



**CITY COUNCIL/REDEVELOPMENT/GVMID**

**MINUTES**

---

**CITY COUNCIL SPECIAL MEETING**

**May 11, 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: City Engineer/Public Works Director Breault, City Manager Holstine, Fire Chief Myers, Community Development Director Prince, Deputy City Manager/Administrative Services Director Schillinger, Assistant to the City Manager Smith, City Clerk Spediacci

**BUDGET STUDY SESSION**

**A. Fire Department**

Fire Chief Myers presented the proposed 2009-2011 budget for fire suppression, paramedic services, fire prevention, and administration. He reviewed key accomplishments for the past two-year period and discussed goals for the future. He stated that the Fire Department hopes to improve its customer satisfaction ratings and response times, complete all required training, and provide timely plan checks and inspections. Fire Chief Myers advised that the cost of participating in the North County Fire Authority JPA will be less in 2009-2010 because three relief positions were eliminated, and the Fire Department will further reduce costs by cutting back on non-mandatory training.

CM Conway observed that the response time goal is 4 minutes 90 percent of the time, and he asked whether 100 percent would be possible. Fire Chief Myers clarified that response time is actually better than 4 minutes for most calls; he noted that 100 percent would not be feasible because there are some remote locations that are difficult to access.

CM Conway noted the overtime is probably equivalent to about half of a full-time position. Fire Chief Myers explained that three relief positions will not be filled, and the salary savings from those vacancies helps offset the overtime.

CM Barnes asked how response time is measured. Fire Chief Myers said time is tracked from the time responders leave the station until they arrive at the scene. CM Barnes suggested considering other ways of measuring and reporting time that include the time a call arrives until they arrive on the scene. He observed that a simple desktop spreadsheet would provide that capability. Fire Chief Myers explained the limitations of the current tracking system and noted that a manual entry system would be too cumbersome. He added that the Department can explore other alternatives though.

CM Waldo questioned the reason for the substantial increase in equipment repair costs. Fire Chief Myers said the proposed budget provides enough funds in case the reserve engine needs major repairs or a new engine needs to be purchased.

CM Waldo drew attention to the large reduction in medical supplies. Fire Chief Myers said the new ambulance contract provides for exchange and replacement of supplies, so less will be needed for that line item.

Fire Chief Myers pointed out that the costs of outside training and a burn trailer were eliminated.

CM Waldo noted the costs for station repairs were also reduced. Fire Chief Myers said the station roof needed to be repaired last year and the Department is not anticipating any more major repairs in the near future.

Mayor Richardson thanked Fire Chief Myers for his presentation.

## **B. Public Works**

City Engineer/Public Works Director Breault reviewed the Public Works Department's accomplishments during the past two years. He said future goals include establishing an Emergency Operations Center (EOC) in the City Hall Community Room and operating the EOC as an ongoing program, completing sewer discharge requirements, developing an efficient landscape ordinance for the Council's consideration, having two staff members become LEED-certified, and pursuing grant funding for a LED streetlight pilot project and other opportunities to reduce fossil fuel energy usage. He indicated that the Public Works Department will reduce its budget by cutting back on supply purchases and maintenance.

CM Conway observed that completion of the walls on Humboldt Road was also an accomplishment. City Engineer/Public Works Director Breault said he did not list that item in his report because the wall construction was not one of the Department's goals.

Councilmembers recommended including the walls in the list of accomplishments. CM Conway commended the Public Works Department for its achievements over the past year.

CM Waldo noted a reduction in professional services. City Engineer/Public Works Director Breault explained that upgrading the HVAC system for City Hall will be deferred until the economy improves.

CM Waldo asked about the reduction in lighting and landscaping maintenance for Sierra Point. City Engineer/Public Works Director Breault stated that landscaping activities will occur less frequently.

CM Barnes commented that as part of the budget process Council has been discussing rainy day funds and having cash on hand in case of emergencies, such as fiscal emergencies or natural disasters like a catastrophic earthquake. He noted that the community might have to be self-sufficient for up to two weeks, during which it would be necessary to have supplies. He observed that the primary needs will be water, waste disposal, and fuel. He questioned whether it made sense to hold onto reserves for items that would be hard to get in, or after, a catastrophic emergency and suggested that the Council should discuss whether spending some of the funds in advance to purchase reserve supplies that might be hard to get after a disaster. CM Barnes asked when this policy discussion could take place.

Engineer/Public Works Director Breault stated that the federal government reimburses cities for disasters, but not for proactive preventive actions. He talked about Brisbane's difficulty obtaining federal and state funds for projects like strengthening the water tank and stabilizing hillsides. He acknowledged that water, sanitation, and fuel will be major problems for Brisbane in emergencies.

City Engineer/Public Works Director Breault encouraged the City Council to identify priorities and provide direction regarding stockpiling supplies and maintaining reserves. CM Waldo expressed interest in addressing emergency water supplies, sanitation, and fuel. City Engineer/Public Works Director Breault noted that strengthening the water tank, storing fuel for vehicles, and entering into contracts for large excavating equipment would be prudent preventive measures.

City Manager Holstine suggested that staff bring back some ideas for Council discussion after the budget hearings so that Council can have the discussion that CM Barnes suggested on emergency funding and making provisions for supplies ahead of time.

CM Conway requested information on what individuals can do to be self-sufficient in terms of emergency sanitation. He advocated ongoing public education to make people aware of available resources. City Engineer/Public Works Director Breault commented that it was difficult to get people interested in disaster preparedness. He added that the City would be

holding a community preparedness drill on Saturday, May 16, and he encouraged everyone to participate.

CM Barnes recommended that the City Council determine what the City's priorities should be and what individuals will be expected to do in emergencies.

Mayor Richardson proposed designating a portion of the City's reserves for natural disasters.

Fire Chief Myers suggested not designating reserves; he noted that the City has more flexibility to use funds that are not earmarked for particular purposes. He remarked that Brisbane has agreements with neighboring communities to share equipment and resources, and he recommended involving other communities in disaster planning efforts.

Mayor Richardson asked about the possibility of freezing overtime except for extreme emergencies. City Engineer/Public Works Director Breault said the City might be able to impose limits on hours worked by contractors to reduce the need for City inspectors. He noted that the City incurs standard overtime charges for employees to check on City facilities after hours, and he recommended maintaining that service.

Mayor Richardson observed that the Department's office expenses are increasing. City Engineer/Public Works Director Breault explained that almost \$200,000 of the increase is attributable to the increased costs of water and wastewater treatment, and another \$50,000 is budgeted for including the EOC as an ongoing program. He pointed out that if these two items are removed, the Department's budget would actually be decreasing by 7 percent. He said the Department already eliminated most of the costs for training, attending conferences, and memberships in professional organizations.

Mayor Richardson reported that she learned from her colleagues on the League of California Cities board that City Engineer/Public Works Director Breault had been selected to chair the statewide public works group, and she congratulated him on this achievement.

CM Bologoff said he understood the County will provide 2 gallons of water for each household in emergency situations. He noted that the Fire Department has a contract with Crocker Park businesses to supply emergency food for the community. City Engineer/Public Works Director Breault stated that manufacturers of bottled water also have contracts with the state to provide emergency water. He confirmed that the City does have a contract with BuyRite for emergency food and supplies.

Fire Chief Myers added that the federal government has a major supply cache at Moffett Field in Mountain View.

CM Bologoff commented that it seemed unfair to burden the Public Works Department budget

with all the costs of water, sewage treatment, and utilities; he suggested it would be more accurate to apportion those costs among all City departments.

Administrative Services Director Schillinger explained that the current accounting method ensures that these costs are captured within the utility fund, although costs are apportioned among three departments. He noted that including the utility fund in the Public Works Department's budget makes the most sense because that department is responsible for operating and maintaining those systems.

CM Conway asked about the capacity of the City's sewer tank. City Engineer/Public Works Director Breault estimated the tank could hold about two hours' worth of wastewater. CM Conway observed that the system would back up quickly if any component failed. City Engineer/Public Works Director Breault agreed, and said sewage would have to be pumped out to ensure continued functionality. He added that response actions would depend on the equipment and neighborhood affected by outages.

Mayor Richardson noted that a training session for Civilian Emergency Volunteers will be held in South San Francisco on May 2, and she recommended offering this kind of training locally. City Engineer/Public Works Director Breault said he would investigate that possibility.

Mayor Richardson thanked City Engineer/Public Works Director Breault for his presentation.

### **C. Community Development**

Community Development Director Prince described the Community Development Department's accomplishments for 2007-2009. He said goals for 2009-2011 include completion of the General Plan update, adoption of a new Housing Element for the 2007-2014 cycle, implementation of new affordable housing programs, and completion of the draft environmental impact report for the Baylands Specific Plan and any supplemental environmental review required.

Mayor Richardson thanked Community Development Director Prince for his presentation.

### **D. Administrative Services and Central Services**

Administrative Services Director Schillinger presented the proposed budget for Finance, Human Resources, and Central Services. He reviewed 2007-2009 accomplishments and discussed goals for 2009-2011. He said key projects will include updating the City's performance measurement system, developing a new Website, providing staff training opportunities, and updating recruitment methods. Administrative Services Director Schillinger advised that the 2009-2011 provides funding for an actuarial study to comply with GASB 45 accounting standards, maintaining memberships in professional organizations, and adding live streaming of meeting broadcasts. He stated that reductions will be made in the amount paid to the City's consultant in

Washington, D.C., Web support, computer training, equipment replacement, and workstation replacements, and applications for financial awards and Web access to compensation and benefit information will be eliminated.

CM Barnes suggested discontinuing participation in the Senior Ombudsman program and membership in the BayBio organization.

CM Waldo proposed not televising Planning Commission meetings. Other Councilmembers expressed support for this change.

Mayor Richardson noted that the Council also discussed having shorter meeting minutes due to the fact that we do have a DVD of the meetings.

CM Conway recalled that at the last meeting, the City Council decided to set policy targets and priorities before cutting any items. He recommended addressing specifics after that discussion.

City Manager Holstine said the Council subcommittee can consider various options for communicating with the public and come back with recommendations to the City Council.

Administrative Services Director Schillinger advised that he was keeping a list of possible cuts identified by the City Council at previous meetings.

#### **E. City Council**

Administrative Services Director Schillinger noted the only change in the City Council's proposed budget would be moving the *Star* and the City newsletter from the Parks and Recreation Department to the City Council's budget.

CM Waldo suggested eliminating the Mayor's Appreciation Award. Administrative Services Director Schillinger said he would add this to the list of possible cuts.

#### **F. City Management**

- **City Manager**
- **Event Co-Sponsorship**
- **Open Space and Ecology**
- **Redevelopment**

Administrative Services Director Schillinger noted that he inadvertently omitted Open Space accomplishments from the budget materials, and he distributed a handout summarizing those achievements.

Assistant to the City Manager Smith indicated that his presentation would cover the proposed budgets for the City Manager, Open Space and Ecology Department, event co-sponsorship, the library, and the Redevelopment Agencies. He reviewed 2007-2009 accomplishments and said future goals include updating financial and organizational restructuring projections, implementing live Internet streaming of City meetings and programming, selecting a consultant to research and write a book on the history of Brisbane, improving the City's historical archive collection, planning the design, construction, and financing of a new library with an affordable housing component, and planning a new affordable housing project in partnership with a nonprofit developer such as Habitat for Humanity.

Assistant to the City Manager Smith reviewed the Open Space and Ecology Department's accomplishments and noted that goals for 2009-2011 are shifting the focus of the Brisbane Acres vegetation management plan from removal of invasive species to maintaining existing restored areas and monitoring pristine native habitat areas, and dealing with the issue of brush encroachment into habitat areas.

Assistant to the City Manager Smith discussed the accomplishments of the Redevelopment Department and advised that goals include working with financial consultants and the Baylands developer to identify opportunities for Redevelopment Agency participation in financing public infrastructure within the project areas, creating a new five-year implementation plan, and implementing mechanisms for Baylands infrastructure financing. He said goals for low- and moderate-income housing include establishing a legal structure to develop an affordable housing project for the site on San Bruno Avenue and McLean, identifying other sites for housing projects, promoting density transfers, and securing development approvals for the affordable housing project.

Assistant to the City Manager Smith said proposed changes in the City Management budget include increasing costs for annual yard waste clean-up and library programs, maintaining the 50th anniversary history project, reducing costs for urban forest management, and eliminating transcription services for the Open Space and Ecology Committee.

CM Conway expressed concern about eliminating detailed minutes of Open Space and Ecology Committee meetings. He said having records of the committee's deliberations are helpful in terms of understanding the background and rationale for policy decisions. Assistant to the City Manager Smith indicated that committee members discussed eliminating minutes and agreed it would be better to give up transcribed minutes than to reduce funding for the vegetation management program. CM Conway recommended including this proposed reduction on the list of budget cuts the Council will be considering and not just cutting the minutes yet.

Assistant to the City Manager Smith noted that the increased amount for the library is what the library estimates next year's billing will be for increased hours and fee waivers.

CM Barnes asked what amount was taken from the Redevelopment Agency by the state. Administrative Services Director Schillinger responded that the state has been taking about \$350,000 per year in recent years. Assistant to the City Manager Smith stated that the City has been advised to withhold this year's payment pending resolution of Superior Court case challenging those reductions. City Manager Holstine said that both the Redevelopment amount and property tax funds will be taken if the May 19<sup>th</sup> ballot measures do not fair well, although with Prop 1A the property tax funds would be returned in three years.

CM Conway asked about the contracted services item for an employee from Peninsula TV on the City's payroll. City Manager Holstine clarified that all of the City's costs are offset, and the City actually earns some profit on the additional administrative fees charged. He said there are a few other staff positions similarly handled as contracted services.

Mayor Richardson asked about the line item for a UC Berkeley executive development seminar. City Manager Holstine explained that this one-time cost is for an intensive week-long training session for city managers.

Councilmembers thanked Assistant to the City Manager Smith for his presentation.

— **City Clerk**

City Clerk Spediacci discussed accomplishments for 2007-2009 and said goals for 2009-2011 include developing an Intranet site for City staff, conducting an election for three Council seats, and offering a scaled-back version of the Citizens Academy in the spring of 2010. She noted that the proposed budget calls for elimination of the Citizens Academy in 2009, reducing the cost of transcription services, and increasing costs for off-site storage of public records.

Councilmembers thanked City Clerk Spediacci for her presentation.

Mayor Richardson expressed her appreciation to all department heads and City staff for their efforts to help the City reduce costs.

**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 10:38 p.m. with no announcements.

Sheri Marie Spediacci  
City Clerk