City of Brisbane

City Council , Housing Authority & GVMID Meeting Agenda

Thursday, June 4, 2026 at 6:30 PM ● Hybrid Meeting ● 50 Park Place, Brisbane, CA

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

To Address the Council

In Person:

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

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

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brisbaneca.org/cc-zoom

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.

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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. Proclaiming June 2026 as Pride Month

C. Accept Investment Report as of April 2026

D. Approve Minutes of Joint City Council, Housing Authority & GVMID Meeting of May 7, 2026

E. Approve Minutes of Housing Authority Special Meeting of May 21, 2026

F. Approve Minutes of City Council Closed Session Meeting of May 21, 2026

G. Adoption of Project as Intended Use of FY 2026-27 Road Maintenance and Rehabilitation Account Funding

Public Hearing

H. Receive Information on Compliance with Assembly Bill 2561/Government Code Section 3502.3 Regarding Vacancies, Recruitment and Retention Efforts

New Business

I. Review and Approve a Proposal for a Traffic Assessment Study as Requested by the Parkside II Subcommittee

Staff Reports

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

Mayor and Council Matters

K. Future Agenda Items

L. Countywide Assignments and Subcommittee Reports
   i. Parkside 2 Ad Hoc Subcommittee Update
   ii. Report Out on Subcommittee Meetings
   iii. Upcoming Subcommittee Meetings

M. Written Communications

Oral Communications No. 2

Adjournment

City of Brisbane

PROCLAMATION

JUNE 2026 AS PRIDE MONTH

WHEREAS, the City Council of the City of Brisbane recognizes and proclaims the month of June 2026 as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, plus (LGBTQIA+) “Pride Month” throughout the City of Brisbane; and

WHEREAS, LGBTQIA+ individuals have had an immeasurable impact on the cultural, civic and economic successes of our communities; and

WHEREAS, the City of Brisbane is committed to providing a space to champion inclusion and wellness for LGBTQIA+ folks and allies; and

WHEREAS, the City of Brisbane raised the Progress Pride Flag on June 1st, 2026 at City Hall to honor the history of the LGBTQIA+ liberation movement and to support the rights of all citizens to experience equality and freedom from discrimination; and

WHEREAS, while society at large increasingly supports LGBTQIA+ equality, it is essential to acknowledge that the need for education, community building and awareness remains vital to end discrimination and prejudice; and

NOW, THEREFORE BE IT RESOLVED that the City of Brisbane City Council hereby proclaims the month of June 2026 as Pride Month in support of the LGBTQIA+ community.

BRISBANE CITY OF STARS 1961

Dated: June 4, 2026

Coleen Mackin, Mayor

CITY OF BRISBANE
CASH BALANCES & INVESTMENTS
SOURCE OF FUNDING
April 30, 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		$ 3,153,911	$ 3,153,911	$ 3,153,911	0.000		110% collateral
STATE FUND (LAIF)	Deposit on call	continuous	$ 13,465,507	$ 13,465,507	$ 13,465,507	3.810	on call	no rating
Other Investments								
	FHLB	3/25/2022	$ 1,000,000	$ 1,000,000	$ 989,800	2.600	03/25/2027	
	FFCB	11/28/2025	$ 1,000,000	$ 1,000,000	$ 993,970	3.970	11/28/2028	
	FNMA	2/27/2026	$ 1,000,000	$ 1,000,000	$ 988,430	4.000	08/20/2029	
	FHLB	3/18/2026	$ 1,000,000	$ 1,000,000	$ 995,390	4.000	03/18/2030	
	FFCB	11/28/2025	$ 1,000,000	$ 1,000,000	$ 991,600	4.150	05/28/2030	
	FHLB	10/21/2025	$ 1,000,000	$ 1,000,000	$ 993,720	4.125	10/21/2030	
	FHLM	12/23/2025	$ 1,000,000	$ 1,000,000	$ 991,080	4.000	12/23/2030	
	FHLB	12/30/2025	$ 1,000,000	$ 1,000,000	$ 989,470	4.215	12/27/2030	
	FHLMC	2/26/2026	$ 1,000,000	$ 1,000,000	$ 982,320	4.050	02/26/2031	
	FNMA	3/10/2026	$ 1,000,000	$ 1,000,000	$ 993,600	4.000	03/10/2031	
BNY Mellon	Treasury Obligations	continuous	$ 4,102,334	$ 4,102,334	$ 4,102,334	3.560	on call	110% collateral
Sub-total			$ 14,102,334	$ 14,102,334	$ 14,011,714			
U.S. Bank	2014 BGPGA Bond (330)	Improvements	Fed Treas Obl	$ -	*10031*			
		Reserve Fund	Fed Treas Obl	$ 1	*10032*			
		Revenue Fund	Fed Treas Obl	$ 1	*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	$ 519	*10032*			
		Expense Fund	Fed Treas Obl	$ -	*10035*			
BNY Mellon	2023 BGVMIDFA Bond (328)	Improvements	Fed Treas Obl	$ 67	*10031*			
		Reserve / Project	Fed Treas Obl	$ 1,454,208	*10032*			
		Expense Fund	Fed Treas Obl	$ -	*10035*			
		Principal	Fed Treas Obl	$ 170,000	*10036*			
		Interest Fund	Fed Treas Obl	$ 120,711	*10037*			
PARS	OPEB Trust	Trust Cash	Investments	$ 5,361,218	*13050*			
PARS	Retirement Trust	Trust Cash	Investments	$ 1,948,534	*13050*			
Sub-total	Cash with Fiscal Agents			**$ 9,055,259**				
	Total other investments		$ 23,157,593	**$ 23,157,593**	$ 14,011,714			
TOTAL INVESTMENTS & CASH BALANCES			$ 39,777,011	$ 39,777,011	$ 30,631,132			

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 Mortage Corporation
FNMA -Federal National Mortgage Association

Two year Treasury	3.88%	
Weighted Interest	2.98%	
Weighted maturity	1.37	Years

TREASURER'S CERTIFICATE

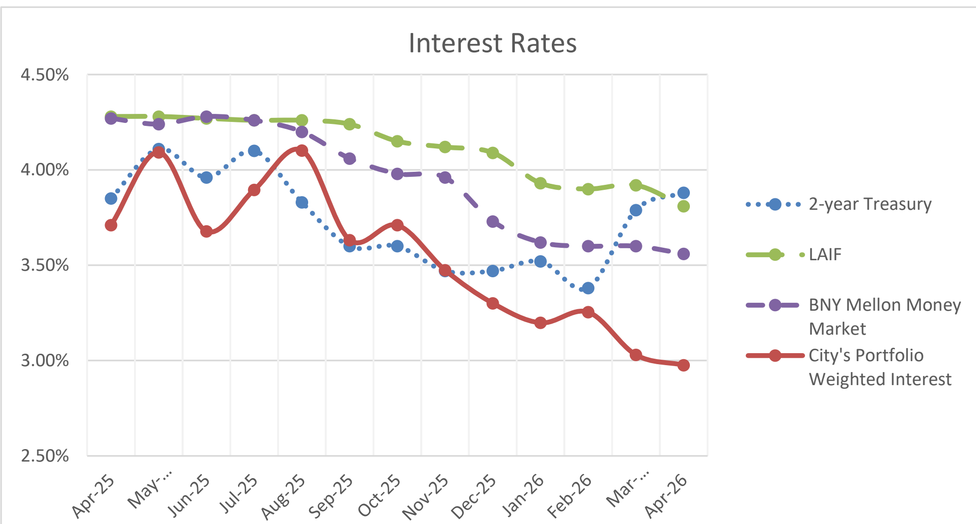
These are all the securities in which the city funds, including all trust funds and oversight agencies funds, are invested and that (excluding approved deferred compensation plans) all these investments are in securities as permitted by adopted city policy.

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
April 30, 2026

				Previous Month			Previous Year		
NAME OF DEPOSITORY	INVESTMENT TYPE	FACE VALUE OF INVESTMENT	MARKET VALUE OF INVESTMENT	FACE VALUE OF INVESTMENT	Change in Face Value		FACE VALUE OF INVESTMENT	Change in Face Value	
WELLS FARGO	Checking A/C	$ 3,153,911	$ 3,153,911	$ 3,146,611	$ 7,299	0.2%	$ 1,946,351	$ 1,207,559	62.0%
STATE FUND (LAIF)	Deposit on call	$ 13,465,507	$ 13,465,507	$ 13,334,735	$ 130,772	1.0%	$ 6,649,268	$ 6,816,239	102.5%
Other Investments									
Sub-total	BNY Mellon	$ 14,102,334	$ 14,011,714	$ 14,066,862	$ 35,472	0.3%	$ 23,256,981	$ (9,154,647)	(39.4%)
Sub-total	Cash with Fiscal Agents	$ 9,055,259		$ 8,751,553	$ 303,706	3.5%	$ 8,114,366	$ 940,894	11.6%
	Total other investments	$ 23,157,593		$ 22,818,415	$ 339,178		$ 31,371,347	$ (8,213,754)	
TOTAL INVESTMENTS & CASH BALANCES		**$ 39,777,011**	**$ 30,631,132**	**$ 39,299,761**	**$ 477,250**	1.2%	**$ 39,966,967**	**$ (189,955)**	(0.5%)



April 2026 Review

The City's overall investments and cash balances increased by net $477K from the previous month, primarily due to the interest earned on LAIF and on the various Cash with Fiscal Agent trust accounts.

As reflected on Page 1, the BNY Mellon agency bonds subtotal remained at $10M. As the federal interest rates have started to steady and slightly increase, there were no early calls on the bonds. The 2-year Treasury rate exceeded both the LAIF and BNY Money Market rates for the first time in over 12 months. With virtually no change in the make-up of the balances amongst the WFB, LAIF and BNY accounts, the City's portfolio weighted interest rate fell when compared to the benchmark rates. The City continues to seek and purchase longer term bonds with rates higher than LAIF to ladder maturities when available, but none were purchased in April.

The City's Cash with Fiscal Agents April 2026 $9M balance is primarily comprised of $7.3M of the PARS trust accounts, and $1.7M of the 2023 Bond proceeds held in trust as reflected on Page 1. The increase of $304K in Cash with Fiscal Agents was primarily due to the $332K increase in PARS interest.

When compared to prior year, the overall portfolio has shown little change in balance. However, the $9.2M decreases in balances in BNY bonds and money market accounts were results of rate management and moving balances to LAIF.

BRISBANE CITY COUNCIL

ACTION MINUTES

JOINT CITY COUNCIL, HOUSING AUTHORITY, & GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT MEETING AGENDA
THURSDAY, MAY 7, 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 6:31 P.M. and led the Pledge of Allegiance.

ROLL CALL

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

No Councilmembers attended the meeting remotely.

Councilmembers Present: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin
Councilmembers Absent: None

Staff Present: City Manager Dennis, City Clerk Padilla, City Attorney Zutler, Assistant City Manager Fernandez, Human Resources Director Partin, Parks and Recreation Director Leek, Recreation Coordinator Nahass Lopez, Finance Director Yuen, Public Works Director Bozorginia, Assistant to the City Manager Cheung, Management Analyst Brown, and Admin Management Analyst Ibarra

REPORT OUT OF CLOSED SESSION

City Attorney Zutler reported out of the Closed Session Meetings of April 20, April 27, May 4th and May 7th, 2026. She reported that Council gave direction to staff regarding and no reportable action was taken. The litigation on May 7th was denied.

Adoption of Agenda

Mayor Mackin reported that this week is Municipal Clerk's Week and recognized City Clerk Padilla and acting Deputy City Clerk Ibarra for their work. She also welcomed new City Attorney Samantha Zutler to her first City Council Meeting.

Councilmember Davis made a motion, seconded by Councilmember O'Connell to adopt the agenda as it stands.

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

Noes: None

Absent: None

Abstain: None

Awards and Presentations

B. Youth Advisory Committee Annual Presentation

The Youth Advisory Committee members presented their community events and leadership activities throughout the year. Councilmembers thanked them for their intergenerational work and service to the community.

Oral Communications No. 1

No members of the public wished to speak.

Consent Calendar

C. Proclaiming May 2026 as Asian American Native Hawaiian Pacific Islander Heritage Month

D. Proclaiming May 2026 as Wildfire Preparedness Month

E. Proclaiming Week of May 17-23, 2026 as Emergency Medical Services Week

F. Approve Minutes of City Council Meeting of April 2, 2026

G. Approve Minutes of City Council Closed Session Meeting of April 6, 2026

H. Approve Minutes of City Council Closed Session Meeting of April 13, 2026

I. Approve Minutes of City Council Closed Session of April 16, 2026

J. Approve Minutes of Housing Authority Closed Session of April 16, 2026

K. Accept Investment Report as of March 2026

L. Adopt Resolution Approving Agreement with the County of San Mateo for Animal care and Control Services to be Provided by the Peninsula Humane Society & SPCA (PHS)

M.

Adopt a Brisbane City Council Resolution and a GVMID Resolution approving the First Amendment to the Joint Exercise of Powers Agreement between the City and County of San Francisco, the City of Brisbane, and the Guadalupe Valley Municipal Improvement District for Wholesale Wastewater Treatment and Disposal Services

N. Approve Resolutions to Appoint Members to City Committees

O. Adopt Resolution to Amend the Current Communication and Digital Media Coordinator and Senior Accounting Assistant Job Descriptions

P. Approve Cosponsorship of Lions Club Scholar Dinner

Q. Approve Cosponsorship of Brisbane Library's CaveSim Event

R. Approve Cosponsorship of Brisbane Library's Lucha Libro Event

S. Approve Cosponsorship of the Friends of the Brisbane Library's Citywide Garage Sale

Councilmember O'Connell made a motion, seconded by Councilmember Kern to approve Consent Calendar Items C-S.

Ayes: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin
Noes: None
Absent: None
Abstain: None

T. Approve Cosponsorship of Brisbane Chamber's Brassy, Bassy, & Broadway Event

Councilmember Davis abstained from the vote as the Chief Executive Office of the Brisbane Chamber. Councilmember Lentz made a motion, seconded by Councilmember O'Connell to approve Consent Calendar Item T.

Ayes: Councilmembers Kern, Lentz, O'Connell and Mayor Mackin
Noes: None
Absent: None
Abstain: Councilmember Davis

Continued Awards and Presentations

U. Swearing In Newly Appointed Committee Members

City Clerk Padilla administered the Oath or Affirmation of Allegiance for Public Officers and Employees to the following newly appointed committee members:

- Jose Moreno, Complete Streets Safety Committee for a term through January 2030
- Janice Au-Young, Complete Streets Safety Committee for a term through January 2030
- Hannah Carney, Open Space and Ecology Committee for a term through January 2030
- Lupita Gonzalez, IDEA Committee for an initial shortened term through January 2027
- Kat Thomas, Public Art Advisory Committee for a shortened term through January 2028

New Business

V. Review and Acceptance of the Fiscal Year 2022-2023 Audit

Finance Director Yuen provided an overview of the Fiscal Year 2022-2023 Audit report, also known as the Annual Comprehensive Financial Report, and the correlating Memorandum on Internal Control. The City's General Fund revenues increased by $5.2 million, or 22.6% compared to the prior fiscal year amount of $23.2 million. She reported that the General Fund revenues, including property taxes, sales taxes, charges for services, business license taxes, and transient occupancy taxes increased compared to the prior year. The City's General Fund expenditures totaled $31.7 million, an increase of $3.8 million from prior year expenditures of $27.9 million, or 13.8%.

After Council questions, Diana S. suggested that the City create a Finance and Audit Committee to better keep track of this process.

Councilmembers discussed wanting to have quarterly updates and appreciated having more support for the department.

After Council discussion, Councilmember O'Connell made a motion, seconded by Councilmember Kern to received the Fiscal Year 2022-2023 Audit report and Memorandum of Internal Control.

Ayes: Councilmembers Davis, Kern, Lentz, O'Connell and Mayor Mackin
Noes: None
Absent: None
Abstain: None

W. Receive Sanitary Sewer Smoke Testing Informational Update

Public Works Director Bozorginia reported that smoke testing is a standard method used by many jurisdictions to evaluate sanitary sewer systems and identify defects such as cracks, leaks, and improper connections that contribute to inflow and infiltration (I&I). While commonly used throughout the region, smoke testing has not previously been conducted in Brisbane. He added that staff is implementing a smoke testing program to better understand system conditions and prioritize future maintenance and capital improvements.

He also added that the smoke used is safe and does not pose a health risk and staff anticipates conducting smoke testing in targeted areas during the second half of June 2026. In advance of this work, the City is conducting a series of outreach efforts starting next week.

After no council questions and discussion, Council thanked Public Works Director Bozorginia for the update.

X. **Receive Local Hazard Mitigation Planning Update**

Assistant City Manager Fernandez reported that to be eligible for hazard mitigation grants and certain disaster recovery funds, a public agency must adopt a local hazard mitigation plan that has been approved by the California Office of Emergency Services (CalOES) and by the Federal Emergency Management Agency (FEMA). This is the fourth time Brisbane is updating its plan, occurring every five years, with the last action taken on November 18, 2021. She added that the plan is to have a CalOES and FEMA approved plan in the fall to allow San Mateo County and Plan Participants to put it on Board agendas for adoption before the current plan expires in December.

After council questions, no public comment and no council discussion. Councilmembers thanked Assistant City Manager Fernandez for the update.

Y. Discuss Public Art Advisory Committee Membership Composition and Consider Adopting a Resolution to Amend the Public Art Implementation Guidelines

City Manager Dennis reported that the Public Art Implementation Guidelines were most recently amended on September 18, 2025 to ensure consistency with the Public Art Master Plan. As part of this amendment, the structure of the Public Art Advisory Committee (PAAC) was adjusted by eliminating the appointment of two Parks and Recreation Commissioners and two Councilmembers and increasing the number of community members from three to seven.

As a result of the changes made to the Public Art Implementation Guidelines, the City Council held a special city council meeting on April 21, 2026 to recruit four community members to the PAAC. As a result of this recruitment, two community members were offered a committee seat. Subsequently, one of the two appointees declined the appointment, leaving the PAAC with just one new appointee.

Public Art Implementation guidelines state that PAAC be made up of seven members. However, other committees such as the Complete Streets Safety Committee (CSSC) and the Inclusion, Diversity, Equity, and Accountability (IDEA) Committee have language in their bylaws indicating a composition of "five to seven members".

City Manager Dennis added that if Council wishes to align with CSSC and IDEA Committee membership bylaws, staff propose amending the Public Art Implementation Guidelines to reflect a range of five to seven committee members appointed by Council. Amended implementation guidelines and an accompanying resolution are attached for consideration.

Currently, the PAAC has four vacancies. If membership remains unchanged, the City Clerk will proceed with recruitment for these four positions. Alternatively, if Council reduces PAAC membership to five seats, the City Clerk will recruit for the single remaining vacancy.

After Council questions, Michael Barnes commented that there should be a public accounting of what public arts funding is and it should be part of the municipal code to ensure that public arts fund are spent according to the law.

After Council discussion, Councilmember O'Connell made a motion to retain the Public Art Advisory Committee membership to seven. The motion failed with a 2 to 3 vote.

Ayes: Councilmembers Davis and Councilmember O'Connell
Noes: Councilmembers Kern, Lentz and Mayor Mackin
Absent: None
Abstain: None

Councilmember Lentz made a motion, seconded by Mayor Mackin, to adopt a Resolution to Amend the Public Art Implementation Guidelines indicating a membership composition of "five to seven members". The motion passed with a three to two vote.

Ayes: Councilmember Kern, Lentz and Mayor
Noes: Councilmember Davis and Councilmember O'Connell
Absent: None
Abstain: None

Staff was directed by Councilmember Davis, Kern and O'Connell to begin the recruitment immediately to fill the vacancies.

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

City Manager Dennis reported on upcoming city activities and events.

Mayor and Council Matters

AA. Future Agenda Item

Councilmember Davis and Mayor Mackin wanted staff to explore ordinances on Data Centers.

BB. Countywide Assignments and Subcommittee Reports
i. Parkside 2 Ad Hoc Subcommittee Update
ii. Report Out on Subcommittee Meetings
iii. Upcoming Subcommittee Meetings

Councilmembers shared their county assignment and subcommittee activities.

CC. Written Communications

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

Mae (5/7/26) List of 17 Committed Families to Enroll to the Brisbane Preschool for Summer 2026
Mae (5/3/26) Update: 12 out of 15 committed families ready to enroll to the Brisbane Preschool immediately (Summer 2026)
Lee (5/4/26) Abandoned boats in Sierra Point inlet near Prothena building (SF Bay Trail) – request action/timeline

Kern (4/29/26) For Distribution to Full Council - Dennis SMART goals - Strategic Planning
Dillworth (4/28/26) Comments
Jefferson Union High School District (4/13/26) Fourteen Day Notice of Proposal to Implement Development Fees

Oral Communications No. 2

Michael Barnes commented to have the City review the Public Art Master Plan's mission statement because it is flawed.

Adjournment

Mayor Mackin adjourned the meeting at 9:37 P.M.

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Ingrid Padilla
City Clerk

BRISBANE HOUSING AUTHORITY

ACTION MINUTES

BRISBANE HOUSING AUTHORITY SPECIAL MEETING AGENDA
THURSDAY, MAY 21, 2026

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

7:30 P.M. IMMEDIATELY FOLLOWING THE REGULAR MEETING
Call to Order

Chair Mackin called the meeting to order at 8:38 P.M.

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

Board Members Present: Board Members Kern, O'Connell and Chair Mackin
Board Members Absent: Board Member Davis
Board Members Recused: Board Member Lentz

Adoption of Agenda
Board Member Kern made a motion, seconded by Chair Mackin to adopt the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Board Members Kern, O'Connell and Chair Mackin
Noes: None
Abstain: None
Absent: Board Member Davis
Recused: Board Member Lentz

Oral Communications No. 1

No member of the public wished to make public comment.

New Business
B. Proposal from HEART for the Ground Lease and Acquisition of the Visitacion Garden Senior Apartments; Termination of the Brisbane Housing Authority's Ground Lease and Related Documents with BRIDGE Housing Corporation and Brisbane Senior Housing, Inc.

Community Development Director Ayres reported that in 2025 the Authority sent out a Request for Proposals for a new organization to lease and/or manage the Visitacion Garden Senior Apartments property/project. The Authority received but one proposal from the Housing Endowment and Regional Trust of San Mateo County (HEART), a joint powers authority, the members of which are the cities in San Mateo County (including Brisbane) and San Mateo County. The proposal is actually from HEART and HEART-SV, a separate joint powers authority whose members are HEART and San Mateo County. HEART created HEART-SV as a separate entity for the purpose of holding title to properties that HEART itself would otherwise own, lease, or manage.

HEART proposes “acquiring” the Visitacion Garden project and entering into a new 55-year ground lease with the Authority for the project. If such acquisition/lease (and related documents) are approved by the Authority, HEART intends to enter into a management agreement with a third party to operate and manage the day-to-day affairs of the project. HEART has also proposed to assume most of the existing, outstanding debt on the property and has requested an additional loan amount from the Authority to fund needed capital improvements.

Community Development Ayres also reported on the acquisition price, restructured Authority debt, Brisbane Senior Housing, Inc. loan forgiveness, and an additional loan from HEART, namely:

- HEART proposes to acquire the improvements on the property (the buildings and all associated features) at the appraised value of the improvements-- $3,290,000

- As of April 30, 2026, the outstanding debt on the property (including the two Redevelopment Agency of the City of Brisbane (RDA) loans and a smaller loan issued by the County in 1998 for $175,000) totaled $4,329,983.97 in principal and accrued interest.

- Because the appraised value is less than the total outstanding debt, HEART proposed restructuring all three loans and assuming those restructured loans via new loan agreements. The requested new Authority loan would total $3,452,814 and consist of $3,062,564 of the outstanding Authority loans to Brisbane Senior Housing Inc., and an additional $390,250 for needed capital improvements, which amount would be funded from the Authority’s Low- and Moderate-Income Housing Asset Fund. The new Authority loan would have a term of 55 years (the same as the Ground Lease), be repaid from “Residual Receipts” (similar to net operating income) and would accrue 3% interest. The County loan would be restructured from approximately $296,509 to $227,436; the County Board of Supervisors will be reviewing and acting on this restructuring request in May.

- HEART’s proposed RDA loan restructuring would leave $968,068.72 in accrued interest not captured by the new loan.

- Brisbane Senior Housing, Inc. has requested that the Authority forgive this accrued interest

- In addition, HEART would loan HEART-SV an additional $390,250 also for capital improvements which loan, unlike the Authority or the County loans, would have a 15-year term and would be repaid within 14 years.

After some Board Member questions, no public comment and some board member discussion, Board Member O’Connell made a motion, seconded by Board Member Kern to adopt a resolution authorizing the Executive Director of the Brisbane Housing Authority (a) to execute with HEART-SV a Ground Lease, a Memorandum of Ground Lease, Regulatory Agreement, a Loan Agreement, (b) to execute with the BRIDGE Housing Corporation and Bridge Senior Housing, Inc a Termination of Ground Lease and Termination of Declarations of

Restrictions/Restrictive Covenants, and (c) to execute all other documents, either as Executive Director or as City Manager of the City Brisbane, to implement the proposal from HEART-SV to acquire the Visitacion Garden Senior Apartment Project, all of such documents to be in a final form as approved by the Brisbane Housing Authority's General Counsel. The motion was carried unanimously by all present.

Ayes: Board Members Kern, O'Connell and Chair Mackin
Noes: None
Abstain: None
Absent: Board Member Davis
Recused: Board Member Lentz

Adjournment

The meeting was adjourned at 9:02 P.M.

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Ingrid Padilla, Board Secretary

BRISBANE CITY COUNCIL

ACTION MINUTES

CITY COUNCIL CLOSED SESSION MEETING AGENDA
THURSDAY, MAY 21, 2026

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

5:30 P.M. CALL TO ORDER

A. Approval of the Closed Session Agenda

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

C. Adjournment into Closed Session

D. CONFERENCE WITH LABOR NEGOTIATOR
Government Code Section 54957.6
Designated representative: Jeremy Dennis, City Manager
Employee organization: All Bargaining Units

Mayor Mackin called the meeting to order at 5:32 P.M.

Councilmember Lentz made a motion, seconded by Councilmember O'Connell to approve the Closed Session Meeting agenda as it stands. The motion passed unanimously by all present.
Ayes: Councilmembers Kern, Lentz, O'Connell and Mayor Mackin
Noes: None
Absent: Councilmember Davis
Abstain: None
There was no public comment. Mayor Mackin adjourned the meeting into Closed Session.

REPORT OUT OF CLOSED SESSION
Acting City Attorney Tran reported that Council had no reportable action on Item D.

ADJOURNMENT
The meeting was adjourned at 6:17 P.M.

____
Ingrid Padilla, City Clerk

City Council Staff Report

Meeting Date: June 4, 2026

From: Maz Bozorginia, Public Works Director

Subject: Adoption of Project as Intended Use of FY 2026-27 Road Maintenance and Rehabilitation Account Funding

Recommendation

Staff recommend approval of Resolution No. 2026-xx adopting one (1) project, the overlay of the following streets: Mendocino Street between San Bruno Avenue and Alvarado Street, Alvarado Street between Visitacion Avenue and San Bruno Avenue, and San Benito Road between Visitacion Avenue and Sierra Point Road for fiscal year 2026-2027 funded by Senate Bill 1 (SB 1): the Road Repair and Accountability Act of 2017.

Background

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, was filed with the Secretary of State on April 28, 2017. The legislation established the Road Maintenance and Rehabilitation Account (RMRA) within the State Transportation Fund to address deferred maintenance on the state highway system and local street and road systems. The legislation also requires the California Transportation Commission (CTC) to adopt criteria to ensure efficient use of these funds.

As part of the annual RMRA funding process, agencies must adopt a resolution identifying the project(s) proposed for funding in the upcoming fiscal year in order to maintain eligibility for their apportionment.

Discussion

Approval of the attached resolution is required to satisfy SB 1 eligibility requirements, provide transparency regarding the City's intended use of RMRA funds, and support compliance with annual expenditure reporting requirements.

For fiscal year 2026-27, the City proposes to utilize RMRA funding toward a pavement mill and overlay project identified through the City's pavement management system. The proposed project includes:

- Mendocino Street between San Bruno Avenue and Alvarado Street
- Alvarado Street between Visitacion Avenue and San Bruno Avenue
- San Benito Road between Visitacion Avenue and Sierra Point Road

Following project completion, the City will report to the California Transportation Commission by December 1 on its use of RMRA funds received and/or expended during the fiscal year, consistent with state reporting requirements.

Compliance with RMRA eligibility and reporting requirements ensures the City remains eligible to receive its annual SB 1 apportionment. Failure to meet required California Transportation Commission submittal deadlines may result in forfeiture of the City's RMRA apportionment for that fiscal year.

Fiscal Impact

The engineer's estimate for the proposed pavement mill and overlay project is $300,000. The City is estimated to receive $136,112 in FY 2026-27 RMRA funding to partially fund the project. The remaining project costs will be funded using Measure A Sales Tax and State Gas Tax revenues.

Attachments

1. Resolution No. 2026-xx

City Manager Approval

Jeremy Dennis, City Manager	05/29/2026

RESOLUTION NO. 2026-xx

RESOLUTION ADOPTING ONE (1) PROJECT, THE OVERLAY OF VARIOUS STREETS, FOR FISCAL YEAR 2026-2027 FUNDED BY SENATE BILL 1 (SB 1): THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of Brisbane are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive an estimated $136,112 in RMRA funding in Fiscal Year 2026-27 from SB 1; and

WHEREAS, this is the tenth year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities' priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets throughout the City this year and into the future; and

WHEREAS, the 2024 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in "Good to Excellent" condition and this revenue will help us maintain or increase the overall quality of our road system; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

1. The foregoing recitals are true and correct.

2. The Overlay of various streets will be funded with Fiscal Year 2026-27 Road Maintenance and Rehabilitation Account revenues:
   a. Anticipated Funding Sources: 2026-2027 RMRA funds ($136,112), Measure A Sales Tax and State Gas Tax revenues ($163,888)
   b. Project Description: Mill-and-overlay of asphalt concrete surfacing of various streets
   c. Project Location: Mendocino Street between San Bruno Avenue and Alvarado Street, Alvarado Street between Visitacion Avenue and San Bruno Avenue, and San Benito Road between Visitacion Avenue and Sierra Point Road
   d. Proposed Schedule: Release notice inviting bids to contractors' spring 2027 and complete construction by summer 2027.
   e. Estimated Useful Life: The city's Pavement Management System calculates a new useful life of 20 years for this repaired roadway.

3. The Overlay project is adopted into the City's FY 2026-2027 Capital Improvement program.

____
Coleen Mackin, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2026-xx was adopted at a regular meeting of the City Council of the City of Brisbane on the 4th day of June 2026 by the following vote:

AYES:
NOES:
ABSENT:

____
Ingrid Padilla, City Clerk City
of Brisbane

City Council Staff Report

Meeting Date: June 4, 2026

From: Abby Partin , Human Resources Director

Subject: Receive Information on Compliance with Assembly Bill 2561/Government Code Section 3502.3 Regarding Vacancies, Recruitment and Retention Efforts

Recommendation

Conduct a public hearing, and receive and file a staff report providing an update on the City of Brisbane's vacancy rate in compliance with Assembly Bill 2561.

Background

On September 22, 2024, Governor Newsom signed Assembly Bill (AB) No. 2561 into law, amending the Meyers-Milias-Brown Act (MMBA) and establishing Government Code Section 3502.3 (GC 3502.3). This new legislation imposes a formal obligation on public agencies to publicly report on the status of their vacancies. The California Legislature enacted these requirements in response to the recognition that staffing vacancies present a widespread and significant challenge across the public sector.

Under GC 3502.3, public agencies must present an annual report on the status of vacancies and recruitment and retention efforts, during a public hearing before their governing body. This presentation must occur at least once per fiscal year prior to the adoption of the final budget. Agencies are also required to disclose any changes to policies, procedures, or recruitment activities that may pose obstacles to the hiring process.

If the number of vacancies in a specific bargaining unit equals or exceeds 20% of its total authorized full-time positions, the public agency must, upon request from the recognized employee organization, include the following data in its presentation:

1. The total number of position vacancies within the bargaining unit
2. The total number of applicants for those positions
3. The average number of days to complete the hiring process from the time a position is posted
4. Opportunities for improving compensation and other working conditions

Additionally, GC 3502.3 grants recognized employee organizations the right to present their own comments or recommendations during the same public hearing, regardless of the vacancy rate, ensuring that their perspectives are included in the agency's annual discussion on workforce challenges.

The City has 10 employee groups, four (4) represented and six (6) unrepresented, consisting of 97 authorized regular full-time employees. The City notified the four (4) represented groups of the scheduled public hearing and invited them to make presentations to the City Council.

Table 1. Count of Authorized Regular Full-time Employees

City of Brisbane Employee Groups	Position Count
General Employees Association	36
Mid-Management/Professional Employees	15
International Association of Firefighters – Local 2400	13
Brisbane Police Officers Association	14
Confidential Employees	7
Confidential Management Group*	11

*Brisbane Fire Management, Confidential Management, Executive Management, Police Chief, Police Commander

Discussion

Vacancies

Position vacancies arise for various reasons, including the approval of newly budgeted positions, internal movements such as promotions or transfers, and employee departures due to retirement, voluntary resignation, or involuntary termination. When vacancies occur, it is a top priority for the Human Resources Department and hiring managers to fill these roles promptly. Doing so ensures continuity of services, maintains operational efficiency, reduces reliance on overtime, and minimizes disruptions to departmental functions. Timely recruitment efforts are critical to sustaining the City's workforce, meeting community needs, and upholding service standards, while also supporting internal career growth and attracting external talent.

Although AB 2561 now requires staff to present an annual update on vacancy status and recruitment and retention efforts, the City has long prioritized filling vacancies as quickly as reasonably possible. Throughout calendar year 2025, the City maintained an average vacancy rate of 5.2% across all bargaining units. This rate is calculated monthly by dividing the number of vacant positions by the total number of authorized positions.

Table 1. Vacancy Rate by Employee Groups

City of Brisbane Employee Groups	Vacancy Rate
General Employees Association	5.6%
Mid-Management/Professional Employees	4%
International Association of Firefighters – Local 2400	7.9%
Brisbane Police Officers Association	10.5%

Confidential Employees	3.6%
Confidential Management Group*	11%

*Brisbane Fire Management, Confidential Management, Executive Management, Police Chief, Police Commander

In 2025, five internal promotions positively contributed to overall employee retention. Additionally, three newly budgeted positions were established to provide added support to the Community Development and Police Departments and help prevent employee burnout. With City Council's authorization of these new roles, the City has been able to foster employee growth and professional development while also attracting new talent.

The five retirements during this period were planned and anticipated, reflecting natural workforce turnover rather than employee dissatisfaction; therefore, they are excluded from avoidable turnover and retention metrics. Lastly, there were three voluntary separations, which may have resulted from factors such as disengagement, pursuit of external opportunities, unsuccessful completion of the probationary period, or other personal reasons.

Recruitment and Retention Efforts

The Human Resources Department recognizes recruitment is about identifying, attracting, and hiring the right people, and retention is about keeping employees engaged, satisfied, and committed to the organization long-term. Both are critical for the success of the organization, especially in today's competitive job market.

When a department submits a hiring request for a regular full-time position, all employees are notified of the opening via email and are provided with a link to submit an employment application via CalOpps job board. Internal promotions, which accounted for filling over 29% of the City's vacant positions in 2025, are a key performance indicator for the Human Resources Department.

For recruitment to begin, the hiring department notifies Human Resources staff who then will open a job posting either internally or externally to capture other applicants to interview and establish an eligibility list. Upon selecting a candidate, a conditional offer is provided, the candidate completes necessary pre-employment procedures (e.g., background check, physical, etc.), a start date is determined, and a formal offer of employment is signed.

In 2025, Human Resources recruitment staff spent more time on recruitment efforts, including several high-profile recruitments such as the Assistant City Manager and Public Works Director positions. Both of which followed the retirement of long-tenured incumbents who had served the City for more than 25 years.

During the year, the City conducted seventeen (17) recruitments, double the number completed in the previous year. The average time to fill a regular vacant position, including continuous recruitment, was 93 days. Continuous recruitment tends to increase the overall average time to fill because they typically remain open longer than recruitments with established closing dates. By comparison, a typical recruitment generally closes within three to four weeks, depending on the position.

Recruitment advertising sources include social media platforms (LinkedIn, Facebook, Instagram), job boards (CalOpps, Handshake, League of California Cities), and the City's website, signboards, and internal newsletter, The Buzz.

While the City maintained an average vacancy rate of 5.2% during 2025, filling certain regular positions, particularly within public safety, continues to present challenges. A key contributing factor is the increased demand for qualified police officers across San Mateo County and neighboring jurisdictions, which has intensified regional competition for talent.

To address this, Human Resources and Police Administration staff are working to reduce time-to-hire and improve applicant outreach. Strategies under consideration include expanded advertising of open positions, targeted recruitment efforts, and engagement with local police academies to attract unaffiliated graduates.

For CY 2025, the City's turnover rate was 3%, reflecting a strong ability to retain employees. To meet the evolving needs and expectations of employees, the City has implemented several retention strategies focused on employee well-being and work-life balance.

First, the City aims to prioritize both physical and mental wellness by offering flexible work arrangements, including compressed work schedules such as 9/80 and 4/10 options, as well as hybrid telework opportunities. Employees are also encouraged to utilize their paid time off to rest and recharge, helping to reduce burnout and promote a healthy work-life balance. In addition, the City provides all employees and their dependents access to an Employee Assistance Program (EAP) to all employees and dependents, access to a wellness room at City Hall, an annual flu shot clinic, physical restoration classes (e.g., sound baths and chair yoga), and a few mindfulness classes. The City also offers a Health and Wellness Reimbursement Program, which reimburses employees for eligible wellness-related expenses such as gym memberships, fitness equipment and gear, health-related mobile applications, sports-related items, and other approved wellness purchases.

Second, the City offers a comprehensive training and development program designed to support career advancement and enhance employee engagement. The City partners with the San Mateo County Regional Training Consortium, Liebert Cassidy Whitmore, and Employee Risk Management Authority to provide employees with a wide variety of professional development opportunities. Training topics include Introduction to Supervision, customer service, time management, self-care, and career development. These efforts are intended to strengthen employee retention by helping employees feel valued, supported, and aligned with their roles.

Professional growth and development are further supported through the City's robust Tuition Reimbursement Program, which allows employees to receive reimbursement for educational programs directly related to their long-term professional development.

Employee engagement also plays a vital role in retention, and the City fully recognizes its importance. When employees feel valued and supported, they are more likely to remain motivated, enthusiastic about their work, and connected to the organization. To foster engagement, the City sponsors a variety of recognition and appreciation efforts, including annual service awards, bi-monthly birthday celebrations, and an employee appreciation summer barbecue.

To further strengthen engagement and promote an inclusive and supportive workplace culture, the City has established two dedicated employee groups: the Innovation Team and the Equity and Inclusion Committee. Initiatives led by these groups include the International Potluck Lunch, monthly cultural and heritage celebrations, and other employee-centered activities.

Communication is also a key driver of employee engagement, as it fosters trust, transparency, and a sense of connection between employees and the organization. To support open communication, the City Manager regularly shares updates with staff following City Council meetings, helping employees stay informed about organizational initiatives and matters that may affect them.

In closing, the City has made meaningful progress in addressing vacancies and strengthening recruitment efforts, but employee retention remains a critical area of focus. By continuing to invest in employee engagement, wellness, professional development, recognition, and open communication, the City can cultivate a workplace environment where talent not only thrives but is retained for the long term.

Fiscal Impact

There is no direct fiscal impact associated with conducting the public hearing required under AB 2561/GC section 3205.3.

Attachments

1. AB-2561 Text

City Manager Approval

Jeremy Dennis, City
Manager

AB-2561 Local public employees: vacant positions. (2023-2024)

Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.

City Council Staff Report

Meeting Date: June 4, 2026

From: Christina Fernandez, Assistant City Manager, Maz Bozorginia, Public Works Director

Subject: Review and Approve a Proposal for a Traffic Assessment Study as Requested by the Parkside II Subcommittee

Recommendation

Staff recommend City Council review and approve a contract with traffic and engineering consulting firm, Fehr & Peers, for a Parkside Traffic Assessment Study in an amount not to exceed $23,140

Background

On September 4, 2025, then-Mayor Pro Tempore Mackin suggested a follow-up to the 2017 Parkside Precise Plan (Precise Plan) given the recent sale of adjacent properties, discussions about the future of the Bank of America site, and community interest in retail at these locations.

Following that meeting, then Mayor Pro Tempore Mackin and Mayor Lentz toured properties within the Precise Plan on October 2, 2025. At its October 16, 2025, City Council meeting, the Council appointed Mayor Pro Tempore Mackin and Mayor Lentz to serve on an Ad Hoc Parkside II Subcommittee to further explore a second phase of the Precise Plan in visioning potential social and economic benefits of the area.

The Parkside II Subcommittee met to discuss topics such as creating a vision for the entrances into town, increased traffic circulation, the future of retail in the City, exploration of co-op models, the proliferation of housing in retail spaces, and the need for affordable housing. The subcommittee determined that a traffic assessment was a necessary next step to move this process forward.

Discussion

Fehr & Peers provided a proposal for a traffic assessment (Attachment 1) to study the proposed closure of Old County Road and a potential new traffic signal on Bayshore Blvd. The proposed concept includes closing a segment of Old County Road that currently connects Bayshore and replacing it with a new roadway connecting Old County Road to Bayshore Blvd north of the Brisbane Shopping Center. The new roadway would require a new traffic signal on Bayshore Blvd between Valley Avenue and Tunnel Avenue. The existing Old County Road right-of-way could then be used as a part of a redevelopment project to support the City's goals.

If approved, Fehr & Peers would focus their work on understanding the operational feasibility and identifying potential constraints or concerns at an early stage. The work would be limited in scope and exploratory in nature. The work includes the following tasks:

- Kick-off with City staff and Existing Conditions Overview
- Collection of New Traffic Counts and Update of Existing Traffic Conditions
- Conceptual Operations Review
- Prepare Technical Memorandum and Public Meetings

If approved, the traffic assessment is the next step in determining the feasibility of the closure of Old County Road and the addition of a traffic signal at Bayshore Blvd between Valley Drive and Tunnel Avenue. An optional task includes review of conceptual cost estimates (an additional $2,325) as listed in the proposal.

Fiscal Impact

The Parkside Traffic Assessment Study proposed cost is not to exceed $23,140

Attachments

1. F&P Parkside Traffic Assessment Proposal_052626

City Manager Approval

Jeremy Dennis, City Manager	05/28/2026

Fehr & Peers

May 26, 2026

Maz Bozorginia
Public Works Director
City of Brisbane

Subject: Parkside Traffic Assessment

Dear Maz,

Fehr & Peers is pleased to submit this proposal to evaluate a potential change to the roadway network under consideration by the City in response to recent committee feedback.

The proposed concept includes closing a segment of Old County Road that currently connects to Bayshore Boulevard and replacing it with a new roadway connecting Old County Road to Bayshore Boulevard north of the Brisbane Village Shopping Center. This new roadway would require a new traffic signal on Bayshore Boulevard between Valley Drive and Tunnel Avenue. The existing Old County Road right-of-way could then be used as a part of a redevelopment project to support the cities affordable housing goals.

We understand that this work is intended to be limited in scope and exploratory in nature, focused on understanding operational feasibility, estimating cost, and identifying potential constraints or concerns at an early stage. Our proposed scope of work, schedule, and fee estimate are described below.

Scope of Work

Task 1: Kick-Off and Existing Conditions Overview

Fehr & Peers will meet virtually with the City project team for a kick-off meeting to mutually confirm expectations about scope of work, deliverables, and schedule. This meeting can also include review of City Council feedback, confirmation of the conceptual roadway configuration, and alignment on assumptions, study limits, and level of effort. In addition to the kick-off meeting, we are available for one additional one-hour virtual meetings to review findings and solicit comments. Two public hearings are included in Task 3.

Fehr & Peers will summarize available background information, including prior studies, planned roadway layouts, and readily available traffic data for Old County Road, Bayshore Boulevard, and the two existing intersections of Bayshore Boulevard with Valley Drive and Tunnel Avenue. Traffic counts at Bayshore Boulevard and Valley Drive were collected in 2026. Broader traffic counts for the area were collected in 2019-2022 for the transportation studies for the Baylands and Guadalupe Quarry DEIRs published in 2025. This task will include a qualitative assessment of existing travel patterns documented in those studies, with particular focus on movements traveling between Central Brisbane and U.S. 101 via Tunnel Avenue.

Task 1a: Collect New Traffic Counts and Update Traffic Existing Conditions

Fehr & Peers will collect new PM peak hour peak hour intersection turning movement counts at Bayshore Boulevard and Tunnel Avenue and 24-hour roadway counts with classifications on Bayshore Boulevard and Old County Road.

Fehr & Peers will use the Synchro analysis platform to evaluate the existing PM peak hour Level of Service (LOS) at Bayshore Boulevard and Tunnel Avenue. The LOS analysis for Bayshore Boulevard and Valley Drive will come from the 2026 Guadalupe Quarry study.

Task 2: Conceptual Operations Review

Fehr & Peers will evaluate traffic operations under a conceptual project scenario that assumes closure of a portion of Old County Road, construction of a new roadway connection between Old County Road and Bayshore Boulevard north of the Brisbane Village Shopping Center, and associated modifications to Bayshore Boulevard, nearby intersections, and signal operations, including consideration of a new traffic signal on Bayshore Boulevard between Valley Drive and Tunnel Avenue. This task will include a planning level evaluation of intersection operations using LOS to compare existing conditions and existing plus project conditions. The analysis will focus on how traffic patterns would generally shift, the role of any new or modified intersections, and how the concept would change traffic conditions and vehicle delay. Fehr & Peers will prepare a qualitative description summarizing cumulative traffic conditions from the Baylands DEIR. This includes forecasted regional traffic changes on Bayshore Boulevard and the potential reconfigurations to Bayshore Boulevard associated with the Bayshore Mobility Plan and Tunnel Avenue due to HSR.

Task 3: Documentation and Public Hearings

Fehr & Peers will prepare a concise technical memorandum documenting the assumptions, approach, and findings of the review. The memorandum will summarize existing conditions and counts, the conceptual project scenario, key operational considerations, and cost assumptions if requested (Optional Task 4). Fehr & Peers will respond to one round of consolidated, non-conflicting comments and incorporate revisions into a final memorandum.

Fehr & Peers will attend two public hearings (1 commission and 1 council) to present the findings and answer questions. We anticipate these to be focused meetings with approximately 1 hour needed for the meeting, in addition to time to prepare a brief presentation of the findings.

Optional Task 4: Review of City Cost Estimates

If requested by the City, Fehr & Peers will review conceptual cost estimates prepared by the City for the proposed roadway, intersection, and signal modifications. This task will focus on evaluating the assumptions, level of detail, and overall magnitude of the estimates to determine whether they appear reasonable and internally consistent for a planning level concept.

Fee and Schedule

Fehr & Peers will perform Tasks 1-3 work on a time-and-materials basis not to exceed of $23,140. We are prepared to deliver a draft memorandum within four weeks of receiving an authorization to proceed according to the terms of the Master Agreement for On Call Consultant Services between the City of Brisbane and Fehr & Peers, dated October 20, 2020. If requested, Optional Task 4 would add three weeks to the schedule and could be completed for an additional $2,325. Invoices will be submitted monthly for services rendered and are due and payable upon receipt.

If the scope, fee, and schedule are acceptable, please issue an authorization to proceed.

We look forward to working with you on this project. If you have any questions or comments, please contact Matt Goyne at m.goyne@fehrandpeers.com.

Sincerely,

FEHR & PEERS

Matt Goyne

Matt Goyne, P.E
Principal

P26-2735-SF

Fee Proposal for Brisbane Parkside Traffic Assessment

5/26/2026

	Fehr & Peers							
	Project Manager	Principal-in-Charge	Lead Planner/ Engineer	Technical Lead	Project Coordinator	Labor Hours	Direct Costs	Total
Tasks	$220	$330	$190	$240	$165			
Task 1: Kick-Off and Existing Conditions Overview	6	2	8	0	2	18	$270	$4,100
Task 1a: Collect New Traffic Counts and Update Traffic Existing Conditions	4	1	12	2	3	22	$1,500	$5,965
Task 2: Conceptual Operations Review	4	1	12	2	3	22	$310	$4,775
Task 3: Documentation & Two Public Meetings	6	8	14	2	4	34	$540	$8,300
Total for all Tasks	**20**	**12**	**46**	**6**	**12**	**96**	**$2,620**	**$23,140**
Task 4: Review of City Cost Estimates	2	1	4	2	1	10	$150	$2,325
Total for all Tasks (including optional)	**22**	**13**	**50**	**8**	**13**	**106**	**$2,770**	**$25,465**

Notes:

This fee proposal is valid for a period of 90 days from the proposal submittal date.

Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.

Mileage is billed at the IRS rate plus 10% handling fee

Rates and non-key staff are subject to change at any time, without notice, and within the total budget shown

CITY *of* BRISBANE

Council Subcommittee Update

From May 16th, 2026, to May 29th, 2026

1. Report Out on Subcommittees/Committees

A. Sierra Point Parkway Parks & Open Space Subcommittee 5/20 Kern, Lentz

The Subcommittee reviewed updated design plans for Parcel R at 100% completion, representing revisions based on previous feedback. The CMG team confirmed ADA-compliant grading, long-term elevation resilience at 100-year Sea Level Rise mark, material choices and art elements. The boring has shown clean fill conditions to 18' above the cap, but staff are waiting for the final results. They reviewed the base project elements and Phase 2 enhancements, with the base project being fully funded while Phase 2 elements would require additional funding.

Next Steps #1: This item will be brought Council in June.

To view the agenda packet and presentation:
https://brisbaneca.portal.civicclerk.com/event/6884/files/agenda/9337

2. Upcoming Subcommittees:

Emergency Preparedness Subcommittee	6/11 4:30pm	Davis, Kern

3. Proposed Subcommittees:

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