



# City of Brisbane

## City Council Meeting Agenda

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Thursday, April 2, 2026 at 6:30 PM • Hybrid Meeting • 50 Park Place, Brisbane, CA

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### 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:

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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:

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## **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**

### **Oral Communications No. 1**

### **Consent Calendar**

- B. Approve Minutes of City Council Meeting of March 5, 2026
- C. Approve Minutes of City Council Closed Session Meeting of March 19, 2026
- D. Accept Investment Report as of February 2026
- E. Adopt Resolution Authorizing the Director of Public Works or the City Clerk to Accept and Consent to Deeds or Grants of Real Estate
- F. Adopt Resolution Approving and Recertifying of the City of Brisbane's 2026 Sewer System Management Plan
- G. Adopt Resolution to Amend the Current Deputy Public Works Director Job Description

## **Old Business**

- H. Halloween Street Closure Event Review

## **New Business**

- I. Consider an Urgency Ordinance for a Moratorium on New Residential Development in the NCRO-2 District
- J. Complete Streets Safety Committee 2025 Accomplishments & 2026 Work Plan
- K. Complete Streets Safety Committee Recommendations for Visitacion Avenue Corridor Safety and Operations
- L. Consider Adoption of Fiscal Year 2026-2027 Council Priorities

## **Staff Reports**

M. City Manager's Report- City Updates and Upcoming Activities

**Mayor and Council Matters**

N. Recruitment Update for Council Committees

O. Future Agenda Items

P. Countywide Assignments and Subcommittee Reports

1. Parkside 2 Ad Hoc Subcommittee Update

2. Report Out on Subcommittee Meetings

3. Upcoming Subcommittee Meetings

Q. Written Communications

**Oral Communications No. 2**

**Adjournment**



**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 after the completion of the first year of the lease agreement or July 31<sup>st</sup>, 2026.

## **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  
THURSDAY, FEBRUARY 19, 2026**

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

**5:00 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 LABOR NEGOTIATOR**

**Government Code Section 54957.6**

**Designated representative: Jeremy Dennis, City Manager**

**Employee organization: All Bargaining Units**

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

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

Mayor Mackin called the meeting to order at 5:04 P.M.

Councilmember O'Connell made a motion, seconded by Councilmember Davis 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 Conference with Labor Negotiator Item D and the Anticipated Litigation Item E.

**ADJOURNMENT**

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

**CITY OF BRISBANE  
CASH BALANCES & INVESTMENTS  
SOURCE OF FUNDING  
February 28, 2026**

| NAME OF DEPOSITORY                           | INVESTMENT TYPE            | DATE OF INVESTMENT | FACE VALUE OF INVESTMENT | CARRY VALUE OF INVESTMENT | MARKET VALUE OF INVESTMENT | COUPON INTEREST RATE % | MATURITY DATE | RATING/ COLLATERAL |
|--|----------------------------|--------------------|--------------------------|---------------------------|----------------------------|------------------------|---------------|--------------------|
| WELLS FARGO                                  | Checking A/C               |                    | \$ 2,074,094             | \$ 2,074,094              | \$ 2,074,094               | 0.000                  |               | 110% collateral    |
| STATE FUND (LAIF)                            | Deposit on call            | continuous         | \$ 13,334,735            | \$ 13,334,735             | \$ 13,334,735              | 3.900                  | on call       | no rating          |
| <b>Other Investments</b>                     |                            |                    |                          |                           |                            |                        |               |                    |
|  | FHLB                       | 3/25/2022          | \$ 1,000,000             | \$ 1,000,000              | \$ 989,250                 | 2.600                  | 03/25/2027    |                    |
|  | FFCB                       | 11/28/2025         | \$ 1,000,000             | \$ 1,000,000              | \$ 999,240                 | 3.970                  | 11/28/2028    |                    |
|  | FNMA                       | <b>2/27/2026</b>   | \$ 1,000,000             | \$ 1,000,000              | \$ 999,820                 | 4.000                  | 08/20/2029    |                    |
|  | FFCB                       | 11/28/2025         | \$ 1,000,000             | \$ 1,000,000              | \$ 998,290                 | 4.150                  | 05/28/2030    |                    |
|  | FHLB                       | 10/21/2025         | \$ 1,000,000             | \$ 1,000,000              | \$ 1,001,630               | 4.125                  | 10/21/2030    |                    |
|  | FHLM                       | 12/23/2025         | \$ 1,000,000             | \$ 1,000,000              | \$ 1,002,650               | 4.000                  | 12/23/2030    |                    |
|  | FHLB                       | 12/30/2025         | \$ 1,000,000             | \$ 1,000,000              | \$ 997,490                 | 4.215                  | 12/27/2030    |                    |
|  | FHLMC                      | <b>2/26/2026</b>   | \$ 1,000,000             | \$ 1,000,000              | \$ 999,790                 | 4.050                  | 02/26/2031    |                    |
| BNY Mellon                                   | Treasury Obligations       | continuous         | \$ 6,039,628             | \$ 6,039,628              | \$ 6,039,628               | 3.600                  | on call       | 110% collateral    |
| Sub-total                                    |                            |                    | \$ 14,039,628            | \$ 14,039,628             | \$ 14,027,788              |                        |               |                    |
| U.S. Bank                                    | 2014 BGPGA Bond (330)      | Improvements       | Fed Treas Obl            | \$ -                      | 10031                      |                        |               |                    |
|  |                            | Reserve Fund       | Fed Treas Obl            | \$ 1                      | 10032                      |                        |               |                    |
|  |                            | Revenue Fund       | Fed Treas Obl            | \$ -                      | 10034                      |                        |               |                    |
|  |                            | Expense Fund       | Fed Treas Obl            | \$ -                      | 10035                      |                        |               |                    |
|  |                            | Principal          | Fed Treas Obl            | \$ 1                      | 10036                      |                        |               |                    |
|  |                            | Interest Fund      | Fed Treas Obl            | \$ 0                      | 10037                      |                        |               |                    |
| U.S. Bank                                    | 2015 Utility Capital (545) | Improvements       | Fed Treas Obl            | \$ -                      | 10031                      |                        |               |                    |
|  |                            | Reserve            | Fed Treas Obl            | \$ 74,403                 | 10032                      |                        |               |                    |
|  |                            | Expense Fund       | Fed Treas Obl            | \$ -                      | 10035                      |                        |               |                    |
| BNY Mellon                                   | 2023 BGVMIDFA Bond (328)   | Improvements       | Fed Treas Obl            | \$ 67                     | 10031                      |                        |               |                    |
|  |                            | Reserve / Project  | Fed Treas Obl            | \$ 1,446,567              | 10032                      |                        |               |                    |
|  |                            | Expense Fund       | Fed Treas Obl            | \$ -                      | 10035                      |                        |               |                    |
|  |                            | Principal          | Fed Treas Obl            | \$ -                      | 10036                      |                        |               |                    |
|  |                            | Interest Fund      | Fed Treas Obl            | \$ 36                     | 10037                      |                        |               |                    |
| PARS   | OPEB Trust                 | Trust Cash         | Investments              | \$ 5,331,631              | 13050                      |                        |               |                    |
| PARS   | Retirement Trust           | Trust Cash         | Investments              | \$ 1,937,780              | 13050                      |                        |               |                    |
| Sub-total                                    | Cash with Fiscal Agents    |                    |                          | \$ 8,790,485              |                            |                        |               |                    |
|  | Total other investments    |                    |                          | \$ 22,830,113             | \$ 22,830,113              | \$ 14,027,788          |               |                    |
| <b>TOTAL INVESTMENTS &amp; CASH BALANCES</b> |                            |                    |                          | \$ 38,238,942             | \$ 38,238,942              | \$ 29,436,617          |               |                    |

Outstanding Loans to Department Heads / Former Employees

|                    | Date of loan | Amount  | Amount Remaining | Interest Rate       |
|--------------------|--------------|---------|------------------|---------------------|
| Stuart Schillinger | 4/1/2002     | 318,750 | \$ 318,750       | Variable, LAIF + 1% |

FFCB - Federal Farm Credit Bank  
FHLB - Federal Home Loan Bank  
FHLM - Federal Home Loan Mortgage Corporation  
FNMA -Federal National Mortgage Association

|                   |       |       |
|-------------------|-------|-------|
| Two year Treasury | 3.38% |       |
| Weighted Interest | 3.56% |       |
| Weighted maturity | 1.15  | Years |

**TREASURER'S CERTIFICATE**

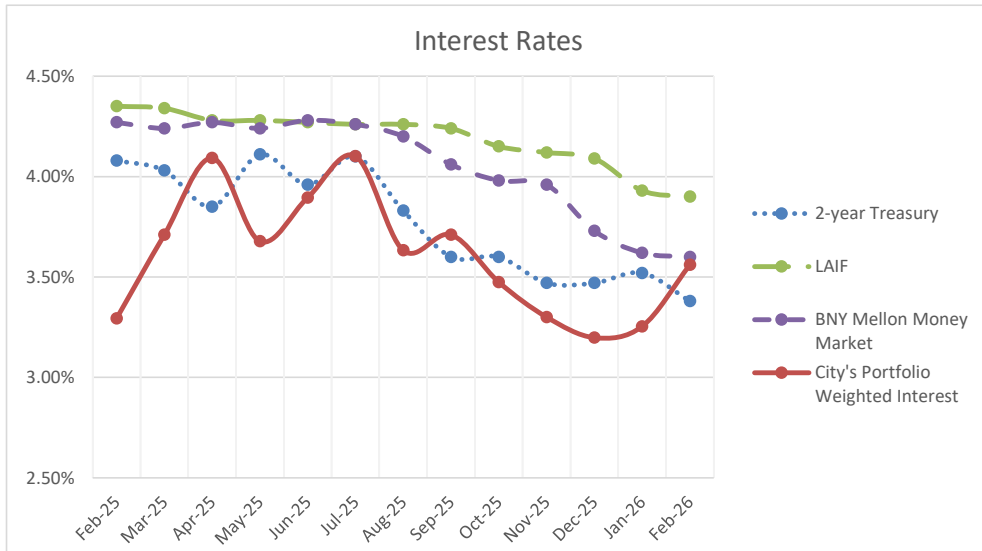
These are all the securities in which the city funds, including all trust funds and oversight agencies funds, are invested and that (excluding approved deferred compensation plans) all these investments are in securities as permitted by adopted city policy.

It is also certified that enough liquid resources (including maturities and anticipated revenues) are available to meet the next six months' cash flow.

*Carolina Yuen*  
CITY TREASURER

**CITY OF BRISBANE  
CASH BALANCES & INVESTMENTS  
Comparative Review  
January 31, 2026**

| NAME OF DEPOSITORY                           | INVESTMENT TYPE         | FACE VALUE OF INVESTMENT | MARKET VALUE OF INVESTMENT | Previous Month           |                            | Previous Year            |                               |
|--|-------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|-------------------------------|
|  |                         |                          |                            | FACE VALUE OF INVESTMENT | Change in Face Value       | FACE VALUE OF INVESTMENT | Change in Face Value          |
| WELLS FARGO                                  | Checking A/C            | \$ 2,074,094             | \$ 2,074,094               | \$ 4,569,395             | \$ (2,495,301) (54.6%)     | \$ 7,122,423             | \$ (5,048,328) (70.9%)        |
| STATE FUND (LAIF)                            | Deposit on call         | \$ 13,334,735            | \$ 13,334,735              | \$ 13,334,735            | \$ - 0.0%                  | \$ 2,617,684             | \$ 10,717,051 409.4%          |
| <b>Other Investments</b>                     |                         |                          |                            |                          |                            |                          |                               |
| Sub-total                                    | BNY Mellon              | \$ 14,039,628            | \$ 14,027,788              | \$ 12,014,866            | \$ 2,024,762 16.9%         | \$ 25,112,907            | \$ (11,073,279) (44.1%)       |
| Sub-total                                    | Cash with Fiscal Agents | \$ 8,790,485             |                            | \$ 8,596,460             | \$ 194,025 2.3%            | \$ 8,035,130             | \$ 755,355 9.4%               |
|  | Total other investments | \$ 22,830,113            |                            | \$ 20,611,326            | \$ 2,218,787               | \$ 33,148,037            | \$ (10,317,924)               |
| <b>TOTAL INVESTMENTS &amp; CASH BALANCES</b> |                         | <b>\$ 38,238,942</b>     | <b>\$ 29,436,617</b>       | <b>\$ 38,515,456</b>     | <b>\$ (276,514) (0.7%)</b> | <b>\$ 42,888,143</b>     | <b>\$ (4,649,201) (10.8%)</b> |



**February 2026 Review**

The City's overall investments and cash balances decreased by net \$277K from the previous month, primarily due to the residual payment of \$468K towards a fire apparatus ordered in 2023, offset with an increase in sales taxes and utility billing receipts.

As reflected on Page 1, the BNY Mellon agency bonds subtotal grew to \$8M. The City continues to seek and purchase longer term bonds with rates higher than LAIF to ladder maturities when available. One \$1M bond earning 3.75% was redeemed and offset with purchases of two bonds, each for \$1M, with rates of 4.0% and 4.05%. The City also moved \$2M of non-interest earning funds from WFB to the BNY Custody Money Market account.

The shift in balances from WFB to higher-earning accounts in BNY Custody Money Market accounts resulted in a slight increase in the City's portfolio weighted interest to 3.56%, slightly higher than the 2-year Treasury rate benchmark of 3.38%.

The City's Cash with Fiscal Agents February 2026 \$8.8M balance is primarily comprised of \$7.3M of the PARS trust accounts and \$1.5M of the 2023 Bond proceeds held in trust, as reflected on Page 1. The increase of \$194K included a transfer of \$74K to cover March debt service payments, and the remaining was for interest earned on the 2023 Bond series and PARS trust accounts.



## **City Council Staff Report**

**Meeting Date:** April 2, 2026

**From:** Jeremy Dennis, City Manager

**Subject:** Adopt Resolution Authorizing the Director of Public Works or the City Clerk to Accept and Consent to Deeds or Grants of Real Estate

### **Recommendation**

Staff recommends adopting a resolution authorizing the Director of Public Works or the City Clerk to accept and consent to deeds or grants of real estate.

### **Background**

Section 27281 of the Government Code pertains to the requirements for recording deeds or grants conveying any interest in or easement upon real estate to political corporations or governmental agencies for public purposes. Specifically, it states that such documents must not be accepted for recordation without the consent of the grantee, evidenced by a certificate or resolution of acceptance attached to the deed or grant.

In 1977, the Brisbane City Council adopted Resolution No. 1977-56 authorizing the Director of Public Works to accept and consent to deeds or grants of real estate.

### **Discussion**

Should the Director of Public Works not be available to accept and consent to deeds or grants of real estate, this resolution will authorize the City Clerk to have acceptance authority. Having options will help expedite the recording process.

Generally, before deeds or grants of interest in real property are accepted, City Council provides its consent and authorizes the deed or grant to be recorded. From time to time, however, the City may require an easement or a small section of property for utility or similar purposes. In those cases, the Public Works Director has accepted the easement without taking the item to Council. Accordingly, similar to the Resolution in 1977, prior to the Director of Public Works or the City Clerk accepting and consenting to any deed or grant, the relevant official shall notify the City Council, in writing, the name of grantor and purpose of the deed or grant for which the official intends to accept and consent.

### **Fiscal Impact**

None.

### **Attachments**

1. Resolution 2026 -XX
2. Resolution Number 1977-56

**City Manager Approval**



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Jeremy Dennis, City  
Manager

03/24/2026

ATTACHMENT 1  
RESOLUTION NO. 2026-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AUTHORIZING THE  
DIRECTOR OF PUBLIC WORKS OR THE CITY CLERK TO ACCEPT AND CONSENT TO DEEDS  
OR GRANTS OF REAL ESTATE

WHEREAS, Section 27281 of the Government Code provides that a political corporation or governmental agency for public purposes may not have deeds or grants conveying an interest in or easement upon real estate to it accepted for recordation without its consent evidenced by its certificate or resolution of acceptance; and

WHEREAS, the City Council may, by general resolution, authorize an officer or agent to accept and consent to a deed or grant conveying an interest in or easement upon real estate to the City and it is in the interest of convenience and efficiency to designate the Director of Public Works or the City Clerk as the officers authorized to accept deeds and grants.

THE CITY COUNCIL OF THE CITY OF BRISBANE RESOLVES as follows:

1. The Director of Public Works and the City Clerk are authorized to accept and consent to all deeds and grants conveying an interest in or easement upon real estate to the City of Brisbane for public purposes.

2. Whenever a grantor conveys an interest in or easement upon real estate to the City of Brisbane by deed or grant for a public purpose, the Director of Public Works or the City Clerk is authorized to accept and consent to the deed or grant and to execute a Certificate of Acceptance and consent in substantially the following form:

This is to certify that the interest in real property conveyed by the deed or grant dated \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, a political corporation and/or governmental agency is hereby accepted by order of the (legislative body) on (date), (or by the undersigned officer or agent on behalf of the Brisbane City Council pursuant to authority conferred by resolution of the City of Brisbane City Council adopted on (date) ,) and the grantee consents to recordation thereof by its duly authorized officer.

Dated \_\_\_\_\_ By \_\_\_\_\_

3. Prior to the Director of Public Works or the City Clerk accepting and consenting to any deed or grant, the relevant official shall notify the City Council, in writing, the name of the grantor and purpose of the deed or grant for which the official intends to accept and consent.

4. Resolution No. 1977-56 is rescinded.

5. This resolution shall take effect immediately upon its adoption.

---

Mayor

I, the undersigned, hereby certify that the foregoing Resolution No. 2026-XX, was duly and regularly passed and adopted by the Brisbane City Council at a regular meeting held thereof, on April 2, 2026, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

---

City Clerk

Attachment 2

RESOLUTION NO. 77-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE  
AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO ACCEPT  
AND CONSENT TO DEEDS OR GRANTS OF REAL ESTATE

WHEREAS, Section 27281 of the Government Code provides that a political corporation or governmental agency for public purposes may not have deeds or grants conveying an interest in or easement upon real estate to it accepted for recordation without its consent evidenced by its certificate or resolution of acceptance; and

WHEREAS, the City Council may, by general resolution, authorize an officer or agent to accept and consent to a deed or grant conveying an interest in or easement upon real estate to the City and it is in the interest of convenience and efficiency to designate the Director of Public Works as the officer authorized to accept deeds and grants.

THE CITY COUNCIL OF THE CITY OF BRISBANE RESOLVES as follows:

1. The Director of Public Works is authorized to accept and consent to all deeds and grants conveying an interest in or easement upon real estate to the City of Brisbane for public purposes.

2. Whenever a grantor conveys an interest in or easement upon real estate to the City of Brisbane by deed or grant for a public purpose, the Director of Public Works is authorized to accept and consent to the deed or grant and to execute a Certificate of Acceptance and consent in substantially the following form:

This is to certify that the interest in real property conveyed by the deed or grant from \_\_\_\_\_ to the City of Brisbane is hereby accepted by the undersigned officer on behalf of the City Council pursuant to authority conferred by resolution of the City Council adopted on \_\_\_\_\_, 1977, and the grantee consents to recordation thereof by its duly authorized officer.

DATED: \_\_\_\_\_  
DIRECTOR OF PUBLIC WORKS

3. Prior to the Director of Public Works accepting and consenting to any deed or grant, he shall notify the City Council, in writing, the name of grantor and purpose of deed or grant for which he intends to accept and consent.

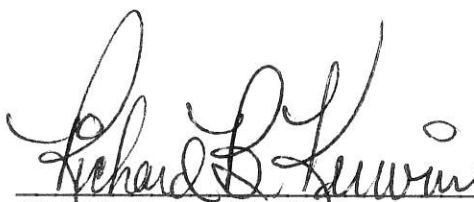
  
\_\_\_\_\_  
PAUL F. GOERCKE  
Mayor

I, the undersigned, hereby certify that the foregoing Resolution No. 77-56, was duly and regularly passed and adopted by the Brisbane City Council at a regular meeting held thereof, on June 27, 1977, by the following vote:

Ayes: GOERCKE, HODGE, MILLER, THOMPSON, BRADSHAW

Noes: NONE

Absent: NONE

  
\_\_\_\_\_  
RICHARD B. KERWIN  
City Clerk



## **City Council Staff Report**

**Meeting Date:** April 2, 2026

**From:** Maz Bozorginia, Public Works Director, Jerry Flanagan

**Subject:** Adopt Resolution Approving and Recertifying of the City of Brisbane's 2026 Sewer System Management Plan

### **Recommendation**

Adopt a resolution approving and re-certifying the City's 2026 Sewer System Management Plan (SSMP).

### **Background**

The California State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems (Order No. 2006-0003-DWQ) on May 2, 2006, to establish uniform, statewide regulatory requirements governing the operation, maintenance, and management of wastewater collection systems. These requirements apply to all public agencies that own or operate sanitary sewer systems consisting of more than one mile of pipeline conveying wastewater to a publicly owned treatment facility. The 2006 Order was subsequently amended in 2008 and 2013 to clarify and strengthen regulatory provisions.

On December 6, 2022, the SWRCB adopted the reissued Statewide WDR (Order No. 2022-0103-DWQ), which became effective on June 5, 2023, thereby rescinding and replacing the 2006 Order. The reissued Order incorporates updated regulatory requirements, enhanced reporting and monitoring provisions, and expanded technical criteria, including more prescriptive requirements for the development, implementation, and periodic evaluation of Sewer System Management Plans (SSMPs).

Pursuant to the Statewide WDRs, each enrolled sanitary sewer system is required to develop, implement, and maintain an SSMP that documents the agency's policies, procedures, and activities for the proper management, operation, and maintenance of its wastewater collection system. The SSMP must address key program elements, including system inventory, operations and maintenance, overflow emergency response, fats, oils, and grease (FOG) control, capacity management, monitoring and reporting, training, and program audits. The SSMP is required to be updated at a minimum frequency of once every six (6) years and must be recertified by the governing body upon completion of any significant revisions.

### **Discussion**

The 2026 Sewer System Management Plan represents the City of Brisbane's formal certification of compliance with the requirements set forth in Statewide WDR Order No. 2022-

0103-DWQ. This document establishes the City’s comprehensive framework for ensuring regulatory compliance, minimizing sanitary sewer overflows (SSOs), and maintaining the long-term reliability and resilience of the wastewater collection system. As a living document, the SSMP is subject to ongoing evaluation and refinement to incorporate regulatory updates, operational improvements, and evolving best management practices.

Adoption of this Resolution is not a project under CEQA because it is a continuing administrative activity, such as general policy and procedure making, and not applied to any specific instance. CEQA Guidelines, Section 15378 (b)(2). Accordingly, no further environmental review is necessary.

**Fiscal Impact**

None as a direct result of the recommended actions.

**Attachments**

- 1. Resolution
- 2. City of Brisbane Sewer System Management Plan (SSMP)

**City Manager Approval**



---

Jeremy Dennis, City  
Manager

03/24/2026

**RESOLUTION NO. 2026-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE  
APPROVING AND RE-CERTIFYING THE CITY'S SEWER SYSTEM  
MANAGEMENT PLAN (SSMP)**

**WHEREAS**, the State Water Resources Control Board (SWRCB) adopted Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems dated May 2, 2006, and Order No WQ-2008-0002-EXEC dated February 20, 2008, to regulate all sanitary sewer collection systems greater than one mile in length that discharge to a publicly owned sewage treatment facility, and

**WHEREAS**, the SWRCB issued Order No. WQ-2013-0058-EXEC, effective September 9, 2013, amending the Monitoring and Reporting Program (MRP) elements of the General Waste Discharge Requirements, and

**WHEREAS**, the SWRCB reissued Order No. WQ-2022-0103-DWQ, effective June 5, 2023, rescinding the 2006 and 2013 General Waste Discharge Requirements, and including several new requirements, and

**WHEREAS**, the GWDR requires that an enrolled sanitary sewer collection system prepare and implement a Sewer System Management Plan (SSMP) documenting the enrollee's program to properly operate and maintain its sanitary sewer system, and that the SSMP be updated every six (6) years, and must be re-certified by the governing body when significant updates to the SSMP are made, and

**WHEREAS**, the City of Brisbane, as the owner and operator of the City's sanitary sewer collection system, most recently adopted and certified the SSMP on October 1, 2020, pursuant to City Council Resolution No. 2020-59; and

**WHEREAS**, staff has updated the City's 2026 SSMP in conformance with SWRCB Order WQ 2022-0103-DWQ.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Brisbane as follows:

1. The City of Brisbane hereby approves and re-certifies the 2026 SSMP prepared in accordance with the Order and directs the Director of Public Works to implement and periodically update the SSMP as necessary to comply with current regulatory requirements and best practices.

---

Coleen Mackin, Mayor

I hereby certify that the foregoing Resolution No. 2026-\_\_ was duly and regularly adopted at the regular meeting of the Brisbane City Council on April 2, 2026 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Ingrid Padilla, City Clerk



# **City of Brisbane**

## **Sewer System Management Plan**

**April 2026**

**Prepared by:  
Public Works Department  
50 Park Place  
Brisbane, CA 94005  
Ph: 415-508-2130  
Fax: 415-467-5547**

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## Acronyms & Terms

### List of Acronyms

|        |  |
|--------|--|
| CCTV   | Closed-Circuit Television                                    |
| CIP    | Capital Improvement Project                                  |
| CITY   | City of Brisbane   |
| CIWQS  | California Integrated Water Quality System                   |
| CMMS   | Computerized Maintenance Management System                   |
| CRT    | Chemical Root Treatment                                      |
| CWEA   | California Water Environment Association                     |
| DPW    | Department of Public Works                                   |
| EHS    | San Mateo Environmental Health Services                      |
| FOG    | Fats, Oils and Grease  |
| FSE    | Food Service Establishments                                  |
| GIS    | Geographical Information System                              |
| GPM    | Gallons per Minute   |
| GVMID  | Guadalupe Valley Municipal Improvement District              |
| GWDR   | Statewide General Waste Discharge Requirements               |
| I&I    | Inflow & Infiltration  |
| LRO    | Legally Responsible Official                                 |
| NASSCO | National Association of Sewer System Companies               |
| NPDES  | National Pollution Discharge Elimination System              |
| OERP   | Overflow Emergency Response Plan                             |
| OES    | California Office of Emergency Services (Previously Cal-EMA) |
| PM     | Preventive Maintenance                                       |
| PPE    | Personal Protective Equipment                                |
| RWQCB  | Regional Water Quality Control Board                         |
| SCADA  | Supervisory Control and Data Acquisition                     |
| SERP   | Spill Emergency Response Plan                                |
| SFPUC  | San Francisco Public Utilities Commission                    |
| SSMP   | Sewer System Management Plan                                 |

|       |   |
|-------|---|
| SSO   | Sanitary Sewer Overflow   |
| SWRCB | State Water Resources Control Board                                 |
| WDID  | Waste Discharger Identification Number                              |
| WDR   | General Waste Discharge Requirements, also called the Statewide WDR |
| WWTP  | Wastewater Treatment Plant  |

## List of Terms

Blockage – An object that partially or fully hinders flow through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. Also known as a stoppage.

California Integrated Water Quality System (CIWQS) – A computer system used by the State and Regional Water Quality Control Boards to track information about SSOs, among other information. CIWQS is the tool used for online submittal of SSO details, which are then made available to the public. Website: <http://www.swrcb.ca.gov/ciwqs/>

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the Statewide WDR. Also known as a sewer system agency or wastewater collection system agency.

Geographic Information System (GIS) – A database linked with mapping that records sewer system information. The GIS database could include sewer features such as pipe location, diameter, material, condition, or last date cleaned or repaired. GIS maps also typically contain base information such as streets and parcels.

Infiltration – The seepage of groundwater into a sewer system, including from service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system from such sources as roof leaders, cellars, yard and area drains, foundation drains, through holes in manhole covers, cross connections from the storm system or street wash waters. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak through defects in the sewer.

Lateral or Private Lateral – The privately-owned sewer pipeline that conveys wastewater from the premises of a user to the City’s sewer system. The upper lateral extends from the building to property line (or easement line). The lower lateral extends from the property or easement line to the connection to the City-owned sewer main pipe.

Overflow Emergency Response Plan (OERP) – This document identifies measures that are needed to respond to sanitary sewer overflows in a way that maximizes the protection of public health and the environment.

Rehabilitation and Replacement Plan (also referred to as a Capital Improvement Plan) – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency.

San Francisco Bay Regional Water Quality Control Board – Also known as Region 2 or RWQCB. This regulatory agency preserves, enhances and restores the quality of California's water resources, and ensures their proper allocation and efficient use for the benefit of present and future generations. Website: <http://www.waterboards.ca.gov/sanfranciscobay>

Sanitary Sewer Spill (Spill) – Any release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including releases that reach waters of the United States, overflows or releases that do not reach water of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant head works used to collect and convey wastewater to the wastewater treatment plant.

Sewer Pipe Blockage Control Program – Program implemented at the discretion of the agency, based on the identified causes of sewer overflows, to reduce the discharge of fats, oils and grease into the sewer system.

Sewer System Management Plan (SSMP) – A series of written programs that address how a collection system owner/operator conducts daily business. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit.

Spill Emergency Response Plan (SERP) – This document identifies measures that are needed to respond to sanitary sewer overflows in a way that maximizes the protection of public health and the environment.

State Water Resources Control Board – Also called the State Board. This agency developed and passed the Statewide Waste Discharge Requirements for collection systems and maintains the spill reporting web site.

System Evaluation and Capacity Assurance Plan – A required component of an agency’s SSMP that provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.

Statewide Waste Discharge Requirements – The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted by the SWCRB in 2023 (Order No. 2022-0103-DWQ).

Wastewater Collection System – See Sanitary Sewer System.

## **Element 1 – Goals and Introduction**

### **A. Introduction**

This Sewer System Management Plan (SSMP) has been prepared in compliance with the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2022-0103-DWQ (GWDR). The 2026 SSMP update reflects the City of Brisbane’s ongoing efforts to meet current requirements of the GWDR. The City of Brisbane’s waste discharger identification number (WDID) in the California Integrated Water Quality System (CIWQS) is 2SSO10097.

The SSMP is a living document and is updated as needed to reflect changes that are made to wastewater collection management, and to update the SSMP elements as identified through the tri-annual audit process. The SSMP includes 11 elements as listed below. Each of these elements forms a section of this document.

### **SSMP Elements**

- Element 1 – Goals and Introduction
- Element 2 – Organization
- Element 3 – Legal Authority
- Element 4 – Operation and Maintenance (O&M) Program
- Element 5 – Design and Performance Standards
- Element 6 – Spill Emergency Response Plan (SERP)
- Element 7 – Sewer Pipe Blockage Control Program
- Element 8 – System Evaluation and Capacity Assurance Plan
- Element 9 – Monitoring, Measurement, and Program Modifications
- Element 10 – SSMP Program Audits
- Element 11 – Communication Program

### **B. City of Brisbane’s Goals**

1. To maintain a safe, cost-effective, and reliable wastewater collection system for the residents and businesses in Brisbane.
2. To properly manage, operate, and maintain all parts of the wastewater collection system.
3. To provide adequate capacity to convey peak flows.
4. To eliminate sanitary sewer overflows (SSOs).
5. To minimize and mitigate impacts of SSOs.
6. To educate the public regarding proper disposal practices for materials which are detrimental to a collection system.

### **C. Regulatory Context**

The City of Brisbane has adopted this SSMP in accordance with the Statewide General Waste Discharge Requirements General Order for Sanitary Sewers (GWDR). The first SSMP to be adopted by City Council was in August 2006 under General Order No. 2006-0003-DWQ. Since the first adoption of the SSMP, the plan has been audited and updated to remain compliant with the SWRCB’s regulations, including Order No. WQ-2008-0002-EXEC effective in February 2008 and Order No. WQ-2013-0058-EXEC effective in September 2013. The SSMP was adopted and approved previously by City Council in 2010 and most recently on October 1, 2020.

Under the reissued General Order, 2022-0103-DWQ, effective on June 5, 2023, the SSMP must be updated within every six (6) years after the required due date of its last plan update and audited internally every three (3) years. The completed SSMP updates and audits are uploaded to the California Integrated Water Quality System (CIWQS). A copy of the SSMP Revision Log can be found in Appendix A.

### **D. SSMP Update and Audit Schedule**

The City’s SSMP update schedule is shown in Table 1-1 below and follows the required update plan for every six (6) years. The SWRCB has created an online look-up tool to show each System’s SSMP audit and update due dates.

[https://www.waterboards.ca.gov/water\\_issues/programs/sso/lookup](https://www.waterboards.ca.gov/water_issues/programs/sso/lookup)

**Table 1-1. Schedule for SSMP Updates and Audits**

| Required Update                       | Required Date of Submittal |
|---------------------------------------|----------------------------|
| 3-Year SSMP Audit, ending May 2, 2025 | November 2, 2025           |
| 2026 SSMP Update                      | May 2, 2026                |
| 3-Year SSMP Audit, ending May 2, 2028 | November 2, 2028           |
| 3-Year SSMP Audit, ending May 2, 2031 | November 2, 2031           |
| 2032 SSMP Update                      | May 2, 2032                |
| 3-Year SSMP Audit, ending May 2, 2034 | November 2, 2034           |
| 3-Year SSMP Audit, ending May 2, 2037 | November 2, 2037           |
| 2038 SSMP Update                      | May 2, 2038                |

### **E. City of Brisbane Service Area and Collection System**

The City of Brisbane is located within the County of San Mateo, with the City of San Francisco directly to the north, and provides sanitary sewer services to the residents and businesses within its 3.4 square mile service area. The service area consists of approximately 4,900 residents, several commercial areas and some light industrial development. The wastewater collection system consists of more than 80,000 feet of laterals, mains, trunks and 20,000 feet of force mains, ranging in size from 6 to 24 inches in diameter. Additionally, there are approximately 4,350 feet of private sewers consisting of 4- and 6-inch diameter pipelines. A series of gravity

collection system mains and smaller lift stations convey most of the wastewater flow to the Valley Drive Lift Station. The wastewater is then delivered to the 66-inch diameter City of San Francisco (SFPUC) interceptor and ultimately conveyed to the SFPUC Southeast Treatment Plant.

The City of Brisbane currently has a wholesale wastewater service agreement with the SFPUC, to convey, treat, and dispose of wastewater through the SFPUC treatment plant facilities. The City also has an agreement with the City of South San Francisco to receive and provide sanitary sewer service from a small commercial area located just outside the southern border of the City of Brisbane.

**Figure 1-1. City of Brisbane Service Area and Wastewater Collection System Map**



Tables 1-2 through 1-4 provide information about the City's sewer collection system assets. Some totals may not be exact due to rounding.

**Table 1-2. Size and Distribution of Active Gravity Sewers**

| Pipe Diameter (in) | Gravity Length (ft) | Total Length (miles) | Percentage of Total (%) |
|--------------------|---------------------|----------------------|-------------------------|
| 6"                 | 39,074              | 7.40                 | 42.66%                  |
| 8"                 | 33,334              | 6.31                 | 36.39%                  |
| 10"                | 5,709               | 1.08                 | 6.23%                   |
| 12"                | 4,292               | 0.81                 | 4.69%                   |
| 14"                | 1,158               | 0.22                 | 1.26%                   |
| 15"                | 5,767               | 1.09                 | 6.30%                   |
| 16"                | 29                  | 0.01                 | 0.03%                   |
| 18"                | 2,166               | 0.41                 | 2.36%                   |
| 24"                | 75                  | 0.01                 | 0.08%                   |
| Totals:            | 91,603              | 17.35                | 100%                    |

**Table 1-3. Size and Distribution of Active Force Main Sewers**

| Pipe Diameter (in) | Force Main Length (ft) | Total Length (miles) | Percentage of Total (%) |
|--------------------|------------------------|----------------------|-------------------------|
| 6"                 | 4,277                  | 0.81                 | 19%                     |
| 8"                 | 8,948                  | 1.69                 | 41%                     |
| 12"                | 2,386                  | 0.45                 | 11%                     |
| 16"                | 6,365                  | 1.21                 | 29%                     |
| Totals:            | 21,977                 | 4.16                 | 100%                    |

**Table 1-4. Lift Station Information**

| Lift Station                         | Number of Pumps | Firm Capacity (gpm) |
|--------------------------------------|-----------------|---------------------|
| Valley Drive Lift Station            | 4               | 2,220               |
| Lift Station #1 (Harbormaster)       | 2               | 200                 |
| Lift Station #4 (Sierra Point)       | 3               | 1,180               |
| Lift Station #5 (Fire Station #81) * | 2               | 100                 |

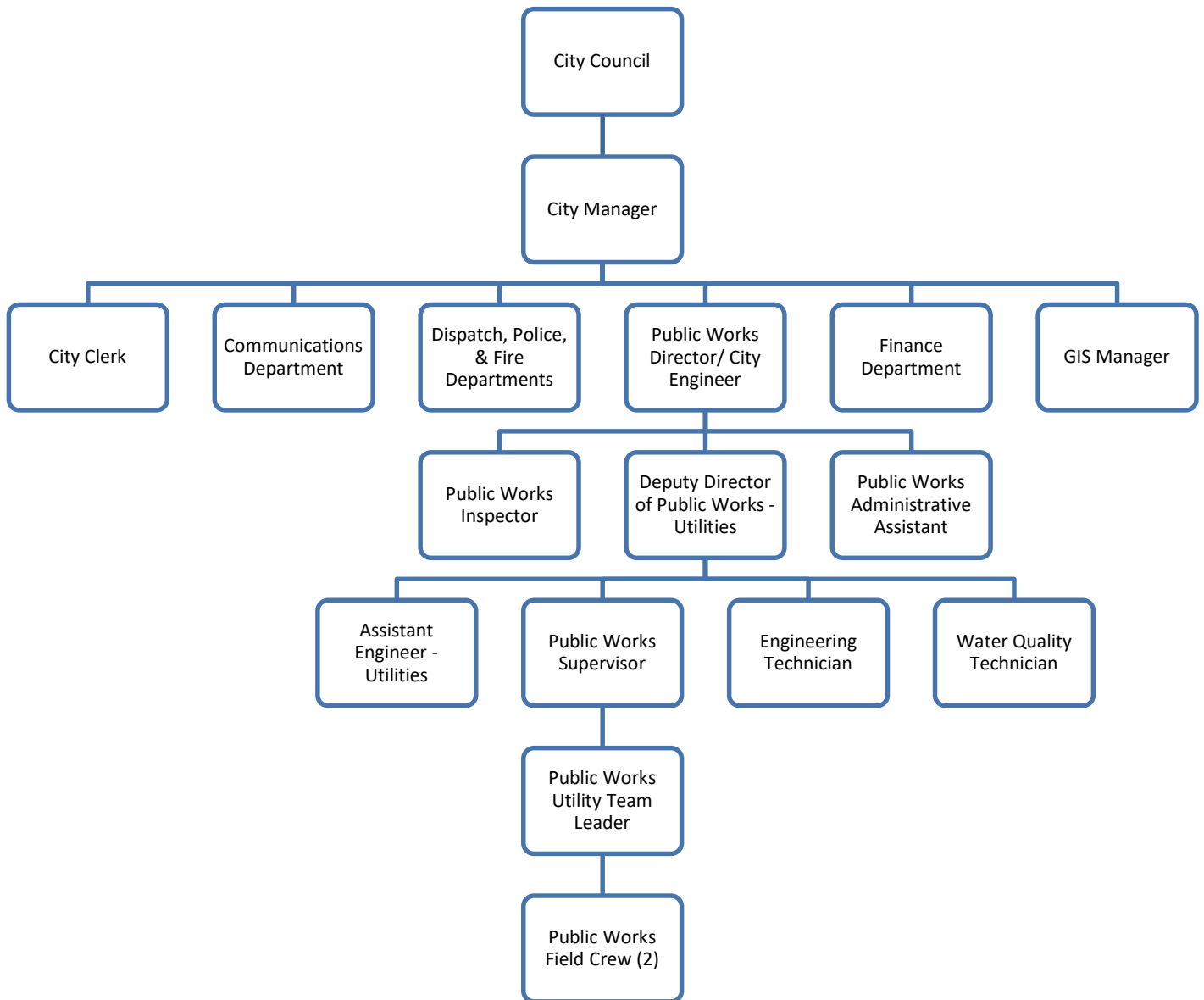
\*LS #5 is owned by the North County Fire Authority but is maintained by the City.

## Element 2 – Organization

### A. Organizational Chart and SSMP Responsibilities

The organizational structure within the City of Brisbane is detailed in Figure 2-1.

**Figure 2-1. – City of Brisbane Organizational Flow Chart**



The roles for the various agency staff are further defined, as follows:

- City Council: Establishes policy, approves sewer rate structure
- City Manager: Establishes policy, leads staff, allocates resources, delegates responsibility, provides reports to City Council
- City Clerk: Provides written information updates to City Council, arranges for emergency meetings, as necessary
- Communications Department: Serves as Public Information Officer.
- Finance Department: Sets funding levels needed for maintaining collection system, allocates fiscal resources for collection system staff
- Dispatch, Police and Fire Departments: Receive off-hours or emergency calls reporting sanitary sewer overflows, respond to reports of illegal dumping or sanitary sewer overflows in off-hours, notify Public Works Supervisor/Utility Team Leader or Public Works Director of reports of sanitary sewer overflows
- GIS Manager: Helps develop, update, and manage the sanitary sewer maps and record drawings which are conveyed through an online sewer map viewer utilizing ArcGIS.
- Public Works Director/City Engineer: Leads staff, allocates resources, delegates responsibility, authorizes outside contractors to perform services, establishes department policy, approves sanitary sewer design criteria, provides verbal reports to City Manager and City Council. Serves primarily as the Legally Responsible Official (LRO).
- Deputy Director, Public Works Department - Utilities: Supervises the Public Works Supervisor/Utility Team Leader, provides technical oversight and support for the management, administration and maintenance of the wastewater collection system, establishes sanitary sewer design criteria, provides updates to the Public Works Director, manages compliance updates and implementation of the City's SSMP, oversees sanitary system emergency response actions, and manages the Capital Improvement Program. Serves as a Data Submitter for CIWQS reporting.
- Assistant Engineer - Utilities: Assists in investigating and reporting sanitary sewer overflows and works on the Capital Improvement Program for the collection system. Assists with preparing and updating the SSMP. Serves as a Data Submitter for CIWQS reporting.
- Public Works Inspector: Inspects new sanitary sewer installation/improvements to ensure compliance with City standards, works with field crews to handle emergencies when contractors are involved, provides verbal reports to Public Works Director and Collection System Manager
- Public Works Administrative Assistant: Receives work-hour phone and radio reports from the public and city crews of sanitary sewer overflows, provides verbal and written documentation for overflows to Public Works Supervisor/Utility Team Leader and the Deputy Director, Public Works Department – Utilities.
- Public Works Supervisor: Manages field operations and maintenance activities, supervises the utility team leaders and sanitary maintenance team, delegates responsibility, responds to reports of sanitary sewer overflows, trains field crews, leads

emergency response activities, provides verbal reports to the Deputy Director and Public Works Director.

- Water Quality Technician: Performs all sampling and field monitoring.
- Engineering Technician: Assists in investigating and reporting sanitary sewer overflows. Assists with preparing and updating the SSMP. Serves as a Data Submitter for CIWQS reporting.
- Public Works Utility Team Leader: This lead position works as a member of the crew and performs the more difficult and complex maintenance and repair tasks, as well as assisting with supervising, training, and directing less experienced staff.
- Public Works Maintenance Field Crew: Perform preventive maintenance activities, mobilize and respond to notification of blockages and sanitary sewer overflows, including mobilizing sewer cleaning equipment, bypass pumping equipment, portable generators, and Vactor truck, provide verbal and written reports to Public Works Supervisor/Utility Team Leader.

The City’s Public Works Director has the ultimate responsibility for the management, administration, and maintenance of all elements of the City’s SSMP. The responsibility for day-to-day implementation and maintenance of each of the City’s SSMP elements has been delegated to City Staff. The responsibilities of each section of the SSMP are listed in Table 2-1 below.

**Table 2-1. Responsibilities for SSMP Implementation**

| SSMP Element  | Description  | Staff Responsible                        |
|---|--|--|
| Element 1 - Goals                                   | Lead staff in the implementation and updating of SSMP goals  | Public Works Director, Deputy Director   |
| Element 2 - Organization                            | Update organizational information; identify and update SSO responding and reporting chains of communication and other SSMP assignments         | Public Works Director, Deputy Director   |
| Element 3 – Legal Authority                         | Uphold City Code and Ordinances; draft new Ordinances as needed  | Public Works Director, Deputy Director   |
| Element 4 – Operation and Maintenance (O&M) Program | Update wastewater collection system maps, implement O&M activities and rehabilitation/replacement program; implement staff training activities | Public Works Supervisor, Deputy Director |
| Element 5 - Design and Performance Standards        | Ensure that all construction projects meet City standards; update standards; facilitate inspection of public works projects                    | Deputy Director, Assistant Engineer      |
| Element 6 - Spill Emergency Response Plan (SERP)    | Implement and update plan; implement SERP training   | Public Works Supervisor                  |
| Element 7 - Sewer Pipe Blockage Control Program     | Update and implement a Sewer Pipe Blockage Control Program   | Deputy Director, Assistant Engineer      |

|  |  |                                     |
|--|--|-------------------------------------|
| Element 8 - System Evaluation and Capacity Assurance Plan      | Regularly assess capacity requirements for the sewer collection system; incorporate recommendations in City Capital Improvement Projects (CIP); implement necessary improvements | Deputy Director, Assistant Engineer |
| Element 9 - Monitoring, Measurement, and Program Modifications | Monitoring implementation of and assessing success of the overall SSMP program elements; identify trends in key performance measures and provide recommendations for improvement | Deputy Director, Assistant Engineer |
| Element 10 - SSMP Program Audits                               | Oversee SSMP audits  | Deputy Director, Assistant Engineer |
| Element 11 - Communication Program                             | Manage communication of SSMP activities  | Deputy Director, Assistant Engineer |

**B. Legally Responsible Official**

Per Section 5.1 of the Order 2022-0103-DWQ, the Legally Responsible Official (LRO) must have responsibility over the entire sanitary sewer system and have the authority to make decisions governing operations of the sewer system, including explicit or implicit duty of making capital improvement recommendations. Furthermore, the LRO must have or be in direct authority over individuals that:

1. Possess a recognized degree or certificate related to operations and maintenance of the sewer system, and/or
2. Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

In consideration of the above criteria, the City of Brisbane has designated the Director of Public Works, Maz Bozorginia, as the primary LRO for the Brisbane collection system.

**C. Chain of Communication for Reporting and Responding to Spills**

In response to any spill event, the City of Brisbane Public Works implements a Spill Emergency Response Plan, which is discussed in detail in Element 6. The Spill Emergency Response Plan provides directions for the notification of City Staff and the California Office of Emergency Service (Cal OES).

If a spill is reported to City Hall during working hours, the Public Works Administrative Assistant will make note of the time reported, the name and contact information of the reporting party, and location and details of the spill. The Administrative Assistant will immediately notify the Public Works Supervisor or Utility Team Leader and provide the recorded information, and appropriate field crews will be dispatched to the site. Once City crews have responded to the site and assessed the situation, they will report back to the Public Works Supervisor or Utility Team Leader, who will then notify the Deputy Director, Public Works Department - Utilities with the details of the spill.

For spills reported during non-working hours to the police or fire departments, dispatch will record the time reported, the name and contact information of the reporting party, and location and details of the spill. This information will be relayed to the Public Works Supervisor or Utility Team Leader or directly to on-call personnel if the Public Works Supervisor or Utility Team Leader cannot be reached. The Public Works Supervisor or Utility Team Leader will relay the details of the spill and dispatch the on-call personnel to the scene. The Deputy Director, Public Works Department - Utilities will be notified on the next working day unless the spill requires reporting within 2 hours, in which case, notification will occur as soon as feasible after the spill is corrected.

**Table 2-2 City of Brisbane Public Works Emergency Spill Response Contact List**

| <b>Employee</b> | <b>Title</b>                                | <b>Office</b>  | <b>Cell</b>           |
|-----------------|---|----------------|-----------------------|
| Maz Bozorginia  | Director of Public Works                    | (415) 508-2131 | (628) 219-2918        |
| Jerry Flanagan  | Deputy Director of Public Works - Utilities | (415) 508-2137 | (415) 321-0047        |
| Diane Cannon    | Administrative Assistant                    | (415) 508-2130 | (415) 519-0748        |
| Dustin Cohn     | Public Works Supervisor                     | (415) 508-2105 | (415) 629-1435        |
|                 |   |                |                       |
| Kessel Crockett | Public Works Utility Team Leader            | (415) 508-2130 | (628) 219-2917        |
| Juan Higareda   | Maintenance Utility Worker                  | (415) 508-2130 | (415) 254-0490        |
| Gustavo Lule    | Maintenance Utility Worker                  | (415) 508-2130 | (415) 298-2886        |
|                 |   |                |                       |
| <b>Varies</b>   | <b>Public Works 24 hour On-Call Staff</b>   | <b>N/A</b>     | <b>(415) 286-0164</b> |
|                 |   |                |                       |
| Greg Morris     | Public Works Inspector                      | (415) 508-2130 | (415) 760-3053        |
| Caleb Cayago    | Water Quality Technician                    | (415) 508-2138 | (415) 218-3584        |
| Matthew Lee     | Assistant Engineer - Utilities              | (415) 508-2128 | (415) 530-8990        |
| Alexander Joel  | Engineering Technician                      | (415) 508-2130 | (415) 713-9266        |
|                 |   |                |                       |
| Dispatch        | Brisbane Police                             | (415) 467-1212 | 911                   |
| Engine 81       | Brisbane Fire                               | (415) 657-4300 | (415) 716-0414        |
|                 | Battalion Chief                             | (650) 740-7386 | 911                   |
| Dispatch        | San Mateo County                            | (650) 368-1421 | 911                   |
|                 | Company Nurse                               | (650) 742-7110 |                       |

A full Public Works Emergency Contact List can be found in Appendix B.

### **Element 3 – Legal Authority**

Although not required for collection systems serving a population of 10,000 or less under the SF Regional Water Quality Control Board requirements, adequate legal authority is required under the Statewide General Waste Discharge Requirements. Relevant sections of the Brisbane Municipal Code are included in Appendix C documenting the City's ability to:

- Control infiltration/inflow from wastewater collection systems and laterals (SF RWQCB)
- Require proper design and construction of new and rehabilitated sewers and connections (SF RWQCB)
- Require proper installation, testing, and inspection of new and rehabilitated sewers (SF RWQCB)
- Prevent illicit discharges into the sanitary sewer system (State WDR)
- Require that sewers and connections be properly designed and constructed (State WDR)
- Ensure access for maintenance, inspection, or repairs for portions of the sewer lateral owned or maintained by the Public Agency (State WDR)
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages (State WDR)
- Enforce any violation of its sewer ordinances (State WDR)

A website link to the Brisbane Municipal Code in reference to the City sewer system use ordinances can be found here: [Chapter 13.04 - SEWER SYSTEM | Municipal Code | Brisbane, CA | Municode Library](#)

#### **A. Agreements with Other Agencies**

The City of Brisbane currently has a wholesale wastewater service agreement with the SFPUC, to convey, treat, and dispose of wastewater through the SFPUC treatment plant facilities. The City and the SFPUC meet to review the service agreement every few years, as needed.

The City also has an agreement with the City of South San Francisco to receive and provide sanitary sewer service from a small commercial area located just outside the southern border of the City of Brisbane.

## **Element 4 – Operation and Maintenance Program**

### **A. Collection System Map**

The City currently has electronic maps of the entire sewer system in GIS format. As part of the 2003 Sanitary Sewer Master Plan development, all of the City's sewer manholes were surveyed and inspected, documenting size, rim and invert elevations, location coordinates, condition, and size and type of pipes entering and exiting. As such, the City now has electronic maps that show accurate manhole locations with rim and invert elevations and pipe sizes, lengths, and materials. Maps include manhole and pipe IDs and can be cross-referenced with electronic street and parcel maps to give additional location information. Direction of flow can be determined from manhole invert elevations.

In 2016 the City updated the City's Sanitary Sewer Maps after extensive field verification of the entire sanitary sewer system. This field information was then georeferenced in AutoCAD and mapped with a satellite imagery background into a 37-page map book of the entire system. The City has merged these CAD maps with the City's GIS program to create searchable maps based off the CCTV database. A copy of the current sanitary sewer map system can be found in Appendix I.

In addition to the sanitary sewer maps, the City also maintains an electronic map of all applicable stormwater conveyance structures in GIS format. The City also has various historical sewer maps and construction plan sets, for both public and private sewers, all maintained in a database-organized filing system.

### **B. Resources and Budget**

The City has a reliable, consistent funding source for collection system operations, maintenance, and repair through a dedicated Utility Fund. Revenues for this fund are generated by sewer service charges and connection fees, as well as some revenues that are part of the Guadalupe Valley Municipal Improvement District (GVMID) (a special district that the City Council also oversees). All sewer service charges and connections fees for the City and GVMID are the same.

The sewer operating budget includes funding for maintenance personnel salaries and benefits, insurance, services and supplies, and depreciation. Services and supplies include safety clothing, communications equipment, equipment maintenance, maintenance of structures, improvements, and/or grounds, association memberships, general office expenses, professional services, equipment rental, special department expenses, small tools and supplies, travel and training, and utility and wastewater treatment costs. The adopted budgets also include department objectives and associated performance measures.

The City has annual capital improvement budgets in addition to operations/maintenance budgets. Capital projects vary from year to year. The Public Works Director requests funding from the City Council for capital improvement projects on a regular basis; however, the amount the Council allocates in any given year for sewer projects depends upon the City's overall capital improvement priorities for water, sewer, storm drain, streets, buildings, and grounds.

The 2017 Sanitary Sewer Master Plan Update developed a list of priority-based Capital Improvement Projects. A couple of major developer-funded upgrades to the City's Sanitary Sewer System were designed and implemented, which increased the capacity of flow at the Sierra Point Lift Station and increased flow in the existing gravity lines at Sierra Point. These projects helped to mitigate the hydraulic deficiencies identified in the 2017 Sanitary Sewer Master Plan Update.

### **C. Prioritized Preventive Maintenance**

The City's Prioritized Preventive Maintenance program consists of five main components: 1) annual chemical foaming for root control, 2) annual cleaning for known sewer main segments with blockage issues, 3) investigation and resolution of customer complaints, 4) lift station maintenance, and 5) keeping maintenance activity records. Each of these components is described in more detail, as follows, along with plans for improvements:

Root Control: City staff chemically treat approximately 16 sanitary sewer main locations quarterly. As new areas of root intrusion are identified, City crews add them to the list for quarterly chemical root control. The City currently uses "Root-X" in its chemical root control program. Maintenance staff initiate CCTV inspections for line sections scheduled for chemical root control in advance to determine if root control is effective or if adjusting the frequency, additional volume of chemical used, or mechanical cleaning is needed to control root growth.

Sewer Main CCTV Inspection Program: City staff have continued an ongoing CCTV inspection program with the intention of shifting the City's sanitary sewer system maintenance from reactive to proactive. Staff can inspect 1/3 of the gravity system with CCTV annually. In addition to identifying areas needing grit and root removal, the high frequency CCTV inspections and cleaning schedule help to identify sections of main to repair or replace. The crew has utilized CCTV to inspect over 28,000 linear feet (LF) of sewer main annually.

Sewer Cleaning: The CCTV inspection program allows the City to add additional line sections to a list of locations that need attention once a year or more, which has led to a more proactive sewer cleaning program.

As the City crews perform CCTV inspections of the City's gravity sewer mains and manholes throughout the year, each CCTV inspection is saved as a PDF video report with condition assessment, photos and distances of issues within the pipe, and notes regarding any issues at the manhole. The pipe sections are rated at the time of inspection, and their inspection frequency is based upon this rating. These reports are then added to the maintenance program spreadsheets. A table of this CCTV Inspection Rating System is included below.

| <b>Sanitary Sewer CCTV Inspection Rating System</b> |                             |   |                   |
|---|-----------------------------|---|-------------------|
| <b>POSM Rating</b>                                  | <b>Inspection Frequency</b> | <b>Determining Factors</b>  | <b>Cleaning</b>   |
| 1   | Biennial                    | No observed problems<br>Zero to minimal roots, cracks, offsets, or bellies                                      | None              |
| 2   | Annual                      | Minimal roots, cracks, offsets, or bellies  | As needed         |
| 3   | Biannual                    | Moderate to heavy roots, cracks, offsets or bellies   | Cleaning required |
| 4   | Biannual                    | Moderate to heavy roots, cracks, offsets or bellies<br>Pipe Section added to CIP list                           | Cleaning required |
| 5   | Continual                   | Significantly damaged pipe<br>Immediate Supervisor notification<br>Continual observation until repair completed | Cleaning required |

Investigation and Resolution of Complaints: When customers contact the City with complaints about sewer issues, appropriate staff personnel are promptly dispatched to the location to investigate. If the blockage is between the building and the mainline, City crews inform the property owners of their responsibility to contact a plumber to assess and fix the problem. (The property owner owns and is responsible for maintaining the sewer lateral from the property structure up to and including the connection at the City's sewer main.)

Lift Station Maintenance: The City currently owns and operates three sewer lift stations. City crews perform regular maintenance at all stations on a prioritized schedule, as well as a fourth lift station servicing the City's Fire Station. The City's main lift station, the Valley Drive Lift Station, has a detailed operations and maintenance manual that City crews use to schedule maintenance activities. The City also contracts for annual standby generator maintenance at each of the four lift stations.

Keeping Maintenance Records: City crews track locations and details of sewer maintenance activities using Mobile MMS, a computerized maintenance management system (CMMS). Pertinent information is stored in the Public Works Database for future review and retrieval.

Plans for Improvement: City staff plan to make the following improvements to the Prioritized Preventive Maintenance program:

1. Schedule additional sewer main CCTV inspections and cleaning on an annual basis, to increase the overall percentage of the City's system that is regularly cleaned; and
2. Continue to develop improved electronic and paper systems for tracking sewer maintenance activities to provide enhanced analysis and reporting capabilities.

#### **D. Scheduled Inspections and Condition Assessment**

As part of the 2017 Sanitary Sewer Master Plan Update, the City identified and prioritized structural deficiencies for its collection system and implemented a Capital Improvement Program of prioritized short-term and long-term actions. The assessment of structural deficiencies was based on video surveys of approximately 42,000 linear feet of sewer line and inspections of all manholes through the City's Sewer Main CCTV Inspection Program, and flow modeling to

evaluate hydraulic deficiencies. Uniform condition assessment criteria were applied during review of the video inspections to determine deficiency ratings.

The City has conducted a flow monitoring study to evaluate rainfall induced infiltration and inflow (I&I) and to establish appropriate peak flow criteria for sizing wastewater facilities. The study will help to measure the degree to which I&I occurs across the City (utilizing smoke testing), calibrate the City's sanitary sewer model, and prioritize future system assessment and rehabilitation efforts.

City crews perform station checks at each of the City's three sewer lift stations, as well as the Fire Department's lift station, on a daily basis to ensure proper operation and identify any unusual operating characteristics. Sewer flow rates from central Brisbane (primarily residential with some commercial) are tracked with an ultrasonic transducer, and pumped flows from the Valley Drive Lift Station are tracked via magnetic flowmeters on the two discharge lines. City crews monitor these flows on a daily basis, noting and investigating any anomalous readings.

#### **E. Contingency Equipment and Replacement Inventories**

The following describes critical contingency equipment for the City's sewer system and lift stations:

Valley Drive Lift Station: This station utilizes four submersible non-clog sewage pumps, two of which are 50 horsepower and two 150 horsepower. Both sets of pumps discharge through two separate force mains, which allows for ongoing operation if one force main becomes non-operational. The two force mains also have a valved interconnection, which allows either set of pumps to discharge to either force main to allow maximum maintenance flexibility. The submersible pumps include thermal and moisture intrusion alarms to protect the pumps from mechanical failure, and various pressure and flow rate alarms will automatically shut down pumps in the event of a problem. This station has a 450-kilowatt propane-fired standby generator with an automatic transfer switch that powers the entire station in the event of a power failure. Two 500-gallon propane tanks fuel the standby generator, and City crews keep the tanks at least half-full at all times. The standby generator exercises on a weekly basis. A primary ultrasonic transducer, with a secondary backup, controls pump operation at this station. There are also backup mechanical floats to activate alarms in the event both transducers fail. The original channel grinder was replaced with a Franklin Miller Dimminutor channel grinder, which is capable of processing 13.8 million gallons a day of wastewater.

Sierra Point Lift Station (Lift Station #4): This station utilizes three submersible non-clog sewage pumps, all of which are 23 horsepower. The wet well also contains two Franklin Miller Dimminutor channel grinders. This station has a 60-kW standby diesel-powered generator with a 380-gallon fuel tank to keep the station operational in the event of a power failure, which is exercised on a weekly basis. A pressure level transmitter controls pump operation and there are backup floats switches if the transmitter fails. In 2020, the entire lift station was upgraded to meet the demands of the new commercial developments at Sierra Point, which included upgrades such as a new wet well, piping, instrumentation, and a landfill gas detection and monitoring system.

Harbormaster Lift Station (Lift Station #1): This station utilizes two submersible self-cleaning semi-open channel impeller pumps. This station has an 80-kW standby diesel-powered generator with a 300-gallon fuel tank that will operate the entire station in the event of a power failure. The station exercises the generator on a monthly basis. The pumps, wet well piping, isolation valves, and the submerged flex hoses for this station were replaced over time. The station has a pressure transducer for pump operation and backup mechanical floats for alarms and pump control.

Fire Station No. 81 Lift Station (Lift Station #5): The City of Brisbane's Fire Station No. 81, located at 3445 Bayshore Boulevard, is managed by North County Fire Authority (NCFA). This fire station contains a wet well with two pumps operated by pressure transducers with backup mechanical floats for alarms and pump control. The City of Brisbane Public Works Department performs routine inspections and cleaning of this station and equipment, but repairs and equipment upgrades are the responsibility of NCFA.

Contingency Equipment: City crews maintain multiple portable sump pumps and generators for use during a sewer emergency. The City has a 2,500-gallon Vactor truck that is utilized for capturing and containing any sewer overflow volume, as well as cleanup and line clearing activities with a new truck. This truck has a small wheelbase and a tighter turning radius to help navigate the City's narrow and twisty streets. City crews maintain an inventory of extra pipes of varying diameters and materials as well as necessary couplings and fittings to allow prompt repair of most gravity sewer failures. An equipment inventory list can be found in Appendix J.

## **F. Training**

City staff participate in regular ongoing training activities, both in-house and through outside vendors. In-house safety training occurs on a bi-weekly basis, with some of the training seminars specific to collection systems management. The Public Works Supervisor possesses a Collection System Maintenance (CSM) Grade 2 certificate as issued by CWEA. Other Public Works employees have CSM Grade 1 and 2 certificates as well. CWEA certification requires biannual submittal of 12 contact hours of training related to Collection Systems Maintenance. Crew members attend seminars by CWEA and other outside entities to accumulate contact hours. City staff also participate in on-the-job training, where crew members are cross trained on different aspects of municipal maintenance. This helps ensure all crew members are able to respond to a variety of emergency situations. Certain crew members are also required to maintain Class B driver's licenses with air and tanker endorsements in order to operate the Vactor truck. A list of staff training can be found in Appendix J.

## **G. Outreach to Plumbers and Building Contractors**

The City of Brisbane, as a member of the Bay Area Clean Water Agencies (BACWA), has access to plumber outreach materials if necessary and will evaluate sending materials to local plumbers. The City also maintains a list of qualified contractors for public projects, which is updated annually.

## **Element 5 – Design and Performance Provisions**

### **A. Standards for Installation, Rehabilitation, and Repair**

The City has identified minimum design and construction standards and specifications for installation of new sewer systems. The City's design standards are included as Appendix D in this document. The City also has construction specifications for installation of new sewers via pipe bursting or reaming from two completed sewer rehabilitation capital improvement projects.

### **B. Standards for Inspection and Testing of New and Rehabilitated Facilities**

The City has identified minimum design and construction standards and specifications for rehabilitation and repair of existing systems. The City's standards are included as Appendix D in this document. Inspection of new and rehabilitated facilities is performed by the Public Works Inspector in the field during and at the completion of construction. Depending on the situation, inspections vary from visual inspections to air/water pressure testing, mandrel testing, or video inspection. For City capital improvement projects, testing requirements are called out in the construction specifications, and typically include air testing, mandrel testing, and video inspection for sewer mains and water leakage testing for manholes.

Design standards and specifications will be periodically reviewed by City staff to ensure the industry's current best practices are considered, and to confirm if any updates are necessary.

## **Element 6 – Spill Emergency Response Plan**

### **A. Staff Notification**

Sanitary sewage spills (i.e., discharges of sewage from any portion of a sanitary sewer system due to a sanitary sewer system spill, operational failure, and/or infrastructure failure) are typically reported in one of two ways in the City of Brisbane:

1. Observed and reported directly to City staff by a member of the public, another agency, or City crews during working hours
2. Observed and reported by a member of the public or another agency to the police department during non-working hours

#### **During Regular Hours:**

1. The Public Works Administrative Assistant will make note of the time reported, the name and contact information of the reporting party, and location and details of the spill.
2. The Administrative Assistant will immediately notify the Public Works Supervisor or Utility Team Leader and provide the recorded information.
3. The Public Works Supervisor or Utility Team Leader will then dispatch appropriate field crews to the site.
4. Once City crews have responded to the site and assessed the situation, they will report back to the Public Works Supervisor or Utility Team Leader, who will then notify the Deputy Director, Public Works Department - Utilities with the details of the spill.

#### **During Non-Working Hours:**

1. Spills reported to the police or fire departments, dispatch will record the time reported, the name and contact information of the reporting party, and location and details of the spill.
2. The information will be relayed to the Public Works Supervisor or Utility Team Leader or directly to the on-call personnel if the Public Works Supervisor or Utility Team Leader cannot be reached.
3. The Public Works Supervisor or Utility Team Leader will relay the details of the spill and dispatch the on-call personnel to the scene.
4. The Deputy Director, Public Works Department - Utilities will be notified on the next working day unless the spill requires reporting within 2 hours, in which case, notification will occur as soon as feasible after the spill is corrected.

To minimize spill impacts, the main priorities shall be protection of public health and the environment. For all spills, if there is potential for public contact with sanitary waste, the affected area shall be cordoned off to prevent public access, using traffic barricades, warning

tape, cones, signs, etc. All spill volume that is recoverable shall be contained and pumped back into the sanitary sewer system, either with trash pumps or a Vactor truck. If the spill reaches the storm drain system, a downstream catch basin or storm system manhole shall be plugged with sandbags or inflatable drain plugs, and the contained volume pumped out or vacuumed with the Vactor truck. Impacted areas on the surface shall be washed down, with all wash water contained and returned to the sanitary sewer system. Impacted areas, including the storm drain system, shall be cleaned and disinfected, as appropriate, to eliminate any public health threats.

Should any spill volume visibly impact surface waters, the Water Quality Technician will pursue follow-up sampling and City staff will pursue mitigation efforts in coordination with appropriate regulatory agencies.

A copy of the full Brisbane Spill Emergency Response Plan and Spill Documentation Packet can be found in Appendix G.

In 2015 City Staff developed and implemented a set of Lift Station Emergency Response Plans, to be stationed at all the City maintained Lift Stations. These plans include maps, retention times, emergency contacts, and site-specific response plans. The purpose of these Emergency Response Plans is to mitigate any impact on the local waterways from a failure at any of the City's Lift Stations. These Lift Station Emergency Response Plans can be seen in Appendix H.

## **B. Crew Response**

The following steps outline the typical spill response procedures:

### 1. Perform Initial Assessment

- a. Conduct quick visual volume assessment (gallons) with **photo documentation**.
- b. Call for additional backup support, as required.
- c. Identify spill destination (catch basin, infiltrate into ground, gutter, etc.).
- d. Determine equipment needs for restricting public access, traffic control, spill containment and recovery, clearing blockage, and cleanup.
- e. If spill appears to meet the following criteria, **contact Public Utilities Supervisor/Team Leader; or contact Deputy Director, Public Works Department – Utilities immediately:**
  - i. All discharges of sewage of any volume resulting from a failure in the City-owned and operated sanitary sewer system that:
    - Result in a discharge to a surface water body and/or reach a drainage channel tributary, including a surface water body that contains no flow or volume of water.

- Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly.
2. Preliminary Response
    - a. If there is potential for public contact with spill material, isolate the area using barricades, cones, warning tape, etc.
    - b. Set up appropriate traffic control for City staff and public protection.
  3. Containment/Recovery
    - a. Take photo documentation of containment/recovery efforts.
    - b. If spill is ongoing, or if some or all of flow can be captured, contain flow by plugging catch basin outlets, covering catch basins, using sandbags, plugging downstream storm drain manhole outlets, excavating for containment, etc.
    - c. Set up Vactor equipment or trash pumps to recover spill volume, as appropriate.
  4. Correct Spill
    - a. Set up equipment at dry cleanout or manhole location, follow standard procedures for cleaning.
    - b. Capture and remove material flowing from blockage, assess material captured to determine cause of spill.
  5. Cleanup
    - a. Take photo documentation of cleanup activities.
    - b. Collect solid and liquid materials from impacted areas including the drainage conveyance system.
    - c. Wash and disinfect area only if all wash water and disinfectant can be captured and removed with pumps or Vactor.
    - d. Clean and disinfect impacted storm drain lines and catch basins.
  6. Monitor and Document Incident.
    - a. Document spill location and spread
      - i. Take pictures (digital) and record the GPS coordinates for the location where the spill originated. For multiple appearance points of a single spill event, take the GPS coordinates for the points closest to the spill origin.
      - ii. Take pictures for the drainage conveyance system entry locations; location(s) of discharge into surface waters, as applicable; extent of spill spread; and the location(s) of clean up.

- b. Make final estimate of spill volume using method outlined in Appendix G.
  - c. Monitor receiving water for spills discharging to surface waters
    - i. Make estimate of spill travel time to the receiving water.
    - ii. For spills entering a drainage conveyance system, make estimate of spill travel time from the point of entry into the drainage conveyance system to the point of discharge to the receiving water.
    - iii. Make estimate of the spill volume entering the receiving water using method outlined in Appendix G.
    - iv. Take pictures (digital) of waterbody bank erosion, floating matter, water surface sheen (potentially from oil and grease), discoloration of receiving water, and impacts to the receiving water.
  - d. For spills in which an estimated 50,000 gallons or greater are discharged into a surface water, perform water quality sampling and analysis per Appendix F and as described below.
  - e. Fill out spill field report, tracking chronology of event, including: date, location, time call received, time crew arrived, time spill ceased, time cleanup completed, estimate of total volume, estimate of volume contained and recovered for discharge to sanitary sewer, estimate of volume remaining within the storm drain pipe, estimate of volume reaching water bodies, if known, identify probable cause of spill, notifications made, pipe material and age at the failure location.
7. Provide documentation and incident results to Public Works Utility Supervisor/Team Leader.

### **C. Spill Categories, Notification, and Reporting**

The following reporting requirements are based on Amending Monitoring and Reporting Program 2006-0003 in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems and amended in Order WQ2022-0103-DWQ:

#### **1. Spill Categories**

- a. **Category 1** - A spill of **any volume** of sewage from or caused by a City-owned and operated sanitary sewer system that results in a discharge to:
  - i. A surface water, including a surface water body that contains no flow or volume of water; or
  - ii. A drainage conveyance system (i.e., storm drain) that discharges to surface water when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless

the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from a City-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the City shall report all Category 1 spills as described herein.

- b. **Category 2** – A spill of 1,000 gallons or greater, from or caused by the City’s sanitary sewer system that does not discharge to a surface water.
- c. **Category 3** – A spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by the City’s sanitary sewer system that does not discharge to a surface water.
- d. **Category 4** – A spill of less than 50 gallons, from or caused by the City’s sanitary sewer system that does not discharge to a surface water.
- e. **Private Lateral Sewage Discharges** – Sewage discharges that are caused by blockages or other problems within a privately owned sewer lateral may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.

## 2. Spill Notification

Effective immediately, the following is notification requirement for sanitary sewer spills that discharge to a drainage channel or surface water, including from a City owned and/or operated lateral.

- a. **Category 1 Spill – 1,000 gallons and greater discharged to drainage channel or surface water**
  - i. Notify Cal OES (800-852-7550) within 2 hours after
    - knowledge of the discharge;
    - notification is possible;
    - notification can be provided without substantially impeding cleanup or other emergency measures.
  - ii. Note the list of what Cal OES might ask when you call;
  - iii. Obtain a notification control number;
  - iv. Following the initial notification to Cal OES and until such time that the Discharger certifies the Spill Report in the CIWQS Sanitary Sewer System Database, the Discharger shall provide updates to Cal OES regarding substantial changes to the estimated spill volume, estimated volume discharged into the surface water or a drainage system, and any substantial changes to known impacts to receiving water(s) and beneficial uses.

In order to comply with these new notification requirements, it may be necessary for City staff on the maintenance crew to perform the necessary notifications, especially in cases where spills occur after hours. The contact information for the required notification is as follows:

**California State Office of Emergency Services**  
**(800) 852-7550**

When calling this number be prepared to report the following:

- v. Identity of caller and direct return phone number.
- vi. Estimated spill volume (gallons).
- vii. If ongoing, estimated spill discharge rate from system (gallons per minute).
- viii. Estimate discharge rate (gallons per minute) directly into surface water or a drainage conveyance system.
- ix. Spill Incident Description:
  - x. Brief narrative of spill event.
  - xi. Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks.
  - xii. On-scene point of contact for additional information (name and cell phone number).
  - xiii. Date and time Discharger became aware of the spill.
  - xiv. Name of sanitary sewer system agency causing the spill.
  - xv. Spill cause or suspected cause (if known).
  - xvi. Indication of whether the spill has been contained and the amount of the spill has been contained, if applicable.
  - xvii. Name of receiving water body receiving or potentially receiving discharge.
  - xviii. Description of water body impact and/or potential impact to beneficial uses.

**b. Spill of 50 gallons and greater from Individual Lateral**

For each individual spill that is 50 gallons or greater from the City's owned and/or operated laterals, the City shall notify the San Francisco Bay Regional Water Quality Control Board (510-622-2369 or [RB2SpillReports@waterboards.ca.gov](mailto:RB2SpillReports@waterboards.ca.gov)), within three (3) business days of the knowledge of the discharge.

**3. Receiving Water - Water Quality Sampling and Analysis:**

Appendix F includes the sampling and analytical methodology for the implementation of the required water quality sampling and analysis to assess the impacts from spill in which an estimated 50,000 gallons or greater are discharged into a surface water. The Water Quality Monitoring Plan included in Appendix F includes:

- a. Sampling and Analytical Methodologies
- b. Methodology to account for spill travel time in the surface water and scenarios where monitoring may not be possible.
- c. Required water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
- d. Required monitoring instruments and devices used to implement the spill Water Quality Monitoring Program and instructions to properly maintain and calibrate instruments and devices.
- e. The minimum required water quality sampling to be performed within 48 hours of becoming aware of the spill for:
  - i. Ammonia
  - ii. Bacterial Indicator(s)

#### 4. Spill Reporting Requirements

- a. **Category 1 Spill** – Submit draft report within **three (3) business days** of becoming aware of the spill and certify within **15 calendar days** of spill end date. Enter data into the CIWQS Sanitary Sewer System Database (<http://ciwqs.waterboards.ca.gov/>), certified by enrollee’s Legally Responsible Official.
- b. **Category 2 Spill** – Submit draft report within **three (3) business days** of becoming aware of the spill and certify within **15 calendar days** of the spill end date. Enter data into the CIWQS Sanitary Sewer System Database (<http://ciwqs.waterboards.ca.gov/>), certified by enrollee’s Legally Responsible Official.
- c. **Category 3 Spill**– Submit certified report within **thirty (30) calendar days** of the end of the month in which the spill occurred. Enter data into the CIWQS Sanitary Sewer System Database (<http://ciwqs.waterboards.ca.gov/>), certified by enrollee’s Legally Responsible Official.
- d. **Category 4 Spill** – Submit certified report within **thirty (30) calendar days** of the end of the month in which the spill occurred. Enter data into the CIWQS Sanitary Sewer System Database (<http://ciwqs.waterboards.ca.gov/>), certified by enrollee’s Legally Responsible Official

- e. **Spill Technical Report** – Submit within **45 calendar days** after the end date of any Category 1 spill in which 50,000 gallons or greater are discharged into a surface water. Enter report into the CIWQS Sanitary Sewer System Database (<http://ciwqs.waterboards.ca.gov/>), certified by enrollee’s Legally Responsible Official.
- f. **Water Quality Monitoring** – Conduct water quality sampling within **48 hours** after initial spill notification for Category 1 spills in which 50,000 gallons or greater are spilled to surface waters. Water quality results are required to be uploaded into the CIWQS Sanitary Sewer System Database (<http://ciwqs.waterboards.ca.gov/>), certified by enrollee’s Legally Responsible Official.
- g. **Certification of “No Spill” or “Category 4 Spills Only”** – Certify that only Category 4 Spills or no spills occurred within **30 calendar days** of the end of each calendar month in the online CIWQS Sanitary Sewer System Database.
- h. **Annual Report (Previously termed as Collection System Questionnaire in Order 2006-0003-DWQ)** - Update and certify previous year’s Annual Report by April 1st of each year directly in the CIWQS Sanitary Sewer System Database.
- i. **CIWQS Sanitary Sewer System Database Unavailability** - In the event that the Sanitary Sewer System Database is not available, the City must fax or e-mail all required information to the San Francisco Bay Regional Water Quality Control Board office (510-622-2369) in accordance with the time schedules identified herein. In such event, the City must also enter all required information into the CIWQS Sanitary Sewer System Database when the database becomes available.
- j. **Amended Certified Spill Reports** – The City may update or add additional information to a certified spill report within 90 calendar days after the spill end date by amending the report or by adding an attachment to the spill report in the CIWQS Sanitary Sewer System Database.
- k. **Annual Certified Spill Reporting of Lateral Spills**– Upload and certify a PDF report of **all spills** from the City owned and/or operated laterals occurred by February 1st after the end of each calendar year to the online CIWQS Sanitary Sewer System Database.

**D. Spill Online Reporting**

The City at a minimum, will report the following mandatory information prior to finalizing and certifying a Spill report for each category of spill:

**1. Draft Category 1 Spill:**

- a. Spill Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the spill being reported.

- b. Spill Location Name.
- c. Date and time the enrollee was notified of, or self-discovered, the spill.
- d. Operator arrival time.
- e. Estimated spill start date and time.
- f. Date and time the enrollee notified the Cal OES, and the assigned control number.
- g. Description, photographs, and GPS coordinates of the spill origin. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field.
- h. Estimate of total spill exiting the system.
- i. Whether or not the spill reached a municipal separate storm drain system.
- j. Whether or not the total spill volume that reached a municipal separate storm drain system was fully recovered.
- k. Description of the storm drain system(s) and photographs of storm drain system entry point(s).
- l. Estimate of the total spill volume fully recovered from a storm drain and spill remaining in the storm drain system(s).
- m. Whether or not the spill reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
- n. Estimate of the spill volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
- o. Estimate of the total spill volume recovered.
- p. Description and photographs of all discharge point(s) into the surface waters.

**2. Certified Category 1 Spill:**

- a. All information previously provided in Draft Category 1 Spill.
- b. Description of spill destination(s).
- c. GPS coordinates that represent the full spread and reach of the spill, if available.
- d. Spill end date and time.
- e. Spill causes (mainline blockage, roots, etc.).
- f. Spill failure point (main, lateral, etc.).
- g. Whether or not the spill was associated with a storm event.

- h. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill; and a schedule of major milestones for those steps.
- i. Description of spill response activities.
- j. Spill response completion date.
- k. Detailed narrative of investigation and investigation findings of spill causes.
- l. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
- m. Whether or not the spill was located within 1,000 feet of a municipal water intake or municipal groundwater well.
- n. Name and type of surface water(s) impacted.
- o. Whether or not aquatic life was impacted, and description of impacts if applicable.
- p. Whether or not a beach closure occurred or may have occurred as a result of the spill, and number of days closed/restricted.
- q. Whether or not health warnings were posted as a result of the spill.
- r. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
- s. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
- t. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
- u. Description of methodology(ies) and type of data relied upon for estimations of the spill volume discharge and recovered.
- v. Description of methodology(ies) and type of data relied upon for estimations of the spill start and end time.
- w. Description of the spill impacts.
- x. Description of pipe/infrastructure material at the failure location and estimate of pipe/infrastructure material age.
- y. Upon Spill Certification, the CIWQS Sanitary Sewer System Database will issue a final spill event identification (ID) number.

**3. Spill Technical Report for Individual Category 1 Spill equal to 50,000 Gallons and greater**

The City shall submit a Spill Technical Report in the CIWQS Sanitary Sewer System Database within 45 calendar days of the spill end date for any Category 1 spill in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- a. Complete and detailed explanation of how and when the spill was discovered.
- b. Take pictures of the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions.
- c. Diagram showing the spill failure point, appearance point(s), and final destination(s).
- d. Detailed description of the methodology employed and available data used to calculate the volume of the spill and, if applicable, the spill volume recovered.
- e. Detailed description of the cause(s) of the spill.
- f. Description of the pipe material, and estimate of the pipe material age, at the failure location.
- g. Description of the spill impact (s).
- h. Copies of original field crew records used to document the spill.
- i. Historical maintenance records for the failure location.
- j. Chronological narrative description of all actions taken by enrollee to terminate the spill.
- k. Explanation of how the SSMP Spill Emergency Response plan was implemented to respond to and mitigate the spill.
- l. Final corrective action(s) completed and a schedule for planned to be completed corrective action(s), including:
  - i. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable.
  - ii. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences.
  - iii. Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
- m. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- n. Detailed location map illustrating all water quality sampling points.

- o. Description of short-term and long-term impact(s) to beneficial uses of the surface water.
4. **Draft Category 2 Spill:**
    - a. At a minimum, report on Items a-l and Item o of Draft Category 1 Spill reporting.
    - b. Estimate of spill volume discharged to a groundwater infiltration basin or facility, if applicable.
  5. **Certified Category 2 Spill:**
    - a. At a minimum, report on Items a-l and Item o of Draft Category 1 Spill reporting and Items b-m and Items u-y of Certified Category 1 Spill reporting.
  6. **Certified Category 3 Spill:**
    - a. At a minimum, report on Items a-e, Items g-l, and Item o of Draft Category 1 Spill reporting, and Items b-l of Certified Category 1 Spill reporting.
    - b. Estimate of spill volume discharged to a groundwater infiltration basin or facility, if applicable.

**E. Reporting to Other Regulatory Agencies**

The City shall also report spill events to other regulatory agencies pursuant to California state law.

1. The City shall report any discharge of untreated wastewater or other waste in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State to San Mateo County Health (650-372-6200) officials in accordance with California Health and Safety Code Section 5410 et seq.

**F. Record Keeping Requirements:**

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and the MRP for each sanitary sewer system owned including any required records generated by an enrollee’s sanitary sewer system contractor(s).
2. Spill Records: The enrollee shall maintain records for each spill event, including but not limited to:
  - a. Complaint records documenting how the enrollee responded to all notifications of possible or actual spill, both during and after business hours, including complaints

that do not result in spill. Each complaint record shall, at a minimum, include the following information;

- i. Date, time, and method of notification.
  - ii. Date and time the complainant or informant first noticed the spill.
  - iii. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential spill knows if the spill has reached surface waters, drainage channels or storm drains.
  - iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
  - v. Final resolution of the complaint.
- b. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
  - c. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
  - d. Records documenting system operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill locations.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
  4. Electronic monitoring records relied upon for documenting spill events and/or estimating the spill volume discharged, including, but not limited to records from:
    - a. Supervisory Control and Data Acquisition (SCADA) systems
    - b. Alarm system(s)
    - c. Flow monitoring devices(s) or other instruments(s) used to estimate wastewater levels, flow rates and/or volumes.

#### **G. Certification**

1. All information required to be reported into the CIWQS Sanitary Sewer System Database shall be certified by a person designated as a Legally Responsible Official (LRO).
2. Any designated person shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.

3. Any enrollee employee may enter draft data into the CIWQS Sanitary Sewer System Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board.
4. A registered designated person (i.e., and LRO) shall certify all required reports.

#### **H. Staff Field Exercises**

City staff conduct field exercises to maintain consistency with all SERP procedures. Field exercises are conducted on a regular basis to ensure City staff are prepared and aware of procedures for a spill of any volume.

City staff conduct “mock” field exercises that incorporate all steps of the SERP procedure. The Public Works Supervisor determines the type of field exercise that will be conducted by City staff.

## **Element 7 – Sewer Pipe Blockage Control Program**

The City currently implements a Sewer Pipe Blockage Control Program to reduce any potential blockages caused traditionally by fats, oils, grease (FOG), with the addition of debris and rags. Although FOG has not been found to be a significant contributor to SSOs in the City of Brisbane, the City will implement the Sewer Pipe Blockage Control Program as follows:

### **A. Source Identification:**

The source of the highest-concentration of FOG discharge to the sewer system are likely from the City's food service facilities. There are typically between 30 and 40 food service facilities in Brisbane at any one time. These facilities are primarily located in "the Village" area of Brisbane along Old County Road and in the commercial district on Visitation Avenue. Additional facilities are scattered in Crocker Industrial Park and at Sierra Point in association with the hotels and office buildings.

Other potential FOG sources may also be from residences in central Brisbane or the Northeast Ridge neighborhoods.

### **B. Source Control:**

Source control measures for food service facilities are primarily accomplished through San Mateo County's Environmental Health Department inspection program. County health inspectors enforce operation and maintenance of grease traps and ensure proper management of food service waste. In addition, if an SSO occurs in a residential or commercial area due to FOG buildup, City staff will distribute door hangers alerting residents that grease was found in sewer lines in their area and directing them to properly manage their FOG.

The installation of grease removal units is required in all new restaurants and in tenant improvements of existing restaurants. Installation of a grease removal unit is also required in all new commercial and industrial food-handling facilities and in tenant improvements of existing commercial and industrial food-handling facilities.

### **C. Inspection and Maintenance:**

The City relies on the County Health inspectors for food service facility inspections. The County inspectors are required to inspect all food service facilities on a regular basis (at least annually) and can provide enforcement on issues related to FOG management and disposal. County inspectors will notify City staff if there is a problem at a particular facility requiring additional action.

City staff have identified various locations throughout the City that may be potential "hot spots" for FOG and have implemented cleaning schedules to mitigate and prevent any potential sewer pipe blockages.

**D. Legal Authority:**

The City has adequate legal authority to prohibit discharges of FOG to the collection system as detailed in the Brisbane Municipal Code. Relevant sections of the Code are included in Appendix E.

In addition, the City's municipal code adopts San Mateo County's environmental health code as the applicable regulations for food service facilities.

## **Element 8 – System Evaluation, Capacity Assurance and Capital Improvements**

### **A. System Evaluation and Condition Assessment**

The City's Sanitary Sewer System Master Plan, which was developed in 2003 and updated in 2017, evaluated the existing sewer system assets, updated the City's sewer system hydraulic model, and provided recommended rehabilitation projects based on the findings. Utilizing a regular CCTV inspection program, the City has been able to identify and prioritize several sewer system replacements and repairs over the years, which has helped to develop future capital improvement projects based on condition assessment recommendations.

The City has also conducted a wastewater flow monitoring study to measure the degree and general location that rain induced infiltration and inflow (I&I) enters the City's sanitary system. This I&I study helps to establish baseline sanitary sewer flows, identifies the peak flows during rainfall events and the impact it has on sewer capacity, and prioritizes specific sections of the sewer system that need further condition assessment, with follow up methods such as smoke testing. This work helps to identify and address weaknesses in both the public and private sewer systems.

### **B. Capacity Assessment and Capital Improvement Plan**

The City's Sanitary Sewer System Master Plan provided a capacity evaluation of the sewer system. These evaluations were based on hydraulic modeling of the sewer system using SewerCAD software. Modeling was done based on escalating peaking factors applied to base flow estimates for future (build-out) flow conditions. Flow estimates were prepared using peaking factors of 3, 5, 7, and 9. City staff decided to use a peaking factor of 5 to simulate design wet weather events, and used the following flow depth criteria for determining which gravity sewers were hydraulically deficient:

- When the peak flow depth exceeds one-half full for pipelines 10-inches in diameter or less
- When the peak flow depth exceeds two-thirds full for pipelines 12-inches in diameter or greater

A summary of the City's gravity sewer assets from the Sanitary Sewer Master Plan can be found in Appendix K.

The City's Sanitary Sewer Master Plan also presented recommended capital improvement programs for mitigating both hydraulic and structural deficiencies in the City's sewer collection system. The City has corrected the hydraulic deficiencies identified in both the 2003 and 2017 Master Plans by upsizing existing six-inch diameter vitrified clay pipes to eight-inch diameter high density polyethylene pipe through trenchless rehabilitation processes (pipe bursting). The hydraulic deficiencies for the Sierra Point Lift Station, identified in the Master Plan, have been remedied and have allowed increased capacity in handling all future flows for the Sierra Point area. A copy of the City's most recent Sanitary Sewer System Master Plan can be made available upon request

## Element 9 – Monitoring, Measurement, and Program Modifications

The City will monitor implementation of SSMP elements and measure effectiveness of SSMP elements in reducing SSOs through annual review meetings with collection system staff. During these review meetings, the following performance indicators will be evaluated:

- Number of SSOs in wet weather and dry weather
- Total number of SSOs
- Number of SSOs in each category
- Total volume of SSOs
- Total volume recovered
- Net volume of SSOs (total minus recovered)
- Total annual volume conveyed to wastewater treatment plant
- Net volume of SSOs compared to total annual volume conveyed (% conveyed)
- Number of SSOs caused by:
  - Roots
  - Grease/FOG
  - Debris
  - Pipe failure
  - Pump station failure
  - Capacity-limited pipe segment (no debris)
  - Other
- Number of locations with more than one SSO in the past year
- Average response time during business hours/outside of business hours
- Planned/unplanned cleaning/chemical root control (LF)
- Ratio of planned to unplanned cleaning/chemical root control (LF)
- Number of blockages in the past year
- Number of blockages due to:
  - Roots
  - Grease/FOG
  - Debris
  - Other

- Number of customer complaints in the last year
- Number of positive customer responses

At the annual review meetings, collection system staff will also go through the SSMP to ensure the information is current, including any updates to infrastructure, wastewater flow characteristics, new or modified operations and maintenance protocols, revised emergency response procedures, or changed organizational structure.

The main person on staff who is responsible for monitoring the effectiveness of the SSMP is the Deputy Director of Public Works - Utilities. This person will organize and oversee the annual review meetings with collection systems maintenance staff. After the annual review meeting, the Public Works Supervisor/Utility Team Leader will draft an annual review summary for the Deputy Director of Public Works - Utilities. Any SSMP modifications determined necessary during the annual review meeting will be detailed in the summary document. Minor SSMP modifications will be implemented by the Public Works Supervisor/Utility Team Leader. Significant SSMP modifications will be reviewed and approved by the Public Works Director.

## **Element 10 – Internal Audits**

The City is required to conduct an internal audit of the SSMP on a triannual basis. The audit reviews the effectiveness of the SSMP and identifies if there are any deficiencies in the SSMP or maintenance processes that will need to be corrected. If updates or changes are required, the content and timeline to complete those changes are described in the audit form. The audit is conducted by City's Public Works staff, including the engineering staff and field maintenance staff.

The most recent SSMP audit was completed and certified in October 2025, and a copy of the audit report can be found in Appendix L.

Following the audit, a comprehensive update of the SSMP will occur every 6 years in accordance with the Statewide WDR. All changes made to the SSMP are documented in the Change Log located in Appendix A.

## **Element 11 – Communication Program**

### **Public Education**

The City has a link to the current SSMP on the main Sewer page of the City’s website. There is also a link to the Public Works Department with a note encouraging people to contact the City with any questions or concerns. Following is the link to that webpage.

<https://www.brisbaneca.gov/488/Sewer-Information>

The City utilizes various media sources (utility bill inserts, weekly “Blast” updates, monthly STAR newsletters, social media) to inform utility customers of various topics including sanitary sewer collection system issues. City staff can also develop new web pages to cover specific topics such as Inflow & Infiltration (I/I) or FOG control.

### **Public Outreach Events**

- **Day in the Park** – This is an annual Event held in the City of Brisbane’s Community Park. The City of Brisbane’s Public Works Department has a booth where the Sanitary Sewer Field Crew has the ability to set up a demonstration that includes a mockup sewer lateral and information points. The booth is staffed by the Maintenance Utility Workers from 8:00am – 3:00pm. This provides the public a full day to question, provide feedback, and learn about the City’s Sanitary Sewer System.
- **City Hall Office Hours** – The City of Brisbane’s City Hall public walk-in hours are 8:30 AM – 4:30 PM, Monday through Thursday, and 8:30 AM – 12:30 PM on Fridays. City Hall Office Hours are subject to change.

### **Crew Interactions with the Public**

The City’s Utility Maintenance workers regularly interact with the public during their daily activities. The crew is trained to handle all of these interactions with dignity and professionalism. If any of the public has questions or concerns that the crew members can’t answer, they are instructed to give out the business card for the City’s Public Works Department.

In the event of a spill that results in the closure of public areas, the City provides appropriate public notification signs and barricades to keep vehicle and pedestrian traffic away from contact with spilled sewage during spill response and cleanup.

## APPENDIX A: SSMP Revision Log

| <b>Date</b> | <b>Element</b>    | <b>Description</b>   | <b>Changed By</b> |
|-------------|-------------------|--|-------------------|
| 8/31/2006   | All               | Initial development of SSMP  | PW Staff          |
| 8/31/2007   | 5, 6, 7           | Added Sections 5, 6, and 7   | PW Staff          |
| 8/31/2008   | 8, 9, 10          | Added Sections 8, 9, and 10  | PW Staff          |
| 9/9/2009    | 5, Appx. B        | Updated Section 5 and Appendix B   | PW Staff          |
| 3/12/2010   | All               | Minor modifications because of annual review   | PW Staff          |
| 9/27/2010   | 2                 | Minor contact information change   | PW Staff          |
| 2/22/2012   | All               | Minor modifications because of annual review   | PW Staff          |
| 9/19/2013   | All               | Minor updates because of Order WQ2013-0058   | PW Staff          |
| 12/15/2015  | All               | Minor updates  | PW Staff          |
| 12/8/2016   | All               | Minor updates  | PW Staff          |
| 1/25/2018   | All               | Minor updates  | PW Staff          |
| 3/4/2020    | All               | Minor updates  | PW Staff          |
| 9/18/2020   | All               | Minor updates  | PW Staff          |
| 9/2/2022    | All               | Minor updates  | PW Staff          |
| 6/2/2023    | 3, Appx. D & E    | Updated Section 3 and Appendices D and E to reflect Order WQ2022-0103 requirements   | PW Staff          |
| 5/2/2026    | Table of Contents | Added List of Acronyms & Terms pages   | PW Staff          |
|             | 1                 | Renamed Element 1 to be consistent with WDR. Added narrative introduction, regulatory context descriptions, auditing requirements and schedules, sewer system asset information, and a map of the current sewer system as outlined in WDR Objectives.  | PW Staff          |
|             | 2                 | Renamed Element 2 to be consistent with WDR. Updated current staff contact information. Added section about the Legally Responsible Official (LRO) and Data Submitters (DS), the positions responsible for each of the specific Elements of the SSMP, and the chain of communications for spill reporting. | PW Staff          |
|             | 3                 | Renamed and moved Element 3 to be consistent with WDR. Added an electronic link to the City's ordinances and a section for agreements with other agencies.   | PW Staff          |
|             | 4                 | Renamed and moved Element 4 to be consistent with WDR. Updated text and added several associated Appendices.   | PW Staff          |
|             | 5                 | Renamed and moved Element 5 to be consistent with WDR. Updated text and information.   | PW Staff          |
|             | 6                 | Renamed and moved Element 6 to be consistent with WDR. Updated text and added section for staff field exercises.   | PW Staff          |

|  |          |   |          |
|--|----------|---|----------|
|  | 7        | Renamed and moved Element 7 to be consistent with WDR. Updated language to include rags and debris.   | PW Staff |
|  | 8        | Renamed Element 8 to be consistent with WDR. Updated text and information. Added a list of Brisbane’s gravity sewer assets and manholes as an Appendix. | PW Staff |
|  | 9        | Renamed Element 9 to be consistent with WDR. Updated text and information.  | PW Staff |
|  | 10       | Renamed Element 10 to be consistent with WDR. Updated text and information. Added most recent Internal Audit as an Appendix.                            | PW Staff |
|  | 11       | Renamed Element 11 to be consistent with WDR. Updated text and information.   | PW Staff |
|  | Appendix | Added several new appendices in correlation to the updated Elements.  | PW Staff |
|  |          |   |          |
|  |          |   |          |
|  |          |   |          |
|  |          |   |          |
|  |          |   |          |
|  |          |   |          |

## APPENDIX B: City of Brisbane Public Works Emergency Contact List

| Employee         | Title   | Office         | Cell                  |
|------------------|---|----------------|-----------------------|
| Maz Bozorginia   | Director of Public Works                                  | (415) 508-2131 | (628) 219-2918        |
| Jerry Flanagan   | Deputy Director of Public Works - Utilities               | (415) 508-2137 | (415) 321-0047        |
| Diane Cannon     | Administrative Assistant                                  | (415) 508-2130 | (415) 519-0748        |
| Dustin Cohn      | Public Works Supervisor                                   | (415) 508-2105 | (415) 629-1435        |
|                  |   |                |                       |
| Kessel Crockett  | Public Works Sanitary System Utility Team Leader          | (415) 508-2130 | (628) 219-2917        |
| Juan Higareda    | Maintenance Utility Worker                                | (415) 508-2130 | (415) 254-0490        |
| Gustavo Lule     | Maintenance Utility Worker                                | (415) 508-2130 | (415) 298-2886        |
| Daniel Hernandez | Maintenance Utility Worker                                | (415) 508-2130 | (415) 215-8526        |
| Devin Gutierrez  | Maintenance Utility Worker                                | (415) 508-2130 | (415) 205-6957        |
| Graziano Sibillo | Maintenance Utility Worker                                | (415) 508-2130 | (415) 696-1007        |
| Chris Redfield   | Maintenance Utility Worker                                | (415) 508-2130 | (650) 291-8845        |
| Jerome Strain    | Maintenance Utility Worker                                | (415) 508-2130 | (415) 645-3880        |
|                  |   |                |                       |
| <b>Varies</b>    | <b>Public Works 24 hour On-Call Staff</b>                 | <b>N/A</b>     | <b>(415) 286-0164</b> |
|                  |   |                |                       |
| Bob Sage         | GIS Manager   | (415) 508-2121 | (415) 203-8897        |
| Greg Morris      | Public Works Inspector                                    | (415) 508-2130 | (415) 760-3053        |
| Caleb Cayago     | Water Quality Technician                                  | (415) 508-2138 | (415) 218-3584        |
| Matthew Lee      | Assistant Engineer - Utilities                            | (415) 508-2128 | (415) 530-8990        |
| Alexander Joel   | Engineering Technician                                    | (415) 508-2130 | (415) 713-9266        |
| Keegan Black     | Maintenance Team Leader - Buildings and Grounds           | (415) 508-2130 | (628) 224-4998        |
| Dolan Shoblo     | Maintenance Program Manager/Regulatory Compliance Manager | (415) 508-2130 | (415) 533-1681        |
| Andrew Rehberg   | Harbor Master   | (650) 583-6975 | (415) 510-6234        |
|                  |   |                |                       |
| Dispatch         | Brisbane Police   | (415) 467-1212 | 911                   |
| Engine 81        | Brisbane Fire   | (415) 657-4300 | (415) 716-0414        |
|                  | Battalion Chief   | (650) 740-7386 | 911                   |
| Dispatch         | San Mateo County  | (650) 368-1421 | 911                   |
|                  | Company Nurse   | (650) 742-7110 |                       |
|                  |   |                |                       |

Last Updated: December 2025

## APPENDIX C

### Relevant Municipal Code Sections Overall Legal Authority

#### ARTICLE II. - USE OF PUBLIC SEWERS REQUIRED

##### **13.04.270 - Discharge of sewage to sanitary sewers required.**

All sewage shall be discharged to public sanitary sewers except as provided in this chapter. (Ord. No. 591, § 1, 3-19-15)

##### **13.04.280 - Deposit of objectionable waste upon public or private property prohibited.**

It is unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the city, or in any area under the jurisdiction of the city, any human or animal excrement, or other objectionable waste. (Ord. No. 591, § 1, 3-19-15)

##### **13.04.290 - Discharge of polluted water into storm sewers restricted.**

It is unlawful to discharge into any storm sewer or to any natural outlet or watercourse within the city, or within any area under the jurisdiction of the city, any sanitary sewage, industrial waste, or other polluted water. (Ord. No. 591, § 1, 3-19-15)

##### **13.04.300 - Use of privies, septic tanks and cesspools restricted.**

It is unlawful to construct, maintain, or use within the city, any privy, privy vault, septic tank, cesspool, or other facility designed, or intended to be utilized, for the disposal of sewage, except in those cases in which a special permit is granted therefor by the health officer, and then only for the duration of, in accordance with the terms of, and in strict conformity to the provisions of, such permit. (Ord. No. 591, § 1, 3-19-15)

##### **13.04.310 - Installation of toilet facilities required.**

The owner of every house, building, or property used for human occupancy, employment, recreation, or other purpose, situated within the city and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located, a public sanitary sewer of the city, is required to install, at his own expense and as soon as practicable, suitable toilet facilities therein or thereon, and to connect, without any undue delay, and, in no event, at a date later than ninety (90) days following official notice from the health officer, such facilities directly with the proper public sewer in accordance with the provisions of this chapter; provided, that the public sewer is within a reasonable distance. (Ord. No. 591, § 1, 3-19-15)

### **13.04.320 - Discharge of industrial waste into storm sewer prohibited.**

Discharge of industrial waste into a storm sewer or to a natural outlet or watercourse shall be prohibited at all times. (Ord. No. 591, § 1, 3-19-15)

## **ARTICLE III. - APPLICATION FOR SERVICE—INSTALLATION AND CONNECTION REQUIREMENTS AND CHARGES**

### **13.04.330 - Unauthorized connections or use prohibited.**

No unauthorized person shall uncover, make any connections to, or make any opening into, any public sewer or appurtenance thereof, or in any manner or to any extent use, alter, or disturb the same. (Ord. No. 591, § 1, 3-19-15)

### **13.04.340 - Application requirements.**

A. Applications for connection to a public sewer shall be made by the property owner or the owner's authorized agent on a form furnished by the city. Each application shall be supplemented by such plans, specifications, analyses, flow data, or other information as may be required by the director.

B. Where a private easement is required in order to connect the owner's property to the public sewer, a proper legal description and drawings, including a diagram plan and profile, shall be submitted with the application.

C. In the case of every connection, irrespective of whether a new physical connection is to be made, a new or amended application shall be submitted upon any change in the occupancy or activity conducted upon the premises that results in a new or increased discharge into the public sewer. (Ord. No. 591, § 1, 3-19-15)

### **13.04.350 - Sewer connection fee.**

If any construction or installation work will be performed by the city for the purpose of connecting a structure or project to the public sewer, the city shall be entitled to charge the owner of such structure or project a sewer connection fee in an amount equal to all costs that will be incurred by the city for the performance of such work, as determined by the director. An estimated payment of the sewer connection fee shall be deposited with the city prior to the commencement of work. Upon completion of the connection, the actual costs shall be determined by the director. If such costs are greater than the deposit, the owner shall pay the deficit to the city within fifteen (15) days after a billing for the amount due is mailed to the owner. Until such deficit is paid in full, the city may withhold issuance of a certificate of occupancy or any other permit or approval relating to the property. If the deposit is greater than the actual cost, the city shall refund the excess to the owner within thirty (30) days after such costs have been finally determined. (Ord. No. 591, § 1, 3-19-15)

### 13.04.360 - Sewer capacity charges.

A. Sewer capacity charges for single family dwellings, duplex dwellings, multiple family dwellings, and non-residential uses shall be paid to the city by the owner, or by any other person obligated to pay such charges, who desires the connection of any such property to the sewage works, based upon the following schedule:

| Type of Property:      | Capacity Charge:      |
|------------------------|-----------------------|
| Single family dwelling | \$2,523.00            |
| Duplex dwellings       | \$5,046.00            |
| Multifamily dwellings  | \$1,802.00 per unit   |
| Non-residential uses   | \$.002,523.00 per ERU |

B. The sewer capacity charge shall be paid to the city prior to the issuance of any building permit.

C. For the purpose of calculating the capacity charge for multi-family dwellings, separate common facilities requiring a sewer connection, such as laundry rooms, community buildings and recreational facilities, shall be considered to be separate units.

D. If, at any time, the existing use of a property changes, either through the establishment of a different use or a change in the size or nature of the existing use, and such change results in an increase in the number of dwelling units or an increase in the number of ERUs being connected to the sewer works, a sewer capacity charge shall be paid for such additional units or additional ERUs, as determined by the director. (Ord. No. 591, § 1, 3-19-15)

### 13.04.400 - Control manholes required.

When required by the director, the owner of any property served by a building sewer or sewers carrying industrial wastes shall, at his expense, install and maintain suitable control manholes in each such building sewer to facilitate observation, sampling, and measurement of the wastes. Each manhole, when required, shall be accessibly and safely located, shall be constructed in accordance with plans approved by the director, and shall be maintained by the owner so as to be safe and accessible at all times. (Ord. No. 591, § 1, 3-19-15)

### 13.04.410 - Connections to public sewers.

The connection to the public sewer, including the sewer lateral components within any public street or right-of-way, shall be installed at the sole expense of the owner of the

property served, by a contractor with an appropriate license issued by the state for this work. The contractor shall be prequalified before issuance of any permit. Such connection shall not be made without an approved permit issued by the director. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.412 - Maintenance of sewer laterals.**

A property owner shall maintain in good repair all portions of the sewer lateral servicing his or her property. If the director determines that any portion of a property owner's sewer lateral is damaged, not in good repair, or otherwise in a condition which may result in stoppage, leakage, infiltration or backflow, the director may issue a notice to inspect and/or repair to the property owner. The notice will specify the nature of the suspected defect, whether inspection, or inspection and repair, is required, and specify a date by when the property owner must inspect, repair or replace the sewer lateral. The property owner shall perform all necessary inspections, repair or replacement by the date as specified by the director. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.414 - Emergency maintenance of sewer laterals.**

The director may at his or her discretion provide emergency maintenance assistance to a property owner to determine if a sewer stoppage is within the public sewer or within the property owner's sewer lateral, provided that a sewer cleanout has been provided as required in Section 13.04.420(G). The city shall not be liable for the repair or replacement of any portion of the sewer lateral as a result of emergency maintenance. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.420 - Sewer installation specifications and requirements.**

Sewers to be installed in the city shall satisfy the following requirements:

- A. All sewers constructed in the public right-of-way shall be constructed in accordance with plans and specifications approved by the city council upon recommendation of the director. Sewer laterals shall be constructed in accordance with standard plans prepared by the director and approved by the city council.
- B. Minimum size of all sewer laterals shall be four (4) inches and shall require a cleanout at the property line.
- C. The minimum size of public sewers shall be eight (8) inches and standard manholes shall be placed at frequencies no greater than three hundred (300) feet or in places of change of direction or grade, except sewers twelve (12) inches in diameter or greater, under which circumstances the specific design shall be approved by the director.
- D. When sewers cannot be placed in the public right-of-way or in existing rights-of-way of ten (10) feet in width or greater, special easements shall be acquired a

minimum of ten (10) feet in width and wherever possible shall straddle existing property lines.

E. Wherever easements ten (10) feet in width or greater can be acquired, public sewers shall be extended in accordance with approved plans and specifications and in accordance with proper master planning for the area being served.

F. Wherever a public sewer can be extended along public rights-of-way or standard easements, each service shall be extended to the public sewer by a sewer lateral serving only one unit of ownership unless the city council, by resolution, approves the service of more than one unit of ownership by a lateral.

G. A cleanout shall be placed on each sewer lateral at the transition between the upper and lower portions of the lateral. The director may additionally require the installation of a backflow prevention device on the sewer lateral when he or she reasonably believes backflow has or may occur.

H. Wherever a substandard extension of the public sewer exists, i.e., a line smaller than eight (8) inch or across private easements, no further extension of the sewer line can be made until such a time as an agreement for maintenance and rights of easement for all individuals using the line is recorded with the office of the county recorder. (Ord. No. 591, § 1, 3-19-15; Ord. No. 678, § 1, 3-2-23)

#### **13.04.430 - Joint sewer lateral installation and maintenance.**

The director may upon finding good cause therefor, grant approval for a joint sewer lateral (one that services two (2) or more properties); provided, that each property owner shall submit plans to the director for prior approval. Any approval granted by the director for a joint sewer lateral shall be in a form as approved by the city attorney and shall be generally subject to the following terms and conditions:

A. Installation and maintenance costs of the joint sewer lateral shall be shared equally by the parties thereto. Any person who subsequently connects to the joint sewer lateral shall share in the cost thereof on a pro rata basis.

B. Original installation and repairs must be pursuant to code, and approval of the plumbing or building inspector is required.

C. One owner may hire a licensed plumber to make emergency repairs without the consent of the other owners, in the event they are not available, and the cost of the emergency repairs shall be shared on a pro rata basis.

D. No user shall interrupt the continuity of the service or cause to have interrupted the continuity of the service of the joint sewer lateral, in such a manner as to cause damage or inconvenience to the other users, other than for a reasonable time required for repair.

E. In the event that the owner or users fail to act and the director and/or health officer determines that conditions in the joint sewer lateral are such as to be a hazard to health or safety, then the city may, pursuant to written notice, order the work done and divide the cost, as specified in subsection A of this section, on the tax bill if it is not compensated within fifteen (15) days from the time of billing by registered mail to each of the users last known address or that shown on the last equalized assessment roll.

F. The owners and users of the joint sewer lateral shall assume all responsibility and liability in connection therewith and they shall hold the city harmless.

G. The owners of the property on which the joint sewer lateral is located shall grant and have recorded an easement of not less than ten (10) feet in width for the maintenance and repair of the joint sewer lateral. (Ord. No. 591, § 1, 3-19-15; Ord. No. 667, § 1, 10-21-21)

### **13.04.431 - Disclosure and joint sewer lateral agreement; when required.**

A. All property owners whose property or properties are served by a joint sewer lateral and who have received approval for a joint sewer lateral under Section 13.04.430 shall enter into and record a joint sewer lateral agreement before the city will issue a final building permit when the property owner has undertaken work that:

1. Triggers the requirements of Chapter 15.10 of this code;
2. Is associated with a change in water service (e.g., change in meter size or the addition of a meter); or
3. Results in maintenance on the existing joint sewer lateral, whether routine or emergency.

B. Beginning January 1, 2022, except as provided in subsection C, any property owner intending to sell or transfer a fee interest in real property must disclose the requirements of this Section 13.04.431 to each of the following:

1. The property owner's real estate broker or agent, if any;
2. The person to whom the real property is intended to be sold or transferred;
3. The real estate broker or agent, if any, of the person to whom the real property is intended to be sold or transferred;
4. The escrow company or holder involved in the real property sale or transfer, if any.

C. Subsection B of this Section 13.04.431 shall not apply to:

1. Sales or transfers of individual units within a condominium as defined in Section 17.02.150 of this code;
2. Sales or transfers of less than a fee interest, e.g., a leasehold;
3. Sales or transfers to a fiduciary in the course of the administration of a decedent's estate, a guardianship or a conservatorship;
4. Transfers from one co-owner to one or more other co-owners;
5. Transfers to a revocable trust if the trust is for the benefit of the grantor(s);
6. Transfers made by a trustor to an intervivos trust;
7. Transfers between spouses or between registered domestic partners;
8. Transfers to a financial institution, trust deed holder, or trustee of a deed of trust, as part of foreclosure or similar process.

D. The director shall prepare a handout or other written material, to be made available to the public, describing the requirements of this section. A person may satisfy the disclosure requirements of subsection B by providing a then current copy of the handout or other written material to those parties identified in subsection B. (Ord. No. 667, § 2, 10-21-21)

#### **13.04.440 - Costs of construction of public sewer lines by private parties.**

Whenever the city accepts the dedication of a public sewer line, constructed by a private party, which is capable of being connected to and serving other private parties, the city council may enter into agreements and adopt a resolution permitting the city to collect the pro rata share of the reasonable cost of the public sewer, plus administrative costs, from other parties connecting to the public sewer line, and reimbursing the sums collected to the party dedicating the public sewer line to the city. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.450- Costs of extension of public sewer main by city.**

In the event the Brisbane public sewer main is extended by the city, and the cost thereof is determined by the director, the city council may adopt a resolution charging a public sewer main extension fee so that each person connecting thereto shall pay their pro rata share for the cost of the public sewer main extension. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.452 - Sewer lateral certificate issuance.**

A. Issuance Criteria. The director may issue a sewer lateral certificate for a property when:

1. The entire sewer lateral was lawfully constructed and the director determines that the lateral is not in need of repair or replacement based on either city records and files that indicate the lateral has been installed, repaired or replaced within the last fifteen (15) years or the property owner has provided sufficient evidence to the director, by testing and inspection (solely at the property owner's expense) that the lateral is not in need of repair or replacement; and
2. The entire sewer lateral is entirely within the property served by the lateral, or if across the property of others there is a recorded access easement and maintenance agreement, in a form approved by the director; and
3. If the sewer lateral serves more than two (2) properties, the requirements of Section 13.04.430 have been satisfied.

**B. Effective Period and Fee.**

1. A sewer lateral certificate issued under subsection (A)(1) may be issued at no cost and shall be valid for a period equal to the difference of fifteen (15) years minus the number of years since construction of the lateral unless the director establishes a shorter period based on circumstances including but not limited to the age of the lateral and other factors affecting its integrity and reliability. (Ord. No. 591, § 1, 3-19-15)

**13.04.453 - Disclosure and sewer lateral certificate; when required.**

A. A person must possess or obtain a sewer lateral certificate issued under Section 13.04.452 before the city will issue a final building permit when the person has undertaken work that:

1. Triggers the requirements of Chapter 15.10 of this code; or
2. Is associated with a change in water service (e.g., change in meter size or the addition of a meter).

B. Beginning April 20, 2015, any person intending to sell or transfer a fee interest in real property must disclose the requirements of this section to each of the following, except as provided in subsection C.:

1. The person's real estate broker or agent, if any;
2. The person to whom the real property is intended to be sold or transferred;
3. The real estate broker or agent, if any, of the person to whom the real property is intended to be sold or transferred;

4. The escrow company or holder involved in the real property sale or transfer, if any.

C. Subsection B. does not apply to:

1. Sales or transfers of individual units within a condominium as defined in Section 17.02.150 of this code;
2. Sales or transfers of less than a fee interest, e.g., a leasehold;
3. Sales or transfers to a fiduciary in the course of the administration of a decedent's estate, a guardianship or a conservatorship;
4. Transfers from one co-owner to one or more other co-owners;
5. Transfers to a revocable trust if the trust is for the benefit of the grantor(s);
6. Transfers made by a trustor to an intervivos trust;
7. Transfers between spouses or between registered domestic partners;
8. Transfers to a financial institution, trust deed holder, or trustee of a deed of trust, as part of foreclosure or similar process.

D. The director shall prepare a handout or other written material, to be made available to the public, describing the requirements of this section. A person may satisfy the disclosure requirements of subsection B. by providing a then current copy of the handout or other written material to those parties identified in subsection B. (Ord. No. 591, § 1, 3-19-15; Ord. No. 653, §1, 10-15-20)

#### **ARTICLE IV. - REGULATION OF DISCHARGES**

##### **13.04.460 - Discharge of stormwater, surface water and groundwater into sanitary sewer prohibited.**

No person shall discharge, or cause to be discharged, any stormwater, surface water, groundwater, roof runoff, or subsurface drainage into any sanitary sewer. (Ord. No. 591, § 1, 3-19-15)

##### **13.04.480 - Discharge of substances causing obstructions to public sewers prohibited.**

No person shall discharge, deposit, throw, or cause, allow, or permit to be discharged, deposited, or thrown, into any public sewer or into any plumbing fixture, manhole, or private sewer or drain connected to a public sewer, any substance of any kind whatever tending to obstruct or injure the sewage works, or to cause a nuisance or hazard, or which

will in any manner interfere with the proper operation or maintenance of the sewage works in the opinion of the director. (Ord. No. 591, § 1, 3-19-15)

**13.04.490 - Prohibited discharges to public sewers.**

A. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following waters or wastes into any public sewer:

1. Any liquid or vapor having a temperature detrimental to the sewer system;
2. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas;
3. Any water or waste which contains excessive amounts of grease, oil, or fats;
4. Any garbage, except properly ground garbage from individual dwelling units, as specified in Section 13.04.530
5. Any sand, cement, cinders, ashes, metal, glass or other heavy solids; any straw, shavings, animal hair, feathers, paunch manure, or other fibrous matter; and tar, asphalt, resins, plastics, or other viscous substance; or any other matter of such a nature as to obstruct the flow in sewers or as to cause other interference with the proper operation of the sewage works;
6. Any water or waste containing excessive amounts of acid, alkali, or dissolved sulfide, or having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of sewage works;
7. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, to constitute a hazard to humans or animals, or to create a hazard in the waters receiving effluent from the sewage treatment plant;
8. Any waters or wastes containing suspended solids or dissolved matter of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant;
9. Any noxious or malodorous gas or substance capable of creating a public nuisance;
10. Any radioactive wastes, as provided in Sections 13.04.540 and 13.04.550

B. Whenever deemed necessary by the director, the owner shall, at his own expense, provide such treatment or take such other measures as shall be required in order to reduce the objectionable characteristics, contents, or rate of discharge of waters or wastes being deposited in the sewer, so that the same may be received therein without

any damage to the sewage works or any undue interference with its operation and without any hazard of any kind to humans or animals. (Ord. No. 591, § 1, 3-19-15)

### **13.04.500 - Restrictions on quantity and character of wastes.**

A. The admission into the public sewers of any wastes or waters having an average daily flow greater than two percent (2%) of the average daily flow at the sewage treatment plant, or having any of the following characteristics, shall be subject to the review of the director:

1. Temperature in excess of one hundred fifty degrees (150°) Fahrenheit, approximately sixty-five and six-tenths degrees (65.6°) Centigrade;
2. Suspended solids, or matter which upon dilution with water or sewage results in the formation of suspended solids, in excess of five hundred (500) parts per million;
3. Biochemical oxygen demand in excess of four hundred (400) parts per million;
4. Floatable grease of animal or vegetable origin in excess of fifty (50) parts per million, and of mineral origin in excess of fifteen (15) parts per million, or dispersed grease in excess of six hundred (600) parts per million;
5. A pH of less than five and five-tenths (5.5) or more than ten and five-tenths (10.5);
6. Dissolved sulfides in excess of one part per million.
7. Discharge characteristics that in the opinion of the director may adversely affect the public sewers or sewage works.

B. The provisions of subsection A and the values therein set forth shall not be regarded or construed as regulating or limiting the quantity or character of any specific industrial waste which may be received into the sewer system, but shall serve as a guide in the administration of this chapter for the purpose of determining, in general, the acceptability of waste for admission into the sewer system.

C. In addition to the provisions of subsections A and B, whenever the city is provided wastewater treatment by the city and county of San Francisco, wastewater dischargers shall also comply with the "Permit Provisions" of the Industrial Waste Article of the San Francisco Public Works Code.

1. The general manager of the public utilities commission of San Francisco will require dischargers to obtain a class I permit authorizing wastewater discharge if they meet the definition of a significant industrial user; (1) a person subject to categorical pretreatment standards; (2) a person discharging twenty-five thousand

(25,000) gallons per day or more of wastewater, excluding sanitary, noncontact cooling and boiler blowdown wastewater; (3) a person discharging wastewater that constitutes five percent (5%) or more of the average dry weather hydraulic or organic (BOD, TSS) capacity of the tributary water pollution control plant; or (4) a person discharging a wastestream that, in the opinion of the general manager, will or may adversely affect the sewerage system by causing interference, pass-through of pollutants, sludge contamination, or endangerment of city workers.

2. The general manager may require minor dischargers (i.e., a person other than a significant industrial user) to obtain a class II permit if necessary to further the objectives of the industrial waste article. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.510 - Private treatment facilities.**

When private treatment facilities are provided for any waters or wastes to meet the requirements of this chapter, they shall be maintained in a satisfactory and effective manner of operation by the person discharging such waters or wastes, all at his own expense. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.520 - Grease, oil and sand interceptors.**

Grease, oil and sand interceptors shall, at the expense of the owner or tenant, be provided in all commercial plumbing systems, new or existing, for those establishments producing liquid waste containing, or likely to contain, any flammable substance or sand or quantities of grease in excess of the amounts set forth in Section 13.04.500. Interceptors shall conform with all requirements of the plumbing code of the city insofar as the same are applicable, shall be of a type and capacity approved by the director, and shall be so located as to be readily and easily accessible for cleaning and inspection. Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in a continuously efficient operation. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.530 - Admittance of properly ground garbage into sanitary sewer.**

Garbage, fruit, vegetable, animal or other solid kitchen waste materials from individual dwelling units, resulting from the preparation of any food or drink, may be admitted into the sanitary sewer if first passed through a mechanically operated grinder so designed that:

A. It shall operate with cold water flowing into the grinder and through the sink drain line in such manner as to congeal and aerate the solid and liquid greases within the grinding unit;

B. It shall discharge wastes at a reasonably uniform rate in fluid form, which shall flow readily through an approved trap, drain line, or soil line in a manner which prevents clogging or stoppage of the drain line;

C. It shall be of such construction and have such operating characteristics that not more than five percent (5%) by weight of all material discharged from it shall have any dimension larger than one-fourth ( $\frac{1}{4}$ ) inch, and no particle shall have any dimension greater than one-half ( $\frac{1}{2}$ ) inch. Weights shall be determined on a dry basis;

D. It shall be self-scouring, with no fouling surfaces to cause objectionable odors;

E. It shall be free from electrical or mechanical hazards and shall adequately protect the user against injury during operation;

F. It shall be permanently connected to the drain in compliance with the plumbing code of the city and shall be free from cross-connection to any water pipe; and

G. The entire installation shall comply in all particulars with the provisions of the plumbing and electrical codes of the city.

The decision as to the sufficiency of the design to meet these requirements shall rest with the director. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.540 - Radioactive wastes—Discharge into public sewers.**

No person shall discharge, or cause to be discharged, any radioactive wastes into any public sewer or appurtenances thereof, except where:

A. The waste is discharged in strict conformity with current Atomic Energy Commission recommendations for safe disposal of radioactive wastes; and

B. The person discharging the radioactive wastes assumes full responsibility for any injury to personnel or damage to the sewage works that may result from such discharge. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.550 - Radioactive wastes—Reports required—Responsibility for spillage into sanitary or storm sewer.**

Any person discharging a radioactive waste to a public sewer, in accordance with the provisions of Section 13.04.540, shall submit to the director such reports as the director may deem necessary. In the event of an accidental spilling or depositing of any radioactive material into a sanitary or storm sewer, the person who causes such occurrence, or who is responsible therefor, shall:

A. Immediately notify the director; and

B. Render such technical or other assistance to the department of public works as may be required to avoid any hazard from the radioactivity. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.560 - Suspension of service for unlawful use of sewers.**

When deemed necessary by the director for the preservation of public health or safety, or for protection of public or private property, he may suspend sewer service to any person or persons using the sewage works in a manner or way as to endanger the public health or safety on public or private property, and in this regard may sever from the public sewer all pertinent connections thereto. If such endangerment shall be imminent, then the director may act immediately to suspend sewer service without giving any advance notice or warning whatsoever to the person or persons. (Ord. No. 591, § 1, 3-19-15)

**13.04.570 - Treatment of water or waste of unusual strength or character.**

No statement contained in Sections 13.04.460 through 13.04.560 shall be construed as preventing any special agreement or arrangement between the city and any individual or industrial concern, whereby any water or waste of unusual strength or character or composition may be accepted by the city for treatment. In the event that any such special agreement or arrangement shall involve additional or extraordinary expense to the city, such individual or industrial concern may, at the option of the city, be required to reimburse the city therefor and, in that connection, to post with the city such bond or other guarantee as shall be acceptable to the city. (Ord. No. 591, § 1, 3-19-15)

**ARTICLE V. - ADMINISTRATION AND ENFORCEMENT**

**13.04.580 - Unauthorized damage or destruction of sewage works prohibited.**

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is a part of the sewage works. (Ord. No. 591, § 1, 3-19-15)

**13.04.590 - Appeal procedure.**

A. In the event that any interested or affected person feels aggrieved because of, or is dissatisfied with, any action or determination of the director, such person shall be entitled to take an appeal in writing, with the order of chain of appeal being as follows:

1. To the city manager if dissatisfied with any action or determination of the director; and
2. To the city council if dissatisfied with any action or determination of the city manager.

B. If thirty (30) days or more elapses following the action or determination of any one of the officials in the chain of appeal designated in subsection A of this section without an appeal being taken therefrom, then the action or determination of such official or officials shall become final. (Ord. No. 591, § 1, 3-19-15)

**13.04.600 - Power and authority of inspectors.**

The director, and other duly authorized employees and agents of the city bearing credentials and identification shall, in all cases affected by this chapter, be permitted to enter upon all properties for the purpose of:

- A. Determining the size, depth, location, and condition of any sewer or storm drain connection;
- B. Determining the location of discharge connections of roof and surface drains and plumbing fixtures; and
- C. Inspecting, observing, measuring, sampling, and testing the quantity, consistency, and characteristics of sewage being discharged into any public sewer or natural outlet. (Ord. No. 591, § 1, 3-19-15)

**13.04.610 - Violation—Notice.**

Any person found to be violating any provision of this chapter, except Section 13.04.580, shall be served by the city with written notice which shall state the nature of the violation and shall provide a reasonable time limit for the satisfactory correction thereof, the actual duration of the time limit to depend, in any particular case, upon all the facts and surrounding circumstances. The offender shall, within the period of time specified in such notice, permanently cease the continuance of the violation. (Ord. No. 591, § 1, 3-19-15)

**13.04.620 - Violation—Penalties.**

The violation of any of the provisions of this chapter shall constitute a misdemeanor, punishable by the fines, penalties and enforcement provisions set forth in Chapters 1.14, 1.16 and 1.18 of this code. (Ord. No. 591, § 1, 3-19-15)

**13.04.630 - Violation—Liability for expense, loss or damage.**

Any person violating any of the provisions of this chapter shall become liable to the city for any and all expense, loss, or damage occasioned the city by reason of such violation. (Ord. No. 591, § 1, 3-19-15)

**APPENDIX D**  
City Standards for  
Sewer Installation, Rehabilitation, and Repair  
and  
Inspection and Testing of New and  
Rehabilitated Sewer Facilities

**DEFINITIONS**

Sewage or Wastewater: This is the “used” water that contains human wastes from toilets and water from other sources such as sinks, showers, washing machines, dishwashers, etc. Industrial and commercial wastes are also considered sewage or wastewater.

Sanitary Sewer System, or Wastewater Collection System, or Sewers: These are pipes through which sewage is carried from homes and businesses to a treatment plant. The sanitary sewer system includes the main sewer lines in the streets and the branch lines to individual sewer customers called “sewer laterals.”

Sewer systems are generally designed to flow by gravity through sloped pipes until it reaches either the treatment plant or a sewage pumping station (which pumps the sewage up to another higher sewer or a treatment plant).

The term “sanitary sewer” is used because sewer pipes are separate from the pipes used for storm water drainage. This helps protect public health and the environment. In some older cities, such as San Francisco, sewage and rainwater flow through the same pipes. This can cause major environmental and public health problems because untreated or partially treated-sewage may be discharged into streams, rivers, and other water bodies during heavy rain.

Sewer Lateral: This is the sewer pipe that connects a building's plumbing system to the main sewer line in the street. Maintenance and ownership of sewer lateral pipes is the responsibility of the property owner.

Sewer Main: This is the sewer pipe that collects flow from laterals. Mains are typically larger pipes than laterals, and get larger and larger further downstream as more and more flow enters the main. Sewer mains are typically located under public streets and maintained by the City.

Sewer Cleanout: This is a pipe rising from the sewer lateral to the ground surface with a removable cap or plug. It is used to access the sewer lateral to free blockages. A sewer cleanout is usually located just inside the property line. There may be additional sewer cleanouts at various other locations on a property.

Backflow Prevention Device: This is a device that prevents sewage from backing up from a main line into a lateral beyond where it is installed. This forces an overflow outside of a home, through a manhole or cleanout, rather than inside where significant property damage may occur.

Infiltration: This refers to groundwater (water found below the ground surface) that enters sewer pipes through cracks, pipe joints, and other system leaks. Because sewers in coastal areas are typically buried deep, they are often located below the water table. Since most sewer lines do not flow full (under pressure), groundwater “infiltrating” into the sewer line is actually more of a problem than sewage leaking out of the line. Storm events can raise groundwater levels and increase infiltration of groundwater into sewer pipes. The highest infiltration flows are observed during or right after heavy rain. Too much infiltration may overload the sewers and cause spills.

Inflow: This is rainwater that enters the sewer system from sources such as yard and patio drains, roof gutter downspouts, uncapped cleanouts, pond or pool overflow drains, footing drains, cross-connections with storm drains, and even holes in manhole covers. Inflow is greatest during heavy rainfall and like infiltration, can cause excessive flows and sewage spills.

Manholes: Sewer manholes are underground structures used to provide access to underground sewer lines and are usually found in a street, parking area or sidewalk. Access is required to periodically inspect and clean the lines. Sewer manholes typically have heavy round covers with the words “Sanitary Sewer” on the cover.

Sanitary Sewer Overflow: Sewage spills are technically called “sanitary sewer overflows” since it involves the overflow of sewage from the sanitary sewer system. Sewage overflows often occur from sewer manholes in the streets. Sewage can also backup into homes through toilets, showers, and floor drains. Sewage spills are caused by sewage filling the sewer pipes behind the clog to the point where it spills out of an opening in the system (generally the lowest manhole, shower drain or other plumbing fixture).

Average Flows: Average flows are typically dry weather sewer flows over a specific time period and often expressed in gallons per day. Average flows do not account for inflow and infiltration and are therefore not usually the basis for designing a sewer piping system.

Peak Flows: Peak flows are typically average flows multiplied by a peaking factor to account for inflow and infiltration and diurnal fluctuations. Sewer designs are usually based on peak flows, and a typical peaking factor is between three and five.

Design Flows: Design flows are the flows used to design a sewer system. Typically, they are peak flows. For the City of Brisbane’s sewer design criteria, design flows are peak flows at build-out conditions, which are average flows multiplied by a peaking factor of three.

## **SEWER MAINS**

### Materials

1. New gravity mains shall be polyvinyl chloride (PVC) or high density polyethylene (HDPE) with a maximum standard dimensional ratio (SDR) of 35 for conditions with at least three feet of cover. In cases where the City authorizes less than three feet of cover, alternate SDRs may be required. The City may require alternate pipe materials in cases with less than minimum cover or when other utilities are in close proximity to the sewer main.

2. For sewer main replacements that are five feet or less in length, pipe materials may match existing materials (e.g., when replacing a five-foot section of vitrified clay pipe (VCP), the replacement section can also be VCP). All sewer main replacements of more than five feet shall be PVC pipe.

Sizing

1. Flow Sizing

- A. Gravity mains shall be a minimum of eight inches (8”) in diameter.
- B. Mains shall be designed to carry peak flows at build-out conditions (“design flows”). Average daily flow values shall be computed based on the following table, and multiplied by a peaking factor of five (5) to determine design flows. Calculations for design flow rates shall be submitted to the City Engineer for review.

| Land Use   | Unit Flow Rate<br>(gallons/day/<br>acre) | Unit Flow Rate<br>(gallons/day/<br>dwelling unit) |
|--|--|---|
| Brisbane Village Neighborhood Commercial District  | 500                                      | -   |
| Downtown Brisbane Neighborhood Commercial District | 500                                      | -   |
| Manufacturing District                             | 500                                      | -   |
| Medium Density Apartment District                  | -  | 90  |
| Multiple Use Residential District                  | -  | 90  |
| Office District                                    | 1500                                     | -   |
| Open Space District                                | 0  | -   |
| Planned Development District                       | -  | 90  |
| Single Family (20,000 sq. ft. building site)       | -  | 105   |
| Single Family (5,000 sq. ft. building site)        | -  | 105   |
| Southwest Bayshore Commercial District             | 500                                      | -   |
| Trade Commercial – Crocker Park District           | 250                                      | -   |

- C. Maximum depth of flow for pipes between eight and ten inches in diameter shall be one-half (1/2) the pipe diameter at design flows. For pipes twelve inches and larger in diameter, the maximum flow depth shall be two-thirds (2/3) the pipe diameter at design flows.
- D. Mains shall be sized using Manning’s equation based on design flows, a roughness coefficient (“n”) of 0.0135 or the pipe manufacturer’s recommendation, whichever is greater, maximum flow depths, and maintaining minimum design slopes.
- E. Miscellaneous head losses at manholes, curves, and junctions shall be estimated and allowed for as follows:
  - i) At manholes on straight runs allow head loss = 0.05 feet.
  - ii) 90° turns made inside of manholes, where the radius of turn is less than two pipe diameters, allow  $0.50 V^2/2g$ . If the radius of turn is greater than two pipe diameters,

allow  $0.25 V^2/2g$ . In no case shall the total allowance be less than 0.05 feet.

iii) At transitions and intersections of sewers larger than 24 inches in diameter, allow  $0.50 V^2/2g$ .

## 2. Velocity Sizing

- A. Mains shall be designed to transport suspended solids without deposition in the pipe.
- B. Mains shall be designed to maintain minimum cleansing velocities of three (3) feet per second for ten inch and smaller diameter pipes and two (2) feet per second for twelve inch and larger diameter pipes at design flow conditions.
- C. The maximum velocity for all pipe diameters is 10 feet per second.

## Alignment

### 1. Depth

- A. Gravity mains shall be installed at a depth sufficient to provide a minimum of three feet of cover above the crown of the pipe. Installations with lesser amounts of cover are at the City's discretion, and may require alternative pipe material.
- B. Sewers shall be installed at sufficient depth to provide gravity service to properties contiguous to the sewer line. Additional depth may be required to provide service. Generally, house services shall be a minimum of four feet below the top of curb at the property line as measured from the top of curb to the invert of the services.

### 2. Slope

- A. Ten-inch and smaller diameter mains shall have a minimum slope of 0.0036. Twelve-inch and larger diameter mains shall have a minimum slope of 0.0024.
- B. Slopes shall be adjusted based on ground level gradient and maintaining minimum cleansing velocities. Minimum slopes shall only be used when topography and existing sewer depth make greater slopes impossible or when anticipated flows are such that scouring velocity is achieved on a regular basis. Increasing pipe size to allow lesser slopes will be at the City's discretion.

### 3. Curvature

- A. Horizontal and vertical curves are not recommended, but in cases where justification can be shown, limited use of such designs will be considered. A design report shall be submitted from the design engineer justifying a curved alignment. In no case shall horizontal or vertical curves exceed 1/32 bend (11.25 degrees). Complete and accurate details shall be furnished, including: exact location of such curved sewers, length of

curve, degree of curve (or radius), and stationing of curve points.

B. Where curved alignments are utilized, the City may require the following:

- i) Slope greater than minimum slope for the size of pipe.
- ii) Manhole spacing of less than 300 feet.
- iii) Provide a licensed professional land surveyor or engineer to continuously monitor installation of the curved pipe during construction.
- iv) Video inspection prior to final acceptance.

4. Placement in street/easement

- A. Under normal conditions, sewers shall be constructed in straight lines from manhole to manhole in public rights-of-way or private roads. When practical, sewers shall be installed on the opposite side of the right-of-way from water and storm drain lines.
- B. Sewer trenches shall not extend under the edge of gutters.
- C. When necessary to locate sewers in public easements, such easement shall have a width equal to twice the depth of the sewer main, or 15 feet, whichever is greater. Sewers 24 inches in diameter or larger, or over 12 feet in depth, may require wider easements. All easements shall allow for year-round vehicular access to all manholes and cleanouts.

#### Clearances to other utilities/structures

1. Sewer mains shall be installed a minimum of 10 feet horizontally from all structures and existing or proposed water mains. In situations where it is not feasible to maintain a 10-foot separation, the distance may be reduced at the City's discretion.
2. Sewer mains shall have a minimum one foot clearance to all other utilities. Installations with lesser clearances are at the City's discretion and may require alternate pipe materials.
3. Sewer mains shall be installed beneath water lines and storm drain lines by at least 18 inches (crown of sewer line to invert of water or storm drain line). Crossings shall be arranged so sewer line joints will be equidistant and as far as possible from the water main (~10 feet).
4. Sewer mains shall be installed at least five feet horizontally from all trees, where practical.

#### Cover/trench requirements

1. Minimum cover over gravity sewer mains shall be three feet.

2. Plastic detection tape shall be installed one foot above the crown of all gravity sewer mains.
3. Sewer main trenches shall be backfilled with four inches of compacted fill sand prior to laying pipe. Once pipe is installed, it shall be backfilled to twelve inches above the crown with compacted fill sand, followed by native material (with rocks over two inches removed) compacted to 90% relative compaction. Native material shall extend to finished grade in unimproved areas. In existing or new streets, backfill and street section above the pipe shall be in accordance with the City's Street Standards.

#### Maximum run between and connections to manholes

1. The maximum run between manholes shall be no more than 300 feet.
2. Connection to existing manholes shall be made with a concrete core saw and neoprene adapter boot. Exceptions to this requirement are at the City's discretion. New connections to existing manholes shall be fitted with a temporary plug until the entire project has been accepted. Connections to structures other than manholes shall be specifically detailed on the plans for approval by the City.

#### Cleanouts

Terminal cleanout structures are acceptable at the end of sewer lines if located no more than 100 feet to the downstream manhole.

### **LATERALS**

#### Materials

Sewer laterals shall be SDR 35 PVC or HDPE pipe with a minimum of three feet of cover. In situations where cover is between 18 inches and three feet, SDR 26 is required. The City may require alternative pipe materials if minimum cover cannot be achieved.

#### Sizing

Laterals shall be a minimum of four inches (4") in diameter for single family residences and six inches (6") for multiple units, apartments, local retail, and commercial, and eight inches (8") or larger as required for manufacturing and industrial, and should be sized to accommodate anticipated flow.

#### Connections per building/unit

For new construction, service laterals shall be provided to every parcel being served as part of the project. Each individual building or dwelling unit requires a separate service lateral, with separate connection to the sewer main. Connections for multi-unit buildings will be at the City's direction. For existing construction, if the City determines individual buildings or dwelling units are served by a joint lateral, the City may require property owners to install separate laterals for

each building or dwelling unit and establish appropriate private easement agreements as necessary, or may require upgrades to existing joint laterals if installation of separate laterals is infeasible.

### Alignment

#### 1. Depth

Laterals shall be placed a minimum of three feet (3') below finished grade. This shall extend all the way to the building connection. Therefore, in general, the minimum depth for sewer to serve a given residential property shall be three feet plus 2% times the length of the house lateral (the distance from the sewer to the center of the house). Less than minimum cover is at the City's discretion and may require alternative pipe material.

#### 2. Slope

Laterals shall have a minimum two percent (2%) slope. Lesser slopes are at the City's discretion.

#### 3. Cover/trench requirements

Sewer lateral trenches shall be backfilled with four inches of compacted fill sand prior to laying pipe. Once pipe is installed, it shall be backfilled to twelve inches above the crown with compacted fill sand, followed by native material (with rocks over two inches removed) compacted to 90% relative compaction. Native material shall extend to finished grade in unimproved areas. In existing or new streets, native material shall be followed by asphalt concrete/aggregate base lifts in accordance with the City's Street Standards.

### Clearances to other utilities/structures

Laterals shall be installed with a ten-foot minimum horizontal separation to water service lines.

### Cleanouts

Each lateral shall have an approved cleanout. Cleanouts shall be located approximately six inches (6") from the property line on private property (at the right-of-way or easement line).

### Backflow prevention devices

Backflow prevention devices shall be incorporated as part of the cleanout on all new lateral installations. Backflow prevention devices shall be installed on existing laterals during remodeling or if new plumbing fixtures are added to a home.

### Connection to mains

1. No sewer laterals smaller than eight inches shall be connected to manholes.

2. Lateral connections to existing mains may be made by tapping the existing main only when the lateral diameter is less than or equal to three-fourths (0.75) the main line size. If this ratio is exceeded, the connection shall be made by removing a section of the main line and installing a properly sized wye fitting. Laterals eight inches in diameter and larger shall connect to the mainline at a manhole.
3. Laterals shall be constructed perpendicular to the main line and shall intersect the property line a minimum of five feet from the property corners. Exceptions will be made in the case of cul-de-sacs where perpendicular service lines are not practical.

## **PRESSURE SYSTEMS**

### Materials

All pressure systems shall utilize heat-fused high-density polyethylene (HDPE) pipe meeting Specification Section 15066, or PVC pipe meeting American Water Works Association (AWWA)'s C900 specifications with appropriate couplings.

### Sizing

Pressure mains shall be sized to accommodate anticipated peak flow rates based on hydraulic calculations for downstream pump sizing. Hydraulic calculations showing pump and pipeline sizing shall be submitted to the City Engineer for approval.

### Alignment

#### 1. Depth

Pressure mains shall be installed with a minimum of three feet of cover. Installation at shallower depths shall be at the discretion of the City Engineer and may require alternate pipe material.

#### 2. Slope

Pressure mains shall be installed to avoid bellies.

#### 3. Cover/trench requirements

Minimum cover over pressure mains shall be three feet.

### Clearances to other utilities/structures

1. Pressure mains shall be installed a minimum of 10 feet horizontally from all structures.
2. Pressure mains shall have a minimum one foot clearance to all other utilities. Installations with lesser clearances are at the City's discretion and may require alternate pipe materials.

3. Pressure mains shall be installed beneath water lines and storm drain lines by a minimum of 18 inches (crown of sewer line to invert of water or storm drain line).

#### Air release/vacuum valves

Air release/vacuum valves shall be installed at all high points along the pressure main alignment.

### **MANHOLES**

#### Frequency/Location

1. Manholes shall be located at all sewer main intersections, at all changes in vertical or horizontal alignment, pipe size, or grade, where laterals larger than eight inches are connecting to a main, and at the beginning and end of curved sewer sections.
2. Manhole spacing shall be 300 feet, at a maximum. Manholes shall be installed at all terminating sewer mains longer than 100 feet.
3. All manholes shall be located in such a way that maintenance vehicles will have year-round access.
4. Monitoring manholes may be required at commercial/industrial service connections at the direction of the City. A monitoring manhole shall be required on all new construction or renovations or modifications to existing facilities, where the discharge originating in the new, renovated, or modified facility is, or will have the potential to be, non-domestic in nature. All waste from the facility shall flow through the monitoring manhole.

#### Type

1. Drop manholes are not recommended, but in cases where justification can be shown, limited use of such designs will be considered. Elevation drop through manholes shall be a minimum of 0.2 ft. Inside drops shall have a maximum drop of 2 ft. Drops greater than 2 ft shall be constructed with outside drop structures. Where unequal pipe diameters enter a manhole, crown of pipes shall be at the same elevation.
2. Flat top manholes shall be used where the distance from the invert to the rim is less than six feet. Manholes greater than six feet deep shall be constructed with standard cone sections.

#### Materials

1. Manholes shall be constructed using Class A concrete.
2. Manhole joints shall be made watertight using neoprene gaskets, subject to City Engineer approval.
3. New connections to existing manholes shall be made with neoprene adapter boots.

### Sizing

1. Manholes 48 inches in diameter may be used for sewer mains up to 18 inches in diameter and up to 15 feet deep. Manholes 60 inches in diameter may be used for sewer mains up to 42 inches in diameter and up to 22 feet deep, or where the alignment of the main lines is such that the distance between openings would be less than 1.5 feet with a smaller manhole.
2. Manhole necks shall be adjusted to finished grade by the use of concrete grade rings with approved sealant between each ring. The maximum height of grade rings shall be 12 inches for new construction and 18 inches for modifications to existing manholes. Adjustments beyond these limits shall be made with full barrel sections.

### Lining

Downstream transition manholes originating from a pump station or manholes where turbulence is a factor may be required to be coated with hydrogen sulfide-resistant material.

## **TESTING AND ACCEPTANCE REQUIREMENTS**

### General

1. All gravity and pressure sewer pipes and service laterals shall be tested for exfiltration and/or infiltration and deflection.
2. Sanitary sewer systems shall be subjected to an air or water pressure test, as approved by the City Engineer.
3. Sewer lines shall be television-inspected at the City's discretion.
4. Manholes shall be hydrostatically tested for leakage after installation, but prior to being backfilled. Prior to hydrostatic testing, all manholes shall be visually inspected for leaks. All leaks or cracks shall be repaired prior to hydrostatic testing, to the satisfaction of the Public Works Inspector.

## **MAINTENANCE REQUIREMENTS**

The City maintains all public sewer mains, manholes and lift stations.

Property owners own and are required to maintain the lateral from the connection at the structure to the main line. Tree root intrusion, grease buildup, cracks, breaks, etc., are all the responsibility of the property owner.

## APPENDIX E

### Municipal Code Sections Fats, Oils, and Grease

#### **13.04.480 - Discharge of substances causing obstructions to public sewers prohibited.**

No person shall discharge, deposit, throw, or cause, allow, or permit to be discharged, deposited, or thrown, into any public sewer or into any plumbing fixture, manhole, or private sewer or drain connected to a public sewer, any substance of any kind whatever tending to obstruct or injure the sewage works, or to cause a nuisance or hazard, or which will in any manner interfere with the proper operation or maintenance of the sewage works in the opinion of the director. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.490 - Prohibited discharges to public sewers.**

A. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following waters or wastes into any public sewer:

1. Any liquid or vapor having a temperature detrimental to the sewer system;
2. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas;
3. Any water or waste which contains excessive amounts of grease, oil, or fats;
4. Any garbage, except properly ground garbage from individual dwelling units, as specified in Section 13.04.530
5. Any sand, cement, cinders, ashes, metal, glass or other heavy solids; any straw, shavings, animal hair, feathers, paunch manure, or other fibrous matter; and tar, asphalt, resins, plastics, or other viscous substance; or any other matter of such a nature as to obstruct the flow in sewers or as to cause other interference with the proper operation of the sewage works;
6. Any water or waste containing excessive amounts of acid, alkali, or dissolved sulfide, or having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of sewage works;
7. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, to constitute a hazard to humans or animals, or to create a hazard in the waters receiving effluent from the sewage treatment plant;

8. Any waters or wastes containing suspended solids or dissolved matter of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant;

9. Any noxious or malodorous gas or substance capable of creating a public nuisance;

10. Any radioactive wastes, as provided in Sections 13.04.540 and 13.04.550

B. Whenever deemed necessary by the director, the owner shall, at his own expense, provide such treatment or take such other measures as shall be required in order to reduce the objectionable characteristics, contents, or rate of discharge of waters or wastes being deposited in the sewer, so that the same may be received therein without any damage to the sewage works or any undue interference with its operation and without any hazard of any kind to humans or animals. (Ord. No. 591, § 1, 3-19-15)

### **13.04.500 - Restrictions on quantity and character of wastes.**

A. The admission into the public sewers of any wastes or waters having an average daily flow greater than two percent (2%) of the average daily flow at the sewage treatment plant, or having any of the following characteristics, shall be subject to the review of the director:

1. Temperature in excess of one hundred fifty degrees (150°) Fahrenheit, approximately sixty-five and six-tenths degrees (65.6°) Centigrade;

2. Suspended solids, or matter which upon dilution with water or sewage results in the formation of suspended solids, in excess of five hundred (500) parts per million;

3. Biochemical oxygen demand in excess of four hundred (400) parts per million;

4. Floatable grease of animal or vegetable origin in excess of fifty (50) parts per million, and of mineral origin in excess of fifteen (15) parts per million, or dispersed grease in excess of six hundred (600) parts per million;

5. A pH of less than five and five-tenths (5.5) or more than ten and five-tenths (10.5);

6. Dissolved sulfides in excess of one part per million.

7. Discharge characteristics that in the opinion of the director may adversely affect the public sewers or sewage works.

B. The provisions of subsection A and the values therein set forth shall not be regarded or construed as regulating or limiting the quantity or character of any specific

industrial waste which may be received into the sewer system, but shall serve as a guide in the administration of this chapter for the purpose of determining, in general, the acceptability of waste for admission into the sewer system.

C. In addition to the provisions of subsections A and B, whenever the city is provided wastewater treatment by the city and county of San Francisco, wastewater dischargers shall also comply with the "Permit Provisions" of the Industrial Waste Article of the San Francisco Public Works Code.

1. The general manager of the public utilities commission of San Francisco will require dischargers to obtain a class I permit authorizing wastewater discharge if they meet the definition of a significant industrial user; (1) a person subject to categorical pretreatment standards; (2) a person discharging twenty-five thousand (25,000) gallons per day or more of wastewater, excluding sanitary, noncontact cooling and boiler blowdown wastewater; (3) a person discharging wastewater that constitutes five percent (5%) or more of the average dry weather hydraulic or organic (BOD, TSS) capacity of the tributary water pollution control plant; or (4) a person discharging a wastestream that, in the opinion of the general manager, will or may adversely affect the sewerage system by causing interference, pass-through of pollutants, sludge contamination, or endangerment of city workers.

2. The general manager may require minor dischargers (i.e., a person other than a significant industrial user) to obtain a class II permit if necessary to further the objectives of the industrial waste article. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.520 - Grease, oil and sand interceptors.**

Grease, oil and sand interceptors shall, at the expense of the owner or tenant, be provided in all commercial plumbing systems, new or existing, for those establishments producing liquid waste containing, or likely to contain, any flammable substance or sand or quantities of grease in excess of the amounts set forth in Section 13.04.500. Interceptors shall conform with all requirements of the plumbing code of the city insofar as the same are applicable, shall be of a type and capacity approved by the director, and shall be so located as to be readily and easily accessible for cleaning and inspection. Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in a continuously efficient operation. (Ord. No. 591, § 1, 3-19-15)

#### **13.04.530 - Admittance of properly ground garbage into sanitary sewer.**

Garbage, fruit, vegetable, animal or other solid kitchen waste materials from individual dwelling units, resulting from the preparation of any food or drink, may be admitted into the sanitary sewer if first passed through a mechanically operated grinder so designed that:

A. It shall operate with cold water flowing into the grinder and through the sink drain line in such manner as to congeal and aerate the solid and liquid greases within the grinding unit;

B. It shall discharge wastes at a reasonably uniform rate in fluid form, which shall flow readily through an approved trap, drain line, or soil line in a manner which prevents clogging or stoppage of the drain line;

C. It shall be of such construction and have such operating characteristics that not more than five percent (5%) by weight of all material discharged from it shall have any dimension larger than one-fourth ( $\frac{1}{4}$ ) inch, and no particle shall have any dimension greater than one-half ( $\frac{1}{2}$ ) inch. Weights shall be determined on a dry basis;

D. It shall be self-scouring, with no fouling surfaces to cause objectionable odors;

E. It shall be free from electrical or mechanical hazards and shall adequately protect the user against injury during operation;

F. It shall be permanently connected to the drain in compliance with the plumbing code of the city and shall be free from cross-connection to any water pipe; and

G. The entire installation shall comply in all particulars with the provisions of the plumbing and electrical codes of the city.

The decision as to the sufficiency of the design to meet these requirements shall rest with the director. (Ord. No. 591, § 1, 3-19-15)

## APPENDIX F

### WATER QUALITY MONITORING PLAN

#### **Introduction**

This Water Quality Monitoring Plan describes the sampling and analytical methodology along with data management protocol that will be used by the Water Quality Technician to gather water quality data in the event of sanitary sewer spill of greater than 50,000 gallons, and the time frame for the events. The water quality sampling results will enable authorities to prioritize areas of concern with regard to water quality impacts.

Contact: Caleb Cayago at 415-508-2138 (office) and 415-218-3584 (cell)

#### **Surface Water Sampling Procedures**

Surface water samples will be collected using the direct grab sampling technique. New, sterile, nitrile powder-free surgical gloves will be worn by sampling personnel at all times during sampling. Sampling gloves will be changed between sampling locations.

Samples will be collected in the following order using the procedures recommended by US EPA for surface water sampling.

#### **Order of sampling:**

1. Ammonia
2. Fecal coliform
3. E. coli

#### **Equipment and supplies**

1. Cooler with blue ice
2. Sterile bacterial sampling bottles with or without preservative 3 per location (one may serve as duplicate for QC purpose)
3. Gloves
4. Marking pen (water resistant or permanent sharpies)
5. Clean bucket/bailer in case need
6. Paper towels
7. Decontamination solution and a disposal bucket for storing liquid waste
8. Field log forms
9. Chain of custody and labels
10. Contact information for the Field supervisor

**Procedure:**

Collect one water sample, each day of the duration of the spill at each location listed under steps 5 and 6 below using the following procedures:

1. Determine the point that the spill is discharged into waterway.
2. If the spill is occurring, the “point of discharge” location is the point where the spill is entering the waterway.
3. If sampling is performed after the spill has stopped, calculate the approximate downstream distance from the original spill location by dividing the time since the spill occurred by the estimated velocity. The velocity may be estimated by observing or dropping floatable debris in the surface water and timing how long it takes to travel over a measured distance.
4. Put on safety gloves and safety glasses.
5. Flow in Drainage Conveyance System (DCS) Prior to Discharge Sampling
  - a. If sewage discharges to a surface water via a drainage conveyance system, collect the water sample from the manhole or other accessible structure located closest to the discharge point before the drainage conveyance system discharges to a receiving water. Label the sample bottle “DCS-001” with the date and time.
    - i. Take a photo of the sample location, including a reference point in the photo.
    - ii. Fill the three labeled bottles against the direction of the water flow. Avoid sampling debris or scum layer from the surface.
6. Receiving Surface Water (RSW) Sampling
  - b. Upstream of Point of Discharge Sample Collection: Collect the upstream samples first from a point in the receiving water of the point of sewage discharge to capture ambient conditions absent of sewage discharge impacts. Move approximately one hundred feet (100ft) upstream of the discharge location. Label the sample bottle “RSW-001U” with the date and time.
    - i. Take a photo of the sample location, including a reference point in the photo.
    - ii. Fill the three labeled bottles against the direction of the water flow. Collect samples well away from the bank, preferably at a point where water is visibly flowing. Avoid sampling debris or scum layer from the surface.
  - c. Point of Discharge Sample Collection: Collect the “point of discharge” samples next. Move approximately ten feet (10ft) downstream of the point in the receiving water where sewage initially enters the receiving water. Label the sample bottle “RSW-001” with the date and time.
    - i. Take a photo of the sample location.
    - ii. Fill the labeled bottles against the direction of the water flow. Collect samples well away from the bank, preferably at a point where water is visibly flowing. Avoid sampling debris or scum layer from the surface.
  - d. Downstream Sample Collection: Lastly, collect the downstream of point of discharge sample. Move one hundred feet (100ft) downstream of the source location. Label the sample bottle “RSW-001D” with the date and time.

- i. Take a photo of the sample location.
  - ii. Fill the labeled bottles against the direction of the water flow. Collect samples well away from the bank, preferably at a point where water is visibly flowing. Avoid sampling debris or scum layer from the surface.
7. Submerge collection container into the water to the depth of 6 to 10 inches carefully to avoid:
  - a) contamination from land and surface debris; and b) losing the preservative tablet (sodium thiosulfate) in the bottle.
8. For safety reasons, it may not be possible to collect a bacteria sample directly into the sterile container. A clean bucket may be used to collect the sample then the sample transferred to the sterile container.
9. Alternatively, a clean sanitized bailer may be lowered into the receiving water to collect and transfer water into sterile containers sterile to minimize any possibility of contamination of the sample.
10. Fill bacterial container to the 125 ml mark, make sure there are enough containers/location to accommodate the testing needs.
11. Screw the caps on each bottle securely to avoid leakage. Avoid touching the inside of the sample bottle(s) or the cap(s).
12. Repeat the sampling process with the remaining containers.
13. Log all samples onto a Chain of Custody Document and place all samples in cooler with Blue ice. If exterior of the bottles get contaminated with highly turbid water, rinse the exterior of the bottles with deionized water before placing into the cooler.
14. If the receiving water has no flow during the duration of the spill, report “No Sampling Due to No Flow” for its receiving water sampling locations.

Fecal coliform and E. coli samples must be delivered to the laboratory within approximately five hours of sample collection to meet the six-hour holding time for these analyses.

### **Laboratory Quality Control Policy**

- Maintain an updated ELAP certification
- Participate in third party proficiency testing
- Ensure sample is analyzed within its hold time of 6 hrs
- Analyze Ten percent of the samples collected in duplicate to establish levels of precision.
- Determine the acceptance and rejection of data based on established Control limits

### **Field sampling Quality Control Policy**

- Ten percent of the samples collected will be used for quality control purposes.
- Duplicate samples will be used to determine laboratory method precision.
- Replicate samples will be used to determine representativeness of sampling.
- Field samples may be split for inter-laboratory comparisons.

- All field instruments used in the measurement of physical, chemical, or biological parameters shall be properly calibrated and maintained. Records will be kept of these operations for each instrument.
- Decontamination of clean buckets and or bailer if used prior to sampling at a different location
- All liquid waste generated from decontamination must be collected and disposed of by the City

**APPENDIX G**  
**SPILL REPOSE PLAN &**  
**FIELD RESPONSE DOCUMENTATION PACKET**



# CITY OF BRISBANE SPILL RESPONSE PLAN

**CHAIN OF COMMAND • EMERGENCY CONTACT LIST • INITIAL  
ASSESSMENT  
CONTAINMENT • CLEANUP • CATEGORIES • REPORTING  
INSTRUCTIONS**

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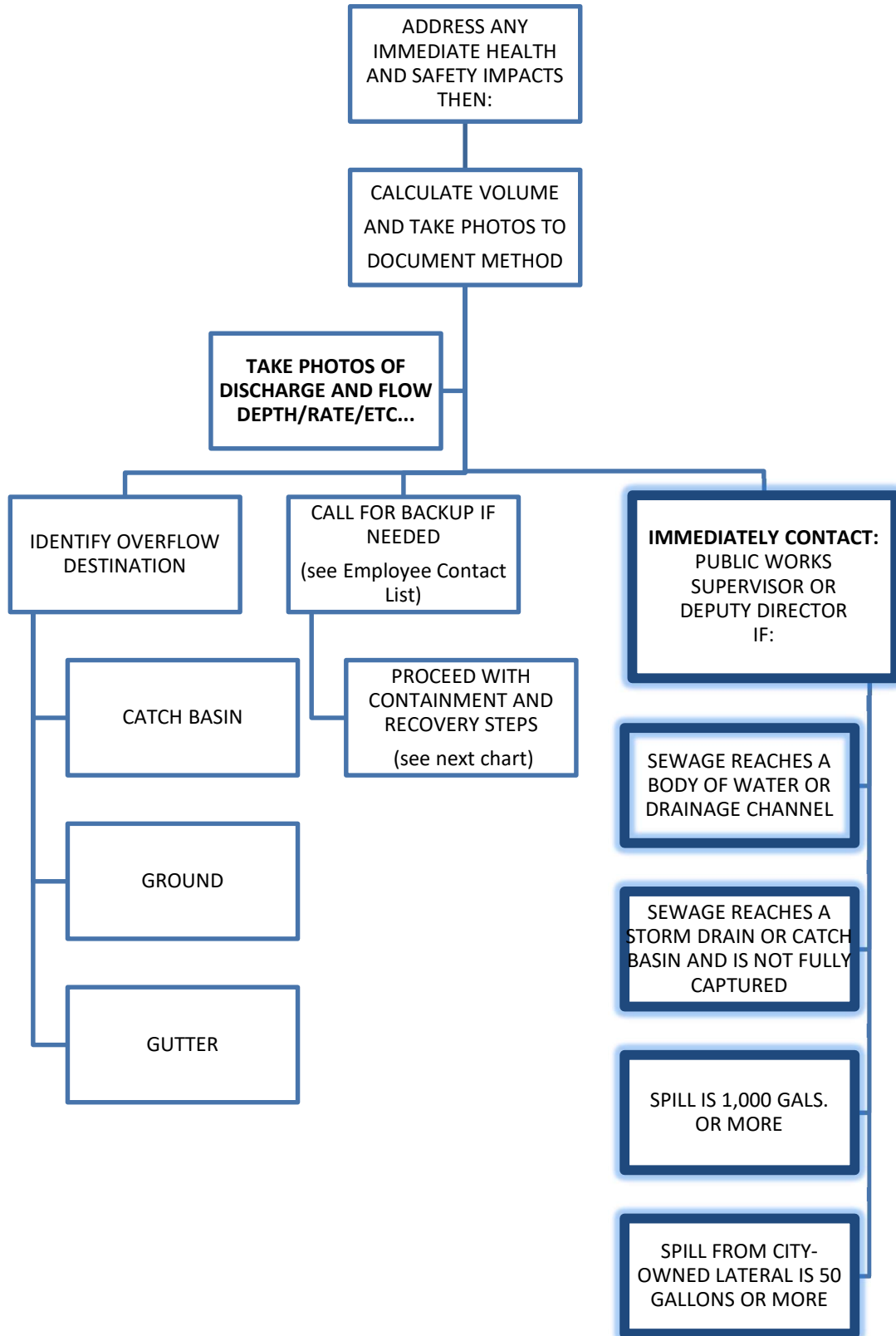
## **SPILL RESPONSE - ORDER OF COMMUNICATION**



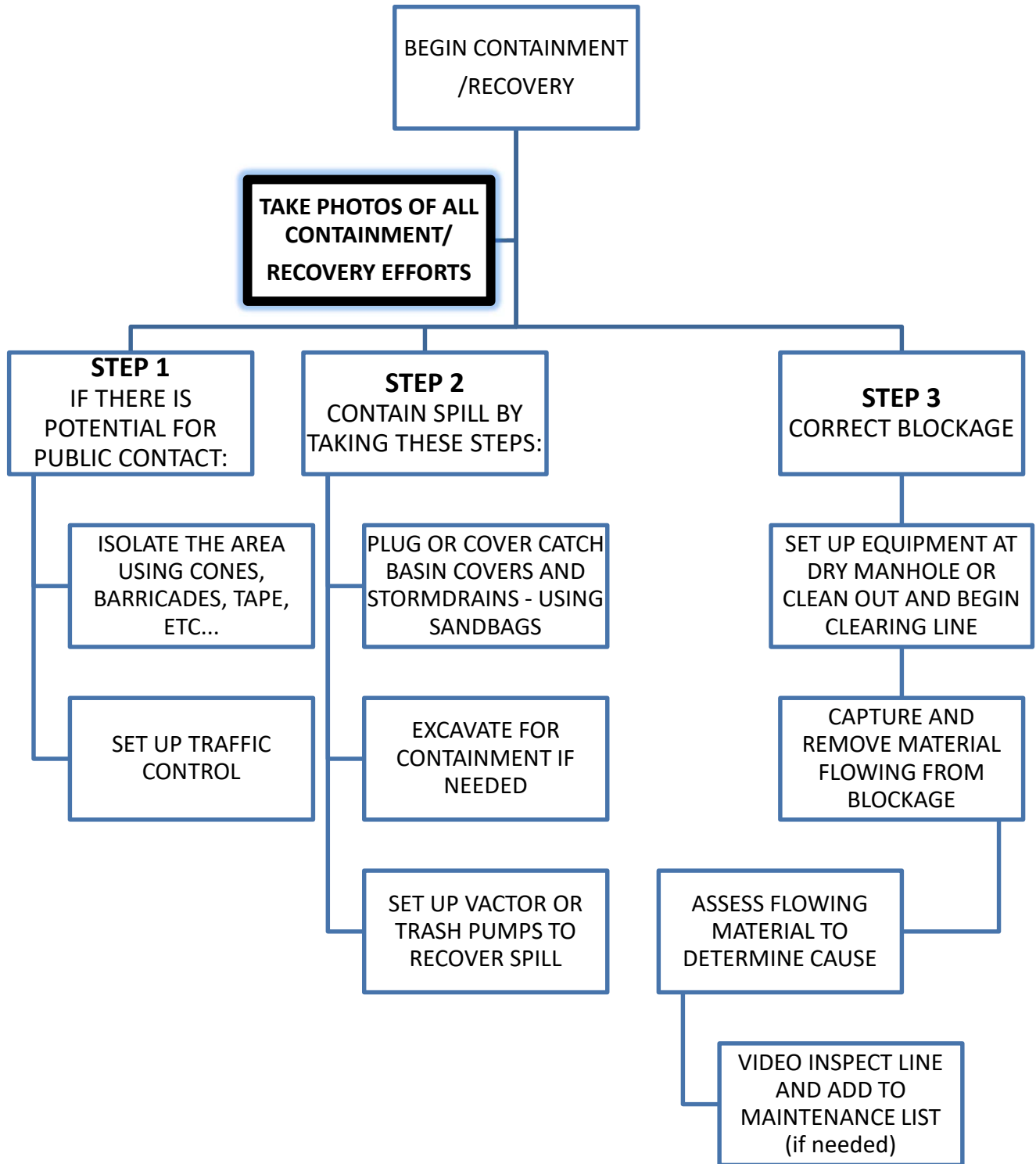
## BRISBANE PUBLIC WORKS EMPLOYEE CONTACT LIST -2026

| Employee         | Title   | Office         | Cell                  |
|------------------|---|----------------|-----------------------|
| Maz Bozorginia   | Director of Public Works                                  | (415) 508-2131 | (628) 219-2918        |
| Jerry Flanagan   | Deputy Director of Public Works - Utilities               | (415) 508-2137 | (415) 321-0047        |
| Diane Cannon     | Administrative Assistant                                  | (415) 508-2130 | (415) 519-0748        |
| Dustin Cohn      | Public Works Supervisor                                   | (415) 508-2105 | (415) 629-1435        |
|                  |   |                |                       |
| Kessel Crockett  | Public Works Sanitary System Utility Team Leader          | (415) 508-2130 | (628) 219-2917        |
| Juan Higareda    | Maintenance Utility Worker                                | (415) 508-2130 | (415) 254-0490        |
| Gustavo Lule     | Maintenance Utility Worker                                | (415) 508-2130 | (415) 298-2886        |
| Daniel Hernandez | Maintenance Utility Worker                                | (415) 508-2130 | (415) 215-8526        |
| Devin Gutierrez  | Maintenance Utility Worker                                | (415) 508-2130 | (415) 205-6957        |
| Graziano Sibillo | Maintenance Utility Worker                                | (415) 508-2130 | (415) 696-1007        |
| Chris Redfield   | Maintenance Utility Worker                                | (415) 508-2130 | (650) 291-8845        |
| Jerome Strain    | Maintenance Utility Worker                                | (415) 508-2130 | (415) 645-3880        |
|                  |   |                |                       |
| <b>Varies</b>    | <b>Public Works 24 hour On-Call Staff</b>                 | <b>N/A</b>     | <b>(415) 286-0164</b> |
|                  |   |                |                       |
| Bob Sage         | GIS Manager   | (415) 508-2121 | (415) 203-8897        |
| Greg Morris      | Public Works Inspector                                    | (415) 508-2130 | (415) 760-3053        |
| Caleb Cayago     | Water Quality Technician                                  | (415) 508-2138 | (415) 218-3584        |
| Matthew Lee      | Assistant Engineer - Utilities                            | (415) 508-2128 | (415) 530-8990        |
| Alexander Joel   | Engineering Technician                                    | (415) 508-2130 | (415) 713-9266        |
| Keegan Black     | Maintenance Team Leader - Buildings and Grounds           | (415) 508-2130 | (628) 224-4998        |
| Dolan Shoblo     | Maintenance Program Manager/Regulatory Compliance Manager | (415) 508-2130 | (415) 533-1681        |
| Andrew Rehberg   | Harbor Master   | (650) 583-6975 | (415) 510-6234        |
|                  |   |                |                       |
| Dispatch         | Brisbane Police   | (415) 467-1212 | 911                   |
| Engine 81        | Brisbane Fire   | (415) 657-4300 | (415) 716-0414        |
|                  | Battalion Chief   | (650) 740-7386 | 911                   |
| Dispatch         | San Mateo County  | (650) 368-1421 | 911                   |
|                  | Company Nurse   | (650) 742-7110 |                       |
|                  |   |                |                       |

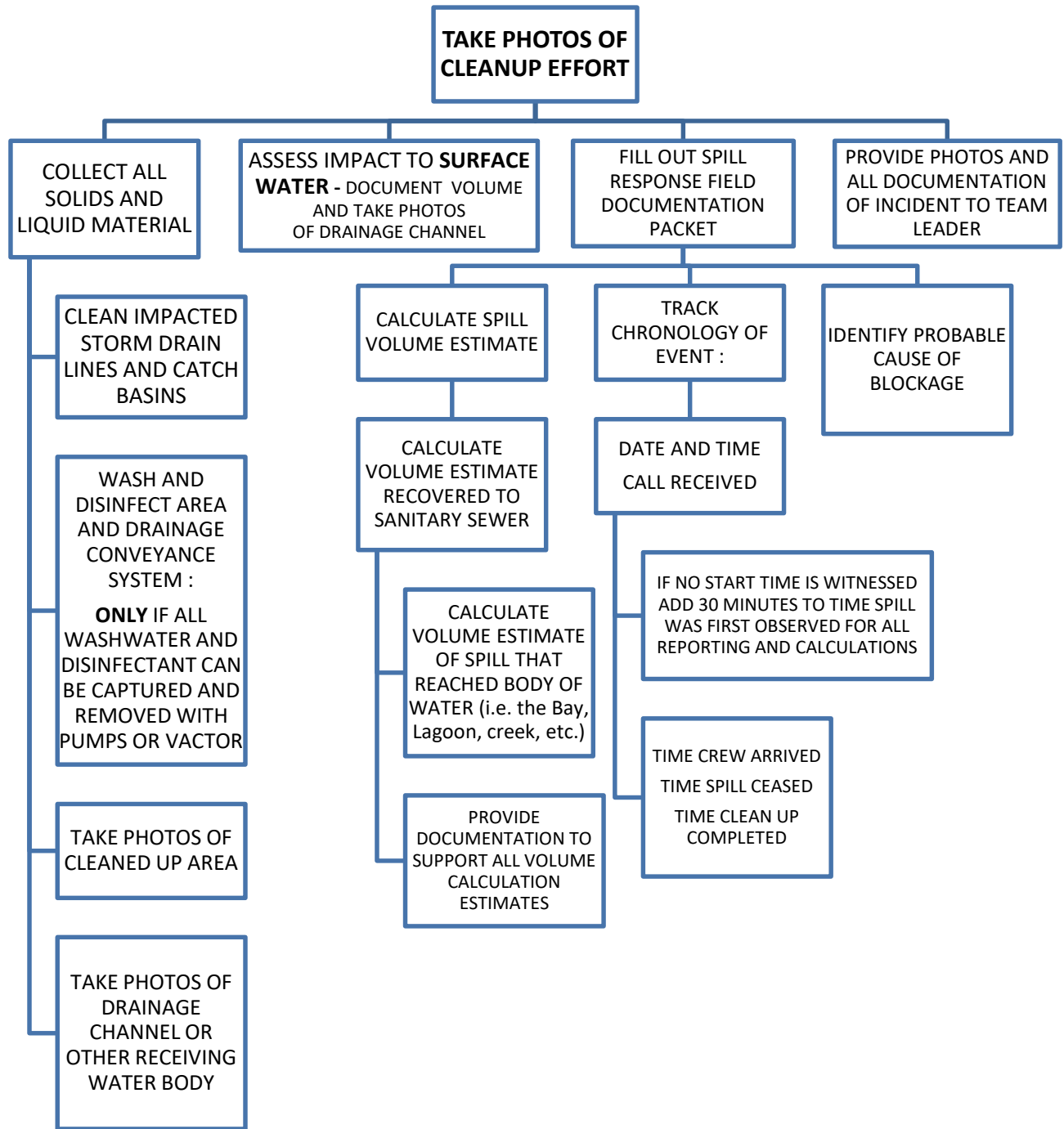
## SPILL INITIAL ASSESSMENT FLOW CHART



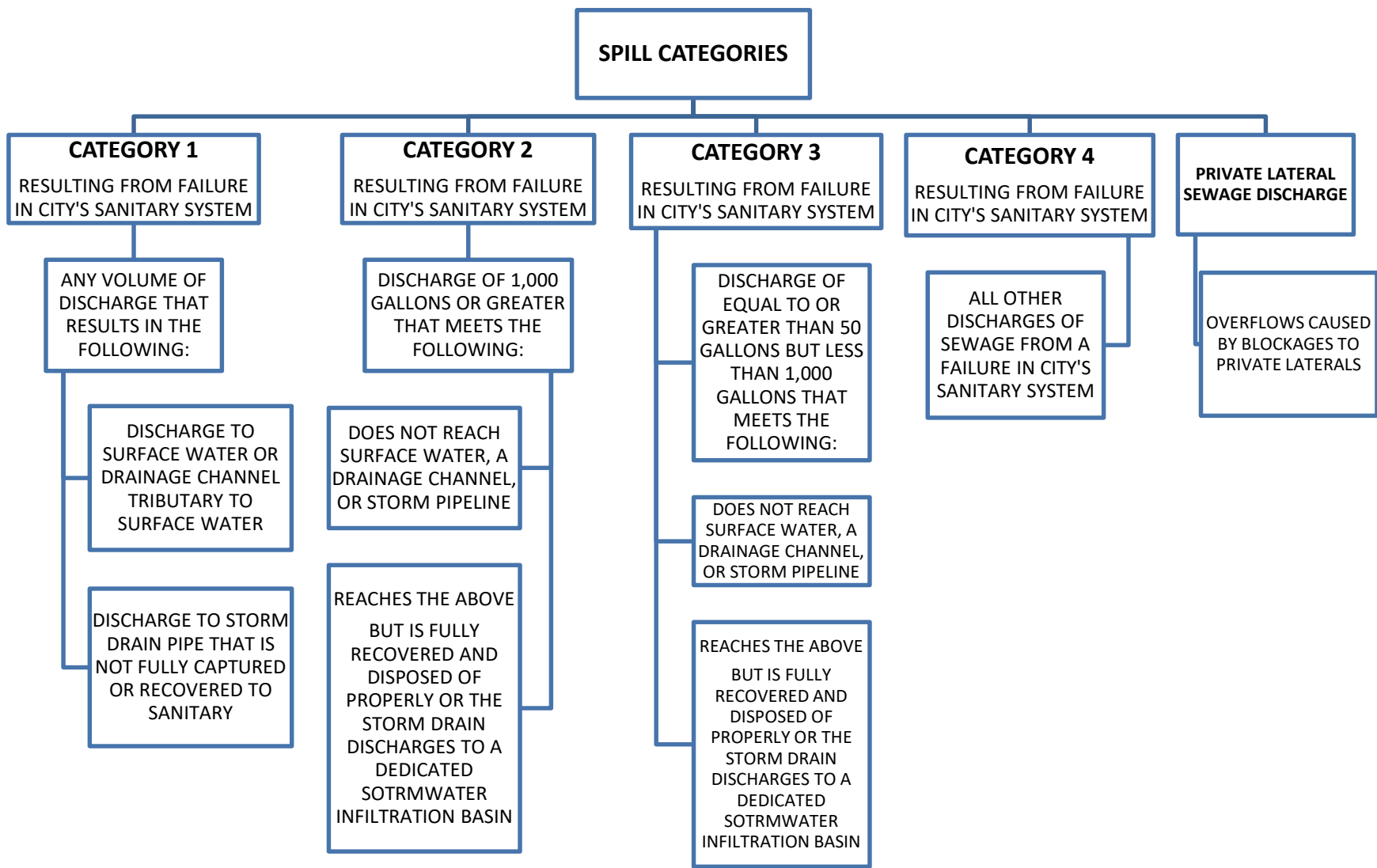
# SPILL CONTAINMENT/RECOVERY FLOW CHART



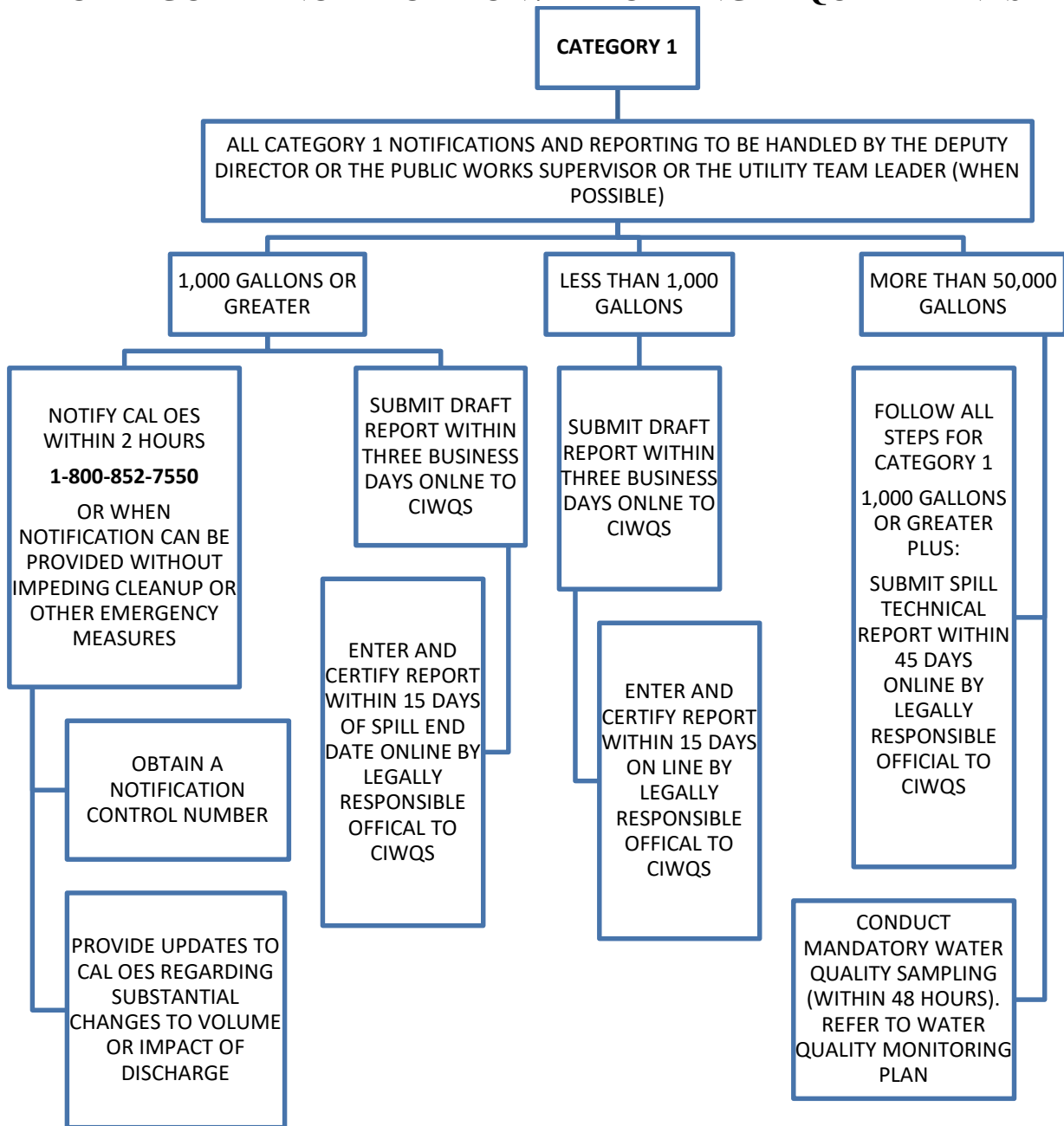
# SPILL CLEANUP/DOCUMENTATION FLOWCHART



# SPILL CATEGORIES



# SPILL CATEGORY 1 NOTIFICATION / REPORTING REQUIREMENTS



**California Integrated Water Quality System:** <http://ciwqs.waterboards.ca.gov/>

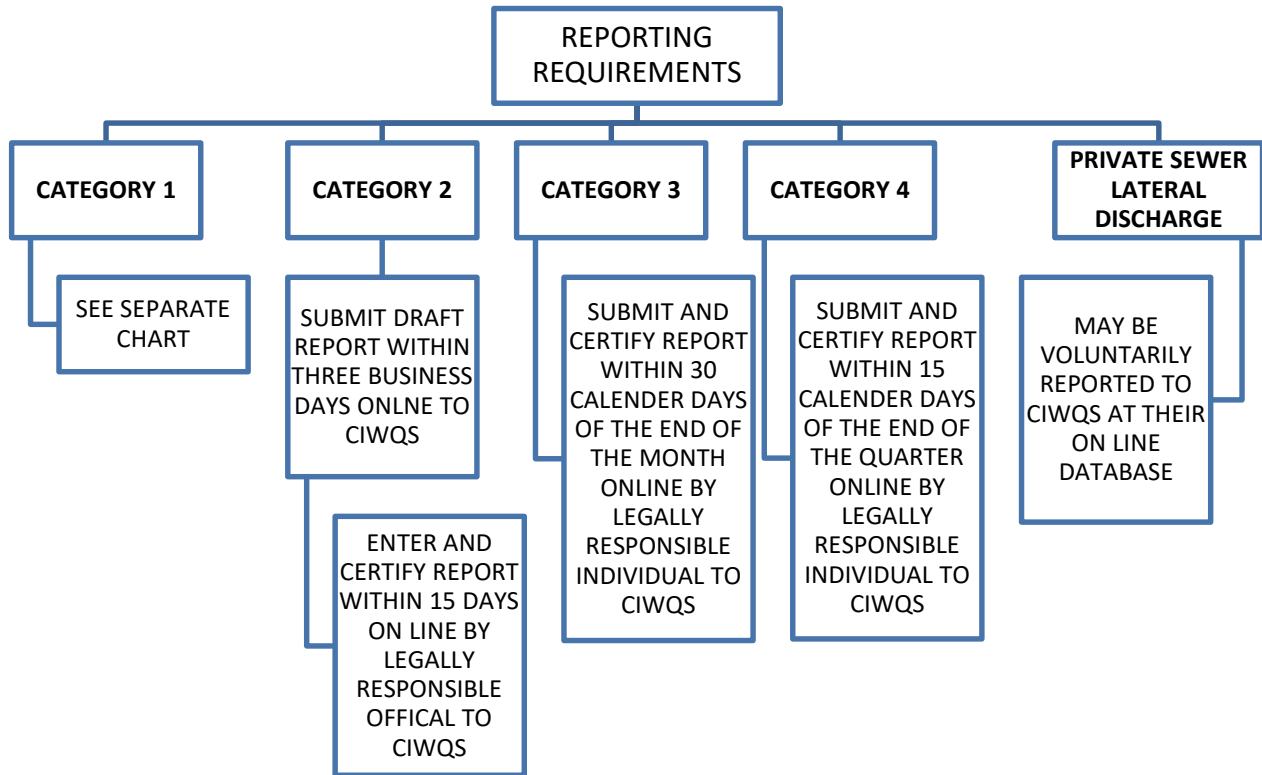
**California State Office of Emergency Services: 1-800-852-7550**

**San Mateo County Environmental Health: (650) 372-6200**

**Regional Water Quality Control Board (RWQCB): (510) 622-2369**

\*Notify RWQCB within three (3) business days if an individual spill is 50 gallons or greater from City owned and/or operated laterals.

## SPILL CATEGORIES 2, 3, 4, AND PRIVATE LATERAL NOTIFICATION / REPORTING REQUIREMENTS



**California Integrated Water Quality System:** <http://ciwqs.waterboards.ca.gov/>

**Regional Water Quality Control Board (RWQCB):** (510) 622-2369

\*Notify RWQCB within three (3) business days if an individual spill is 50 gallons or greater from City owned and/or operated laterals.

## **SPILL REPORTING INSTRUCTIONS**

### **California State Office of Emergency Services: 1-800-852-7550**

#### **When calling this number be prepared to report the following:**

- i. Identity of caller and direct return phone number.
- ii. Estimated spill volume discharged (gallons).
- iii. If ongoing, estimated spill discharge rate (gallons per minute).
- iv. Spill Incident Description:
  - a. Brief narrative.
  - b. On-scene point of contact for additional information (name and cell phone number).
  - c. Date and time Discharger became aware of the spill.
  - d. Name of sanitary sewer system agency causing the spill.
  - e. Spill cause (if known).
- v. Indication of whether the spill has been contained.
- vi. Amount of the spill has been contained, if applicable.
- vii. Indication of whether surface water is impacted.
- viii. Name of surface water impacted by the spill, if applicable.
- ix. Indication of whether a drinking water supply is or may be impacted by the spill.
- x. Any other known spill impacts.
- xi. Spill incident location (address, city, state, and zip code).

### **California Integrated Water Quality System: <http://ciwqs.waterboards.ca.gov/>**

**San Mateo County Environmental Health: (650) 372-6200**

**Regional Water Quality Control Board: (510) 622-2369**



# CITY OF BRISBANE

## SPILL RESPONSE – FIELD DOCUMENTATION PACKET

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REPORTED BY: \_\_\_\_\_

REPORT DATE: \_\_\_/\_\_\_/\_\_\_

## CALLER (OBSERVER) INFORMATION

| CALLER (OBSERVER) INFORMATION   |                   |
|---|-------------------|
| Caller (Observer)<br>Name:  | Caller phone #:   |
| Time of initial call: <input type="checkbox"/> AM <input type="checkbox"/> PM                       | Caller email:     |
| Date of initial call:   | Call received by: |
| Service Request #   | Call assigned to: |
| Address on Ser.<br>Request:   |                   |
| Location where caller saw spill:  |                   |
| Did caller observe the start of the spill? <input type="checkbox"/> YES <input type="checkbox"/> NO |                   |
| If 'YES' – What time did spill start? <input type="checkbox"/> AM <input type="checkbox"/> PM       |                   |
| CALLER COMMENTS   |                   |
|   |                   |
|   |                   |
| Use separate paper if more room needed  |                   |

## SPILL TIMELINE

| SPILL TIMELINE  |   |
|---|---|
| Was start of spill witnessed or documented?*  | Documented start time: <input type="checkbox"/> AM <input type="checkbox"/> PM      |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  | Official spill start time:* <input type="checkbox"/> AM <input type="checkbox"/> PM |
| Dispatch received call: <input type="checkbox"/> AM <input type="checkbox"/> PM                           | Name of dispatcher:   |
| Dispatch calls Public Works Employee: <input type="checkbox"/> AM <input type="checkbox"/> PM             | Name of employee who received call:   |
| Employee contacts Supervisor: <input type="checkbox"/> AM <input type="checkbox"/> PM                     | Name of supervisor contacted:   |
| Staff Arrives at spill: <input type="checkbox"/> AM <input type="checkbox"/> PM                           | Date:   |
| Staff requests additional employees and equipment <input type="checkbox"/> AM <input type="checkbox"/> PM | List additional employees and equipment requested:                                  |
| Staff requests additional employees and equipment <input type="checkbox"/> AM <input type="checkbox"/> PM | List additional employees and equipment requested:                                  |
| Containment started: <input type="checkbox"/> AM <input type="checkbox"/> PM                              | Date:   |
| Spill stopped: <input type="checkbox"/> AM <input type="checkbox"/> PM                                    | Date:   |

|  |  |       |
|--|--|-------|
| Blockage cleared:                      | <input type="checkbox"/> AM <input type="checkbox"/> PM    | Date: |
| Spill cleaned up:                      | <input type="checkbox"/> AM <input type="checkbox"/> PM    | Date: |
| Departure Time:                        | <input type="checkbox"/> AM<br><input type="checkbox"/> PM | Date: |
| <b>TIMELINE COMMENTS</b>               |  |       |
|  |  |       |
|  |  |       |
|  |  |       |
| Use separate paper if more room needed |  |       |

**\* If start of spill is not witnessed or otherwise documented (with photos showing spill hasn't reached storm drain system or natural waterway) then add estimated 30 minutes to time spill was reported for Official spill start time. Adjust volume calculation estimate to reflect this additional 30 minutes (per RWQCB directive from March 4, 2016)**



## SPILL CAUSE AND FAILURE LOCATION

| <b>SPILL CAUSE</b>   |   |  |  |
|--|---|--|--|
| <b>CHECK ALL THAT APPLY FROM LIST BELOW</b>  |   |  |  |
| <input type="checkbox"/> ARV/BOV Failure   | <input type="checkbox"/> City maintenance caused spill/blockage | <input type="checkbox"/> Construction debris               |  |
| <input type="checkbox"/> Damage by others not related to City Sewer                                      | <input type="checkbox"/> Debris from lateral                    | <input type="checkbox"/> General debris                    |  |
| <input type="checkbox"/> Rags  | <input type="checkbox"/> Excess Flow                            | <input type="checkbox"/> Roots                             | <input type="checkbox"/> Grease (FOG)    |
| <input type="checkbox"/> Inappropriate discharge to City Sewer   | <input type="checkbox"/> Natural disaster                       | <input type="checkbox"/> Non-dispersibles                  |  |
| <input type="checkbox"/> Operator Error  | <input type="checkbox"/> Pipe Structural Problem / Failure      | <input type="checkbox"/> Pipe Structural Problem - Install |  |
| <input type="checkbox"/> Pump Station Fail - Controls  | <input type="checkbox"/> Pump Station Fail - Mechanical         | <input type="checkbox"/> Pump Station Fail - Power         |  |
| <input type="checkbox"/> Rainfall Exceeded Design  | <input type="checkbox"/> Siphon Failure                         | <input type="checkbox"/> Root Intrusion                    | <input type="checkbox"/> Surcharged pipe |
| <input type="checkbox"/> Other – Describe:   |   |  | <input type="checkbox"/> Vandalism       |
| <b>Was this spill related to a storm event? <input type="checkbox"/> YES <input type="checkbox"/> NO</b> |   |  |  |
| <b>SPILL CAUSE COMMENTS</b>  |   |  |  |
|  |   |  |  |
|  |   |  |  |
|  |   |  |  |
|  |   |  |  |
|  |   |  |  |
|  |   |  |  |



| LOCATION COMMENTS  |   |   |  |
|--|---|---|--|
|  |   |   |  |
|  |   |   |  |
|  |   |   |  |
| Use separate paper if more room needed   |   |   |  |
| FINAL SPILL DESTINATION*   |   |   |  |
| CHECK ALL THAT APPLY FROM LIST BELOW   |   |   |  |
| <input type="checkbox"/> Beach   | <input type="checkbox"/> Building/Structure | <input type="checkbox"/> Storm drain          | <input type="checkbox"/> Drainage Channel  |
| <input type="checkbox"/> Paved Surface   | <input type="checkbox"/> Unpaved Surface    | <input type="checkbox"/> Street/Curb/Gutter   | <input type="checkbox"/> Surface Water   |
| <input type="checkbox"/> Other - Describe Below:   |   | <input type="checkbox"/> Public upper lateral | <input type="checkbox"/> Private upper lateral   |
|  |   |   |  |
| DESTINATION QUESTIONS*   |   |   |  |
| Did the spill discharge to a drainage channel and/or surface water?*   |   |   | <input type="checkbox"/> YES <input type="checkbox"/> NO                                 |
| Did the spill reach a storm drainpipe that is not part of a combined sewer system?   |   |   | <input type="checkbox"/> YES <input type="checkbox"/> NO                                 |
| If spill reached a separate drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? |   |   | <input type="checkbox"/> YES <input type="checkbox"/> NO<br><input type="checkbox"/> N/A |
| Was the spill located within 1,000 feet of a municipal water intake or municipal groundwater well?   |   |   | <input type="checkbox"/> YES <input type="checkbox"/> NO                                 |
| DESTINATION COMMENTS   |   |   |  |
|  |   |   |  |
|  |   |   |  |
| Use separate paper if more room needed   |   |   |  |

**\* Photo Documentation of the Drainage Channel (or final receiving body) and spill entry points required in all spill instances.**

## SPILL CATEGORY / NOTIFICATION

| SPILL CATEGORIES*   |  |
|---|--|
| 1. Was the spill a Category 1* spill and $\geq$ 1,000 gallons?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 1.a. If 'YES', was CAL OES notified within two hours?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Was there a discharge to a drainage channel and/or surface water?                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2.a. If 'YES', was SMCO Environmental Health notified immediately?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Was there a discharge to a storm drain pipe that was "NOT" fully captured & returned to the SS system? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.a. If 'YES', was SMCO Environmental Health notified immediately?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Was the spill $\geq$ 50 gallons and from public laterals?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4.a. If 'YES', was RWQCF notified within 3 business days?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>If answer is YES to questions 2 and 3 above, the Spill is a Category 1*</b>                            |  |

\*See Spill Emergency Response Plan for all categories and reporting requirements Standard Operating Procedures.

CAL OES: 1-800-852-7550

RWQCB: (510) 622-2369

SMCO Environmental Health: (650) 372-6200



## SPILL VOLUME\*

| SPILL VOLUME*   |         |
|---|---------|
| a) Estimated spill volume that reached a separate storm drain that flows to a surface water body?   | gallons |
| b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not use water used for clean-up)  | gallons |
| c) Estimated spill volume that directly reached a drainage channel that flows to a surface water body?  | gallons |
| d) Estimated spill volume recovered from a drainage channel that flows to a surface water body?   | gallons |
| e) Estimated spill volume discharged directly to a surface water body?  | gallons |
| f) Estimated spill volume recovered from surface water body?  | gallons |
| g) Estimated spill volume discharged directly to land?<br>(Includes discharges directly to land, and other non-surface water location.)   | gallons |
| h) Estimated spill volume recovered from the discharge to land?<br>(Do not include water used for cleanup)  | gallons |
| i) Estimated spill volume discharged directly to or through a storm drain system or drainage channel that flows to a stormwater infiltration/retention structure, field, or building? | gallons |
| j) Estimated total spill exiting the SS system?   | gallons |

\*See attached worksheets for spill volume calculations





## SPILL VOLUME ESTIMATION METHODS

The purpose of this worksheet is to capture the data and method(s) used in estimating the volume of a spill. It is useful to use more than one method, if possible, to validate your estimate.

| VOLUME ESTIMATE METHODS *                                  |  |   |
|--|--|---|
| CHECK ALL ESTIMATION METHODS USED*                         |  |   |
| <input type="checkbox"/> Flow around MH cover              | <input type="checkbox"/> Measured Volume Method  | <input type="checkbox"/> Duration and Flow Method |
| <input type="checkbox"/> USD SSO Flow Rate Estimating Tool | <input type="checkbox"/> Daily Per Capita Use    | <input type="checkbox"/> Pump Station Meter       |
| <input type="checkbox"/> Flow from vent or pick holes      | <input type="checkbox"/> Eyeball Estimate Method |   |
| <input type="checkbox"/> Other – Describe:                 |  |   |

**\*SEE THE SEWER SPILL ESTIMATION GUIDE FOR DETAILED INSTRUCTIONS ON EACH METHOD**

### DURATION AND FLOW RATE METHOD

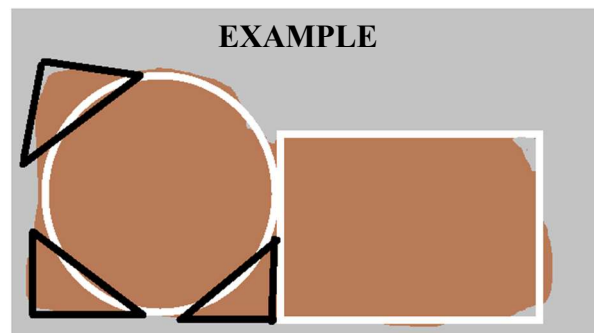
|  |  |
|--|--|
| <b>1. Start Date and Time:</b>                               |  |
| <b>2. End Date and Time:</b>                                 |  |
| <b>3. Total time of spill (show time in minutes):</b>        |  |
| <b>a. Total time + 30 minutes*:</b>                          |  |
| <b>4. Average flow rate GPM:</b>                             |  |
| <b>5. Total Volume Estimated (multiply line 3(a) and 4):</b> |  |
|  |  |
|  |  |
|  |  |

**\* Add 30 minutes to the start time if start of spill is not witnessed or documented with photos**

**MEASURED VOLUME METHOD** (See page 6 of the Sewer Spill Estimation Guide)

If not raining, the shape, dimensions, and depth of the spill may be used to estimate the volume.

| Sketch spill with dimensions and depth (in feet)<br>Measure depth in several locations |         |   |
|--|---------|---|
|  |         |   |
| 1. Multiply (area) x (depth) to get volume:  | cu ft.  | <b>Rectangle Area</b><br>(length) x (width)     |
| 2. Repeat as needed:   | cu ft.  |   |
| 2. Repeat as needed:   | cu ft.  | <b>Circle Area</b><br>(dia) x (dia) x 0.785     |
| 2. Repeat as needed:   | cu ft.  |   |
| 3. Add volume from all shapes drawn to get Total Volume:                               | cu ft.  | <b>Triangle Area</b><br>(base) x (height) x 0.5 |
| 4. Multiply (Total volume) x (7.48) to convert to gallons:                             | gallons |   |



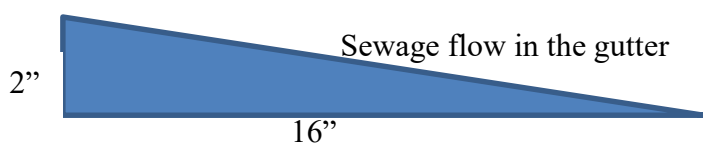
For spill of this shape draw 3 triangles, one circle, and one rectangle.  
Measure depth for each shape in multiple locations and figure average.

**GUTTER FLOW ESTIMATION METHOD** (See page 21 of the Sewer Spill Estimation Guide)

|  |                           |                    |
|--|---------------------------|--------------------|
| 1. Drop a small floating object into the sewage flow and measure how far it floats in one second.  | <b>VELOCITY</b>           | (ft/sec)           |
| 2. Calculate the Area of flow in the gutter line in square inches.<br><i>Area of a triangle is 1/2 x Base x Height (common flow shape in gutter)</i> | <b>AREA</b>               | (in <sup>2</sup> ) |
| 3. Multiply: (in <sup>2</sup> ) x .007 to get square feet (ft <sup>2</sup> ) =   | <b>AREA</b>               | (ft <sup>2</sup> ) |
| 4. Multiply: (ft/sec) x (ft <sup>2</sup> ) x 7.48 (gal/min) x 60 (sec/min) =   | <b>FLOW</b>               | (gal/min)          |
| 5. Determine total spill time in minutes*  | <b>TIME</b>               | (min)              |
| 6. Multiply: (gal/min) x (min) =   | <b>TOTAL SPILL VOLUME</b> | (gallons)          |

\* Add 30 minutes to the start time if start of spill is not witnessed or documented with photos

**Gutter Flow Estimation Example**



For this example, let's assume that a piece of bark floated 2ft in one second, when dropped into the sewage flow. Let's assume that the spill lasted 16 minutes, but nobody witnessed the start, so we must add 30 minutes to bring our time to 46 minutes.

**1 sq inch = .007 sq ft    The area of a triangle is (1/2)Base x Height**

1. That would mean that **Velocity** = 3ft/sec. **Time** = 46 minutes
2. The area of this flow would be (1/2) x 2" x 16" = 16 sq inches.
3. Convert 16 sq inches to sq ft. 16 x .007 = .112    The **Area** = .112 ft<sup>2</sup>
4. **Flow** = 2(ft/sec) x .112(ft<sup>2</sup>) x 7.48(gal/min) x 60 (sec/min)
5. **Flow** = 101(gal/min) x 46 minutes = 4,646 gallon **Total Spill Volume**

**EYEBALL ESTIMATION METHOD** (See page 5 of the Sewer Spill Estimation Guide)

Imagine amount of water that would spill from a bucket or barrel. This method useful up to 100 gallons.

**This method should be used as a last resort if the other estimation methods aren't available.**

| Size of bucket(s) or barrel(s)                     | How many? | Mutliplier | Estimated Volume |
|--|-----------|------------|------------------|
| 1 gallon water jug                                 |           | x1         | gallons          |
| 5 gallon bucket                                    |           | x5         | gallons          |
| 32 gallon trash can                                |           | x32        | gallons          |
| 55 gallon drum                                     |           | x55        | gallons          |
| <b>Total Volume Estimated Using Eyeball Method</b> |           |            | gallons          |
|  |           |            |                  |
|  |           |            |                  |

**APPENDIX H**  
**Lift Station Emergency Response Plans**

## Lift Station #1 – Map and Specs



**Overview:** This station has a standby diesel-powered generator that will operate the entire station in the event of a power failure. The generator exercises on a monthly basis. The station has a pressure transducer for pump operation and backup mechanical floats for alarms and pump control.

**Number of Pumps:** Two

**Type of Pumps:** (2) FLYGT submersible self-cleaning semi-open channel impeller pumps  
Model: NP 3127 HT      Outlet: 4" dia.

**Wet Well Size:** 110" dia. X 120" deep (4,936 gallons)      **Operating Size:** 110" x 48" (1,975 gallons)

**Average GPD:** 1,481 gpd      **Firm Capacity:** 200 gpm      **Total Capacity:** 400 gpm

**Retention Time:** approx. 8 hrs.

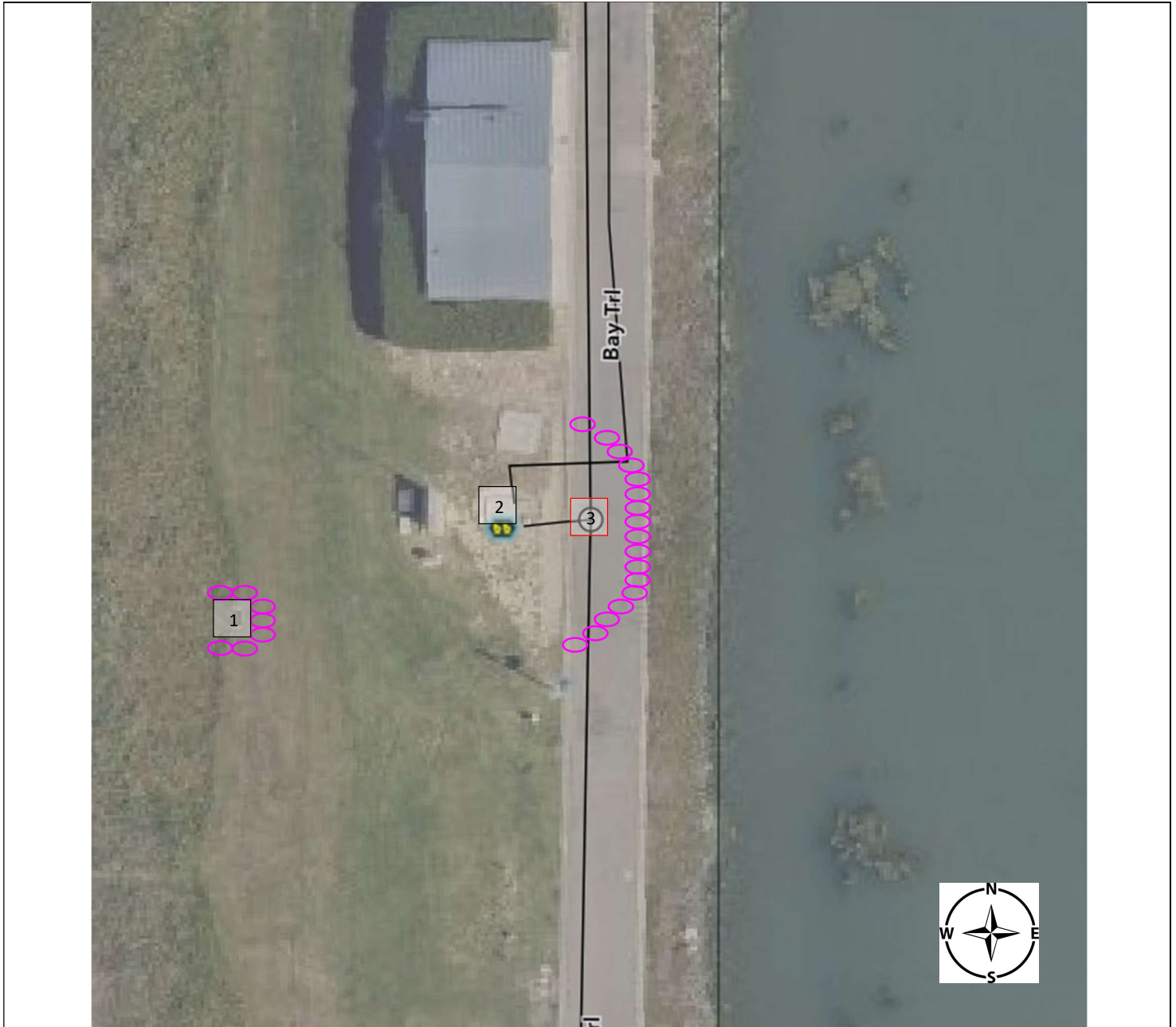
**Vector Access:** MH on access path in front of lift station

**Generator:** Standby Diesel Generator – 80 kw Caterpillar Olympian Model D80P4 – 126 hp  
4 GPH consumption – 300-gallon tank

**Alarm:** High Level Beacon Light mounted on top of Station Control Panel

**Inspection Schedule:** Daily      **Outlet:** Force Main to Lift Station #4 on Sierra Pt Pkwy

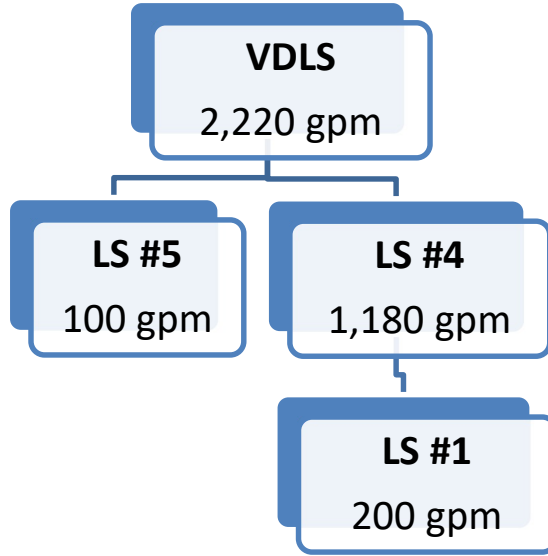
**Percent of Service Area served by Lift Station:** 1.8%



| SSO Emergency Response Plan | Lift Station #1   | DATE: 05/02/2026 |
|-----------------------------|---|------------------|
| 1: Catch Basin              | ○ : Sandbag   |                  |
| 2: Wet Well                 | NOTES: In the event of an SSO from this Lift Station- Place Sandbags around Catch Basin shown and along edge of path to divert waste to low spot in field |                  |
| 3: MH (lowspot)             |   |                  |



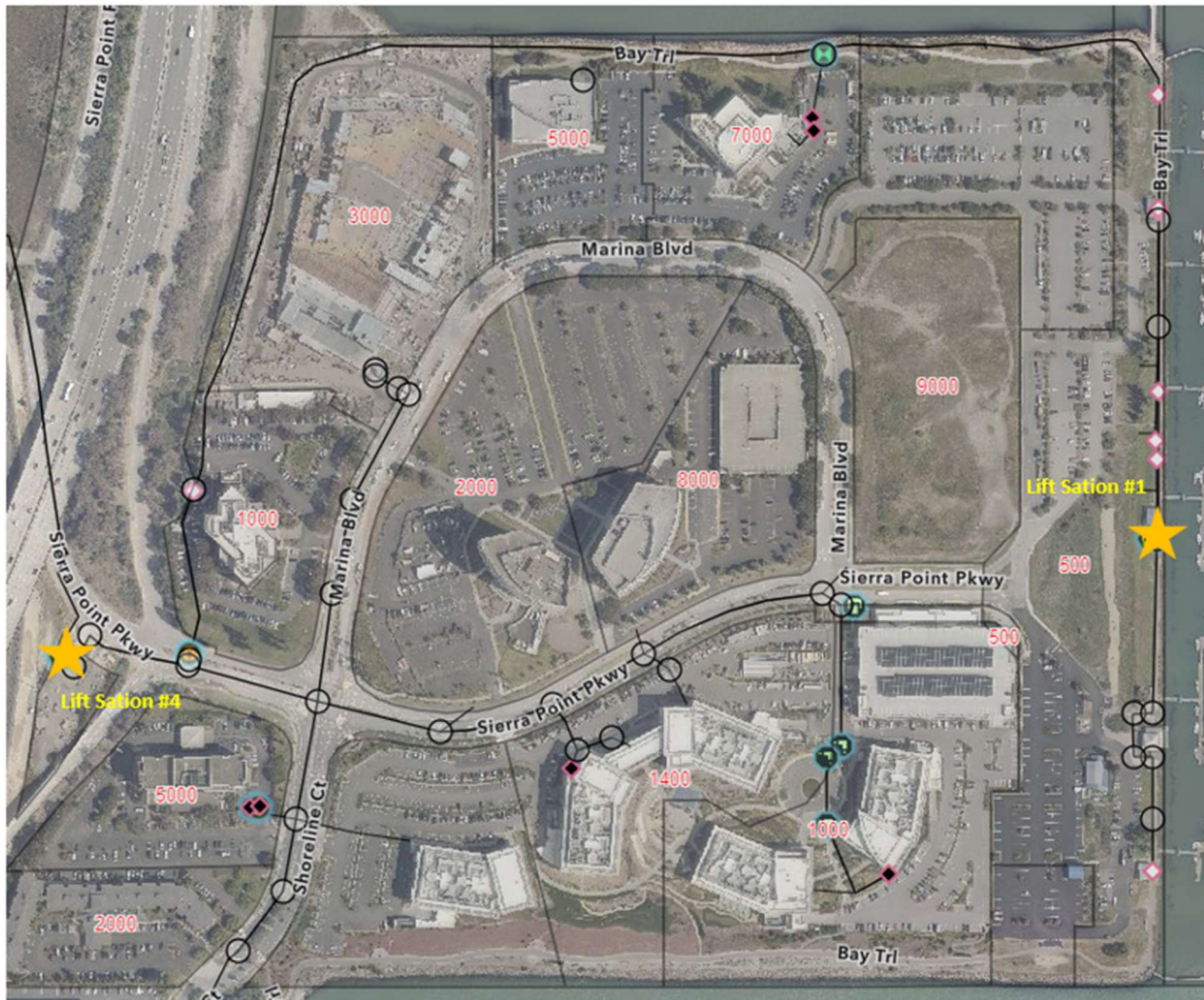
# City of Brisbane – Lift Station Flow Chart



| Lift Station                        | Location                                 | Pumps To  |
|-------------------------------------|--|---|
| LS #1                               | Brisbane Marina (near dock #3)           | LS # 4  |
| LS #4                               | Sierra Point Parkway (Near overpass)     | VCLS  |
| LS #5                               | 3445 Bayshore Blvd – at Fire Station #81 | VCLS  |
| VCLS<br>(Valley Drive Lift Station) | 125 Valley Drive                         | San Francisco<br>(Force main from VCLS switches to gravity main in MH at Bayshore Blvd and Guadalupe Canyon Pkwy) |



## Lift Station #4 – Map and Specs



**Overview:** This station has a standby diesel-powered generator to keep the station operational in the event of a power failure, which is exercised on a weekly basis. A pressure level transmitter controls pump operation and there are backup floats switches if the transmitter fails. In 2020, the entire lift station was upgraded to meet the demands of the new commercial developments at Sierra Point, which included upgrades such as a new wet well, piping, instrumentation, and a landfill gas detection and monitoring system. The wet well also contains two Franklin Miller Dimminutor channel grinders.

**Number of Pumps:** Three

**Type of Pumps:** (3) FLYGT submersible non-clog type Pumps Model NP 3153 SH 3  
 Impeller: 6.9" Dia      Motor: 23 HP at 3510 RPM

**Wet Well Size:** 144" x 66" x 240" deep (9,875 gallons)      **Operating Size:** 144" x 66" x 42" (1,728 gallons)

**Average GPD:** 55,000 gpd      **Firm Capacity:** 1,180 gpm      **Total Capacity:** 1,770 gpm

**Retention Time:** approx. 4 hrs.

**Vector Access:** MH on access path in front of lift station

**Generator:** Standby Diesel Generator – 60 kW Cummins Model C60C6C- Engine Model QSB5G13 – 173 hp  
 1 gph consumption –380-gallon tank

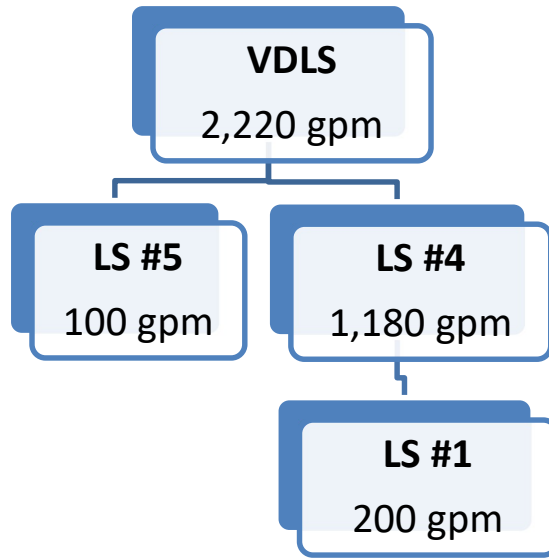
**Alarm:** SCADA      **Inspection Schedule:** Daily      **Outlet:** Force Main to VDLS

**Percent of Service Area served by Lift Station:** 13.8%



|                                    |   |                         |
|------------------------------------|---|-------------------------|
| <b>SSO Emergency Response Plan</b> | <b>Lift Station #4</b>  | <b>DATE: 05/02/2026</b> |
| 1: Catch Basin                     | ○ : Sandbag   |                         |
| 2: Wet Well                        | NOTES: In the event of an SSO from this Lift Station- Place Sandbags around Catch Basin shown and along edge of path to divert waste to low spot in field |                         |
| 3: MH (lowspot)                    |   |                         |

# City of Brisbane – Lift Station Flow Chart



| Lift Station                        | Location                                 | Pumps To  |
|-------------------------------------|--|---|
| LS #1                               | Brisbane Marina (near dock #3)           | LS # 4  |
| LS #4                               | Sierra Point Parkway (Near overpass)     | VCLS  |
| LS #5                               | 3445 Bayshore Blvd – at Fire Station #81 | VCLS  |
| VCLS<br>(Valley Drive Lift Station) | 125 Valley Drive                         | San Francisco<br>(Force main from VCLS switches to gravity main in MH at Bayshore Blvd and Guadalupe Canyon Pkwy) |



## Lift Station #5 – Maps and Specs



**Overview:** The City of Brisbane’s Fire Station No. 81, located at 3445 Bayshore Boulevard, is managed by North County Fire Authority (NCFA). This fire station contains a wet well with two pumps operated by pressure transducers with backup mechanical floats for alarms and pump control. This wet well only serves the Fire House and is powered by the Fire House’s back-up generator. The City of Brisbane Public Works Department performs routine inspections and cleaning of this station and equipment, but repairs and equipment upgrades are the responsibility of NCFA.

**Number of Pumps:** Two

**Type of Pumps:** 3” x 3” Horizontal Self-Priming Sewage Pumps – 100 GPM – 208 volts

**Wet Well Size:** 72” x 60” x 114” deep (2,131 gallons) **Operating Size:** 72” x 60” x 60” (1,112 gallons)

**Average GPD:** 224 gpd      **Firm Capacity:** 100 gpm      **Total Capacity:** 200 gpm

**Retention Time:** approx. 4-5 Days **Vector Access:** MH on access path in front of lift station in driveway

**Generator:** The Fire Department has a standby generator that also serves their lift station

**Alarm:** High Level Beacon Light on top of Lift Station

**Inspection Schedule:** Daily      **Outlet:** Force Main to VDLs

**Percent of Service Area served by Lift Station:** <1%




The retention time of the wet well during normal use is a minimum of four days.

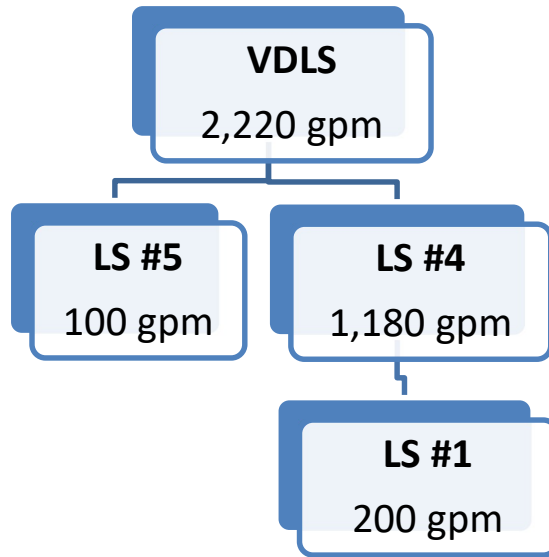
In the event of a mechanical problem or long-term power outage at this lift station – Staff should monitor the wet well level at the manhole shown. Remove sewage as needed with Vactor truck.

Contact Fire Department and ask to reduce water usage for duration of problem, if issue last more than four days.

Fire Department: (415) 467-8181

|                                    |  |                        |   |
|------------------------------------|--|------------------------|---|
| <b>SSO Emergency Response Plan</b> |  | <b>Lift Station #5</b> | <b>DATE: 05/02/2026</b>   |
| 1: High Level Alarm ●              | NOTES: In the event of an SSO from this Lift Station- Shut off water usage at the Fire Station and Vactor out wet well from manhole. |                        |  |
| 2: Control Panel                   |  |                        |   |
| 3: MH (wet well access)            |  |                        |   |

# City of Brisbane – Lift Station Flow Chart



| Lift Station                        | Location                                 | Pumps To  |
|-------------------------------------|--|---|
| LS #1                               | Brisbane Marina (near dock #3)           | LS # 4  |
| LS #4                               | Sierra Point Parkway (Near overpass)     | VDLS  |
| LS #5                               | 3445 Bayshore Blvd – at Fire Station #81 | VDLS  |
| VDLS<br>(Valley Drive Lift Station) | 125 Valley Drive                         | San Francisco<br>(Force main from VDLS switches to gravity main in MH at Bayshore Blvd and Guadalupe Canyon Pkwy) |



## Valley Drive Lift Station – Map and Specs



**Overview:** The City of Brisbane’s Valley Drive Lift Station (VDLS) is the primary sewage lift station for the City. It receives all of the gravity fed sewage from the town, the industrial park, as well as the force mains from lift stations #4 and #5. It operates on two small pumps and two large pumps which feed an 8” and 12” force main that converts to a gravity main at the Manhole at the intersection of Guadalupe Canyon and Bayshore Boulevard.

**Number of Pumps:** Four

**Type of Pumps:** (2) PACO submersible 8” pumps – Model 401221 Type QDSC  
(2) PACO submersible 12” pumps – Model 801421 Type QDSC

**Wet Well Size:** 54” x 324” x 216” deep (16,359 gallons) **Operating Size:** 54” x 324” x 120” deep (9,088 gallons)

**Average GPD:** 440,000 gpd **Firm Capacity:** 2,220 gpm **Total Capacity:** 3,820 gpm

**Retention Time:** approx. 30-40 minutes **Vector Access:** MH in driveway in front of station

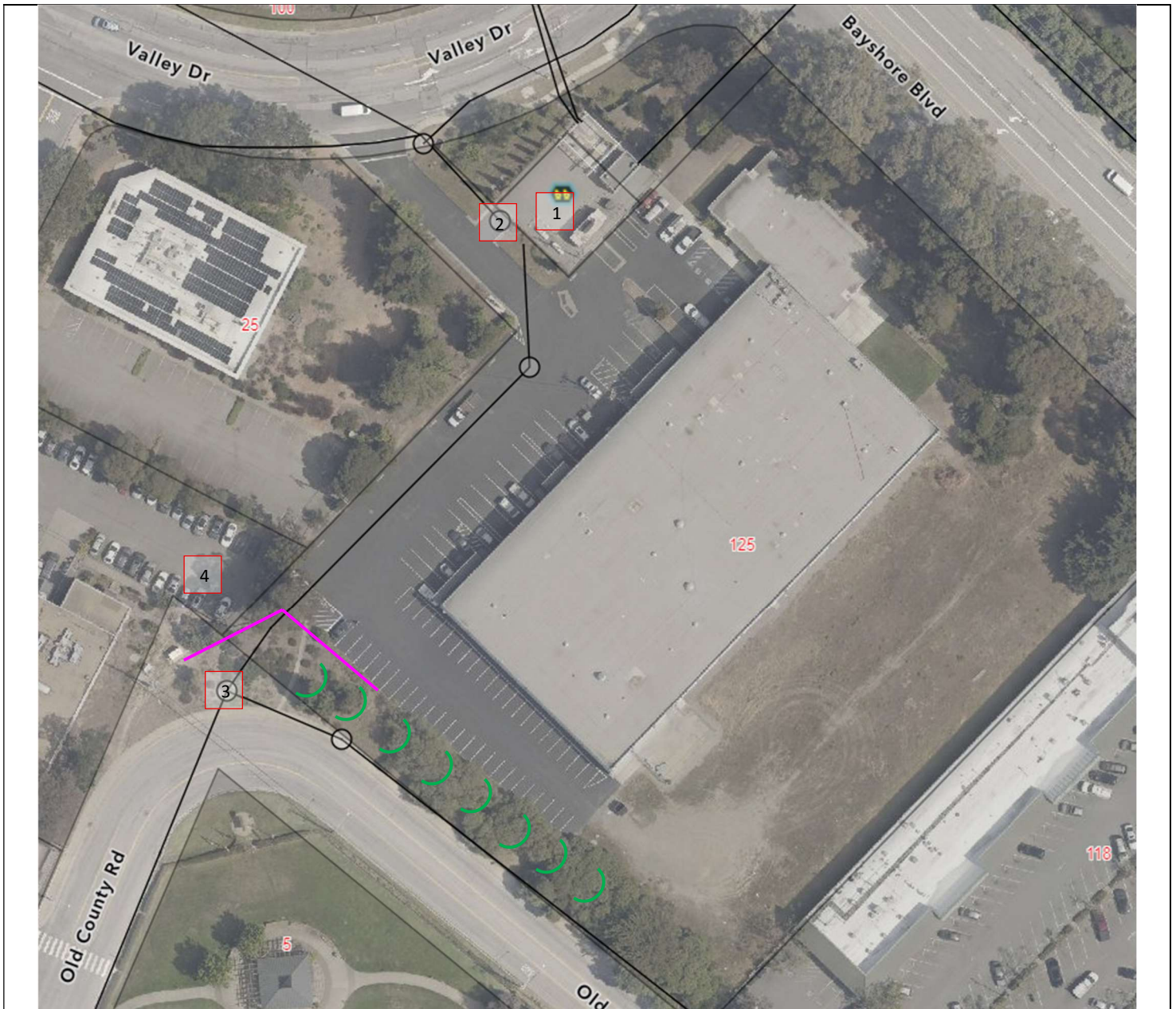
**Generator:** Standby Propane Generator – Cummins – Model GTA-28 – 450 kW –  
6.4 MM BTU/hr. (70 gal/hr. propane)  
(2) 500-gallon Propane Storage Tanks – kept at 50% min– on site  
Refill contact: **Suburban Propane (408) 227-8464 Acct.# 25305**




**Alarm:** SCADA

**Inspection Schedule:** Daily

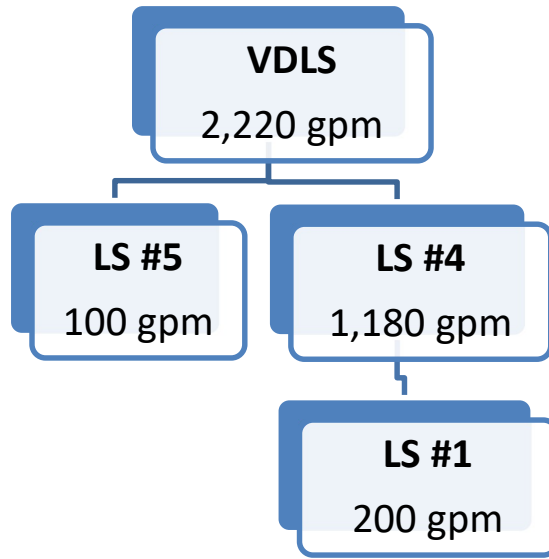
**Outlet:** 8” & 12” Force Main to Gravity Main at Guadalupe Canyon and Bayshore Boulevard

**Percent of Service Area served by Lift Station:** 97.4%



| SSO Emergency Response Plan |  | VDLS   | DATE: 05/02/2026  |
|-----------------------------|--|--|---|
| 1: VDLS                     |  |  : Sandbag                          |  |
| 2: Vactor Access            |  |  : Swale                            |   |
| 3: MH (low spot)            |  | NOTES: In the event of a complete failure of Valley Drive Lift Station, an SSO will occur from MH 3 (low spot).        |   |
| 4: Catch Basin              |  | RESPONSE: Make a sandbag line on the low side of MH 3 to divert overflow into the swale and away from the storm drain. |   |

# City of Brisbane – Lift Station Flow Chart



| Lift Station                        | Location                                 | Pumps To  |
|-------------------------------------|--|---|
| LS #1                               | Brisbane Marina (near dock #3)           | LS # 4  |
| LS #4                               | Sierra Point Parkway (Near overpass)     | VCLS  |
| LS #5                               | 3445 Bayshore Blvd – at Fire Station #81 | VCLS  |
| VCLS<br>(Valley Drive Lift Station) | 125 Valley Drive                         | San Francisco<br>(Force main from VCLS switches to gravity main in MH at Bayshore Blvd and Guadalupe Canyon Pkwy) |



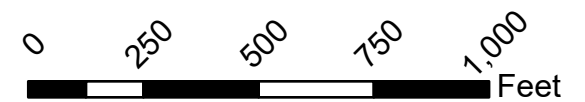
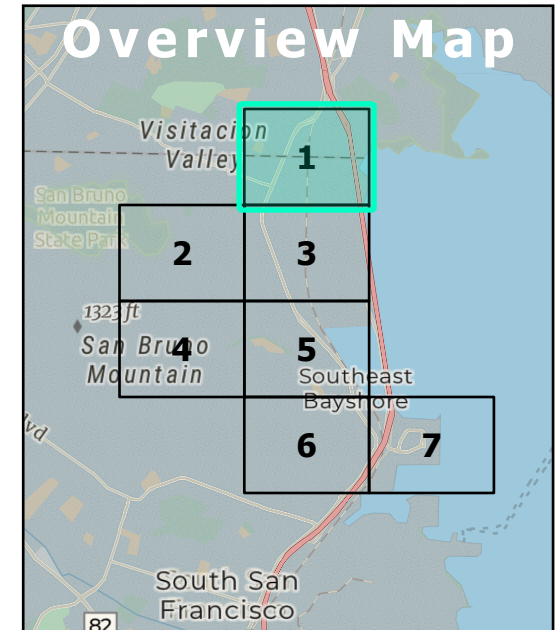
**APPENDIX I**  
**Brisbane/GVMID Sanitary Sewer System Map**

# Sanitary Sewer GIS Map Series

Brisbane - California

## Sewer Force Main

●●● SS Force Main - Brisbane



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# Sanitary Sewer GIS Map Series

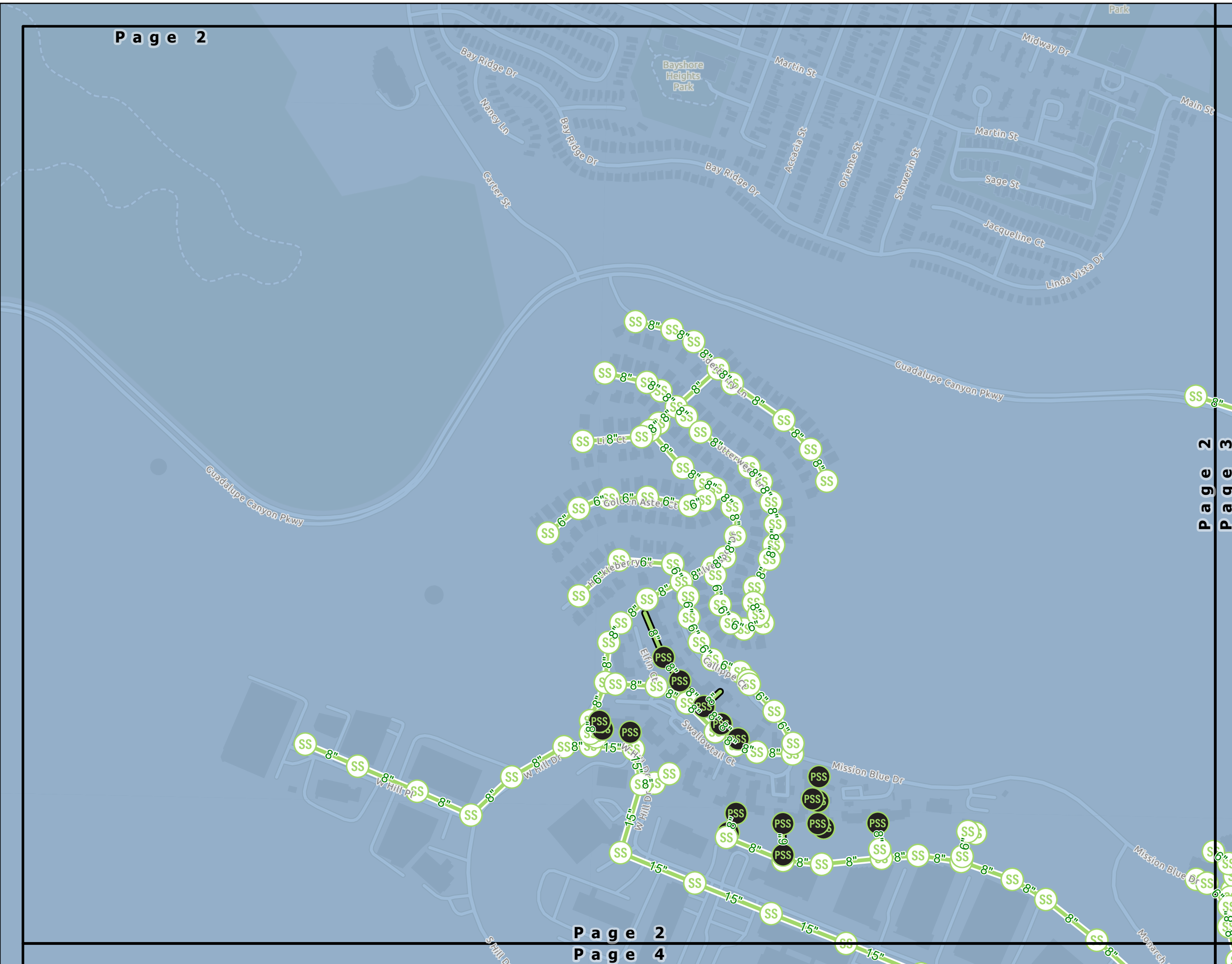
Brisbane - California

## Manhole

- SS SSMH Brisbane
- PSS SSMH Private/Other Agency

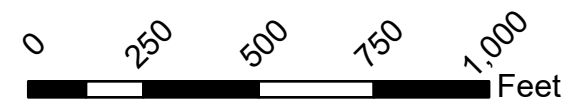
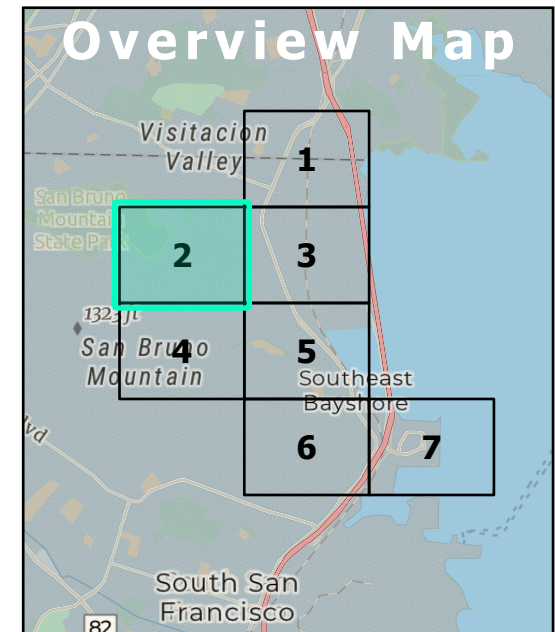
## Sewer Gravity Main

- Our Agency
- Private



Page 2  
Page 3

Page 2  
Page 4



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# Sanitary Sewer GIS Map Series

Brisbane - California

## Manhole

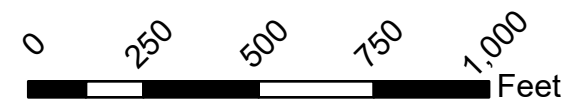
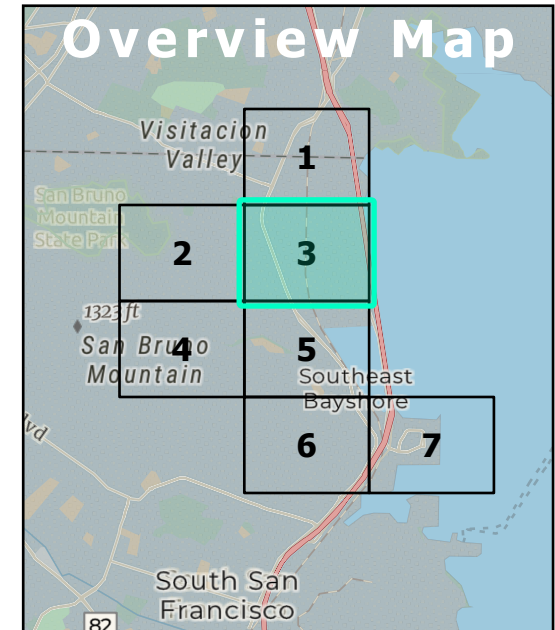
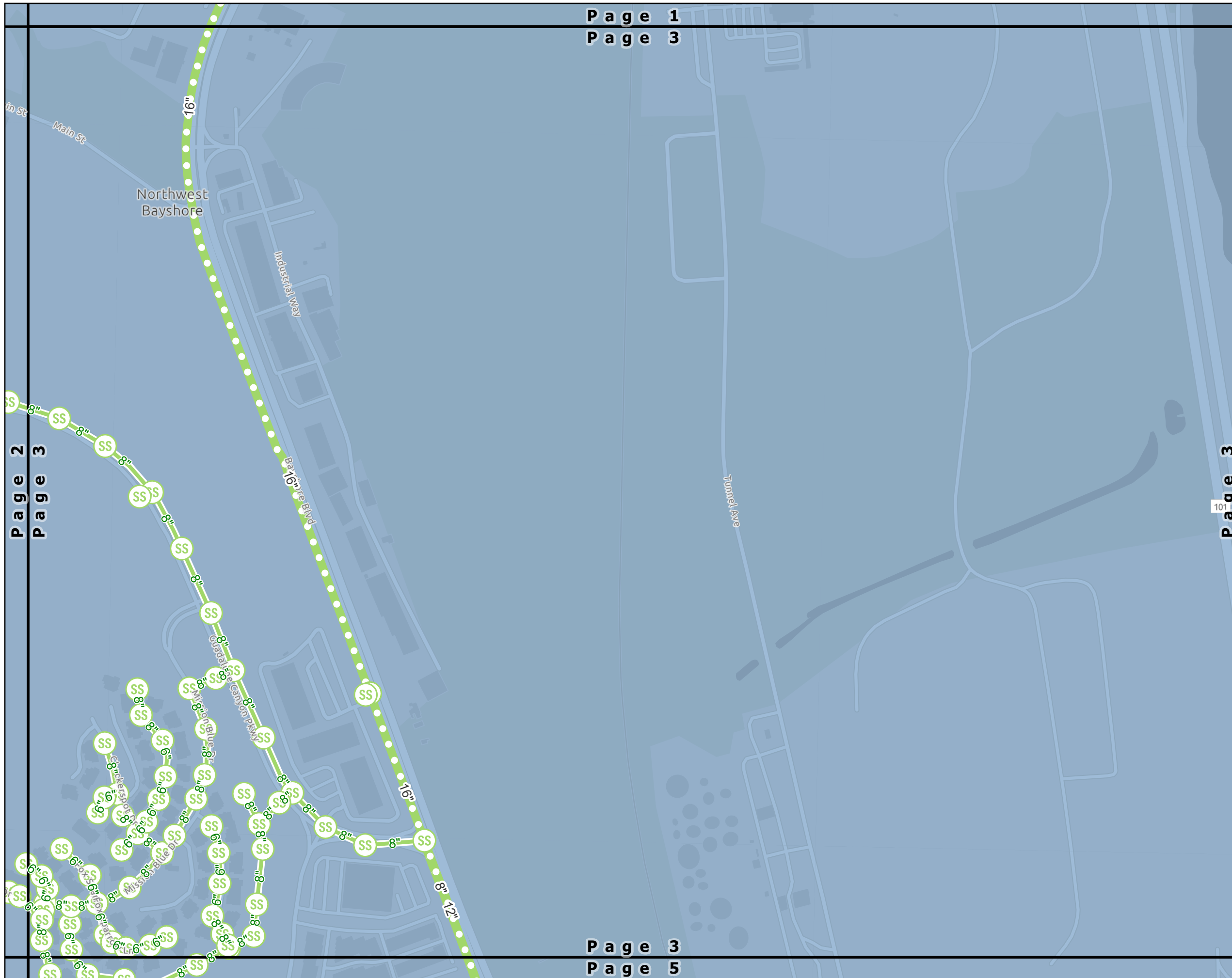
SS SSMH Brisbane

## Sewer Gravity Main

Our Agency

## Sewer Force Main

SS Force Main - Brisbane



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# Sanitary Sewer GIS Map Series

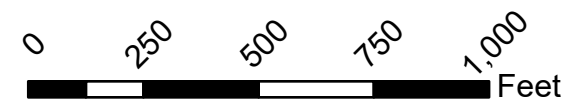
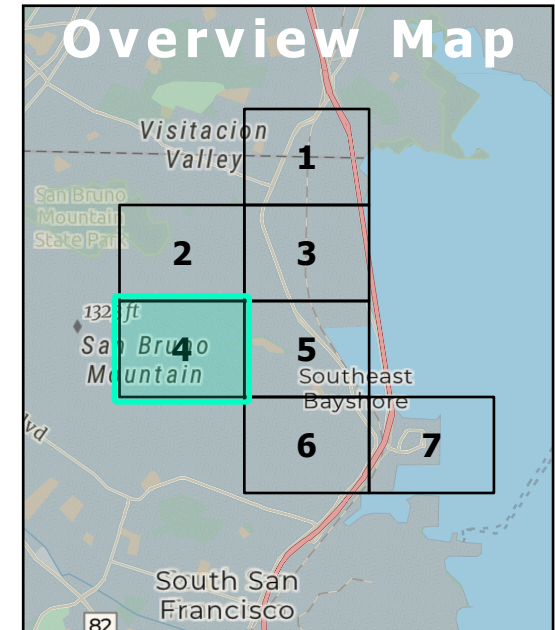
Brisbane - California

## Manhole

SS SSMH Brisbane

## Sewer Gravity Main

Our Agency

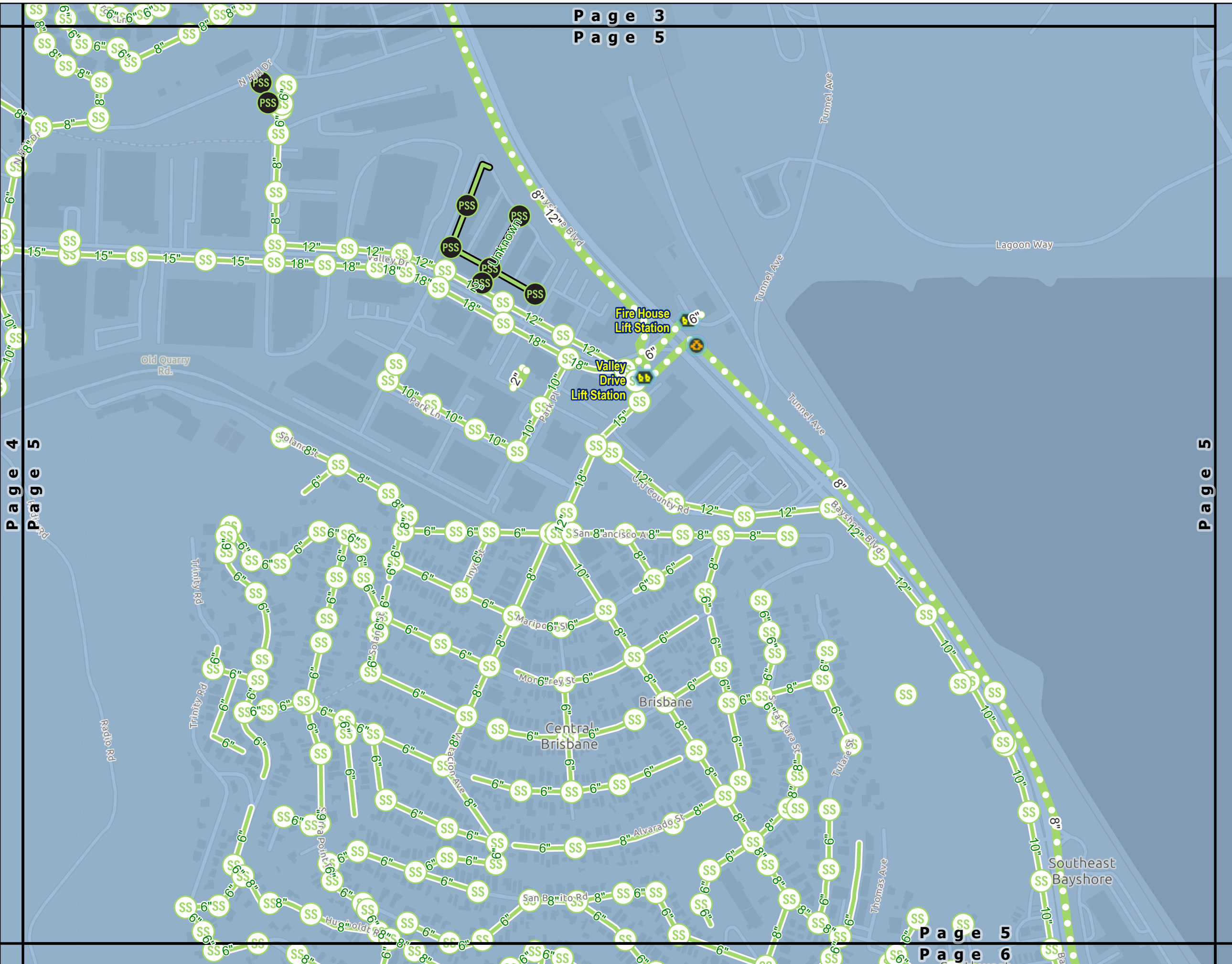
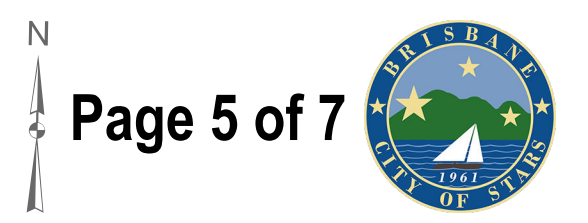
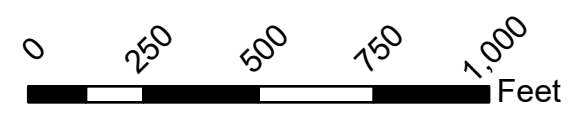
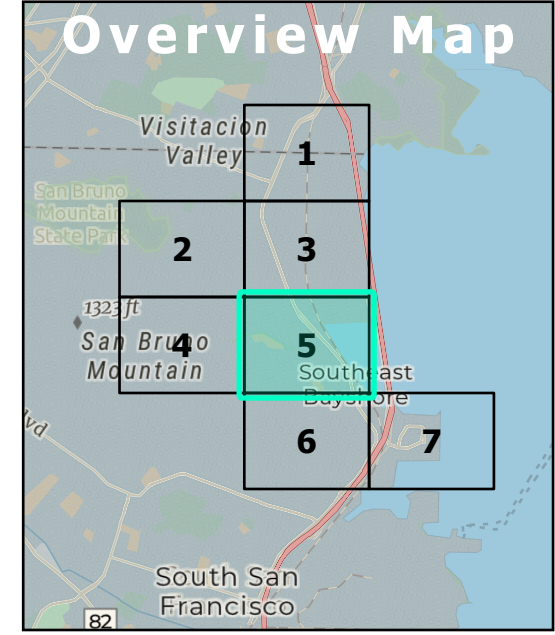


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# Sanitary Sewer GIS Map Series

Brisbane - California

- Sewer Lift Station**
  - bb Lift Station
- Relief Valve**
  - Air Release Valve
- Manhole**
  - SS SSMH Brisbane
  - PSS SSMH Private/Other Agency
- Sewer Gravity Main**
  - Our Agency
  - Private
- Sewer Force Main**
  - SS Force Main - Brisbane



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# Sanitary Sewer GIS Map Series

Brisbane - California

**Relief Valve**

- Air Release Valve

**Manhole**

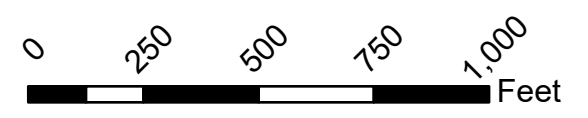
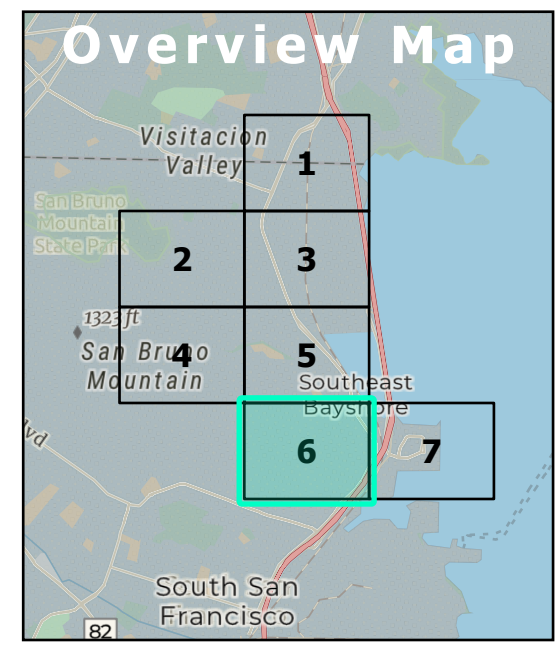
- SSMH Brisbane
- SSMH Private/Other Agency

**Sewer Gravity Main**

- Our Agency

**Sewer Force Main**

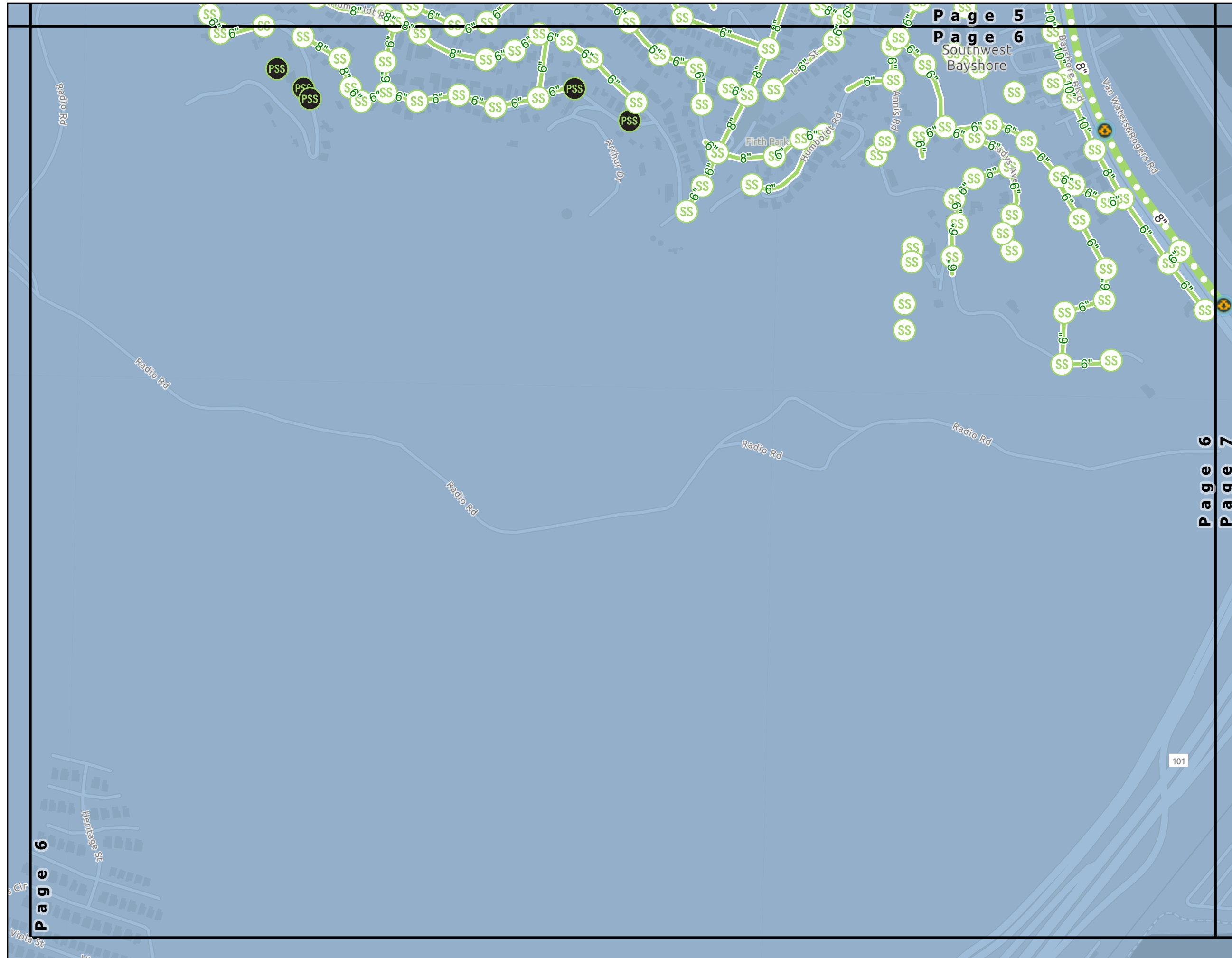
- SS Force Main - Brisbane



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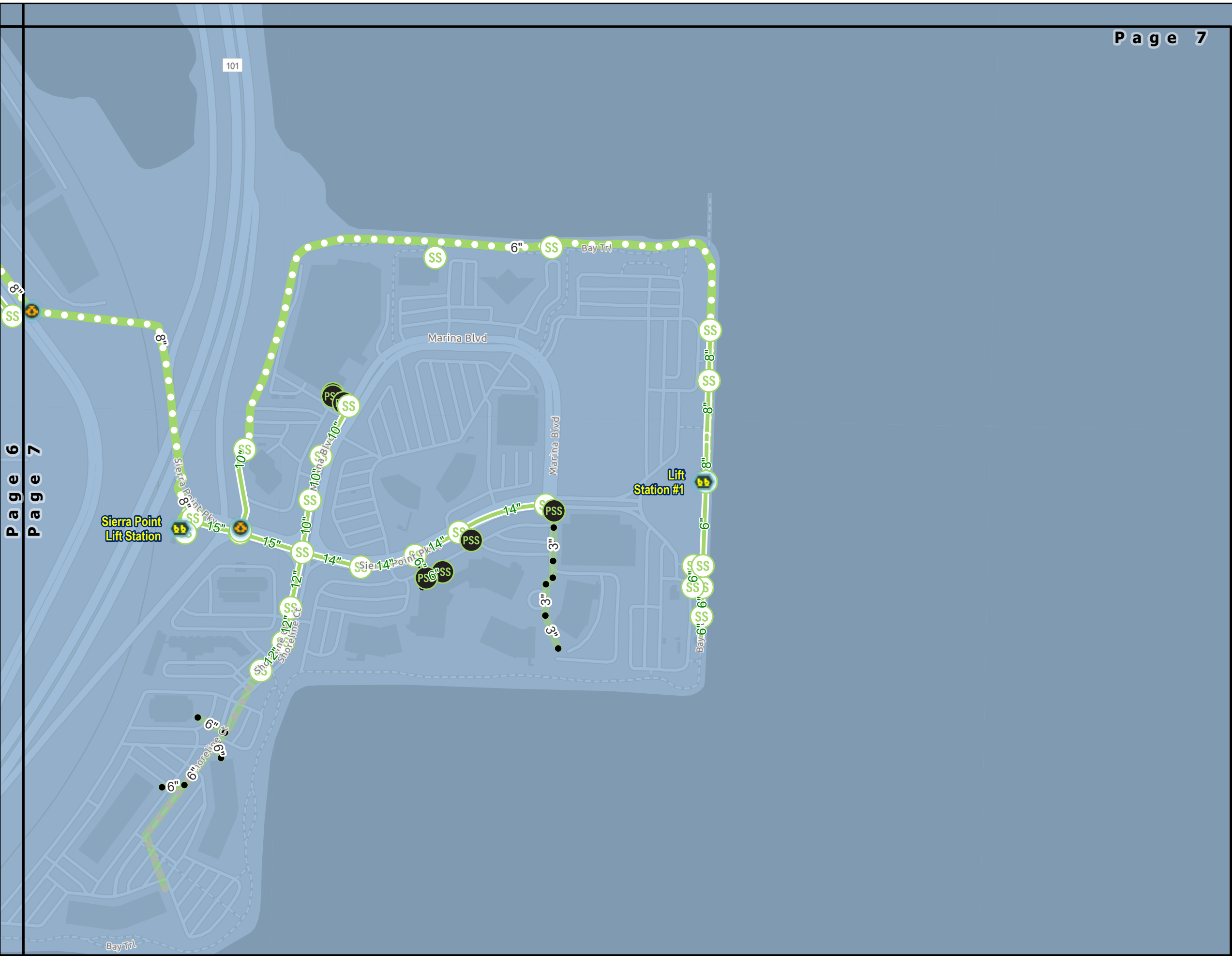


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# Sanitary Sewer GIS Map Series

Brisbane - California

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Page 7



**Sewer Lift Station**

- Lift Station

**Relief Valve**

- Air Release Valve

**Manhole**

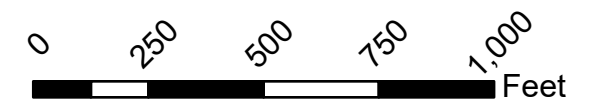
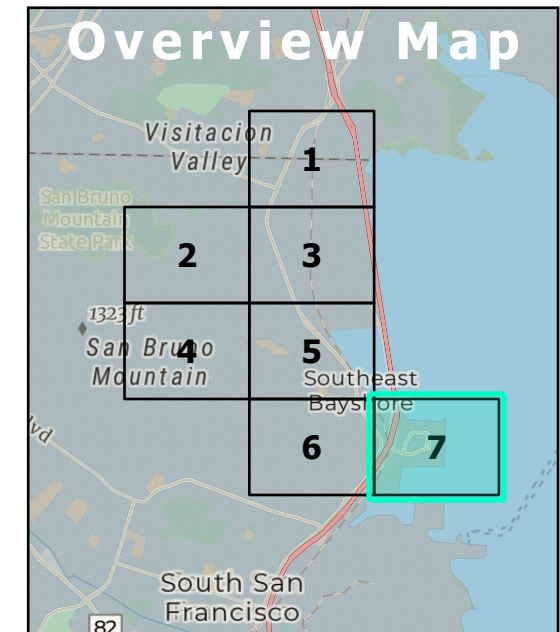
- SSMH Brisbane
- SSMH Private/Other Agency

**Sewer Gravity Main**

- Our Agency
- Private

**Sewer Force Main**

- SS Force Main - Brisbane
- SS Force Main - Private
- SS Force Main - Other



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Scale = 1:5,000

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**APPENDIX J**  
**Equipment Inventory List and Staff Training List**



### City of Brisbane Training List

| Name  | Frequency | Comments |
|---|-----------|----------|
| Lift Station Safety, Emergency, and Operation classes | 4/year    |          |
| Sewer Maintenance Equipment Training                  | 2/year    |          |
| SSO Response Training                                 | 1/year    |          |
| In-house Safety Trainings                             | Bi-weekly |          |
| CWEA Certification Trainings                          | As needed |          |
|   |           |          |
|   |           |          |
|   |           |          |
|   |           |          |
|   |           |          |
|   |           |          |
|   |           |          |

**APPENDIX K**  
**Brisbane Gravity Sewer Assets**

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area | Private Manhole? | Rim Elevation   |                | Invert Elevation            |                | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications |                       |                             |   |           |         |                       |                          |  |                         |   |   |   |
|--------------|----------------|------------------|-----------------|----------------|-----------------------------|----------------|---------------------|-------------------------|------------------------|------------------------|------------------------|-----------------------|-----------------------------|---|-----------|---------|-----------------------|--------------------------|--|-------------------------|---|---|---|
|              |                |                  | Original (feet) | Updated (feet) | Original (feet)             | Updated (feet) |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003        |                       | Existing Manhole Attributes |   |           |         | Existing Base Flows   |                          |  | Future Base Flows       |   |   |   |
|              |                |                  |                 |                |                             |                |                     |                         |                        |                        | Manhole Replaced       | Manhole Rehabilitated | Added for New Development   | Added for New Construction or Missing in Original Model | Relocated | Removed | Rim Elevation Updated | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth |
|              |                |                  | CIPs Since 2003 |                | Existing Manhole Attributes |                |                     |                         | Existing Base Flows    |                        |                        | Future Base Flows     |                             |   |           |         |                       |                          |  |                         |   |   |   |
| F4-17        | All            |                  | 89.08           | 89.08          | 71.38                       | 71.38          | Non-Residential     | 962                     | 756                    | 853                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F5-46        | Bayshore       |                  | 14.80           | 14.80          | 9.90                        | 9.90           | Non-Residential     | 456                     | 358                    | 405                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F5-47        | Bayshore       |                  | 13.17           | 13.17          | 8.23                        | 8.23           | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F5-48        | Bayshore       |                  | 10.90           | 10.90          | 5.90                        | 5.90           | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F5-49        | Bayshore       |                  | 10.48           | 10.48          | 4.66                        | 4.66           | Residential         | 1,905                   | 2,320                  | 2,495                  |                        |                       |                             |   |           |         |                       |                          |  | X                       |   |   | X   |
| F5-50        | Bayshore       |                  | 9.96            | 9.96           | 3.16                        | 3.16           | Non-Residential     | 595                     | 468                    | 528                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F5-51        | Bayshore       |                  | 9.40            | 9.40           | 3.00                        | 3.00           | Non-Residential     | 91                      | 72                     | 81                     |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F5-52        | Bayshore       |                  | 7.55            | 7.55           | -2.85                       | -2.85          | Non-Residential     | 595                     | 468                    | 528                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F6-81        | Bayshore       |                  | 224.72          | 224.72         | 218.32                      | 218.32         | Residential         | 105                     | 128                    | 137                    | X                      |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F6-82        | Bayshore       |                  | 199.76          | 199.76         | 196.36                      | 196.36         | Residential         | 105                     | 128                    | 137                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F6-83        | Bayshore       |                  | 185.29          | 185.29         | 180.69                      | 180.69         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| F6-91        | Bayshore       |                  | -               | 261.00         | -                           | 258.25         | Residential         | -                       | 128                    | 137                    |                        |                       |                             |   |           |         |                       | X                        |  |                         |   | X   | X   |
| F6-92        | Bayshore       |                  | -               | 259.00         | -                           | 255.25         | Residential         | -                       | 128                    | 137                    |                        |                       |                             |   |           |         |                       | X                        |  |                         |   | X   | X   |
| G5-02        | Bayshore       |                  | 18.96           | 18.96          | 14.16                       | 14.16          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G5-03        | Bayshore       |                  | 16.92           | 16.92          | 12.07                       | 12.07          | Non-Residential     | 456                     | 358                    | 405                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-01        | Bayshore       |                  | 161.83          | 161.83         | 157.04                      | 157.04         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-02        | Bayshore       |                  | 270.94          | 270.94         | 264.54                      | 264.54         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-03        | Bayshore       |                  | 263.64          | 263.64         | 257.94                      | 257.94         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-04        | Bayshore       |                  | 208.13          | 208.13         | 202.67                      | 202.67         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-05        | Bayshore       |                  | 148.74          | 148.74         | 143.54                      | 143.54         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-06        | Bayshore       |                  | 148.09          | 148.09         | 140.89                      | 140.89         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-07        | Bayshore       |                  | 137.77          | 137.77         | 132.77                      | 132.77         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-09        | Bayshore       |                  | 93.21           | 93.21          | 91.00                       | 91.00          | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-10        | Bayshore       |                  | 67.53           | 67.53          | 60.33                       | 60.33          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-11        | Bayshore       |                  | 90.90           | 90.90          | 84.70                       | 84.70          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-12        | Bayshore       |                  | 60.82           | 60.82          | 54.20                       | 54.20          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-13        | Bayshore       |                  | 51.91           | 51.91          | 46.07                       | 46.07          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-14        | Bayshore       |                  | 46.95           | 46.95          | 41.55                       | 41.55          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-15        | Bayshore       |                  | 39.01           | 39.01          | 33.61                       | 33.61          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-16        | Bayshore       |                  | 33.50           | 33.50          | 27.60                       | 27.60          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-17        | Bayshore       |                  | 117.48          | 117.48         | 110.98                      | 110.98         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  | X                       |   |   | X   |
| G6-18        | Bayshore       |                  | 108.76          | 108.76         | 106.06                      | 106.06         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-19        | Bayshore       |                  | 107.64          | 107.64         | 101.34                      | 101.34         | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-20        | Bayshore       |                  | 98.60           | 98.60          | 87.70                       | 87.70          | Residential         | 345                     | 420                    | 452                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-21        | Bayshore       |                  | 68.03           | 68.03          | 59.62                       | 59.62          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-22        | Bayshore       |                  | 50.46           | 50.46          | 43.48                       | 43.48          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-23        | Bayshore       |                  | 32.23           | 32.23          | 26.73                       | 26.73          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-24        | Bayshore       |                  | 29.98           | 29.98          | 24.78                       | 24.78          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-25        | Bayshore       |                  | 26.25           | 26.25          | 21.35                       | 21.35          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |
| G6-26        | Bayshore       |                  | 22.70           | 22.70          | 18.00                       | 18.00          | Non-Residential     | 862                     | 678                    | 765                    |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   | X   |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area   | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |                     |                       |                           |   |           |         |
|--------------|------------------|------------------|------------------|-----------------------|---------------------------|---|---------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|---------------------|-----------------------|---------------------------|---|-----------|---------|
|              |                  |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   |                                    | Existing Base Flows |                       |                           | Future Base Flows                                       |           |         |
|              |                  |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                     | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |                     |                       |                           |   |           |         |
|              |                  |                  |                  |                       |                           |   |                     |                         |                        |                        |                          |  |                             |   |   |   |                                    | Manhole Replaced    | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model | Relocated | Removed |
| G6-27        | Bayshore         |                  | 20.92            | 20.92                 | 16.17                     | 16.17   | Non-Residential     | 862                     | 678                    | 765                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| G7-01        | Bayshore         |                  | 294.12           | 97.00                 | 284.62                    | 89.58   | Residential         | 345                     | 0                      | 0                      |                          |  |                             |   |   |   |                                    |                     | X                     | X                         |   |           | X       |
| G7-15        | Bayshore         |                  | 61.73            | 61.73                 | 55.33                     | 55.33   | Non-Residential     | 862                     | 678                    | 765                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| G7-16        | Bayshore         |                  | 73.97            | 73.97                 | 67.57                     | 67.57   | Non-Residential     | 862                     | 678                    | 765                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| G7-17        | Bayshore         |                  | -                | 295.00                | -                         | 285.67  | -                   | -                       | 0                      | 0                      |                          |  |                             | X   |   |   |                                    |                     |                       |                           |   |           |         |
| G7-18        | Bayshore         |                  | -                | 296.00                | -                         | 291.83  | Residential         | -                       | 420                    | 452                    |                          |  |                             | X   |   |   |                                    |                     | X                     | X                         |   |           | X       |
| G7-19        | Bayshore         |                  | -                | 148.00                | -                         | 142.08  | -                   | -                       | 0                      | 0                      |                          |  |                             | X   |   |   |                                    |                     |                       |                           |   |           |         |
| E5-01        | Central Brisbane |                  | 306.31           | 306.31                | 302.01                    | 302.01  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E5-02        | Central Brisbane |                  | 236.26           | 236.26                | 231.86                    | 231.86  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E5-03        | Central Brisbane |                  | 236.66           | 236.66                | 229.36                    | 229.36  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E5-04        | Central Brisbane |                  | 237.08           | 237.08                | 231.48                    | 231.48  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E5-05        | Central Brisbane |                  | 211.45           | 211.45                | 206.35                    | 206.35  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E5-09        | Central Brisbane |                  | 205.70           | 205.70                | 199.70                    | 199.70  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E5-10        | Central Brisbane |                  | 200.15           | 200.15                | 194.85                    | 194.85  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E5-11        | Central Brisbane |                  | 198.39           | 198.39                | 193.19                    | 193.19  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E5-12        | Central Brisbane |                  | 178.75           | 178.75                | 173.95                    | 173.95  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E6-01        | Central Brisbane |                  | 365.68           | 365.68                | 360.98                    | 360.98  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E6-02        | Central Brisbane |                  | 359.72           | 359.72                | 353.51                    | 353.51  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E6-03        | Central Brisbane |                  | 356.61           | 356.61                | 349.61                    | 349.61  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E6-04        | Central Brisbane |                  | 344.84           | 344.84                | 339.84                    | 339.84  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E6-05        | Central Brisbane |                  | 314.62           | 314.62                | 309.72                    | 309.72  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E6-08        | Central Brisbane |                  | 283.58           | 283.58                | 276.48                    | 276.48  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| E6-09        | Central Brisbane |                  | 283.05           | 283.05                | 275.65                    | 275.55  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           | X   |           | X       |
| F5-01        | Central Brisbane |                  | 159.09           | 159.09                | 155.49                    | 155.49  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-02        | Central Brisbane |                  | 159.75           | 159.75                | 154.35                    | 154.35  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-03        | Central Brisbane |                  | 139.03           | 139.03                | 134.93                    | 134.93  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-04        | Central Brisbane |                  | 97.71            | 97.71                 | 93.31                     | 93.31   | Residential         | 722                     | 879                    | 946                    | X                        |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-05        | Central Brisbane |                  | 65.48            | 65.48                 | 59.18                     | 59.18   | Non-Residential     | 745                     | 586                    | 661                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-06        | Central Brisbane |                  | 161.48           | 161.48                | 156.88                    | 156.88  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-07        | Central Brisbane |                  | 138.60           | 138.60                | 133.70                    | 133.70  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-08        | Central Brisbane |                  | 157.13           | 157.13                | 152.63                    | 152.63  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-09        | Central Brisbane |                  | 141.42           | 141.42                | 136.12                    | 136.12  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-10        | Central Brisbane |                  | 134.23           | 134.23                | 128.93                    | 128.93  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-11        | Central Brisbane |                  | 124.88           | 124.88                | 119.08                    | 119.08  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-12        | Central Brisbane |                  | 105.19           | 105.19                | 101.09                    | 101.09  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-13        | Central Brisbane |                  | 88.65            | 88.65                 | 84.05                     | 84.05   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-14        | Central Brisbane |                  | 49.13            | 49.13                 | 44.53                     | 44.53   | Residential         | 1,110                   | 1,352                  | 1,454                  | X                        |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-15        | Central Brisbane |                  | 46.51            | 46.51                 | 40.11                     | 40.11   | Non-Residential     | 745                     | 586                    | 661                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-16        | Central Brisbane |                  | 78.05            | 78.05                 | 71.95                     | 71.95   | Residential         | 1,110                   | 1,352                  | 1,454                  |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |
| F5-17        | Central Brisbane |                  | 29.72            | 29.72                 | 26.82                     | 26.82   | Residential         | 1,110                   | 1,352                  | 1,454                  |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         | X       |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area   | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |                  |                       |                           |   |           |         |
|--------------|------------------|------------------|------------------|-----------------------|---------------------------|---|---------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|------------------|-----------------------|---------------------------|---|-----------|---------|
|              |                  |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   | Existing Base Flows                |                  |                       | Future Base Flows         |   |           |         |
|              |                  |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                     | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |                  |                       |                           |   |           |         |
|              |                  |                  |                  |                       |                           |   |                     |                         |                        |                        |                          |  |                             |   |   |   |                                    | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model | Relocated | Removed |
| F5-18        | Central Brisbane |                  | 30.20            | 30.20                 | 23.30                     | 23.30   | Non-Residential     | 745                     | 586                    | 661                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-19        | Central Brisbane |                  | 79.42            | 79.42                 | 70.32                     | 70.32   | Residential         | 1,110                   | 1,352                  | 1,454                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-20        | Central Brisbane |                  | 26.05            | 26.05                 | 17.25                     | 17.25   | Residential         | 1,110                   | 1,352                  | 1,454                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-21        | Central Brisbane |                  | 14.61            | 14.61                 | 8.21                      | 8.21  | Residential         | 1,110                   | 1,352                  | 1,454                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-22        | Central Brisbane |                  | 12.34            | 12.34                 | 4.74                      | 4.74  | Non-Residential     | 745                     | 586                    | 661                    | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-23        | Central Brisbane |                  | 111.22           | 111.22                | 107.72                    | 107.72  | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-25        | Central Brisbane |                  | 112.71           | 112.71                | 107.01                    | 107.01  | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-26        | Central Brisbane |                  | 114.29           | 114.29                | 106.59                    | 106.59  | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-27        | Central Brisbane |                  | 183.25           | 183.25                | 173.85                    | 173.85  | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-28        | Central Brisbane |                  | 106.00           | 106.00                | 98.30                     | 98.30   | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-29        | Central Brisbane |                  | 58.61            | 58.61                 | 55.61                     | 55.61   | Residential         | 1,236                   | 1,505                  | 1,619                  | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-30        | Central Brisbane |                  | 48.42            | 48.42                 | 44.02                     | 44.02   | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-31        | Central Brisbane |                  | 48.25            | 48.25                 | 38.25                     | 38.25   | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-32        | Central Brisbane |                  | 46.52            | 46.52                 | 43.32                     | 43.32   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-33        | Central Brisbane |                  | 33.07            | 33.07                 | 29.67                     | 29.67   | Residential         | 1,620                   | 1,973                  | 2,123                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-34        | Central Brisbane |                  | 30.94            | 30.94                 | 21.84                     | 21.84   | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-35        | Central Brisbane |                  | 23.72            | 23.72                 | 18.92                     | 18.92   | Residential         | 1,620                   | 1,973                  | 2,123                  | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-36        | Central Brisbane |                  | 18.83            | 18.83                 | 10.33                     | 10.33   | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-37        | Central Brisbane |                  | 12.13            | 12.13                 | 4.33                      | 4.33  | Non-Residential     | 745                     | 586                    | 661                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-38        | Central Brisbane |                  | 43.54            | 50.10                 | 38.04                     | 46.60   | Non-Residential     | 456                     | 358                    | 405                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-39        | Central Brisbane |                  | 37.19            | 37.19                 | 32.89                     | 32.89   | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-40        | Central Brisbane |                  | 26.67            | 26.67                 | 21.17                     | 21.17   | Non-Residential     | 456                     | 358                    | 405                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-41        | Central Brisbane |                  | 13.45            | 13.45                 | 8.15                      | 8.15  | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-42        | Central Brisbane |                  | 18.19            | 18.19                 | 13.99                     | 13.99   | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-43        | Central Brisbane |                  | 10.37            | 10.37                 | 5.27                      | 5.27  | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-44        | Central Brisbane |                  | 10.76            | 10.76                 | 4.76                      | 4.76  | Non-Residential     | 745                     | 586                    | 661                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-45        | Central Brisbane |                  | 12.14            | 12.14                 | 3.74                      | 4.14  | Non-Residential     | 1,554                   | 1,221                  | 1,378                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-65        | Central Brisbane |                  | 78.53            | 78.53                 | 71.03                     | 71.03   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-66        | Central Brisbane |                  | 74.70            | 74.70                 | 71.10                     | 71.10   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-67        | Central Brisbane |                  | 75.09            | 75.09                 | 71.69                     | 71.69   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F5-68        | Central Brisbane |                  | 75.72            | 75.72                 | 72.72                     | 72.72   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-01        | Central Brisbane |                  | 308.31           | 308.31                | 304.01                    | 304.01  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-02        | Central Brisbane |                  | 290.66           | 290.66                | 287.16                    | 287.16  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-03        | Central Brisbane |                  | 272.03           | 272.03                | 267.93                    | 267.93  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-04        | Central Brisbane |                  | 260.94           | 254.20                | 256.41                    | 248.80  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-05        | Central Brisbane |                  | 248.86           | 248.86                | 243.86                    | 243.86  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-06        | Central Brisbane |                  | 247.14           | 247.14                | 241.44                    | 241.44  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-07        | Central Brisbane |                  | 236.10           | 236.10                | 232.20                    | 232.20  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-08        | Central Brisbane |                  | 328.67           | 328.67                | 324.97                    | 324.97  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |
| F6-09        | Central Brisbane |                  | 325.02           | 325.02                | 317.22                    | 317.22  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area   | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |                     |                       |                           |   |           |         |                       |                          |
|--------------|------------------|------------------|------------------|-----------------------|---------------------------|---|---------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|---------------------|-----------------------|---------------------------|---|-----------|---------|-----------------------|--------------------------|
|              |                  |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   |                                    | Existing Base Flows |                       |                           | Future Base Flows                                       |           |         |                       |                          |
|              |                  |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                     | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |                     |                       |                           |   |           |         |                       |                          |
|              |                  |                  |                  |                       |                           |   |                     |                         |                        |                        |                          |  |                             |   |   |   |                                    | Manhole Replaced    | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model | Relocated | Removed | Rim Elevation Updated | Invert Elevation Updated |
| F6-10        | Central Brisbane |                  | 309.84           | 309.84                | 304.64                    | 304.64  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-11        | Central Brisbane |                  | 320.89           | 318.00                | 314.19                    | 313.42  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   | X   |   | X                                  | X                   |                       |                           |   |           | X       |                       | X                        |
| F6-12        | Central Brisbane |                  | 307.94           | 307.94                | 301.94                    | 301.94  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-13        | Central Brisbane |                  | 274.46           | 274.46                | 268.59                    | 268.59  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-14        | Central Brisbane |                  | 231.86           | 231.86                | 226.16                    | 226.16  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-15        | Central Brisbane |                  | 277.18           | 278.90                | 271.08                    | 274.20  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   | X                                  | X                   |                       |                           |   | X         |         | X                     |                          |
| F6-16        | Central Brisbane |                  | 270.04           | 270.04                | 264.44                    | 264.44  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-17        | Central Brisbane |                  | 229.97           | 229.97                | 224.07                    | 224.07  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-18        | Central Brisbane |                  | 213.71           | 213.71                | 208.31                    | 208.31  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-19        | Central Brisbane |                  | 209.95           | 209.95                | 204.45                    | 204.45  | Residential         | 722                     | 879                    | 946                    | X                        |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-20        | Central Brisbane |                  | 204.62           | 204.62                | 199.32                    | 199.32  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-21        | Central Brisbane |                  | 184.13           | 184.13                | 178.83                    | 178.83  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-22        | Central Brisbane |                  | 165.39           | 165.39                | 161.39                    | 161.39  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-23        | Central Brisbane |                  | 164.79           | 164.79                | 158.09                    | 158.09  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-24        | Central Brisbane |                  | 147.55           | 147.55                | 141.65                    | 141.65  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-25        | Central Brisbane |                  | 134.78           | 134.78                | 128.88                    | 128.88  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-26        | Central Brisbane |                  | 152.94           | 152.94                | 150.74                    | 150.74  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-27        | Central Brisbane |                  | 133.08           | 133.08                | 129.38                    | 129.38  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-28        | Central Brisbane |                  | 126.67           | 126.67                | 123.47                    | 123.47  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-29        | Central Brisbane |                  | 119.98           | 119.98                | 114.08                    | 114.08  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-30        | Central Brisbane |                  | 263.46           | 263.46                | 256.16                    | 256.16  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-31        | Central Brisbane |                  | 256.86           | 256.86                | 249.56                    | 249.56  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-32        | Central Brisbane |                  | 181.82           | 181.82                | 178.92                    | 178.92  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-34        | Central Brisbane |                  | 120.51           | 120.51                | 116.31                    | 116.31  | Residential         | 722                     | 879                    | 946                    | X                        |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-35        | Central Brisbane |                  | 90.77            | 90.77                 | 84.97                     | 84.97   | Non-Residential     | 745                     | 586                    | 661                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   |           | X       | X                     |                          |
| F6-36        | Central Brisbane |                  | 299.74           | 299.74                | 294.94                    | 294.94  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-37        | Central Brisbane |                  | 264.41           | 264.41                | 259.21                    | 259.21  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-38        | Central Brisbane |                  | 271.40           | 271.40                | 266.90                    | 266.90  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-39        | Central Brisbane |                  | 257.37           | 257.37                | 252.97                    | 252.97  | Residential         | 722                     | 879                    | 946                    |                          | X  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-40        | Central Brisbane |                  | 246.53           | 246.53                | 242.93                    | 242.93  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-41        | Central Brisbane |                  | 231.55           | 231.55                | 223.75                    | 223.25  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-42        | Central Brisbane |                  | 194.19           | 194.19                | 190.29                    | 190.29  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-43        | Central Brisbane |                  | 188.07           | 188.07                | 184.47                    | 184.47  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-44        | Central Brisbane |                  | 212.45           | 212.45                | 209.15                    | 209.15  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-45        | Central Brisbane |                  | 211.75           | 211.75                | 205.85                    | 205.85  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-46        | Central Brisbane |                  | 207.21           | 207.21                | 200.41                    | 200.41  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-47        | Central Brisbane |                  | 194.30           | 194.30                | 190.40                    | 190.40  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-48        | Central Brisbane |                  | 215.46           | 215.46                | 210.06                    | 210.06  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-49        | Central Brisbane |                  | 213.79           | 213.79                | 207.99                    | 207.99  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |
| F6-50        | Central Brisbane |                  | 209.95           | 209.95                | 206.05                    | 206.05  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |                          |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area                 | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |                  |                       |                           |   |           |         |                       |
|--------------|--------------------------------|------------------|------------------|-----------------------|---------------------------|---|---------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|------------------|-----------------------|---------------------------|---|-----------|---------|-----------------------|
|              |                                |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   | Existing Base Flows                |                  |                       | Future Base Flows         |   |           |         |                       |
|              |                                |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                     | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |                  |                       |                           |   |           |         |                       |
|              |                                |                  |                  |                       |                           |   |                     |                         |                        |                        |                          |  |                             |   |   |   |                                    | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model | Relocated | Removed | Rim Elevation Updated |
| F6-51        | Central Brisbane               |                  | 186.59           | 186.59                | 181.29                    | 181.29  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   | X         |         |                       |
| F6-52        | Central Brisbane               |                  | 173.33           | 173.33                | 167.00                    | 167.00  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-53        | Central Brisbane               |                  | 163.86           | 163.86                | 156.76                    | 156.76  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-54        | Central Brisbane               |                  | 162.64           | 162.64                | 155.34                    | 155.34  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-55        | Central Brisbane               |                  | 160.55           | 160.55                | 153.15                    | 153.15  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-56        | Central Brisbane               |                  | 183.88           | 183.88                | 177.68                    | 177.68  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-57        | Central Brisbane               |                  | 173.78           | 173.78                | 169.68                    | 169.68  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-58        | Central Brisbane               |                  | 176.94           | 176.94                | 168.54                    | 168.54  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-59        | Central Brisbane               |                  | 196.99           | 196.99                | 192.29                    | 192.29  | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-60        | Central Brisbane               |                  | 167.86           | 167.86                | 163.86                    | 163.86  | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-61        | Central Brisbane               |                  | 155.64           | 155.64                | 147.64                    | 147.64  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-62        | Central Brisbane               |                  | 131.48           | 131.48                | 124.48                    | 124.48  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-64        | Central Brisbane               |                  | 121.23           | 121.23                | 115.13                    | 115.13  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-65        | Central Brisbane               |                  | 116.07           | 116.07                | 109.97                    | 109.97  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-66        | Central Brisbane               |                  | 123.13           | 123.13                | 118.03                    | 118.03  | Residential         | 1,236                   | 1,505                  | 1,619                  |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-67        | Central Brisbane               |                  | 114.98           | 114.98                | 109.98                    | 109.98  | Residential         | 1,236                   | 1,505                  | 1,619                  | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-68        | Central Brisbane               |                  | 108.72           | 108.72                | 102.62                    | 102.62  | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-69        | Central Brisbane               |                  | 117.36           | 117.36                | 112.46                    | 112.46  | Residential         | 722                     | 879                    | 946                    | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-70        | Central Brisbane               |                  | 94.23            | 94.23                 | 90.43                     | 90.43   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-71        | Central Brisbane               |                  | 91.87            | 91.87                 | 83.67                     | 83.67   | Residential         | 630                     | 767                    | 825                    | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-72        | Central Brisbane               |                  | 69.82            | 69.82                 | 61.12                     | 61.12   | Residential         | 630                     | 767                    | 825                    | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-73        | Central Brisbane               |                  | 194.62           | 194.62                | 191.12                    | 191.12  | Residential         | 1,236                   | 1,505                  | 1,619                  | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-74        | Central Brisbane               |                  | 85.79            | 85.79                 | 82.29                     | 82.29   | Residential         | 1,236                   | 1,505                  | 1,619                  | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-75        | Central Brisbane               |                  | 80.81            | 80.81                 | 76.11                     | 76.11   | Residential         | 722                     | 879                    | 946                    | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-76        | Central Brisbane               |                  | 61.12            | 61.12                 | 56.42                     | 56.42   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-77        | Central Brisbane               |                  | 61.71            | 61.71                 | 52.41                     | 52.41   | Residential         | 722                     | 879                    | 946                    | X                        |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-78        | Central Brisbane               |                  | 62.92            | 62.92                 | 57.72                     | 57.72   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-79        | Central Brisbane               |                  | 46.40            | 46.40                 | 40.00                     | 40.00   | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-84        | Central Brisbane               |                  | 208.20           | 208.20                | 204.90                    | 204.90  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-85        | Central Brisbane               |                  | 230.19           | 230.19                | 226.99                    | 226.99  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-86        | Central Brisbane               |                  | 336.84           | 341.00                | 333.54                    | 337.33  | Residential         | 722                     | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-87        | Central Brisbane               |                  | 115.72           | 115.72                | 110.12                    | 110.12  | Residential         | 630                     | 767                    | 825                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-88        | Central Brisbane               |                  | -                | 347.00                | -                         | 343.42  | Residential         | -                       | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-89        | Central Brisbane               |                  | -                | 338.00                | -                         | 333.17  | Residential         | -                       | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-90        | Central Brisbane               |                  | -                | 326.00                | -                         | 319.25  | Residential         | -                       | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| F6-93        | Central Brisbane               |                  | -                | 297.00                | -                         | 294.58  | Residential         | -                       | 879                    | 946                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| D3-01        | Crocker Park / Northeast Ridge |                  | 315.53           | 295.54                | 307.93                    | 290.40  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| D3-02        | Crocker Park / Northeast Ridge |                  | 310.16           | 293.55                | 302.56                    | 289.40  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| D3-03        | Crocker Park / Northeast Ridge |                  | 305.84           | 292.59                | 298.24                    | 288.40  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |
| D3-04        | Crocker Park / Northeast Ridge |                  | 300.50           | 291.42                | 292.90                    | 287.20  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         | X       |                       |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area                 | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |                  |                       |                           |   |           |         |                       |
|--------------|--------------------------------|------------------|------------------|-----------------------|---------------------------|---|---------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|------------------|-----------------------|---------------------------|---|-----------|---------|-----------------------|
|              |                                |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   | Existing Base Flows                |                  |                       | Future Base Flows         |   |           |         |                       |
|              |                                |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                     | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |                  |                       |                           |   |           |         |                       |
|              |                                |                  |                  |                       |                           |   |                     |                         |                        |                        |                          |  |                             |   |   |   |                                    | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model | Relocated | Removed | Rim Elevation Updated |
| D3-05        | Crocker Park / Northeast Ridge |                  | 294.71           | 290.21                | 287.11                    | 285.80  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   | X   |   | X                                  | X                |                       |                           | X   |           | X       |                       |
| D3-06        | Crocker Park / Northeast Ridge |                  | 292.55           | 289.70                | 284.95                    | 284.00  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   | X   |   | X                                  | X                |                       |                           | X   |           | X       |                       |
| D3-07        | Crocker Park / Northeast Ridge |                  | 290.15           | 290.15                | 282.55                    | 282.55  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-08        | Crocker Park / Northeast Ridge |                  | 277.89           | 277.89                | 270.69                    | 270.69  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-09        | Crocker Park / Northeast Ridge |                  | 261.92           | 261.92                | 254.62                    | 254.62  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-10        | Crocker Park / Northeast Ridge |                  | 251.70           | 251.70                | 246.40                    | 246.40  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-11        | Crocker Park / Northeast Ridge |                  | 255.60           | 272.30                | 249.80                    | 266.20  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   | X   |   | X                                  | X                |                       |                           | X   |           | X       |                       |
| D3-12        | Crocker Park / Northeast Ridge |                  | 253.59           | 261.08                | 247.79                    | 256.70  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   | X   |   | X                                  | X                |                       |                           | X   |           | X       |                       |
| D3-13        | Crocker Park / Northeast Ridge |                  | 249.39           | 248.04                | 243.59                    | 243.50  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   | X   |   | X                                  | X                |                       |                           | X   |           | X       |                       |
| D3-14        | Crocker Park / Northeast Ridge |                  | 248.07           | 248.07                | 242.27                    | 242.27  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-15        | Crocker Park / Northeast Ridge |                  | 252.59           | 253.89                | 245.19                    | 248.00  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   | X   |   | X                                  | X                |                       |                           | X   |           | X       |                       |
| D3-16        | Crocker Park / Northeast Ridge |                  | 245.30           | 249.61                | 237.90                    | 244.00  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   | X   |   | X                                  | X                |                       |                           | X   |           | X       |                       |
| D3-17        | Crocker Park / Northeast Ridge |                  | 238.01           | 235.86                | 230.61                    | 230.70  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   | X   |   | X                                  | X                |                       |                           | X   |           | X       |                       |
| D3-18        | Crocker Park / Northeast Ridge |                  | 235.73           | 235.73                | 228.33                    | 228.33  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-19        | Crocker Park / Northeast Ridge |                  | 217.03           | 217.03                | 209.73                    | 209.73  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-20        | Crocker Park / Northeast Ridge |                  | 199.87           | 199.87                | 192.97                    | 192.97  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-21        | Crocker Park / Northeast Ridge |                  | 187.79           | 187.79                | 180.69                    | 180.69  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-22        | Crocker Park / Northeast Ridge | X                | 235.02           | 235.02                | 229.62                    | 229.62  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-23        | Crocker Park / Northeast Ridge | X                | 234.11           | 234.11                | 227.71                    | 227.71  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-24        | Crocker Park / Northeast Ridge | X                | 231.62           | 231.62                | 224.42                    | 224.42  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-25        | Crocker Park / Northeast Ridge | X                | 226.42           | 226.42                | 222.12                    | 222.12  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-26        | Crocker Park / Northeast Ridge | X                | 224.46           | 224.46                | 216.36                    | 216.36  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-27        | Crocker Park / Northeast Ridge | X                | 219.26           | 219.26                | 213.06                    | 213.06  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-28        | Crocker Park / Northeast Ridge | X                | 218.25           | 218.25                | 211.95                    | 211.95  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-29        | Crocker Park / Northeast Ridge | X                | 212.63           | 212.63                | 205.33                    | 205.33  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-30        | Crocker Park / Northeast Ridge | X                | 198.73           | 198.73                | 190.83                    | 190.83  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-31        | Crocker Park / Northeast Ridge |                  | 195.94           | 195.94                | 187.84                    | 187.84  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-32        | Crocker Park / Northeast Ridge |                  | 193.94           | 193.94                | 185.74                    | 185.74  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-33        | Crocker Park / Northeast Ridge |                  | 190.00           | 190.00                | 184.50                    | 184.50  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-34        | Crocker Park / Northeast Ridge |                  | 187.72           | 187.72                | 182.12                    | 182.12  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-35        | Crocker Park / Northeast Ridge |                  | 184.93           | 184.93                | 178.23                    | 178.23  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-36        | Crocker Park / Northeast Ridge |                  | 181.02           | 181.02                | 174.52                    | 174.52  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-37        | Crocker Park / Northeast Ridge |                  | 172.87           | 172.87                | 168.77                    | 168.77  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-38        | Crocker Park / Northeast Ridge |                  | 173.07           | 173.07                | 167.57                    | 167.57  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-39        | Crocker Park / Northeast Ridge |                  | 158.57           | 158.57                | 153.27                    | 153.27  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-40        | Crocker Park / Northeast Ridge |                  | 155.08           | 155.08                | 148.78                    | 148.78  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-41        | Crocker Park / Northeast Ridge |                  | 215.42           | 215.42                | 208.42                    | 208.42  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                  |                       |                           |   | X         |         | X                     |
| D3-42        | Crocker Park / Northeast Ridge |                  | 161.54           | 161.54                | 154.24                    | 154.24  | -                   | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |                  |                       |                           |   |           |         |                       |
| D3-43        | Crocker Park / Northeast Ridge |                  | 155.69           | 155.69                | 148.39                    | 148.39  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |
| D3-44        | Crocker Park / Northeast Ridge |                  | 143.54           | 143.54                | 136.94                    | 136.94  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |                       |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area                 | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |                  |                       |                           |   |           |         |
|--------------|--------------------------------|------------------|------------------|-----------------------|---------------------------|---|---------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|------------------|-----------------------|---------------------------|---|-----------|---------|
|              |                                |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   | Existing Base Flows                |                  |                       | Future Base Flows         |   |           |         |
|              |                                |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                     | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |                  |                       |                           |   |           |         |
|              |                                |                  |                  |                       |                           |   |                     |                         |                        |                        |                          |  |                             |   |   |   |                                    | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model | Relocated | Removed |
| D3-45        | Crocker Park / Northeast Ridge | X                | 216.63           | 216.63                | 209.73                    | 209.73  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D3-46        | Crocker Park / Northeast Ridge | X                | 214.22           | 214.22                | 203.72                    | 203.72  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D3-47        | Crocker Park / Northeast Ridge | X                | 203.39           | 203.39                | 198.69                    | 198.69  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D3-48        | Crocker Park / Northeast Ridge | X                | 203.75           | 203.75                | 197.25                    | 197.25  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D3-49        | Crocker Park / Northeast Ridge | X                | 200.29           | 200.29                | 185.09                    | 185.09  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D3-50        | Crocker Park / Northeast Ridge |                  | -                | 581.50                | -                         | 274.60  | -                   | -                       | 0                      | 0                      |                          |  |                             | X   |   |   |                                    |                  |                       |                           |   |           |         |
| D3-51        | Crocker Park / Northeast Ridge |                  | -                | 289.36                | -                         | 277.90  | -                   | -                       | 0                      | 0                      |                          |  |                             | X   |   |   |                                    |                  |                       |                           |   |           |         |
| D3-52        | Crocker Park / Northeast Ridge |                  | -                | 291.90                | -                         | 279.71  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-53        | Crocker Park / Northeast Ridge |                  | -                | 296.10                | -                         | 286.09  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-54        | Crocker Park / Northeast Ridge |                  | -                | 304.80                | -                         | 294.92  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-55        | Crocker Park / Northeast Ridge |                  | -                | 308.50                | -                         | 298.72  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-56        | Crocker Park / Northeast Ridge |                  | -                | 314.80                | -                         | 304.51  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-57        | Crocker Park / Northeast Ridge |                  | -                | 321.70                | -                         | 311.93  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-58        | Crocker Park / Northeast Ridge |                  | -                | 327.40                | -                         | 317.94  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-59        | Crocker Park / Northeast Ridge |                  | -                | 332.60                | -                         | 322.40  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-60        | Crocker Park / Northeast Ridge |                  | -                | 343.60                | -                         | 336.78  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-61        | Crocker Park / Northeast Ridge |                  | -                | 344.50                | -                         | 337.79  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-62        | Crocker Park / Northeast Ridge |                  | -                | 374.80                | -                         | 364.15  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-63        | Crocker Park / Northeast Ridge |                  | -                | 371.20                | -                         | 360.44  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-64        | Crocker Park / Northeast Ridge |                  | -                | 370.40                | -                         | 359.40  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-65        | Crocker Park / Northeast Ridge |                  | -                | 382.40                | -                         | 370.32  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-66        | Crocker Park / Northeast Ridge |                  | -                | 390.90                | -                         | 381.60  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-67        | Crocker Park / Northeast Ridge |                  | -                | 394.10                | -                         | 384.28  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-68        | Crocker Park / Northeast Ridge |                  | -                | 364.00                | -                         | 333.50  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-69        | Crocker Park / Northeast Ridge |                  | -                | 334.70                | -                         | 324.52  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-70        | Crocker Park / Northeast Ridge |                  | -                | 330.40                | -                         | 319.57  | -                   | -                       | 0                      | 0                      |                          |  |                             | X   |   |   |                                    |                  |                       |                           |   |           |         |
| D3-71        | Crocker Park / Northeast Ridge |                  | -                | 352.80                | -                         | 346.32  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-72        | Crocker Park / Northeast Ridge |                  | -                | 351.00                | -                         | 344.27  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-73        | Crocker Park / Northeast Ridge |                  | -                | 348.10                | -                         | 337.64  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-74        | Crocker Park / Northeast Ridge |                  | -                | 333.16                | -                         | 323.05  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-75        | Crocker Park / Northeast Ridge |                  | -                | 329.81                | -                         | 320.11  | Residential         | -                       | 393                    | 423                    |                          |  |                             | X   |   |   |                                    |                  | X                     |                           | X   |           | X       |
| D3-76        | Crocker Park / Northeast Ridge |                  | -                | 309.55                | -                         | 299.85  | -                   | -                       | 0                      | 0                      |                          |  |                             | X   |   |   |                                    |                  |                       |                           |   |           |         |
| D3-77        | Crocker Park / Northeast Ridge |                  | -                | 294.93                | -                         | 291.30  | -                   | -                       | 0                      | 0                      |                          |  |                             | X   |   |   |                                    |                  |                       |                           |   |           |         |
| D4-01        | Crocker Park / Northeast Ridge |                  | 140.74           | 140.74                | 133.74                    | 133.74  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D4-02        | Crocker Park / Northeast Ridge |                  | 131.39           | 131.39                | 124.39                    | 124.39  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D4-03        | Crocker Park / Northeast Ridge |                  | 129.02           | 129.02                | 122.92                    | 122.92  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D4-04        | Crocker Park / Northeast Ridge |                  | 206.85           | 206.85                | 199.85                    | 199.85  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D4-05        | Crocker Park / Northeast Ridge |                  | 194.59           | 194.59                | 186.49                    | 186.49  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D4-06        | Crocker Park / Northeast Ridge |                  | 185.25           | 185.25                | 178.55                    | 178.55  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |
| D4-07        | Crocker Park / Northeast Ridge |                  | 178.84           | 178.84                | 172.24                    | 172.24  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                  |                       |                           | X   |           | X       |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area                 | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
|--------------|--------------------------------|------------------|------------------|-----------------------|---------------------------|---|---------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|--|--|-------------------|---|---|---|
|              |                                |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   | Existing Base Flows                |  |  | Future Base Flows |   |   |   |
|              |                                |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                     | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |  |  |                   |   |   |   |
|              |                                |                  |                  |                       |                           |   |                     |                         |                        |                        |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
| D4-08        | Crocker Park / Northeast Ridge |                  | 133.08           | 133.08                | 127.18                    | 127.18  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| D4-09        | Crocker Park / Northeast Ridge |                  | 128.51           | 128.51                | 121.40                    | 121.40  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| D4-10        | Crocker Park / Northeast Ridge |                  | 123.17           | 123.17                | 114.77                    | 114.77  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| D4-11        | Crocker Park / Northeast Ridge |                  | 109.31           | 109.31                | 100.91                    | 100.91  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| D4-12        | Crocker Park / Northeast Ridge | X                | 175.82           | 175.82                | 170.82                    | 170.82  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  | X                 |   |   | X |
| D4-13        | Crocker Park / Northeast Ridge | X                | 123.00           | 123.00                | 111.00                    | 111.00  | -                   | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
| D4-14        | Crocker Park / Northeast Ridge |                  | 119.21           | 119.21                | 109.31                    | 109.31  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| D4-15        | Crocker Park / Northeast Ridge |                  | 111.24           | 111.24                | 100.84                    | 100.84  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| D4-16        | Crocker Park / Northeast Ridge | X                | 114.53           | 114.53                | 104.23                    | 104.23  | -                   | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
| E3-17        | Crocker Park / Northeast Ridge |                  | 258.80           | 258.80                | 251.80                    | 251.80  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |
| E3-18        | Crocker Park / Northeast Ridge |                  | 258.06           | 258.06                | 249.36                    | 249.36  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |
| E3-19        | Crocker Park / Northeast Ridge |                  | 254.26           | 254.26                | 247.56                    | 247.56  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |
| E3-20        | Crocker Park / Northeast Ridge |                  | 251.80           | 251.80                | 244.20                    | 244.20  | Residential         | 375                     | 457                    | 491                    |                          | X  |                             |   |   |   |                                    |  |  |                   | X |   | X |
| E3-21        | Crocker Park / Northeast Ridge |                  | 290.36           | 290.36                | 285.36                    | 285.36  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |
| E3-22        | Crocker Park / Northeast Ridge |                  | -                | 380.40                | -                         | 373.31  | Residential         | -                       | 393                    | 423                    |                          |  | X                           |   |   |   | X                                  |  |  |                   | X |   | X |
| E3-23        | Crocker Park / Northeast Ridge |                  | -                | 377.50                | -                         | 370.77  | Residential         | -                       | 393                    | 423                    |                          |  | X                           |   |   |   | X                                  |  |  |                   | X |   | X |
| E4-01        | Crocker Park / Northeast Ridge |                  | 126.64           | 126.64                | 119.04                    | 119.04  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-02        | Crocker Park / Northeast Ridge |                  | 123.32           | 123.32                | 115.82                    | 115.82  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-03        | Crocker Park / Northeast Ridge |                  | 111.51           | 111.51                | 104.41                    | 104.41  | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-04        | Crocker Park / Northeast Ridge |                  | 98.46            | 98.46                 | 90.06                     | 90.06   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-06        | Crocker Park / Northeast Ridge |                  | 82.52            | 82.52                 | 74.12                     | 74.12   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-08        | Crocker Park / Northeast Ridge |                  | 60.92            | 60.92                 | 52.42                     | 52.42   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-09        | Crocker Park / Northeast Ridge |                  | 53.20            | 53.20                 | 45.09                     | 45.09   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-11        | Crocker Park / Northeast Ridge |                  | 48.92            | 48.92                 | 42.62                     | 42.62   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-12        | Crocker Park / Northeast Ridge |                  | 49.02            | 49.02                 | 41.12                     | 41.12   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-14        | Crocker Park / Northeast Ridge | X                | 196.48           | 196.48                | 186.48                    | 186.48  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  | X                 |   |   | X |
| E4-16        | Crocker Park / Northeast Ridge |                  | 107.98           | 107.98                | 98.08                     | 98.08   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-17        | Crocker Park / Northeast Ridge | X                | 160.31           | 160.31                | 151.91                    | 151.91  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |
| E4-18        | Crocker Park / Northeast Ridge | X                | 102.14           | 102.14                | 91.24                     | 91.24   | -                   | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
| E4-19        | Crocker Park / Northeast Ridge |                  | 98.72            | 98.72                 | 90.92                     | 90.92   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-20        | Crocker Park / Northeast Ridge |                  | 94.48            | 94.48                 | 85.08                     | 85.08   | -                   | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
| E4-21        | Crocker Park / Northeast Ridge |                  | 146.84           | 146.84                | 134.24                    | 134.24  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  | X                 |   |   | X |
| E4-22        | Crocker Park / Northeast Ridge |                  | 89.29            | 89.29                 | 78.59                     | 78.59   | -                   | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
| E4-23        | Crocker Park / Northeast Ridge |                  | 83.34            | 83.34                 | 76.14                     | 76.14   | -                   | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
| E4-24        | Crocker Park / Northeast Ridge |                  | 79.73            | 79.73                 | 72.53                     | 72.53   | -                   | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |
| E4-26        | Crocker Park / Northeast Ridge |                  | 71.37            | 71.37                 | 66.37                     | 66.37   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-27        | Crocker Park / Northeast Ridge |                  | 60.61            | 60.61                 | 55.81                     | 55.81   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-28        | Crocker Park / Northeast Ridge |                  | 55.74            | 55.74                 | 50.54                     | 50.54   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |
| E4-30        | Crocker Park / Northeast Ridge |                  | 266.44           | 266.44                | 261.94                    | 261.94  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |
| E4-31        | Crocker Park / Northeast Ridge |                  | 265.14           | 265.14                | 260.54                    | 260.54  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area                 | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |                     |                       |                           |   |           |         |                       |
|--------------|--------------------------------|------------------|------------------|-----------------------|---------------------------|---|---------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|---------------------|-----------------------|---------------------------|---|-----------|---------|-----------------------|
|              |                                |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                     | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   |                                    | Existing Base Flows |                       |                           | Future Base Flows                                       |           |         |                       |
|              |                                |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                     | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |                     |                       |                           |   |           |         |                       |
|              |                                |                  |                  |                       |                           |   |                     |                         |                        |                        |                          |  |                             |   |   |   |                                    | Manhole Replaced    | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model | Relocated | Removed | Rim Elevation Updated |
| E4-32        | Crocker Park / Northeast Ridge |                  | 266.13           | 266.13                | 259.03                    | 259.03  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-33        | Crocker Park / Northeast Ridge |                  | 254.90           | 254.90                | 248.30                    | 248.30  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-34        | Crocker Park / Northeast Ridge |                  | 247.85           | 247.85                | 242.35                    | 242.35  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-35        | Crocker Park / Northeast Ridge |                  | 243.37           | 243.37                | 238.07                    | 238.07  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-36        | Crocker Park / Northeast Ridge |                  | 244.21           | 244.21                | 239.71                    | 239.71  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-37        | Crocker Park / Northeast Ridge |                  | 243.29           | 243.29                | 236.29                    | 236.29  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-38        | Crocker Park / Northeast Ridge |                  | 234.67           | 234.67                | 228.37                    | 228.37  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-39        | Crocker Park / Northeast Ridge |                  | 228.41           | 228.41                | 223.11                    | 223.11  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-40        | Crocker Park / Northeast Ridge |                  | 222.05           | 222.05                | 216.95                    | 216.95  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-41        | Crocker Park / Northeast Ridge |                  | 217.26           | 217.26                | 212.66                    | 212.66  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-42        | Crocker Park / Northeast Ridge |                  | 219.91           | 219.91                | 214.41                    | 214.41  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-43        | Crocker Park / Northeast Ridge |                  | 219.04           | 219.04                | 212.24                    | 212.24  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-44        | Crocker Park / Northeast Ridge |                  | 217.72           | 217.72                | 210.22                    | 210.22  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-45        | Crocker Park / Northeast Ridge |                  | 217.19           | 217.19                | 209.09                    | 209.09  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-46        | Crocker Park / Northeast Ridge |                  | 216.82           | 216.82                | 208.12                    | 208.12  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-47        | Crocker Park / Northeast Ridge |                  | 216.80           | 216.80                | 205.80                    | 205.80  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-48        | Crocker Park / Northeast Ridge |                  | 206.64           | 206.64                | 197.54                    | 197.54  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-49        | Crocker Park / Northeast Ridge |                  | 197.36           | 197.36                | 191.26                    | 191.26  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-50        | Crocker Park / Northeast Ridge |                  | 195.09           | 195.09                | 190.19                    | 190.19  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-51        | Crocker Park / Northeast Ridge |                  | 194.21           | 194.21                | 189.51                    | 189.51  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-52        | Crocker Park / Northeast Ridge |                  | 194.63           | 194.63                | 188.23                    | 188.23  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-53        | Crocker Park / Northeast Ridge |                  | 194.85           | 194.85                | 181.95                    | 181.95  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-54        | Crocker Park / Northeast Ridge |                  | 177.43           | 177.43                | 173.23                    | 173.23  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-55        | Crocker Park / Northeast Ridge |                  | 182.73           | 182.73                | 172.63                    | 172.63  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-56        | Crocker Park / Northeast Ridge |                  | 182.97           | 182.97                | 171.57                    | 171.57  | Residential         | 143                     | 174                    | 187                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-57        | Crocker Park / Northeast Ridge |                  | 181.27           | 181.27                | 171.27                    | 171.27  | Residential         | 143                     | 174                    | 187                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-58        | Crocker Park / Northeast Ridge |                  | 181.13           | 181.13                | 170.53                    | 170.53  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-59        | Crocker Park / Northeast Ridge |                  | 181.37           | 181.37                | 166.17                    | 166.17  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-60        | Crocker Park / Northeast Ridge |                  | 164.08           | 164.08                | 151.18                    | 151.18  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-62        | Crocker Park / Northeast Ridge |                  | 53.33            | 53.33                 | 43.23                     | 43.23   | Residential         | 143                     | 174                    | 187                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-63        | Crocker Park / Northeast Ridge |                  | 47.75            | 47.75                 | 41.05                     | 41.05   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-64        | Crocker Park / Northeast Ridge |                  | 51.07            | 51.07                 | 39.67                     | 39.67   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-65        | Crocker Park / Northeast Ridge |                  | 50.85            | 50.85                 | 39.05                     | 39.05   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-66        | Crocker Park / Northeast Ridge |                  | 49.44            | 49.44                 | 38.14                     | 38.14   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-67        | Crocker Park / Northeast Ridge |                  | 43.64            | 43.64                 | 36.54                     | 36.54   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-68        | Crocker Park / Northeast Ridge |                  | 42.97            | 42.97                 | 34.77                     | 34.77   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-69        | Crocker Park / Northeast Ridge |                  | 35.41            | 35.41                 | 26.41                     | 26.41   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-70        | Crocker Park / Northeast Ridge |                  | 25.04            | 25.04                 | 16.94                     | 16.94   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-91        | Crocker Park / Northeast Ridge |                  | 53.09            | 53.09                 | 43.49                     | 43.49   | Non-Residential     | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |
| E4-93        | Crocker Park / Northeast Ridge |                  | 146.85           | 146.85                | 140.95                    | 140.95  | Residential         | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |                     |                       |                           |   | X         |         | X                     |

**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D. | Tributary Area                 | Private Manhole? | Rim Elevation    |                       | Invert Elevation          |   | Sewer Flow Land Use              | Sewer Base Flows        |                        |                        | Modeling Modifications   |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
|--------------|--------------------------------|------------------|------------------|-----------------------|---------------------------|---|----------------------------------|-------------------------|------------------------|------------------------|--------------------------|--|-----------------------------|---|---|---|------------------------------------|--|--|-------------------|---|---|---|---|--|
|              |                                |                  | Original (feet)  | Updated (feet)        | Original (feet)           | Updated (feet)  |                                  | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003          |  | Existing Manhole Attributes |   |   |   | Existing Base Flows                |  |  | Future Base Flows |   |   |   |   |  |
|              |                                |                  | Manhole Replaced | Manhole Rehabilitated | Added for New Development | Added for New Construction or Missing in Original Model |                                  | Relocated               | Removed                | Rim Elevation Updated  | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow     | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |  |  |                   |   |   |   |   |  |
|              |                                |                  |                  |                       |                           |   |                                  |                         |                        |                        |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E4-94        | Crocker Park / Northeast Ridge | X                | 166.53           | 166.53                | 162.03                    | 162.03  | Residential                      | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |   |  |
| E4-95        | Crocker Park / Northeast Ridge | X                | 169.71           | 169.71                | 164.61                    | 164.61  | Residential                      | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |   |  |
| E4-96        | Crocker Park / Northeast Ridge | X                | 168.74           | 168.74                | 164.74                    | 164.74  | Residential                      | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |   |  |
| E4-97        | Crocker Park / Northeast Ridge | X                | 182.01           | 182.01                | 177.51                    | 177.51  | Residential                      | 375                     | 457                    | 491                    |                          |  |                             |   |   |   |                                    |  |  |                   | X |   | X |   |  |
| E5-13        | Crocker Park / Northeast Ridge |                  | 99.71            | 99.71                 | 92.31                     | 92.31   | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| E5-14        | Crocker Park / Northeast Ridge |                  | 83.43            | 83.43                 | 76.53                     | 76.53   | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| E5-15        | Crocker Park / Northeast Ridge |                  | 66.38            | 66.38                 | 60.38                     | 60.38   | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| E5-16        | Crocker Park / Northeast Ridge |                  | 51.50            | 51.50                 | 46.70                     | 46.70   | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| E5-17        | Crocker Park / Northeast Ridge |                  | 53.61            | 53.61                 | 44.71                     | 44.71   | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-01        | Crocker Park / Northeast Ridge |                  | 17.34            | 17.34                 | 7.54                      | 7.54  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X | X |  |
| F4-02        | Crocker Park / Northeast Ridge |                  | 14.18            | 14.18                 | 6.38                      | 6.38  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-03        | Crocker Park / Northeast Ridge |                  | 13.58            | 13.58                 | 5.58                      | 5.58  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-04        | Crocker Park / Northeast Ridge |                  | 12.62            | 12.62                 | 4.82                      | 4.82  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-05        | Crocker Park / Northeast Ridge |                  | 11.68            | 11.68                 | 4.08                      | 4.08  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-06        | Crocker Park / Northeast Ridge |                  | 96.03            | 96.03                 | 87.73                     | 87.73   | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-07        | Crocker Park / Northeast Ridge |                  | 21.83            | 21.83                 | 12.93                     | 12.93   | Non-Residential / Future Laundry | 962                     | 756                    | 72,853                 |                          |  |                             |   |   |   |                                    |  |  |                   |   |   | X | X |  |
| F4-08        | Crocker Park / Northeast Ridge |                  | 20.26            | 20.26                 | 9.96                      | 9.96  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-09        | Crocker Park / Northeast Ridge |                  | 17.70            | 17.70                 | 7.60                      | 7.60  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-10        | Crocker Park / Northeast Ridge |                  | 14.98            | 14.98                 | 5.97                      | 5.97  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-11        | Crocker Park / Northeast Ridge |                  | 12.97            | 12.97                 | 4.77                      | 4.77  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F4-12        | Crocker Park / Northeast Ridge |                  | 11.93            | 11.93                 | 3.77                      | 3.77  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-53        | Crocker Park / Northeast Ridge |                  | 10.30            | 10.30                 | 2.20                      | 2.20  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-54        | Crocker Park / Northeast Ridge |                  | 9.48             | 9.48                  | 1.28                      | 1.28  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-55        | Crocker Park / Northeast Ridge |                  | 10.58            | 10.58                 | 2.48                      | 2.48  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-57        | Crocker Park / Northeast Ridge |                  | 13.96            | 13.96                 | 8.56                      | 8.56  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-58        | Crocker Park / Northeast Ridge |                  | 12.92            | 12.92                 | 7.22                      | 7.22  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-59        | Crocker Park / Northeast Ridge |                  | 12.04            | 12.04                 | 6.39                      | 6.39  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-60        | Crocker Park / Northeast Ridge |                  | 11.14            | 11.14                 | 5.54                      | 5.54  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-61        | Crocker Park / Northeast Ridge |                  | 10.03            | 10.03                 | 3.48                      | 3.48  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-62        | Crocker Park / Northeast Ridge |                  | 8.66             | 8.66                  | 0.96                      | 0.96  | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| F5-63        | Crocker Park / Northeast Ridge |                  | 9.55             | 9.55                  | -3.25                     | -3.25   | Non-Residential                  | 962                     | 756                    | 853                    |                          |  |                             |   |   |   |                                    |  |  |                   |   | X | X |   |  |
| E3-01        | Guadalupe Canyon               |                  | 229.15           | 229.15                | 211.45                    | 211.45  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E3-02        | Guadalupe Canyon               |                  | 220.90           | 220.90                | 203.20                    | 203.20  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E3-03        | Guadalupe Canyon               |                  | 212.40           | 212.40                | 194.70                    | 194.70  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E3-04        | Guadalupe Canyon               |                  | 210.15           | 210.15                | 192.45                    | 192.45  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E3-05        | Guadalupe Canyon               |                  | 198.50           | 198.50                | 180.80                    | 180.80  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E3-06        | Guadalupe Canyon               |                  | 186.35           | 186.35                | 168.65                    | 168.65  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E3-07        | Guadalupe Canyon               |                  | 174.50           | 174.50                | 156.80                    | 156.80  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E3-08        | Guadalupe Canyon               |                  | 171.60           | 171.60                | 153.90                    | 153.90  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |
| E3-09        | Guadalupe Canyon               |                  | 157.35           | 157.35                | 139.65                    | 139.65  | -                                | 0                       | 0                      | 0                      |                          |  |                             |   |   |   |                                    |  |  |                   |   |   |   |   |  |



**TABLE A-1**  
**Summary of Manhole Attributes, Base Flows, and Modifications**  
Sewer System Master Plan Update  
City of Brisbane, California

| Manhole I.D.  | Tributary Area | Private Manhole? | Rim Elevation   |                | Invert Elevation |                | Sewer Flow Land Use              | Sewer Base Flows        |                        |                        | Modeling Modifications |                       |                             |   |           |         |                       |                          |  |                         |   |   |   |                                    |
|---------------|----------------|------------------|-----------------|----------------|------------------|----------------|----------------------------------|-------------------------|------------------------|------------------------|------------------------|-----------------------|-----------------------------|---|-----------|---------|-----------------------|--------------------------|--|-------------------------|---|---|---|------------------------------------|
|               |                |                  | Original (feet) | Updated (feet) | Original (feet)  | Updated (feet) |                                  | Original Existing (gpd) | Updated Existing (gpd) | Projected Future (gpd) | CIPs Since 2003        |                       | Existing Manhole Attributes |   |           |         | Existing Base Flows   |                          |  | Future Base Flows       |   |   |   |                                    |
|               |                |                  |                 |                |                  |                |                                  |                         |                        |                        | Manhole Replaced       | Manhole Rehabilitated | Added for New Development   | Added for New Construction or Missing in Original Model | Relocated | Removed | Rim Elevation Updated | Invert Elevation Updated | Added Base Flow Consistent With Land Use | Redistributed Base Flow | Scaled Existing Flows by 1.23 for Residential Use | Scaled Existing Demands by 0.83 for Non-Residential Use | Scaled Existing Flows by 6.4% for Normal Growth | Added Flows for Future Development |
|               |                |                  |                 |                |                  |                |                                  |                         |                        |                        |                        |                       |                             |   |           |         |                       |                          |  |                         |   |   |   |                                    |
| H7-02         | Sierra Point   |                  | 18.67           | 18.67          | 12.67            | 12.67          | Non-Residential / Future Biotech | 6,130                   | 9,636                  | 33,277                 |                        |                       |                             |   |           |         |                       | X                        |  | X                       | X   |   |   |                                    |
| H7-03         | Sierra Point   |                  | 7.39            | 7.39           | 1.79             | 1.79           | Non-Residential                  | 4,598                   | 3,614                  | 4,079                  |                        |                       |                             |   |           |         |                       |                          | X  | X                       |   |   |   |                                    |
| H7-04         | Sierra Point   |                  | 7.68            | 7.68           | 1.28             | 1.28           | Non-Residential                  | 4,598                   | 3,614                  | 4,079                  |                        |                       |                             |   |           |         |                       |                          | X  | X                       |   |   |   |                                    |
| H7-05         | Sierra Point   |                  | 7.21            | 7.21           | 2.52             | 2.52           | Non-Residential                  | 4,598                   | 3,614                  | 4,079                  |                        |                       |                             |   |           |         |                       |                          | X  | X                       |   |   |   |                                    |
| H7-06         | Sierra Point   |                  | 7.32            | 7.32           | -0.48            | -0.48          | Future Parcel R and Hotel        | 0                       | 0                      | 152,100                |                        |                       |                             |   |           |         |                       |                          |  |                         |   | X   |   |                                    |
| H7-07         | Sierra Point   |                  | 7.51            | 7.51           | 2.31             | 2.31           | Non-Residential                  | 4,598                   | 3,614                  | 4,079                  |                        |                       |                             |   |           |         |                       |                          | X  | X                       | X   |   |   |                                    |
| H7-08         | Sierra Point   |                  | 19.40           | 19.40          | 15.82            | 15.82          | Non-Residential / Future Biotech | 6,130                   | 4,818                  | 50,238                 |                        |                       |                             |   |           |         |                       |                          | X  | X                       | X   |   |   |                                    |
| H7-09         | Sierra Point   |                  | 18.74           | 18.74          | 15.36            | 15.36          | Non-Residential                  | 6,130                   | 4,818                  | 5,438                  |                        |                       |                             |   |           |         |                       |                          | X  | X                       |   |   |   |                                    |
| MH-Hitachi    | Sierra Point   |                  | -               | -              | -                | -              | Non-Residential                  | 6,130                   | -                      | -                      |                        |                       |                             |   |           |         | X                     |                          |  |                         |   |   |   |                                    |
| <b>Totals</b> | -              | -                | -               | -              | -                | -              | -                                | 333,802                 | 342,059                | 725,646                | -                      | -                     | -                           | -   | -         | -       | -                     | -                        | -  | -                       | -   | -   |   |                                    |

Abbreviations:  
CIP = Capital Improvement Project  
gpd = gallons per day  
SFPUC = San Francisco Public Utilities Commission















**APPENDIX L**  
**SSMP Internal Audit Report**

**City of Brisbane**  
**Sewer System Management Plan Internal Audit Report**  
**Audit Period: May 3, 2022, to May 2, 2025**

The Sewer System Management Plan (SSMP) was designed to meet the requirements of State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS WDR), and Order No. WQ 2013-0058-EXEC, which amends the Monitoring and Reporting Program of the original SSS WDR. The SSMP is a living document and is updated as needed to reflect changes to the SSMP elements and adjoining documents.

The purpose of this SSMP Internal Audit Report is to:

- Evaluate the implementation and effectiveness of the City of Brisbane’s SSMP to prevent sewer spills.
- Evaluate the City’s compliance with the Statewide WDR.
- Identify any SSMP deficiencies in addressing ongoing spills and discharges to the waters to the State; and
- Identify necessary modifications to the SSMP to correct deficiencies, and to provide any recommendations or improvements that need to be made in the future.

Documentation of SSMP audits is kept on file at the City of Brisbane Department of Public Works, and a submission is made online in the California Integrated Water Quality System (CIWQS) database once the audit is completed.

The City of Brisbane audit team consists of collaboration between various members of the Department of Public Works, which includes engineering and field staff. According to the SSS WDR, the SSMP is to be audited internally at a minimum frequency of once every three years. The next estimated SSMP audit is scheduled for 2028.

Each of the SSMP Elements below have been graded utilizing the following sufficiency rating system and have comments to explain the rating in the Discussion Section of each SSMP Element:

- *Complies (C) – complies with all WDR objectives*
- *Substantially Complies (SC) – complies mostly with all WDR objectives*
- *Partially Complies (PC) – complies with basic WDR objectives*
- *Marginal Compliance (MC) – complies minimally with basic objectives of the WDR*
- *Requires Update (RU) – requires updating to meet WDR objectives*

| Element I – Sewer System Management Plan Goal and Introduction |  | Rating |
|--|--|--------|
| A.   | Does the Element include a narrative introduction section and is it current?   | RU     |
| B.   | Does the Element regulatory context description include the required updating schedule for public consideration and governing board approval and adoption? | RU     |
| C.   | Does the Element include information on SSMP auditing requirements and schedules?  | RU     |
| D.   | Does the Element include schedules for incorporation of activities for the prevention of sewer spills?   | RU     |
| E.   | Is the sewer system asset information current and complete as required in Attachment D, Section 1.3?   | RU     |
| F.   | Are the sewer system maps referenced and current to the time of the SSMP update?   | MC     |
| G.   | Does the Element include a list or description of all satellite systems flowing through the enrolled City sanitary sewer system?                           | RU     |
| H.   | Are City goals appropriate and accurate?   | SC     |

Discussion:

- “Section 1 - Goals” should be renamed to “Element 1 – Sewer System Management Plan Goal and Introduction” to be consistent with the WDR.
- The current “Element 1” section is missing many of the required elements as outlined in the WDR Objectives, which includes a narrative introduction, regulatory context descriptions, auditing requirements and schedules, sewer system asset information, and an updated map of the current sewer system.
- Current goals can be written to be more specific for the City of Brisbane but still maintain consistency with WDR goals.
- All changes and missing information will be included in the **next SSMP update (May 2, 2026)** to meet WDR Objectives.

| Element II – Organization |  | Rating |
|---------------------------|--|--------|
| A.                        | Are City LRO and DS submitters stated in the SSMP currently identified in CIWQS? Have they been properly designated by the City?                         | PC     |
| B.                        | Does the SSMP include names, contact information for management, administrative and maintenance positions responsible for specific Elements of the SSMP? | PC     |
| C.                        | Are the names and responsibilities current in the SSMP?  | PC     |
| D.                        | Are the organizational lines of authority current and up-to-date on the City Organization chart?   | SC     |
| E.                        | Is the chain of communications for spill reporting complete from complaint through final approval of all spill event reporting?                          | MC     |
| F.                        | Are position descriptions and accurate portrayal of staff responsibilities?  | SC     |

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| <p>Discussion:</p> <ul style="list-style-type: none"> <li>• “Section 2 - Organization” should be renamed to “Element 2 – Organization” to be consistent with the WDR.</li> <li>• The current “Element 2” section needs to be updated with current contact information.</li> <li>• More details need to be added to this section about who the Legally Responsible Official (LRO) and Data Submitters (DS) are, the positions responsible for each of the specific Elements of the SSMP, and the chain of communications for spill reporting.</li> <li>• CIWQS will need to be updated to identify the City’s current LRO and Data submitters.</li> <li>• All changes and missing information will be included in the <b>next SSMP update (May 2, 2026)</b> to meet WDR Objectives.</li> </ul> |
|---|

| Element III – Legal Authority |  | Rating |
|-------------------------------|--|--------|
| A.                            | Does the Element include an electronic link to City sewer system use ordinances, service agreements or other legally binding requirements?   | MC     |
| B.                            | Has the sewer system use ordinances been changed or modified recently? If so, are the changes identified in the SSMP Change Log?   | C      |
| C.                            | <p>Does the Element include the following specific legal authorities:</p> <ul style="list-style-type: none"> <li>a. Prevent illicit discharges to the sewer system?</li> <li>b. Assure proper design and construction of connections to sewer system assets?</li> <li>c. Proper access agreements and easements to ensure for maintenance, repairs and replacement of sewer laterals owned or operated by the City?</li> <li>d. Easement accessibility agreements for sewer system O&amp;M, as applicable?</li> <li>e. Limit discharges of fats, oils, and grease?</li> <li>f. Proper enforcement authorities for violations of sewer program legal requirements?</li> <li>g. Has the City conducted enforcement activities during the audit period? If so, please list the action.</li> </ul> | SC     |

Discussion:

- “Section 5 – Legal Authority” should be renamed and moved to “Element 3 – Legal Authority” to be consistent with the WDR.
- An electronic link to the City’s ordinances should be added, and a description of relationships/agreements with other agencies should be included.
- All changes and missing information will be included in the **next SSMP update (May 2, 2026)** to meet WDR Objectives.

The City’s SSMP Appendices includes the relevant municipal code sections regarding the overall Legal Authority the City has in compliance with the Statewide WDR. The City has conducted some enforcement activities during the audit period related to requiring property owners to repair defective private sewer laterals that could have led to potential SSOs had they not been addressed properly.

| Element IV – Operations and Maintenance Program |  | Rating |
|---|--|--------|
| A.  | Has the City developed map related procedures? Are the procedures up to date?  | SC     |
| B.  | Is the service area boundary map current? Was it uploaded to CIWQS prior to 12/31/25?  | C      |
| C.  | Are the sewer system maps up to date including any storm sewer conveyance facilities in the service area?  | SC     |
| D.  | Are storm drainage facilities identified on the collection system maps?  | PC     |
| E.  | Does the City have a complete asset register of all City sewer program assets?   | SC     |
| F.  | <p>Preventative Operations and Maintenance Program requirements:</p> <ul style="list-style-type: none"> <li>a. Does the SSMP describe the current processes and procedures for maintaining the City collection system?</li> <li>b. Has the City developed standard operating procedures for most collections system operational activities?</li> <li>c. Has the City complied with the stated schedule for inspection and maintenance activities during the audit period?</li> <li>d. Have areas with tree roots been identified and included on a high frequency inspection and maintenance listing?</li> <li>e. Does the City have a well-defined force main inspection, operation and maintenance program?</li> <li>f. Does the City properly assess operation and maintenance and condition of all pump station assets?</li> <li>g. Were visual and closed-circuit inspections of manholes and sewer pipes completed as required throughout the audit period?</li> <li>h. Were areas of high consequence spill impacts identified and prioritized by the inspection system?</li> <li>i. Was the maintenance program modified during the audit period as a result of post spill assessment evaluations including updating of the SSMP change log?</li> <li>j. Were sewer program performance metrics met during the audit period?</li> <li>k. Were historical performance results tracked and visually</li> </ul> | SC     |
| G.  | Is the sewer program data management system current and effective in assisting with program effectiveness and implementation?  | SC     |

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|----|---|----|
| H. | Are any changes to the program warranted to improve effectiveness and implementation?             | SC |
| I. | Is the City sewer training program up to date? Require modification?                              | SC |
| J. | Has regular WDR, CIWQS and SSMP training for LROs, DSs and City staff been completed as required? | SC |
| K. | Have all training activities been completed as required?  | SC |
| L. | Are contractors and parts providers available for emergency responses all hours?                  | SC |
| M. | Is the sewer program inventory of equipment up to date?   | PC |
| N. | Are critical spare parts available?   | C  |

Discussion:

- “Section 6 – Measure and Activities” should be renamed and moved to “Element 4 – Operations and Maintenance Program” to be consistent with the WDR.
- A map of the sewer and storm systems should be included in the SSMP. This can be also added into an appendix if there are any anticipated changes in the future for updates.
- Schedules and descriptions for preventative operation and maintenance activities (work orders, lift station cleaning, CCTV, etc.) should be added.
- Staff training schedules and equipment inventories can be added as appendices.
- All changes and missing information will be included in the **next SSMP update (May 2, 2026)** to meet WDR Objectives.

| Element V – Design and Performance Provisions |  | Rating |
|---|--|--------|
| A.  | Are the City design criteria, construction standards and specifications current? When was the last review and evaluation of the standards completed? | SC     |
| B.  | Does the City have procedures and standards for inspection and testing for new, repair and rehabilitation of all sewer program assets?               | C      |
| C.  | Do any City standards require updates or revisions?  | C      |

Discussion:

- “Section 7 – Design and Construction Standards” should be renamed and moved to “Element 5 – Design and Performance Provisions” to be consistent with the WDR.
- Design criteria, construction standards and specifications should be reviewed periodically to confirm if any updates are necessary.
- All changes and missing information will be included in the **next SSMP update (May 2, 2026)** to meet WDR Objectives.

| <b>Element VI – Spill Emergency Response Plan</b> |  | <b>Rating</b> |
|---|--|---------------|
| A.  | Does the City have separate procedures for spill emergency response?   | C             |
| B.  | Has the City minimized the risk of sewage spills by reducing the impact and probability of spills?                                       | C             |
| C.  | When was the SERP last updated or modified?  | C             |
| D.  | What changes in the SERP or spill procedures were made resulting from Post Spill Assessments results? Identified in the SSMP change log? | C             |
| E.  | Does the City have a single spill event documentation file containing all event documents?   | C             |
| F.  | Has the City implemented pre-planned coordination and collaboration with storm drain agencies? Is the coordination documented?           | SC            |
| G.  | Has the City evaluated and/or adopted new technologies, practices, and equipment to expedite spill containment and recovery?             | SC            |
| H.  | Were all spill notification and reporting requirements met during the audit period?  | C             |
| I.  | Has the City developed processes and procedure for the tracking and management of spill historical information?                          | C             |
| J.  | Has the LRO certified and added to the Annual Report the required system performance analysis?   | C             |
| K.  | Did the City Annual Report include and certify that the SERP is effective and up-to-date and include input from field staff?             | C             |
| L.  | Has the City assured conformance of all spill documentation with certified spill reports in CIWQS?                                       | C             |
| M.  | Did the City conduct all required Post Spill Assessments following a spill event?  | C             |
| N.  | Was the City required to prepare and submit to CIWQS a spill event technical report? If so, how many were completed?                     | C             |
| O.  | Did the City conduct regular field exercises on the SERP during the suit period?   | PC            |

Discussion:

- “Section 3 – Spill Emergency Response Plan” should be renamed and moved to “Element 6 – Spill Emergency Response Plan” to be consistent with the WDR.
- The Spill Emergency Response Plan (SERP) should be reviewed by City staff on an ongoing basis to ensure that it is still effective in maintaining compliance with the spill response and reporting requirements of the Statewide WDR.
- City staff should conduct regular field exercises to maintain consistency with all SERP procedures.
- Tables and flow charts should be added to section to provide more clarity for spill emergency response. Response and reporting documents can be added as an appendix.
- All changes and missing information will be included in the **next SSMP update (May 2, 2026)** to meet WDR Objectives.

The City’s SERP was last updated in June 2023 as required by Statewide WDR. The City had no spill events requiring a technical report to be submitted.

| Element VII – Sewer Pipe Blockage Control Program |  | Rating |
|---|--|--------|
| A.  | Has the City determined that a blockage control program is warranted? If not, is proper justification documentation stated in the Element? | C      |
| B.  | Does the City have an active design review and FOG inspection program?   | C      |
| C.  | Does the City have a well-defined blockage control (FOG) permitting program?   | C      |
| D.  | Does the City regularly conduct food service establishment FOG control inspections including enforcement violations?                       | C      |
| E.  | Does the City have a comprehensive public outreach and education program including schedule for activities?                                | PC     |
| F.  | Does the City have a plan and schedule for disposal of pipe blockage substances?   | SC     |
| G.  | Proper legal authority to prohibit discharges including measures to prevent spills and blockages?  | C      |
| H.  | Requirements for the installation of grease removal devices?   | C      |
| I.  | Authority to inspect and enforce requirements for grease producing facilities?   | C      |
| J.  | Has the City identified pipe segments subject to FOG blockages and properly established maintenance schedules for the segments?            | C      |
| K.  | Has the City implemented proper source control measures for FOG related discharges?  | C      |

Discussion:

- “Section 4 – Fats, Oils, and Grease (FOG) Control Program” should be renamed and moved to “Element 7 – Sewer Pipe Blockage Control Program” to be consistent with the WDR.
- Language in section should be updated to include rags and debris with traditional FOG.
- Additional public outreach and education regarding FOG control should be made available to the public through the City website.
- All changes and missing information will be included in the **next SSMP update (May 2, 2026)** to meet WDR Objectives.

The City’s SSMP Appendices includes the relevant municipal code sections regarding the overall Legal Authority the City has to prohibit discharge of FOG to the collection system in compliance with the Statewide WDR. The City does not conduct its own food service establishment FOG control inspections and relies on the San Mateo County Health inspectors for these types of inspections. County inspectors will notify City staff if there is a problem at a particular facility requiring additional action.

| Element VIII – System Evaluation, Capacity Assurance and Capital Improvements |  | Rating |
|---|--|--------|
| A.  | Has the City completed a hydraulic capacity evaluation of the collection system for areas that may contribute to sewage spills?  | C      |
| B.  | Has the City endured adequate sewer capacity to address City growth and peak wet weather flows?  | C      |
| C.  | Does the City have an inflow and infiltration program and has it identified areas susceptible to these high flow conditions in the collection system?  | PC     |
| D.  | Does the City have procedures for responses to unanticipated emergency situations that could occur in the collection system? Does the City conduct regular emergency response coordination activities? | SC     |
| E.  | Does the City have a prioritization system for corrective actions for all repair, renewal and replacement activities based on the severity and consequences from spills?                               | SC     |
| F.  | Does the City have an annual capital improvement program that requires input from field staff at all stages of capital project development and completion?   | SC     |
| G.  | Do all capital improvement projects include schedules and necessary project funding?   | SC     |
| H.  | Does the capital improvement program ensure sustaining aging infrastructure using an asset management program to extend asset lifecycle?   | SC     |

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| <p>Discussion:</p> <ul style="list-style-type: none"> <li>• “Section 8 – Capacity Management” should be renamed to “Element 8 – System Evaluation, Capacity Assurance and Capital Improvements” to be consistent with the WDR.</li> <li>• The Sanitary Sewer System Master Plan, which includes additional information regarding the City’s future Capital Improvement Plan and budget, should be added as an appendix.</li> <li>• All changes and missing information will be included in the <b>next SSMP update (May 2, 2026)</b> to meet WDR Objectives.</li> </ul> |
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| Element IX – Monitoring, Measurement and Program Modifications |   | Rating |
|--|---|--------|
| A.   | Does the SSMP accurately portray the methods of tracking and reporting of selected performance indicators or key performance indicators?  | PC     |
| B.   | Does the City have an adaptive management program developed/implemented?  | PC     |
| C.   | Is the City able to sufficiently evaluate the effectiveness of each SSMP Element based on the information tracked? DO they support the Goals in Element 1?                        | SC     |
| D.   | Has the City defined collection system performance standards or key performance indicators?   | PC     |
| E.   | Has the City identified and illustrated spill trends, including frequencies, locations and estimated volumes, maintenance performance results and other effectiveness indicators? | RU     |
| F.   | Have the performance trends resulted in modifications or changes to SSMP elements and are the changes identified in the Change Log?   | PC     |

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| <p>Discussion:</p> <ul style="list-style-type: none"> <li>• “Section 9 – Monitoring, Measurement, and Program Modifications” should be renamed to “Element 9 – Monitoring, Measurement and Program Modifications” to be consistent with the WDR.</li> <li>• Additional information portraying the existing methods of tracking and reporting of key performance indicators and other effective indicators should be added.</li> <li>• All changes and missing information will be included in the <b>next SSMP update (May 2, 2026)</b> to meet WDR Objectives.</li> </ul> |
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| Element X – Internal Audit   | Rating |
|--|--------|
| A. Are the Internal Audit Procedures current?  | SC     |
| B. Does the Audit Report include operational personnel participation?                      | C      |
| C. Does the Audit Report describe SSMP effectiveness evaluated for spill impacts included? | SC     |
| D. Were corrective actions stated, and a schedule developed?                               | C      |

Discussion:

- “Section 10 – SSMP Audits” should be renamed to “Element 10 – Internal Audits” to be consistent with the WDR.
- All changes and missing information will be included in the **next SSMP update (May 2, 2026)** to meet WDR Objectives.

Based on the new Statewide WDR audit requirements, the City will perform an audit on the SSMP at a minimal interval of three years moving forward.

| Element XI – Communication Program                                | Rating |
|---|--------|
| A. Procedures for SSMP communications current?                    | SC     |
| B. Public input procedures for SSMP implementation/participation? | SC     |
| C. Regular communications with satellite agencies conducted?      | SC     |
| D. Satellite City coordination documented.                        | SC     |
| E. Is Governing Body regularly updated on SSMP implementation?    | SC     |

Discussion:

- “Section 11 – Communication Program” should be renamed to “Element 11 – Communication Program” to be consistent with the WDR.
- Additional information regarding sewer and the SSMP should be added to the website to enhance public communication outreach.
- All changes and missing information will be included in the **next SSMP update (May 2, 2026)** to meet WDR Objectives.

| Summary of Recommended Actions and Timelines  | Date               |
|---|--------------------|
| <p>Element 1.</p> <ul style="list-style-type: none"> <li>• Rename “Section 1 - Goals” to “Element 1 – Sewer System Management Plan Goal and Introduction” to be consistent with the WDR.</li> <li>• Add the missing required elements as outlined in the WDR Objectives, which includes a narrative introduction, regulatory context descriptions, auditing requirements and schedules, sewer system asset information, and an updated map of the current sewer system.</li> <li>• Update current goals to be more specific for the City of Brisbane but still maintain consistency with WDR goals.</li> </ul>                | <p>May 2, 2026</p> |
| <p>Element 2.</p> <ul style="list-style-type: none"> <li>• Rename “Section 2 - Organization” to “Element 2 – Organization” to be consistent with the WDR.</li> <li>• Update “Element 2” section with current contact information.</li> <li>• Add additional details about who the Legally Responsible Official (LRO) and Data Submitters (DS) are, the positions responsible for each of the specific Elements of the SSMP, and the chain of communications for spill reporting.</li> <li>• Update CIWQS to identify the City’s current LRO and Data submitters.</li> </ul>   | <p>May 2, 2026</p> |
| <p>Element 3.</p> <ul style="list-style-type: none"> <li>• Rename and move “Section 5 – Legal Authority” to “Element 3 – Legal Authority” to be consistent with the WDR.</li> <li>• Add an electronic link to the City’s ordinances and include a description of relationships/agreements with other agencies.</li> </ul>   | <p>May 2, 2026</p> |
| <p>Element 4.</p> <ul style="list-style-type: none"> <li>• Rename and move “Section 6 – Measure and Activities” to “Element 4 – Operations and Maintenance Program” to be consistent with the WDR.</li> <li>• Include a map of the sewer and storm systems in the SSMP. This can be also added into an appendix if there are any anticipated changes in the future for updates.</li> <li>• Add schedules and descriptions for preventative operation and maintenance activities (work orders, lift station cleaning, CCTV, etc.).</li> <li>• Add staff training schedules and equipment inventories as appendices.</li> </ul> | <p>May 2, 2026</p> |

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|---|--------------------|
| <p>Element 5.</p> <ul style="list-style-type: none"> <li>• Rename and move “Section 7 – Design and Construction Standards” to “Element 5 – Design and Performance Provisions” to be consistent with the WDR.</li> <li>• Review existing design criteria, construction standards and specifications to confirm if any updates are necessary.</li> </ul>  | <p>May 2, 2026</p> |
| <p>Element 6.</p> <ul style="list-style-type: none"> <li>• Rename and move “Section 3 – Spill Emergency Response Plan” to “Element 6 – Spill Emergency Response Plan” to be consistent with the WDR.</li> <li>• Review the Spill Emergency Response Plan (SERP) to ensure that it is still effective in maintaining compliance with the spill response and reporting requirements of the Statewide WDR.</li> <li>• Conduct regular field exercises to maintain consistency with all SERP procedures.</li> <li>• Add tables and flow charts to section to provide more clarity for spill emergency response. Add response and reporting documents as an appendix.</li> </ul> | <p>May 2, 2026</p> |
| <p>Element 7.</p> <ul style="list-style-type: none"> <li>• Rename and move “Section 4 – Fats, Oils, and Grease (FOG) Control Program” to “Element 7 – Sewer Pipe Blockage Control Program” to be consistent with the WDR.</li> <li>• Update the language in section to include rags and debris with traditional FOG.</li> <li>• Make additional public outreach and education regarding FOG control available to the public through the City website.</li> </ul>  | <p>May 2, 2026</p> |
| <p>Element 8.</p> <ul style="list-style-type: none"> <li>• Rename “Section 8 – Capacity Management” to “Element 8 – System Evaluation, Capacity Assurance and Capital Improvements” to be consistent with the WDR.</li> <li>• Add the Sanitary Sewer System Master Plan, which includes additional information regarding the City’s future Capital Improvement Plan and budget, as an appendix.</li> </ul>  | <p>May 2, 2026</p> |
| <p>Element 9.</p> <ul style="list-style-type: none"> <li>• Rename “Section 9 – Monitoring, Measurement, and Program Modifications” to “Element 9 – Monitoring, Measurement and Program Modifications” to be consistent with the WDR.</li> <li>• Add additional information portraying the existing methods of tracking and reporting of key performance indicators and other effective indicators.</li> </ul>   | <p>May 2, 2026</p> |

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|---|--------------------|
| <p>Element 10.</p> <ul style="list-style-type: none"> <li>• Rename “Section 10 – SSMP Audits” to “Element 10 – Internal Audits” to be consistent with the WDR.</li> <li>• Add language regarding the updated audit period.</li> </ul>   | <p>May 2, 2026</p> |
| <p>Element 11.</p> <ul style="list-style-type: none"> <li>• Rename “Section 11 – Communication Program” to “Element 11 – Communication Program” to be consistent with the WDR.</li> <li>• Add additional information regarding sewer and the SSMP to the website to enhance public communication outreach.</li> </ul> | <p>May 2, 2026</p> |

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|----------------------|---|--------------|------------|
| <b>Audit Team:</b>   | Matthew Lee, Dustin Cohn, Kessel Crockett | <b>Date:</b> | 10/15/2025 |
|                      | _____                                     |              | _____      |
| <b>Prepared By:</b>  | Matthew Lee                               | <b>Date:</b> | 10/15/2025 |
|                      | _____                                     |              | _____      |
| <b>Reviewed By:</b>  | Jerry Flanagan                            | <b>Date:</b> | 10/16/2025 |
|                      | _____                                     |              | _____      |
| <b>Certified By:</b> | Randy Breault                             | <b>Date:</b> | 10/16/2025 |
|                      | _____                                     |              | _____      |
|                      | <b>Approved for Filing On</b>             | <b>Date:</b> | _____      |



## **City Council Staff Report**

**Meeting Date:** April 2, 2026

**From:** Abby Partin , Human Resources Director

**Subject:** Adopt Resolution to Amend the Current Deputy Public Works Director Job Description

### **Recommendation**

Staff recommend adoption of the resolution to amend the current Deputy Public Works Director job description.

### **Background**

The Deputy Director of Public Works position plays a key leadership role within the Public Works Department, supporting the Public Works Director in overseeing departmental operations and services. The position has evolved over time to meet the operational needs of the Department, particularly in the areas of engineering, development review, and capital project delivery.

Staff has conducted a review of the existing job description to ensure it accurately reflects the current duties and responsibilities of the position.

### **Discussion**

The proposed updates to the Deputy Director of Public Works job description are intended to clarify the responsibilities of the position and better reflect the current operational structure of the Public Works Department.

The revisions emphasize the Deputy Director's role in overseeing the Department's engineering functions, including development review, Capital Improvement Program (CIP) delivery, and regulatory compliance. The position will continue to support the Public Works Director in managing departmental programs and operations.

Additional language has been incorporated to clearly define the position's responsibilities as City Engineer. These duties include oversight of engineering standards and the engineering review of development projects to ensure compliance with applicable regulations and City requirements.

Minor revisions have also been made throughout the document to improve clarity, correct typographical errors, and update terminology related to departmental programs and functions.

These updates have been reviewed and approved by the Mid-Management/Professional

Group.

These updates do not substantially change the scope, level, or classification of the position. Rather, they provide clearer alignment between the job description and the duties currently being performed within the Public Works Department.

**Fiscal Impact**

There is no fiscal impact associated with updating the job description. The proposed changes do not modify the classification or compensation of the position, which is already budgeted for in the current and upcoming fiscal year.

**Attachments**

1. Resolution 2026-\_\_\_

**City Manager Approval**



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Jeremy Dennis, City  
Manager

03/24/2026

**RESOLUTION NO 2026-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE  
AMENDING RESOLUTION 2001-11 TO INCLUDE THE AMENDMENT TO THE  
CLASSIFICATION OF DEPUTY PUBLIC WORKS DIRECTOR IN THE CLASS  
SPECIFICATION MANUAL**

**WHEREAS**, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classifications and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

**WHEREAS**, the City Manager has established the need for the amendments in the classification of Deputy Public Works Director; and

**WHEREAS**, the class description amendments for Deputy Public Works Director were developed in cooperation with and have been approved by the City Manager; and

**WHEREAS**, this newly developed class description for Deputy Public Works Director meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

**NOW, THEREFORE**, the City Council of the City of Brisbane resolves as follows:

The class description for the classification of Deputy Public Works Director in Exhibit "A" is approved for inclusion in the Class Specification Manual.

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Coleen Mackin, Mayor

I hereby certify that the foregoing Resolution No. 2026-XX was duly and regularly adopted at a regular meeting of the Brisbane City Council on April 2, 2026, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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Ingrid Padilla, City Clerk

## CITY OF BRISBANE

### DEPUTY DIRECTOR OF PUBLIC WORKS

#### **Definition**

Plans, directs and manages assigned functional areas within the engineering or utility division in connection with engineering design, construction, inspection, transportation projects and the capital improvement program; staffs one or more citizen advisory committees; performs advanced professional engineering assignments on a wide range of municipal projects of a complex nature; serves as project manager on a variety of projects; supervises engineering and technical staff of the department directly or through subordinate levels of supervision on a day to day basis; functions as department head in their absence as assigned. Serves as the City Engineer responsible for engineering standards, development review, and oversight of public works engineering activities.

#### **Class Characteristics**

Deputy Director of Public Works – City Engineer is a Deputy Director level engineering classification responsible for overseeing the City’s engineering functions and performing a wide variety of engineering duties requiring independent judgement and initiative in prioritizing, scheduling, assigning and coordinating work. This class requires registration as a professional engineer. This class is distinguished from all other engineering classes by its supervisory and administrative responsibilities over a wide range of duties as well as the requirement to perform the more complex engineering and project management assignments. Assignments and projects may be long-term or may constitute a major portion of a continuous or comprehensive engineering or construction program. Typically assigned functional areas include private development review and plan checking, oversight of regulatory compliance (e.g., Municipal Regional Permit [NPDES], Cal-OSHA, SWRCB/RWQCB non-utility related orders), , waste franchise, Sierra Point Lighting & Landscape District, and Capital Improvement Program.

Deputy Director of Public Works – Utilities is a Deputy Director level engineering classification that performs a wide variety of engineering duties that require exercising independent judgment and initiative in prioritizing, scheduling, assigning and coordinating work. This class requires registration as a professional engineer, plus certification as a Water Distribution Operator II and California Water Environment Association I. This class is distinguished from all other engineering classes by its supervisory and administrative responsibilities over a wide range of duties as well as the requirement to perform the more complex engineering and project management assignments. Assignments and projects may be long-term or may constitute a major portion of a continuous or comprehensive engineering or construction program. Typically assigned functional areas include overall responsibility for the water, sewer, and storm drain systems, including water quality monitoring, and utility areas within the Guadalupe Valley Municipal Improvement District.

#### **Supervision Received and Exercised**

Receives general direction from the Public Works Department Head.

Provides general supervision to engineering, maintenance and administrative support staff.

**Examples of Important and Essential Duties-** *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Recommends and assists in development and implementation of departmental policies, goals, and objectives.
- Plans, directs, and coordinates engineering work programs and activities within the Public Works Department, directly and through subordinate levels of supervision.
- Manages the City’s Capital Improvement Program and Projects; supervises, coordinates, and reviews all public works engineering activities, including engineering design, inspection, and survey; contract administration, and construction management for projects planned and approved by City Council;

prepares plans, specifications and estimates. Deputy Director of Public Works – City Engineer has overall responsibility for the city’s CIP. Deputy Director of Public Works – Utilities has responsibility for utility funded projects within the CIP.

- Supervises staff assigned, including scheduling, assigning, prioritizing, and reviewing work; training and evaluating staff; approving time off; and developing effective recommendations on all employee actions.
- Assigns work and exercises general supervision of office and field staff in order to effectively utilize their services and accomplish objectives.
- Oversees consultants and professionals hired by the City for the purposes of designing and completing public works construction projects and studies.
- Establishes criteria for design, construction, and inspection of public works projects.
- Oversees the inspection of public works construction by contractors for established plans and specifications.
- Supervises and participates in the development and administration of the department’s capital and operating budgets; directs the forecast of additional funds needed for construction, staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Prepares work programs and special engineering studies.
- Reviews and prepares specifications and obtains bids for construction and maintenance projects; accepts or rejects such specifications and bids; verifies computations, plans, specifications, and estimates for public works facility’s projects; reviews and signs engineering drawings and land record maps.
- Evaluates and applies for grants; provides for administration and oversight of reporting requirements.
- Conducts negotiations on engineering matters and accepts or rejects change order requests related to contracts; addresses contractor claims.
- Manages administrative matters; prepares and oversees budgets and monitors monthly expenditures; manages requests for additional funding.
- Prepares fee assessments and agenda reports.
- Develops record maintenance systems, procedures, and training necessary for maintaining effective liaison with other City departments.
- Serves as department head in the absence of the director, including attending and participating in City Council, community and board and commission meetings.
- Responds to questions and requests from the general public including conducting correspondence and attending meetings.
- Provides high-level staff support to various City Council subcommittees, appointed citizen committees and working groups; prepares or reviews agendas, content and committee member feedback; determines which new programs, practices and policies introduced may be of value to the City; coordinates or implements projects including grant applications, budgeting, design and oversight of construction.
- Serves as Operations Section Chief or Public Works staff to Operations Section in the event of an emergency requiring activation of Emergency Operations Center; receives training in duties; participates in training exercises, reviews Emergency Operations Plans and emergency operating procedures for roadways, features, and facilities,

Researches and become familiar with new methods and technologies.

### **Qualifications**

#### **Knowledge of:**

- Principles, methods and practices of civil engineering as applied to the planning, designing and construction of municipal public works facilities, including streets, sewers, traffic and construction projects.
- Design principles, methods, materials, and techniques used in the construction and maintenance of public works, utilities or building construction projects.
- Design principles, strengths of materials, principles of mechanical, electrical and structural engineering and surveying as they apply to the design of public works structures.

- Engineering and construction management methods.
- Technical, legal, financial and public relations issues involved in the conduct of municipal public works programs.
- Modern developments, current literature and sources of information on engineering laws and regulations.
- Applicable Federal, state and local laws, legal issues and regulatory codes related to design and construction.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation and public relations.

**Ability to:**

- Apply computer programs related to the work, including presentation, project management, GIS, and data management applications; use a personal computer, the Internet and other engineering technological resources. Prepare engineering estimates, plans, drawings and specifications.
- Perform difficult engineering work in design and construction of public works facilities.
- Interpret and accurately apply applicable Federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Understand and implement laws, regulations, policies and procedures.
- Prepare construction contracts and requests for proposal; administer contracts.
- Plan, organize and supervise the work or engineering projects.
- Plan, supervise, direct, schedule and evaluate the work of subordinate staff.
- Develop and implement improvements to systems, organization, and operations within the division.
- Take a proactive approach to customer service issues and hold others within the department responsible for this effort.
- Make process improvement changes to streamline procedures.
- Work in a safe manner following City safety practices and procedures in a variety of environments; model and coach others in correct City safety practices; identify, correct, and report safety hazards.
- Maintain confidentiality regarding sensitive information.
- Represent the City and the department effectively in contacts with representatives of other agencies and the public.
- Communicate clearly and concisely, both verbally and in writing; prepare clear and concise written reports.
- Make effective oral presentations.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work, such as with employees, contractors, consultants, elected and appointed officials, and the public.

**Education and Experience:** *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:** Graduation from an accredited college or university with a Bachelor's Degree in civil engineering or a closely related field. Master's Degree in Engineering, Public Administration or Business Administration is desirable.

**Experience:** Five years of professional civil engineering experience at a supervisory/management level involving design, plan checking, project management and construction management. Municipal professional engineering and supervisory experience is highly desirable.

Deputy Director of Public Works – Utilities should have significant experience working directly with staff at California State Water Resources Control Board Division of Drinking Water, Regional Water

Quality Control Board (e.g., San Francisco Bay), and local health enforcement agencies (e.g., San Mateo County Environmental Health).

Deputy Director of Public Works – City Engineer should have experience using online plan checking such as Clariti and also be familiar/competent with Bluebeam Revu 21.

**License:** Possession of a valid certificate of registration as a Civil Engineer issued by the State Department of Registration for Professional Engineers. Possession of or the ability to obtain a valid California Class C driver's license and have a satisfactory driving record. Such licenses and certifications shall be maintained during employment.

Deputy Director of Public Works – Utilities is also required to have certification as a Water Distribution Operator II and California Water Environment Association II. This class is distinguished from all other engineering classes by its supervisory and administrative

**Working Conditions:** Work in a standard office environment with some exposure to outdoors, mechanical hazards, traffic, and electrical hazards. Travel to different sites and locations.

**Physical Demands:** Sufficient mobility and physical flexibility to negotiate difficult project sites and construction terrain where crouching, bending, stooping, climbing and/or kneeling would be required. Vision to adequately and quickly review plans and specifications, read printed materials, and a computer screen. Mental alertness and comprehension to learn and retain technical and administrative information, terminology, equipment, policies, procedures and safety practices. Physical stamina to work extended or irregular hours and attend lengthy meetings and attentively follow proceedings. Ability to maintain sustained posture in a seated position for prolonged periods of time. Hearing and speech to communicate in person and over the telephone.

Approved Date: October 16, 2014  
Resolution: 2014-42

Revised Date: April 2, 2026  
Resolution: 2026-

Bargaining Unit: Mid-Management/Professional Employees Group  
Resolution: 2014-43



## **City Council Staff Report**

**Meeting Date:** April 2, 2026

**From:** Caroline Cheung, Assistant to the City Manager

**Subject:** Halloween Street Closure Event Review

### **Recommendation**

Staff recommend that the Council receive an informational report related to the planning and staffing efforts related to last year's Halloween Street Closure event.

### **Background**

At their meeting of August 6, 2025, the Complete Streets Safety Committee (CSSC) discussed a potential Halloween street closure after residents present at the meeting and City Manager Dennis contacted CSSC Chair Wirowek about having this item on the CSSC agenda. After a lengthy discussion, the CSSC's final recommendation was: hard closures between 5 – 9 PM of Mariposa Street, Monterey Street, and Mendocino Street between Visitacion Avenue and Alvarado Street, closing Napa Avenue between Mariposa Street and Mendocino Street, leaving ingress at San Bruno Avenue down to Mendocino Street and egress at Mariposa Street, and closing San Francisco Avenue between San Bruno Avenue and Alvarado Street and Plumas Street between San Francisco Avenue and Mariposa Street.

At the September 4, 2025 City Council meeting, Police Commander Garcia presented the CSSC's recommendation, adding that immediate and robust public messaging would be initiated to notify residents and visitors well in advance. After Council discussion, staff was directed to do full road closures from San Bruno Avenue and the "web" streets from Mariposa to Klamath between Alvarado and Visitacion Avenue from 6 – 8 PM on Halloween, with an emphasis on safety, volunteer outreach, signage, robust communications, and additional parking options.

With the October STAR being laid out the following week, Communications staff quickly began preparing an article, "Spooktacular Streets Ahead! Halloween Night Road Closures", working in conjunction with Public Works and Police (see Attachment 1). The same information would be shared in the September 10th Blast and posted on the City's website and social media (Facebook, Instagram, Nextdoor, and X).

On October 1st, staff had an initial planning meeting – members from Public Works, Police, City Manager's Office, and Parks and Recreation – discussed a traffic safety plan provided by Sgt. Vega and on October 7th, an additional meeting was held with Volunteer Lead Jessica Aloft and Rachel Ennis. A mock-up of the volunteer badge was shared (see Attachment 2), and Police stated that volunteers would have safety vests and flashlights distributed to all volunteers

upon check-in. It was also stressed that volunteers' role would be to ensure the barricades stayed in place and if any issues arose, the volunteer was to call Jessica or the Police Dispatch Number, both of which were found on their badges. Doorhangers (see Attachment 3) were put together by the Communications Team between these two meetings and hung on every door within the closure area, as well as adjacent properties located just outside the closure, on October 15th.

Electronic communications were updated in October to include additional parking areas at the Catholic Church and Brisbane Village Shopping Center once confirmed by the respective property managers. Public Works set out the changeable message sign on Old County and Bayshore to alert motorists of the closure 2 weeks in advance.

The afternoon before the closure, an SMC Alert was sent indicating that planned road closures would be in effect the following night between 6-8 PM (see Attachment 4). Two more SMC Alert Alerts were sent on Halloween reminding subscribers about the closure, one at 3 PM and the other at 6 PM.

Between 6-7 PM, stories were shared on the City's Instagram and Facebook capturing the volunteers stationed at each of the closures. In the days following, the 18 volunteers who manned 9 intersections and the 5 Youth Advisory Committee members who helped along Napa Ave were sent a survey to see how they felt the event went (see Attachment 5). The December STAR featured them on the cover along with a recap of the event and a QR code to a residents survey to get their feedback on how the pilot went (see Attachment 6). Doorhangers to this latter survey were also left on every door within the closure area as well as adjacent properties.

## **Discussion**

Highlights from the survey, of which there were 86 participants, include:

- Most respondents were positive about the event and road closures, with several stating that everything was well done and should continue as-is.
- A recurring suggestion was to improve safety, especially by adding more crossing guards at busy intersections and increasing lighting in dark areas.
- Several respondents recommended expanding the closure area, particularly to include more of Alvarado Street due to high foot traffic and popular attractions.
- Outreach and communication were highlighted, with calls for more engagement with residents in the closure area and better preparation for next year, especially since Halloween will fall on a Saturday. There were also suggestions to involve those outside the closure area, such as through candy donations or volunteering, and to invite local businesses to participate.

A full summary of the survey can be found in Attachment 7.

Staff welcomes feedback and ideas the Council would like to consider for Halloween 2026, before coming back in July with a recommendation for this year's event.

**Fiscal Impact**

Police overtime for the Halloween street closure event amounted to 11 hours or \$1,221.84. Public Works overtime amounted to 31 hours or \$4,376.85. Total overtime thus was \$5,598.69.

**Attachments**

- 1. October 2025 STAR article
- 2. Volunteer badge
- 3. Halloween doorhanger
- 4. SMC Alert (10/30/2025)
- 5. Volunteer Evaluations
- 6. December 2025 STAR Cover
- 7. Halloween Survey Results

**City Manager Approval**



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Jeremy Dennis, City  
Manager

03/24/2026

# Spooktacular Streets Ahead! Halloween Night Road Closures

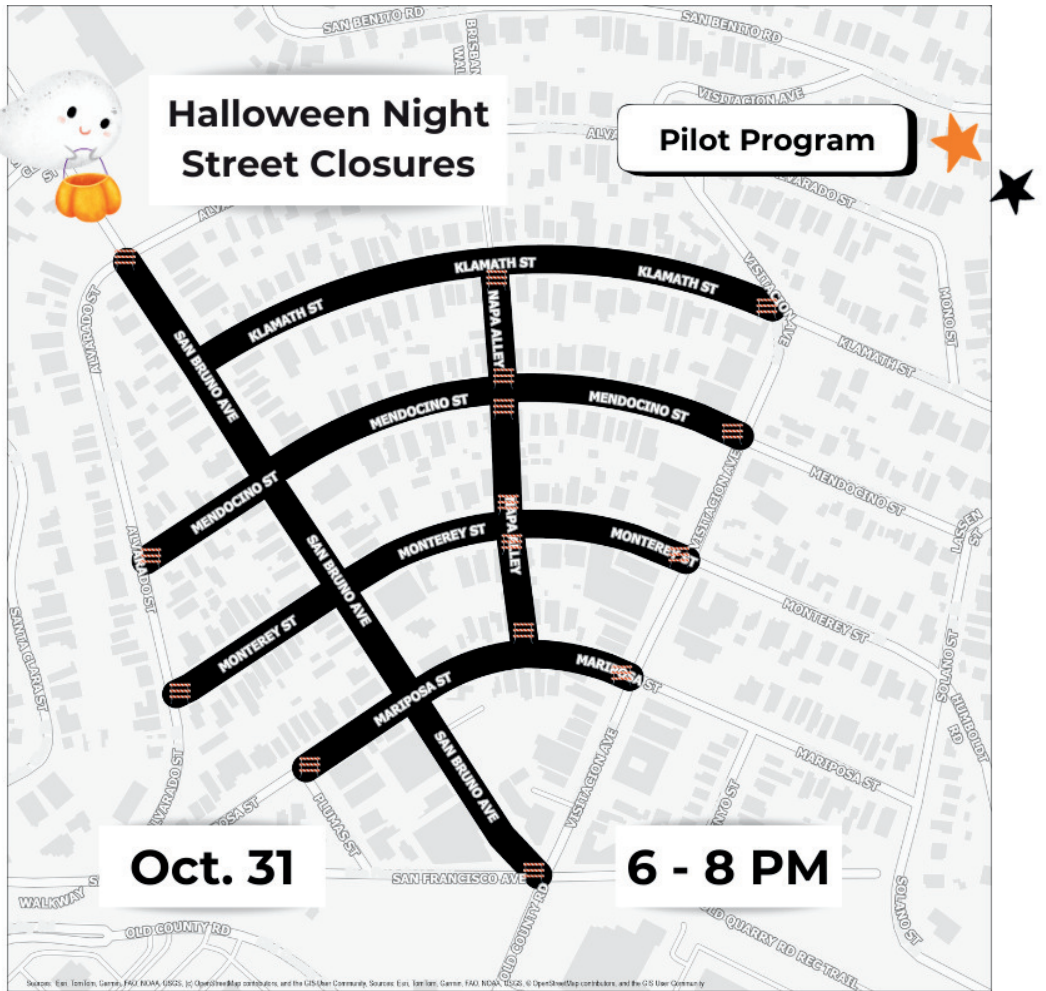
This Halloween, Brisbane will be piloting something new to improve safety for trick-or-treaters: **hard street closures** in select neighborhoods. This marks the first time the City has implemented this type of closure, and it comes thanks to the dedication and collaboration of the **Complete Streets Safety Committee** – especially Committee Chair **Emily Wirowek** – along with residents **Jessica Aloft** and **Sarah Mills**, who have been working closely with the City to enhance pedestrian safety on our streets.

The closures will be in effect for a limited two-hour window, **6 – 8 PM on Halloween night**, to allow those commuting home from work time to return before the streets close.

### What to Expect

- Streets marked in black on the map will be closed to vehicle traffic during the closure period.
- Public Works will set up barricades at the designated intersections beginning at 6 PM.
- Parking will be made available that evening at several locations, including:
  - Brisbane Post Office
  - Park Lane
  - City Hall
  - City Hall Annex
  - Former Bank of America lot

The City will also be using **Changeable Message Signs**, the **electronic signboards**, and **SMC Alert** to notify residents and visitors about the closures in advance.



### Working Together for Safety

We appreciate the **volunteers** who will help ensure barricades stay in place and making announcements to trick-or-treaters before 8 PM that the streets will be re-opening, allowing the Brisbane Police Department to stay mobile and focused on keeping everyone safe. During the closure, cars parked on closed streets must remain in place to protect trick-or-treaters. We ask the community to support this effort as well: if you notice anything concerning, please call the 24/7 Dispatch Line at (415) 467-1212.

If you'd like to **volunteer**, please call, text, or email Volunteer Coordinator **Jessica Aloft** at [j.aloft@gmail.com](mailto:j.aloft@gmail.com) | 415-867-0112 by **October 24<sup>th</sup>**. She is looking to fill at least 30 volunteer slots.

With your support, we can make this pilot program a success and ensure Halloween in Brisbane is a fun and safe night for all.



## Find us on Social Media

- @cityofbrisbaneca
- @cityofbrisbaneca
- @brisbaneca
- @brisbaneca
- @brisbane94005
- nextdoor
- flickr
- LinkedIn



**2025  
HALLOWEEN  
VOLUNTEER**

**POLICE  
NON-EMERGENCY#:  
415-467-1212**

**VOLUNTEER  
COORDINATOR  
JESSICA ALOFT:  
415-867-0112**

# Planned Road Closures



This marks the first time the City has implemented this type of closure, and we wanted to make sure you were aware.

The closures will be in effect for a 2-hour window, 6 – 8 PM on Halloween night, to allow those commuting home from work time to return before the streets close.

The Brisbane PD will have a strong presence that evening, in addition to Public Works and volunteers, all working together to ensure a smooth night. **Should you need to leave your home for an emergency, please call the Police Dispatch Number prior to departure at: (415) 467-1212.**

For any questions about this event, please call Caroline at (415) 508-2157. Otherwise, we thank you for planning.

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**Planned Halloween Road Closures**

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**From** SMC Alert - City of Brisbane <smcgov@email.getrave.com>

**Date** Thu 10/30/2025 5:56 PM

**To** Cheung, Caroline <ccheung@brisbaneca.org>

Thanks for being signed up for SMC Alert. We wanted to remind you that planned road closures will be in effect for a 2-hour window tomorrow night, from 6 – 8 PM, to allow those commuting home from work time to return before the streets close.

The Brisbane PD will have a strong presence that evening, in addition to Public Works and volunteers, all working together to ensure a smooth night. Should you need to leave your home for an emergency, please call the Police Dispatch Number *prior to* departure at: (415) 467-1212.

Overflow parking will be available at the following locations in town:

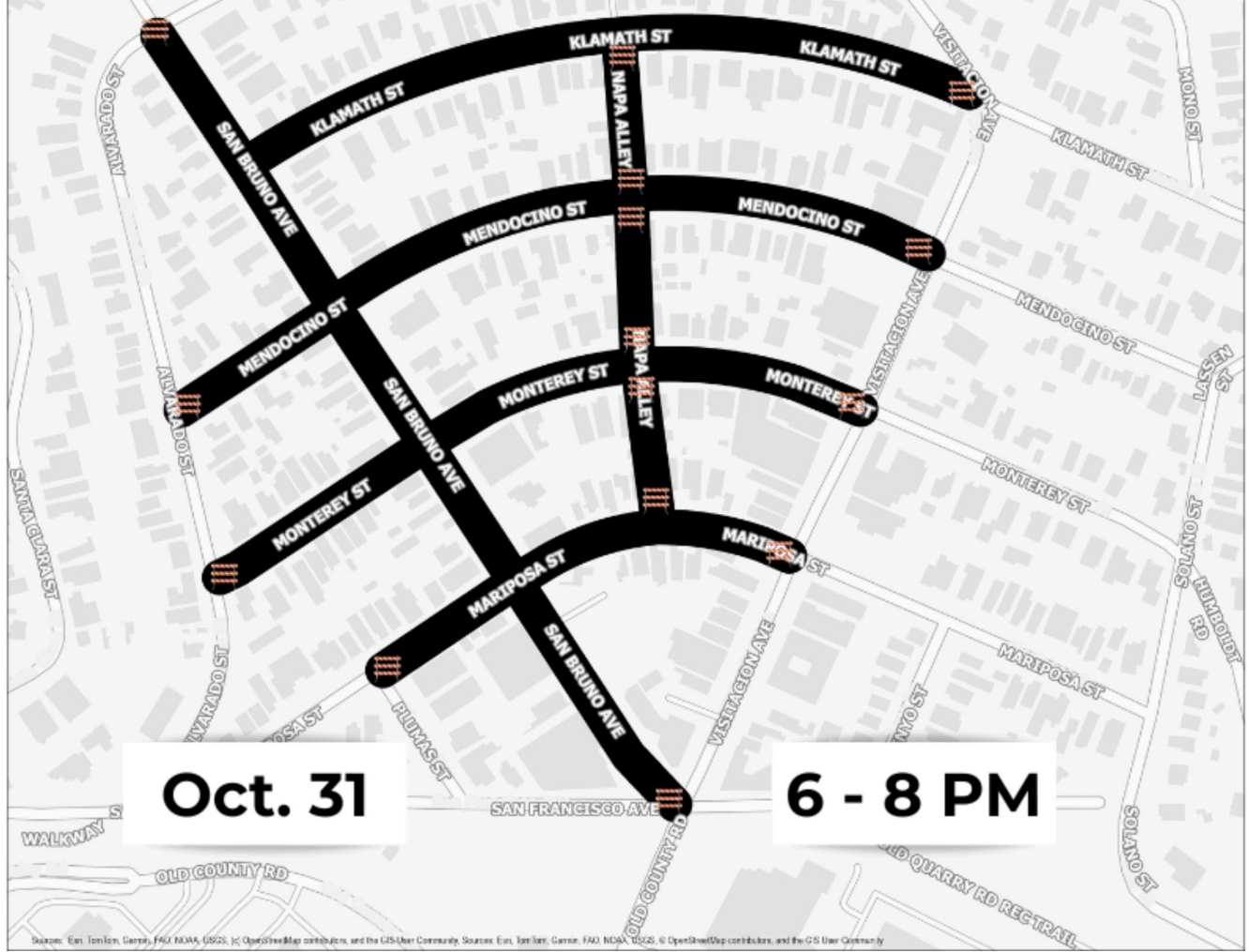
- Brisbane Post Office
- Our Lady of Guadalupe Catholic Church
- City Hall
- City Hall Annex
- Former Bank of America parking lot
- Brisbane Village Shopping Center

Lastly, thank you for refraining from placing any next-day deliveries as no vehicles will be able to move within the closure area.



# Halloween Night Street Closures

**Pilot Program**



**SMC Alert sent by**  
**The City of Brisbane**  
 50 Park Place  
 Brisbane, CA 94005  
 (415) 508-2100 | [SMCAAlert@smcgov.org](mailto:SMCAAlert@smcgov.org)

Click here to opt out of messages: <https://www.getrave.com/email/opt-out/start.action>

Click the following link to unsubscribe. Warning: this may prevent you from receiving critical email notifications from this organization and others that you may be subscribed to. [Unsubscribe](#)

# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Mariposa and Alvarado

What do you think worked well?

Lots of kids/families came down to the end of Mariposa/Alvarado to trick or treat. They were very happy that the road was closed.

What suggestions do you have should the streets be closed again next year?

In the future, we need a barricade at Mariposa and Alvarado and a big barricade at Plumas and Mariposa. Or close the street at Plumas and San Francisco. Around 4 or 5 cars drove down Plumas between 6-7pm (during the closure) and turned left on Mariposa. And then later, maybe after 7pm, a Waymo vehicle came down Mariposa twice.

Any final thoughts you'd like to share from a volunteer's perspective?

It was fun! Thanks, the families really appreciated the street closures.

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Google Forms

# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Visitation/Monterey

What do you think worked well?

Everything!

What suggestions do you have should the streets be closed again next year?

We should have a fundraiser Halloween photo shoot like we use to have .

Any final thoughts you'd like to share from a volunteer's perspective?

I appreciate all the effort that made our event safe and fun.

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Google Forms

# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Napa valley

What do you think worked well?

Everything

What suggestions do you have should the streets be closed again next year?

After the streets are closed make sure no cars come through. 3-4 cars went through the ally way and also on the street

Any final thoughts you'd like to share from a volunteer's perspective?

It was very fun

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Mariposa and visitacion

What do you think worked well?

Street closures, lots of lights

What suggestions do you have should the streets be closed again next year?

Crossing guards might be a good idea. More lighting. Maybe even a block party with carnival games.

Any final thoughts you'd like to share from a volunteer's perspective?

It was fun! Would love to join again next year

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Mendocino

What do you think worked well?

The closures were greatly appreciated. The families could meander safely without any concern of cars. Having volunteers at each point was so great.

What suggestions do you have should the streets be closed again next year?

Next year we should ask the local restaurants to be involved with special treats to eat or drink for purchase. And bring in a food truck area and more family activities near the park. Perhaps start the closure earlier to accommodate starting earlier.

Any final thoughts you'd like to share from a volunteer's perspective?

Many parents commented on how dark the streets are. The streets are quite dark without the house lighting and poor city street lamps. The city should reassess the lighting since it should not outweigh the safety concerns. The sidewalks are uneven. And at many points the sidewalks are blocked by cars. We are lucky there were no major injuries.

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

mariposa and visitacion

What do you think worked well?

it was a fun experience with all the tricker treaters

What suggestions do you have should the streets be closed again next year?

Standing next to the flashing lights on the police car blocking Mariposa were very bright. Did we need them? I wonder? We had sandwich boards stating the street was closed as well.

Any final thoughts you'd like to share from a volunteer's perspective?

I enjoyed the evening! thanks everyone for the opportunity

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Google Forms

# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Alvarado and Mendocino

What do you think worked well?

Everything- it was well done!

What suggestions do you have should the streets be closed again next year?

None

Any final thoughts you'd like to share from a volunteer's perspective?

Best volunteer gig I have had!

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Google Forms

# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Mendocino and Visitacion

What do you think worked well?

Having a police cruiser blocking the street. I think having the streets closed actually CONTAINED a majority of the trick or treating to the "pie".

What suggestions do you have should the streets be closed again next year?

I had to block the Mendocino exit from Midtown market using one of the barricades intended for the intersection. In the end, it worked out fine.

Any final thoughts you'd like to share from a volunteer's perspective?

Please make sure EVERY resident of Brisbane has an opportunity to complete a survey. It will be critical to capture if the respondent is a resident of the closed "pie" or lives outside of it. Thx.

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

5-points (Vis/San Bruno Ave)

What do you think worked well?

BPD car & 2 officers at San Bruno Ave by the Hardware Store. We needed them there to help manage the "zoners" who were still driving out of the closure zone in the first hour (probably guests of residents who didn't realize the streets had closed). Also we had a very large semi truck come up Vis around 7:15pm, that had to back down and negotiate turning back out of town. Definitely needed BPD assistance with that. We also had a Waymo break down partway in the intersection near the post office, so we also needed BPD to help manage traffic flow around that. 2 officers was fine, one more would have been even better :)

What suggestions do you have should the streets be closed again next year?

FOUR volunteers at 5-points instead of two, for when it starts to get dark (around 7pm). Between 7-8:15pm, just two of us volunteers were staffing the crosswalks (Visitation mostly, but also the cross street, San Francisco Ave) to help people cross safely. We really could have used one person at each point of the intersections, as it was difficult to anticipate pedestrian and vehicle movements, and also to verbally coordinate between us two, since we were on opposite corners of the large intersection.

Any final thoughts you'd like to share from a volunteer's perspective?

i love love LOVE that this happened!!! 100% of volunteers showed up to check-in on time and get to their stations. I was so proud of our community - it was a magical night. Big thanks to our City staff and BPD who made it a seamless, safe, and successful event!!

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

San Bruno and Alvarado

What do you think worked well?

Well organized!

What suggestions do you have should the streets be closed again next year?

More promotional signs?

Any final thoughts you'd like to share from a volunteer's perspective?

It was super easy and enjoyable to volunteer.

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Eagles Club

What do you think worked well?

Everything

What suggestions do you have should the streets be closed again next year?

All good

Any final thoughts you'd like to share from a volunteer's perspective?

So glad we are doing this

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Mariposa and Visitacion

What do you think worked well?

Everything!

What suggestions do you have should the streets be closed again next year?

Yes!

Any final thoughts you'd like to share from a volunteer's perspective?

Accolades to Caroline, Jeremy, and Jessica and everyone else who contributed to "Safe Streets" Halloween 2025!

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Alvarado and San Bruno

What do you think worked well?

I think it all worked well.

What suggestions do you have should the streets be closed again next year?

I think what we did this year worked really well! If we can find more business willing to let people use their lots for parking, the streets were still very congested around the closures. And if we can expand the parking footprint, additional volunteers at 5 Corners and the top of Alvarado, directing people where to park.

Any final thoughts you'd like to share from a volunteer's perspective?

I really enjoyed volunteering. Only a few grumblers who didn't like that they couldn't park at their home but the majority of people were so grateful for the safe streets for the kiddos.

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Mariposa and Alvarado

What do you think worked well?

Lots of signs, great police presence! Unappreciated how quickly the police came when we had the Waymo issue.

What suggestions do you have should the streets be closed again next year?

I'd suggest having some folks at the entrance of town to help direct people for parking. Also alerting ride shares - particularly Waymo. We had one Waymo cone on our street multiple times.

Any final thoughts you'd like to share from a volunteer's perspective?

I think we were at the wrong location honestly. The street barricades were at Plumas, so it would probably be good to move us up to that location next year! Oh! And it would be fun to do a trunk or treat as well for locals who live in the mountain. I will come prepared with that next year for sure.

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Google Forms

# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Monterey and Alvarado

What do you think worked well?

Everything was great. We had the police chief at our intersection and so it was so smooth.

What suggestions do you have should the streets be closed again next year?

Cant think of anything

Any final thoughts you'd like to share from a volunteer's perspective?

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# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

.....

What do you think worked well?

Alvarado and monterey

.....

What suggestions do you have should the streets be closed again next year?

None

.....

Any final thoughts you'd like to share from a volunteer's perspective?

.....

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Google Forms

# Halloween Volunteer Evaluation

While the thoughts are still fresh, please provide your feedback on this inaugural street closure in Brisbane for the organizers to review!

Where were you stationed?

Alvarado and Mendocino

What do you think worked well?

Barricades , having fluorescent wand flag and vests,

Having police come thru occasionally and acknowledge drivers and guests – and check on me :)

Hours 6-8pm received extremely well by walkers - absolutely loved the safety emphasis

May need to go to 8:15 ( for open up clarity) as drivers try ing to return at 8:00 got a little anxious

Ability to park in open areas

Residents were extremely generous and went all out with candy - it was fun for all

What suggestions do you have should the streets be closed again next year?

Alvarado residents were not clear the street was to be closed - though some at checkpoint received lots of kids - others up the block did not get as many trick or treaters

Possibly on Alvarado / Mendocino have a flashing message or barricade sign - walkers were not cognizant/ aware street had traffic

Had to also encourage drivers to slow down as Alvarado really dark .

Any final thoughts you'd like to share from a volunteer's perspective?

Thought it was fabulous - residents and guests were so happy

This content is neither created nor endorsed by Google.

Google Forms

## Halloween Street Closure observations from Visitacion/Klamath

Many families and individuals expressed appreciation for the closure!

Drivers asked for help to find parking. (Suggestion: have a map of the parking options.)  
Less vehicle traffic than in prior years and most drivers were cooperative. A handful of drivers were upset at the closure. We had two requests to leave from the closed area.

Fewer trick/treaters at this intersection compared to prior years. Less than half by my estimation. This may have been due to being at a corner of the closure area. Only a trickle of the trick or treaters crossed Visitacion to seek other participating households.

Trick/treaters tended to bunch up curbside or at corners, leaving drivers uncertain about their intention. Narrow sidewalks don't provide pedestrians many options. Trick/treaters seemed to not understand that Visitacion was not closed. Had to call out to several groups who were walking in the middle of the street to ask them to stay on the sidewalk.

Drivers dropping off trick/treaters did not choose safe spots for doing so.

This was the setup at  
Visitacion and Klamath.

Fortunately, we had enough  
cones to place two in the  
daylight space or we would  
have spent the entire two  
hours shooing away people  
trying to park there.

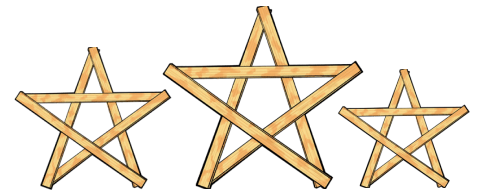
The intersection is difficult  
as there are only two  
legitimate crosswalks and  
neither addressed the  
needs of the evening.



There was one household giving out candy on upper Visitation. (See orange ★)

Trick/treaters would stroll up Klamath up to the police car and then cross over upper Visitation as shown by the arrow. Often oblivious traffic. Perhaps they did not understand they were stepping outside the area protected by the closed roads. If we should do this again, preventing people from walking through that area is something we should consider.

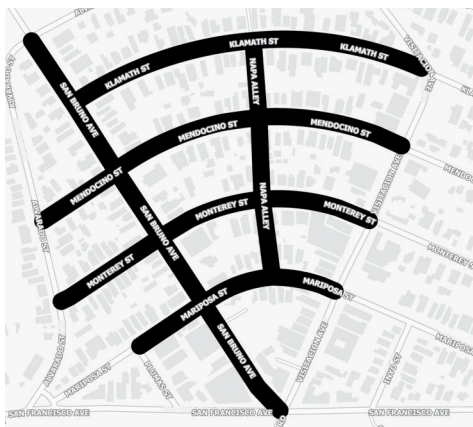




## 2025 Spooktacular Streets Recap

**SHARE YOUR FEEDBACK ON HOW THE PILOT WENT!**

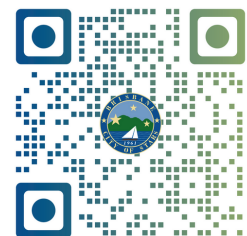
For the first time ever, Brisbane closed several streets in Central Brisbane on Halloween from 6-8 PM, as shown in the below map:



Everything went relatively smoothly, thanks to assistance from the Brisbane Police Department, Public Works, the City Manager’s Office, and 18 brave community volunteers who manned 9 intersections, as well as five members of the Youth Advisory Committee (YAC) who ensured the barricades on Napa Alley stayed in place.

After the event, volunteers provided their perspectives of how the pilot planned road closures went, with many citing how they want to volunteer in this capacity again, with one even stating that it was “the best volunteer gig I have had!” Kudos to Volunteer Coordinator, Jessica Aloft!

Another respondent cited how crucial it would be to see that every Brisbane resident has an opportunity to provide their feedback, with it being critical to capture if the respondent lives within the closed "pie" or resides outside of it. So here is your chance!



Scan the QR code or swing by City Hall or the Sunrise Room by December 31st!



## Halloween Street Closure Survey

- **Period:** November 15, 2025 - December 31, 2025

### Do you reside **WITHIN** or **OUTSIDE OF** the road closure area?

86/86 - Multiple choice - choose one - required

I reside **WITHIN** the road closure zone 57% (49 choices)



I reside **OUTSIDE OF** the road closure zone 39.5% (34 choices)



I don't live in Brisbane but visited on Halloween 3.5% (3 choices)



## What is your street block within the closure zone?

49/49 - Multiple choice - choose one - required

Mendocino St 300-399 Block 12.2% (6 choices)



San Bruno Ave 100-199 Block 10.2% (5 choices)



San Bruno Ave 300-399 Block 10.2% (5 choices)



Mendocino St 100-199 Block 10.2% (5 choices)



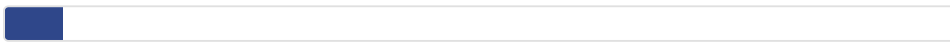
Mendocino St 200-299 Block 10.2% (5 choices)



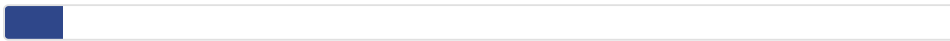
Klamath St 300-399 Block 10.2% (5 choices)



San Bruno Ave 400-499 Block 6.1% (3 choices)



Mariposa St 200-299 Block 6.1% (3 choices)



Monterey St 200-299 Block 6.1% (3 choices)



San Bruno Ave 1-99 Block 4.1% (2 choices)



Mariposa St 100-199 Block 4.1% (2 choices)



Monterey St 300-399 Block 4.1% (2 choices)



San Bruno Ave 200-299 Block 2% (1 choice)



Monterey St 100-199 Block 2% (1 choice)



Klamath St 200-299 Block 2% (1 choice)



### As a resident who lives outside of the closure zone, how would you describe your experience with this first year of the pilot program?

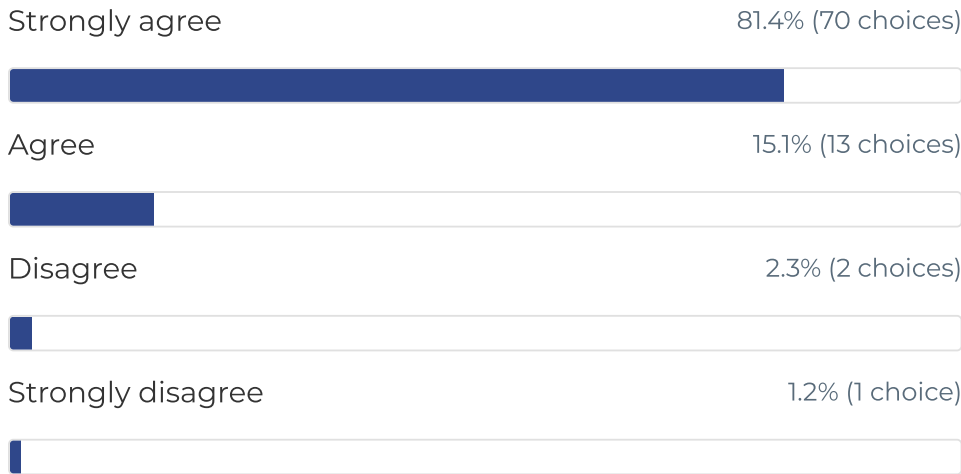
34/34 - Long answer - required

Most respondents described their experience with the pilot program very positively, frequently mentioning increased safety for children and families, a more relaxed atmosphere, and a stronger sense of community. Many appreciated being able to walk freely without worrying about cars, and noted that the event felt well-organized and enjoyable. Several respondents highlighted that the closure hours were convenient and allowed residents to get home before festivities began.

A few comments mentioned specific logistical issues, such as bottlenecks and heavy traffic on Alvarado, which was not closed and became congested. One respondent requested that the number of closed streets not be increased in future years. Overall, there was strong support for continuing the program as it is.

### Do you think the road closures contributed to a safer environment for trick-or-treaters and pedestrians?

86/86 - Multiple choice - choose one - required



## How informed were you about the road closures in advance?

86/86 - Multiple choice - choose one - required

Very well 93% (80 choices)



Somewhat well 5.8% (5 choices)



Not very well 1.2% (1 choice)



Not at all 0% (0 choices)



## What improvements would you suggest for future Halloween events and/or road closure planning?

56/86 - Long answer - optional

Many respondents praised the event's organization, smooth execution, and safety improvements, with several stating no changes were needed. However, several key themes for improvement emerged:

**\*\*1. Extend or Adjust Street Closures:\*\***

Many suggested expanding the closure area to include more streets, especially Alvarado and Visitacion. Others recommended extending closure hours, either starting earlier for younger children or ending later.

**\*\*2. Safety and Traffic Control:\*\***

Multiple respondents noted issues with cars entering closed areas and suggested more signage, better barricades, and additional crossing guards or volunteers at key intersections. Lighting was also a common concern, with several asking for better illumination at corners and throughout the area.

**\*\*3. Inclusion and Community Participation:\*\***

There was strong interest in involving residents outside the closure zone, either by allowing them to set up tables within the closed area, donating candy, or helping with decorations. Several suggested a candy donation or fund to help offset the cost for residents in the busiest areas.

**\*\*4. Communication and Outreach:\*\***

Some respondents wanted more advance notice and clearer communication, especially to those living in or near the closure area.

**\*\*5. Other Suggestions and Concerns:\*\***

- A few mentioned accessibility issues for residents with disabilities or those needing to drive in/out during closures.
- Some suggested rotating which streets are closed each year to share the impact.
- There were isolated comments about littering, volunteer numbers, and the desire for more activities (e.g., haunted house, trunk-or-treat, business participation).

A small minority felt the closure was unnecessary or had negative impacts.

Overall, the event was widely appreciated, with most feedback focused on expanding, improving safety, and increasing inclusivity for future years.

**Would you be interested in helping out with volunteer efforts (helping the day of or picking up trash the day after)?**

86/86 - Multiple choice - choose one - required

No 67.4% (58 choices)



Yes 32.6% (28 choices)



**If you answered yes to the question before, please provide your email.**

28/28 - Short answer - required



## City Council Staff Report

**Meeting Date:** April 2, 2026

**From:** Julia Ayres, Acting Community Development Director,  
Ken Johnson, Senior Planner

**Subject:** Consider an Urgency Ordinance for a Moratorium on  
New Residential Development in the NCRO-2 District

### Recommendation

Staff recommend the Council adopt an urgency ordinance prohibiting new residential development (moratorium) in the NCRO-2 Downtown Brisbane Neighborhood Commercial District, to allow time to study amendments to the NCRO-2 District zoning provisions.

### Background

Setting: The NCRO-2 District makes up Brisbane's downtown core, with a mix of retail, restaurant, office and residential uses. The District extends along both sides of Visitacion Avenue and the first block of San Bruno Avenue. The General Plan Land Use and Zoning District maps are provided as Attachments 1 and 2.

The NCRO-2 District includes a number of restaurants and retail stores, personal services shops, professional offices, a chiropractic office, as well as community service club, community church and the Brisbane Library. As a mixed-use district, it also includes a mix of housing, with most residential units being located above or behind the non-residential spaces. It is generally walkable to most Central Brisbane residences and thus plays an important role in the character and community life in Brisbane. However, it faces significant challenges as further described below.

General Plan & Zoning: The General Plan land use designation, Neighborhood Commercial/Retail/Office (NCRO), provides for a subarea "devoted to a range of local retail and service uses, including shops, restaurants, medical, professional and administrative offices and other uses of the same general character. Public and semipublic facilities may be located under this designation. Residential uses may be permitted conditionally in implementing zoning districts". There are two implementing neighborhood commercial districts, the NCRO-1 Brisbane Village and NCRO-2 Downtown Brisbane. The NCRO-1 District does not permit residential uses. In the NCRO-2 District, residential uses may only be permitted subject to a use permit and must be located above and/or behind non-residential uses. The NCRO-2 District also requires ground-floor storefront space at a minimum of 600 sq ft, although lesser floor area may be approved by the Planning Commission if it finds "...that such lesser area is as large as possible for the intended storefront use, given the size, configuration, and physical constraints of the structure and the site."

There are no housing density standards provided in the General Plan, nor through the NCRO-2 zoning. The zoning provides that the housing density in a mixed-use development is to be established by use permit. The form of development is subject to design permit approval, with maximum height standards of 36 feet, a lot coverage maximum of 90 percent, and with no setback requirements from the front and side lot lines and 10 foot setback in the rear. Lot sizes in this District may be as small as 2,500 square feet.

Given the location within the Central Brisbane core, generally small sizes of the lots, and corresponding building floorplates, the businesses in this District generally serve local residents and employees. The small scale of commercial uses, competition with housing demand, and recent State housing laws are challenging the future of this mixed-use District.

*Applicable State Housing Laws and Housing Element:* In response to the Statewide housing crisis, recent State laws have prioritized housing development and limited the authority of local jurisdictions over housing development projects and may place the future of commercial uses in the NCRO-2 District at risk.

Senate Bill SB 35 (2017), Housing Accountability Act, required cities to streamline the process for reviewing certain housing development proposals. In general, State law limits the City's discretion in reviewing housing projects to verifying that they comply with objective development standards; presuming the jurisdiction has adopted objective design and development standards (ODDS). While the work of establishing ODDS throughout the City's residential districts was undertaken circa 2021/22, City Council has not yet adopted ODDS for this District.

In the 2023-2031 Housing Element, Program 7.A.2, the City committed to "Amend the NCRO-2 district regulations to adopt objective design standards for mixed-use residential development", with a projected implementation timeline of 5/31/2025. The Housing Element did not identify the NCRO-2 District as having significant new housing development potential, and no specific sites or housing units are relied upon towards meeting the City's RHNA obligation beyond six market rate housing units in the development pipeline. Development of a two-unit mixed-use development at 18 Visitacion Avenue site is near completion, and a building permit application is in process for four units at 213 Visitacion Avenue. Since the filing of the building permits vested their design permit and use permit entitlements, these projects would not be impacted by a potential moratorium.

The State's adoption of SB 330 (2019) further restricts how cities process housing development projects. As summarized by the California Department of Housing and Community Development, SB 330 "...makes changes to land use and zoning law to remove barriers and impediments to building new housing in urban areas of the state. To increase transparency and certainty in the development application process, SB 330 allows a housing developer to submit a "preliminary application" to a local agency for a housing development project. Submittal of a pre-application allows a developer to provide a specific subset of information on the proposed

housing development ahead of providing the full amount of information required by the local government for a housing development application. Upon submittal of an application and a payment of the permit processing fee, a housing developer is allowed to “freeze” the applicable fees and development standards that apply to their project while they assemble the rest of the material necessary for a full application submittal.” A preliminary application for residential development in the NCRO-2 district has recently been submitted under SB 330, as further described below. Given the limited design information that is now required to “freeze” requirements on a development proposal, there’s a potential for the application to be completed and submitted soon.

Also, California Density Bonus Law (Gov. Code §§65915 - 65918) allows developers to increase density on properties above the maximum set by the General Plan if a certain number of units are provided to moderate or low-income households. Although Brisbane’s General Plan does not have a density maximum for the District and therefore there is no theoretical or actual maximum “base” density, developers can use the density bonus law in the NCRO-2 district to request concessions or incentives (limited in number based on the percentage and affordability level of affordable units), any number of waivers of development standards that would preclude construction of the project at the requested density, and reductions in on-site parking. Under the law, incentives and concessions must be related to reducing the cost of the development.

## **Discussion**

The City is committed to providing its share of the region’s housing need, as demonstrated through the Housing Element which commits the City to meeting and exceeding its Regional Housing Needs Allocation (RHNA). However, these recent state laws have the effect of prioritizing housing over local serving commercial uses and may effectively limit the City’s control over both the form and scale of housing development and ultimately may serve to supplant the local serving commercial uses.

*Former 23 Club & Restaurant and 36-50 San Bruno Avenue Proposal:* The former 23 Club and the adjacent 23 Club Restaurant, at 23 and 25 Visitacion Ave, have been vacant for approximately 10 years or more. These properties along with the parking lot to the rear of the 23 Club, located at 36-50 San Bruno Ave, are all owned by Horsepower Holdings LLC. These properties together are all now the subject of an application for a preliminary housing development permit under SB 330, which proposes to demise both the bar and restaurant buildings. The project as presently proposed would include nine (9) primary dwelling units spread across both the Visitacion Avenue and San Bruno Avenue sites, with no commercial space. As of the writing of this staff report, the application has not provided the minimum information necessary to benefit from the vesting and review timelines provided under SB 330. However, depending on the timing of the applicant’s submittal of the necessary information, the application may ultimately not be subject to the moratorium.

With this application, the applicant has raised challenges to the City’s authority to require that

a development be mixed-use in this District, contending that a Density Bonus Law concession, under Government Code §65915(d) and (e), may be used to circumvent the General Plan and the implementing zoning provisions in regard to uses. While the City’s legal counsel has indicated that Density Bonus Law may not be used to circumvent land uses, but are intended to address development standards, this application raises concerns and broader questions about the future of the City’s downtown commercial district.

In brief, the proposal brings to the fore potential vulnerability and highlights a need to study the NCRO-2 zoning district regulations to determine if amendments are necessary in order to preserve Brisbane’s small commercial core. The concern is that without clearer standards in terms of commercial use requirements, housing density and building form, the existing commercial spaces may be reduced over time, or completely eliminated.

*Proposed Moratorium on Residential Uses:* California Government Code §65858 allows for jurisdictions to adopt as an urgency measure an interim ordinance prohibiting any uses, for 45 days, by four-fifths vote of the legislative body. After notice pursuant to the Government Code and public hearing, the legislative body may extend the interim ordinance for 10 months and 15 days and thereafter extend the interim ordinance for an additional year. Any extension shall also require a four-fifths vote. Not more than two extensions may be adopted.

In this case, a moratorium could be imposed on all applications that have not yet received planning entitlement for development of new primary dwelling units in the NCRO-2 District, to allow the City time to consider potential revisions to the zoning ordinance, and to provide for better controls on the uses and/or form of development in the District. The Government Code requires findings that there is a current and immediate threat to the public health, safety, or welfare. Such finding can be made in that removal of commercial space due to residential development would result in the loss of neighborhood businesses and is contrary to the General Plan.

Should Council adopt the moratorium, staff will prioritize Planning Commission and subcommittee work on this topic. It’s anticipated that an extension beyond the initial 45 days will be needed to allow time to study the issues and prepare any zoning ordinance amendments that may be needed to address the concerns indicated above.

A draft urgency ordinance is provided as Attachment 3.

Development of accessory dwelling units (ADUs) associated with existing primary single-family or multi-family dwellings would not be included in the moratorium, so as to not conflict with State ADU law.

**Fiscal Impact**

No new impacts. Housing Element Program 7.A.2 already committed the City to study the District, as provided above.

**Attachments**

1. General Plan Land Use Diagram
2. Zoning District Map
3. Draft Moratorium Ordinance

**City Manager Approval**

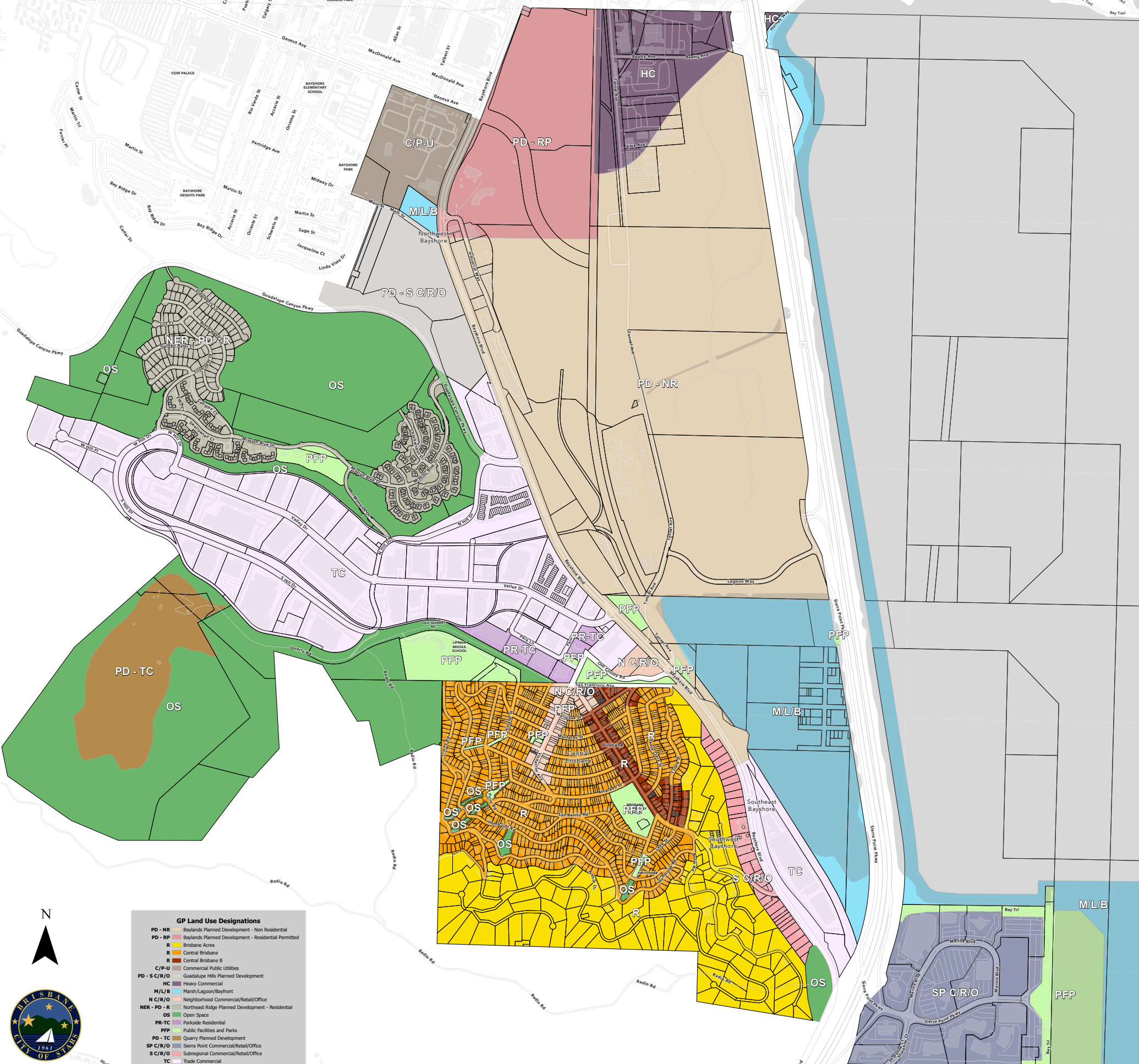


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Jeremy Dennis, City  
Manager

03/25/2026

# BRISBANE'S LAND USE DESIGNATIONS



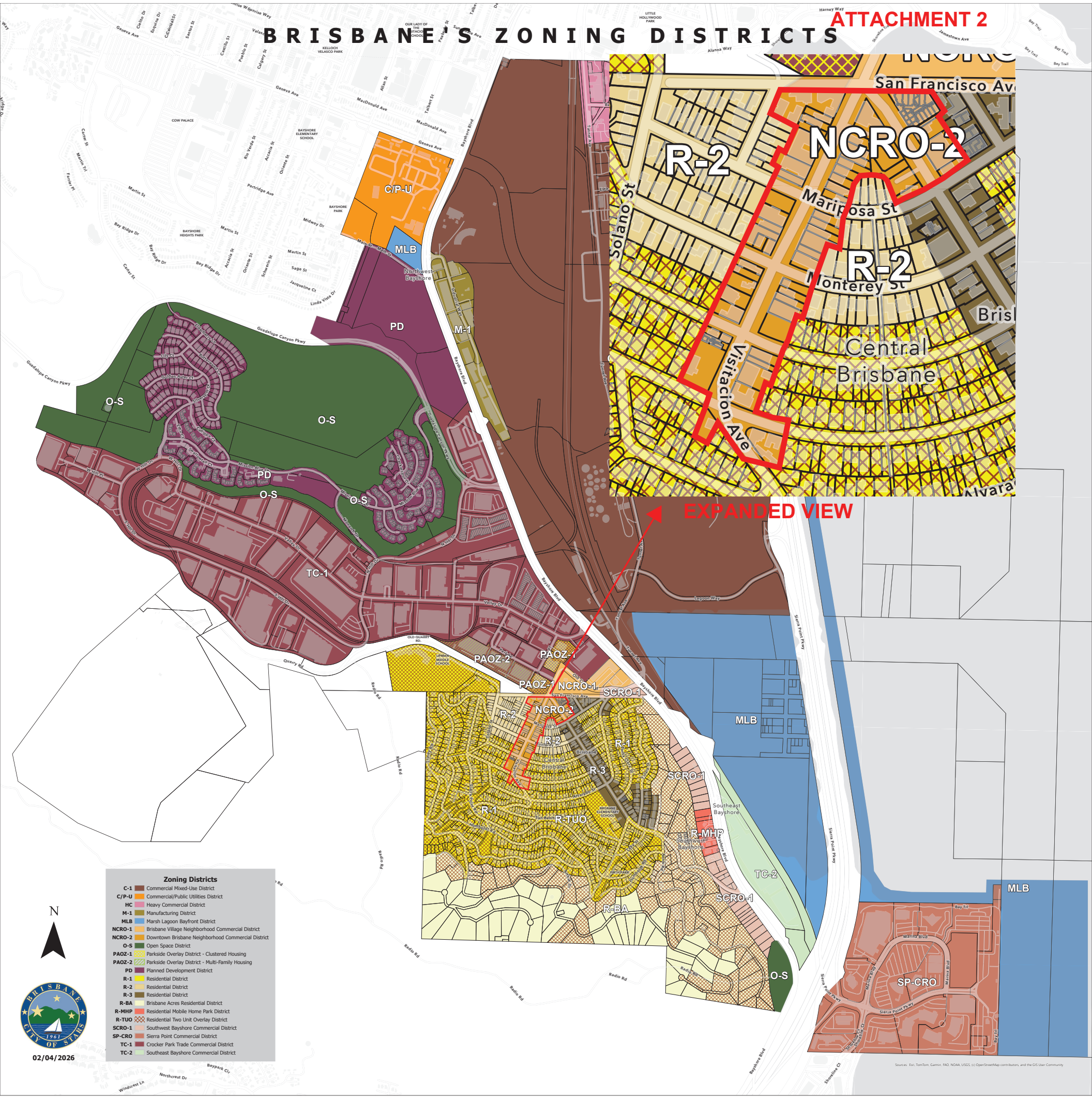
**GP Land Use Designations**

- PD - NR Baylands Planned Development - Non Residential
- PD - RP Baylands Planned Development - Residential Permitted
- R Brisbane Acres
- R Central Brisbane
- R Central Brisbane B
- C/P-U Commercial Public Utilities
- PD - S C/R/O Guadalupe Hills Planned Development
- HC Heavy Commercial
- M/L/B Marsh/Lagoon/Bayfront
- N C/R/O Neighborhood Commercial/Retail/Office
- NER - PD - R Northeast Ridge Planned Development - Residential
- OS Open Space
- PR-TC Peri-Urban Residential
- PFP Public Facilities and Parks
- PFP Public Facilities and Parks
- PD - TC Quarry Planned Development
- SP C/R/O Sierra Point Commercial/Retail/Office
- S C/R/O Subregional Commercial/Retail/Office
- TC Trade Commercial



02/04/2026

# BRISBANE'S ZONING DISTRICTS



# DRAFT

## ORDINANCE NO. XX

### AN INTERIM URGENCY ORDINANCE OF THE CITY OF BRISBANE IMPOSING A MORATORIUM UPON NEW RESIDENTIAL DEVELOPMENT IN THE NCRO-2 ZONING DISTRICT

**The City Council of the City of Brisbane hereby ordains as follows:**

#### **SECTION 1: Findings and Declaration of Intent.**

The City of Brisbane finds and determines that:

- (a) The NCRO-2 Neighborhood Commercial Downtown Brisbane zoning district, as shown on the portion of the City's Zoning Map attached hereto and made part hereof, contains a mixture of commercial retail, office, and residential uses.
- (b) It is the policy of the City, as reflected in the Brisbane General Plan, to maintain a range of local retail and service uses, including shops, restaurants, medical, professional and administrative offices and other uses of the same general character.
- (c) Residential uses may be permitted by conditional use permit, but the primary goal in the General Plan and implementing zoning provisions is to further neighborhood serving commercial uses.
- (d) The NCRO-2 zoning currently provides for residential uses by conditional use permit only when part of a mixed-use and when located above or behind nonresidential uses.
- (e) State laws intended to address the statewide housing crisis have prioritized housing over commercial land uses and may limit the City's authority to impose local zoning restrictions on mixed-use districts.
- (f) Although the NCRO-2 zoning district is provided in the City's adopted Housing Element, the district was not listed as having significant housing opportunity sites that are required for meeting the Housing Element goals.
- (g) The locally serving shops and restaurants within the NCRO-2 district play a crucial role in the economic vitality and character of the City, providing a walkable environment to the surrounding Central Brisbane residential neighborhoods and public and private gathering places including dining, shopping and personal services, and should be maintained and enhanced, consistent with the intent of the General Plan.
- (h) It is the intention of the City Council to study and review current zoning regulations for the NCRO-2 District to determine whether new residential uses should be prohibited, to remove its mixed-use status, and designate existing residential uses and structures as legal nonconforming.

# DRAFT

- (i) Unless a moratorium is adopted to prevent the development of new primary residential units within the NCRO-2 district, the City is at risk of new applications being submitted that would remove existing commercial space, or reduce it to be severely restricted; and loss of such spaces could likewise spread to result in the loss of other neighboring businesses. A current and immediate threat to the public health, safety, and welfare therefore exists which requires the imposition of a moratorium in order to preserve the status quo until further impact studies are conducted, if determined necessary, until further legislative action is accomplished.

## **SECTION 2: Purpose and Scope of Ordinance**

This ordinance is enacted pursuant to Section 65858 of the California Government Code. The purpose of the Ordinance is to prohibit, for a period of forty-five (45) days, the acceptance of new entitlement applications for development of primary dwelling units or subdivision of existing primary dwelling units, whether new construction or conversion of existing commercial space. This ordinance shall not impede the development of accessory dwelling units or junior accessory dwelling units that are explicitly required to be approved by state law and consistent with the City's ordinance Brisbane Municipal Code (BMC) Chapter 17.43 Accessory Dwelling Units and Junior Accessory Dwelling Units. It shall also not apply to active building permit applications or issued building permits.

## **SECTION 3: Definition.**

As used in this Ordinance, the term "primary dwelling unit" is the same as defined in BMC Section 17.02.235.G, "'Primary dwelling unit' or 'main dwelling' means a dwelling unit that is not an accessory dwelling unit or a junior accessory dwelling unit."

## **SECTION 4: Prohibition**

During the effective period of this Ordinance, no application for a building permit, housing development permit, design permit, use permit, or other form of permit or approval shall be accepted or processed, and no building permit, housing development permit, design permit, use permit or other form of permit or approval (except as may be required by State law) shall be issued or granted for the development of new primary dwelling units at any location within the NCRO-2 zoning district, as shown on the portion of the City's Zoning Map attached hereto and incorporated herein by reference.

The prohibition has the following exceptions:

- i. Building permits may be processed and approved for a mixed-use project that are currently active as of the date of this ordinance or that received entitlement prior to the date of this ordinance through the granting of a use permit, design permit, or other State authorized entitlement, which permit or entitlement is maintained in an active state, i.e., not expired.

# DRAFT

- ii. ADUs and JADUs may be granted by building permit, that are required by state law, are consistent with the City’s ordinance BMC 17.43 Accessory Dwelling Units and Junior Accessory Dwelling Units, and that would not require a design permit or use permit due to modification of existing commercial space.

**SECTION 5: Effective Period of Ordinance.**

This Ordinance shall be effective for a period of forty-five (45) days from the date of its adoption. However, this Ordinance may be extended for additional periods of time in the manner provided in Section 65858 of the California Government Code.

**SECTION 6: Severability.**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The city Council of the City of Brisbane hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses and phrases may be held invalid or unconstitutional.

**SECTION 7: Effective Date.**

This Ordinance is an urgency ordinance for the immediate preservation of the public health, safety, and welfare and shall become effective immediately upon its passage and adoption.

\_\_\_\_\_  
Coleen Mackin, Mayor

The foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Brisbane held on the \_\_\_ day of \_\_\_\_\_, 2026 by the following vote, which constitutes no less than a four-fifths (4/5ths) vote of the entire City Council, as required by 65858 of the California Government Code.

AYES:  
NOES:  
ABSENT:

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Ingrid Padilla, City Clerk

\_\_\_\_\_  
City Attorney

DRAFT

CITY OF BRISBANE

CERTIFICATE OF POSTING

STATE OF CALIFORNIA )
COUNTY OF SAN MATEO )

NOTICE IS HEREBY GIVEN that during the course of a regular meeting on Thursday,
the City Council of the City of Brisbane adopted Ordinance \_\_\_\_\_ entitled:

ORDINANCE NO. \_\_\_\_\_

AN INTERIM URGENCY ORDINANCE OF THE CITY OF BRISBANE
IMPOSING A MORATORIUM UPON
NEW RESIDENTIAL DEVELOPMENT IN THE NCRO-2 ZONING DISTRICT

The undersigned, for and on behalf of the Brisbane City Clerk, caused a copy of this Ordinance to be
posted in the following places in the City of Brisbane:

- Brisbane City Hall Offices, 50 Park Place
Brisbane Community Center/Library, 250 Visitacion Avenue
Mission Blue Park Tennis Court, 475 Mission Blue Drive

Dated \_\_\_\_\_. Said posting was completed on \_\_\_\_\_.

I declare under penalty of perjury the forgoing is true and correct.

\_\_\_\_\_  
Ingrid Padilla  
City Clerk



## **City Council Staff Report**

**Meeting Date:** April 2, 2026

**From:** Maz Bozorginia, Public Works Director

**Subject:** Complete Streets Safety Committee 2025 Accomplishments & 2026 Work Plan

### **Recommendation**

Staff recommend the Council receive the Complete Street Safety Committee's (CSSC) 2025 Report of Accomplishments and adopt the 2026 CSSC Work Plan.

### **Background**

At their regular January 2026 meeting, committee members discussed their desires for the 2026 CSSC Work Plan with city staff. A shortlist of potential work items additions was prepared in advance of a meeting with committee liaisons.

CSSC Council Liaisons Mayor Mackin and Councilmember Kern met with CSSC Chair Wirówek and Vice Chair Bouscal and city staff on February 10<sup>th</sup>, 2026. The group reviewed the status of the work items from 2025 and discussed the development of a CSSC 2025 Accomplishments report and the CSSC 2026 Work Plan.

### **Discussion**

At their regular March meeting, committee members reviewed and finalized the 2026 Work Plan. The CSSC wishes to receive Council feedback and approval of their work plan.

### **Fiscal Impact**

While this report does not authorize specific expenditures, individual items within the 2026 work plan may have associated costs. Fiscal impacts will be identified as projects are developed and will be presented to the City Council for approval through future actions or budget adjustments.

### **Attachments**

1. 2025 CSSC Accomplishments
2. 2026 CSSC Work Plan

### **City Manager Approval**



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Jeremy Dennis, City  
Manager

03/24/2026



## 2025 COMPLETE STREETS SAFETY COMMITTEE REPORT OF ACCOMPLISHMENTS

In 2013, the City Council established the Complete Streets Safety Committee (CSSC) as an advisory body to recommend policies and programs related to safety and circulation of all modes of travel, including pedestrians, bicycles, and motorists. The Committee has worked with staff on a wide array of issues generally following an annual work plan. Below is a summary of the work staff and the Committee has undertaken during calendar year 2025.

**Finalize investigation of potential for one-way streets - Mariposa and Monterey Street between Visitacion Avenue and Solano Street** – In December 2024, the CSSC and City Staff invited members of the public to attend a CSSC Meeting at the Brisbane Library. The purpose of the meeting was to have an open discussion regarding the community’s thoughts on the proposal and voice any concerns. Per the resident feedback, the CSSC and staff decided to not recommend the one-way street proposal at their February 2025 meeting.

**Review and recommend improvements to address speeding and overall traffic safety issues on Visitacion Ave. incorporating community feedback** – At their March 6, 2025, meeting, the City Council agendaed a discussion regarding vehicular traffic flow and parking conditions along Visitacion Avenue to provide an opportunity for residents and business owners to express concerns. Following public comment and Council discussion, the matter was referred to the Complete Streets Safety Committee (CSSC) for further evaluation and development of recommendations. The CSSC discussed improvements to Visitacion Avenue at their April - June 2025 meetings and conducted surveys for residents and businesses on Visitacion Avenue. The final recommendation was ultimately postponed due to transitioning Public Works leadership.

Returning to the Visitacion Avenue discussion at their December 2025 meeting, the CSSC and staff prepared a list of potential improvements to address traffic issues on Visitacion Avenue. This list was presented to members of the public at the CSSC February 2026 meeting held at the Brisbane Library. Allowing residents to share their thoughts and opinions at a public meeting was essential for the CSSC to finalize their recommendation sent to City Council in April 2026.

**Receive and comment on the Baylands Transportation Circulation plan and other proposals** – Utilizing their experience as CSSC members and Brisbane residents, the CSSC reviewed the Circulation chapter of the Baylands Specific Plan and submitted a 24-page list of comments in December 2025.

Additionally, the CSSC provided a 16-page list of comments on the Baylands Draft Environmental Impact report.



**Review feedback on Pilot Parking Program on Thomas Ave. before staff brings to Council** - On April 18th, 2024, City Council reviewed neighbor feedback regarding a potential trial program on Tulare St. and/or Thomas Ave. via a returned letter sent to households and other feedback received from staff's follow up door-knocking campaign. Based on the survey results, City Council agreed to a trial Residential Parking Permit Program (RPPP) on Thomas Avenue from November 2024 to April 2025.

Based on the survey results for the parking permit program, the CSSC and staff recommend terminating the program at their July 2025 meeting. Council agreed to terminate the program at the July 17<sup>th</sup>, 2025 meeting.

**2025 Halloween Street Closure** – Per resident requests and committee member interest, CSSC discussed a Halloween Street Closure in Central Brisbane at their August 2025 meeting. This was the first-ever Halloween Street Closure in Brisbane, and the CSSC was integral to planning, outreach, and recruitment of volunteers of the street closure, which was well received by residents

**Additional Accomplishments** - Letter of Support for the Cyle 3 Transportation Demand Management Grant, received a C/CAG & SMCTA Countywide Transportation Plan Presentation at the November 2025 CSSC meeting and provided comments, received a BDI Baylands Specific Plan Presentation at their October 2025 CSSC meeting and provided comments.





## Complete Streets Safety Committee Draft 2026 Work Plan

1. Finalize the CSSC recommendation to address speeding and overall traffic safety issues on Visitacion Avenue and continue evaluating and recommending traffic-safety improvements along Visitacion Avenue and San Bruno Avenue.
2. Through the Cycle 5 San Mateo County Office of Education School Travel Fellowship, evaluate and recommend safety improvements/plans for Brisbane Elementary School that advance the Safe Routes to School program goals.
3. Evaluate commercial truck circulation patterns and identify opportunities to improve freight mobility and safety
4. Conduct a citywide audit of sidewalk conditions and needs, crosswalk conditions, and tree-related sight obstructions
5. Conduct a citywide safety and infrastructure review of bicycle routes
6. Evaluate wayfinding signage for effectiveness and identify locations for additions, incorporating input from the Public Arts Advisory Committee





## **City Council Staff Report**

**Meeting Date:** April 2, 2026

**From:** Maz Bozorginia, Public Works Director, Tomas Santoyo, Assistant Engineer

**Subject:** Complete Streets Safety Committee Recommendations for Visitacion Avenue Corridor Safety and Operations

### **Recommendation**

Receive the Complete Streets Safety Committee (CSSC) recommendations for improvements to the Visitacion Avenue corridor and provide direction to staff regarding prioritization and next steps within the following categories:

1. Pedestrian Safety Improvements
2. Traffic Flow Modifications
3. Enforcement Strategies
4. Parking Supply and Management

### **Background**

On March 6, 2025, the City Council agendaized a discussion regarding vehicular traffic flow and parking conditions along Visitacion Avenue to provide an opportunity for residents and business owners to express concerns. Following public comment and Council discussion, the matter was referred to the Complete Streets Safety Committee (CSSC) for further evaluation and development of recommendations.

To better understand corridor conditions, staff conducted a public survey of residents and businesses along Visitacion Avenue and received approximately 130 responses. While the initial focus was on safety concerns, responses reflected a broader range of issues, including double parking, speeding, failure to stop at stop signs, illegal U-turns, and parking availability. Based on survey feedback and CSSC input, staff prepared an initial list of potential improvements and presented the list to the City Council on July 17, 2025. At that meeting, the Council requested that the CSSC refine the recommendations and return with additional detail regarding scope, cost, and implementation considerations.

On February 12, 2026, the CSSC held a special meeting at the Brisbane Library to once again engage the community, revisit the survey results, and review updated fiscal information associated with the proposed strategies. Approximately 30 community members attended. The purpose of the meeting was to confirm community priorities and refine elements of the recommendations before returning to the City Council. Following this additional outreach and committee deliberation, the CSSC organized the recommendations into functional categories

to support structured Council direction.

**Discussion**

Survey responses and committee deliberations identified four primary areas of concern along the Visitacion Avenue corridor. The recommendations span physical improvements, operational adjustments, and potential policy changes. Because these actions differ in scope, cost, and implementation complexity, they are presented below by category to assist the City Council in providing targeted direction.

1. Pedestrian Safety Improvements

This category focuses on measures intended to improve pedestrian visibility, crossing safety, and traffic calming along Visitacion Avenue. These improvements are primarily capital in nature and would require engineering review and construction. Estimated costs are per crossing or leg of an intersection. Proposed improvements include:

- Raised crosswalks (all four crosswalks should be raised at each selected intersection), estimated \$15,000–\$20,000 for AC. Replacing bricks would increase costs.
- Pedestrian Hybrid Beacon (PHB) at intersections without existing stop signs on Visitacion Avenue, estimated to cost of \$150,000–\$200,000
- Curb extensions, estimated to cost \$60,000
- Pedestrian-activated flashing beacons, estimated to cost at \$20,000 per leg
- CSSC also suggested high visibility crosswalks and improved signage, noted in the attached Summary Matrix.

Council direction is requested regarding prioritization of pedestrian safety improvements and whether staff should proceed with feasibility analysis, design development, and potential inclusion in the Capital Improvement Program.

2. Traffic Flow Modifications

This category includes operational improvements intended to improve circulation, increase compliance, and address congestion along Visitacion Avenue and adjacent streets. These measures are generally lower-cost and may be implemented administratively. Proposed improvements include:

- Installation of red curb segments to improve AB 413 compliance, minimal cost; volunteer-supported implementation (this item modification has been approved by City staff and coordination is currently underway)
- Establishment of loading zones on Mariposa Street and Mendocino Street, estimated cost \$2,500–\$3,000, recommended hours 6AM-8AM, 12PM-2PM per Visitacion Avenue Business Deliveries survey
- Designation of Transportation Network Company (TNC), delivery and pickup driver

parking spaces, estimated cost approximately \$600, recommended hours lunch/dinner times, 12PM-2PM, 6PM-8PM

Council direction is requested regarding whether staff should proceed with these operational adjustments or return with a more detailed implementation plan.

### 3. Enforcement Strategies

This category addresses behavioral concerns raised in the survey, including double-parking, speeding, and stop sign compliance. These measures would involve coordination with the Brisbane Police Department and may require review by Legal Counsel. Proposed strategies include:

- Evaluation of potential increases to traffic violation fines (amount to be determined pending Police Department and legal review)
- Contracting a third-party parking enforcement officer to assist with enforcement of parking regulations (approximately \$75,000/year)

Council direction is requested regarding whether to pursue further analysis and policy development related to enforcement measures.

### 4. Parking Supply and Management

This category addresses concerns related to parking availability along the corridor. Proposed improvements include:

- Conversion of the former Brisbane Teen Center site into a 12-space, 8AM – 8PM parking lot, preliminary cost estimate \$25,000.

This action would represent a distinct capital project and may require additional analysis related to site feasibility, funding availability, and long-term use considerations.

Council direction is requested regarding whether staff should conduct further feasibility analysis of parking supply expansion options.

### **Fiscal Impact**

The fiscal impact will depend on the scope and sequencing of improvements authorized by the City Council.

Preliminary cost estimates for pedestrian safety capital improvements range from approximately \$15,000 to \$200,000 per improvement, depending on the selected intervention. Traffic flow modifications are generally low-cost operational changes. Enforcement strategies may involve policy review or contractual expenses. The proposed parking lot conversion has a

preliminary estimate of approximately \$25,000.

Staff will return to the City Council with refined cost estimates, funding options, and implementation plans based on Council direction.

**Attachments**

- 1. Visitacion Corridor Improvement Options Summary
- 2. Visitacion Business Delivery Survey
- 3. Visitacion Resident Survey Summary
- 4. CSSC Visitacion Avenue PPT\_2026.02.12

**City Manager Approval**



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Jeremy Dennis, City  
Manager

03/27/2026

| VISITACION AVENUE POTENTIAL IMPROVEMENTS                              |  |                                  |                                   |   |                                |   |  |
|---|--|----------------------------------|-----------------------------------|---|--------------------------------|---|--|
| 1. PROPOSED PEDESTRIAN SAFETY IMPROVEMENTS                            | COST ESTIMATE                            | WORK DONE BY                     | TIME TO IMPLEMENT                 | DESCRIPTION OF POTENTIAL IMPROVEMENT  | CATEGORY                       | SUPPORTING DATA   | REMARKS  |
| RAISED CROSSWALK (For all four crosswalks in one intersection)        | \$15,000 - \$20,000 per intersection leg | Outside Contractor               | 3-4 months from approval          | Elevated crosswalks increase pedestrian visibility within the driver's field of vision  | Pedestrian Safety              | "Rasied crosswalks can reduce pedestrian crashed by 45%" FHWA 2018  | Cost varies based on material, crosswalk width, street grade, and extent of professional surveying required. Replacing bricks would increase costs.  |
| PEDESTRIAN HYBRID BEACON (HAWK)                                       | \$150,000-\$250,000                      | Outside Contractor               | 9-12 months from approval         | A stop-light style sign that stops traffic as pedestrians are crossing  | Pedestrian Safety/Traffic Flow | FHWA evaluations of PHBs: (1) Pedestrian crash reductions of approximately 55% at treated locations, (2) Substantial reductions in severe and fatal pedestrian crashes, (3) higher driver compliance compared to RRFBs  |  |
| CURB EXTENSIONS (BULB OUTS) WHERE THE SIDEWALK MEETS THE INTERSECTION | \$60,000 per intersection                | Outside Contractor               | 3-6 months from approval          | Extend the sidewalk at all intersections to reduce the distance a pedestrian has to walk and slow the turning vehicles. Could extend to the end of the park car. Increase pedestrian visibility and shorten the distance a pedestrian has to cross a street | Pedestrian Safety              | Multiple FHWA-referenced studies show pedestrian crash reductions in the range of ~20-40% at intersections with curb extensions, depending on context.  |  |
| PEDESTRIAN ACTIVATED FLASHING BEACONS (RRFB)                          | \$20,000 per intersection leg            | Outside Contractor               | 6-9 months from approval          | Rectangular flashing LED lights in the street to signal to a driver a pedestrian is crossing. Increase pedestrian visibility and shorten the distance a pedestrian has to cross a street  | Pedestrian Safety/Traffic Flow | FHWA-cited studies (including multi-city evaluations) findings: (1) yielding rates increasing from ~20-30% to 70-90%+ after RRFB installation, (2) biggest gains occur at mid-block and uncontrolled crossings  |  |
| LADDER MARKING INSTEAD OF TWO WHITE LINES FOR CROSSWALKS              | \$2,000                                  | Outside Contractor               | 2-3 months from approval          | Increase pedestrian visibility and shorten the distance a pedestrian has to cross a street  | Pedestrian Safety              | Crosswalk visibility enhancements, such as lighting and enhanced signage and markings, help drivers detect pedestrians and reduce pedestrian crashes 23 to 48 percent. FHWA (2019)  | This does create increased maintenance cost over time given the increase in thermoplastic paint  |
| IMPROVED SIGNAGE  | \$500                                    | Brisbane Staff and/or Contractor | Varies depending on scope & scale | In-street signing, such as "STOP Here for Pedestrians" or "YIELD Here to Pedestrians" may be appropriate since the speed limits are less than 30 miles per hour.  | Pedestrian Safety/Traffic Flow | 25% of travel occurs at night, but nighttime crashes account for 50% of crashed. Improved signage can significant improve night time visibility. NHTSA Fatal Accident Reporting System (2010)   |  |
| 2. PROPOSED TRAFFIC FLOW MODIFICATIONS                                | COST ESTIMATE                            | WORK DONE BY                     | TIME TO IMPLEMENT                 | DESCRIPTION OF POTENTIAL IMPROVEMENT  | CATEGORY                       | SUPPORTING DATA   | REMARKS  |
| RED CURBS   | \$510 per location (20 LF)               | Brisbane Staff and/or Contractor | 2-3 months from approval          | Increased compliance with AB413 "daylighting" law   | Enforcement/Pedestrian Safety  | No formal data, although anecdotally residents have expressed that red curbs are the most clear indicators of parking restrictions  | Cost is based on a previous quote for red curb painting, in house or contracted work TBD   |
| LOADING ZONE ON MENDOCINO STREET AND MARIPOSA STREET                  | \$2,500 - \$3,000 per location           | Brisbane Staff and/or Contractor | 2-4 weeks from approval           | Designated loading zones for delivery drivers help reduce double parking, traffic congestion, and improve the overall flow of traffic, per <b>Visitacion Avenue business survey hours could be 6AM-8AM, 12PM-2PM</b>  | Traffic Flow                   | "Loading zones are flexible spaces that increase turnover and reduce double parking up to 70 percent." NYC DOT 2024   | Cost varies based on extent of striping/signage desired  |
| TNC/DELIVERY DRIVER PICK UP   | \$600 per location                       | Brisbane Staff and/or Contractor | 2-3 months from approval          | Designated loading zones for delivery drivers help reduce double parking, traffic congestion, and improve the overall flow of traffic during lunch and dinners hours (12PM-2PM, 6PM-8PM)  | Traffic Flow                   | "Incidents of double parking and illegal U-turns decreased by an estimated 64% in immediate proximity to the curb/pick up/drop off zones."<br>"On-demand delivery (e.g. online food delivery services), freight and parcel deliveries lasted an average of 7-11 minutes, while rideshare and taxi pick up/drop off activity lasted less than two and a half minutes on average." DDOT (2019)  | Cost is based on previous quotes for installation of new signs and metal poles. Locations to be determined pending feedback from businesses and TNC's  |
| 3. PROPOSED ENFORCEMENT STRATEGIES                                    | COST ESTIMATE                            | WORK DONE BY                     | TIME TO IMPLEMENT                 | DESCRIPTION OF POTENTIAL IMPROVEMENT  | CATEGORY                       | SUPPORTING DATA   | REMARKS  |
| INCREASE FINES FOR DOUBLE PARKING VIOLATIONS                          | No Cost                                  | Brisbane Staff                   | 3-6 months from approval          | Reduce the number of parking violations by increasing penalties for violations  | Enforcement                    | "A study across several Swiss cities that doubled fines for traffic and parking violations found illegal parking violations decreased (up to ~32% reduction) when enforcement activity was held constant, suggesting that severity of the penalty can influence compliance — though the authors caution that causal inference is limited due to study design" Goldenfeld (2017) <a href="https://www.researchgate.net/publication/322790828_increasing_traffic_fines">https://www.researchgate.net/publication/322790828_increasing_traffic_fines</a> | Current penalty is \$40. Increase amount is TBD, pending Police and Legal review   |
| CONTRACT THIRD PARTY ENFORCEMENT OFFICER                              | \$75,000 per year                        | Contract enforcement officer     |                                   | Reduce parking violations   | Enforcement                    |   |  |
| 4. PROPOSED PARKING SUPPLY AND MANAGEMENT IMPROVEMENTS                | COST ESTIMATE                            | WORK DONE BY                     | TIME TO IMPLEMENT                 | DESCRIPTION OF POTENTIAL IMPROVEMENT  | CATEGORY                       | SUPPORTING DATA   | REMARKS  |
| BRISBANE FORMER TEEN CENTER CONVERSION TO PARKING LOT                 | \$25,000                                 | Outside Contractor               | 3-4 months from approval          | Additional public parking, 12 parking spots   | Parking                        | N/A   | Conversion of the Brisbane Teen Center to a parking lot is dependent on previously discussed housing development at this location. General site clean-up can be completed in the interim by city staff when time allows. |

Visitacion Avenue Business Delivery Survey

Attachment 2

|    | BUSINESS                     | ADDRESS             | REVIECES DELIVERIES | DELIVERY DAY(S)   | AVG. DELIVERY TIME | NOTES   |
|----|------------------------------|---------------------|---------------------|-------------------|--------------------|---|
| 1  | <b>Brisbane Hardware</b>     | 1 Visitacion Ave.   | Yes                 | Thursdays         | 6:00 AM            | Deliveries are from ACE and take place on San Bruno or in their lot off Visitacion                      |
| 2  | <b>Mama Mia</b>              | 35 Visitacion Ave.  | Yes                 | Thursday & Friday | 1:00 PM            | Peak times 11-1 PM and 5-7 PM, customers sometimes double park  |
| 3  | <b>Julie's Deli</b>          | 45 Visitacion Ave.  | Yes                 | Varies            | Varies             | Peak times 11-1:30 PM, sometimes 30-minute wait   |
| 4  | <b>The Burrow</b>            | 109 Visitacion Ave. | Yes                 | Thursdays         | 2:00 PM            | Peak times 12-2 PM, 3-5 PM, likes idea of an Uber/pick-up spot  |
| 5  | <b>Melissa's Taqueria</b>    | 160 Visitacion Ave. | Yes                 | M/W/Th            | 7:00 AM            | Coca-Cola truck comes 1x/month on Mondays at 7:30 AM, peak times 9-1 PM, metered parking desired        |
| 6  | <b>Eagles Hall</b>           | 185 Visitacion Ave. | Yes                 | Thursday & Friday | Varies             | Deliveries happen in their parking strip area   |
| 7  | <b>Madhouse Coffee</b>       | 402 Visitacion Ave. | Yes                 | Monday & Thursday | 7:00 AM            | Small box truck uses parking strip area   |
| 8  | <b>Midtown Market</b>        | 249 Visitacion Ave. | Yes                 | Mondays           | 7:00 AM            | Beer delivered Thursdays (parking lot), McLane truck comes Weds. 2 PM, peak times 8-9 AM, 6-9 PM        |
| 9  | <b>Brisbane Inn</b>          | 50 Visitacion Ave.  | Yes                 | M/T/W             | 12 -2PM            | Occasional deliveries at 6:30 PM for events. Trucks park on side street                                 |
| 10 | <b>Lucky House</b>           | 148 Visitacion Ave. | No                  | N/A               | N/A                | Peak times 11-1 PM, no observed problems with customer parking  |
| 11 | <b>Lyrical Opposition</b>    | 132 Visitacion Ave. | No                  | N/A               | N/A                | Parking is available for after-hours events, thinks residents may be using spaces on Visitacion to park |
| 12 | <b>Brisbane Chiropractic</b> | 101 Visitacion Ave. | No                  | N/A               | N/A                | With reduced street parking, customers have trouble finding parking                                     |



## Visitacion Ave. Issues Survey

- **Project:** Information-Gathering Phase
- **Period:** April 7, 2025 - April 28, 2025
- **Project manager:** Caroline Cheung

### Report summary

The online survey was launched on April 7, 2025 with City representatives from Communications and Economic Development visiting businesses and residents on Visitacion Ave. April 10, 15, and 16. The survey was promoted on the City's signboards, social media, website, and the Residents of Brisbane Facebook page. Brisbane residents also shared the survey via email distribution lists such as the Mothers of Brisbane. Hard copy surveys were made available at the Brisbane Library, the Senior Sunrise Room, and City Hall. Flyers announcing the survey with a QR code were also posted on the community bulletin boards in town. Communications staff tabled at the Thursday Farmers' Market on April 17 and 24.

### Survey results

A total of 130 individuals completed the survey, 113 electronically, and 17 via hardcopy. See the results of the survey in summary form below.

#### Please tell us your relationship with Visitacion Ave.

129/130 - Multiple choice - choose many - required

I visit Visitacion 85% (113 choices)



I live on Visitacion 9.8% (13 choices)



I work on Visitacion 4.5% (6 choices)



No answer 0.8% (1 choice)



**Question 2: What are the most concerning traffic issues you're seeing on Visitacion Ave. and what days of the week and time of day are you generally observing each issue (i.e 8-10 AM, lunchtime, etc., weekdays, weekends, both, on a specific day of the week)? Please be as specific as possible.**

Double parking is the most frequently mentioned issue, particularly by delivery vehicles, rideshare drivers, and restaurant patrons. This occurs throughout the day but is most common during lunchtime and early evening on weekdays.

Speeding and failure to stop at stop signs are also major concerns, with many respondents noting these behaviors occur at all times of day and week. These issues are particularly dangerous for pedestrians, who report near misses in crosswalks due to inattentive or reckless drivers.

Illegal U-turns across double yellow lines and in intersections are frequently cited as problematic, causing confusion and safety risks for other drivers and pedestrians. This behavior is noted throughout the day and week.

Parking availability is a recurring issue, with respondents highlighting the lack of spaces due to long-term parked vehicles and the removal of spots for daylighting laws. Many suggest adding more parking or enforcing time limits.

Pedestrian safety is a significant concern, especially at intersections where visibility is obstructed by parked cars or where drivers fail to yield. The intersections of Visitacion & Monterey and Visitacion & San Bruno are frequently mentioned as problematic.

Some respondents suggest adding stop signs at all intersections on Visitacion to improve traffic flow and pedestrian safety. Others propose stricter enforcement of parking rules and traffic violations.

A minority of respondents report no significant traffic issues or express satisfaction with current conditions.

**Questions 3: If you're a business and get deliveries, which day(s) and time(s) do those occur? Also, if you offer take-out, when are residents and food delivery drivers like Uber Eats and DoorDash doing pick ups from your establishment most often (i.e. lunchtime, dinner, or both)? Please be as specific as you can and note hours of day and days of the week if possible.**

Most respondents did not provide specific information about business deliveries or take-out operations, often indicating they were not business owners or that the question was not applicable to them. Among those who did respond with relevant details, the following trends emerged:

- Deliveries typically occur during daytime hours, with some specifying between 11 AM and 4 PM.
- Take-out and food delivery pickups are most common during dinner hours, though some establishments also see activity at lunchtime.
- One respondent noted issues with parking enforcement affecting delivery and customer pickups.
- A few respondents mentioned specific businesses where take-out is popular, such as Lucky House, Julie's, Melissa's, and NaNa's.

Overall, the majority of responses were either "N/A" or unrelated to the question.

#### **Question 4: Do you have any other comments you'd like to share with the Complete Streets Safety Committee?**

Respondents frequently raised concerns about pedestrian safety, particularly on Visitacion Avenue and nearby streets. Some suggested adding stop signs at intersections and improving visibility by addressing issues like parked cars blocking sightlines. Speeding vehicles were also a recurring concern, with some respondents emphasizing the need for better enforcement or traffic calming measures.

Parking issues were another prominent theme. Several respondents criticized the implementation of California's "Daylighting Law," arguing that it unnecessarily reduces parking availability. Others suggested solutions like creating smaller parking spaces adding handicap spaces or enforcing time-limited parking.

Some respondents expressed frustration with temporary or "half-measure" safety solutions like crossing flags and pylons, calling them ineffective and advocating for more permanent infrastructure changes. Others highlighted the need for better lighting in key areas to improve safety during evening hours.

A few respondents emphasized the importance of balancing safety improvements with maintaining the town's character. For example, one respondent opposed speed bumps and suggested focusing on visibility improvements instead. Another expressed concern about prioritizing parking over creating vibrant community spaces on Visitacion Avenue.

Overall, the key themes were pedestrian safety, parking challenges, and the need for thoughtful, context-sensitive solutions.



# Visitacion Avenue – Potential Improvements

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COMPLETE STREETS SAFETY  
COMMITTEE (CSSC)

FEBRUARY 12, 2026

# Background

At Mayor Cliff Lentz's request, a discussion on vehicular traffic and parking was agendaized for the March 6<sup>th</sup>, 2025 City Council meeting

Upon City Council Discussion, the item was recommended to the CSSC for further review

At the March 12<sup>th</sup>, 2025 CSSC/Council Liaison meeting, the CSSC was directed to prioritize Visitacion Avenue Improvements for their 2025 Work Plan



# Background (cont.)

In April 2025, staff conducted a public survey of businesses and residents on Visitacion Avenue, collecting 130 responses

The most frequently expressed concerns from members of the public were double parking, speeding, failure to stop at stop signs, illegal U-turns, and lack of parking

Staff identified 4 main categories for improvements: pedestrian safety, traffic flow, enforcement, and parking



# Categories of Potential Traffic Measures

The City has identified various traffic measure improvements that can be organized into the following categories:

- Pedestrian Safety
- Traffic Flow
- Parking
- Enforcement



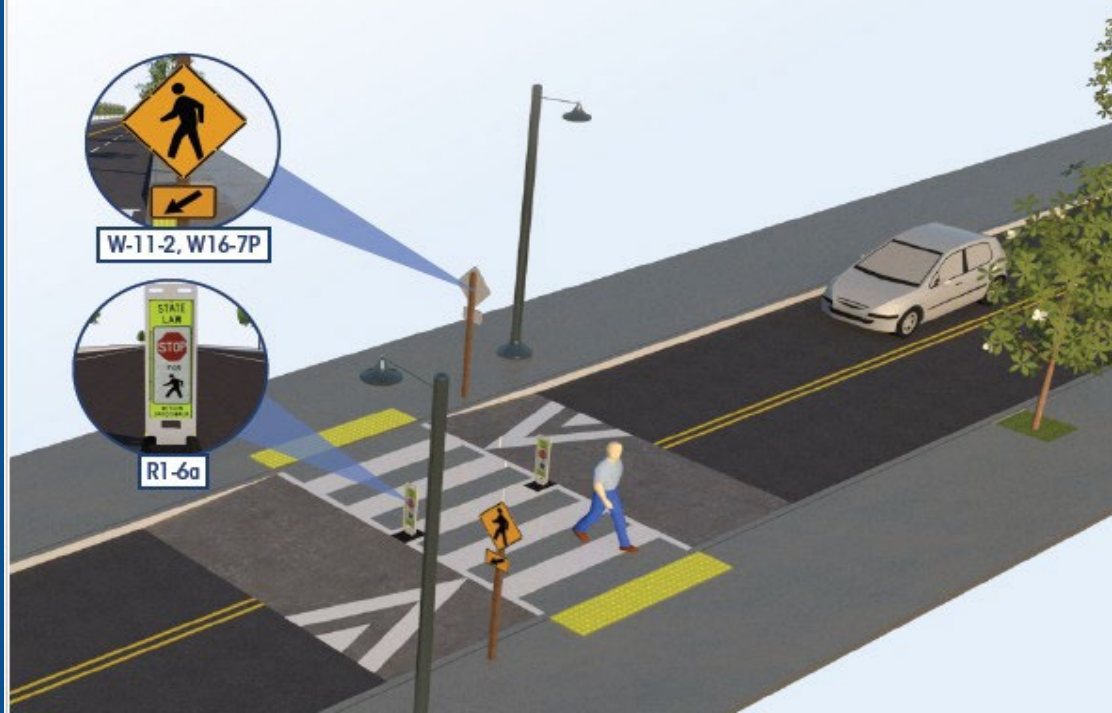
## Raised Crosswalk

EDC-4 STEP: [https://www.fhwa.dot.gov/innovation/everydaycounts/edc\\_4/step.cfm](https://www.fhwa.dot.gov/innovation/everydaycounts/edc_4/step.cfm)

# Pedestrian Safety – Raised Crosswalks

Locations for implementation along Visitation Avenue include the Visitation Avenue/Mariposa Street intersection and the Visitation Avenue/Mendocino Street Intersection

- Elevated crosswalks increase pedestrian visibility within the driver's field of vision
- Cost estimate: \$15,000 - \$20,000 per crosswalk
- Timeline: 12 weeks for implementation upon council approval
- Raised crosswalks can reduce pedestrian crashes by 45% (FHWA 2018)



# Traffic Flow – Loading Zones

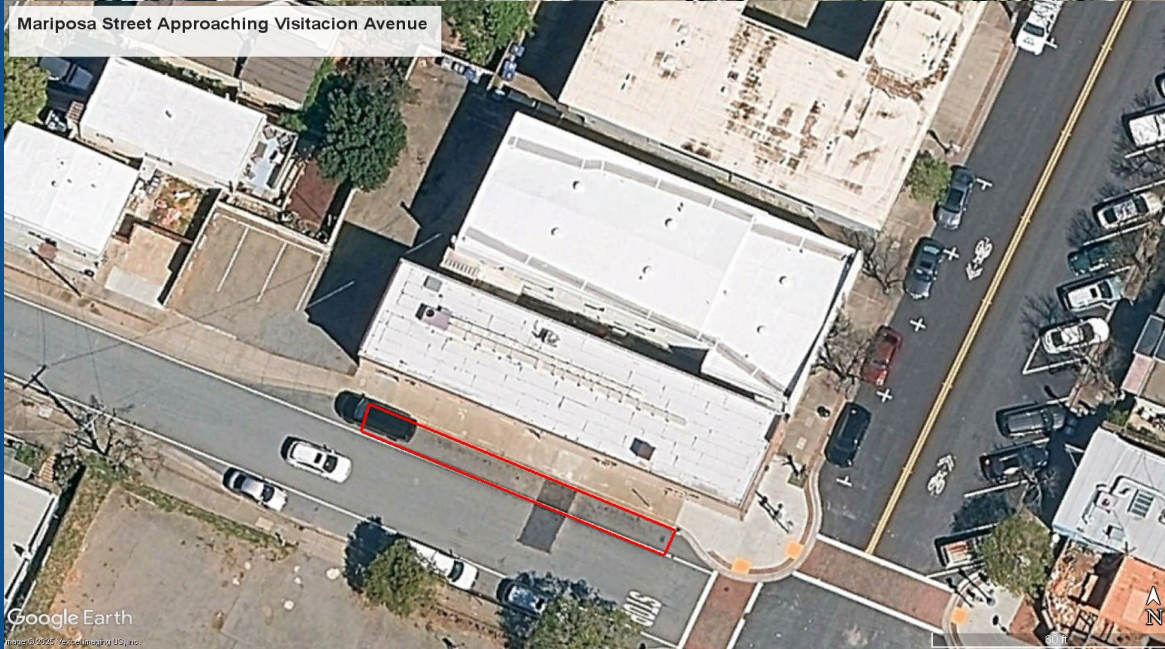
Designated loading zones for delivery drivers to help reduce double parking, traffic congestion, and improve the overall flow of traffic, per Visitation Avenue business survey hours could be 6AM-7AM, 12PM-1PM

- Locations for implementation include Mariposa Street approaching Visitation Avenue (80') and Mendocino Street approaching Visitation Avenue (65')

- Cost estimate: \$2,500 - \$3,000 per location

- Timeline: 4 weeks for implementation upon council approval

- Loading zones are flexible spaces that increase turnover and reduce double parking up to 70 percent (NYC DOT 2024)



# Traffic Flow – TNC/Delivery Driver Parking Spots

Designated temporary parking spots for delivery drivers to help reduce double parking, traffic congestion, and improve the overall flow of traffic during lunch and dinners hours (12PM-1PM , 6PM-7PM)

- Locations for implementation include Visitation Avenue approaching Monterey Street SB and Visitation Avenue approaching Mariposa Street NB

- Cost estimate: \$600 per location

- Timeline: 3 weeks for implementation upon council approval

Visitation Avenue between Mariposa Street and Monterey Street

2 spots on either side of the street



# Parking – Converting the Former Brisbane Teen Center into a Parking Lot

Convert the vacant Brisbane Teen Center lot into a public parking lot. The goal is to address Visitacion Avenue parking availability concerns expressed in the public survey.

- Cost estimate: \$30,000 per location
- Conversion of the Brisbane Teen Center to a parking lot is dependent on previously discussed housing development at this location
- Timeline: 8 weeks for implementation upon council approval

APN: 007222040  
22 SAN BRUNO AVE, BRISBANE  
Incorporated

[Assessor map](#)  
[All Available Recorded Maps](#)  
[Secured Property Tax Search](#)



# Enforcement – Increased Traffic Fines and Painted Red Curbs

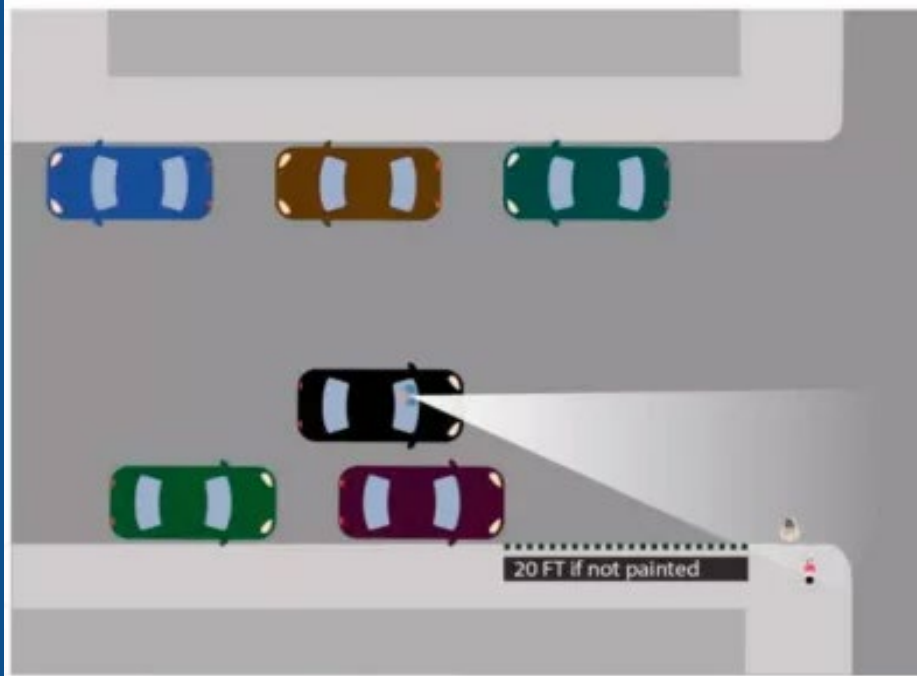
Increased Traffic Fines - Current penalty is for traffic infractions on Visitation Avenue \$100 for the first violation, \$200 for the second violation

- The goal is to further discourage traffic violations by doubling the ticket fines

Red Curbs – The goal is to increase compliance with AB413 "daylighting" law

- Cost estimate: \$510 per location (20 LF)

Timeline: 5 weeks for implementation upon council approval



# THANK YOU!

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QUESTIONS?

[MBOZORGINIA@BRISBANECA.ORG](mailto:MBOZORGINIA@BRISBANECA.ORG)

[TSANTOYO@BRISBANECA.ORG](mailto:TSANTOYO@BRISBANECA.ORG)





## **City Council Staff Report**

**Meeting Date:** April 2, 2026

**From:** Jeremy Dennis, City Manager

**Subject:** Consider Adoption of Fiscal Year 2026-2027 Council Priorities

### **Recommendation**

Staff recommend that the City Council adopt and approve FY 2026/277 City Council Priorities as discussed at the Priority Setting Session of March 21, 2026.

### **Background**

City Council convened its second annual Priority Setting Study Session on Saturday, March 21, 2026, at the Doubletree Hotel in Brisbane. The goal of the Priority Setting Study Session was to provide staff direction on what projects to consider supporting its goals, to help the public understand the Council's direction, and to help the City focus limited resources on the highest need(s).

Last year's Priority Setting Session identified three goals including: 1. Maintain the fiscal health of the City, 2. Increase the maintenance for existing City facilities and infrastructure to determine long-term use opportunities, and 3. Create a comprehensive volunteerism initiative. Both the fiscal health and the city facilities goals are long-term, ongoing goals. The creation of a comprehensive volunteerism initiative known as Brisbane Cares has been implemented.

### **Discussion**

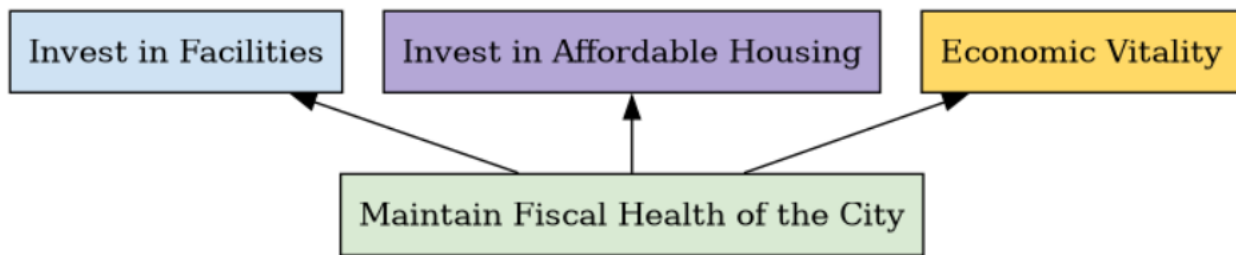
In preparation for FY 26-27 Council Priorities, the Council provided the City Manager with suggested priorities including:

- Additional Council meeting engagements
- Affordable Housing Funds Use
- Baylands Project completion
- Bank of America building — next steps
- Community Center remodel
- Continued Fiscal Transparency, Oversight, Literacy and Reporting
- Economic Vitality – continuing and expanding
- Facilities (10-year plan for regular maintenance in the budget)
- Infrastructure (5-year plan for tackling CIP, water, sewer)
- IT Upgrade (create 5-year conversion plan)
- Marina – planning for the future
- Planning (Teen Center lot, Community Center use, Mission Blue expansion)

- Re-Forestation (develop a plan for tree planting on city-owned public property)
- Sea Level Rise (identify areas in Central Brisbane for potential flood threat)
- Visitation Avenue visioning
- Water Reclamation, long-term
- Water/Sewer (investigate alternative water sources, sewer treatment)
- Wildfire (examine strategies to abate fire at wile/urban interface, prioritize tree removal based on imminent hazard, initiate more aggressive resident education on evacuation)

Staff heard common themes around:

1. Fiscal Health
2. Facilities
3. Housing
4. Economic Vitality



For each theme, several initiatives were proposed to accomplish these goals. Staff requests the Council review the matrix of Goals and Initiatives below. Priority and term were determined based on feedback and consensus received at the Council’s Priority Setting Session.

The term is designated as follows:

- Short 1-2 years
- Medium 2-4years
- Long 5+ years
- Ongoing Continuous effort not tied to timeline

| <b>Foundational Goal: Maintain Fiscal Health of the City</b>  |                 |             |
|---|-----------------|-------------|
| <b>Initiative/Strategy</b>  | <b>Priority</b> | <b>Term</b> |
| Continue to maximize appropriate revenue streams by examining all forms, and reviewing potential future | HIGH            | ONGOING     |

|   |                 |             |
|---|-----------------|-------------|
| revenue opportunities   |                 |             |
| Review diversification of businesses  | HIGH            | ONGOING     |
| Expend additional funds for necessary expenditures (e.g. pension liability)           | HIGH            | ONGOING     |
|   |                 |             |
| <b>Invest in Facilities</b>   |                 |             |
| <b>Initiative/Strategy</b>  | <b>Priority</b> | <b>Term</b> |
|   |                 |             |
| Mission Blue Improvements and Upgrades  | HIGH            | SHORT       |
| Community Center Remodel  | HIGH            | SHORT       |
| Update CIP inventory and expenditure plan   | HIGH            | SHORT       |
| Long Term Marina strategy   | HIGH            | SHORT       |
|   |                 |             |
| <b>Goal: Invest in Affordable Housing</b>   |                 |             |
| <b>Initiative/Strategy</b>  | <b>Priority</b> | <b>Term</b> |
| Implementation of affordable housing programs such as a First Time Homebuyers program | HIGH            | SHORT       |
| Use of affordable housing projects for specific projects                              | HIGH            | ONGOING     |
| Baylands Entitlement Process Completed  | HIGH            | SHORT       |
|   |                 |             |
| <b>Goal: Economic Vitality</b>  |                 |             |
| <b>Initiative/Strategy</b>  | <b>Priority</b> | <b>Term</b> |
| Visitation Avenue Revisioning   | HIGH            | SHORT       |
| Future of Crocker Park  | MEDIUM          | MEDIUM      |
| Focus on diversification of businesses and business retention                         | HIGH            | ONGOING     |

The City Council also directed the Parkside 2 Subcommittee to provide its initial recommendations by the end of June 2026. Staff will also address the ratings of those bonds affected by recent audit work in the same timeframe.

**Fiscal Impact**

The fiscal impact is unknown at this time and varies dependent upon which projects are implemented.

**Attachments**

None

**City Manager Approval**



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Jeremy Dennis, City  
Manager

03/27/2026



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** April 2, 2026

**From:** Ingrid Padilla, City Clerk and Jeremy Dennis, City Manager

**Subject:** Recruitment Update on City Committees

### Recommendation

Staff recommend scheduling interviews with applicants to fill vacancies in the Open Space & Ecology Committee (OSEC), Inclusion, Diversity, Equity & Accountability (IDEA) Committee, Complete Streets Safety Committee (CSSC), and Public Art Advisory Committee (PAAC).

### Background

December 2025- February 18, 2026, was the recruitment period to fill 1 open seat in OSEC with a term ending in January 2030. The City Clerk's Office received 3 applications.

December 2025-April 1<sup>st</sup>, 2026, was the recruitment period to fill up to 3 open seats in the Complete Streets Safety Committee with terms ending in January 2030. At the time this staff report was written, the City Clerk's Office received 1 application.

With the resignation letter of IDEA Committee Member Maria Marc in January, the Council began recruitment on February 17, 2026 for a new IDEA Committee Member to fill 1 vacancy for the remaining portion of former Committee Member Marc's term which expires in January 2027. At the time this staff report was written, the City Clerk's Office received 1 application.

Lastly, after the approval of the amended Public Arts implementation Guidelines on March 5<sup>th</sup>, 2026, staff began the recruitment for 4 new members to the Public Art Advisory Committee (PAAC) with shortened terms ending January of 2028 in order to keep the recruitment schedule consistent. The 3 current members of PAAC have terms that are up in January 2027. At the time this staff report was written, the City Clerk's Office received 4 applications.

### Discussion

Staff is proposing to schedule interviews in April 2026 with the goal of appointing and swearing in new committee members by May 7th, 2026. Staff is also seeking direction from council if there is a need to continue recruitment and increase the applicant pool.

### Fiscal Impact

None

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Jeremy Dennis, City Manager



# CITY of BRISBANE

## Council Subcommittee Update

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From March 16<sup>th</sup>, 2026, to March 27<sup>th</sup>, 2026

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### 1. Report Out on Subcommittees/Committees

#### A. Planning Issues Subcommittee

3/16

Kern, Mackin

The subcommittee discussed a potential urgency ordinance prohibiting new residential development (moratorium) in the NCRO-2 District, Brisbane's downtown Neighborhood Commercial District. During the moratorium, staff would study the impacts residential development has in this District and provide direction to staff.

Recent state laws have had the effect of prioritizing housing over local serving commercial uses and effectively limit the City's control over housing development and ultimately may serve to supplant the local serving commercial uses. To that end, a developer is applying for a preliminary housing development permit under SB 330 with no commercial space.

With this application, the applicant has raised challenges to the City's authority to require that a development be mixed-use in this District, contending that a Density Bonus Law concession, under Government Code §65915(d) and (e), may be used to circumvent the General Plan and the implementing zoning provisions about uses. While the City's legal counsel has indicated that Density Bonus Law may not be used to circumvent land uses, but are intended to address development standards, this application raises concerns and broader questions about the future of the City's downtown commercial district.

Following discussion, the subcommittee recommended that the moratorium be agendized for council discussion. If approved by a four-fifths vote, staff will work with the Planning Commission and Subcommittee over the next 45 days to further evaluate the issue. If additional time is needed, the Council may extend the moratorium for up to 10 months and 15 days with a four-fifths vote of the Council. Thereafter, the interim ordinance may be extended for an additional year with a subsequent four-fifths vote.

Next Steps #1: This will be brought to council in April for discussion and provide direction to staff.

To view the agenda and packet online, please visit:

<https://brisbaneca.portal.civicclerk.com/event/5751/files/agenda/7139>

#### B. Public Art Advisory Committee

3/16

Davis, O'Connell

The committee received an update on the Alvarado to San Benito Stairway project. As the project comes to completion in mid-April, the committee would like to set the Ribbon-Cutting to Saturday April 25<sup>th</sup> at 10am on Alvarado Street.

Next Steps #1: Staff will confirm with Council and the artists that the date will work for them.

The committee reviewed the public outreach approach and timeline for community voting on the Artful Bench selection. To ensure fairness, the voting platform will limit participation to one vote per email address or device. To maximize awareness and encourage participation, staff will implement a comprehensive outreach campaign that includes promotion through the City Manager’s eBlast and the City’s social media channels, including Facebook and Instagram. Printed flyers with a QR code linking directly to the voting page will be distributed throughout the community at locations such as the Harbormasters Office, Community Center, Mission Blue, Library, Pool, City Hall, local businesses, and public facilities. Staff will also conduct direct outreach by sharing information through City programs (e.g. childcare), distributing the voting link through program distribution lists (e.g., lap swim participants), informing senior lunch participants, encouraging front-line staff to notify customers about the opportunity to vote, and including the voting link in Parks and Recreation staff email signatures.

Voting is open for two and a half weeks from March 25<sup>th</sup> to April 12, 2026.

Next Steps #1: The committee will review the results from the public at their next meeting on April 20<sup>th</sup> and make a recommendation to council.

To view the agenda and packet online, please visit:

<https://brisbaneca.portal.civicclerk.com/event/5752/files/agenda/7141>

**C. Housing Subcommittee**

**3/17**

**Davis, Kern (alt.)**

The subcommittee discussed a new 55-year ground lease and management agreement for Visitacion Garden senior apartments with Housing Endowment and Regional Trust of San Mateo County (HEART). HEART gave a presentation on their findings and assessment of the property and clarified questions for the subcommittee on their proposal.

The subcommittee went into closed session with staff to discuss the acquisition.

Next Steps #1: The agreement with HEART is anticipated for Council consideration in April.

To view the agenda and packet online, please visit:

<https://brisbaneca.portal.civicclerk.com/event/5765/files/agenda/7151>

**D. Housing Subcommittee**

**3/17**

**Davis, Lentz**

The subcommittee met with HEART to hear the presentation on pending anti-displacement and tenant protection ordinances. Metropolitan Transportation Commission (MTC) adopted a Transit-Oriented Communities (TOC) Policy and it applies to Brisbane due to the Bayshore Caltrain station. The TOC Policy areas span several different categories related to housing and circulation. Consistency with the TOC Policy is voluntary for jurisdictions that want to be eligible and/or competitive for MTC discretionary funding under the One Bay Area Grant (OBAG) program. In June 2025 the City Council adopted a Resolution to receive approximately \$10,000 in MTC TOC Policy grant funds to cover the cost of calibrating the recently adopted inclusionary housing in-lieu fees.

Staff have recommended pursuing the following TOC policies, which largely overlap with the City’s existing zoning ordinance, or in the case of new regulations, with goals and policies in the AHSP and the Housing Element:

- Preservation Policy 4: Condo Conversion (the process by which a multifamily rental property is converted to a for-sale condominium development) – minor adjustments to include a requirement for a Tenant Relocation Assistance Plan, Rental Replacement Plan, or the tenant first right to purchase.
- Preservation Policy 7: Mobile Home Preservation (requires cities to protect existing mobile home parks by adopting mobile home park zoning ordinances) - minor adjustments to address tenant relocation assistance.
- Protection Policy 1: Just Cause Eviction (protect tenants from eviction without cause) - the City’s just cause eviction ordinance would need to comply with the provisions of existing State law (AB 1482, 2019) which establishes baseline just cause eviction criteria and procedures and include measures that expand the provisions.
- Protection Policy 8: Tenant Relocation Assistance (requires landlords to make relocation payments for evictions) - An ordinance implementing this policy must provide: relocation payments for all no-cause and no-fault evictions; assistance to lower-income tenants (those at 80% of AMI or less) and/or lower- and moderate-income tenants (those at 120% of AMI or less); the amount of relocation assistance must be equal to at least three months’ fair market rent.
- Protection Policy 11: Tenant Anti-Harassment Protections (prevent a landlord from using force, willful threats, or menacing conduct to informally evict tenants) – The City will need to implement an ordinance that clarifies the following: define harassing behaviors; state that the city attorney as well as the impacted tenant may bring a civil action or request an injunction in response to harassment; establish penalties for landlords found to be in violation; establish noticing requirements for landlords to provide each tenant with an information sheet outlining anti-harassment protections and any other tenant protections in the jurisdiction.

Subcommittee made some suggestions to meet the criteria.

Next steps #1: Staff will bring this to council in the Fall

To view the agenda and packet online, please visit:

<https://brisbaneca.portal.civicclerk.com/event/5766/files/agenda/7149>

**2. Upcoming Subcommittees:**

|  |      |        |                   |
|--|------|--------|-------------------|
| Sea Level Rise Subcommittee<br><i>Receive update from consultants</i>                                    | 3/30 | 3:00pm | Lentz, Mackin     |
| Fiscal Policies Subcommittee<br><i>Final review Business license fee study before it goes to Council</i> | 3/30 | 4:30pm | Mackin, O’Connell |
| Quarry Subcommittee<br><i>Review Regulatory requirements for closing/reclaiming the Guadalupe Quarry</i> | 4/6  | 3:30pm | Lentz, O’Connell  |
| Public Art Advisory Committee<br><i>Review of the Public’s preferences on Artful Bench Project</i>       | 4/20 | 5:15pm | Davis, O’Connell  |

**3. Proposed Subcommittees:**

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