

Brisbane City Council



# 2018 Council Workplan

*Last Updated: March 2, 2018*

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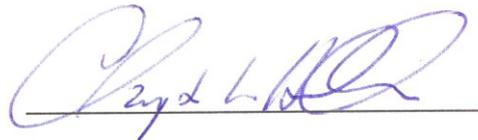
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## **City Manager Acknowledgement**

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. The projects fall under the following categories: Planning Issues, Affordable Housing, Facilities Planning, and Other Items. Completed projects are listed at the end of the document for those reading the document to be able to review the Workplan items that were recently completed. For each Workplan item, the appropriate Council-adopted Community Result(s) are listed, followed by a general overview of the project, including any pertinent background information to allow the reader greater context, and any known upcoming project milestones. This Council Workplan can also be found on the City's website at: <http://brisbaneca.org/council-workplan>. There, readers will find Workplan items grouped by the five Community Results (see next page) as well as a PDF copy of this document.

It is anticipated that this Workplan will be revised as needed throughout the year. We hope this document proves to be a helpful guide to the Council and to anyone in the public who references it.



Clay Holstine, City Manager

## Council-Adopted Community Results

- **Safe Community** – Residents and visitors will experience a sense of safety
- **Community Building** – Brisbane will honor the rich diversity of our city (residents, organizations, businesses) through community engagement and participation
- **Ecological Sustainability** – Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability
- **Fiscally Prudent** – Brisbane’s fiscal vitality will reflect sound decisions which also speak to the values of the community
- **Economic Development** – Brisbane will work with the businesses and residents to provide for economic vitality/diversity

## PLANNING ISSUES

### Recology Expansion Project (Community Building, Ecological Sustainability)

Recology is proposing to expand their existing facility in Brisbane, which will require an environmental impact report (EIR). We are awaiting Recology to submit a proposal, which will be subject to appropriate City review.

### Brisbane Baylands (Community Building, Ecological Sustainability)

The Baylands Final EIR was published in May of 2015. The Planning Commission reviewed the applicant's [\(UPC's\) Brisbane Baylands Specific Plan](#), amendments to the [1994 Brisbane General Plan](#), and the [Final Environmental Impact Report \(FEIR\) for the Baylands](#), and provided a recommendation to Council. The City Council commenced their Baylands Review Process in September of 2016. The City Council's Public Hearing/Workshop schedule for the Baylands is located here: <http://brisbaneca.org/baylands-city-council-proceedings>. At the Council's January 16, 2018 Baylands Deliberations Meeting, the Council voted to direct city staff and consultants to undertake a fiscal analysis of potential development scenarios that include varying amounts of housing in the proposed Baylands development project. Specifically, Council directed staff to work with financial consultants to come back with three different ranges of housing vs. development of non-residential areas, looking at scenarios involving a range of 1,000 - 2,200 residential units, 2 - 6 million sq. ft. of non-residential building area, and to determine the financial consequences of the various scenarios. This analysis is expected to be completed and presented to the City Council for consideration at its March 22, 2018 meeting.

### General Plan Update (Community Building, Ecological Sustainability)

In March of 2015, the City Council concurred that the 1994 General Plan core values were still relevant to Brisbane today and that the 1994 Plan, as modified through 2007, should be the basis for moving forward with the General Plan update process. The General Plan update is pending completion of the Baylands review process.

### Short-Term Rentals (Safe Community, Fiscally Prudent)

Following study by the Planning Commission in 2015, the City Council requested additional information from staff on the practical and legal ramifications of permitting short-term residential rentals of less than 30 days. Council liaisons to the Planning Commission met with staff in the spring of 2016 to refine a work program and priorities for a short-term rental permitting program. Staff anticipates that a preliminary program proposal will be brought back to the full City Council in the fall of 2018.

### Sierra Point Design/Development (Community Building, Economic Development)

City efforts to enliven and promote public activity at Sierra Point have been ongoing for many years. Toward this end, on February 2, 2017 the City Council approved a revised Development Agreement with the developers of the Opus Office Complex at 3000-3500 Marina Boulevard,

Sierra Point. Under the terms of the Development Agreement, the expiration date of the Office Complex project approvals was extended from 2022 to 2027. In exchange, the developer will install solar generation facilities on the roof of the planned parking structure, relinquish their long-term ground lease over City-owned 3.4 acre Parcel R near the Marina, and pay fees to the City for unspecified future public improvements to Parcel R. This provides an exciting opportunity for the City to transform Parcel R and put it to beneficial public use. The City Council will undertake a separate process to determine how and when to improve Parcel R for public use.

In 2008, the City approved development of a 540,000 square foot research and development complex of 5 buildings, plus a parking garage with a small amount of retail near the Marina. The site encompasses 22 vacant acres between the Brisbane Marina and the DoubleTree Hotel. The project developer, HCP, has applied for building permits to construct the first two buildings. In preparation, the City has approved site grading and the driving of test piles. For pedestrian safety, a temporary detour of the Bay Trail has been established to run along Sierra Point Parkway instead of the south shore. It is expected that the temporary detour will be in place through the fall of 2018.

#### Baylands Soil Processing (BSP) and Brisbane Recycling Company (BRC) (Ecological Sustainability)

A Memorandum of Agreement (MOA) for Baylands Soil Processing was adopted by the City Council in 2014. A Council Subcommittee is reviewing BSP operations and permitting issues.

At this time BSP is allowed export only. The operator has been required to provide additional data as to the “true” quantities of dirt on site.

#### Quarry Permit (Ecological Sustainability)

The County initiated an EIR in August of 2015 for future quarry operations, which is still under preparation by the County. A draft publication date is unknown at this time. It is anticipated that staff will review and comment on that Draft EIR upon its release. Any Quarry planning process through Brisbane would commence if and when a new owner chooses to move forward.

#### Grading Ordinance Update (Ecological Sustainability)

The City Council Planning Subcommittee reviewed the city’s current Grading Ordinance in 2014 and the update process will be scheduled as time permits, possibly 2018.

#### Safe Routes to Schools Green Infrastructure Project (Safe Community)

The Complete Streets Safety Committee developed a Safe Pedestrian Routes to Schools Plan, which was adopted by Council in December 2014. The plan will improve pedestrian routes to BES and Lipman by clearing sidewalk obstructions, installing ramps and high visibility crosswalks, and installing 15 mile per hour speed limits in school zones. The plan includes

education and enforcement by the Brisbane Police Dept. of components such as parking practices that block pedestrian routes.

In late 2017, the City applied for and was awarded \$245,253 in grant funds (and will provide a 15% match) under the Safe Routes to Schools and Green Infrastructure Pilot Program, which is managed by the San Mateo Countywide Water Pollution Prevention Program (a program of C/CAG, in partnership with the San Mateo County Office of Education). Green infrastructure improvements will be coming to the intersections of Visitacion and Alvarado, San Bruno and Santa Clara, and Visitacion and Mariposa. C/CAG Board Members will approve the agreement to award funds, which will then be brought by staff to the City Council sometime in March 2018. The design and construction phases are estimated to start in Spring/Summer 2019.

### Airport Noise (Safe Community, Ecological Sustainability)

In November 2017, the FAA gave an update on Phase 2 for the initiative to address noise concerns of Santa Cruz/Santa Clara/San Mateo/ San Francisco Counties. [Click here](#) to view that document. Most of the working groups in these counties do not feel that it addressed all of the concern nor had a definitive plan for aircraft noise mitigation.

At the 6/12/17 Airport Noise Subcommittee, Bert Ganoung of the SFO Aircraft Noise Abatement Office said he would secure two monitors in the next few months for Brisbane, recommending they be placed at Mission Blue and Lipman, away from HVAC. They are being placed instead at Mission Blue Center and Silverspot Cooperative Preschool every quarter (3rd and 4th week of January, April, July and October). When concluded, Ganoung will only provide the raw data, not a complex report; we have yet to receive the raw data for review. Ganoung also said he had sent TRACON a request to increase the elevation of the airplanes.

The Airport Noise Subcommittee meets on a regular basis. To receive Subcommittee meeting information, please contact [Angel Ibarra](#). To be added to the Brisbane Community Airport Noise Group, please contact Peter Grace at [vessacks@gmail.com](mailto:vessacks@gmail.com). A webpage for this Council Workplan item was created and can be accessed here: <http://brisbaneca.org/airport-noise>.

## **AFFORDABLE HOUSING**

### Affordable Housing Programs (Community Building)

At their [February 15, 2018 meeting](#), the City Housing Authority sold four contiguous, vacant lots totaling approximately 4.21 acres, located immediately south of the intersection of San Bruno Avenue and Gladys Avenue, to JL Homeland Development Group for \$2.732 million. The property had previously been purchased by the City using the former Redevelopment Agency's Low and Moderate Income Housing Fund. Such funds must be used to provide affordable housing. Accordingly, the proceeds of the sale of this property will be placed in a similar Housing Authority Fund and used to provide for low and moderate income households. Prior to this sale, the City held approximately \$1 million in Affordable Housing Funds. A City Subcommittee is exploring ways to facilitate the construction of affordable housing in Brisbane

or restart a first-time homebuyer program. They have also discussed transforming the former Teen Center site into workforce housing in cooperation with the Brisbane Elementary School District and potentially Jefferson High School District.

Additionally, the City will be amending certain provisions of its Zoning Ordinance in order to comply with state law.

## FACILITIES PLANNING

### New Brisbane Library (Community Building)

In 2014, the Council identified the L.T. Clarke/5 Star Café site as the preferred site for the new Brisbane Library and afterwards formed a Library Planning Stakeholder Group. This group is comprised of representatives from the Friends of the Brisbane Library, Mothers of Brisbane, San Mateo County Library Staff, Brisbane School District, BEST/PTO, City Council (1 member, plus 1 alternate), a Parks and Recreation Commissioner, the City Manager, and the Public Works Director. They reviewed architectural-engineering RFPs and recommended architectural and design firm, Siegel & Strain, to the City Council in April, 2016. A 50% design went to Council at their November 3, 2016 meeting. At their [February 2, 2017 meeting](#), the Council adopted a Mitigated Negative Declaration (MND) for the new Library, whose study found that the new Library would not have a significant effect on the environment because mitigation measures have been incorporated into the project. Council is expected to approve the final design of the new library at their [March 15, 2018 meeting](#) and invite construction bids. A construction contract is estimated to be awarded several months later in June 2018 with construction of Brisbane's new Library expected to commence in the summer of 2018, and conclude by Summer/Fall 2019. A webpage to track this Council Workplan item has been created and can be accessed here: <http://brisbaneca.org/new-brisbane-library>.

In terms of Public Art, a Public Art Request for Proposals resulted in a total of 25 submittals. An Ad Hoc Committee of the City Council and Parks and Recreation Commission interviewed the top four candidates on April 26, 2017. Based on the interviews, previous work, and reference checks, the Ad Hoc Subcommittee recommended Michele Gutlove to the Commission as the artist they chose to complete a public art installation at the new Brisbane Library. The Commission met on May 10, 2017 and approved the recommendation, which the Council did as well at their [May 18, 2017 meeting](#).

As far as funding goes, the Board of Supervisors voted to authorize a one-time \$300K grant for design purposes at their March 29, 2016 meeting. The Administrative Services Director and City Manager are also working on a low-interest loan from San Mateo County for the amount we may need to fund the library above and beyond the dedicated funds we have from the Northeast Ridge, which is about \$3M. The loan would be based on county investment pool interest earnings, something around 1 to 2%. The details of the loan will be finalized as the project comes together and the construction costs are identified. The [Friends of the Brisbane Library](#) are setting out to raise \$100,000 for the new Brisbane Library.

### BES/Childcare Modular (Community Building)

The Parks and Recreation Dept. will be putting out a Request for Proposals shortly to rent/lease a prefabricated modular unit that is already DSA (Division of the State Architect) approved. This will be a secondary space to be used for the 2018/2019 school year, in addition to the existing modular. This unit would be situated perpendicular to the existing unit on the blacktop alongside the fence on San Bruno Avenue. Although that total area is 63' x 28', it is likely that a 24' x 40' modular will be secured since that is a fairly standard size. This will provide the dept. with approximately 1,000 square feet of additional programmable space. The timeframe for this initial phase would be to have the additional modular in place this summer before the start of the 2018-19 school year.

Additionally, the Parks and Recreation Dept. will put out a second RFP for the custom construction of a modular to replace both the existing unit and the rental unit. Ideally, this replacement modular would have a bathroom and maximize use of the blacktop area, without encroaching onto the basketball court. In order to accommodate the current demand for programs, the dept. estimates needing to have at least 1,500-1,800 square feet of space. The cost estimate for this project is between \$180,000-\$252,000, depending on the final size. There may be an opportunity to allocate Measure K funds from San Mateo County towards this project, which would help offset the expense. The timeframe for this second phase would be to have the design & engineering take place during the 2018-19 school year, with the delivery and installation of the new facility taking place during the summer of 2019.

### **OTHER ITEMS**

#### Economic Development Workplan (Economic Development)

The Economic Development Subcommittee meets on a monthly basis and receives a report from the Economic Development Director. They have a fairly lengthy workplan themselves, centered on attraction and retention of businesses in Brisbane.

#### High Speed Rail (Economic Development)

It is anticipated that the High Speed Rail Authority will be publishing an Environmental Impact Report (EIR) sometime in 2019, where they have identified two alternative sites on the Baylands – one east and one west of the Caltrain line – for a maintenance yard. Staff will be monitoring its release.

#### 2018 California Legislation (Economic Development)

With the CA State Legislature in session until end of August, staff is monitoring any draft bills that could affect Brisbane in relation to housing issues and bills specific to the Brisbane Baylands. [Link to the 2018 Tentative Legislative Calendar.](#)

### Capital Improvement Plan (Fiscally Prudent)

The Council had a discussion at their [October 26, 2017 special meeting](#) regarding the City's Capital Improvement Plan (CIP), which are made up of Capital Improvement Projects – multi-year expenditures to build new, or maintain/replace existing, infrastructure. Projects are added to the CIP after master plans or infrastructure plans are conducted, or when the Council, City Commissions/Committees, staff, and/or the community identifies potential projects or needs that should be addressed or evaluated. The CIP will be brought back to the Council in the spring of 2018 as part of the mid-term budget review, where projects will be considered for funding. A business license tax was passed by the voters in 2008 which helps to fund CIPs, along with Gas Tax (Measure A funds) which funds street projects, the Water and Sewer Capital Charge which funds water and sewer projects, and Marina Fees which funds Marina related projects. Other sources of funding for CIPs are developer payments which fund infrastructure projects needed due to new development, and grants, which fund a variety of projects depending on the type of grant (i.e. trails, open space purchase, water, sewer, marina).

### Priority-Based Budgeting (Fiscally Prudent)

In August of 2015, The City Manager and Administrative Services Director attended a seminar in Denver at the Center for Priority-Based Budgeting (CPPB). The approach incorporates the following:

1. Develop fiscal result model to assist in identifying long-term trends, and the impacts of spending commitments on future budgets (DONE)
2. Adopt city-wide goals/results to measure against each program (DONE)
3. Develop programs with each department for purposes of tracking costs (DONE)
4. Identify goals/results that each program achieves (part of budget process)
5. Rank programs on how many goals/results it assists the City in achieving (future)
6. Develop Performance Indicators to measure effectiveness in meeting goals/results (future)

The City Council had their annual Goal-Setting Workshop/Retreat in January of 2016 to discuss and confirm the Community's goals/results. They were fine-tuned and approved by the Council at their [May 8<sup>th</sup> Priority-Based Budgeting Workshop](#). In June of 2016 the City Council adopted a two-year priority based program budget which will be brought back to the Council to review at their June 2018 Budget Workshop.

In August of 2016, six staff members attended Priority Based Budgeting training in Denver. The City became a member of the Center for Priority Based Budgeting in November of 2016 and in early August 2017, the City hosted a Northern California Priority-Based Budgeting Workshop.

## RECENTLY COMPLETED WORKPLAN ITEMS

### Parkside at Brisbane Village Precise Plan Adopted (Community Building) – COMPLETED JANUARY 2018

The Housing Element was adopted by the City Council in April of 2015. A portion of the approximately 25 acres near the Bayshore Boulevard/Old County Road entrance to Brisbane, which includes the Brisbane Village Shopping Center, Bank of America lot, light industrial properties on Park Place and Park Lane, and other City-owned properties along Bayshore Blvd. was identified in the Housing Element as the preferred location for new mixed use (i.e. retail) and residential infill development (i.e. housing). This area is being referred to as “Parkside at Brisbane Village”.

In September of 2015, The Council selected MIG Consultants to prepare the Parkside at Brisbane Village Precise Plan. A Pop-Up Workshop occurred on October 24, 2015 on Old County Rd. and overlapped with the Lions’ Pumpkin Patch and Flu Shot Clinic. Another community workshop took place in February of 2016 and was followed up with a Parkside Building Blocks Survey (there were a total of 31 respondents to the electronic and hardcopy forms of the survey). A Council Study Session took place in June of 2016 where MIG presented three different land use and transportation scenarios for the City Council and community feedback.

At their [September 1, 2016 meeting](#), Council continued their discussion of potential preliminary land use alternatives for the Parkside Precise Plan. MIG also presented several photo-simulations and renderings to help better envision the pedestrian environment and visual impacts of Alternatives A & B (see all Preliminary Land Use Alternatives and other Parkside Precise Plan documents here: <http://www.brisbaneca.org/parkside-plan-documents>). A highlight of the meeting was the presentation by Councilmembers O’Connell and Davis of a modified Alternative they had prepared for residential development on Park Lane and Park Place. Speakers voiced support for the modified Alternative. The City Council directed MIG to use the modified Alternative prepared by Councilmembers O’Connell and Davis as the basis for further plan preparation. The Council also determined that a broader vision was appropriate for the Brisbane Village Shopping Center and adjacent parcels, with a focus on land uses that would encourage public gatherings and attract visitors from out of town (such as a microbrewery or boutique hotel).

MIG released a Draft Parkside Precise Plan in June 2017, which the Planning Commission approved with modifications at their [August 22, 2017 meeting](#). The Parkside Precise Plan was adopted by Council at their [October 30, 2017 special meeting](#). At their [January 4, 2018 Council Meeting](#), the City Council voted unanimously to introduce Ord. 624, which officially implements the Parkside Precise Plan by establishing overlay zoning for new residential development in the Parkside Plan Area. The Parkside Plan sets forth a vision for future redevelopment of the Brisbane Village Shopping Center and adjacent properties. Note: the Parkside Precise Plan has no regulatory impact to existing commercial uses in the properties subject to the overlay zoning

designations; the underlying zoning designation, TC-1 Crocker Park Trade Commercial, will continue to control non-residential development of those properties. The final adopted Parkside Plan can be accessed on the City's website here: <http://www.brisbaneca.org/parkside-plan-documents>.

Ballot Measures Submitted and Approved by the Voters (Fiscally Prudent) – COMPLETED NOVEMBER 2017

[Measure D on the November 2017 ballot](#) passed, imposing a business license tax on soil recycling establishments of 20% of its gross receipts or \$200,000, whichever is greater.

[Measure E on the November 2017 ballot](#) also passed, imposing a business license tax for recycling establishments that recycle 100,000 tons or more of material in a single year to pay up to \$4 million per year.

Public Arts Ordinance Approved (Community Building, Economic Development) – COMPLETED JULY 2017

In November of 2012, the City Council directed the Parks and Recreation Commission to draft an ordinance, which the Public Arts Subcommittee did with assistance from staff and the City Attorney. It was determined that the ordinance itself would be more of a shell, talking about how revenues are taken in, with the Implementation Guidelines done as a separate document, which would give the Council the most amount of flexibility to make changes if needed rather than go through an ordinance method. The ordinance was approved in October of 2014 and the Public Arts Subcommittee then drafted the Implementation Guidelines. The Guidelines were reviewed by a citizen committee for feedback before going to the Parks and Recreation Commission for their review in February of 2017. Ultimately, the Implementation Guidelines went before the Council at their [July 20, 2017 meeting](#) where they were unanimously approved.

The determination was made by the Public Arts Subcommittee to form a Public Art Advisory Committee to review and make decisions on conceptual design plans submitted by a developer of a project subject to the public art requirement. It would be comprised of two members of the City Council, two members of the Parks and Recreation Commission, and two members from the public, with one being from the business community (an employee or owner of a business located in Brisbane) and one being from the artist community (professionally engaged in the art community). The Public Art Advisory Committee will meet at least once a year (then on an as-needed basis) to review money available for public art and to make a recommendation to the Commission on its use. Applications were accepted for the Public Art Advisory Committee through January 31, 2018. Council will be interviewing candidates for the newly formed Committee on March 13, 2018.

Brisbane School JPA Amended (Fiscally Prudent) – COMPLETED MARCH 2017

An amended and restated Cooperative Agreement between the City and the Brisbane Elementary School District for the Shared Use of Public Facilities and Programs was approved by the Council at their [March 2, 2017 meeting](#).

### Reach Codes (CA Building Code) Updated (Ecological Sustainability) – COMPLETED FEBRUARY 2017

Brisbane has several building reach codes that address different aspects of ecological sustainability. Reach codes are those local codes that go beyond the California Building Code (CBC) minimum requirements. The CBC includes several different parts addressing the various aspects of building construction, such as the energy code, fire code, electrical, green building standards (CalGreen), etc.

The state updates the CBC every three years and at the City Council's meeting on December 8, 2016, Council adopted the latest update, the 2016 CBC, with certain local modifications to safety standards, such as the Fire Code, as well as to address ecological sustainability. The 2016 CBC became effective on January 1, 2017. At the same time, City Council either reaffirmed or adopted the following ecological sustainability reach codes that go beyond the CBC:

- Green Building Requirements
- Energy Conservation and Generation
- Water Conservation in Landscaping
- Recycling and Diversion of Debris from Construction and Demolition

The City's Green Building Ordinance was adopted in 2007. There were no changes to it with Council's adoption of the CBC and it remains effective and applicable to both large residential and non-residential projects in Brisbane, including City sponsored projects. One such project is the City's new library slated for construction beginning in 2018, which will be in conformance with CalGreen, but is also planned to achieve a minimum LEED Silver equivalent under the Green Building Ordinance.

Regarding energy, with the most recent edition of CBC, it is estimated by the California Energy Commission (CEC) that residential buildings will use 28% less energy vs. buildings constructed under the previous, 2013 CBC. The state's goal is for all new residential construction to be zero net energy (ZNE) by 2020 and that all non-residential construction be ZNE by 2030. To date, energy use reductions are largely achieved by building envelope (the physical separator between the conditioned and unconditioned environment of a building including the resistance to air, water, heat, light, and noise transfer), HVAC and lighting efficiencies. Along with the adoption of the CBC in December, City Council adopted the Energy Conservation and Generation ordinance. The provisions of this code are applicable to new residential and non-residential buildings and include "cool roof" requirements for low-pitched roofs and the installation of solar photovoltaic systems, with an alternative of solar thermal systems.

To save costs to the City while also being proactive regarding sustainability, the Energy Conservation and Generation ordinance was based on the City of San Mateo's model. Prior to adoption, staff reviewed the model cost effectiveness study which showed that the added costs for the compliance measures would be cost-effective over time through reduced energy bills. This amendment is also consistent with the City's Climate Action Plan (CAP) goal of reducing the City's carbon footprint, and to aid in reducing the future impacts of increased global warming.

The City has also teamed up with the Bay Area Sunshares program as a participating agency, securing group discounts to incentivize the use of solar and electric vehicles.

Water conservation is another key way that a city can be more sustainable. In April 2016, the City replaced its Water Conservation in Landscaping Ordinance to be more water conserving than the state's 2015 model ordinance. That ordinance was adopted in response to the ongoing drought and it remains in effect. It includes a lower applicability threshold for replacement landscaping projects and a higher percentage of low water use plants.

Finally, the City updated its waste diversion ordinance along with the CBC update, both for consistency of terminology with the state's latest update as well as to include certain demolition and reroofing projects that the CBC does not cover.

#### Unfunded Pension Liabilities Offset (Fiscally Prudent) – COMPLETED OCTOBER 2016

In June of 2016, the City Council began setting aside funds to offset its Unfunded Pension Liability and in October of 2016, it created a Trust specifically for this purpose.

#### New Fund Balance and Vehicle Replacement Funding Policies Established (Fiscally Prudent) – COMPLETED JUNE 2015

In June of 2015, the Council adopted a new fund balance policy, which sets aside reserves for natural disasters, economic downturns, and one-time fluctuations in reserves and expenditures. At that same time, Council also adopted a Vehicle Replacement Funding Policy and established a trust to pre-fund long-term post-employment benefits (OPEB).