact Report (DEIR) is studying the Recology project as a variant. The DEIR will be issued in the Spring of 2013. Staff will be working with the applicant on timing and steps in processing this proposal independent of a decision on the larger Baylands Specific Plan.

Timing – work will continue through 2013

### **2. Baylands EIR and specific plan**

*A separate memo from Community Development Director regarding issues and options for the Council to consider in reviewing the EIR will be provided.*

*There has been a suggestion that the City work with a non-profit to provide training to the Council and council commissions, staff and the community regarding how to review and comment on an EIR. (John, Clay)*

### **2013 Update**

- CEQA Training was contracted and provided to Council committees in calendar 2012
- A Citizens Committee was recruited for and is meeting and awaiting issuance of DEIR

### **2013 Workplan**

- DEIR is anticipated to be released in May of 2013, with a 120 day review period. It is currently anticipated that Response to Comments (RTC) will take the bulk of the calendar year with the publication of the Final EIR occurring in the first quarter of calendar 2014.
- City Council to initiate preparation of a community-wide opinion survey regarding Baylands-related issues. Proposed timing is to undertake the survey in 2014 after publication of the Baylands Final EIR

### **3. Sierra Point Design Guidelines**

*Council has provided recent direction on subject matter and process issues. The Open Space and Ecology committee and the Parks and Recreation Commission have been asked to review. It is currently anticipated that the Guidelines will be back to City Council sometime in early April.*

*(John, Clay)*

### **2013 Update**

- Adoption of the Guidelines was delayed in part by the State action to eliminate Redevelopment Areas. While there remains work to be done on that issue it is no longer an impediment to move forward on the Guidelines. The issue had been the disposition of the parking area. This area is owned by the City not the Redevelopment Agency.
- Council requested that the Open Space & Ecology and Parks and Recreation Commission review the draft proposal. This has been done and comments from these committees were submitted to the Council.

- City Council appointed a subcommittee of Councilwoman O'Connell and Councilman Lentz. The subcommittee contacted Brisbane resident Louise Schiller to assist in park and open area design. The subcommittee met in February. The subcommittee wants to evaluate the use of current city/public property and how that would compare with property rearranged through land swap.

#### **2013 Workplan**

- Staff and the subcommittee will continue to evaluate options and will bring back recommendations on public space location, programming, etc., as determined appropriate by the subcommittee

#### **4. Community Park Playground Equipment Project**

*This project has been referred to the Parks and Recreation Commission and they have established a subcommittee to evaluate various options including the size and content of a project. Staff is also working with KaBOOM! to see if we are eligible for a grant. The other funding options available are the Seton funding, a State Recycling Grant and some remaining funding from the Parks In-Lieu Fees Account. (Caroline, Stuart)*

#### **2013 Update**

- Project was completed and opened to the public in December of 2012.

#### **5. Unwinding of Redevelopment and the start up of the Successor Agency**

*There is much work to be done in this area that will need the focus of the Finance Department. We will be working with the Oversight Board to establish a program for paying down the debt and the redistribution of property tax dollars. This is likely to be a fairly extensive amount of work and process over the next 6 months or year. (Betsy, Sheri, Stuart, Clay)*

#### **2013 Update**

- All timelines for dissolution of the RDA have been met to date
- A Due Diligence Review for the former Housing Fund was completed in October per State law. Distribution to underlying taxing entities was made by the County in December, including \$400,000 to the City of Brisbane
- Due Diligence Review for the former RDA was completed in January 2013 per state law. No funds are available for distribution to the

underlying taxing entities. DOF is reviewing and a Letter of Completion is anticipated within the next few weeks

### **Work Plan for 2013**

- Refinancing of Brisbane Public Financing Debt and evaluation of options for refinancing of former RDA debt. The Brisbane Financing Authority Debt refinancing was considered on the February 4, 2013 agenda. Refinancing of the RDA debt is an issue that will be evaluated over the next several months as there is some effort being made by the Community College District to combine all debt throughout the County into one refinancing. While this appears to be an interesting and potentially efficient method for refinancing debt there are many underlying issues that need to be addressed. Timing of bringing this issue back to the Council and through the Oversight Board is contingent upon the analysis of a countywide approach. The Oversight Board has given its approval to move forward despite the County-wide effort.

### **6. Affordable Housing Projects – Lau property, Visitacion Ave property.**

*The current word from our State Assemblyman is that there is a likelihood that existing housing funds will remain with the City for Affordable Housing purposes. This will require state legislative action. In addition to these funds the Housing Fund is due \$4.1m from RDA # 1. This payment is subject to the Oversight Board and, if paid, would likely be paid over many years. (Sheri, Betsy, Stuart, Clay)*

### **2013 Update**

- This project was placed on hold due to the changes in Redevelopment law that severely impacted low/moderate housing funding and programs
- Property has been transferred into the City of Brisbane Housing Authority. We have ten years from the date of purchase (January 2012) to either build an affordable housing project, sell the property, or refund the Housing Authority the value of the property from other city funds

### **2013 Workplan**

- City purchase of the Visitacion Avenue property from the Brisbane Housing Authority is scheduled for the City Council meeting of March 4, 2013

## **7. High Speed Rail**

*This issue is currently in hiatus from a project proposal and environmental review. The Brisbane Baylands had been identified as a potential site for a railyard. At the moment the HSR project for the peninsula is on-hold. However, this project in some form may very well emerge at a later time. Recent discussion of an electrified and shared system with Caltrain is contemplated without a rail yard at the San Francisco end of the project.*

*Councilwoman Richardson sits on two peninsula committees regarding HSR and the Public Works Director provides staff support to her on one of the committees. Additionally, this project consumes time of the Community Development Director and City Manager periodically. (Randy, John, Clay)*

### **2013 Update**

- A variation of this project is the electrification of the Caltrain line. Caltrain has issued a Notice of Preparation (NOP) to commence an environmental review of this project
- Councilmember Conway has replaced Councilwoman Richardson to represent Brisbane on these issues.

### **2013 Workplan**

- Staff will review the NOP
- Staff will review and comment subject to City Council review on the DEIR
- Staff will monitor any other activity that might take place regarding the larger HSR project

## **8. EPA/NREL Renewable Energy Grant**

*The project team from EPA/NREL will be on-site at the Brisbane Baylands on January 31<sup>st</sup>. We anticipate a report in 90 days after the site visit. CREBL will have an opportunity to meet directly with the individuals from EPA/NREL after the site visit. UPC along with the City has supplied documents for EPA/NREL prior to their arrival. On the day of the site visit, UPC will be supplying a shuttle for all individuals involved with the site visit the ability to travel to and from the site together. There may also be a member from the media present during part of the site visit.*

*Staff is also working to create contacts with State of California agencies to see if we can generate interest. (Caroline, Clay, John)*

### **2013 Update**

- Report was completed and submitted to the City late in 2012.

### **2013 Work Plan**

- Report will be included in the DEIR for the Baylands
- Any project would be subject to Baylands planning decisions

## **9. Water & Sewer Rates**

*This is an annual work program. In addition to the issue relative to the operation and maintenance of the system there needs to be discussion regarding the long term capital needs of the system. Also, there needs to be discussion of storm drain maintenance and capital needs.  
(Stuart, Betsy, Randy, Clay)*

### **2013 Update**

- The City Council toured facilities and high-need Capital Projects

### **2013 Workplan**

- Staff and Council subcommittee will meet in March to review the high-need capital projects. Five million dollars of projects were identified, these include upgrading of Glen Park Water Tank; replacement of water lines; undergrounding of the sewer line that parallels Bayshore Blvd; and the update of Water & Sewer Master Plans
- Staff is providing the subcommittee information on rate setting and options for financing
- Staff and subcommittee will bring this item forward for Council review by Spring of 2013

## **10. Airport Noise**

*At this time we anticipate a study report back from the FAA sometime around April. Once that report is back the Council may wish to review the results. This issue is part of the work program for the SFO Roundtable. (Clay, Maria)*

## 2013 Update

- FAA rejected four models for change of departure routes that were presented to them by the Airport Roundtable and SFO Airport Noise abatement office. In lieu of departure changes, which the FAA argued would not operationally work; they offered to provide renewed training to controllers and more accountability for failure. The stated goal was to decrease noise from 10 p.m to midnight; and from 6 a.m to 8 a.m.

## 2013 Workplan

- Staff continues to coordinate with Congresswoman Speier's office and the SFO Roundtable. Roundtable has identified this issue as a workplan item. The Chairman of Roundtable has sent a letter to FAA and SFO Airport regarding the Brisbane noise issue
- Councilmember Lentz and staff met with Congresswoman Speier and the FAA in February. While progress is being made on the nights flights, little has been offered for relief of the early morning flights.

## 11. Library/Eagles/Teen Center

*Staff is working with the architect regarding plans that would allow the Eagles to swap property with the City and build a new building at the current Teen Center site. The concept is that the City would provide the site and build a shell building. The Eagles would be responsible for tenant improvements. If we are able to secure the Housing funding we could negotiate a deal using funds similar as to the purchase of the 5 Star Café. (Randy, Clay, Stuart)*

*On a related topic we will be needing to identifying funds to purchase the 5 Star Café site for the City and pay the Housing fund by 2013 as it appears that we will run up against the 10 requirement (5 year and 5 year extension). (Clay, Stuart)*

## 2013 Update

- The financing issue is on the March 4<sup>th</sup> Council agenda. Staff recommendation is to fund the acquisition from the City's Capital Fund, which has a revenue source from the Business License Fee ordinance passed by Brisbane voters in 2008
- The Eagles contacted a local contractor to obtain a private, versus public contract code, cost estimate. The goal of this approach is to reduce overall



expense which would have the effect of assisting in putting together a business deal that is acceptable to the Eagles and the City

### **2013 Work Plan**

- In January, the City and School District staff met regarding better collaboration on teen programming at Lipman School. We have started some programming at Lipman and will continue to work with the Parks & Recreation Commission on the future of teen programming and facilities
- A survey for teens is being sent out in the March edition of the STAR publication
- The goal is to have recommendations for Council to consider during Budget discussions in the spring

### **12. History Project Update**

*Staff is working with a consultant and council subcommittee regarding the writing of the second 25 years of history of the City. (Maria, Clay, Sheri)*

### **2013 Update**

- The drafting of the History Book is essentially done. Some final pieces of information are being accumulated

### **2013 Work Plan**

- The draft available to Council by March of 2013; Publication to be released by end of 2013

### **13. Sustainability Subcommittee**

*This committee consists of Councilmember's Miller and Lentz and participation from the Park & Recreation Commission, Planning Commission and Open Space and Ecology Committee. They are working on developing a sustainability plan specifically for the Brisbane Baylands development. The work product will be coming to City Council soon and then be sent to various committees for comment. (Stuart, Lisa, Clay)*

### **2013 Update**

- A draft plan was reviewed by City Council and referred to the Parks & Recreation Commission, Planning Commission and Open Space & Ecology Committee for comments. This was completed in 2012.

### **2013 Workplan**

- The Sustainability Subcommittee review comments, edit document and forward to City Council for review by April 2013
- Next steps would include contracting with Geoff Syphers, Sustainability Consultant, regarding development of performance indicators and workplan. It is anticipated that the plan will be finished by 2014

## **14. Fire Station**

*Two factors impact decisions on the Fire Station. First, we are awaiting the draft Environmental Impact Report from the Baylands that will address fire suppression needs and transportation/roadway networks. This will help inform discussion regarding strategies for the fire station. Once the DEIR is released the Council Facilities Subcommittee can convene and begin discussion regarding this. (Ron, Randy, Stuart, Clay)*

### **2013 Update**

- Facilities subcommittee met in 2012 regarding repair of the station roof. Various options were discussed

### **2013 Workplan**

- The Subcommittee will be revisiting options including funding by the Spring of 2013. Discussion of this issue will be included in the 2013/14 budget discussion

## **15. Form Based Codes**

*This item has been before the City Council and will become a major work program for the planning staff and planning commission. Staff is also assessing outside resources that may be necessary to complete this project in a timely fashion. Adopting the new codes will in advance of development proposal is the goal. (John, City Attorney)*

## 2013 Update

- See Economic Development (Item #16 below) regarding proposed design charette for the Crocker Park mixed use site, the first step in the form based code process

## 2013 Workplan

- See Economic Development (Item #16 below)
- Staff to initiate Southwest Bayshore Residential Subdistrict rezoning as staff time and budget permit.

## 16. Economic Development

*Extensive time has been spent during the fall on this issue. In December the Council received a report regarding an Economic Development Program that encompassed the work of an MTEP intern, previous project from students at the Presidio School of Management and leaned heavily on past work product and documents of the city, not the least of which is the General Plan.*

*An important discussion item for the City Council is the question of staffing the Economic Development effort. Although the City has had goals and policies we have lacked the staffing and policy direction to pursue an aggressive economic development program. Recent events that are challenging the City's ability to provide basic public services let alone services that have enriched the quality of life of the community signal a need to be more aggressive in planning for and determining our economic well being and tax base. While our focus is on the City the development of a strong tax base has value for other taxing entities such as the Brisbane Elementary School District. A well financed City and School district are arguably two of the most important elements in the quality of life of a community.*

*Staffing of this effort at this time is a difficult choice due to the many reductions we have made over the past few years, the sacrifices we have asked of our employees and of the community and the likelihood that results will take time.*

*(Clay, Stuart, Caroline)*

## 2013 Update

- The Council Subcommittee met regularly during the 2012 calendar year and reviewed a draft plan to present to the City Council as well as specific projects for planning a charette for Crocker Park, and contract for event planning (with minimal upfront cost to the City).

## **2013 Workplan**

- Revise draft workplan and present it to the City Council by Spring of 2013
- Bring forward a proposal for Crocker Park Charette and a citywide event planning proposal by Spring of 2013

## **17. Review of Green Building Ordinance**

*This item is scheduled for the next council agenda. Staff is seeking ideas and thoughts from Council and recommending that the OSEC be asked for review and comment. (John, Lisa)*

### **2013 Update**

- Subcommittee composed of the Open Space Ecology Committee (OSEC) and Planning Commission members was formed and met with City staff and City consultant (CSG) to consider revisions to the Green Building ordinance. A draft ordinance has been developed and recommended for approval by the subcommittee

### **2013 Workplan**

- Draft ordinance to be reviewed by OSEC and Planning Commission and subsequently scheduled for City Council consideration

## **18. Budget & Fiscal Planning**

*The Council has a subcommittee that has spent extensive time on this subject. The goal has been to develop a budget based on worse case scenarios. In doing so the Council has wrestled with categories of priorities. As we move forward the Council needs to spend more time on this aspect of budget and fiscal planning. In the meantime staff has been working on various options. We are also beginning to develop staffing plans but that is contingent upon having a firm handle on the priorities. As we have noted all along even when the priorities are identified there is another layer of analysis that addresses alternative options. As the Finance Director's analysis has demonstrated that based on the "Must" category and assuming the current provision of those services we are underfunded by over 1m a year.*

*Next steps include:*

- *City Council workshop to focus specifically on the priority setting.*

- *Staff evaluation of various alternative options.*
- *Additional meetings with the subcommittee to assess the alternatives. (Clay, Stuart)*

### **2013 Update**

- Council adopted a 2012/13 budget in the Spring of 2012

### **2013 Workplan**

- Staff and Council subcommittee met in January to discuss format and information for the 2013/14 budget. It was agreed to develop a hybrid format that would focus on specific program costs where applicable such as recreation programming. The remainder of the budget would be developed as in the past with broader categories. This format will allow Council to set priorities with information on program costs
- Marina Capital Plan was reviewed by Council in Fall of 2012. Since that time the Public Works Director has been assigned oversight of the facility and is working with the Acting Harbormaster to evaluate needs and costs of capital improvements. A plan will be presented to the Council by Spring of 2013
- Staff is also evaluating options for separating out the Marina from the Parks and Recreation Fund. There are various ways we can do this, all of which have impacts on the new Marina Fund, the General Fund, and the Parks & Recreation Fund, if we choose to continue this fund

## **19. Baylands Soils Processing Permit Update**

*Staff has been working with the property owner regarding bringing for an improved soils monitoring program for the Baylands Soils Processing business. A new permit and monitoring program need to be brought forward to the Planning Commission for review and possible appeal to the City Council. (John and Randy)*

### **2013 Update**

- An application for a new permit was received in 2012 and staff is processing this.

### **2013 Workplan**

- This item will be brought forward to the Planning Commission first and is anticipated to be before the commission in Summer of 2013

### **20. Geneva Ave/Candlestick Project Study Report (PSR)**

*Public Works Director is project manager for this. He and his staff and planning staff are involved in a variety of Bi-County transportation, MTC, and local Transportation planning issues. (Randy, John)*

### **2013 Workplan**

- Staff expects the PSR to be fully ready for Caltrans' signature in Spring 2013
- Staff will continue to monitor the recently unveiled idea by S.F. Mayor's Office of Economic Workforce Development to reroute the Bus Rapid Transit line off Geneva Avenue, and to relocate the Bayshore Caltrain station to a more northerly location.

### **21. Grading Ordinance Revision**

*Staff is working on updating the grading ordinance as we had committed to doing some time ago in an agreement with Mountain Watch. (Randy, John, Hal)*

### **2013 Update**

- Staff completed the draft of this document in consultation with Mountain Watch and their attorney in 2012.

### **2013 Workplan**

- This item is currently before the Planning Commission who will be making a recommendation to the City Council

### **22. BAWSCA & Water Supply Issues**

*This is the Bay area regional water agency that is working on issues of long term regional water supply and monitors SFPUC's improvements to the Hetch Hetchy System.*

*Additionally, city staff at Council direction has been working with the Baylands applicant to identify a long term source of water for the Baylands and to*

*supplement the City of Brisbane's supply. This is a closed session item as it involved real estate. A time to update the council will be selected within the next few months. (Randy, Hal, Councilmember)*

### **2013 Update**

- A non-binding Water Supply Agreement for a potential Baylands development was approved by City Council in 2012. This is now part of the Baylands DEIR. Future actions on this will be determined by development on this site, which is a few years into the future
- Bonds for capital improvements were issued by BAWSCA in 2012. City staff and Council representative to BAWSCA participated in this process

### **2013 Workplan**

- Issues relative to water supply to the Baylands will be reviewed in the DEIR

## **23. Affordable Housing Program**

*This is somewhat on hold at this time as we await further state legislature decisions. We have been told that there is a good chance that there will be legislation to keep current housing funds with their Successor agencies. If this is the case we will have approximately 4m dollars and potentially another 4.6m if the payment due from Project Area # 2 is allowed through the Oversight Board and/or clarified in State law. (Sheri, Clay, Stuart, et al.)*

### **2013 Update**

- The State of California legislatures' clean-up legislation clarified future funding for Affordable Housing. Unfortunately there is little funding available at this time and it is likely to be several years into the future before funding is available through our Housing Authority. It is all dependent upon future development at Sierra Point and the Baylands

## **24. High School Subcommittee**

*This committee has met within the last year and the issue of a local high school or unified school district are topics in the community.  
(Councilmembers, Maria, Stuart, Clay)*

### **2013 Update**

- Significant activity took place in 2012 including analysis of school funding formulas, discussion at the 2 X 2 level with both Jefferson and Brisbane districts

### **2013 Workplan**

- It is anticipated that this issue as well as the future of BES will continue to be active in 2013. Staff and Council 2 X 2 committee will work together and monitor and identify issues. As they develop they will be reported out to City Council



## **Additional Items for 2013**

### **25. Develop long term strategy for post employment benefits (OPEB)**

This is a hot topic statewide. Currently the City of Brisbane manages this on a Pay as you Go basis. During this year we will evaluate options for Council to consider which may include pre-funding, bonding or other financial tools. Anticipate a report back to a Council subcommittee by fall of 2013. (Stuart, Betsy, Clay)

### **26. Collective Bargaining Strategy**

In 2012 the City reached agreement on 1 year contracts with its various recognized employee associations. In 2013 we will be negotiating new contracts to take effect in January 2014. We are commencing discussion of this in March of 2013 with the Council. (Stuart, Maria, Clay, and Consultant)

### **27. 2014-2022 Housing Element**

In 2013 Planning staff will initiate preparation of the 2014 Housing Element, which has an adoption deadline of December 2014. The City is participating in a countywide effort coordinated through CCAG to utilize a consultant to develop a consistent Housing Element 'template' and under the direction of City staff to complete the demographic and data research required for housing element preparation. This will allow staff to focus its limited time and resources on Housing Element issues which are unique and critical to Brisbane. (John)

### **28. General Plan Update**

The comprehensive General Plan update undertaken from 2005-2009 has been on hold pending completion of the Baylands Draft EIR, inasmuch as much of the information included in the Baylands EIR will be useful in completing the environmental impact analysis required for the General Plan update. Completing the General Plan update requires the completion of a number of technical tasks related to ensuring that the draft General Plan is compliant with the requirements of State law, which has been changed since 2009 in regard to what information must be included in a General Plan. The other major technical task will be preparing a standalone environmental document to support the adoption of the General Plan. Aside from these technical issues the City Council may wish to revisit the overall update process. For example, the community-wide opinion survey that informed the update process was performed in 2005. The detailed policy analysis was undertaken by the Planning Commission generally from 2005-2009. Before or concurrent with undertaking the required technical tasks, staff anticipates bringing the larger process issue forward for the City Council's consideration. At the earliest, this discussion could take place after the Baylands Draft EIR is published. (John)

## **29. City Attorney Recruitment**

Due to the retirement of long-time City Attorney Hal Toppel, a recruitment is underway to select a replacement. Mayor Miller and Councilmember O'Connell are on the Council Subcommittee to work on this recruitment. They have met with staff and the Consultant Bobbi Peckham several times to draft the RFP. By February 14<sup>th</sup>, fourteen proposals were received and were recently reviewed by the Subcommittee, Consultant and staff. The Council subcommittee chose nine of those fourteen that they would like to have preliminarily interviewed by Ms. Peckham. A City Council closed session is schedule for Monday, March 4<sup>th</sup> to seek input from Councilmembers Conway and Lentz regarding this initial selection. (Clay, Sheri, Consultant)