



# City of Brisbane

## City Council Meeting Agenda

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**Thursday, March 19, 2026 at 6:30 PM • Hybrid Meeting • 50 Park Place, Brisbane, CA**

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The public may observe/participate in City Council meetings using remote public comment options or by attending in person. The City Council may take action on any item listed in the agenda.

### **To Address the Council**

#### **In Person:**

Location: Community Meeting Room 50 Park Place, Brisbane, CA 94005

To address the City Council on any item – whether on the posted agenda or not – please fill out a Request to Speak Form located in the Community Meeting Room Lobby and submit it to the City Clerk, preferably before the start of the meeting. Speakers are not required to submit their name or address.

#### **Remote Participation:**

Members of the public may observe/participate in the City Council meeting by logging into the Zoom Webinar listed below. City Council meetings may also be viewed live and/or on-demand via the City's YouTube Channel, [youtube.com/brisbaneca](https://youtube.com/brisbaneca), or on Comcast Ch. 27. Archived videos may be replayed on the City's website, [brisbaneca.org/meetings](https://brisbaneca.org/meetings). Please be advised that if there are technological difficulties, the meeting will nevertheless continue if remote participation is available.

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#### **Remote Public Comments:**

Remote meeting participants may address the City Council via Zoom Webinar. Aside from commenting personally while in the Zoom Webinar, you can also use the call in number. The public comments received will be noted for the record during Oral Communications 1 and 2 or during an agenda item. We encourage you to email comments in advance of the meeting to [ipadilla@brisbaneca.org](mailto:ipadilla@brisbaneca.org). That email address, however, will not be monitored during the meeting and emails received during the meeting will not be responded to or brought to the attention of the City Council during the meeting.

**Join Zoom Webinar:** [zoom.us](https://zoom.us) (please use the latest version: [zoom.us/download](https://zoom.us/download))  
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Webinar ID: 991 9362 8666

Call In Number: 1 (669) 900-9128

Note: Callers dial \*9 to "raise hand" and dial \*6 to mute/unmute.

#### **Special Assistance:**

If you need special assistance to participate in this meeting, please contact the City Clerk at (415) 508- 2113. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

## **Writings that Are Received After the Agenda Has Been Posted**

Any writings that are received after the agenda has been posted but before 4pm of the day of the meeting will be available for public inspection at the front lobby in City Hall and on the internet ([brisbaneca.org/meetings](http://brisbaneca.org/meetings)). Any writings that are received after 4pm of the day of the meeting will be distributed to the Council and made available for public inspection at the front lobby and on the internet the day after the meeting ([brisbaneca.org/meetings](http://brisbaneca.org/meetings)).

## **Call to Order – Pledge of Allegiance**

### **Roll Call**

- A. Remote Attendance Under the Just Cause Provisions of the Brown Act

## **Adoption of Agenda**

### **Awards and Presentations**

- B. Connect Bay Area Local Investment Plan Presentation

## **Oral Communications No. 1**

### **Consent Calendar**

- C. Approve Minutes of Closed Session City Council Meeting of March 3, 2026
- D. Approve Minutes of City Council Meeting of March 5, 2026
- E. Approve Minutes of Closed Session City Council Meeting of March 10, 2026
- F. Authorize Staff to Submit the Housing Element Annual Progress Report for 2025 to the California Department of Housing and Community Development and the Governor’s Office of Planning and Research
- G. Approve Letters of Support for Bills on Community Choice Aggregation (CCA) Energy Providers—AB 1761, SB 1138, and AB 2111

## **New Business**

- H. Fiscal Year 2025/2026 Budget Update
- I. Overtime Budget Workshop

## **Staff Reports**

- J. City Manager’s Report- City Updates and Upcoming Activities

## **Mayor and Council Matters**

- K. Future Agenda Items
- L. Countywide Assignments and Subcommittee Reports

- i. Parkside 2 Ad Hoc Subcommittee Update
- ii. Report Out on Subcommittee Meetings
- iii. Upcoming Subcommittee Meetings

M. Written Communications

**Oral Communications No. 2**

**Adjournment**



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**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY COUNCIL CLOSED SESSION MEETING AGENDA  
TUESDAY, MARCH 3, 2026**

*HYBRID MEETING, 50 PARK PLACE CITY HALL CONFERENCE ROOM,  
BRISBANE, CA 94005*

**3:30 P.M. CALL TO ORDER**

**A. Approval of the Closed Session Agenda**

**B. Public Comment.** Members of the public may address the Councilmembers on any item on the closed session agenda

**C. Adjournment into Closed Session**

**D. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

**Government Code, Section 54956.9 (d). Number of Cases: One**

Mayor Mackin called the meeting to order at 3:39 P.M.

Councilmember Kern made a motion, seconded by Councilmember O'Connell to approve the Closed Session Meeting agenda as it stands. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin

Noes: None

Absent: None

Abstain: None

There was no public comment. Mayor Mackin adjourned the meeting into Closed Session.

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorrow reported that direction was provided to staff regarding the Anticipated Litigation Item D. No action was taken by Council.

**ADJOURNMENT**

The meeting was adjourned at 6:27 P.M.

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Ingrid Padilla, City Clerk



**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**CITY COUNCIL MEETING AGENDA  
THURSDAY, MARCH 5, 2026**

*HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005*

**6:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Mackin called the meeting to order at 6:33 P.M. and led the Pledge of Allegiance.

**ROLL CALL**

**A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449**

No requests were made under Roll Call Item A.

Councilmembers Present: Councilmembers Davis, Kern, Lentz, O’Connell and Mayor Mackin

Councilmembers Absent: None

Staff Present: City Manager Dennis, City Clerk Padilla, City Attorney McMorrow, Finance Director Yuen, Parks and Recreation Director Leek, Acting Community Development Director Ayres, City Engineer Bozorginia, Human Resources Director Partin, Police Chief Macias, Police Commander Garcia, Admin Management Analyst Brown and Admin Management Analyst Ibarra

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorrow reported out of the Closed Session Meeting of February 3, 2026. Council gave direction to staff regarding the Anticipated Litigation Item D. No action was taken.

**ADOPTION OF AGENDA**

Mayor Mackin reported there is a clerical error on Staff Report O. The date of the Priorities Study Session should be Saturday, March 21, 2026. Additionally, New Business Items M and Item N will be moved up in the agenda before the discussion of Old Business Item L.

Councilmember Lentz made a motion, seconded by Councilmember Kern, to adopt the agenda amended. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin

Noes: None

Absent: None

Abstain: None

## **AWARDS AND PRESENTATIONS**

### **B. Receive Grants Presentation from California Grants Policy Group**

California Grants Policy Group's Director of Grant Services, Jake Whitaker highlighted the grants awarded to the City. Mr. Whitaker also provided an update on upcoming grant requests and next steps. The Council thanked Mr. Whitaker for his presentation.

## **ORAL COMMUNICATIONS NO. 1**

Cary Mossing and Lauren Dunford from San Mateo County Libraries invited the public to join the Free Adult English Group Classes being held in the Brisbane Library.

Chris Florkowski wanted to correct the information at the previous council meeting regarding the BART budget.

## **CONSENT CALENDAR**

### **C. Proclaiming March 2026 as Women's History Month**

### **D. Approve Minutes of City Council Meeting of February 19, 2026**

### **E. Approve Minutes of Closed Session City Council Meeting of February 19, 2026**

### **F. Approve Minutes of Closed Session City Council Meeting of February 23, 2026**

### **G. Accept Investment Report as of January 2026**

### **I. Adopt Resolution to Amend the Current Financial Services Manager Job Description**

### **J. Adopt Amended Public Arts Implementation Guidelines Approving Revisions to the Membership of the Public Art Advisory Committee**

Councilmember Davis made a motion, seconded by Councilmember Lentz, to approve Consent Calendar Items C-G and I and J. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin

Noes: None

Absent: None

Abstain: None

## **H. Approve Spring 2026 Co-sponsorship Events**

Councilmember Davis recused herself from Consent Calendar Item H and left the room. Councilmember O'Connell made a motion, seconded by Councilmember Kern, to approve Consent Calendar Item H. The motion was carried unanimously by all present.

Ayes: Councilmembers Kern, Lentz, O'Connell and Mayor Mackin

Noes: None

Recused: Councilmember Davis

Absent: None

Abstain: None

## **OLD BUSINESS**

### **K. Request to Reconsider Utility Payment Requirements by Silverspot Nursery School**

City Manager Dennis reported that staff recommends that the Council consider Silverspot Nursery School's request to reconsider its responsibility for water utility payments under the current lease agreement and provide direction to staff accordingly.

After Council questions, Jessica Farkas and Teacher Diana Ji asked the Council to reconsider the school's utility payment requirements as Silverspot Nursery School is just getting back on their feet. Based on the information available at the time and prior consumption patterns, Silverspot anticipated an additional annual expense of approximately \$500. However, discussions during the lease renewal period did not account for recent citywide rate increases affecting all water customers, nor for additional components reflected on utility bills, including water service fees, sewer charges, capital project assessments, and drought contingency fees. Silverspot has requested that the Council reconsider the requirement that it assume full responsibility for water utilities, noting that the projected annual cost is closer to \$3,100 rather than the \$500 initially anticipated.

After further Council discussion, Councilmember Lentz made a motion, seconded by Councilmember Davis, to waive the sewer portion of Silverspot Nursery School's utility payment over the duration of their two-year lease (through July 31, 2027) and reimburse Silverspot Nursery School back of any sewer charges they have already paid to the City. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin

Noes: None

Absent: None

Abstain: None

Councilmembers also reminded staff they are looking forward to having a conversation and update from Silverspot Nursery School when their lease agreement is up for renewal.

## **NEW BUSINESS**

### **M. Receive Security Update on Flock Cameras**

Over the past several months, there has been increased public discussion regarding the use of Automated License Readers (ALPR) technology, particularly involving the vendor FLOCK Safety. Police Chief Macias and Police Commander Garcia provided a security update on Flock Cameras stating that the department remains committed to balancing public safety needs with privacy protection.

Police Commander Garcia also reported that ALPR cameras has proven to be a valuable investigative tool that has supported stolen vehicles recovery, notification, and crime reduction and their use must remain lawful, limited, transparent, and accountable.

After Council questions, Shelley Hodes asked a question about tracking vehicles that have no license plates.

Erin Becker commented that she liked the transparency of the ALPR Community Engagement Letter and she also recommended an external and independent audit of the ALPR program.

Councilmembers thanked the Polic Department for their update.

#### **N. Pilot Program for Use of a Camera in the Community Park**

City Manager Dennis reported that the policy of the pilot program for use of a camera in the community park is before the Council.

After no council questions, Clint Cardoza asked council to support the program after he was a victim of a pitbull attack.

Linda Salmon, Michele Salmon, Steve, a resident, and Erin Becker encouraged the Council not to support the pilot program due to invasion of privacy concerns and concerns about government surveillance in a low crime safe community.

Anthony Dana shared his concerns about AI usage and who can access the data.

Linda Salmon, Fran, a resident, and Michele Salmon commented that this issue is more about enforcing rules for off-leash dogs.

Al Cardoza commented that his son was attacked by the pitbull and this is a proactive program where the City can monitor an area where police cannot be for 24 hours a day. He also asked how many off-leash dog citations had Police Chief Macias issued during her tenure?

After council discussion, Councilmember Kern made a motion, seconded by Councilmember Mackin, to approve a 90-day pilot program for use of a camera in the community park. The motion was denied by a 3-2 vote.

Ayes: Councilmember Kern and Mayor Mackin

Noes: Councilmember Davis, Lentz and O'Connell

Absent: None

Abstain: None

Councilmembers took a brief recess.

## **OLD BUSINESS CONTINUED**

### **L. Development Impact Fees Workshop**

(Staff recommend council continue discussion on proposed development impact fees and provide direction and feedback on fee setting.)

After a brief presentation from Assistant City Manager Fernandez, some council questions, no public comment and some council discussion on proposed development impact fees, Councilmember Davis made a motion, seconded by Councilmember Lentz, to extend the meeting until 10 P.M. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin

Noes: None

Absent: None

Abstain: None

After further council discussion, staff members were directed to bring back a Development Impact Fees Public Hearing Item at a future council meeting to consider recommended impact fees.

## **STAFF REPORTS**

### **O. City Manager's Report- City Updates and Upcoming Activities**

#### **i. Preparing for the City Council Priorities Study Session on March 21, 2026**

City Manager Dennis announced that staff is preparing for the Council Priorities Study Session on March 21, 2026 at the DoubleTree Hotel. He also provided updates on upcoming city activities.

## **MAYOR/COUNCIL MATTERS**

### **P. Future Agenda Items**

Councilmember O'Connell opposed the bundling of event sponsorship since the timing may not be ideal for organizations coordinating events. Councilmembers agreed to agendaize at a future meeting the following items:

- Brisbane Acres Properties as preservation priority areas and their eligibility
- Tenant Occupancy Tax with a comparison of other cities.

### **Q. Countywide Assignments and Subcommittee Reports**

- i. Parkside 2 Ad Hoc Subcommittee Update**
- ii. Report Out on Subcommittee Meetings**
- iii. Upcoming Subcommittee Meetings**

Councilmembers briefly reported on their county assignment meetings.

## R. Written Communications

Written Correspondence was received from the following members of the public:

- Ames (2/22/26) Request to Consider Long-Term Cost Savings of Tesla Upfits for Police Cruiser Fleet
- Nunan (2/23/26) Request to Halt Camera Trial in the Park
- Hornick (2/24/26) Two-Year Delay in Repairing Brisbane Beach Volleyball Courts - Why?
- Follien (3/4/26) Regarding the BCC Mtg Agenda New Business Item N. Pilot Camera in Community Park
- Au-Young, et. al (3/4/26) Request for Review of Cracker Park Zoning
- Mills (3/5/26) Request for Parent Input and Caution Regarding Proposed Camera at Community Park
- C (3/5/26) cameras at the park
- Wilhelm (3/5/26) Proposal for cameras in the park
- Davis (3/5/26) Item N, Community Park Cameras
- Paepcke (3/5/26) Concerns Regarding Proposed Surveillance Camera in the Park

## ORAL COMMUNICATIONS NO. 2

No members of the public wished to make public comment.

## ADJOURNMENT

Mayor Mackin adjourned the meeting at 10:01 P.M.

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Ingrid Padilla  
City Clerk



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BRISBANE CITY COUNCIL

ACTION MINUTES

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**CITY COUNCIL CLOSED SESSION MEETING AGENDA  
TUESDAY, MARCH 10, 2026**

*HYBRID MEETING, 25A PARK PLACE ANNEX CONFERENCE ROOM,  
BRISBANE, CA 94005*

**4:30 P.M. CALL TO ORDER**

**A. Approval of the Closed Session Agenda**

**B. Public Comment. Members of the public may address the Councilmembers on any item on the closed session agenda**

**C. Adjournment into Closed Session**

**D. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Government Code, Section 54956.9 (d). Number of Cases: One**

Mayor Mackin called the meeting to order at 4:32 P.M.

Councilmember Lentz made a motion, seconded by Councilmember O'Connell to approve the Closed Session Meeting agenda as it stands. The motion passed unanimously by all present.

Ayes: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin

Noes: None

Absent: None

Abstain: None

There was no public comment. Mayor Mackin adjourned the meeting into Closed Session.

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorrow reported that direction was provided to staff regarding the the Anticipated Litigation Item D. No action was taken.

**ADJOURNMENT**

The meeting was adjourned at 7:35 P.M.

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Ingrid Padilla, City Clerk



### **City Council Staff Report**

**Meeting Date:** March 19, 2026

**From:** Julia Ayres, Acting Community Development Director

**Subject:** Authorize Staff to Submit the Housing Element Annual Progress Report for 2025 to the California Department of Housing and Community Development and the Governor's Office of Planning and Research

### **Recommendation**

Staff recommends that Council authorize staff to submit the 2025 Housing Element Annual Progress Report to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR).

### **Background**

The City is required to prepare an annual report to the State, using the format adopted by HCD, on the City's progress in implementing the 2023-2031 Housing Element, which was adopted as a revision on May 18, 2023, and certified by HCD on May 25, 2023. For this annual progress report, Government Code Section 65400(a)(2)(B) requires that the report be considered at a public meeting before submitting it to HCD and OPR by the April 1st deadline.

### **Discussion**

State-mandated Housing Element annual reports require tracking the number of building permits and planning entitlements submitted and issued for housing units in a given calendar year towards Brisbane's Regional Housing Needs Allocation (RHNA), as well as an update on the implementation status of each Housing Element program, the status of Local Early Action Planning (LEAP) reporting, and a list of locally owned or controlled lands declared surplus or identified as excess pursuant to Government Code sections 54221 and 50569 (see Tables B, D, LEAP Reporting, G and H, respectively of Appendix A of the attached report). Some highlights of the 2025 Annual Report (see Attachment 1) are outlined below.

In 2025, housing development permit activity was primarily for accessory dwelling units (ADUs) on lots with existing single-family dwellings. A total of six building permits were issued in 2025 for dwelling units (one more permit than 2024) for seven ADUs and one duplex for a total of nine dwelling units, or four more dwelling units than reported in each of the previous two years (see Tables A2 and B of Appendix A).

The City's total RHNA for the 2023-2031 Housing Element cycle is 1,588 housing units. The vast majority of housing inventory sites to meet this need are located within the Baylands subarea. Adoption of a Specific Plan is required to establish the zoning to accommodate the units

identified in the RHNA for the Baylands subarea. The Housing Element targeted adoption of the Baylands Specific Plan in early 2026. The revised draft Baylands Specific Plan and draft environmental impact report (EIR) were published in April 2025. The Final EIR is anticipated to be published this Spring with public hearings at the Planning Commission and City Council following.

Nearly 85% of the Housing Element programs have been initiated, completed, or have ongoing tasks. Thirteen programs have been completed and another 11 are underway, including a handful planned to go before the Council in 2026. Notable programs completed in 2025 include updating the inclusionary, density bonus, and ADU ordinances, increasing height limits in multi-family districts, launching a rehabilitation financial assistance program for low-income residents, and implementing a new permitting system. Several of the underway programs include consideration of the Baylands Specific Plan and EIR, studying a commercial nexus fee, and studying the Brisbane Acres density transfer program.


**Fiscal Impact**

There is no fiscal impact associated with acceptance of the 2025 Housing Element Annual Report.

**Attachments**

- 1. 2025 Housing Element Annual Progress Report

**City Manager Approval**



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Jeremy Dennis, City  
Manager

03/13/2026

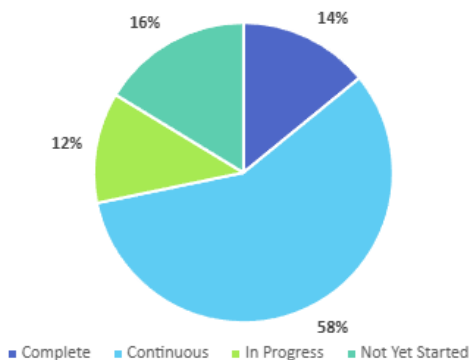
Housing Element

The 2023-2031 Housing Element was adopted and self-certified in February 2023 and, following receipt of comments by the California Dept of Housing and Community Development (HCD), a revision was prepared and adopted by City Council on May 18, 2023. HDC certified the revised Housing Element on May 25, 2023, as meeting all requirements of State law.

The Housing Element contains 92 programs, many of which are underway or ongoing. Table 1 and Figure 1 below offer a snapshot of the Housing Element implementation progress while Appendix A provides the complete breakdown of the implementation progress and housing entitlement and construction approvals for the 2025 calendar year, utilizing the forms required by HCD. As indicated in Table 1, roughly 70 percent of the programs are in progress or have continuous tasks throughout the plan period. Approximately 16 percent of the programs will follow later in the plan period, according to the schedule provided for each program in the Housing Element, and as shown in Table D of Appendix A.

**Figure 1:**

Housing Element Implementation Program Status (2025)



**Table 1:**

**Housing Element Implementation Progress Snapshot 2025**

Program Status	Total Number	% of Total
Completed	13	14%
Continuous	53	58%
In Progress	11	12%
Not Yet Started	15	16%
<b>Total</b>	<b>92</b>	<b>100%</b>

Regional Housing Need

The City is required to report certain housing information in accordance with State Housing Element Law (Government Code Sections 65583 and 65584) and the State HCD’s guidelines for reporting the City’s progress toward meeting its regional housing needs. The Association of Bay Area Governments has adopted a Regional Housing Needs Allocation (RHNA), pursuant to Government Code Section 65584, for all jurisdictions within San Mateo County to provide housing for the projected population growth within the region. Brisbane’s share of the RHNA is 1,588 new housing units for the 8-year period between 2023 and 2031, including 303 units affordable to moderate-income households, 183 units affordable to low-income households, and 317 affordable to very-low-income households.

Table 2 shows Brisbane’s progress in meeting the RHNA and its unmet RHNA need at the end of 2025, the second year of the eight-year cycle. Most units permitted this cycle have been Accessory Dwelling Units (ADUs), including all seven permitted units from last year. Affordability

levels for this year utilized ABAG's recommended affordability levels for ADUs, broadly based on percentages, since none of the units were deed restricted.

**Table 2: 2025 Progress in Meeting Regional Housing Needs 2023-2031**

Income Group	Regional Housing Need 2023-31	Permits Issued 2025	Need Met thru 12/31/25	Remaining Need at end of 2025	% of 2023-31 Regional Housing Need Met
<b>Acutely Low*</b>		-		-	-
<b>Extremely Low*</b>		2	3	-	-
<b>Very Low</b>	317	2	8	309	3%
<b>Low</b>	183	2	4	181	2%
<b>Moderate</b>	303	1	5	298	2%
<b>Above Moderate</b>	785	2	4	781	1%
<b>Total Units</b>	<b>1,588</b>	<b>9</b>	<b>21</b>	<b>1,576</b>	<b>1%</b>
<i>*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category. All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress"</i>					

Note that most of the City's inventory to meet the RHNA for this plan period is on the Baylands, for which a draft Specific Plan and Environmental Impact Report (EIR) were published in 2025. The schedule for adoption of the Specific Plan is this year, per Program 2.A.2 (see Table D of Appendix A).

### Attachments

Appendix A: Housing Element Annual Progress Report Tables



Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier				Unit Types		Affordability by Household Incomes - Completed Entitlement								Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes		
1				2	3	4								16	17	18	19	20			21	22	23	24	25		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
Summary Row: Start Data Entry Below																											
	007-232-160	173 SAN BRUNO AVE		B2024-00344	ADU	R	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.		0								See page 1 of memo linked below (access restricted to HCD's APR email.)
	007342210	120 TULARE ST		B2024-00343	ADU	R											ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										APR-and-ADU-affordabil
	007482010	41 MARGARET AVE		B2024-00318	ADU	R											ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
	007361210	219 TULARE ST		B2025-00128	SFD	O																					
	007213080	480 MONTEREY ST		B2024-05560	ADU	R																					
	007321150	360 KLAMATH ST		B2024-00321	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
	007332160	287 MENDOCINO ST		B2024-00425	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
7271060	007271200	335 MARIPOSA ST		B2024-01350	2 to 4	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
7271060	007271200	335 MARIPOSA ST		B2024-01350	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
7271060	007271200	335 MARIPOSA ST		B2024-01350	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
	007212050	30 SOLANO ST		B2024-00387	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
	007283050	335 MONTEREY ST		B2025-00028	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
	007452010	238 GLEN PARK WAY		B2025-00151	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
	007301100	108 TRINITY RD		B2025-00187	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
	007461030	748 SAN BRUNO AVE		B2024-05553	ADU	R												ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									

**Table A2**  
- New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Building Permits					Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes				
Current APN	Street Address	Project Name*	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements	Acutely Low-Income Deed Restricted	Acutely Low-Income Non Deed Restricted	Extremely Low-Income Deed Restricted	Extremely Low-Income Non Deed Restricted	Very Low-Income Deed Restricted	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25			
			0	0		0	#REF!	#REF!	#REF!	#REF!	#REF!				0								
007-232-160	173 SAN BRUNO AVE					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									See page 1 of memo linked below (access restricted to HCD's APR email.)
007342210	120 TULARE ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									APR-and-ADU-affordabil
007482010	41 MARGARET AVE					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007361210	219 TULARE ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007213090	480 MONTEREY ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007321150	360 KLAMATH ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007332160	287 MENDOCINO ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007271200	335 MARIPOSA ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007271200	335 MARIPOSA ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007271200	335 MARIPOSA ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007212050	30 SOLANO ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007283050	335 MONTEREY ST					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007452010	238 GLEN PARK WAY					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007301100	108 TRINITY RD					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
007461030	748 SAN BRUNO AVE					0								ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									
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Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Income Level						8	9	Affordability by Household Incomes - Certificates of Occupancy	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes
Current APN	Street Address	Project Name*	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits <u>Date Issued</u>	# of Units Issued Building Permits	Acutely Low-Income Deed Restricted	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
			2	0	2	0	1	2		7	#REF!				0								
007-232-160	173 SAN BRUNO AVE									0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									See page 1 of memo linked below (access restricted to HCD's APR email.)	
007342210	120 TULARE ST									0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.									APR-and-ADU-affordabil	
007482010	41 MARGARET AVE									0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007361210	219 TULARE ST									0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007213090	480 MONTEREY ST									0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007321150	360 KLAMATH ST									0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007332160	287 MENDOCINO ST									0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007271200	335 MARIPOSA ST							2		2			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007271200	335 MARIPOSA ST							1/30/2025		0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007271200	335 MARIPOSA ST							1/30/2025		0			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007212050	30 SOLANO ST		1							1			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007283050	335 MONTEREY ST		1							1			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007452010	238 GLEN PARK WAY				1					1			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007301100	108 TRINITY RD				1					1			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
007461030	748 SAN BRUNO AVE					1				1			ABAG administered affordability from 2024 and 2025 along with local ADU affordability surveys conducted annually support an affordability break down of 30% VL, 30% L, 30% M, & 10% AM.										
								9/15/2025		0													
										0													



<b>Jurisdiction</b>	Brisbane
<b>Reporting Year</b>	2025 (Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle 01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT  
Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
Please contact HCD if your data is different than the material supplied here

Table B Regional Housing Needs Allocation Progress Permitted Units Issued by Affordability														
Income Level	RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2										3	4
			2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)		
Acutely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Extremely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	1	2	-	-	-	-	-	-	-	-	3
Very Low	Deed Restricted	317	-	-	-	-	-	-	-	-	-	-	-	8
	Non-Deed Restricted	-	2	1	2	-	-	-	-	-	-	-	-	309
Low	Deed Restricted	183	-	-	-	-	-	-	-	-	-	-	-	4
	Non-Deed Restricted	-	1	1	2	-	-	-	-	-	-	-	-	179
Moderate	Deed Restricted	303	-	-	-	-	-	-	-	-	-	-	-	5
	Non-Deed Restricted	785	1	2	1	1	-	-	-	-	-	-	-	298
Above Moderate			1	-	1	2	-	-	-	-	-	-	-	4
Total RHNA		1,588												
Total Units			2	5	5	9	-	-	-	-	-	-	21	1,567

\*For years prior to 2025, Acutely Low-Income units are reported within the Extremely Low-Income category

\*For jurisdictions that received RHNA determinations for the current cycle prior to the passage of AB 3093 (September 19, 2024):

- You were not allocated Acutely Low-Income and Extremely Low-Income RHNA targets, therefore the allocations in Field 1 are listed as "0"

- If you wish to set your own targets in these income categories for informational purposes, contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

- All Acutely Low-Income and Extremely Low-Income units reported during the cycle are counted towards Very-Low Income RHNA progress

\*For years prior to 2025, data on deed-restricted vs. non-deed restricted Extremely Low-Income units is approximated from whether the projects reported any deed-restricted Very Low-Income Units. If you wish to edit this historical data for accuracy or have any questions about the data, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).



## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction		Brisbane					
Reporting Year		2025 (Jan. 1 - Dec. 31)					
Table D							
Program Implementation Status pursuant to GC Section 65583							
Housing Programs Progress Report							
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.							
1	2	3	4	5	6	7	8
Name of Program	Objective	Projected Completion Date in Housing Element	Applicable Cycle	Status of Program Implementation	Program Implementation Details	Quantified Outcomes: Category	Quantified Outcomes: Count
1.A.1 Referral Services for Fair Housing	1.A.1: Provide referral services to appropriate agencies by creating a dedicated webpage specific to fair housing including resources for residents who have experienced discrimination, information about filing fair housing complaints with HCD or HUD, and information about protected classes under the Fair Housing Act. (See also programs under Goal 5)	1/31/2031	6th Cycle	Continuous	Webpage created in June 2023; updated on an ongoing basis.	Other	1
1.A.2 Fair Housing Information Distribution	1.A.2: Actively distribute information to Brisbane landlords, residents (particularly households of color and non-English speaking households) and businesses, developers, non-profit housing developers and other groups about fair housing resources, including but not limited to: Fair housing training for landlords and tenants through Project Sentinel or other organizations the City may partner with during the Housing Element cycle. Geographic targeting: Households and landlords in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones. Metrics: Train two landlords and four households annually. Fair housing programs of other agencies. Geographic Targeting: Households and landlords in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones, and businesses in M-1, TC-1, TC-2 and SCRO-1 zones. Metrics: Four referrals to Project Sentinel (either tenants or landlords) as verified by Project Sentinel on an annual basis. Financial literacy training through Project Sentinel or other organizations. Geographic Targeting: Households in R-MHP, R-2, R-3, NCRO-2, and SCRO-1 zones. Metrics: Four referrals to Project Sentinel (tenants) as verified by Project Sentinel on an annual basis (may be combined with general fair housing contacts above). Housing counseling services through Project Sentinel or other	1/31/2031	6th Cycle	Continuous	Housing resources webpages were completed in June 2023 (link under 1.A.1); A Housing Resources article was included in the August 2023 edition of the STAR, as well as the Blast, which advertised various housing resources webpages to the community, with a scannable link along with contact information to speak to a planner in the Community Development Dept for more information. No trainings were provided through Project Sentinel during 2025. Staff looking into County-wide training through other partners, including 21 Elements. Referrals to Project Sentinel: 0. City conducted outreach in Q2 of 2025 to geographic targets. Planning staff reached out to the Chamber of Commerce in Q1 2025 to collaborate on an article for their Newsletter.	Other	3

<p><b>1.A.3 Housing Opportunities Information</b></p>	<p>1.A.3: Actively distribute information to Brisbane residents and businesses, including targeting to households of color and non-English speaking households, non-profit housing developers, housing counseling and resource organizations, and other groups about housing opportunities in Brisbane, including but not limited to: 1) Newly available housing units for rent or purchase to moderate- or lower-income households through the City's Inclusionary Housing Program, First Time Homebuyer Program, Habitat for Humanity resale program, or Bridge Housing senior rental program, and any new homebuyer or renter program that may be established. during the Housing Element Cycle. Geographic Targeting: Businesses in M-1, TC-1, TC-2, SCRO-1 districts; Households in R-MHP, R-1, R-2, R-3, NCRO-2, and SCRO-1 districts. Metrics: As needed based on availability of units. 2)The City's inventory of potential housing development sites. Geographic Targeting: N/A (non-profit housing developers). Metrics: Send to four non-profit housing developers annually</p>	<p>1/1/2023</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>No new housing units available in CY 2025. Created e-notification list in Q3 2025 via City website for interested persons, with 62 subscribers currently. Emailed housing development sites to MidPen, Eden, BRIDGE, Habitat in Q1.</p>	<p>Other</p>	<p>3</p>
<p><b>1.B.1 Distribution of Affordable Housing</b></p>	<p>1.B.1: Develop an affordable housing siting policy to promote the distribution of affordable housing equitably across the City.</p>	<p>12/31/2025</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>Originally scheduled for Q4 2025 but work has been pushed to 2026. This program is included on the City's work plan with HEART, last updated July 2025.</p>	<p>Other</p>	<p></p>
<p><b>1.C.1 Fair Housing Coordination</b></p>	<p>1.C.1: Coordinate with local service providers, including but not limited to fair housing and transit providers, to collect updated data on fair housing factors specific to Brisbane maintained by those providers.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>This program is included on the City's work plan with HEART, last updated July 2025.</p>	<p>Other</p>	<p>1</p>
<p><b>1.C.2 Fair Housing Action Plan Update</b></p>	<p>1.C.2: Based on data trends, identify policy priorities and update Fair Housing Action Plan.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Ongoing; the City will review collected Fair housing data to identify and evaluate capital improvement projects related to housing during the next update of the City's CIP in July 2027 and update Fair Housing Action Plan in Q4 2027 if the data collected in 2025 and 2026 supports changes in conditions or needs for either document. No change was supported in 2025.</p>	<p>Other</p>	<p>1</p>
<p><b>2.A.1 Zoning maintenance to meet RHNA</b></p>	<p>2.A.1: Maintain existing residential and mixed-use zoning to provide adequate sites to accommodate the 2022-2031 Regional Housing Needs Allocation.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The existing zoning is being maintained. There has been no elimination or reduction in the housing sites potential that were provided in the Housing Element sites analysis to meet the RHNA.</p>	<p>Other</p>	<p>1</p>

<p><b>2.A.2 Adoption of the Baylands Specific Plan</b></p>	<p>2.A.2: Adopt the Baylands Specific Plan/Zoning to allow 1,800 to 2,200 housing units by-right, without discretionary design review, at site densities of at least 20 units per acre, on sites accommodating at least 16 units, to meet the 2023-2031 RHNA, consistent with the Brisbane General Plan Land Use Element, in compliance with all aspects of Government Code Section 65583.2(h)-(i) The Specific Plan or Developer Agreement shall contain objective design standards and shall provide an affordable housing plan. The City shall prioritize maximizing affordable housing with a goal of 514 affordable units. The Specific Plan or Developer Agreement shall describe accessible residential design incorporated into units in proximity to transit. Geographic targeting: The Baylands subarea. Metrics target: Dwelling unit preliminary production estimate by year, based on developer's schedule for 2,200 total units: 2027: 362 units; 2028: 1,108 units; 2029: 333 units; 2030: 108 units; 2031: 289 units.</p>	<p>1/31/2026</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>The Baylands Specific Plan Draft Environmental Report (EIR) was published on April 3, 2025 and the public comment period was open until September 2, 2025. The City is currently evaluating comments received during the comment period and preparing the Final EIR. The Final EIR is expected to be published Spring 2026. The Baylands Specific Plan/Zoning is planned to be considered concurrent with the publication of the Final EIR.</p>	<p>Other</p>	<p>1</p>
<p><b>2.A.3 Annual reporting to HCD</b></p>	<p>2.A.3: Provide annual reports to HCD on progress made in implementing the Housing Element programs per Government Code Section 65400, including a review for internal consistency and compliance with Government Code Sections 65302(d)(3) and 65302(g)(2) as amended by Chapter 369, Statutes 207 [AB 162].</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Annual reports continue to be submitted by the April 1st deadline.</p>	<p>Other</p>	<p>1</p>
<p><b>2.A.4 Maintenance of adequate sites</b></p>	<p>2.A.4: Monitor the adequate sites inventory to ensure adequate development capacity will be maintained throughout the planning period to accommodate the RHNA per Government Code Section 65863.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>As indicated in Program 2.A.1, there has been no reduction in the development capacity through zoning, nor have there been sites developed to less than those projected in the Housing Element; so the City continues to be able to accommodate the RHNA.</p>	<p>Other</p>	<p>1</p>
<p><b>2.A.5 Zoning study for new housing types</b></p>	<p>2.A.5: Study zoning districts where reduction of minimum lot sizes may be appropriate to encourage development of tiny homes, row-homes, bungalows, or other similar developments; and adopt new zoning where appropriate. Geographic Targeting: R-1 district, middle and lower elevation streets. Metrics: Theoretical R-1 total unit capacity increase of approximately 10 to 20%</p>	<p>12/31/2026</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>Study sessions planned for 2026 with potential adoption of new zoning in 2028.</p>	<p>Meetings</p>	<p></p>
<p><b>2.A.6 Zoning for two-unit development and urban lot splits</b></p>	<p>2.A.6.: Adopt implementing ordinance for ministerial duplex conversions and single-family lot splits as provided by Government Code Sections 65852.21 and 66411.7.</p>	<p>12/31/2023</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>City Council adopted Ordinance No. 693 on December 5, 2024</p>	<p>Other</p>	<p>1</p>

<p><b>2.A.7 Zoning study for mixed use in commercial districts</b></p>	<p>2.A.7: Study zoning amendments to existing commercial zoning districts at Sierra Point and Crocker Park, to either allow or require mixed use buildings.</p>	<p>7/30/2029</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>Parkside 2 Subcommittee formed October 2025 and met December 4, 2025 and in January 2026 to consider expanding mixed use zoning in Central Brisbane. Future study sessions anticipated for 2026; potential adoption of new zoning anticipated in 2029, if necessary.</p>	<p>Meetings</p>	<p>1</p>
<p><b>2.A.8 Zoning update for transitional and supportive housing</b></p>	<p>2.A.8: Update the zoning ordinance to provide for transitional and supportive housing in all zoning districts allowing residential uses and only subject to the same restrictions as other residential dwellings in the same zone, and to allow permanent supportive housing by right in zones where multifamily and mixed uses are permitted, pursuant to Government Code Section 65651.</p>	<p>12/31/2030</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>Scheduled for 2030</p>	<p>Other</p>	
<p><b>2.A.9 Facilitation of pipeline projects</b></p>	<p>2.A.9: Facilitate development and monitor approvals of pipeline projects, including the number of units constructed and their affordability levels.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Ongoing coordination with applicants to expedite approval of remaining entitlements for pipeline projects and support for requests for fee waivers for eligible projects. Pipeline Project Status: 3750-80 Bayshore (25 above mod, 3 mod, 2 low units) - City is processing tentative map approvals; 221 Tulare (3 above mod units) - entitlements expired; 213 Visitacion (4 above mod units) - Building permit submitted in Dec. 2025; 18 Visitacion (2 above units) - building permit issued, construction underway and expected to be completed in 2026. Ongoing identification for rezoning or additional sites, if necessary; expected surplus of above moderate units.</p>	<p>Other</p>	<p>4</p>
<p><b>2.A.10 Zoning update for ADUs</b></p>	<p>2.A.10: Update the ADU ordinance to comply with current State law.</p>	<p>12/31/2023</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>City Council adopted Ordinance No. 700 on October 2, 2025.</p>	<p>Other</p>	<p>1</p>
<p><b>2.A.11 Zoning update for group homes</b></p>	<p>2.A.11: Amend the family definition to remove group care provisions zoning ordinance definitions and use provisions for all districts allowing residential uses, to remove the requirement for a conditional use permit for group homes of seven (7) or more persons and allow group homes as permitted uses, with objective standards similar to other residential uses in the same district, consistent with state law.</p>	<p>12/31/2024</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>Implementation postponed to Q4 2026; to be combined with Program 2.B.7.</p>	<p>Other</p>	

<b>2.A.12 Zoning update to raise multifamily height limits</b>	2.A.12: Amend the zoning ordinance for all districts that allow multifamily residential uses, to allow for building heights of at least 36 feet, to be able to accommodate 3-story development.	12/31/2024	6th Cycle	Completed	City Council adopted Ordinance No. 695 on April 17, 2025.	Other	1
<b>2.B.1 Baylands sites for seniors and special needs</b>	2.B.1: Through development of the Baylands Specific Plan and implementing development agreements, identify suitable sites for housing for seniors, persons with disabilities or other special needs, and lower-income households in the Baylands subarea. Geographic Targeting: Baylands Specific Plan Area. Metrics: Goal of 514 affordable housing units with target populations that align with community preferences in compliance with Fair Housing laws (See Program 2.A.2) .	1/31/2026	6th Cycle	In Progress	See Program 2.A.2 for implementation details.	Other	1
<b>2.B.2 Zoning update for convalescent homes</b>	2.B.2: Amend the zoning ordinance to permit convalescent homes as a permitted use in the SCRO-1 District. Develop objective standards for the operation and design of such uses and incorporate into the zoning ordinance.	1/31/2027	6th Cycle	Not Yet Started	Scheduled for 2027.	Other	
<b>2.B.3 SMC collaboration for shelter &amp; services</b>	2.B.3: Collaborate with the County of San Mateo in developing programs to provide regional shelter and services to the homeless by participating in the San Mateo County Continuum of Care and other regional efforts to provide homeless shelters, transitional and supportive housing for homeless households coordinated by the County.	1/31/2031	6th Cycle	Continuous	The Brisbane Police Dept collaborates with County staff on an ongoing basis throughout the year to both determine actions the City can take to assist homeless individuals and to determine how the City can support development of emergency, transitional and supportive housing. Additionally, Police Dept provides quarterly training of officers along with shelter staff members to ensure that homeless individuals receive the utmost support. City staff will also reach out to the County for input as part of the update to the rezoning to allow for larger emergency shelters, provided in Program 2.B.4.	Other	2
<b>2.B.4 Zoning update for larger emergency shelters</b>	2.B.4: Update the zoning ordinance allowing for emergency shelters as a permitted use in the SCRO-1 District from 12 beds to 30 beds, with such use not subject to discretionary action or to any development or management standards that would not apply to other allowed uses within the zone, except as provided by Government Code Section 65583(a)(4)(A).	12/31/2026	6th Cycle	Not Yet Started	Scheduled for 2026.	Other	
<b>2.B.5 Zoning for low barrier Navigation Centers</b>	2.B.5: Amend multi-family and mixed-use zoning districts to allow low barrier Navigation Centers, as required by Government Code Sections 65660 - 65668.	12/31/2026	6th Cycle	Not Yet Started	Scheduled for 2026.	Other	

<p><b>2.B.6 Priority water &amp; sewer service for affordable units</b></p>	<p>2.B.6: Grant priority water and sewer service to housing with units affordable to lower-income households in accordance with adopted City policy, consistent with State law [Government Code Section 65589.7 and Water Code Section 10631.17(a)70].</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Ongoing; no affordable housing projects in 2025.</p>	<p>Other</p>	
<p><b>2.B.7 Zoning update for emergency, transitional, supportive housing</b></p>	<p>2.B.7: Regarding emergency shelters and transitional and supportive housing, implement requirements of AB 2339 (2022; Government Code Section 65583(a)(4)) (See also, Programs 2.B.4 and 2.B.5.</p>	<p>12/31/2024</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>Implementation postponed to Q4 2026; to be combined with Program 2.A.11.</p>	<p>Other</p>	
<p><b>2.C.1 Zoning update for density bonus</b></p>	<p>2.C.1: Amend the density bonus ordinance to: 1)Allow greater density bonus and/or incentives to housing developments that provide housing units designed and dedicated for use by large families with low- to extremely low- incomes. 2) Be consistent with Government Code Sections 65915(a) and (g). 3)Grant a proportionately lower density bonus and/or incentives for affordable housing projects that do not qualify under Government Code Section 65915 due to their small size or other limitations. 4) Grant a density bonus and/or other incentives greater than required for projects that meet or exceed the qualifications for a density bonus</p>	<p>12/31/2023</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>City Council adopted Ordinance No. 697 on May 15, 2025.</p>	<p>Other</p>	<p>1</p>
<p><b>2.D.1 Evaluation of affordable/special needs subsidies</b></p>	<p>2.D.1: Evaluate methods to subsidize the cost of affordable or special needs housing development, including ADUs, including but not limited to: 1) Fee reductions or waivers. 2) Direct subsidies in the form of pre-development or construction grants. 3) Land donation.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The Planning Commission studied fee waivers in 2024 as part of its work updating the inclusionary and density bonus ordinances and ultimately deferred study to a future time to allow staff time to complete preliminary estimates of impacts to city revenues. This work is anticipated to be revisited in 2027.</p> <p>City is participating in the San Mateo County ADU Resource Center and in 2025 actively participated in a working group to develop a framework and preliminary budget for a regional affordable ADU loan program supported by the ADU Resource Center and member agencies. The City will consider formal participation in the ADU program in Spring 2026.</p> <p>The City's Affordable Housing Strategic Plan (adopted 11/16/2023) contains several strategies</p>	<p>Other</p>	<p>2</p>

<p><b>2.D.2 Encouraging ADU and JADU development</b></p>	<p>2.D.2: To encourage development of ADUs and junior ADUs :a. a. Explore the potential to implement a loan program for ADU and JADU construction through the Affordable Housing Strategic Plan (see Program 2.E.1). If a City-funded loan program is determined to be infeasible, cooperate with 21 Elements to develop regional loan program (See program 2.E.2). Geographic Targeting: All residential zoning districts. Metrics: Issue 10 loans over RHNA cycle or at least one per year. b. Continue to fund the 21 Elements regional consortium and support its programs that offer technical assistance to homeowners to reduce financial, architectural, and technological barriers to ADU/JADU design and construction. Metrics: Provide technical assistance to 10 property owners annually. c. As these programs are implemented, publicize the changes to encourage the development of ADUs and JADUs using methods described in Programs 5.A.1 and 5.A.3. Geographic Targeting: All residential zoning districts. Metrics: In addition to broadcasting citywide, make direct contact with 10 property owners annually (may overlap with the above regional efforts through 21 Elements) either in person, by email, or at the public counter. d. Promote the availability of CalHFA ADU Grant program.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>AHSP adopted 11/16/2023 which included strategy A-2 to dedicate funds to either City ADU loan program or regional ADU loan/grant program (on HEART workplan). City Council will consider implementation in 2026 as regional program is explored by San Mateo County jurisdictions via ADU Resource Center. City is participating in regional ADU resource center (see Program 2.D.1); Outreach for any available loan/grant programs will be provided once resolution is reached on the pathway.</p>	<p>Other</p>	<p>2</p>
<p><b>2.E.1 Affordable Housing Strategic Plan (AHSP) adoption and implementation</b></p>	<p>2.E.1: Adopt and implement an Affordable Housing Strategic Plan (AHSP) that includes the following components: a. Identifies programmatic funding goals, objectives, and priorities for the City's current affordable housing fund balance. b. Evaluates and prioritizes new ongoing revenue streams for affordable housing development. c. Evaluates preferences for current Brisbane residents in new special needs and affordable housing. d. Community engagement of stakeholders, including landowners, affordable housing developers, and lower-income households in Brisbane and San Mateo County to identify opportunities for affordable housing development. Geographic Targeting: Central Brisbane Metrics: Issue permits for 193 low &amp; very low-income units over RHNA cycle</p>	<p>6/30/2023</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>AHSP adopted 11/16/2023; AHSP implementation is ongoing; Community engagement ongoing; 70 Old County community visioning included five meetings/events in 2025 with three development options, one being a potential housing site for market rate with required inclusionary units or 100% affordable). Discussed feasibility of the site with affordable housing developers; IDEA Committee will consider means to support engagement efforts with renters and homeowners. City will further consider in 2026.</p>	<p>Other</p>	<p>6</p>
<p><b>2.E.2 Regional ADU forgivable loan program</b></p>	<p>2.E.2: Participate in potential regional forgivable loan program for homeowners to construct an ADU that is held affordable for extremely low-income households for 15 years. Market to Brisbane property owners through Program 1.A.3.</p>	<p>1/31/2025</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>The City is participating in the San Mateo County ADU Resource Center. Outreach for any available loan/grant programs will be provided once resolution is reached on the pathway (see Program 2.D.2).</p>	<p>Other</p>	<p>1</p>

<p><b>2.E.3 City ADU construction loan program</b></p>	<p>2.E.3: In the absence of a regional ADU loan program, evaluate the feasibility and impact of developing a City ADU construction loan program with funding supplemented by CalHome funding annually or as notices of funding availability are released.</p>	<p>7/1/2023</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>AHSP adopted 11/16/2023; ADU loan program will be evaluated per AHSP after City determines pathway with ADU Resource Center.</p>	<p>Other</p>	<p>1</p>
<p><b>2.E.4 Zoning update for Inclusionary Housing</b></p>	<p>2.E.4: Update the Inclusionary Housing Ordinance to comply with current State law and consider in-lieu fee alternatives for for-sale developments that may provide additional affordable housing revenue to the City; also, the update is to require a minimum of 20 percent of the units in the PAOZ-1 and PAOZ-2 zoning districts are to be affordable to lower income households, per Gov't Code Section 65583.2(c).</p>	<p>1/31/2024</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>City Council adopted Ordinance No. 697 on May 15, 2025.</p>	<p>Other</p>	<p>1</p>
<p><b>2.E.5 Nexus fee ordinance for affordable housing</b></p>	<p>2.E.5: Adopt an ordinance establishing and imposing a nexus fee applicable to new commercial development to fund affordable housing development consistent with the Affordable Housing Strategic Plan. Geographic Targeting: Commercial zoning districts. Metrics: Issue permits for 420 low and very low-income units over RHNA cycle.</p>	<p>12/31/2023</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>Commercial nexus fee study and feasibility analysis updated in 2023. Fiscal Policies Subcommittee meetings held on 12/16/2025 and 3/2/2026; City Council received an update at its meeting on 1/15/2026 and is expected to consider adoption in Spring 2026.</p>	<p>Meetings</p>	<p>2</p>
<p><b>2.E.6 City-owned sites study</b></p>	<p>2.E.6: Study the potential to develop vacant or underutilized City-owned sites for affordable and/or special needs housing with nonprofit housing developers, HEART, HIP Housing, and other partners. Geographic Targeting: N/a (citywide/City-owned sites). Metrics: Identify at least one city-owned site for affordable housing development.</p>	<p>1/31/2025</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>This program has not yet been implemented but is scheduled for late 2026 and is included on the City's work plan with HEART, last updated July 2025.</p>	<p>Meetings</p>	<p></p>
<p><b>2.F.1 Parkside owners outreach</b></p>	<p>2.F.1: Outreach to property owners within the PAOZ-1 and PAOZ-2 overlay districts to encourage private redevelopment of existing developed sites in the Parkside PAOZ-1 and 2 housing overlays and the SCRO-1 District and connect interested property owners with affordable housing developers</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The City annually sends letters to property owners within the PAOZ overlay districts in Q1.</p>	<p>Other</p>	<p>3</p>
<p><b>2.F.2 Nonprofit development corporation outreach</b></p>	<p>2.F.2: Develop an ongoing relationship with nonprofit housing development corporations in order to take advantage of opportunities to create affordable housing in Brisbane in high resource areas</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The City last sent a letter to nonprofit developers in April 2024.</p>	<p>Other</p>	<p>3</p>
<p><b>2.F.3 Land banking for affordable housing projects</b></p>	<p>2.F.3: Through the Affordable Housing Strategic Plan, evaluate potential to acquire vacant sites and underdeveloped properties in order to assemble standard building sites to land bank for future affordable housing projects.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>City evaluates potential to acquire sites for affordable housing development on an ongoing basis as opportunities arise. No acquisitions made in 2025.</p>	<p>Other</p>	<p>3</p>

<p><b>2.F.4 Funding sources for affordable housing subsidies</b></p>	<p>2.F.4: Through the AHSP, establish how City funding sources will be used to subsidize development costs in residential and mixed-use projects to encourage inclusion of more affordable housing units than required by the City's Inclusionary Housing Ordinance. (See Program 2.E.1)</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>City evaluates potential to subsidize affordable housing unit development on an ongoing basis as opportunities arise. No new residential projects proposed in 2025.</p>	<p>Other</p>	<p>3</p>
<p><b>2.F.5 City fee schedules</b></p>	<p>2.F.5: Evaluate City fee schedules for processing development applications.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>During the fiscal year 2025/26 annual budgeting cycle, fees for building permits and planning applications were not raised. In 2025 the City has engaged with a consultant to complete a comprehensive user fee study (including both building and planning fees) to determine, in part, service costs and market trends. The last comprehensive study was performed in 2002 and an updated fee schedule is anticipated to be adopted in 2026.</p>	<p>Other</p>	<p>3</p>
<p><b>2.F.6 ADU production monitoring</b></p>	<p>2.F.6: Through the annual progress report in Housing Element implementation submitted annually to HCD, monitor ADU production to ensure construction targets are in line with assumptions in Table 5-1. If production is not in line with assumptions, incentivize ADU production via implementation of programs 2.D.2, 2.E.2, and 2.E.3</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Ongoing; refer to A2</p>	<p>Other</p>	<p>3</p>
<p><b>2.F.7 Development of ELI housing</b></p>	<p>2.F.7: Assist in the development of housing for extremely-low-income households.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>There were no ELI opportunities/projects in 2025. See also program 2.F.2 regarding outreach to nonprofit housing development corporations.</p>	<p>Other</p>	<p>3</p>
<p><b>2.G.1 Brisbane Acres density transfer study</b></p>	<p>2.G.1: Study potential updates to the Residential-Brisbane Acres (R-BA) zoning district density transfer program to expand allowable "receiving" sites to include sites in other residentially or mixed-use zoned districts in the City to facilitate preservation of privately owned parcels in the R-BA zoning district and allow development rights to be transferred to parcels with access to existing infrastructure and lesser habitat value.</p>	<p>12/31/2025</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>Planning Commission workshop held 11/13/2025 to discuss and receive feedback on a potential amendment to the City's Zoning Ordinance. Follow-up workshop planned in 2026.</p>	<p>Other</p>	<p>1</p>

<p><b>3.A.1 Affordable housing preservation and management</b></p>	<p>3.A.1: Implement affordable housing preservation and management policies identified in the Affordable Housing Strategic Plan (AHSP), including but not limited to the following: a. Establishing an early warning/monitoring system for deed-restricted units at risk of conversion to market-rate. b. Allocation of potential funding sources to organizations providing homeowner financial literacy training, foreclosure counseling, homesharing matching and facilitation, and rehabilitation programs for naturally affordable housing. c. Providing for tenant education and assistance</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>AHSP adopted 11/16/2023 with antidisplacement strategies B-1, B-2, and B-3. a. HEART actively monitors BMR deed restricted units within Brisbane to conduct the annual recertifications. As part the recertification, HEART alerts the City if/when any unit nears expiration of affordability restrictions so they may be to renewed and preserve as affordable. b. The City launched an affordable housing rehabilitation program in January 2025. The program makes grants of up to \$23,500 available to low-income homeowners and owners of low-income rental units to fund needed repairs. The City received over 24 applications to the program in 2025; 21 grants issued. c. Tenant education is ongoing through means outlined in Policy 1.A.2.</p>	<p>Other</p>	<p>3</p>
<p><b>3.A.2 Visitacion Garden Ground Lease</b></p>	<p>3.A.2: Renew the ground lease with Bridge Housing Corporation for the Visitacion Garden senior apartments for an additional 30 years or other timeframe mutually agreeable to Bridge Housing and the City of Brisbane.</p>	<p>1/31/2028</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>In 2025 the City published a Request for Proposal for long term management or owner operator of the property in August 2025. The City received one proposal from HEART and is actively negotiating a new ground lease per that proposal. New ground lease anticipated in Spring 2026.</p>	<p>Other</p>	<p>1</p>
<p><b>3.A.3 ADU rental rates survey</b></p>	<p>3.A.3: Survey rental rates for permitted accessory dwelling units to ensure their affordability to lower-income households at the ratios assumed in the Housing Element sites inventory (Chapter 3). If survey results show that ADUs are being rented at levels that are not affordable to low-income households at the ratios assumed in the Housing Element, the City will provide targeted outreach to homeowners regarding tenant placement assistance provided by HIP Housing (see program 4.A.9</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The 2025 ADU rent survey was sent on 1/30/2025.</p>	<p>Other</p>	<p>3</p>
<p><b>3.A.4 Retrofit financial assistance</b></p>	<p>3.A.4: Program earmarked Federal grant funds received in FY 2021-2022 to provide financial assistance in the form of loans or grants to retrofit existing units for low-income and special needs households.</p>	<p>2/28/2024</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>City launched the Brisbane Affordable Housing Rehabilitation Program in January 2025 (see also Program 3.A.1).</p>	<p>Other</p>	<p>1</p>
<p><b>3.A.5 Zoning for replacement of deed-restricted units</b></p>	<p>3.A.5: Amend zoning ordinance to require one-to-one replacement of deed-restricted affordable housing units converted to market-rates.</p>	<p>12/31/2026</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>Scheduled for 2026.</p>	<p>Other</p>	<p></p>

<p><b>3.B.1 Housing Choice Voucher outreach</b></p>	<p>3.B.1: Develop and implement an education/outreach campaign targeting landlords/managers on renting to people with Housing Choice Vouchers. See Program 5.A.1. Geographic Targeting: R-2, R-3, NCRO-2 and SCRO-1 zoning districts and Northeast Ridge multi-family neighborhoods. Metrics: In addition to citywide broadcasting, make direct contact with at least 10 landlords/property managers annually by email, phone, or at the public counter.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>This program has not yet been implemented but is included on the City's work plan with HEART, last updated July 2025.</p>	<p>Other</p>	
<p><b>4.A.1 Anti-displacement programs</b></p>	<p>4.A.1: Adopt and implement anti-displacement programs in the AHSP, such as: a. Rental assistance program; b. Preferences for current Brisbane residents for new affordable housing development; c. First Time Homebuyer program; Geographic Targeting: All residential zoning districts. Metrics: Assist three households annually following implementation of AHSP programs.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>AHSP adopted 11/16/2023 with anti-displacement programs in strategies C-3 and C-4. AHSP strategy implementation timeframe included in Section 4 of the AHSP outlining short, mid, and long-term implementation timeframes. AHSP implementation is ongoing pursuant to the timeframe provided in Section 4 of the AHSP. City initiate a disparate impact analysis in 2025 to support adoption of a new local preference policy to implement a local preference policy for new affordable housing development. The analysis is expected to be completed in Spring and presented to City Council in 2026.</p>	<p>Other</p>	<p>1</p>
<p><b>4.A.2 Home equity conversion counseling</b></p>	<p>4.A.2: Support Project Sentinel's program to provide counseling to older homeowners on home equity conversion opportunities.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>City Planning staff reached out to Project Sentinel in Q4 2025 for landlord and tenant training. No trainings scheduled in 2026. City will follow up again in 2026 (see also Program 4.A.3). This program is included on the City's work plan with HEART, last updated July 2025.</p>	<p>Other</p>	
<p><b>4.A.3 Fair housing and financial literacy training</b></p>	<p>4.A.3: Partner with Project Sentinel or another qualified non-profit organization to perform fair housing training for landlords and tenants, and to provide training on financial literacy and housing counseling services for tenants. Focus training efforts on race-based discrimination and reasonable accommodations. Geographic Targeting: R-MHP, R-1, R-2, R-3, NCRO-2, and SCRO-1 zoning districts. Metrics: Train two landlords and four households annually (see program 1.A.2).</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>City Planning staff reached out to Project Sentinel in Q4 2025 for landlord and tenant training. No trainings scheduled in 2026. City will follow up again in 2026 (see also Program 4.A.2). This program is included on the City's work plan with HEART, last updated July 2025.</p>	<p>Other</p>	

<b>4.A.4 Housing complaint referrals</b>	4.A.4: Create a complaint referral form accessible via the City website for fair housing complaints to be submitted securely and forwarded by City staff to the appropriate State or Federal agencies. Metrics: Transmit all complaints to HCD within 30 days of receipt.	1/31/2024	6th Cycle	Completed	Completed June 2023. No housing complaints were received in 2025.	Other	1
<b>4.A.5 Cost burden relief for Black, Indigenous and People of Color households</b>	4.A.5: Engage with qualified non-profit organizations to convene a discussion with Black, Indigenous and People of Color households who are experiencing comparatively high rates of cost burden to discuss and identify solutions for relief. Metrics: Make contact with at least ten households.	1/31/2024	6th Cycle	Not Yet Started	This program has not yet been implemented but is included on the City's work plan with HEART, last updated July 2025.	Households	
<b>4.A.7 Consideration of rent control</b>	4.A.7: Consider residential rent control provisions consistent with the provisions of the Costa-Hawkins Act and any other applicable State law.	12/31/2026	6th Cycle	Not Yet Started	Scheduled for 2026.	Meetings	
<b>4.A.8 Funding HEART's regional down payment assistance</b>	4.A.8: Continue to fund the regional down payment assistance program with affirmative marketing to households with disproportionate housing needs including Black/African American and Hispanic/Latinx households through San Mateo Housing Endowment and Regional Trust (HEART)	1/31/2031	6th Cycle	Continuous	The City continues to provide funding support to HEART.	Other	2
<b>4.A.9 Supporting HIP's shared housing program</b>	4.A.9: Support the Human Investment Program (HIP)'s shared housing program which helps find suitable housing for the elderly, single-parent families and persons with special needs, through annual financial support. See Program 1.A.1. Geographic targeting: All districts that allow residential uses. Metrics: Connect four households per year with HIP.	1/31/2031	6th Cycle	Continuous	The City continues to provide funding support to HIP. All building permits for ADUs are provided a Home Share handout for HIP.	Other	2
<b>4.A.10 Study gov't notices for evictions and rent increases</b>	4.A.10: Study ordinance to require government notification for all eviction notices and rent increases above a certain level.	12/31/2028	6th Cycle	Not Yet Started	Scheduled for 2028.	Meetings	
<b>4.A.11 Zoning update to extend affordability timeframes</b>	4.A.11: Amend inclusionary housing ordinance to extend timeframe of affordability covenants on new affordable housing development.	1/31/2025	6th Cycle	Completed	City Council adopted Ordinance No. 697 on May 15, 2025.	Other	1
<b>4.A.12 Short term rental restrictions implementation</b>	4.A.12: Implement the City's short term rental ordinance to prohibit conversion of housing units to short term residential rentals of less than 30 days.	1/31/2031	6th Cycle	Continuous	The City continues to prohibit conversion of housing units to short term rentals through implementation of the ordinance.	Other	1

<p><b>4.A.13 General Plan update of Safety &amp; Conservation Elements</b></p>	<p>4.A.13: Amend the Safety and Conservation Elements of the General Plan to include analysis and policies regarding flood hazard management information and climate adaptation and resiliency, ground water recharge and storm water management, per Government Code Sections 65302(d) and 65302(g), and check all elements for consistency with the Housing Element.</p>	<p>1/31/2027</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>City is in partnership with Peninsula Resilience Project, a collaboration of San Mateo County cities, to share resources for updating the Safety Element. A vulnerability assessment and safety issues background draft report is in process for an update in 2026. Both the Safety and Conservation Elements will be update following adoption of the Baylands Specific Plan (see Program 2.A.2).</p>	<p>Other</p>	
<p><b>4.A.14 Public infrastructure master plans</b></p>	<p>4.A.14: Continue to develop master plans to maintain and upgrade public infrastructure in residential neighborhoods. Seek grants and other special funds to supplement utility and gas tax funds to implement improvement projects</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>This is ongoing through the Capital Improvement Projects (CIP) List. The last budget was adopted in June 2023.</p>	<p>Other</p>	<p>1</p>
<p><b>4.A.15 Zoning update for just cause evictions</b></p>	<p>4.A.15 Adopt a just cause eviction ordinance to protect renters from arbitrary and unjustified evictions.</p>	<p>12/31/2024</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>City working with HEART to draft an ordinance using model template from MTC TOC. City Council Housing Subcommittee to receive presentation on this draft ordinance, along with other housing production, preservation, and protection policies on March 17, 2026. Adoption of the ordinance is expected later this year.</p>	<p>Other</p>	
<p><b>4.B.1 Housing Repair and Home Rehabilitation Loan Programs</b></p>	<p>4.B.1: Collaborate with the County of San Mateo and other agencies with very-low-, low- and moderate-income Housing Repair and Home Rehabilitation Loan Programs to expand the scope and eligibility for assistance.</p>	<p>12/31/2024</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>There is no active County program for rehabilitation and repair at this time. The City will collaborate with the County should it be offered again.</p>	<p>Other</p>	<p>1</p>
<p><b>4.B.2 Preservation and rehabilitation policy implementation</b></p>	<p>4.B.2: Implement preservation policies identified in the Affordable Housing Strategic Plan, including but not limited to the following: a. Funding existing Countywide rehabilitation and repair programs. b. Establishing City-funded rehabilitation and repair program.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>AHSP adopted 11/16/2023 with strategies B-1, B-2, and B-4 addressing preservation policies. Implementation ongoing in 2026. See 3.A.4 for City rehabilitation program status. There is no Countywide program for rehabilitation and repair at this time (4.B1).</p>	<p>Other</p>	<p>3</p>
<p><b>4.C.1 Condominium conversions</b></p>	<p>4.C.1: Maintain Zoning Ordinance standards for condominium conversions of existing rental units consistent with current State law.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The ordinance pertaining to condominium conversions remains in effect.</p>	<p>Other</p>	<p>1</p>

<p><b>4.C.2 Maintain Mobile Home Park zoning</b></p>	<p>4.C.2: Maintain the R-MHP Residential Mobile Home Park District zoning to retain the mobile home housing stock</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The ordinance maintaining the R-MHP zoning remains in effect. An amendment is planned in 2026 to strengthen the ordinance in compliance with MTC's TOC housing preservation policy #7. City Council Housing Subcommittee to receive presentation on this draft ordinance, along with other housing production, preservation, and protection policies on March 17, 2026. Adoption of the ordinance is expected later this year.</p>	<p>Other</p>	<p>1</p>
<p><b>5.A.1 Housing Issues communications</b></p>	<p>5.A.1: Update and maintain the City's Housing issues webpage and handouts at City Hall to provide a housing resources clearinghouse regarding: a. The need for new and diverse housing in Brisbane, especially affordable housing. b. Links to City regulations regarding accessory dwelling units and resources for ADU construction and tenant matching. c. Countywide housing resource links, including, but not limited to, the Housing Choice Voucher rent subsidy program and Countywide affordable rental housing listings. d. Renter/landlord dispute information. e. Affordable housing availability in Brisbane (see also program 1.A.1). f. Information on housing rehabilitation programs and assistance resources. g. Resources on conservation and energy efficiency to reduce home ownership costs and impacts on the environment. h. AFFH information and resources for tenants and landlords (see programs under Goal 1). i. Homesharing resources provided by the Human Investment Project (HIP) for both homeowners and homeseekers (see program under Goal 2). j. Basic housing safety and sanitation requirements, such as fire extinguishers and smoke detectors, and best practices to ensure longevity of older housing units. k. Home energy</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>1 &amp; 2. Webpage and handouts were completed in June 2023; 3. Planning staff attends Day in the Park annually in October to provide information to the community.</p>	<p>Other</p>	<p>4</p>
<p><b>5.A.2 Encouraging housing developers for affordable housing programs</b></p>	<p>5.A.2: Encourage housing developers to participate in available affordable housing programs sponsored by other governmental agencies, such as: a. Mortgage Credit Certificate Programs with the State of California. b. State and Federal Homeownership Assistance Programs. c. State Multifamily Housing Program. d. Other programs as they become available.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>No new housing development permits submitted in 2025. Implementation is ongoing as applications/proposals arise.</p>	<p>Other</p>	<p></p>

<p><b>5.A.3 Chinese community engagement</b></p>	<p>5.A.3: Translate all community engagement materials into Chinese, the predominant non-English language spoken by Brisbane residents. Consider on a case-by-case basis translation to other languages and regularly revisit data on commonly spoken non-English languages in the City to ensure community engagement materials are accessible to the widest possible audience.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Planned translation of existing engagement materials in 2026. Translation is available on the webpage and is provided on an ongoing basis. Review of census data regarding common non-English languages spoken in the City scheduled in 2028.</p>	<p>Other</p>	<p>1</p>
<p><b>5.A.4 Encouragement of low-interest rehabilitation loans use</b></p>	<p>5.A.4: Actively publicize and encourage the use of City, County, State and Federal programs for low-interest rehabilitation loans by owners of older residential units.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The city maintains multiple housing information and resources webpages. The homeowner specific webpage provides resources to housing rehabilitation &amp; repair programs, such as Safe At Home Minor Repair Program, Housing Accessibility Modifications (HAM) Program, Bay Area Regional Energy Network, and San Mateo County Department of Housing (DOH) Housing Repair &amp; Rehabilitation Programs.</p>	<p>Other</p>	<p>3</p>
<p><b>5.A.5 Distribution of HIP homeshare information</b></p>	<p>5.A.5: Distribute HIP Housing homeshare program information to property owners upon building permit issuance and/or certificate of occupancy for ADU and JADUs.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Done on an ongoing basis.</p>	<p>Other</p>	<p>1</p>
<p><b>5.A.6 Facilitate other HIP Housing connections</b></p>	<p>5.A.6: Facilitate connections between HIP Housing and local community groups, including the Lions Club, Brisbane Village Helping Hands, Homeowner's Associations, and others to create opportunity to share homesharing program information with homeowners and residents</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The City Manager's office is doing this on an annual basis.</p>	<p>Other</p>	<p>3</p>
<p><b>5.A.7 City-led events sharing with housing assistance organizations</b></p>	<p>5.A.7: Share anticipated schedule of City-led community events with HIP Housing, Project Sentinel, and other housing assistance organizations to ensure their participation and foster direct connections with community members.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The City Manager's office is doing this on an annual basis.</p>	<p>Other</p>	<p>3</p>
<p><b>5.A.8 Homesharing program data</b></p>	<p>5.A.8: Collect homesharing program data for Brisbane homeseekers and home providers from HIP Housing.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Collected annually.</p>	<p>Other</p>	<p>3</p>
<p><b>5.A.9 Stakeholder advisory committee</b></p>	<p>5.A.9 Establish a stakeholder committee to advise the City on additional methods to engage all segments of the community, especially lower income and special needs households, on housing issues through the plan period.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The City's Inclusion, Diversity, Equity and Accountability (IDEA) Committee includes housing stakeholder outreach in their annual work plan.</p>	<p>Other</p>	<p>4</p>

<p><b>5.B.1 Promotion of County-wide for-sale BMR management</b></p>	<p>5.B.1: Engage with 21 Elements staff to promote development of a Countywide system that supports the management of for-sale BMR units, including their listing and sale.</p>	<p>1/31/2024</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>Doorway Housing Portal, an online tool for residents to find and apply for affordable housing in the Bay Area, launched in 2024 for rental only. The City will continue to advocate for a countywide system that also supports for-sale units and expands on what is Doorway is offering.</p>	<p>Other</p>	<p>1</p>
<p><b>6.A.1 Energy reach codes</b></p>	<p>6.A.1: Periodically review and update the City's building reach code ordinances to exceed the minimum State standards for energy efficiency and on-site renewable energy generation.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>City Council adopted Ordinance No. 701 on October 2, 2025. The next code update is scheduled for 1/1/29, with analysis of potential reach codes in 2028.</p>	<p>Other</p>	<p>1</p>
<p><b>6.A.2 Energy efficiency funding</b></p>	<p>6.A.2: Pursue regional, State, and Federal funding for programs to increase the energy efficiency of existing homes, to assist affordable housing developers in incorporating energy efficient designs and features, and to increase the production of renewable energy in residential development.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Planning and Sustainability staff do this on an ongoing basis and no new opportunities were identified in 2025.</p>	<p>Other</p>	<p>3</p>
<p><b>6.A.3 Utility cost assistance for lower income households</b></p>	<p>6.A.3: Develop and implement programs that assist very-low-, low-, and moderate-income households manage their utility costs, such as providing low-flow and other water or energy conserving appliances available to very-low-, low- and moderate-income households, such as BAYREN's Water Upgrade Saves Program, and training and counseling on water conservation measures in landscape design.</p>	<p>12/31/2024</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>Not yet started due to lack of funding.</p>	<p>Other</p>	
<p><b>6.A.4 Stormwater protection</b></p>	<p>6.A.4: Consistent with the City's Green Infrastructure Plan and Section C.3 of the Municipal Regional Stormwater Permit (MRP), require new residential development to retain and treat stormwater from the site and adjacent rights-of-way.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Implementation of stormwater measures is ongoing through the building permit process.</p>	<p>Other</p>	<p>3</p>
<p><b>6.A.5 Parking ordinance study</b></p>	<p>6.A.5: Study potential updates to the zoning ordinance to reduce parking requirements for residential developments that provide and/or promote alternative modes of transportation for residents, such as prepaid transit fare cards, rideshare app credits, prepaid memberships to on-demand car rental on-site (e.g., ZipCar), or are in close proximity to high quality transit corridor as defined by Public Resources Code Section 21155.</p>	<p>12/31/2026</p>	<p>6th Cycle</p>	<p>In Progress</p>	<p>Planning Commission workshop on 9/11/25 discussed off-street parking standards, including this program. The PC is open to considering an amendment of the ordinance, to allow for reduction of parking standards for multifamily development based on site specific TDM. Subject to further study in 2026.</p>	<p>Meetings</p>	<p>1</p>

<p><b>6.B.1 Transportation demand management (TDM)</b></p>	<p>6.B.1: Collaborate with the San Mateo County Congestion Management Agency (C/CAG) to develop a transportation demand management (TDM) policy applicable to new development.</p>	<p>6/30/2023</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>TDM policy adopted October 5, 2023, effective November 18, 2023. The City's requirements exceeds C/CAG's single-occupancy vehicle (SOV) trip reduction targets by 25% or more. The City was granted an exemption from C/CAG policy May 21, 2025 to streamline review process.</p>	<p>Other</p>	<p>1</p>
<p><b>6.B.2 Implementation of Plan Bay Area 2050</b></p>	<p>6.B.2: Cooperate with the Association of Bay Area Governments and Metropolitan Transportation Commission to implement Plan Bay Area 2050.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Participated in Plan Bay Area 2050+ Draft Blueprint development in Fall 2023. Reviewed Notice of Preparation in Q1 2025. The Final Plan Bay Area 2050+ and its related final documents are expected to be considered for adoption in early 2026.</p>	<p>Other</p>	<p>3</p>
<p><b>7.A.1 Streamlining housing projects</b></p>	<p>7.A.1: Continue to evaluate and implement changes to the zoning ordinance and permitting process to simplify and streamline approval of projects that meet the City's housing goals. (See Program 7.A.4)</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>The Planning Commission held four workshops as part of their regularly scheduled and publicly noticed meetings, in late 2023 and early 2024 to identify areas to simplify the zoning in single-family multifamily and mixed use residential districts largely through restructuring the Municipal Code (RZ-2024-2). The City implemented a new on-line, City-wide permitting application and tracking system, to simplify and streamline permitting in 2024. City Council adopted Ordinance No. 695 to allow for ministerial approvals of requests for reasonable accommodations for persons with disabilities, to allow for aging in place, and to raise the height limit in districts that permit multifamily uses to 36 feet (Program 2.A.12).</p>	<p>Other</p>	<p>6</p>
<p><b>7.A.2 Zoning update for NCRO-2 objective design standards</b></p>	<p>7.A.2: Amend the NCRO-2 district regulations to adopt objective design standards for mixed-use residential development.</p>	<p>5/31/2025</p>	<p>6th Cycle</p>	<p>Not Yet Started</p>	<p>City Council study scheduled in Spring 2026.</p>	<p>Other</p>	<p></p>

<p><b>7.A.3 Reasonable accommodation permitting</b></p>	<p>7.A.3: Continue to allow ministerial approval by the Community Development Director, subject to a minimal fee, of exceptions to the Zoning Ordinance for reasonable accommodation for housing for persons with disabilities per Government Code Section 65583(c)(3). (Ordinance 558 adopted April 2011)</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>City Council adopted Ordinance No. 695 to allow for ministerial approvals of requests for reasonable accommodations for persons with disabilities, to allow for aging in place in 2025, further streamlining Ordinance No. 558.</p>	<p>Other</p>	<p>1</p>
<p><b>7.A.4 Permitting system improvements</b></p>	<p>7.A.4: Implement the 2022 process improvement study recommendations for citywide permitting improvements to reduce permit processing times and better coordinate interdepartmental review of housing development projects.</p>	<p>12/31/2023</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>As noted in 7.A.1, the City implemented a new electronic permitting system in 2024.</p>	<p>Other</p>	<p>1</p>
<p><b>7.A.5 City staffing</b></p>	<p>7.A.5: Evaluate City staffing levels relative to capacity for processing development applications. Continue to utilize contract planning staff to increase the City's capacity to process planning entitlement applications as needed and as budget allows.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Staff levels continue to be evaluated annually. In January 2026, the Community Development Department added a new position, and by summer of 2026 the department expects hire a new planner to maintain current staffing levels.</p>	<p>Other</p>	<p>3</p>
<p><b>7.A.6 SMC shared housing staff</b></p>	<p>7.A.6: Consider joining with other cities in San Mateo County to share housing staff to support management of the City's below market rate housing inventory.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>In late 2023, the City joined with other San Mateo County cities to hire a shared staff (consultant) to support management of the City's BMR housing. The City continues to participate in Countywide discussions convened by 21 Elements.</p>	<p>Other</p>	<p>2</p>
<p><b>7.A.7 Pre-application consultations</b></p>	<p>7.A.7: Continue to offer pre-application development consultation with planning, building, public works, police, and fire staff.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>This service continues to be offered; available via new permitting system.</p>	<p>Other</p>	<p>3</p>
<p><b>7.A.8 Housing Element communication to agencies</b></p>	<p>7.A.8: Deliver the Housing Element, with a cover letter noting the City's share of the regional housing need, to the San Francisco Public Utilities Commission, the City of Brisbane's water and sewer provider, immediately upon adoption. Send any future Housing Element updates or amendments within 1 month of adoption.</p>	<p>1/31/2023</p>	<p>6th Cycle</p>	<p>Completed</p>	<p>The Housing Element with a cover letter was provided to these agencies following adoption of the Housing Element, transmitted on February 7, 2023 and again with the revision to the Housing Element on May 26, 2023.</p>	<p>Other</p>	<p>2</p>
<p><b>7.A.9 Provision of zoning and fees on City's website</b></p>	<p>7.A.9: Provide updated zoning, development standards and fees on the City's website in compliance with all applicable Government Code regulations.</p>	<p>1/31/2031</p>	<p>6th Cycle</p>	<p>Continuous</p>	<p>Webpages updated on an ongoing basis.</p>	<p>Other</p>	<p>3</p>



Jurisdiction	Brisbane
Reporting Period	2025 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**

Note: "+" indicates an optional field  
Cells in grey contain auto-calculation formulas

**Table F**

**Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)**

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA* Listed for Informational Purposes Only				Units that Count Towards RHNA* Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*. For detailed reporting requirements, see the checklist here:  <a href="https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf">https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf</a>
	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	Extremely Low-Income*	Very Low-Income*	Low-Income*	TOTAL UNITS*	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Table Not Applicable









<b>Jurisdiction</b>	Brisbane
<b>Reporting Period</b>	2025 (Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle 01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT

**Table K**

**Tenant Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

<b>Does the Jurisdiction have a local tenant preference policy?</b>	No	
<b>If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.</b>		
<b>Notes</b>		







## City Council Staff Report

**Meeting Date:** March 19, 2026

**From:** Jeremy Dennis, City Manager

**Subject:** Approve Letters of Support for Bills on Community Choice Aggregation (CCA) Energy Providers—AB 1761, SB 1138, and AB 2111

### Recommendation

Staff recommend the City Council adopt letters in support of the following state bills: Assembly Bill 2111 (Papan), Assembly Bill 1761 (Rogers), and Senate Bill 1138 (Padilla) all related to clean energy.

### Background

Mayor Coleen Mackin represents the City on the Peninsula Clean Energy (PCE) Board of Directors. Per a request from Ms. Shawn Marshall, CEO of Peninsula Clean Energy, PCE is requesting letters in support of three separate state bills that align with the City's energy goals and the success of Peninsula Clean Energy. The City's Climate Action Plan strategies include support of Community Choice Aggregation (CCA) to help reduce greenhouse gas emissions.

### Discussion

Assembly Bill 2111, Assembly Bill 1761, and Senate Bill 1138 are discussed in further detail below and draft letters in support are attached (Attachment 1).

- AB 2111 (Papan) – Improving California's Transmission Planning Framework  
AB 2111 seeks to improve California's transmission planning framework. The bill would require the state to evaluate a broader set of plausible future scenarios and analyze the full system cost impacts of different combinations of electricity resources and transmission investments, helping ensure that we build smarter, earlier, and at lower cost. By requiring state agencies to look at different future scenarios — including high load growth and extreme weather — the bill will help prevent expensive, last-minute fixes to drive rate spikes and reliability risks so that the grid is built in a more proactive, transparent, and cost-effective way. By planning transmission investments more strategically and earlier, AB 2111 will help reduce costly emergency upgrades and lower overall system costs, improving electricity affordability for California customers.
- AB 1761 (Rogers) – PCIA Transparency  
AB 1761 improves transparency in how the Power Charge Indifference Adjustment (PCIA) is calculated. This bill would introduce transparency in the PCIA process by requiring the Public Utilities Commission to disclose all underlying data used to calculate IOU cost-recovery

charges, giving CCAs and ratepayer advocates timely access to the information needed to assess forecasts, challenge assumptions, and protect customers from unjustified rate impacts. Greater transparency will help ensure that PCIA charges are accurate and fair, protecting customers from unnecessary cost increases and supporting more affordable electricity rates.

- **SB 1138 (Padilla) – Lowering Resource Adequacy Costs**

SB 1138 addresses inefficiencies in California’s Resource Adequacy (RA) program. The state recently moved to an hourly “Slice-of-Day” framework requiring load-serving entities (LSEs) — including CCAs — to meet reliability obligations each hour, yet RA products can still only be traded monthly. This mismatch forces LSEs to over-procure capacity, creating artificial scarcity and driving up costs for customers. SB 1138 fixes this by allowing hourly RA transactions aligned with the new framework, improving market efficiency while maintaining reliability. By allowing capacity to be bought and sold in hourly increments, SB 1138 would reduce unnecessary over-procurement and lower Resource Adequacy costs for ratepayers. If this flexibility had been in place in 2025, ratepayers could have saved an estimated \$150–\$180 million.

### **Fiscal Impact**

There is no known fiscal impact.

### **Attachments**

1. AB 2111 Support Letter Draft
2. AB1761 Support Letter Draft
3. SB1138 Support Letter Draft

### **City Manager Approval**



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Jeremy Dennis, City  
Manager

03/13/2026

March 19, 2026

Assemblymember Cottie Petrie-Norris, Chair  
Assembly Committee on Utilities and Energy  
1020 N Street, Room 408A  
Sacramento, CA 95814

**Re: AB 2111 (Papan) – SUPPORT**

Dear Chair Petrie-Norris,

On behalf of the City of Brisbane, I write in support of AB 2111 by Assemblymember Diane Papan, a measure that would strengthen California’s transmission planning framework to ensure the grid is built to meet future reliability and clean energy needs in a more cost-effective manner.

Electricity demand is expected to grow significantly in the coming years due to transportation electrification, building electrification, and economic growth. At the same time, California is transitioning to a cleaner electricity system and confronting the impacts of a changing climate, both of which will require new transmission infrastructure to deliver renewable energy resources reliably to customers across the state.

California’s transmission planning framework was developed when electricity demand and grid conditions were more stable and the system was changing far more slowly. Electricity demand is now growing rapidly, clean energy resources are developing in new locations, and climate impacts are making grid conditions harder to predict. Yet the current process still relies heavily on near-term reliability needs and a single forecast of the future. As a result, transmission upgrades are often identified only after congestion emerges or projects seek to interconnect. This reactive approach often delays access to lower-cost clean energy, increases project and system costs, and puts upward pressure on electricity rates for customers.

AB 2111 would strengthen California’s transmission planning process by requiring the states to evaluate multiple future scenarios – including high load growth and extreme weather – so transmission needs can be identified earlier and addressed through more proactive, cost-effective grid investments. By improving long-term planning and transparency around planning assumptions, the bill supports a more cost-effective buildout of the grid. As a member of Peninsula Clean Energy (PCE), a Community

Choice Aggregator serving approximately 800,000 Californians in San Mateo County and the City of Los Banos in Merced County, we believe the bill will improve reliability, support clean energy deployment, and reduce electricity costs for our residents.

For these reasons, the City of Brisbane strongly supports AB 2111. If you have any questions, please contact Brisbane City Manager, Jeremy Dennis at [jdennis@ci.brisbane.ca.us](mailto:jdennis@ci.brisbane.ca.us).

Sincerely,

Coleen Mackin  
Mayor, City of Brisbane

Cc: City of Brisbane City Council

DRAFT

March 19, 2026

Assemblymember Cottie Petrie-Norris, Chair  
Assembly Committee on Utilities and Energy  
1020 N Street, Room 408A  
Sacramento, CA 95814

**Re: AB 1761 (Rogers) – SUPPORT**

Dear Chair Petrie-Norris,

On behalf of the City of Brisbane, I write in support of AB 1761 by Assemblymember Chris Rogers, a measure that supports energy affordability by improving transparency and certainty in how the Power Charge Indifference Adjustment (PCIA) – a charge on nearly all electricity bills – is calculated.

Electricity bills in California are rising rapidly due to a combination of market pressures, infrastructure investments, and regulatory policies. Families and businesses in our community are already feeling the impact. Peninsula Clean Energy (PCE), a Community Choice Aggregator serving approximately 800,000 electricity customers in San Mateo County and the City of Los Banos in Merced County, provides electricity service to the City of Brisbane. We are concerned that our residents could face significant bill increases in the years ahead, not because they are using more electricity, but because of the Power Charge Indifference Adjustment (PCIA).

Policymakers must pursue practical solutions that ensure electricity customers are not overcharged and that rates remain as affordable as possible. One important step is improving transparency in how the PCIA is calculated. The PCIA is determined through proceedings at the California Public Utilities Commission (CPUC), but there is currently no consistent standard for what data must be made available to the parties participating in those proceedings. As a result, CCAs and consumer advocates lack access to the information needed to verify the accuracy of the charge or understand the drivers of rate changes.

AB 1761 addresses this problem by requiring the CPUC and investor-owned utilities to disclose the data, assumptions, and methodologies used to calculate PCIA costs. The bill would also require that parties proposing changes to the PCIA provide the data underlying their proposals. Sensitive information would remain protected through nondisclosure agreements already used in other regulatory contexts.

Greater transparency will allow stakeholders to verify calculations, improve forecasting, and better protect customers from unexpected rate increases. It will also strengthen

regulatory accountability and help ensure that customers pay their fair share – and not more.

For these reasons, the City of Brisbane strongly supports AB 1761. If you have any questions, please contact Brisbane City Manager Jeremy Dennis at [jdennis@ci.brisbane.ca.us](mailto:jdennis@ci.brisbane.ca.us).

Sincerely,

Coleen Mackin  
Mayor, City of Brisbane

Cc: City of Brisbane City Council

DRAFT

March 19, 2026

Senator Ben Allen, Chair  
Senate Committee on Energy, Utilities and Communications  
1021 O Street, Suite 3350  
Sacramento, CA 95814

**Re: SB 1138 (Padilla) – SUPPORT**

Dear Chair Allen,

On behalf of City of Brisbane, I write in support of SB 1138 by Senator Steve Padilla, a measure that would improve affordability for California electricity customers by modernizing the state’s Resource Adequacy (RA) program.

California’s RA program ensures there is enough electricity supply to meet customer demand and maintain grid reliability. Recently, the state transitioned to a “slice-of-day” framework, which requires load-serving entities (LSEs) to meet their reliability obligations on an hourly basis.

However, under current rules, entities responsible for meeting those obligations can only buy or sell RA products on a monthly basis, even though the obligations themselves are hourly. As a member of Peninsula Clean Energy (PCE), a Community Choice Aggregator (CCA) serving approximately 800,000 Californians in San Mateo County and the City of Los Banos in Merced County, we are concerned that this mismatch forces LSEs like PCE to purchase more RA than is actually needed, creating artificial scarcity in the market and driving up costs for our residents.

SB 1138 would address this inefficiency by allowing hourly transactions of RA obligations, aligning procurement rules with the state’s new reliability framework. This reform would allow entities with excess capacity in a given hour to trade with those that are short, reducing unnecessary over-procurement while maintaining reliability standards.

At a time when electricity affordability is a growing concern for households and businesses in communities across the state, improving the efficiency of the RA program is an important step toward reducing costs for residents while maintaining a reliable grid.

For these reasons, the City of Brisbane strongly supports SB 1138. If you have any questions, please contact Brisbane City Manager Jeremy Dennis at [jdennis@ci.brisbane.ca.us](mailto:jdennis@ci.brisbane.ca.us).

Sincerely,

Coleen Mackin  
Mayor, City of Brisbane

Cc: City of Brisbane City Council

DRAFT



## City Council Staff Report

**Meeting Date:** March 19, 2026

**From:** Carolina Yuen, Finance Director

**Subject:** Fiscal Year 2025/2026 Budget Update

### Recommendation

Staff recommend the City Council receive this update on the FY25/26 Budget

### Background

On June 26, 2025, City Council adopted the FY2025/26 and FY2026/27 budgets. The FY2025/26 budget projected General Fund Revenues at \$31,277,438, including Transfers In. General Fund Expenditures were budgeted to exceed revenues and were set at \$32,178,072 including Transfers Out. Combined, the City budgeted for a use of funds in the amount of \$900,634.

### Discussion

#### Revenues:

Attached is a summary showing the FY2022/23, FY2023/24 and FY 2024/25 adopted and amended budgets compared to actuals as well as the FY2025/26 adopted budget compared to the Budget update projection. Staff is anticipating approximately \$4,195,000 in additional revenues for the 2026 fiscal year, for a total of \$35,472,000. The largest increases were due to the increase in Sales Taxes and Property Taxes. However, staff is not requesting budget adjustments to revenue at this time.

**Property Tax** – Staff budgeted for a 19% increase in Property Tax over the FY25 budget to \$7.6 million. Property taxes remain strong and steady, including additional from Sierra Point buildouts and pass-throughs for properties in RDA areas allocated to Brisbane. Also, in the current year the City received \$397,000 more in ERAF than expected and a catch-up VLF collection payment of \$414,000 was announced by the end of the fiscal year. Overall, staff expects to end the year at \$8.9 million, an increase over budgeted property taxes of \$1,242,000. A recent sale of commercial properties will be converted from non-taxable to taxable for property tax purposes, but this revenue source is not expected to significantly impact FY26 property taxes.

**Sales Tax** – Staff budgeted Sales Taxes of \$9.2 million, a 19% increase from FY25 Budget to account for growing retail and strong business-to-business activity. The Bradley-Burns Sales Tax appears to be ahead of target just shy of \$11 million based on two quarters of collections. The City has now collected over two full years of the Transaction and Use Sales Tax that went into effect in 2023, and although the results are below the original

expectation of \$2 million, it is still projected to contribute strong revenues of \$1.5 million. Overall, staff projects Sales Taxes of \$12.5 million, an increase of 36% over budget, or \$3.3 million.

**Transient Occupancy Tax (TOT)** – Staff budgeted TOT to remain relatively flat for FY26 over prior year at \$2 million. In FY26, staff expects this source to be slightly above target by \$124,000. The recent Superbowl held in the Bay Area may result in an increase of TOT that has not been realized. Short-Term Rental properties have contributed \$4,800 to TOT, not including the remainder of the year.

**Business License Tax** – This budget category was increased 1% over the FY25 budget to \$5.5 million. The daily business license tax on hotels and short-term rentals is expected to contribute \$314,000, ahead of the \$250,000 target. Based on current collections of business license renewals for FY26, staff projects a total of \$480,000, net of transfer to the Capital Project Fund. The recycling business license tax was budgeted prior to the CPI calculation, therefore the actual tax is \$39,700 more than budget. Overall, Business License Tax is projected at \$5.7 million, an increase over budget of \$189,000, or 3%.

**Fees and Service Charges** – The budget for Building and Planning fees are historically kept rather flat for budgeting purposes. These fees have decreased from previous years due to slowdown in the Sierra Point buildouts. Although fees for Recreation are trending above target, permitting fees are difficult to project. Therefore, based on activity to date, fees and services are relatively flat with a slight increase of \$10,600 for a projected total of \$2 million.

**Expenses:**

In June 2025 when the budget was adopted, Staff was authorized to add two positions. The PD Records Office Specialist and the Community Development Office Specialist have both been filled, with some savings due to timing of recruitment and ultimate hire dates. Also, at the time of budget preparation, there were several retirements that were known and expected.

Public Works continues to seek a backfill for the Deputy Director of Public Works, and therefore experiencing headcount savings. The FY26 Community Development budget did not account for the retirement of the former Director, thus the department is experiencing savings with an Interim Director. Finance currently has an opening for Financial Services Manager which also was not planned and therefore not incorporated into the budget.

Departments are using these headcount savings to offset costs of other departmental staff restructuring or assistance through consultants. Also, some projects came in at higher than budgeted amounts. Staff is therefore not recommending adjusting the budget at this time to allow for unexpected costs that may arise.

Although Staff is not recommending an adjustment to budgeted expenses, Staff is projecting by the end of the year the \$901,000 use of fund balance will be converted to a surplus of \$3.3

million.

**Fund Balance and Summary**

As FY2023/24 and FY2024/25 are still being audited, Staff is not providing Fund Balance totals at this time. An update on the outstanding audits, as well as the FY25/26 audit, will be provided at the council meeting.

**Fiscal Impact**

The City expects its budgeted use of fund balance for FY26 will convert to a surplus of \$3,294,000. Any savings net of pension transfer allowed by budget policy will be rolled over to be considered for the FY27 budget and be used to pay for the level of services requested by the Council.

**Attachments**

1. FY26 Budget Update Overview

**City Manager Approval**



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Jeremy Dennis, City  
Manager

03/13/2026

Attachment 1



General Fund

	<u>FY22/23</u>	<u>FY23/24</u>	<u>FY24/25</u>	<u>FY25/26</u>
June Adopted/Proposed Budgeted Revenue	21,816,001	26,695,707	28,639,787	31,277,438
June Adopted/Proposed Budgeted Exp, net of transfers	25,013,662	28,599,443	31,339,180	32,178,072
Budgeted Surplus (Use of Fund Balance)	<u>(3,197,661)</u>	<u>(1,903,736)</u>	<u>(2,699,392)</u>	<u>(900,634)</u>
Mid-Year Amended/Reviewed Budgeted Revenues	26,244,277	28,891,077	29,297,899	35,472,114
Mid-Year Amended/Reviewed Budgeted Exp, net of trsfs	25,573,882	28,599,443	30,678,147	32,178,072
Amended Surplus (Use of Fund Balance)	<u>670,395</u>	<u>291,634</u>	<u>(1,380,248)</u>	<u>3,294,042</u>
Actual / Anticipated Revenues	28,562,247	29,657,011	31,892,957	
Actual / Anticipated Expenses, net of transfers	28,127,479	28,078,493	30,678,147	
Actual / Reprojected Surplus (Use of Fund Balance)	<u>434,768</u>	<u>1,578,518</u>	<u>1,214,810</u>	<u>-</u>
Beginning Fund Balance	15,200,290	15,635,058	17,213,576	18,428,386
Ending Fund Balance	15,635,058	17,213,576	18,428,386	21,722,428
<b>Reserve Policy:</b>				
Recession Reserve	2,500,000	2,500,000	2,500,000	2,500,000
Unanticipated Events	3,500,000	3,500,000	3,500,000	3,500,000
Annual Fluctuation (5% Revenues/5% Expenses)	2,834,486	2,886,775	2,998,948	3,172,775
Total Required Reserve	<u>8,834,486</u>	<u>8,886,775</u>	<u>8,998,948</u>	<u>9,172,775</u>
Fund Balance Above Required Balance	6,800,572	8,326,801	9,429,438	12,549,653
Additional Restrictions on Fund Balance	5,810,028	6,500,000	5,500,000	4,200,000
Available Fund Balance	<u>990,544</u>	<u>1,826,801</u>	<u>3,929,438</u>	<u>8,349,653</u>



## City Council Staff Report

**Meeting Date:** March 19, 2026

**From:** Jeremy Dennis, City Manager

**Subject:** Overtime Budget Workshop

### Recommendation

Staff recommends the City Council receive a report regarding the use of overtime budgets for City operations.

### Background

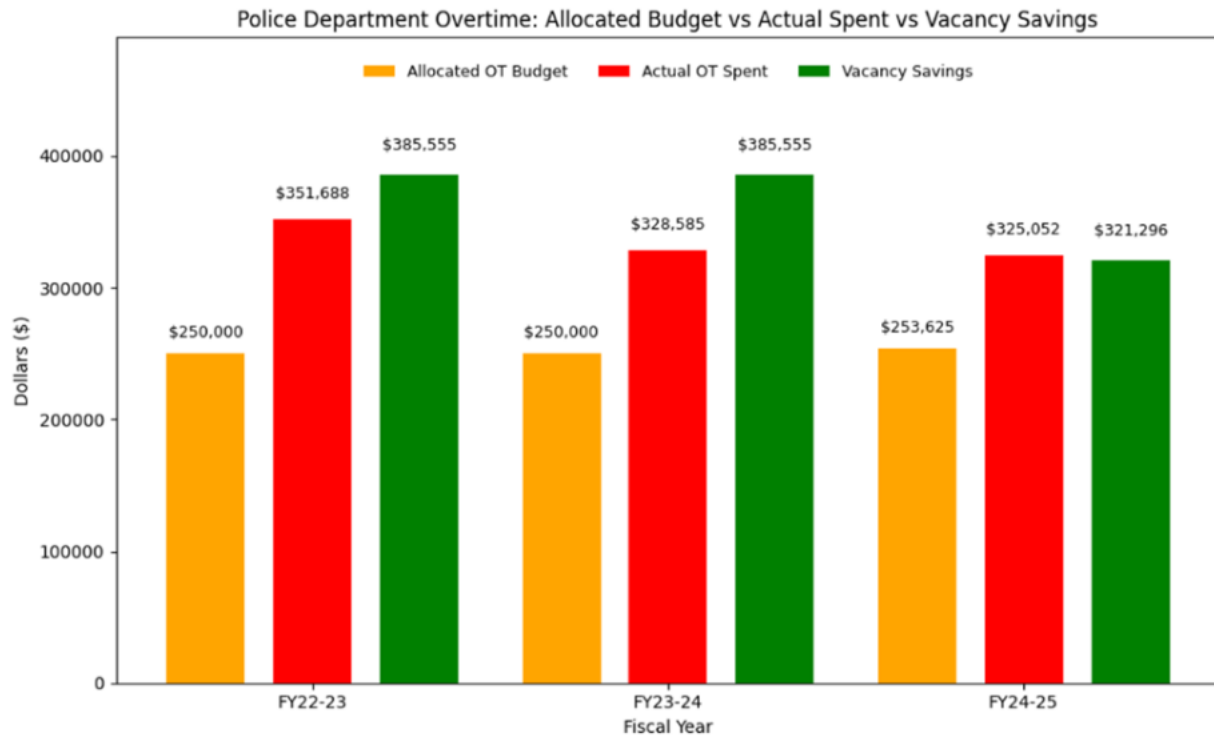
During the 2025 City Council Priority Setting Session, Fiscal Health was identified as a key focus. To support ongoing education, staff recommended a budget workshop specifically addressing overtime use.

Four City departments routinely include overtime allocations in their budgets: Police, Fire, Public Works, and Parks & Recreation. While each department's narrative reflects distinct yet related themes, certain patterns emerge. Emergency and first responder departments must maintain minimum staffing levels, resulting in a reliance on overtime—particularly when vacancies exist. For departments responsible for critical public infrastructure, like Public Works, overtime usage is often necessitated by urgent safety concerns that arise outside regular business hours. Similarly, some departments offer unique programs that require extended staffing during weekends and evenings.

All departments routinely utilizing overtime operate with streamlined staff and depend on overtime to fulfill minimum staffing requirements. Notably, many departments find that the cost of overtime is lower than hiring additional full-time personnel, resulting in net budgetary savings. Detailed budget information for each department is provided below.

#### Police

The Police Department budgets \$250,000 per fiscal year for overtime. There is always overtime incurred by the police department to provide essential service to residents and fulfill staffing minimum requirements. The Department's biggest overtime challenge is maintaining staffing minimums due to unfilled positions. In the past few fiscal years, the Department has been down two police officer positions. Although during the past fiscal years the Department has exceeded the Department's overtime budget allocation, the cost savings from the unfilled positions have offset those overtime costs, putting the Department in an overall positive position within the Department's overtime budget.



Actual overtime exceeded the annual budget in several fiscal years; overall costs to the City remained favorable due to ongoing salary savings from vacant officer positions. These savings largely offset overtime expenses.

The primary driver of police overtime is maintaining minimum staffing levels to ensure uninterrupted patrol coverage and essential public safety services while still meeting the operational requirements and state required training mandates. Mandated training through the Police Officer Standard Training, requires 24 hours of continuing educational training every 24 months per officer, this training is often scheduled on their days off or outside the immediate area which creates overtime. The Department’s quarterly in-house training, which consists of mandated firearm qualifications and other annual mandated training courses, will always demand overtime usage to fulfill these required training courses. Court commitments for both traffic and criminal case trials are often during the officers’ days off and if not, the need to fill their shift while they attend their court commitments is essential. Major incident investigations, such as the two fatal collisions, demanded extended staff for scene processing, investigative follow-up, prosecution preparation and court trial time, all which creates overtime.

Countywide and community commitments also drive overtime costs. Ongoing joint enforcement county commitments such as gang task force operations, Human Trafficking operations, DUI saturation patrols, Saturated Traffic Enforcement Program (STEP) enforcement, gun buyback events, mutual aid support to outside agency emergencies, require participation beyond normal staffing levels. Unscheduled activations including Mobile Field Force deployments for large scale events, and SWAT call outs, add unpredictable overtime demands.

Additionally, the department prioritizes strong community engagement through events such as National Night Out, Day in the Park, school outreach programs, recruitment events, all of which require dedicated staffing to attend, requires overtime.

Together, these operational, county, and community obligations collectively drive the departments ongoing need for overtime. The Department continuously monitors overtime expenditures and remains committed to fiscal responsibility while maintaining essential service levels as the Department balances community needs and county obligations.

Fire

Brisbane Fire Station 81 has a normal daily staffing of 4 Firefighters and a minimum staffing of 3 Firefighters. Any occurrence of sick leave, FMLA, vacation, comp time or injury that results in less than 3 Firefighters requires overtime to meet the minimum of 3.

In addition to maintaining a minimum staffing of 3 Firefighters, there is an occasional need to augment staffing beyond 3 during significant winter storms and Red Flag days during fire season. Overtime that is incurred from “Out of County” or “Strike Team” deployments due to large Wildland fires or disasters is re-imbursed by the California Office of Emergency Services (OES). These reimbursements are not applied against expenses but recorded as miscellaneous revenues in the General Fund.

<b>Fiscal Year (FY)</b>	<b>Budgeted</b>	<b>Actual</b>		<b>Annualized</b>
FY23	350,000	356,515		
FY24	350,000	229,559		
FY25	355,075	578,827		
FY26	350,000	225,006	(thru 3/13/26)	307,903.18

Public Works

The Public Works Department incurs overtime due to the operational requirements associated with maintaining the City’s critical infrastructure systems and responding to service needs that occur outside of normal business hours. Public Works is responsible for maintaining essential municipal infrastructure including streets, storm drainage systems, water distribution, wastewater collection, traffic control devices, public facilities, and other City assets that must remain operational at all times.

A primary driver of overtime is the department’s responsibility to respond to urgent infrastructure issues and public safety concerns. Situations such as water main breaks, sewer backups, roadway hazards, traffic signal malfunctions, fallen trees, and other infrastructure failures require immediate response and cannot be deferred until the next business day. Prompt response helps protect public safety, reduce service disruptions, and prevent additional damage to City infrastructure.

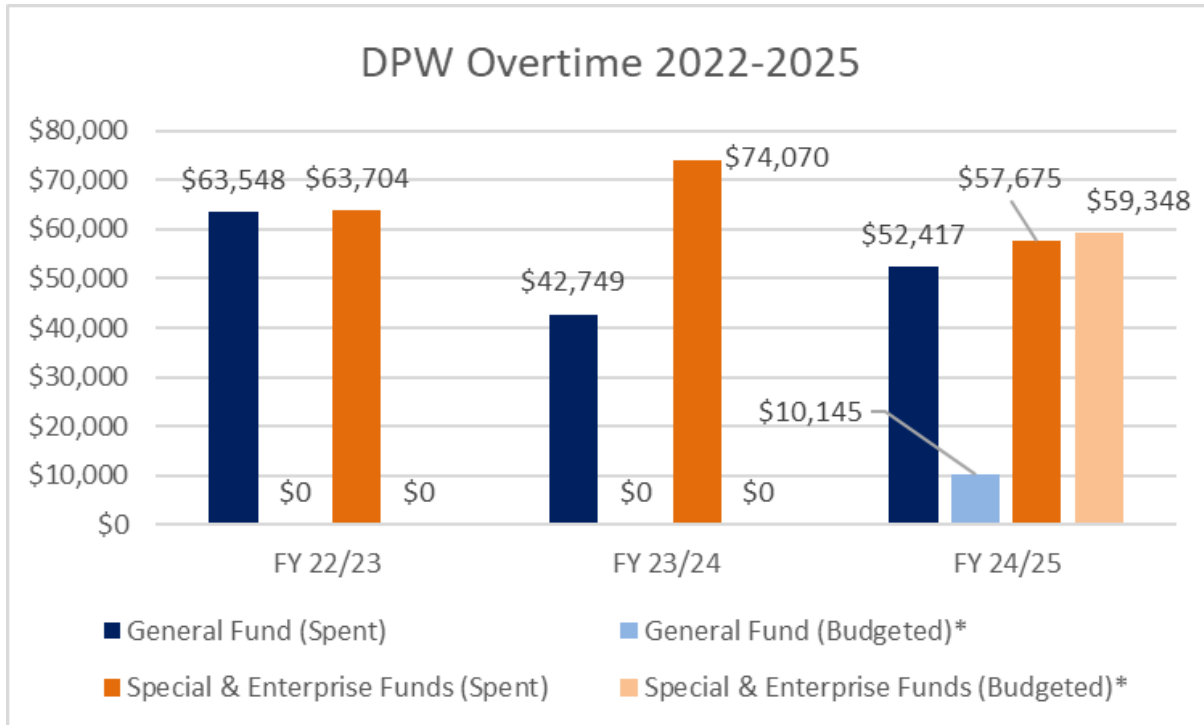
The department also maintains a 24-hour on-call staffing system to ensure emergency response capability outside of normal working hours. When on-call personnel respond to service calls during evenings, weekends, or holidays, overtime is required to perform the necessary field work and restore service.

Weather events and seasonal conditions also contribute to overtime needs. Storm response activities may require crews to monitor and clear storm drain systems, remove debris from roadways, respond to localized flooding, and address other hazards that arise during storms, which frequently occur outside of regular work hours.

In addition, certain maintenance and infrastructure repair activities are occasionally scheduled during early morning, evening, or weekend hours to minimize impacts to traffic circulation, businesses, and residents and to allow work to be performed safely in the public right-of-way.

Like many smaller municipalities, the Public Works Department operates with lean staffing levels. Overtime provides necessary operational flexibility that allows the department to maintain service levels, respond to emergencies, and complete critical infrastructure work without maintaining additional full-time staffing solely to address intermittent or unpredictable demands.

The Public Works Department actively monitors overtime use and makes every effort to manage schedules efficiently. Overtime is utilized when necessary to maintain reliable infrastructure services, protect public safety, and ensure the continued operation of the City's essential systems.

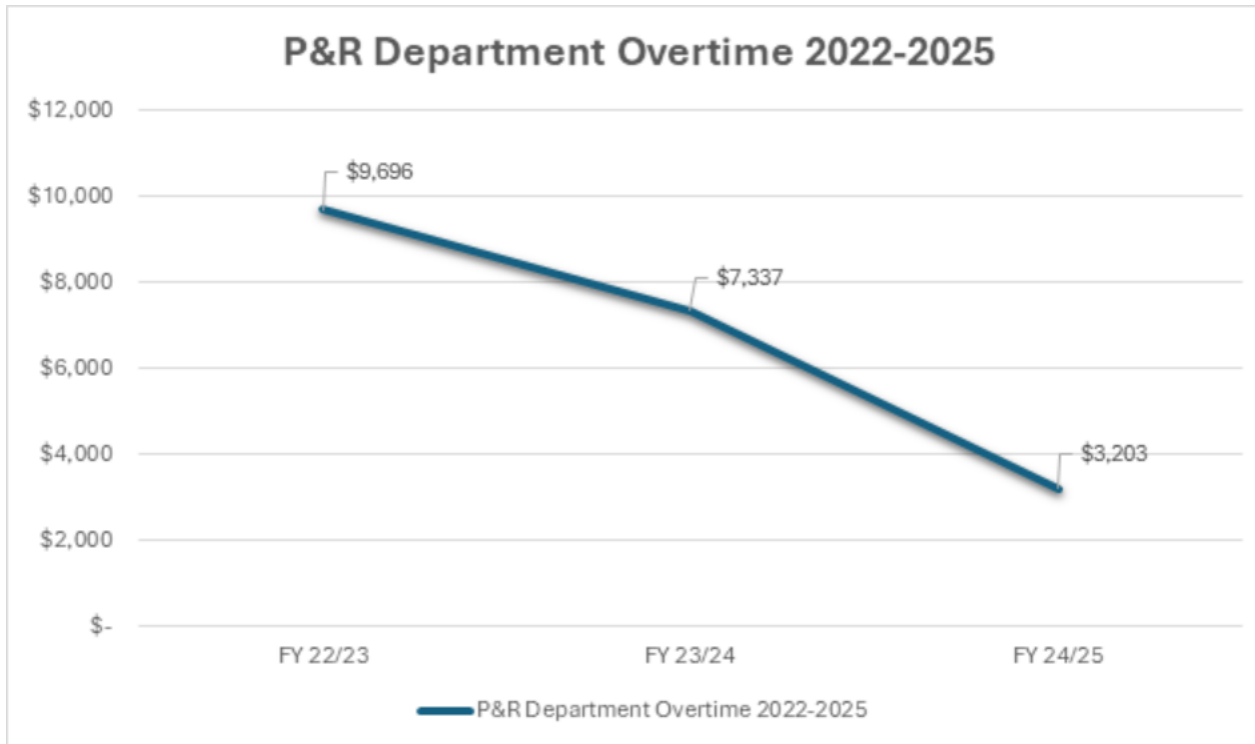


\* Budgeted overtime amounts were first programmed in FY 2024–25.

#### Parks and Recreation

From time to time, the Parks and Recreation Department incurs overtime due to the unique nature of our operations and the services we provide to the community. For example, when City facilities remain open on holidays—such as offering childcare programs or keeping the pool available for public use—staff may receive both holiday pay and overtime for providing these essential services. Overtime also occurs when part-time staff are unable to cover their shifts, requiring supervisors or other full-time employees to step in and backfill to maintain safe operations. In addition, many of our most popular offerings—such as weekend community events, evening programs, and cosponsored events—take place outside of regular business hours, necessitating extended shifts for staff. While we make every effort to manage schedules efficiently and for staff to flex their hours whenever possible, these occasional overtime costs are an important part of ensuring reliable programs, safe facilities, and high-quality community events.

#### Overtime Actuals from the past 3 years



*\*Trending decrease in recent years is primarily attributed to stable FT and PT staff and responsible scheduling and oversight of programs and facilities.*

**Conclusion**

This report is intended to provide a richer understanding of how the City utilizes overtime across the organization. Each department uses this tool in different ways for different reasons, and it is staff's hope that this primer will be helpful for future budgetary/operational discussions.

**Discussion**

This item is shared for informational purposes.


**Fiscal Impact**

There is no fiscal impact to receiving this report.

**Attachments**

None

**City Manager Approval**



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Jeremy Dennis, City  
Manager

03/13/2026



# CITY of BRISBANE

## Council Subcommittee Update

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From February 28<sup>th</sup>, 2026, to March 13<sup>th</sup>, 2026

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### 1. Report Out on Subcommittees/Committees

#### A. Fiscal Policies Subcommittee

3/2

Mackin, O'Connell

The subcommittee received an update on the business license free study and gave feedback.

Next Steps #1: This will return to the subcommittee at the end of March

Next Steps #2: This will be presented to Council in April

Next Steps #3: Polling and community outreach will happen in May

The City received a letter from the County of San Mateo regarding an overpayment from Genentech property tax between 2000-2005. The refund to Genentech from each city varies, with Brisbane at 1% of the total due, \$46,675.00. No action needed by Council.

Staff requests that the Subcommittee review the proposed Master Fee Schedule to determine whether any additional steps, information, or preparation are needed prior to presenting it to the City Council. The subcommittee received feedback, including: Marina to flesh out more details around the Marina application fee, comparison of slip rates to other marinas, and add their fee schedule to adhere to the CPI; Fire to adjust the False Alarm system issues check; and Park & Recreation to review co-sponsorship structure further, consider Senior lunch increase and consider a built-in maintenance facility fee.

Next Steps #1: This will be presented to Council in April/May for Public Hearing.

To view the agenda and packet online, please visit:

<https://brisbaneca.portal.civicclerk.com/event/5716/files/agenda/7091>

#### B. Liaison to Open Space & Ecology Committee (OSEC) Subcommittee 3/10 Mackin, O'Connell

The subcommittee reviewed OSEC's 2025 workplan and discussed their 2026 proposed workplan. For 2026, OSEC plans to finalize their tree canopy project, consider the designation of Brisbane Acres as a Priority Conservation Area (PCA) to allow for more access to grant opportunities, provide recommendations for strategies to reach net zero emissions by 2030 and continue review on the Baylands and Quarry projects as new material comes forward.

Next Steps #1: OSEC members will come to a future meeting to report on their 2025 accomplishments and their 2026 goals.

To view the agenda and packet online, please visit:

<https://brisbaneca.portal.civicclerk.com/event/5770/files/agenda/7119>

**C. Sierra Point Parkway Parks & Open Space Subcommittee 3/12 Kern, Lentz**

The subcommittee received and reviewed the 65% concept plans for Parcel R from CMG Landscape Architecture and provide feedback to the CMG team for revisions before the subsequent stage of planning. The 65% concept plan illustrates organization and layout of the landscape, recreational amenities, and site features, and indicates ecological character. The subcommittee provided comments and feedback to the CMG team.

Next Steps #1: CMG will refine the preferred concept plan to 95% completion, and a rough order of magnitude pricing will be developed. This item will return to the Council subcommittee within the next 30 days for additional discussion.

To view the agenda and packet online, please visit:

<https://brisbaneca.portal.civicclerk.com/event/5785/files/agenda/7131>

**2. Upcoming Subcommittees:**

Planning Issues Subcommittee <i>Discuss Housing on Visitation</i>	3/16	3:00pm	Kern, Mackin
Public Art Advisory Committee <i>Begin review of the Artful Bench Proposals</i>	3/16	5:15pm	Davis, O’Connell
Housing Subcommittee <i>Discuss Visitation Gardens’ Acquisition</i>	3/17	3:15pm	Davis, Kern
Housing Subcommittee <i>Discuss Housing Policies</i>	3/17	4:15pm	Davis, Lentz
Sea Level Rise Subcommittee <i>Receive update from consultants</i>	3/30	3:00pm	Lentz, Mackin
Fiscal Policies Subcommittee <i>Final review Business license fee study before it goes to Council</i>	3/31	3:30pm	Mackin, O’Connell
Quarry Subcommittee <i>Review Regulatory requirements for closing/reclaiming the Guadalupe Quarry</i>	4/6	3:30pm	Lentz, O’Connell

**3. Proposed Subcommittees:**

Does any councilmember wish to propose any items for a subcommittee to discuss?