



Public Works Commission

**Regular Meeting**  
**PUBLIC WORKS COMMISSION**  
**Minutes**

**Thursday, December 5, 2002**

North Berkeley Senior Center, 1901 Hearst Avenue

**Roll Call:** 7:05 p.m.

Present: Commissioners Campbell, Holland, Perry, Piercy, St. John, Shumer

Absent: Commissioners Alward, Broderick

Vacant: Councilmember Shirek's appointee

**Comments from the Public:** None.

**Announcements:**

**City Manager's Budget Workshops:** The secretary distributed an updated agenda for the Commissioners Workshop scheduled for December 12, 2002.

**Approval of Minutes:** November 7, 2002

A correction was noted as follows: Action Item 1, end the 3<sup>rd</sup> sentence with: "...disbanded." (delete rest of sentence). Add new sentence to read: "Others suggested that a new alternative would be to redistribute the business of the other subcommittees."

**Presentation: 2004-2005 Budget Preparation by Rene Cardinaux and Darryl Moore**

Rene Cardinaux indicated that significant cuts are anticipated in the General Fund in upcoming fiscal years. Although the Public Works Department receives little from the General Fund, the major department funds are expected to "share the pain" by, for example, absorbing duties previously charged to the General Fund or increasing overhead charges on other funds.

**ACCOMMODATIONS PROVIDED UPON REQUEST**

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Sessions similar to this have been initiated with units within the department, to solicit budget suggestions from all employees. All ideas will be considered and another session is being scheduled to return with the outcome being the department's actual budget proposal.

Darryl Moore presented a handout which began with mission and core value statements developed during the APWA accreditation process. The forecast of shortfalls for the General Fund starts with \$1.2 million for FY 2003 and goes up to \$9.5 million in FY 2006. He pointed out that only 3% of the Public Works budget is from the General Fund and that 80% of it goes to personnel costs. Rene pointed out that, although there are reductions in income, the main reasons for the shortfall are increases in salary and in benefits such as retirement and health care.

Then an overview was provided of the closing of the FY 2002 budget for the department. Rene pointed out that the "Office of the Director" includes all the costs of the Disability Coordination function. The Commission observed that adjusted budgets result from funds carrying over from prior years and that expenditure levels are relatively low compared to that. It was explained that the main reasons for this are "multi-year projects" where the entire budget for a two or three year project is placed in the first-year budget. Finally, it was noted that "indirects" were currently at the level of 4% or \$2.8 million but may increase in upcoming years. The Commission also expressed its desire to see, not only how much of each fund is budgeted, but how each fund is expended throughout the department.

The Commissioners were then polled for their budget recommendations, which can be submitted now, or anytime before February 6, 2003, to the Public Works Director. Initial suggestions were:

1. Increase the fee for the Clean Storm Water Program.
2. Provide adequate funding for GIS development and associated work activities tracking.
3. Add Work Measurement to GIS development activities
4. Use renewable energy, such as solar, for Corporation Yard and for traffic signals
5. Fund vehicle conversion to 100% biodiesel fuel
6. Fund the staff function for Underground Utility Districts
7. Reduce number of commissions
8. Purchase cargo bicycles for City business

### **Action Items:**

**1. Memorandum to City Manager regarding Council Report Format and Procedures:**  
The draft memorandum was discussed and deliberated. Commissioners began to propose some new wording, but, since the new mayor has indicated an interest to improve the commission report process, it was decided to hold it over to an Information Item at the next meeting.

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**2. Results of communications with the Community Environmental Advisory Commission regarding “Release of Dioxins and Other Materials into San Francisco Bay” Council item:** Since Commissioner Alward was not present to report on the communications, this item is held over to the next meeting.

**Information Items:**

**1. Report on Lessons Learned at Trenchless Rehab Conference:** Some successes are beginning to be reported in applications to small diameter piping, primarily using the “Perma-Liner” method which consists of a resin and polyester coating which is applied using only air pressure and not requiring heat or water. Even though it is a trenchless technique a pit must still be opened at either end, one usually next to the house foundation. The cost is high, in the range of \$50/foot. Another technique showing some promise is pipe bursting but is done on a larger scale, requiring a crew of up to 10 persons which can accomplish 25 laterals (up to 120’ in length) in a day. Also, from “networking” staff learned that the City of Corte Madera is undertaking a \$200,000/year private lateral program, at City expense.

**2. Assessment of Subcommittee Organization and Activities:** This item is held over for further discussion at the subcommittee level and will be presented as an Information Item on the January 2003 agenda.

**Subcommittee Reports:**

**1. Right of Way:** Subcommittee organization was discussed.

**2. Facilities and Equipment:** Subcommittee organization was discussed.

**3. Utilities:** A public brochure on upper sewer laterals was finalized.

**4. Ad Hoc: Storm Drainage and Street Sweeping:** Staff discussed issuance of a report on street sweeping in January 2003. It may recommend finally ending the opt-out program. Another suggestion being considered to decrease the number of parked cars is to increase the number of sweeping times per month and to investigate the procurement of equipment that can reach under parked cars. Another idea is to expand upon the community leaf removal effort used in some areas of the hills, to other areas of the city.

**Adjournment:** 9:25 p.m.