



CITY COUNCIL/REDEVELOPMENT/GVMID
MINUTES

DRAFT

CITY COUNCIL SPECIAL MEETING

May 4, 2009

BRISBANE CITY HALL COMMUNITY ROOM, 50 PARK PLACE, BRISBANE

CALL TO ORDER/FLAG SALUTE

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

ROLL CALL

Councilmembers present: Barnes, Bologoff, Conway, Waldo, and Mayor Richardson
Staff present: Police Chief Hitchcock, City Manager Holstine, Police
Commander Macias, Deputy City Manager/ Administrative
Services Director Schillinger, Parks and Recreation
Director Skeels, City Clerk Spediacci, City Attorney
Toppel, Marina Services Director Warburton

CONSENT CALENDAR

CM Conway asked to remove Item B.

- A. Approve Resolution No. 2009-13, appointing a “Disadvantaged Business Enterprise Program Authorized Representative and Liaison Officer” to establish compliance with one of the requirements for receiving federal assistance**

CM Conway made a motion, seconded by CM Barnes, to approve Item A of the Consent Calendar. The motion was carried unanimously by all present.

- B. Adopt Resolution No. 2009-14 affirming a decision of the Planning Commission concerning the Sierra Point Opus Office Project**

CM Conway noted that some citizens wished to speak on this item.

Mayor Richardson invited comments from members of the public.

Michele Salmon, Brisbane, recommended that the City consider hiring a different firm for environmental reviews. She said LSA seems to propose a mitigated negative declaration for each project reviewed. She expressed her opinion that a solar study should have been done for the Opus project because solar power was an issue. She questioned whether LSA did any of its own scientific work.

Ms. Salmon asked for a clear explanation of how fees from developers are used by the City. She expressed concern about potential conflicts of interest when developers are helping to pay City expenses.

Ms. Salmon asked the City Council to reconsider approval of the Opus project and to require a standard higher than LEED Silver.

Terry O'Connell, Brisbane, said she had problems with this project for a variety of reasons. First, she stated that ABAG has listed the site as potentially hazardous, and it needs a more thorough review. She observed that the project is inconsistent with Brisbane's General Plan. She objected to changing authorized land uses through a memorandum of understanding with a developer. Ms. O'Connell noted that although redevelopment agencies do not take money from Brisbane, they divert money from the general fund. She expressed her opinion that this project would change the face of Brisbane. She urged the Council to take a closer look at the plan before approving it.

Tom Heinz, Brisbane, thanked the Council for removing this item from the Consent Calendar. He identified four issues with this project: First, he said, the project is inconsistent with the 1994 General Plan because it deviates from the original goals of an open, park-like environment. Second, the 1994 General Plan is outdated and does not address important contemporary issues, such as impacts from global warming, shading of sensitive public areas, and better traffic alternatives. Third, the environmental impact report is defective because it does not discuss proper alternatives, and although lower heights were recognized to have fewer impacts, they were not adopted. Mr. Heinz noted that the project description failed to identify the land transfer to regulatory agencies interested in this issue. He commented that serial mitigated negative declarations to support memoranda of understanding are not adequate to respond to the environmental issues mentioned. Fourth, Mr. Heinz pointed out that the document incorrectly states that everyone interested in the matter was given an opportunity to be heard. He clarified that public comments were restricted by time and then closed. He said the City Attorney made false statements about the applicability of the Sierra Point design guidelines.

Mr. Heinz asked that records of all meetings and correspondence regarding Sierra Point be incorporated in the official record for this project.

CM Waldo made a motion, seconded by CM Bologoff, to adopt Resolution No. 2009-14 as proposed.

CM Conway asked the City Attorney to comment on the contention that the 1994 General Plan is outdated. City Attorney Toppel stated that the 1994 General Plan has no expiration date and remains in effect until a newer version is adopted. He noted that the Sierra Point design guidelines are intended for guidance purposes only, and the City Council may modify or supersede them. He said the Council approved an express agreement that provided for the transfer of square footage. He advised that the purpose of Resolution No. 2009-14 is to memorialize the City Council's April 20 action to approve the project.

CM Conway asked the staff to write a brief article for the City newsletter or blog to clarify these points.

The motion was carried, 4 - 1 (Mayor Richardson opposed).

BUDGET WORKSHOP

A. City Attorney

City Attorney Toppel presented the proposed budget for the City Attorney's Department. He reviewed and discussed 2008-09 accomplishments and goals for 2009-2010. He noted that all the activities and goals are consistent with the City's goals.

Mayor Richardson asked about travel and training expenditures. City Attorney Toppel said there are two out-of-town events, a League of California Cities meeting each fall and an annual conference each spring. He estimated that the amount spent was close to the \$5,000 budgeted.

Mayor Richardson asked about possible budget reductions. City Attorney Toppel noted that the City Attorney does not have a fixed budget each year, so it is difficult to plan cuts. He said the City Attorney's services are provided in response to the specific tasks the City faces each year. He explained that there are no office expenses associated with his services because he absorbs his own overhead expenses.

Councilmembers thanked City Attorney Toppel for his presentation.

B. Police Department

Police Commander Macias reviewed the Police Department's accomplishments from 2007-2009. She discussed departmental goals and activities planned for 2009-2010. She said some of the new programs include a prescription drug disposal program, drug awareness presentations at local schools, two or three town hall meetings with members of the community, posting more forms online, removal of abandoned vehicles, reactivating the Neighborhood Watch program, and recruiting police reserves. She noted that the Department will reduce its costs by purchasing one new vehicle instead of two, decreasing the uniform allowance, and cutting back on training.

CM Barnes said he liked the idea of town hall meetings and reactivating the Neighborhood Watch program.

CM Bologoff observed that the organizational chart shows police reserve positions, and he clarified that there were no reserves at the present time. He asked about the distinction between the office specialist and the office assistant position, and Police Commander Macias explained that the part-time office assistant scans reports into the system.

CM Bologoff asked what costs were included in professional services. Police Commander Macias responded that professional services includes payments to the County of San Mateo for dispatch services, issuing warrants and licenses, and records management services.

Mayor Richardson asked about the line item for communications. Police Commander Macias said the County charges fees for microwave lines and message forwarding, and the Department incurs costs for telephone, fax, and paging services.

CM Conway requested a more detailed breakdown of the line items to facilitate the City Council's effort to identify possible reductions.

Mayor Richardson asked what the department actually spent on equipment in 2008-09. Administrative Services Director Schillinger said the staff could provide year-to-date expenditure information.

C. Public Works Department

Administrative Services Director Schillinger advised that City Engineer/Public Works Director Breault was absent because he was attending a meeting with Congresswoman Speier's office regarding the possibility of obtaining federal funds for the Bayshore Boulevard repaving project, so the Public Works Department's budget presentation would be postponed to the May 11

meeting.

D. Marina and Aquatic Services

Marina Services Director Warburton noted that up until now, the Community Pool and aquatics program had been part of the Parks and Recreation Department, and the Parks and Recreation Department staff was responsible for the 2008-09 accomplishments for the pool. He reviewed highlights of pool activities for the past year and then described the 2008-09 activities for the Brisbane Marina. He said the Marina was able to reduce costs by negotiating lower fees for janitorial services and installing individual electric meters so boaters can be billed directly for their electrical usage.

Marina Services Director Warburton discussed aquatics program goals for the coming year. He advised that he was preparing a long-term maintenance schedule for the Community Pool and was working to reduce energy usage. He recommended that the City Council consider marketing the pool to outsiders to enhance revenue, noting that the pool is currently costing the City about \$400,000 per year. Marina Services Director Warburton said he also planned to improve training and leadership skills for lifeguards. He noted that the proposed budget includes funds to purchase an automatic pool cover that will help conserve energy.

Marina Services Director Warburton stated that future plans for the Marina include refurbishing the boater restrooms, painting the top of the harbormaster's office, promoting events more actively on the Parks and Recreation Department's Website, increasing non-boating activities at the Marina, implementing automatic meter-reading software, and installing a wi-fi antenna. He indicated that the Marina was last dredged in 2002, and will probably need to be dredged again in 2016 or 2017. He indicated that a new bathymetric survey would to be done to determine the status of the harbor area, and he estimated this would cost about \$6,000. Marina Services Director Warburton added that he did not expect occupancy to increase until the economy improves.

CM Bologoff said he understood that there was a recent request for a liquor license, and he asked for more information. Marina Services Director Warburton advised that he would be presenting a proposal at the Council's May 18 meeting for a charter yacht operator to offer upscale cruises for small groups, and the liquor license application was part of that proposal.

E. Parks and Recreation Department

Parks and Recreation Director Skeels reviewed and discussed the Parks and Recreation Department's activities and accomplishments for 2008-09. He said goals for the next two years

include replacing the Community Park play equipment, increasing marketing of the Mission Blue Center for private parties and business rentals, expanding outreach to local businesses to make them aware of programs available for employees, retrofitting all recreation facilities with card lock systems, and finding more volunteers for youth sports programs.

Parks and Recreation Director Skeels advised that the Parks and Recreation Department moving the aquatics program to the Marina, replacing the linoleum floor in the Community Room, maintaining school and senior subsidies at their current level, and reducing Star Awards costs by having the awards ceremony every other year. He noted that the Fitness Fair, new holiday decorations and the Giants Community Night have been eliminated from the budget to arrive at a 5 percent across-the-board reduction.

CM Barnes asked how much the card entry system will cost. Parks and Recreation Director Skeels estimated the cost of installing the system would be \$5,000 to \$7,000 per facility, and there are eight or nine facilities, including the Lipman school gymnasium, Teen Center, Sunrise Room, Community Center, Mission Blue Center, the pool, and the Silverspot Nursery.

CM Barnes asked about the source of funds for the \$250,000 Community Park play equipment replacement project. Parks and Recreation Director Skeels stated that the staff was working to obtain funds from the Lions Club and Seton Medical Foundation. He advised that the existing equipment is deteriorating and does not comply with Americans with Disabilities Act accessibility standards. CM Barnes questioned the need to spend so much to replace the play structure given the City's and state's economic crisis. Parks and Recreation Director Skeels reported that a number of parents have complained about splinters from the old wooden play structure and that other components are beginning to age. CM Barnes expressed his opinion that the existing play equipment still serves its purpose. He added that he considered upgrading the skatepark a higher priority.

CM Barnes noted that the City is saving money by not filling five vacant police and fire positions. He said he would rather back on parks and recreation programs rather than vital safety services. He recommended further cuts to the Parks and Recreation Department budget.

CM Waldo agreed. He said replacement of the play equipment does not seem to be a high priority, given the City's other more pressing needs. City Manager Holstine clarified that the staff was seeking outside funds for this project, so there would be no cost to the City.

CM Conway requested line item details so the Council can identify possible reductions.

CM Barnes drew attention to Page 69, showing a breakdown of costs by department. He

expressed his opinion that preschool, youth, and teen programs should have a higher priority than other recreational programs because they help working parents. He observed that after-school care is more important to local parents than aquatics. He recommended distinguishing between critical services and optional programs. CM Barnes suggested cutting back the subsidy to the library, the open space program, and adult recreational programs, for example.

CM Bologoff noted the budget for the Public Works Department is higher than most departments at \$7 million, and includes water and sewer costs. Administrative Services Director Schillinger clarified that the Public Works Department is in charge of all City facilities and utilities, so charges for maintaining and irrigating parks and fields are shown in the Public Works Department's budget, as well as water and sewer. CM Bologoff suggested separating out utility costs to avoid creating the impression the department was overstaffed.

CM Conway observed that Councilmembers seemed uncomfortable taking money from reserves and the fringe benefit fund to help balance the budget this year. City Manager Holstine encouraged the City Council to approach the problem by first looking at City policies in general to determine what services are most important to the community, and then identifying particular reductions the Council wants to consider. He emphasized the importance of understanding the ramifications of whatever cuts are made.

Mayor Richardson observed that projected revenues are about \$950,000 less than what was budgeted. She noted that the staff prudently planned ahead by updating forecasts at mid-year.

CM Barnes suggested determining target reduction goals, and then working toward that outcome. City Manager Holstine said the staff can project fund balances and analyze what levels of expenditure would be sustainable. He recommended setting the goals first, and then looking for solutions.

CM Conway asked what the City's current reserve policy was. Administrative Services Director Schillinger said the City's policy is to maintain a reserve equivalent to 50 percent of expenditures. He recalled that when the City Council discussed the mid-year revised projections in January, there was general consensus that a minimum of \$5 million should be maintained. He advised that the proposed budget keeps reserves at \$6 million over the next five years. He added that the purpose of tapping both the general fund reserve and the fringe benefit fund is to provide a cushion in case one of the City's major sales tax generators leaves.

Mayor Richardson encouraged the Council to start by establishing policy goals and before dealing with details of the solutions.

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ADJOURNMENT

There being no further business, CM Conway made a motion, seconded by CM Barnes, that the meeting be adjourned. The motion was carried unanimously by all present and the meeting was adjourned at 9:19 p.m. with no announcements.

ATTEST:

Sheri Spediacci
City Clerk