

Brisbane City Council Retreat

Saturday, January 28, 2012

Brisbane City Council Chambers

50 Park Place

9:00 AM – 2:00 p.m.

TIME	AGENDA ITEM
9:00 AM	<ul style="list-style-type: none"> • Agenda and handouts <ul style="list-style-type: none"> ◦ Current projects and initiative • Continental Breakfast
9:00 Council member, City Manager, Assistant City Manager and City Attorney sitting at U shaped table Members of the public in rows facing U shaped table	<p>Welcome/introductions - (Mayor)</p> <ul style="list-style-type: none"> • Mayor will open the meeting and introduce PCRC and role of PCRC during the retreat (facilitation and note taking) <p>Review Purpose of the Meeting: (Mayor)</p> <ul style="list-style-type: none"> • <i>Vision of the Council: relationship/style/procedures</i> • <i>Focus for the future</i> <p>Agenda Review (PCRC)</p> <p>Group Agreements (PCRC)</p>
9:05	Oral Communications (Mayor)
9:10 flip charts with what Council members said they appreciate about Brisbane	<p>Brisbane as a place to live (PCRC) <i>(Shauna will mention interviewing each of the Council members and point to flip charts highlighting common ground on what Council members appreciate about Brisbane)</i></p>
9:15 Council members share limited to 5 minutes each	<p>Council Members reflection (PCRC) Each Council member will have an opportunity to briefly share:</p> <ol style="list-style-type: none"> 1. Challenges I see for the City 2. Hopes and Dreams for the future: long term vision for the community 3. What I'd really like to get out of this retreat 4. My resolution for the coming year as a City Council Member

9:45	Style Exercise (PCRC) <ul style="list-style-type: none"> • Council members explore different styles • Identify common ground
	<ul style="list-style-type: none"> • How each Council member's style could enhance the Council – positive impact • How member's style might be a challenge • How Council members could support each other
10:45	BREAK
11:00	Staff Presentation (City Manager) <ul style="list-style-type: none"> • Current and long term projects • Timeline • Staff assignments <p>Questions and answers</p>
11:30	Council Member Priorities (PCRC)
12:00	LUNCH
12:30	Council Goal setting (PCRC) <ul style="list-style-type: none"> ❖ Areas of focus
1:00	Council Effectiveness (PCRC) <ul style="list-style-type: none"> ❖ Fast forward to December 2012 <ol style="list-style-type: none"> 1. How will the Council measure its effectiveness? 2. What would make you proud of your work on the Council? 3. What would you need from other Council members in order to meet criteria? 4. How could you help other Council members to meet their criteria? 5. What do you need from the Community?

1:30	Summary/Next Steps (PCRC)
1:40	Appreciations (PCRC) <ul style="list-style-type: none"> • What I really appreciate about the other members who serve with me on the Council • What did you learn about each other? • One thing you will do before the next City Council meeting to honor a New Years Resolution
2:00	Close Thanks Evaluation

Meeting Facilitated by PCRC 650-513-0330 www.pcrweb.org



Peninsula Conflict Resolution Center
Empowering people. Building relationships. Reducing violence.

City of Brisbane

Agenda Report

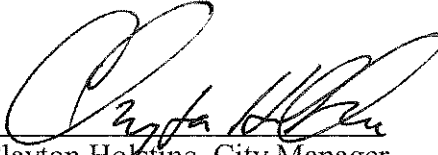
TO: Honorable Mayor and City Council

FROM: Clayton Holstine, City Manager

SUBJECT: List of Issues and Topics

DATE: Meeting of January 28, 2012

Attached 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. The 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.


Clayton Holstine, City Manager

Below 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. The 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 an 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, Stuart)

2. Baylands Environmental Impact Report (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/Committees, staff and the Community regarding how to review and comment on an EIR.

(John, Clay) See Attachment A

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, Stuart)

4. Community Park Playground Equipment Project

This project has been referred to the Parks and Recreation Commission and they have established an ad-hoc 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)

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 committee to establish a

program for paying down the debt and 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)

6. Affordable Housing – Lau property, Visitation Ave. property.

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 \$4.1m if the payment due from Project Area #1 is allowed through the Oversight Committee and/or clarified in State law.

(Sheri, Clay, Stuart, Betsy)

7. High Speed Rail (HSR)

This issue is currently in hiatus from a project proposal and environmental review. Brisbane Baylands had been identified as a potential site for a rail yard. 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 but with no 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)

8. Environmental Protection Agency/National Renewable Energy Laboratory (EPA/NREL) Renewable Energy Grant

The project team from EPA/NREL will be on-site at the Brisbane Baylands on January 31st. 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)

9. Water & Sewer Rates

This is 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)

10. Airport Noise

At this time we anticipate a study report back from the Federal Aviation Administration (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)

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 identify 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 year requirement (5 year and 5 year extension).

(Clay, Stuart)

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. A draft is projected to be ready for the second quarter of 2012.

(Maria, Clay)

13. Sustainability Subcommittee

This Committee consists of Councilmembers Miller and Lentz and participation from the Parks and 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)

14. Fire Station

Two factors impact decisions on the Fire Station. First, we are awaiting the Draft Environmental Impact Report (DEIR) 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 Subcommittee on Facilities can convene and begin discussion regarding this.

(Ron, Randy, Stuart)

15. Housing Element Implementation—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 within the timelines prescribed by State law. The planned designed charrette for Crocker Park sponsored by the San Mateo County Chapter of the American Institute of Architects (AIA) will be an important first step in this process.

(John)

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 Management Talent Exchange Program (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 cities 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 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)

17. Review of Green Building Ordinance

This item is scheduled for the next council agenda. Staff is seeking ideas and thoughts from the Council, including possible referral to the Open Space and Ecology Committee (OSEC) for comment.
(John, Hal, Stuart)

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 worst 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, including a Fields and Facilities Fee Study per direction of the Council Subcommittee. 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, 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)

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, Randy)

20. Geneva Avenue/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, Metropolitan Transportation Commission (MTC) and local Transportation planning issues pertaining to San Mateo County and the City and County of San Francisco.
(Randy, John)

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 San Bruno Mountain Watch.

(Randy, John, Hal)

22. Bay Area Water Supply and Conservation Agency (BAWSCA) & Water Supply Issues

BAWSCA is the Bay area regional water agency that is working on issues of long-term regional water supply and monitors San Francisco Public Utility Commission's (SFPUC) 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)

23. 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 within the community.

(Councilmembers, Maria, Stuart, Clay)

24. Sustainable Communities Strategy (SCS)

Pursuant to the requirements of SB 375, the Association of Bay Area Governments (ABAG) and Metropolitan Transportation Commission (MTC) are developing a Sustainable Communities Strategy for the 9-County Bay Area. When adopted, this Strategy will inform the City's Regional Housing Needs Allocation (RHNA) in future housing element cycles and will influence transit and transportation investments made throughout the region.

An "Initial Vision Scenario" was published by ABAG/MTC in Spring 2010. Based upon input on the Initial Vision Scenario, ABAG/MTC has developed and evaluated several alternative scenarios intended to lead to the selection of a preferred scenario for study in an environmental impact report and subsequent adoption. City staff will provide an informational update to the City Council in late February or early March regarding the alternative scenarios under consideration.

(John, Randy)

Other ideas that I have gleaned from conversations from Councilmember's are listed here. This is not meant to be an exhaustive list and I may have not written down some items.

Brisbane Marina (Ted)

- Concerns over long term maintenance of Marina
- Expansion options for Marina
- Limited live-aboard program for security and safety purposes

Redevelopment (Clay, Stuart, Sheri)

- Create informational history of Redevelopment Agencies (RDAs) in Brisbane and develop data on possible distribution of future property tax dollars.
- Now that RDA is going away develop strategies to discuss with our state legislative delegation to redevelop Brownfields.
- Work with Finance Subcommittee to clearly identify the financial arrangements of the Successor Agencies so that they can be clearly communicated to the public and Brisbane School District.
- Develop with the Council and perhaps through a subcommittee a strategy for working the financial issues through the Oversight Board.

Broadband in Crocker Park (Clay, Stuart)

We have had discussions about developing a citizens committee to see if the City can play a role in developing a broadband capability in Crocker Park. This potentially could be an advantage in getting tenants to the Park and potentially a revenue base for the City. The financial pro-forma of an effort would need to be developed.

Baylands Processing (John, Clay, Randy)

- Review memo from Community Development Director and provide direction.
- Consider the use of consultants to help lead review of the Draft Environmental Impact Report – we have a recommendation from our consultant on the Sustainability Committee, Geof Syphers and another non-profit. Perhaps the City Council would like to appoint two members to an ad-hoc committee to work with staff to recommend to the full Council selection of a consultant.
- Council appoints Committee of former Councilmembers and staff to advise the Council on the DEIR.

Kinder Morgan (Ron, Clay, Caroline)

A Frequently Asked Questions (FAQ) page on Kinder Morgan was added to the City's website in July 2011. In August 2011, Kinder Morgan conducted a Disaster Training Day. North County Fire Authority is working with them on further disaster preparedness.

Timing of Agenda Packet Distribution and Need for Payment Register and/or Investment Report in Council Packets (Councilmembers, Clay, Stuart, Sheri)

Internal and External Communications & Citizen Committees

Internally (City Manager reporting to City Council) we have the Weekly Reports and Quarterly Reports.

Weekly Reports are to provide current status on a variety of issues; to keep the City Council informed, in more or less real time. They are meant to be background briefings.

Quarterly Reports are a summary of activity by department. Due to staffing reassignments it has been a challenge to be timely in the distribution of these reports and at this time I question the value of continuing.

In lieu of the Quarterly Activity Reports it may be more useful to provide Quarterly updates on items that Council prioritizes at this Goal Setting Workshop. This could be placed on a Council Agenda each quarter and would keep the Council current on its goals and also communicate the progress to the Public.

Externally

In the past ten years we have implemented various efforts to communicate with the Public. In keeping with the times and technology we began a City Blog in 2008, began streaming our government-access Ch. 27 in 2009, launched a new City website in 2010, and started a monthly publication called City News.

This is addition the STAR which is produced quarterly. The STAR carries CityNews as well as the Recreation Activity Guide. CityNews comes out 8 times a year so we have a total of 12 publications that report on City issues each year.

We have also conducted a number of surveys to gauge public input on City services. Two years ago we distributed the survey through the Star. Last year we used our water billing database to choose a random sample of residents. This survey has focused on how well the Community Values are being met.

Citizen Committees

There is a suggestion to reinvigorate the Traffic Advisory Committee to evaluate with staff some traffic concerns in town.

There is also a suggestion that the Parks and Recreation Commission tackle the issue of street pedestrian accessibility. The commission would be asked to identify streets that have the potential of creating safe walking access, and then surveying neighbors and working with the engineering and police departments to assess the feasibility and steps needed to implement a plan.

There is also a suggestion to start using the Citizens Academy as a focus group around city issues. One potential use would be the fiscal planning and budget issues.'

Finally, there was a suggestion to create an economic development citizens committee.

City of Brisbane

Agenda Report

TO: Honorable Mayor and City Council

FROM: Community Development Director via City Manager

SUBJECT: Baylands Environmental Impact Report (EIR) Process Considerations

DATE: Meeting of January 28, 2012

Background/Discussion:

Work is progressing on the Baylands Draft EIR and publication of the document is projected for late Spring 2012. Release of the Draft EIR will initiate a long awaited and intense public review process.

The City has a great deal of flexibility in how to organize and manage the Draft EIR public review process. It will be important for a clear and logical process to be established that provides ample opportunity for public comment within reasonable time limits. As a precursor to the City Council establishing a formal review process, a number of procedural/policy questions for the City Council to consider are provided below.

How long should the public comment period be for the DEIR?

State law (CEQA Guidelines section Section 15105(a)) specifies a comment period of no less than 30 days and no more than 60 days "except under unusual circumstances." It is recognized that the scope and complexity of the project and EIR could be argued to constitute "an unusual circumstance" warranting additional time. It will be up to City Council to determine what length of time it considers reasonable. In discussions with the Brisbane Baylands Citizens Advisory Group (BBCAG) time periods in the order of 90-120 days were mentioned as being "reasonable." It should be noted that the City Council also retains the ability to establish a comment period and extend it if needed.

Which city body(s) should hold public meetings on the Draft EIR?

The typical EIR process includes public meetings as necessary before the Planning Commission on the Draft EIR. These meetings typically provide City staff and the EIR consultant the opportunity to make an in-depth presentation on the Draft EIR, and allow for the commission and public to ask questions and make comments on the Draft EIR.

In the case of the Baylands Draft EIR, the City Council has already directed that it be referred to the Open Space and Ecology Committee and Parks and Recreation Commission for review within their respective realms of expertise and authority.

There are several options for review by multiple advisory bodies. One approach would be for each advisory body to hold independent meetings on the draft EIR. Another option is for the advisory bodies to hold joint meetings as needed. Each of these approaches has potential advantages and drawbacks, but both are feasible. From staff's perspective the most important consideration is to ensure that the review process is made clear to the public and the advisory bodies well in advance of EIR publication.

What role does the City Council wish to play in the Draft EIR review process?

In the typical City process for a project involving an EIR, the City Council does not hold hearings or participate directly in the review of the Draft EIR. Rather, the City Council as the final decisionmaking body has the responsibility to take action on the Final EIR and the project that that was the subject of the EIR. The City Council uses the Final EIR (Draft EIR, comments on the Draft EIR and Responses to EIR) and input from advisory bodies and the public review process as the basis for decisionmaking.

If the City Council wishes to take a more active role in the Draft EIR review process than typically occurs, care will need to be taken to ensure that due process is followed and the Council's participation in reviewing the Draft is not construed as predetermining the City Council's action on the Final EIR or project as a whole, especially since all the information (formal EIR comments, and responses to comments) will not be available during the draft EIR comment period.

Potential use of outside consultants to facilitate EIR review?

It has come to staff's attention there may be a desire on the part of the Council to explore this option. There needs to be clarity as to the scope of the services and duties to be performed in the event this option is pursued.

Other Issues

The following are informational EIR process issues that do not require specific Council direction at this time, although they may need to be revisited in the future.

EIR/Specific Plan Process beyond the close of the DEIR public comment period.

Once the public comment period closes the City's EIR consultant will work diligently to respond to the comments on the Draft EIR with the goal of publishing the Response to Comments as soon as possible. The City Council has the flexibility to establish a public review process of the responses to comments.

Additionally the City Council previously expressed its desire for a community-wide survey regarding the Baylands to be performed. Previous Council discussions pointed toward the survey being informed by the information contained in the EIR. If the Council still wishes to pursue this survey, it will need to decide when in the process it should be undertaken. One logical option would be after the responses to comments are published. In any event the City Council will ultimately need to decide on the survey process including timing and process for developing the survey.

Ultimately there will be a number of procedural options for the City Council in terms of taking action on the Final EIR and Specific Plan that can be explored once the process has advance beyond the Draft EIR and response to comments stage.

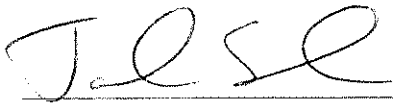
Relationship of the Baylands Draft EIR to Recology expansion and Sierra Point Lumber relocation projects.

The environmental impacts of the Recology expansion and Sierra Point Lumber relocation are being addressed in the forthcoming Baylands Draft EIR. In the event there is a desire to proceed with either or both of these projects in advance of certification of the Final EIR or adoption of a Baylands Specific Plan there is a potential path forward.

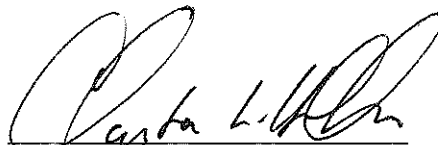
~~The information from the Baylands Draft EIR pertaining to Recology or Sierra Point~~
Lumber can be repackaged and enhanced as needed to serve as a standalone environmental document to support those specific development proposals. The alternative would be for those projects not to move forward until a Final EIR has been certified and Specific Plan has been adopted which includes those particular projects.

Relationship of the Baylands Draft EIR to the City General Plan Update.

The General Plan update process initiated in 2005 envisioned relying heavily upon the Baylands Draft EIR to support of the EIR for the updated General Plan and it the draft Baylands Draft EIR will serve this purpose. However the General Plan update process envisioned publication of the Baylands Draft EIR much earlier than will actually occur. While publication of the Baylands DEIR will provide important technical information regarding cumulative environmental impacts of City buildout, it will not provide all the technical information needed for the General Plan Update EIR. Staff further notes that much of the work done in support of the General Plan update occurred primarily in the 2005-2008 period. Ultimately the Council will need to decide if this information is still considered timely and relevant or if some of the work program needs to be revisited.



John Swiecki, Community Development Director


Cynthia L. Allen
City Manager