



City of Brisbane

City Council Meeting Agenda

Thursday, June 18, 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.

Remote Participation:

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

The agenda materials may be viewed online at brisbaneca.org at least 72 hours prior to a Regular Meeting, and at least 24 hours prior to a Special Meeting.

Remote Public Comments:

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

Join Zoom Webinar: zoom.us (please use the latest version: zoom.us/download)
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.

Special Assistance:

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

Writings that Are Received After the Agenda Has Been Posted

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

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. Commemorating June 19, 2026 as Juneteenth
- C. Approve Minutes of City Council Closed Session Meeting of May 11, 2026
- D. Approve Minutes of City Council Closed Session Meeting of June 3, 2026
- E. Approve Minutes of City Council Closed Session Special Meeting of June 4, 2026
- F. Addendum to Contract with Millbrae Community Television (MCTV) for Streaming, Broadcasting, and Station Management Services
- G. Adopt a Resolution Establishing the Appropriation Limit for Fiscal Year 2026-2027
- H. Sierra Point Landscape and Lighting District Annual Appointments, Preliminary Approval of Engineer's Report and Intention to Order the Levy and Collection of Assessments

1. Approve Resolution "Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2026-2027"

2. Approve Resolution "Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2026-2027"

3. Approve Resolution, "A Resolution of Preliminary Approval of Engineer's Report Fiscal Year 2026-2027 - Sierra Point Landscaping and Lighting District"

4. Approve Resolution "A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2026-2027- Sierra Point Landscaping and Lighting District"

- I. Approve a Contract Amendment with Environmental Science Associates for Work Related to the Baylands Specific Plan Environmental Impact Report and Specific Plan Adoption in the Amount of \$943,824.60
- J. Adopt Resolution calling a General Municipal Election to be held on Tuesday, November 3, 2026 and Adopting Regulations pertaining to the Conduct and Administration of such Election including the San Mateo County Clerk-Recorder to Provide Specified Election Services
- K. Authorize City Manager to Sign Renewal and Amendment to the Cooperation Agreement with the San Mateo County Urban County Program in order to access Community Development Block Grant Funds

Public Hearing

- L. Consider Adoption and Acceptance of the Master Fee Study and Adoption of Resolution Amending the Master Fee Schedule to Update and Adopt New Fees and Charges for Services Rendered by Various City Departments pursuant to Section 3.32.040 of the Brisbane Municipal Code
- M. Adopt Resolution amending the General Plan by updating the Open Space Element, as required by Government Code Section 65565.5, to update the goals, policies and programs in the Element to address access, climate resilience and other co-benefits of open space, rewilding, and regional conservation plans coordination.

Old Business

- N. Provide Direction to Staff Regarding Potential Ballot Measure Regarding Business License Tax

New Business

- O. Adopt Parcel R Park Development Plan

Staff Reports

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

Mayor and Council Matters

- Q. Approve the formation of a Childcare Ad Hoc Subcommittee
- R. Recruitment Update
- S. Future Agenda Items
- T. Countywide Assignments and Subcommittee Reports
 - i. Parkside 2 Ad Hoc Subcommittee Update
 - ii. Report Out on Subcommittee Meetings
 - iii. Upcoming Subcommittee Meetings

U. Written Communications

Oral Communications No. 2

Adjournment

City of Brisbane PROCLAMATION

PROCLAIMING JUNE 19, 2026, AS JUNETEENTH DAY OF OBSERVANCE

WHEREAS, Juneteenth commemorates the emancipation of enslaved African Americans in the United States and serves as a time to recognize the enduring significance of freedom and equality; and **WHEREAS**, the observance of Juneteenth provides an opportunity for education, reflection, and community engagement, strengthening understanding of our shared history and the ongoing work to build a more just and equitable future; and

WHEREAS, Juneteenth celebrates freedom, new beginnings, and the enduring legacy of African American resilience, reflecting on history while honoring continued progress and community empowerment; and **WHEREAS**, the City of Brisbane values diversity, inclusion, and the contributions of all members of its community; and

NOW, THEREFORE BE IT RESOLVED that the City Council hereby proclaims June 19, 2026, as Juneteenth Day of Observance in the City of Brisbane, and encourages all residents to commemorate this important day by celebrating freedom and equality and renewing their commitment to promoting a just, inclusive, and welcoming community for all.

DATED this 18th day of June 2026.



Coleen Mackin, Mayor





BRISBANE CITY COUNCIL

ACTION MINUTES

**CITY COUNCIL CLOSED SESSION MEETING AGENDA
MONDAY MAY 11, 2026**

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

3:30 P.M. CALL TO ORDER

A. Approval of the Closed Session Agenda

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

C. Adjournment into Closed Session

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

Mayor Mackin called the meeting to order at 3:31P.M.

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

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

Noes: None

Absent: None

Abstain: None

Mayor Mackin adjourned the meeting into Closed Session.

REPORT OUT OF CLOSED SESSION

City Attorney Tran reported that direction was provided to staff regarding Anticipated Litigation Item D and there was no reportable action.

ADJOURNMENT

The meeting was adjourned at 7:30 P.M.

Ingrid Padilla, City Clerk



BRISBANE CITY COUNCIL

ACTION MINUTES

**CITY COUNCIL CLOSED SESSION MEETING AGENDA
WEDNESDAY JUNE 3, 2026**

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

3:30 P.M. CALL TO ORDER

A. Approval of the Closed Session Agenda

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

C. Adjournment into Closed Session

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

Mayor Mackin called the meeting to order at 3:34 P.M.

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

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

Noes: None

Absent: None

Abstain: None

Mayor Mackin adjourned the meeting into Closed Session.

REPORT OUT OF CLOSED SESSION

City Attorney Zutler reported that direction was provided to staff regarding Anticipated Litigation Item D and there was no reportable action.

ADJOURNMENT

The meeting was adjourned at 5:00 P.M.

Ingrid Padilla, City Clerk



BRISBANE CITY COUNCIL

ACTION MINUTES

**CITY COUNCIL CLOSED SESSION SPECIAL MEETING AGENDA
THURSDAY, JUNE 4, 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. Public Performance Evaluation

Title: City Manager

Cal. Gov't Code § 54954.5 (West)

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

Councilmember Lentz made a motion, seconded by Councilmember Davis to approve the Closed Session Special 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

Acting City Attorney Zutler reported that Council had no reportable action on Item D.

ADJOURNMENT

The meeting was adjourned at 6:29 P.M.

Ingrid Padilla, City Clerk



City Council Staff Report

Meeting Date: June 18, 2026

From: Caroline Cheung, Assistant to the City Manager

Subject: Addendum to Contract with Millbrae Community Television (MCTV) for Streaming, Broadcasting, and Station Management Services

Recommendation

Staff recommend authorization of the Mayor to approve an addendum to the 2023 contract with MCTV for a three-year period, which may be extended one additional three-year period, through June 2032.

Background

Since 2002, the City has contracted with MCTV to televise City meetings over the Public, Education, Government (PEG) channel. In 2005, the City entered into a contract with MCTV to provide overall station management services for Ch. 27 and to provide expanded programming and rebroadcast of meetings. These two contracts were combined into one agreement with MCTV in 2009, after having both been extended several times.

Discussion

MCTV provides one operator for all City Council, Planning Commission, Parks and Recreation Commission, Complete Streets Safety Committee, and Open Space and Ecology Committee meetings. The Inclusion, Diversity, Equity & Accountability Committee meetings, as well as the Public Art Advisory Committee meetings, are recorded by City staff via Zoom and uploaded to YouTube, as well as scheduled for playback by MCTV, the following day.

During the week, MCTV staff programs any replays of public meetings, carries over information from the Blast onto the Ch. 27 bulletin, and provides additional local programming content, such as the SFO Roundtable and Technical Working Group meetings.

Fiscal Impact

Operator costs are proposed to increase 6% to \$464 per meeting (\$2,184/year) due to COLA. Station Management Services/Service Support costs are not being changed at this time.

Attachments

1. 2023 MCTV Contract
2. MCTV Addendum to 2023 Contract

City Manager Approval



Jeremy Dennis, City
Manager

06/11/2026

VENDOR AGREEMENT

THIS AGREEMENT, dated June 15, 2023 between Millbrae Community Television, Inc., a California non-profit corporation (“Operator”), and the City of Brisbane, a municipal corporation (“City”), is made with reference to the following facts:

A. City desires to enter into a contract to provide livestream and playback services of public City Council and Planning Commission meetings for live telecasting over the cable television network in Brisbane (“Service”).

B. City has entered into a franchise agreement with Comcast of California, Inc. (“Comcast”), which requires Comcast to provide a “reverse feed hookup” to City facilities listed in the franchise agreement.

C. Operator represents that it is trained, experienced, and qualified to perform the livestream, playback, and telecasting services and is willing to do so pursuant to the terms of the Agreement.

NOW, THEREFORE, it is agreed as follows:

1. TERM OF AGREEMENT

The term of this Agreement shall commence on the date of execution of this Agreement, and shall continue thereafter for a three (3) year period, unless terminated sooner pursuant to Section 17, and may be extended for two (2) three (3) year periods pursuant to Section 18.

2. OPERATOR RESPONSIBILITY

(a) Operator shall provide Service to City in accordance with the terms and conditions attached hereto as Exhibit “A” and the terms of this Agreement, including the provision of all equipment and personnel necessary to operate equipment and provide such Service.

(b) Operator shall provide Service to City for all regular City Council meetings, which are typically held on the first and third Thursday of each month. The Operator shall also provide Service to City for all regular Planning Commission meetings, which are held on the second and fourth Thursday of each month. Operator shall provide Service for additional meetings on an “as available” basis. City recognizes that Operator’s resources are limited and that dates for special meetings will be reserved by Operator on a “first come first served” basis.

(c) Operator shall work closely with Comcast to ensure that Operator’s equipment is compatible with AT&T’s reverse feed connection at City’s facilities.

(d) Operator shall work closely with Comcast and take all reasonable measures needed to ensure that a clear and audible signal of the live telecast of the City Council and Planning Commission meetings reaches the cable subscribers in Brisbane.

(e) Operator shall invoice City for compensation due, as set forth in Section 3 and Section 5 of this Agreement.

(f) Operator shall begin Service immediately upon execution of this agreement.

3. COMPENSATION

(a) Operator's compensation during the term of this Agreement shall be based on the quoted Cost per Meeting rate, as set forth in Exhibit A attached hereto and incorporated herein by reference.

(b) Compensation per meeting shall include all set up and break down of equipment and pre meeting testing of equipment and telecast signal as set forth in Exhibit A attached hereto and incorporated herein by reference.

4. INSURANCE. Operator, at its own expense, shall procure and maintain, for the duration of this Agreement, insurance policies which satisfy the following requirements:

(a) Type of policies and coverage:

- (1) *General Liability Coverage.* Operator shall maintain commercial general liability insurance in an amount not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage, providing coverage at least as broad as Insurance Services Office Commercial General Liability form CG 0001 (Ed. 11/88). If the form of insurance with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
- (2) *Automobile Liability Coverage.* Operator shall maintain automobile liability insurance in an amount not less than \$1,000,000 combined single limit for each occurrence, for bodily injury and property damage, providing coverage at least as broad as Insurance Services Office form CA 0001 (Ed. 12/90) Code 1 (any auto).
- (3) *Workers' Compensation and Employer's Liability Coverage.* Operator shall maintain workers' compensation insurance as required by the State of California and employer's liability insurance in an amount not less than \$1,000,000 per occurrence, for any and all persons employed by Operator in connection with the performance of services under this Agreement. In the alternative, Operator may rely on a self-insurance program to provide this

coverage so long as the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer, if insurance is provided, or Operator, if a program of self-insurance is provided, shall waive all rights of subrogation against City for loss arising from work performed by Operator for City.

- (b) Endorsements: Each general liability and automobile liability insurance policy shall contain, or be endorsed to contain, the following provisions:
- (1) The City, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of Operator; products and completed operations of Operator; premises owned, occupied or used by Operator; or automobiles owned, leased, hired or borrowed by Operator. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, officials, employees, agents or volunteers.
 - (2) For any claims related to the Service, Operator's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by City, its officers, officials, employees, agents or volunteers shall be excess of Operator's insurance and shall not contribute with it.
 - (3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to City, its officers, officials, employees, agents or volunteers.
 - (4) Operator's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - (5) Operator's insurance coverage shall not be suspended, voided, canceled or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to City.
- (c) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by City. At City's option, Operator shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- (d) Acceptability of Insurers. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII, unless otherwise approved by City in writing.
- (e) Verification of coverage. Operator shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required by this

Agreement. Certificates of such insurance shall be filed with City before commencement of work by Operator. At the request of City, Operator shall provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by this Agreement.

5. BILLING AND PAYMENT

(a) Operator shall submit monthly invoices for compensation, including any documentation, by the tenth (10th) of each month for services provided in the previous month.

(b) City shall make payment to Operator in accordance with invoices that reflect the actual services provided during the previous month. Payment shall be made by City within thirty (30) days after receipt of approved invoices.

(c) Any necessary supporting documentation for payment must be included with the invoice.

6. CHANGES IN COST OR LEVELS OF SERVICE

(a) No change shall be made by Operator to the cost of providing Service, as set forth in Section 3, in the absence of written agreement to such change by City.

(b) No change shall be made by Operator in the Service without the prior written approval of City.

(c) City reserves the right to reduce or increase Service in light of decreased or increased need and/or funding availability. Any changes in the level of Service requested by City will entitle either City or Operator to request an appropriate adjustment in the compensation payable to Operator. City cannot increase the level of Service without the prior consent of Operator.

7. GOVERNING LAW

This Agreement shall be governed by the laws of the State of California.

8. COMPLIANCE WITH LAWS

Operator shall comply with all applicable local, county, state and federal laws, rules and regulations governing or related to the operation of the Services and the performance by Operator of its duties and responsibilities under this Agreement.

9. PERSONNEL

(a) City shall have the right to reject temporarily or permanently, by notice to Operator, for any reasonable reason whatsoever, any employee furnished by Operator for the provision of the Service. Reasons for rejecting an Operator's employee include, but are not limited to, unprofessional

conduct, disruption of meetings, and rudeness to members of the public or City personnel. Operator shall replace promptly any employee not acceptable or rejected by City.

(b) Operator shall be solely responsible for payment of all of its employee's wages and employee benefits, if applicable. Operator, without any cost or expense to City, shall faithfully comply with the requirements of all applicable state enactments with respect to employer's liability, worker's compensation, unemployment insurance and other forms of social security, and also with respect to withholding of income tax at its source from wages of Operator's employees. Operator shall indemnify and hold harmless City from any liability, damages, claims, costs and expenses of whatever nature arising from alleged violation of such enactments or from any claims or subrogation provided for in such enactments.

10. PROJECT SUPERVISOR

Operator shall designate a Project Supervisor who shall oversee the operation of the Service. The Project Supervisor shall be responsible for operational management of the Service.

11. TRAINING

Operator shall provide thorough training for all its personnel in the proper performance of their duties. Operator's employees providing services under this Agreement shall receive proper training and instruction at the time of hiring and prior to being assigned to the Service.

12. MINIMUM STANDARDS FOR EQUIPMENT

During the term of this agreement, or any extensions thereto, all equipment to be used for performance of the Service shall meet all criteria listed in Exhibit "A", attached hereto and made a part hereof.

13. PERFORMANCE GOALS

(a) Operator will be responsible for providing timely and reliable Service.

(b) Operator shall provide sufficient back-up equipment to assure that Service will be provided to City without interruption. Operator shall not be responsible for interruption or deterioration of cable signal within Comcast's network.

14. SUB-CONTRACTING

Operator shall not sub-contract any services provided under this Agreement, without the express written consent of City.

16. CONTACT PERSONS

- (a) The following person or City Manager designee is hereby designated as the contact person for City:

Ms. Caroline Cheung
Assistant to the City Manager
City of Brisbane
50 Park Place
Brisbane, CA 94005
Phone: (415) 508-2157
E-Mail: ccheung@brisbaneca.org

- (b) The following person is hereby designated as the contact person for Operator:

Name: Ms. Sara Johnson
Title: General Manager P.O.
Address: Box 898
Millbrae, CA 94030
Phone: (650) 259-2343
E-Mail: sara@mctv.tv

17. TERMINATION OF AGREEMENT

(a) City may terminate this Agreement at any time and for any reason by giving Operator thirty (30) days written notice thereof. Notice of termination shall be by certified mail, return receipt requested. Upon termination, City shall pay Operator its allowable costs incurred to date of termination. In the event that Operator at any time during the entire term of this Agreement breaches any of the requirements or conditions of this Agreement, and does not within ten (10) days of receipt of notice thereof from City cure such breach or violation, City may immediately terminate this Agreement. If a default is cured and the same default subsequently reoccurs, City may terminate this Agreement on written notice to Operator which may be effective immediately.

(b) Operator may terminate this agreement at any time and for any reason by giving City sixty (60) days written notice thereof. Notice of termination shall be by certified mail, return receipt requested.

18. EXTENSION OF TERM

(a) Given the necessity of ensuring continuity of the Service, and as further consideration for the compensation to be paid by City to Operator for the provision of the Service rendered hereunder, Operator grants to City the option to extend the term of this Agreement for two (2) three (3) year periods after expiration of the initial three (3) year term, upon the same terms and conditions set forth in this Agreement, except the rate of compensation payable to Operator

during each extended term, which shall be subject to negotiation and agreement between the parties.

(b) If City desires to exercise the option to extend, or further extend, the term of this Agreement, City shall give written notice to Operator of such intention at least ninety (90) days prior to the expiration of the initial term or the extended term, as the case may be. After giving such notice, the parties shall promptly commence negotiations regarding the compensation payable to Operator during the extended term. If agreement is reached, the parties shall confirm the same by executing an addendum to this Agreement, but if the parties are unable to agree, this Agreement shall automatically terminate upon the expiration of the initial or extended term.

19. AGREEMENT NOT EXCLUSIVE

This Agreement is not exclusive. City reserves the right to contract for performance of services such as those described herein through other providers.

20. WAIVER OF CONDITIONS

The waiver of any provision, term, or condition of this Agreement by City on any particular occasion shall not constitute a general waiver of said provision, term or condition, nor a release from Operator's obligation to otherwise perform or observe the same or any other term or condition of this Agreement.

22. INDEMNIFICATION

(a) Operator shall indemnify, keep and save harmless City and its directors, officers, officials, agents and employees (collectively, "Indemnitees") against any and all claims, demands, causes of action, costs, expenses, or liabilities, including attorneys' fees, occurring directly or indirectly by reason of anything done or omitted to be done by Operator or its employees, subcontractors, representatives or agents in the performance of its duties and responsibilities under this Agreement.

(b) The obligation to indemnify includes the obligation to defend Indemnitees and Operator further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of Indemnitees arising therefrom or incurred in connection therewith; and if any judgement be rendered against any of Indemnitees in any such action, Operator shall, at its expense, satisfy and discharge the same.

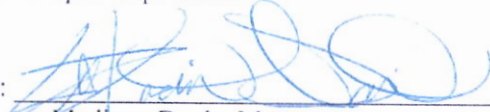
23. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, representations and understandings of the parties, whether written or verbal. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all the parties.

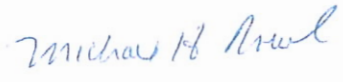
IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

CITY:

THE CITY OF BRISBANE,
a municipal corporation

By: 
Madison Davis, Mayor

APPROVED AS TO FORM:


Michael Roush, Legal Counsel

Attest: 
Ingrid Padilla, City Clerk

OPERATOR:

Millbrae Community Television, Inc.
a California non-profit corporation

By: 

1. LIVE CABLECAST SERVICES

Includes videotaping, livestream, and broadcast, cloud storage on Cablecast and YouTube, pre-meeting testing of equipment, appropriate titles and graphics, interface with presenter Powerpoint if needed, monitoring live Comcast audio and video, and in the event a livestream or cablecast is done outside of the Community Meeting Room, it includes providing cameras and production equipment, and all set up and break down of equipment.

- a. Community Meeting Room – Three Camera Production, One Operator - \$438 per meeting
- b. Outside of Community Meeting Room – Three Camera Production, Two Operators - \$824 per meeting
- c. Outside of Community Meeting Room – One Camera Production - \$567 per meeting

2. NON-CABLECAST PRODUCTION and EDITING Services: For events or Public Service Announcements, a single camera with post-production editing is available (note: the State of the City event will be provided free of charge, if no post-production is involved and the event is held in the Community Meeting Room).

- a. Camera producer and equipment = \$84 per hour
- b. Editing = \$56 per hour

3. STATION MANAGEMENT / SERVICE SUPPORT - \$1,646.67 per month. Services include:

- a. Replay of recorded meetings at mutually agreeable dates and times
- b. Replay of City Staff provided videos at mutually agreeable dates and times
- c. Posting of City messages on the bulletin
- d. Provide appropriately-licensed audio for simulcasting with bulletin
- e. Provide additional programming content from local and professionally produced sources selected to interest your population, to promote viewership on the channel and provide education on subjects important to local viewers. Each week we will provide three to four hours of programming which will repeat at different times on different days.
- f. Basic maintenance of the station equipment rack
- g. Interface with Comcast, particularly with respect to problems in Video and/or Audio on the Channel.
- h. Periodically check live internet streaming (if activated) for quality of audio and video levels and adjust if needed.
- i. Be on call to resolve audio and video problems during daytime and evening hours.
- j. Maintain a programming schedule accessible from the City's website.
- k. Provide such reports as are reasonably requested by city staff to oversee our operations.

4. ENGINEERING ASSISTANCE – Provide qualified engineering assistance for design, set up, modification, and upgrading of Audio Visual production and display equipment: \$78 per hour.

ADDENDUM TO VENDOR AGREEMENT

THIS ADDENDUM TO VENDOR AGREEMENT is made June 18, 2026 between Millbrae Community Television, Inc., a California non-profit corporation (“Operator) and the City of Brisbane, a municipal corporation (“City”).

Recitals

- A. In 2023, Operator and City entered into a Vendor Agreement (“the Vendor Agreement”) by which Operator agreed to provide livestream, playback, and telecasting of all City Council, Planning Commission, Parks and Recreation Commission, Complete Streets Safety Committee, and Open Space and Ecology Committee meetings. The Inclusion, Diversity, Equity & Accountability Committee meetings, as well as the Public Art Advisory Committee meetings, are recorded by City staff via Zoom and uploaded to YouTube, as well as scheduled for playback by MCTV, the following day. The Agreement had a two year term but provided the Agreement could be extended for two additional two year terms if the parties so agreed.

NOW, THEREFORE, in consideration of the following promises the parties agree as follows:

Section 1. Section 1 of the Agreement, Term of the Agreement, is amended to read as follows:

1. TERM OF AGREEMENT

The term of this Agreement shall commence on the date of execution of this Agreement and shall continue until June 30, 2029, unless terminated sooner pursuant to Section 17.

Section 2. In all other respects, the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Addendum to Vendor Agreement the date and year above.

CITY:
The City of Brisbane, a municipal corporation

APPROVED AS TO FORM:

By: _____
Coleen Mackin, Mayor

Samantha Zutler, City Attorney

Attest: _____
Ingrid Padilla, City Clerk

OPERATOR:
Millbrae Community Television, Inc.
a California non-profit corporation

By: _____
Sara Johnson, Executive Director

1. LIVE CABLECAST SERVICES

Includes videotaping, livestream, and broadcast, cloud storage on Cablecast and YouTube, pre-meeting testing of equipment, appropriate titles and graphics, interface with presenter PowerPoint if needed, monitoring live Comcast audio and video, and in the event a livestream or cablecast is done outside of the Community Meeting Room, it includes providing cameras and production equipment, and all set up and break down of equipment.

- a. Community Meeting Room – Three Camera Production, One Operator – \$464 per meeting
- b. Annual livestreaming, playback, and telecast of the Annual State of the City Address provided free of charge.

2. STATION MANAGEMENT / SERVICE SUPPORT - \$1,646.67 per month. Services include:

- a. Replay of recorded meetings at mutually agreeable dates and times
- b. Replay of City Staff provided videos at mutually agreeable dates and times
- c. Posting of City messages on the bulletin
- d. Provide appropriately-licensed audio for simulcasting with bulletin
- e. Provide additional programming content from local and professionally produced sources selected to interest your population, to promote viewership on the channel and provide education on subjects important to local viewers. Each week we will provide three to four hours of programming which will repeat at different times on different days.
- f. Basic maintenance of the station equipment rack
- g. Interface with Comcast, particularly with respect to problems in Video and/or Audio on the Channel.
- h. Periodically check live internet streaming (if activated) for quality of audio and video levels and adjust if needed.
- i. Be on call to resolve audio and video problems during daytime and evening hours.
- j. Maintain a programming schedule accessible from the City's website.
- k. Provide such reports as are reasonably requested by city staff to oversee our operations.

3. ENGINEERING ASSISTANCE – Provide qualified engineering assistance for design, set up, modification, and upgrading of Audio-Visual production and display equipment: \$78 per hour.



City Council Staff Report

Meeting Date: June 18, 2026

From: Carolina Yuen, Finance Director

Subject: Adopt a Resolution Establishing the Appropriation Limit for Fiscal Year 2026-2027

Recommendation

Adopt Resolution establishing the Appropriation Limit for Fiscal Year 2026/27.

Background

Proposition 4 was adopted by California voters in November 1979. This measure codified Article XIII B of the California Constitution, (Government Code 7901). This section specifies that governmental entities must calculate and adopt annually an appropriation limit beginning with fiscal year 1978-79. These limits are also referred to as “Gann Limits” in reference to one of the measure’s co-authors. The fundamental purpose of the appropriation limit is to keep real per-person government spending under 1978-79 levels, adjusted for inflation, and to measure if the City has revenues that cannot be appropriated because of the limit – meaning the City has “excess revenues.”

In June of 1990, California voters approved Proposition 111, which amended Government Code Section 7901 as it applies to the Appropriation Limit. According to Proposition 111, cities are permitted to adjust their appropriation limit annually by the following two factors:

1. Either the percentage change in the California per capita personal income for the preceding year or the percentage change in the growth of non-residential assessed valuation due to non-residential construction; and
2. The greater of either the percentage change in population of the City or the County.

Attached is the calculation of the appropriation limit as allowed by Proposition 111.

Discussion

The indexes used in calculating the appropriation limit for FY 2026/27 are the percentage change in the California Per Capita Personal Income, 4.95%, and the greater of either the County’s or City’s population growth/(reduction) (0.00% and -0.34%, respectively). The County’s growth of 0.00% is higher and therefore combined with the California Per Capital Personal Income, totaling a combined growth rate of 1.05%. The City’s resulting Appropriation Limit is \$30,703,005. The tax proceeds expected to be received, including for the Guadalupe

Valley Municipal Improvement District, is \$25,468,655 or 83.0% of the limit. Therefore, the City is below the maximum allowable appropriation limit and in compliance with State Law.

Fiscal Impact

There is no financial impact associated with the adoption of this Resolution. The City expects to receive approximately \$5,234,350 less in taxes than is allowed under the appropriation limit. If tax proceeds received are determined to exceed the limit, such revenues in excess must be returned to the taxpayers of the City of Brisbane in accordance with the procedures directed by the City Council.

Attachments

- 1. Appropriation Limit FY26_27
- 2. Resolution Appropriation Limit FY26_27

City Manager Approval



Jeremy Dennis, City
Manager

06/11/2026

**CITY OF BRISBANE
COMPUTATION OF APPROPRIATION LIMIT
FOR FISCAL YEAR 2026/27**

	(1)	(2)	(3)
	% Change in CPCPI	% Change in Non-Residential Construction	The Greater % Change
1 % Change in CPCPI or Non-Residential Construction	4.95%	NA	4.95%
	% Change In County Population	% Change In City Population	The Higher Growth %
2 % Change in County or City Population	0.00%	-0.34%	0.00%

CALCULATIONS

a	Prior year's Appropriation Limit	\$29,254,798
b	Multiply 1+Line 1 by 1+Line 2	104.95%
c	Multiply Line (a) by Line (b), and subtract Line (a)	\$1,448,207
d	Add Lines (a), and (c) and enter total here	\$30,703,005
e	APPROPRIATION LIMIT FOR 2026/27	\$30,703,005
	Estimated tax proceeds as budgeted for fiscal year 2026/27	\$25,468,655
	Estimated tax proceeds to Limit	82.95%
	Estimated Excess Limit Capacity	\$5,234,350

RESOLUTION NO. 2026-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
ESTABLISHING THE APPROPRIATION LIMIT FOR THE FISCAL YEAR
2026/2027 PURSUANT TO ARTICLE XIII B AS AMENDED OF THE
CALIFORNIA STATE CONSTITUTION**

WHEREAS, Proposition 4 was approved by the California voters on November 6, 1979, thereby adding Article XIII B of the California State Constitution; and

WHEREAS, on June 4, 1990, the California Voters amended Article XIII B and the California Constitution by approving Proposition 111 which became effective July 1, 1990; and

WHEREAS, it is the desire of the City Council of the City of Brisbane to establish the Appropriation Limit for the Fiscal Year 2026/27 pursuant to Article XIII B as amended of the California State Constitution; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Brisbane hereby finds and determines;

1. That the California Per Capita Income (CPCPI) to be utilized to calculate the Appropriations Limit for Fiscal Year 2026/27, increased by 4.95% and that the Non-Residential Construction growth factor was not available from the County Assessor.
2. That during Calendar Year 2025 the percentage increase in the County of San Mateo and decrease in the City of Brisbane population was 0.00% and - 0.34% respectively.
3. That the higher percentage shown in 1 and 2 above be applied to determine the appropriation limit for Fiscal Year 2026/27.
4. That the 2026/27 appropriation limit for the City of Brisbane is calculated to be \$30,703,005.
5. The 2026/27 budget anticipates tax revenues of \$25,468,655, which is \$5,234,350 less than the appropriation limit.

BE IT FURTHER RESOLVED THAT any revenues from proceeds of taxes and user fees in excess of costs received during the Fiscal Year 2026/27 over and above the appropriated limit of \$30,703,005 must be returned to the taxpayers of the City of Brisbane in accordance with the procedure to be adopted by the City Council of the City of Brisbane when such an amount of refund is determined.

Coleen Mackin, Mayor

I hereby certify that the foregoing Resolution No. 2026-_____ was duly and regularly adopted at a meeting of the Brisbane City Council on June 18, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ingrid Padilla, City Clerk

City Council Staff Report

Meeting Date: June 18, 2026

From: Maz Bozorginia, Public Works Director

Subject: Sierra Point Landscape and Lighting District Annual Appointments, Preliminary Approval of Engineer's Report and Intention to Order the Levy and Collection of Assessments



1. Approve Resolution "Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2026-2027"

2. Approve Resolution "Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2026-2027"

3. Approve Resolution, "A Resolution of Preliminary Approval of Engineer's Report Fiscal Year 2026-2027 - Sierra Point Landscaping and Lighting District"

4. Approve Resolution "A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2026-2027- Sierra Point Landscaping and Lighting District"

Recommendation

Adopt the following resolutions:

1. Proposed Resolution, "Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2026-2027."
2. Proposed Resolution, "Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2026-2027."
3. Proposed Resolution, "A Resolution of Preliminary Approval of Engineer's Report — Fiscal Year 2026-2027 - Sierra Point Landscaping and Lighting District"
4. Proposed Resolution, "A Resolution of Intention to order the levy and collection of

assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2026-2027 - Sierra Point Landscaping and Lighting District”

Background

These four resolutions are part of the required annual process for the Sierra Point Landscaping and Lighting District. In order, they appoint an Attorney and an Engineer of Record for the landscaping and lighting district, preliminarily approve the Engineer’s Report (which specifies the work to be completed, the cost of the work, and the proportionate share of the costs within the district for the next fiscal year) and indicate intention to order the levy and collection of assessments for said district.

Discussion

The requested actions begin the annual process that provides funding for the operation and maintenance of the Sierra Point Landscaping and Lighting District. At a later meeting, a Public Hearing will be held to confirm and order the Improvements/Assessments. If the Council chooses not to approve these Resolutions, then the city will most likely not have a mechanism to collect the assessments which fund the operation and maintenance of the landscaping, irrigation and lighting at Sierra Point.

Fiscal Impact

There is no direct fiscal impact as a result of approving the recommended resolutions; all work to be completed in this phase of the process will be completed by existing staff.

Attachments

- 1. Reso 1_Attorney Appointment
- 2. Reso 2_Engineer Appointment
- 3. Reso 3_Preliminary ER Approval
- 4. Reso 4_Intent to Levy Assessments
- 5. Draft Engineers Report

City Manager Approval



Jeremy Dennis, City
Manager

06/12/2026

RESOLUTION NO. 2026-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
APPOINTING ATTORNEY FOR THE SIERRA POINT
LANDSCAPING AND LIGHTING DISTRICT
FISCAL YEAR 2026-2027

WHEREAS, the City Council of the City of Brisbane has determined to undertake proceedings for the levy and collection of assessments upon the several lots or parcels of land in the Sierra Point Landscaping and Lighting District pursuant to the Landscaping and Lighting Act of 1972 for the construction or installation of improvements, including the maintenance or servicing, or both, thereof for the fiscal year 2026-2027; and

WHEREAS, the public interest and general welfare will be served by appointing and employing an attorney for the preparation and conduct of said proceedings;

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

Samantha Zutler, Attorney at Law, or her successor, is hereby appointed and employed to do and perform all legal services required for said proceedings.

Coleen Mackin, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2026- was adopted at a regular meeting of the City Council of the City of Brisbane on the 18th day of June, 2026 by the following vote:

AYES:

NOES:

ABSENT:

Ingrid Padilla, City Clerk
City of Brisbane

RESOLUTION NO. 2026-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
APPOINTING ENGINEER FOR THE SIERRA POINT
LANDSCAPING AND LIGHTING DISTRICT
FISCAL YEAR 2026-2027

WHEREAS, the City Council of the City of Brisbane has determined to undertake proceedings for the levy and collection of assessments upon the several lots or parcels of land in the Sierra Point Landscaping and Lighting District, pursuant to the Landscaping and Lighting Act of 1972 for the construction or installation of improvements, including the maintenance or servicing, or both, thereof for fiscal year 2026-2027;

WHEREAS, the public interest and general welfare will be served by appointing and employing an engineer for the preparation and conduct of said proceedings;

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

Maz Bozorginia, P.E., Public Works Director, or his successor, is hereby appointed and employed as Engineer of Work, employed in order to perform all engineering work necessary in and for said proceedings.

Coleen Mackin, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2026- was adopted at a regular meeting of the City Council of the City of Brisbane on the 18th day of June, 2026 by the following vote:

AYES:

NOES:

ABSENT:

Ingrid Padilla, City Clerk
City of Brisbane

RESOLUTION NO. 2026-__

**RESOLUTION OF PRELIMINARY APPROVAL OF ENGINEER'S REPORT
FISCAL YEAR 2026 – 2027
SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT**

RESOLVED, by the City Council of the City of Brisbane, California, that

WHEREAS, the Engineer of Work has prepared and filed with the Clerk of said City a report, in writing, all as therein more particularly described, under and pursuant to the Landscaping and Lighting Act of 1972;

WHEREAS, under and pursuant to said Act, the report has been presented to this Council for consideration; and

WHEREAS, said Council has duly considered said report and each and every part thereof, and finds that each and every part of said report is sufficient, and that neither said report, nor any part thereof should be modified in any respect.

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED, as follows:

1. That the plans and specifications for the existing improvements and the proposed new improvements to be made within the assessment district or within any zone thereof, contained in said report, be, and they are hereby, preliminarily approved.
2. That the Engineer's estimate of the itemized and total costs and expenses of said improvements, maintenance and servicing thereof, and of the incidental expenses in connection therewith, contained in said report, be, and each of them are hereby, preliminarily approved.
3. That the diagram showing the exterior boundaries of the assessment district referred to and described in said Engineer's Report and also the boundaries of any zones therein and the lines and dimensions of each lot or parcel of land within said district as such lot or parcel of land is shown on the County Assessor's maps for the fiscal year to which the report applies, each of which lot or parcel of land has been given a separate number upon said diagram, as contained in said report, be, and it is hereby, preliminarily approved.
4. That the proposed assessment of the total amount of the estimated costs and expenses of the proposed improvements upon the several lots or parcels of land in said district in proportion to the estimated benefits to be received by such lots or parcels, respectively, from said improvements including the maintenance or servicing, or both, thereof, and of the expenses incidental thereto, as contained in said report, be, and they are hereby, preliminarily approved.

5. That said report shall stand as the Engineer's Report for the purpose of all subsequent proceedings to be had.

Coleen Mackin, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2026- was adopted at a regular meeting of the City Council of the City of Brisbane on the 18th day of June, 2026 by the following vote:

AYES:

NOES:

ABSENT:

Ingrid Padilla, City Clerk
City of Brisbane

RESOLUTION NO. 2026-__

**A RESOLUTION OF INTENTION TO ORDER THE LEVY AND COLLECTION OF ASSESSMENTS
PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 FISCAL YEAR 2026-2027
SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT**

RESOLVED, by the City Council of the City of Brisbane, California, as follows:

WHEREAS, pursuant to the Landscaping and Lighting Act of 1972, the Engineer of Work of said City has prepared and filed with the Clerk of this City the written report, which said submitted report has been preliminarily approved by this Council in accordance with said Act;

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED and ORDERED, as follows:

1. In its opinion the public interest and convenience require and it is the intention of this Council to order the levy and collection of assessments for Fiscal Year 2026-2027 pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the Streets and Highways Code of the State of California, for the construction or installation of the improvements, including the maintenance or servicing, or both, thereof, more particularly described in Exhibit "A" hereto attached and by reference incorporated herein.

2. The cost and expenses of said improvements, including the maintenance or servicing, or both, thereof, are to be made chargeable upon the assessment district designated as Sierra Point Landscaping and Lighting District, the exterior boundaries of which district are the composite and consolidated area as more particularly described on a map thereof on file in the office of the Clerk of said City, to which reference is hereby made for further particulars. Said map indicates by a boundary line the extent of the territory included in the district and of any zone thereof and the general location of said district.

3. Said Engineer's Report prepared by the Engineer of Work of said City, preliminarily approved by this Council, and on file with the Clerk of this City is hereby referred to for a full and detailed description of the improvements, the boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the district.

4. Notice is hereby given that on July 16, 2026, or as soon thereafter as the matter may be heard, at the Brisbane Community Meeting Room, Brisbane City Hall, 50 Park Place, Brisbane, California, the City Council shall convene and hold a public meeting to receive public testimony with respect to said assessments, pursuant to Government Code Section 59954.6. The City Clerk is authorized to cause publication of notice of said public meeting pursuant to Government Code 6063 and to mail such notice by first-class mail to the owners of the property to be assessed as shown by the last equalized assessment roll said notice shall contain the information as specified by Government Code Section 54954.6 (C)(2).

5. Notice is hereby given that on July 16, 2026, or as soon thereafter as the matter may be heard, at the Brisbane Community Meeting Room, Brisbane City Hall, 50 Park Place, Brisbane, California, be and the same are hereby appointed and fixed as the time and place for a hearing by this Council on the question of the levy and collection of the proposed assessment for the construction or installation of said improvements, including the maintenance and servicing, or both, thereof, and when and where it will consider all oral statements and all written protests made or filed by any interested person at or before the conclusion of said hearing, against said improvements, the boundaries of the assessment district and any zone therein, the proposed diagram or the proposed assessment, to the Engineer's estimate of the cost thereof, and when and where it will consider and finally act upon the Engineer's Report.

6. The Clerk of said City is hereby directed to give notice of said hearing by causing a copy of this Resolution to be published once in the San Mateo Times, a newspaper published and circulated in San Mateo County, there being no newspaper published in said City, and by conspicuously posting a copy thereof upon the official bulletin board customarily used by the City for the posting of notices, said posting and publication to be had and completed at least ten (10) days prior to the date of hearing specified herein.

7. The office of the City Manager of said City is hereby designated as the office to answer inquiries regarding any protest proceedings to be had herein and may be contacted during regular office hours at City Hall, 50 Park Place, Brisbane, California 94005 or by calling (415) 508-2110.

Coleen Mackin, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2026- was adopted at a regular meeting of the City Council of the City of Brisbane on the 18th day of June, 2026 by the following vote:

AYES:
NOES:
ABSENT:

Ingrid Padilla, City Clerk
City of Brisbane

EXHIBIT "A" to Resolution No. 2026-__

Description of District Purpose

**SIERRA POINT
LANDSCAPING AND LIGHTING DISTRICT**

- a) The construction or installation, including the maintenance or servicing, or both, thereof, of public landscaping, including irrigation, trees, shrubs, grass, or other vegetation.
- b) The construction or installation, including the maintenance or servicing, or both, thereof, of public lighting facilities, including standards, poles and electric current or energy.

CITY OF BRISBANE

SIERRA POINT

LANDSCAPING AND LIGHTING DISTRICT

ENGINEER'S REPORT

on the
Levy of an Assessment
for the
2026 - 2027 Fiscal Year

Prepared by

Maz Bozorginia P.E.
Director of Public Works

June 5, 2026

I. BACKGROUND

In 1983, the Brisbane City Council determined to undertake proceedings under the provisions of Division 15, Part 2, of the California Streets and Highways Code, entitled “Landscaping and Lighting Act of 1972”, for the formation of an assessment district for the purpose of constructing, installing, maintaining and servicing the following facilities within said district:

- a) Public landscaping, including trees, shrubs, grass, other vegetation, and irrigation facilities.
- b) Public lighting facilities, including standards, poles, and electric current or energy.

The proposed district was designated the “Sierra Point Landscaping and Lighting District”.

This report was prepared as part of an annually occurring process to detail the assessment charges and district expenses covering the 2026 - 2027 fiscal year.

II. PLANS AND SPECIFICATIONS

The original plans and specifications for this assessment district have been separately bound but are incorporated herein by this reference thereto.

III. ESTIMATE OF COSTS

The costs of this assessment district for the 2026 - 2027 fiscal year are estimated to be as follows:

ZONE I & 2 CONSTRUCTION & MAINTENANCE COSTS

		FY 26/27
	Employee costs	128,183
	Supplies and services	310,306
	Administrative costs	174,547
	TOTAL ZONE 1 & 2	\$613,036

Supplies and services include safety clothing, maintenance of vehicles and equipment, small tools and supplies, landscape and irrigation maintenance including materials, electricity, and water.

Administrative charges are indirect, overhead costs to manage the district.

A detailed breakdown of these costs is available to assesses upon request.

Costs associated with this assessment district for the 2026 - 2027 fiscal year are to be paid as follows:

ZONE I & 2 FUNDING SOURCES

		FY 26/27
	Assessment charges	591,719
	Carryover from prior years	21,317
	TOTAL ZONE 1 & 2	\$613,036

IV. DIAGRAM

The assessment diagrams for Zones 1 and 2 are attached hereto and are a part of this report.

V. ASSESSMENT

The assessments to be made against the assessable lots and parcels of land within this assessment district are attached hereto and are a part of this report.

Respectfully submitted,

Dated _____

Maz Bozorginia, P.E.
Director of Public Works

Filed in the office of the City Clerk of the City of Brisbane, San Mateo County, California, this _____ day of _____, 2026.

Ingrid Padilla
City Clerk

Filed in the office of the County Controller-Auditor of the County of San Mateo, California, this _____ day of _____, 2026.

Juan Raigoza
County Controller

ASSESSMENT ROLL

<u>ASSESSMENT NUMBER</u>	<u>ASSESSOR'S PARCEL NUMBER</u>	<u>PARCEL AREA, AC.</u>	<u>ASSESSMENT</u>
<u>ZONE1</u>			
A 1	007-165-210	4.41	\$24,464
A 2	007-165-230	8.97	49,760
A 3	007-165-110	3.44	19,083
A 4	007-165-050	6.13	34,005
A 5	007-164-020	5.66	31,398
A 6	007-164-010	10.20	56,583
A 7	007-165-240	10.21	56,639
A 8	007-165-140	7.13	39,553
A 9	007-165-150	5.93	32,896
A 10	007-163-030	3.52	19,527
A 11	007-163-040	3.08	17,086
A 12	007-165-120	4.56	25,296
C 1	015-011-090	Note ¹	0
C 2	015-011-100	6.92	38,388
C 3	015-011-130	8.57	47,541
C 4	015-011-120	8.56	47,486
C 5	015-011-140	2.41	13,369
	Subtotal Zone 1	99.70	\$553,074

¹ Although previously assessed, this parcel is owned by California State Lands Commission, which is exempt from local assessments.

ZONE2

B	1	None (placeholder only)		-0-
B	2	005—162—430 (Ptn)	15.2	7,190
B	3	005—162—300	66.5	31,455
B	4	005—162—400 (Ptn)	Note ²	-0-
B	5	005—162—410 (Ptn)	0.2 ³	-0-
B	6	005—162—390	Note ⁴	-0-
B	7	005—162—420 (Ptn)	Note ⁴	-0-
		Subtotal Zone 2	81.7	\$ 38,645
		Total	180.99	\$591,719

METHOD OF ASSESSMENT SPREAD

The amounts to be assessed against the parcels of property to pay the costs and expenses of the work and improvements shall be based on the estimated benefits to be derived by the various properties within the assessment district.

Construction and maintenance costs shall be segregated by zone, and costs are then spread to the parcels within each zone in proportion to the area of the benefited parcels within the zone.

Incidental expenses shall be spread proportionally to the area of benefited parcels within the assessment district.

Due to the County Auditor's requirement that individual parcel assessments be rounded to the nearest even cent, the total of said individual assessments may not exactly equal the total estimate of costs.

NAMES AND ADDRESSES OF OWNERS

² This portion of this parcel is private land over which the public has been granted access for use as the street, Tunnel Avenue.

³ No assessment has been imposed for a value less than \$100.

⁴ B6 and B7 are publicly owned portions of Tunnel Avenue.

ASSESSMENT NUMBER	APN NUMBER	ASSESSEE
A-1	007-165-210	BP3 SF4 1000 Marina LLC PO Box 927729 San Diego, CA 92192
A-2	007-165-230	BP3 SF5 3000 3500 Marina LLC PO Box 927729 San Diego, CA 92192
A-3	007-165-110	SNH Brisbane Ca LLC 255 Washington St Newton, MA 02458
A-12	007-165-120	PPF OFF 7000 Marina Blvd LP C/O Morgan Stanley Real Estate Advisor 555 California St. 21 st Floor San Francisco, CA 94101
A-4	007-165-050	Grand Sierra Properties, Inc. 150 Executive Park Blvd. #4000 San Francisco, CA 94134
A-5	007-164-020	HCP Life Science REIT, Inc. 1920 Main St, Suite 1200 Irvine, CA 92614
A-6	007-164-010	HCP Life Science REIT, Inc. 1920 Main St, Suite 1200 Irvine, CA 92614
A-7 A-8 A-9	007-165-240 007-165-140 007-165-150	HCP LS Brisbane LLC FKA Slough Brisbane LLC 1920 Main St. Suite 1200 Irvine, CA 92614
A-10	007-163-030	Summit Hospitality 114 LLC 12600 Hill Country Blvd., #R-100 Austin, TX 78738
A-11	007-163-040	Bre Sh Brisbane Owner LLC PO Box A-3956 Chicago, IL 60690-3956

ASSESSMENT NUMBER	APN NUMBER	ASSESSEE
B-2 B-3 B-4 B-5	005-162-430 005-162-300 005-162-400 005-162-410	Oyster Point Properties, Inc. 150 Executive Park Blvd. #4200 San Francisco, CA 94134-3332
B-6 B-7	005-162-390 005-162-420	City of Brisbane 50 Park Place Brisbane, CA 94005
C-1	015-011-090	State of California C/O State Lands Commission Attn: Title Unit 100 Howe Ave., Ste. 100 Sacramento, CA 95825
C-2	015-011-100	HCP Life Sciences REIT, Inc. 3000 Meridian Boulevard #200 Franklin, TN 37067
C-3	015-011-130	DW LSP 5000 Shoreline LLC C/O Divco West Real Estate Group Attn: Sam Hamilton PO Box 130667 Carlsbad, CA 92013
C-4	015-011-120	DW LSP 5000 Shoreline LLC C/O Divco West Real Estate Group Attn: Sam Hamilton PO Box 130667 Carlsbad, CA 92013
C-5	015-011-140	GNS Shoreline LP PO Box 71970 Phoenix, AZ 85050



City Council Staff Report

Meeting Date: June 18, 2026

From: Julia Ayres, Community Development Director

Subject: Approve a Contract Amendment with Environmental Science Associates for Work Related to the Baylands Specific Plan Environmental Impact Report and Specific Plan Adoption in the Amount of \$943,824.60

Recommendation

Staff recommend approval of a contract amendment with Environmental Science Associates (ESA), environmental and planning consultants, for work related to the Baylands Specific Plan Environmental Impact Report and Specific Plan in the amount of \$943,824.60 and authorize the City Manager to execute the contract amendment.

Background

ESA has a long history with the Baylands project, having assisted Metis Environmental Group to prepare the EIR for the 2018 General Plan amendment which the City Council certified in July 2018. The City entered into a contract with ESA on June 27, 2024 to prepare the draft environmental impact report (DEIR) and associated project management for the Baylands Specific Plan. This contract was subsequently amended four times to capture additional tasks related to preparation and release of the DEIR for public review and preparation of the final EIR (FEIR), including the response to comments received on the DEIR.

Discussion

The proposed contract amendment is the fifth amendment to the City's June 27, 2024 contract with ESA and captures work to publish the FEIR, implement staff's recommended changes to the Specific Plan to ensure consistency with the FEIR, prepare needed legal findings related to certification of the FEIR, provide staff support for public hearings, and other activities to support the City's review and final action on the Baylands Specific Plan and FEIR. The contract includes work by subconsultants Sitelab, Fehr & Peers, and Natalie Macris & Associates. The contract amendment totals \$943,824.60.

Fiscal Impact

Consultant costs are reimbursable to the City under an Agreement to Pay Processing Costs with the project applicant.

Environmental Impact

Approval of the requested contract amendment is not a project under the California

Environmental Quality Act.

Attachments

- 1. Attachment ESA Contract Amendment

City Manager Approval



Jeremy Dennis, City
Manager

06/10/2026



575 Market Street, Suite 3700
San Francisco, CA 94105
415.896.5900 [phone](tel:415.896.5900)
415.896.0332 [fax](tel:415.896.0332)
esassoc.com

June 9, 2026

Ms. Julia Ayres, Acting Community Development Director
City of Brisbane, Planning Department
50 Park Place
Brisbane, CA 94005

Subject: Contract Modification #5: Brisbane Baylands Specific Plan Project-Planning Commission and City Council Workshops/Hearings and Related Efforts

Dear Ms. Ayres:

ESA is pleased to continue work on the Brisbane Baylands Specific Plan and associated Final Environmental Impact Report (EIR) as the project moves into the workshop and hearing phase. This scope of work and budget has been prepared based on recent discussions with the City regarding the anticipated hearing strategy, the expected level of technical preparation, and the materials needed to support City staff and decision-makers through the Planning Commission and City Council hearing process. It also includes out-of-scope work associated with preparation and publication of the Final Specific Plan and Final EIR, which includes word processing, printing, and mailing efforts.

The work efforts are presented first by ESA, followed by those of our subconsultants, which include Fehr & Peers and SITELAB.

ESA Work Efforts

This contract amendment is divided into the following discrete work efforts:

- Assistance with City staff workshop/hearing preparation, including development of workshop/hearing strategies, preparation of meeting presentation materials, review and input on staff reports, and practice runs, if necessary;
- Attendance at hearings and related preparation meetings by ESA technical and project management staff (as well as subconsultants), including travel time, participation, direct expenses associated with travel, and follow-up activities;
- Preparation and assembly of a staff/hearing briefing binder, which will serve as a valuable resource if technical questions arise during hearings on non-scheduled, technical topics;
- Preparation of the Findings of Fact and Statement of Overriding Considerations, which is assumed to include the evaluation of the Staff-Recommended Specific Plan;
- Review resolutions, ordinances, and/or other City-prepared staff discretionary approval documents (beyond staff reports);
-
- Attendance at meetings with BDI with City staff, including development of responses to pre-prepared questions, preparation of overview slide decks, and other preparation or follow-up activities;
- Internal/client/subconsultant coordination and project management activities associated with the above activities;
- Direct expenses associated with attendance at eleven workshops and public hearings by numerous ESA staff; and
- Subconsultant work efforts, which are provided as Appendices C and D of this contract amendment and include:
 - Appendix C – SITELAB (Development and Design Standards)
 - Appendix D – Fehr & Pehrs (Transportation)

Additionally, ESA has identified the following out-of-scope activities associated with preparation and publication of the Final Specific Plan and Final EIR

- Word processing associated with preparation of a second Consolidated Final EIR and clean and redline versions of the Specific Plan resulting from changes that occurred between April and May of 2026;
- Reproduction of the Consolidated Final EIR and Specific Plan beyond the remaining direct expense budget; and
- Mailing of the Notice of Public Hearing to a mailing list of approximately 360 individuals (color copies with labor and postage).

Task 1. Hearing Preparation, Attendance, and Related Support

ESA assumes a robust and coordinated workshop and hearing preparation process that involves ESA, applicable technical specialists, City staff, and City legal team members in order to effectively present the FEIR and Specific Plan for consideration by the Planning Commission and City Council for project approvals. ESA will serve in an advisory capacity to support the City and legal team to prepare for workshops, hearings and other related meetings, which is anticipated to include development of workshop/hearing strategies; preparation of meeting presentation materials; development of technical talking points or issue summaries; attendance by the appropriate technical personnel, including travel time; preparation and refinement of hearing-related documentation; follow-up support after workshops and hearings, as needed; and coordination with City staff, the City Attorney, and subconsultants related to these efforts.

As part of the workshop and hearing process, ESA will have at least one additional CEQA expert (beyond Ms. Avila and the technical team members) present at each workshop and hearing who will listen to the proceedings to “fact check” answers provided by the City, ESA, and technical experts to ensure accuracy; to determine whether a clarification or amplification might be necessary to enter into the record; and/or whether any follow-up analysis, review, or response to Commissioner, Council, or public comment might be necessary. The goal of this activity is to bolster the administrative record and to ensure, to the maximum extent possible, that the environmental record and hearing materials are internally consistent.

ESA understands that the City intends, where feasible, to focus individual hearing discussions on particular technical topics to improve efficiency and to be respectful of cost considerations. The following scope and budget have been developed based on this understanding, with key subject matter experts in attendance based on the topic(s) scheduled.

Deliverable(s)

- Attend 11 workshops/hearings by a range of ESA staff, including an average of six staff per meeting; some meetings will have fewer staff and some meetings will have more staff, depending on needs. It is assumed that each in-person hearing would require 8 hours of staff time, inclusive of travel time.
- Prepare PowerPoint Presentations for the May 28 and June 11 workshops.
- Prepare “real time” responses to questions or comments raised during workshops or hearings, as needed to read into the record, and/or provide follow-up written responses.

Task 2. Prepare Hearing Binder

ESA will prepare a “hearing binder” that identifies likely questions that might be asked during workshops and hearings. The purpose of the hearing binder is to allow the City and/or other presenters to quickly access key information that will likely be a subject of discussion, which will support the efficient provision of focused and accurate answers. The briefing binder will be organized by topic.

Deliverable(s)

- Hearing Binder (five hard copies), including an electronic copy.

Task 3. Prepare Findings of Fact and Statement of Overriding Considerations

ESA will prepare the Findings of Fact and Statement of Overriding Considerations for the Staff-recommended Specific Plan project. This work will address comments received from the City team and City Attorneys, coordination with the technical team as needed to confirm supporting evidence in the record, and updates necessary to reflect hearing outcomes and final project actions.

Findings of Fact

CEQA and the State CEQA Guidelines (Guidelines, California Code of Regulations, Title 14, Section 15091) require a public agency to make one or more written findings for each significant environmental effect, accompanied by a brief explanation of the rationale of each finding, if it intends to approve or carry out a project for which an EIR has been certified. Findings for Modified Alternative 1 (the Staff-Recommended Specific Plan) will be prepared for (1) Impacts Determined to Have No Impact; (2) Impacts Determined to Be Less than Significant; (3) Impacts to be Less than Significant with Mitigation Incorporated; (4) Significant Unavoidable Impacts; and (5) Project Alternatives. This task includes an approximate 10 percent contingency to revise the Findings based on any project revisions proposed during the public hearing process. As an optional task, ESA could also prepare Findings for the BDI Specific Plan.

Statement of Overriding Considerations

Public Resources Code Section 21081 provides that no public agency shall approve or carry out a project for which an EIR has been certified that identifies one of more significant effects on the environment unless the agency makes findings that “specific overriding economic, legal, social, technological, or other benefits of the project outweigh the significant effects on the environment.” Accordingly, as required by CEQA Guidelines Section 15093, ESA will prepare a Statement of Overriding Considerations that identifies the specific reasons to support its approval action based on the FEIR and/or other substantial evidence in the record. The Statement of Overriding Considerations will be included in the record of the project approval and will be mentioned in the notice of determination.

Deliverable(s)

- ➔ 1st Draft, 2nd Draft, and Final Findings of Fact for Modified Alternative 1, presuming initial review by Meyers Nave followed by City review, with preparation of a final document.
- ➔ 1st Draft, 2nd Draft, and Statement of Overriding Considerations for Modified Alternative 1, presuming initial review by Meyers Nave followed by City review, with preparation of a final document.
- ➔ Preparation of a Final Findings of Fact and Statement of Overriding Considerations presuming nominal changes resulting from the hearing process (up to a 10 percent contingency, capped by the total budget amount).

Task 4. Review Resolutions, Ordinances, and/or Other City-Prepared Discretionary Approval Documents

ESA will review all resolutions, ordinances, and/or other City-Prepared discretionary approval documents prepared either by Meyers Nave and/or the City for presentation to the Planning Commission and City Council. The action documents are anticipated to address, but are not limited to, the following:

- Amendment to the General Plan Land Use Element
- Amendment to the General Plan Circulation Element
- Approval of the Baylands Specific Plan, including a change of zone from Commercial Mixed-Use (C-1), Marsh Lagoon Bayfront (MLB), and Manufacturing (M-1) to Baylands Specific Plan

- Amendment to Title 17 (Zoning) of the Brisbane Municipal Code to establish the Specific Plan as the regulatory authority for future development within the Specific Plan area
- Approval of the Bayshore Mobility Plan
- Approval of a Development Agreement
- Approval of an agreement between the City of Brisbane and California Water Service Company (Cal Water) to provide water service for the Baylands, Sierra Point, and Beatty Subareas

Deliverable(s)

- ➔ Review comments on up to four approval documents.

Task 5. Provide Review of a Specific Plan Errata Document for Planning Commission Consideration

ESA will review two rounds of a City-prepared errata document that will address minor clarifications or typographical changes to the Specific Plan that have been raised since publication of the document.

Deliverable(s)

- ➔ Review up to two versions of the City errata document to address minor clarifications or typographical changes to the Specific Plan for Planning Commission review at the June 25, 2026, public hearing (or a subsequent hearing).

Task 6. Attend Meetings with BDI with City staff

ESA will provide responses for written questions raised by BDI staff, which could include the preparation of overview slide decks and/or other preparation or follow-up activities. It is assumed this will require up to four meetings.

Deliverable(s)

- ➔ Provided responses to written questions raised by BDI staff, including preparation of overview slide decks and other preparation or follow-up activities for up to four meetings.

Task 7. Project Management and Coordination

This task includes internal ESA coordination; coordination with City staff, the City Attorney, the City's environmental Attorney, and subconsultants; participation in internal preparation meetings; general oversight of the hearing support scope, budget, and schedule; and quality assurance/quality control for all written work products.

Deliverable(s)

- ➔ Ongoing coordination with ESA team, ESA subconsultants, City staff, City Attorney, and City environmental attorney.
- ➔ Participation in meetings (no formal notes anticipated), which include approximately two meetings a week for four months attended by up to three ESA staff members.
- ➔ Monthly invoicing and budget tracking updates.

Task 8. Direct Expenses Associated with Workshop and Hearing Attendance

To attend the workshops and hearings, various ESA staff members will need to travel from locations outside of the City of Brisbane, including other areas of Northern California and Southern California. Assumptions regarding workshop and hearing attendance are documented in Appendix A.

Deliverable(s)

- ESA attendance at 11 workshops and public hearings.

Task 9. Word Processing and Production (April and May 2026)

ESA has completed out-of-scope work associated with word processing a second Consolidated Final EIR and clean and redline versions of the Specific Plan resulting from changes that occurred between April and May 2026.

Deliverable(s)

- Preparation of a “final” Consolidated Final EIR and clean and redline versions of the City-Recommended Specific Plan for delivery to the City; the printers (for publication); and the State Clearinghouse.

Task 10. Reproduction (April and May 2026)

ESA’s vendor (Phoenix1) reproduced the Consolidated Final EIR and clean and redline versions of the Specific Plan, which was out-of-scope work (i.e., beyond the limited and remaining direct expense budget, which was only earmarked for the Draft EIR). In addition, another ESA vendor (BayPrint) mailed out the Notice of Public Hearing to a list of approximately 360 individuals, which included color copies, postage, and labor.

Refer to Appendix B for details regarding reproduction expenses.

Deliverable(s)

- Reproduction of a “final” Consolidated Final EIR and clean and redline versions of the City-Recommended Specific Plan for delivery to the City.
- Distribution (mailing) of approximately 360 Notices of Public Hearing.

Subconsulting Team Member Work Efforts

SITELAB

Refer to Appendix C for the complete scope of work and estimated budget.

Fehr & Peers

Refer to Appendix D for the complete scope of work and estimated budget.

Natalie Macris Editing

Refer to Appendix E for the complete scope of work and estimated budget (note, this modification only includes Task 1).

Budget

Table 1, *Brisbane Baylands Specific Plan Draft EIR Contract Modification #5 Budget*, provides a summary of the budget for each of the efforts described above. As previously noted, this budget will be used to continue the ESA’s team participation through to the end of the public workshop and hearing process.

Table 1. Brisbane Baylands Specific Plan Draft EIR Contract Modification #5 Budget

TASK	BUDGET
Task 1. Hearing Preparation, Attendance, and Related Support	\$331,026.00
Task 2. Prepare Hearing Binder	\$26,736.00
Task 3. Prepare Findings of Fact and Statement of Overriding Considerations	\$63,500.00
Task 4. Review Resolutions, Ordinance, and/or Other City-Prepared Discretionary Approval Documents	\$8,328.00
Task 5. Provide Review of a Specific Plan Errata Document for Planning Commission Consideration	\$26,720
Task 6. Attend Meetings with BDI and City Staff	\$31,694.00
Task 7. Project Management and Coordination	\$32,576.00
Task 8. Direct Expenses Associated with Hearing Attendance (with 15 percent ESA markup) – Travel	\$61,240.00
Task 9. Word Processing and Production (April and May 2026) – out of scope related to preparation of the second set of a Consolidated FEIR and clean and redline Specific Plan documents	\$6,816.00
Task 10. Direct Expenses Associated with Publication of the Consolidated FEIR and Specific Plan – out of scope (the scope of work only include budget for publication of the Draft EIR) (with 15 percent ESA markup)	\$92,230.00
<i>ESA Labor and Direct Expense Subtotal</i>	<i>\$680,866.00</i>
ESA 5 percent Contingency (on Tasks 1 through 8)	\$29,091.00
<i>ESA Labor + Contingency Total</i>	<i>\$709,957.00</i>
SiteLab (with 15 percent ESA markup)	\$114,452.60
Fehr & Peers: Transportation (with 15 percent ESA markup)	\$115,000.00
Natalie Macris: Editing (Consistency of Specific Plan with EIR) (with 15 percent ESA markup)	\$4,415.00
<i>Subconsultant Total</i>	<i>\$233,867.60</i>
GRAND TOTAL (ESA and Subconsultants)	\$943,824.60

Schedule

ESA will complete the work efforts described herein in support of all efforts required towards consideration of project approval and Final EIR certification, which ultimately includes two public workshops (May 28, 2026, and June 11, 2026); four Planning Commission hearings (June 25, 2026; June 30, 2026; July 9, 2026; and July 14, 2026); and five City Council meetings (September 3, 2026; September 10, 2026; September 17, 2026; September 24, 2026; and October 1, 2026). This

scope of work and budget goes through the last anticipated City Council meeting. If any revisions to documents are required during the workshop/hearing process, or after, it would be considered an out-of-scope item, but one we are happily willing to accommodate.

Conclusion

A separate scope of work and budget will be prepared for preparation and filing of the Notice of Determination, if the project is approved and the FEIR is certified, as well as any amendments or revisions that might be required to the Specific Plan or FEIR as a result of the workshop and hearing process.

ESA appreciates the opportunity to continue to work with the City team as we jointly move this project through the environmental and entitlement process.

Sincerely,



Terri S. Avila
Vice President



Susan Yogi
Senior Managing Associate

Appendix A
**Direct Expenses
Associated with Workshop
and Hearing Attendance**



Appendix B
**Direct Expenses
Associated with Document
Reproduction (April and
May 2026)**



Appendix C
SITELAB
Scope of Work and
Estimated Budget



Appendix D
Fehr & Peers
Scope of Work and
Estimated Budget



Appendix E
Natalie Macris
Scope of Work and
Estimated Budget (only for
Task 1)





City Council Staff Report

Meeting Date: June 18, 2026

From: Ingrid Padilla, City Clerk

Subject: Adopt Resolution calling a General Municipal Election to be held on Tuesday, November 3, 2026 and Adopting Regulations pertaining to the Conduct and Administration of such Election including the San Mateo County Clerk-Recorder to Provide Specified Election Services

Recommendation

Adopt the attached Resolution calling a General Municipal Election to be held on Tuesday, November 3, 2026, adopting procedures pertaining to the conduct and administration of such election including requesting the San Mateo County Clerk-Recorder to provide specified elections services, and authorizing the City Manager to enter into a Service Agreement with San Mateo County Officials for election related services.

Background

The San Mateo County Elections Division will hold a General Election on November 3, 2026. This election will be an All Mailed Ballot/Vote Center Election under the California Voter's Choice Act. Every registered voter in Brisbane will receive through the mail a Vote by Mail ballot which may be returned by mail (postage prepaid) or dropped off at any Vote Center or Ballot Drop-off Box located throughout the County starting 28 days prior to Election Day. Vote Centers replace traditional polling places and are open for voting starting 10 days prior to Election Day and on Election Day. Vote Centers provide expanded voter services such as voter registration, multilingual assistance, and disabled access voting options. Brisbane City Hall is scheduled to be a San Mateo County Voter Center and will be open three days prior to Election Day and on Election Day, i.e., October 31, November 1, 2, and 3, 2026.

Discussion

The attached resolution calls for an election to fill two City Council member terms currently held by Council members Davis and O'Connell, for a term of four years each. Citizens (including current members of the City Council) who are interested in running for City Council may pick up a nomination packet from the City Clerk between July 13 and August 7, 2026. If an incumbent chooses not to or fails to file the nomination paper during the filing period, the filing period will be extended to August 12, 2026. Nomination papers must include 20 to 30 signatures of Brisbane registered voters. There will also be some paperwork to file regarding campaign disclosures and disclosures of economic interests. Although there is no filing fee, there will be a cost to print a candidate's statement in the voter pamphlet which is estimated

to be \$300, to be paid after the election. (Candidate’s statements are optional.)
San Mateo County has also requested the City enter into the attached Services Agreement for election related services. It sets forth with some specificity what services related to the November 2026 election the City will perform and what services the County election officials will perform. It also provides the City will reimburse the County for election related services the County provides. Based on past general municipal election costs, the City has budgeted \$15,000 for this election.

Fiscal Impact

The cost to conduct the election is determined by the number of registered voters at the time of the election. The election cost is currently budgeted at \$15,000 which was included in the City Clerk’s budget.

Attachments

- 1. Attachment 1 Elections Resolution 2026-xx
- 2. Attachment 2 Elections Services Agreement

City Manager Approval



Jeremy Dennis, City
Manager

06/11/2026

ATTACHMENT 1

RESOLUTION NO. 2026-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE CALLING A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2026; REQUESTING CONSOLIDATION WITH THE STATEWIDE GENERAL ELECTION; AND REQUESTING ELECTION SERVICES FROM THE COUNTY OF SAN MATEO

WHEREAS, pursuant to the requirements of the laws of the State of California relating to General Law Cities within said State, a regular general municipal election shall be held in Brisbane on the 3rd day of November 2026 for the purpose of electing two members of the City Council of Brisbane; and

WHEREAS, the November 3, 2026 election will be conducted as a General Election, i.e., an All-Mailed Ballot/Vote Center Election under the California Voter's Choice Act (Senate Bill 450) by which every registered voter will be receiving a Vote by Mail Ballot through the mail and which ballot may be returned by mail or dropped off at any Vote Center or Ballot Drop-off Box located throughout the county during the 28-day period prior to the Election Day and on Election Day; and

WHEREAS, the City Council adopted Ordinance No. 620 on June 1, 2017, and the San Mateo County Board of Supervisors approved the changes as in compliance with the California Voter Participation Rights Act (Senate Bill 415), which requires City Council elections be held in conjunction with statewide elections in even numbered years to increase voter participation; and

WHEREAS, members of the Brisbane City Council are elected at large for a term of four years; and

WHEREAS, the California Elections Code authorizes the governing body of any local agency to adopt procedures pertaining to materials prepared by any candidate for a municipal election, including costs thereof; and

WHEREAS, the City General Municipal Election will appear on the same ballot as the statewide general election held on November 3, 2026; and

WHEREAS, Elections Code section 10002 authorizes the City to request the County to provide election services, subject to reimbursement; and

WHEREAS, the City Council finds that consolidating the General Municipal Election with the statewide general election serves the public interest.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane, San Mateo County, California, as follows:

1. Call of Election. The City Council calls a General Municipal Election to be held in the City of Brisbane (“City”) on Tuesday, November 3, 2026, to elect two members to the City Council, at large, each to a four-year term, commencing in December 2026 and expiring in December 2030. The office shall appear on the ballot in the form set by the San Mateo County (“County”) Chief Elections Officer, and shall be conducted as a General Municipal District Election pursuant to the California Voter’s Choice Act.

2. Candidate Statements. Pursuant to the Elections Code of the State of California, each candidate may submit a candidate's statement on an appropriate form provided by the City Clerk. Such statement shall be limited to 400 words. Each candidate who submits a statement shall pay the actual prorated costs of printing, handling, translating and distributing the statement. The City will provide a bill to each candidate after the election; the bill shall be due and payable immediately upon receipt.

3. Conduct of the Election. The consolidated election shall be conducted, the votes thereof canvassed, the returns thereof made, and the results thereof ascertained and determined as provided by relevant provisions of the Elections Code and this resolution.

4. Request for Election Services and Reimbursement. The City Council hereby requests the Board of Supervisors of the County of San Mateo to authorize the Registrar of Voters and any other relevant officials and staff of the County to provide services necessary to conduct the election. The City Council accepts the usual terms and conditions of the performance of said election services by the County. The City will reimburse the County for the cost of services provided in relation to the election, pursuant to an agreement between the City and County for such services.

5. Services Provided by the County. The All Mail and Vote Center coordination and officers of election shall be established, designated, and appointed as usual by the Registrar of Voters, San Mateo County, who shall also canvass the returns and prepare and mail a statement of the results thereof, all as provided by the appropriate provisions of the Elections Code of the State of California. The Registrar of Voters of San Mateo County shall be responsible for procuring the rosters and all other supplies necessary to properly and lawfully conduct the Election.

6. Voting Procedures. All qualified voters residing within the City of Brisbane, upon the date of the election, shall be qualified to vote at said Election and allowed to drop off their mail-in ballot during the 28-day period prior to Election Day and on Election Day, or cast their vote in-person at a Vote Center within the County starting 10 days prior to the election.

8. Voting Hours and Location. The Vote Center in Brisbane at City Hall shall be kept open from 9:00 a.m. -5:00 p.m. on October 31, November 1 and 2 and at 7:00 a.m. on Election Day- November 3, and shall be kept open until 8:00 p.m., except as to voters in line as provided in the Elections Code.

9. Request for Consolidation. Pursuant to Elections Code sections 10400 and 10403, the City Council requests the County Board of Supervisors consolidate the City's general municipal election with the statewide general election to be held on November 3, 2026.

10. Notice. The City Clerk will post notice of the election pursuant to Elections Code section 12101.

11. Filing. The city clerk is hereby directed to submit a certified copy of this resolution to the Board of Supervisors of the County of San Mateo, and to the appropriate County election officials of San Mateo. The city clerk is also directed to file a copy of the resolution with the San Mateo County Chief Elections Officer and Assessor-County Clerk-Recorder.

12. Effective Date. This resolution shall take effect upon adoption.

Coleen Mackin
Mayor

I hereby certify that the foregoing Resolution No. 2026-XX was duly and regularly adopted at the regular meeting of the Brisbane City Council on June 18, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN

Ingrid Padilla
City Clerk

ATTACHMENT 2

SERVICE AGREEMENT FOR THE PROVISION OF ELECTION SERVICES BETWEEN THE CITY OF _____ AND SAN MATEO COUNTY CHIEF ELECTIONS OFFICER & ASSESSOR-COUNTY CLERK-RECORDER

This Service Agreement for the Provision of Election Services (“Agreement”), entered into this _____ day of _____, 20____, is by and between the City of _____ (the “Municipality”) and San Mateo County Chief Elections Officer & Assessor – County Clerk – Recorder (the “Chief Elections Officer”);

WHEREAS, it is necessary and desirable that the Chief Elections Officer be retained for the purpose of conducting an election, described in more detail below, for the Municipality; and

WHEREAS, the Chief Elections Officer has been asked by the Municipality to conduct an election on _____, 20____ (the “Election”).

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE MUNICIPALITY:

- 1) Within the time frame set by statute, the Municipality will request the Board of Supervisors, through the Chief Elections Officer, to conduct an election relating to the Municipality on _____, 20____ and will request the services of the Chief Elections Officer in relation to the Election.
- 2) The Municipality will timely publish the Notice of Election and the Notice to File Declarations of Candidacy for the offices to be voted on and/or the Notice to File Arguments For or Against any measure.
- 3) The Municipality will submit to the Chief Elections Officer the offices to be voted on and the measure ballot questions by no later than 88 days prior to the Election. The Municipality will submit to the Chief Elections Officer the names and ballot destinations of the candidates to appear upon the ballot by no later than 81 days prior to the Election.
- 4) The Municipality will timely prepare and deliver to the Chief Elections Officer the ballot pamphlet information containing, as applicable, candidate designations and statements, ballot measure(s), tax rate statement(s), impartial analyses, arguments for or against measures and rebuttals thereto.

- 5) The Municipality will, if applicable, timely review and sign off on the official ballot wording for ballot measures.
- 6) The Municipality will timely complete any other non-delegable tasks required by law in relation to the Election.
- 7) The Municipality shall maintain records/maps regarding the boundaries of the Municipality and will notify the Chief Elections Officer of any changes/additions to those boundaries by 125 days prior to the Election.
- 8) If a candidate for a Municipality office alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the Municipality, as the applicable local agency, shall be solely responsible for determining whether the candidate is indigent pursuant to Elections Code section 13309. The Municipality shall notify the candidate, and inform the Chief Elections Officer, of the Municipality's indigency determination, in writing, by no later than 64 days prior to the Election. If the Municipality determines that a candidate is indigent such that the candidate is eligible for an advanced candidate statement fee waiver under Elections Code section 13309, or if the Municipality fails to advise the Chief Elections Officer of its indigency determination by the specified deadline, then the Municipality shall be responsible for paying the candidate's pro rata share of the cost of the candidate statement, which will be invoiced in accordance with the "Costs for Services" section of this agreement. Municipality's payment of a candidate's pro rata share of the cost of the candidate statement is without prejudice to the Municipality's ability to recover such costs directly from the candidate after the election, as authorized by Elections Code section 13309(f).

SERVICES TO BE PERFORMED BY CHIEF ELECTIONS OFFICER:

- 1) The Chief Elections Officer will select the sample and official ballot printer(s) and translators.
- 2) The Chief Elections Officer will prepare and deliver all election information to the printers and translators.
- 3) The Chief Elections Officer will determine the appropriate translation and transliteration of all pertinent documents.
- 4) The Chief Elections Officer will issue, receive and process vote by mail ballots.
- 5) The Chief Elections Officer will set up ADA compliant Vote Centers, publish any required notices and conduct the Election.
- 6) The Chief Elections Officer will provide services for any official recount or election contest, if applicable.

7) The Chief Elections Officer will conduct all aspects of the Canvass of Votes Cast. Pursuant to Section 10262 of the Elections Code, the Chief Elections Officer will submit a Certificate of Chief Elections Officer to the Municipality's governing body certifying the results of the Election.

8) The Chief Elections Officer will conduct other various and miscellaneous election-related activities directly required to conduct the Election itself. To the extent that the Municipality has obligations under law to perform various duties that relate to the Election beyond those directly involved with conducting the Election, those duties remain the responsibility of the Municipality. If the Municipality wishes to have any such duties performed by the Chief Elections Officer, the parties must mutually agree in advance in writing to have the Chief Elections Officer perform such duties. By way of example only, if the Municipality is required to send certain notices or adopt resolutions relating to the Election, those duties remain duties of the Municipality.

INDEMNIFICATION AND DEFENSE OF CHIEF ELECTIONS OFFICER

To the fullest extent permitted by law, the Municipality shall indemnify, defend (with counsel reasonably acceptable to the County), and hold harmless the County of San Mateo, the Chief Elections Officer & Assessor–County Clerk–Recorder, and their respective officers, employees, and agents (collectively, the “County Indemnitees”) from and against any and all claims, actions, proceedings, writ petitions, lawsuits, damages, judgments, liabilities, costs, and expenses, including attorneys’ fees and litigation costs, arising out of or relating to:

(a) any challenge to the legality, validity, or enforceability of any Municipality ballot measure, tax measure, or proposition;

(b) any challenge to the qualification, nomination, eligibility, or election of any candidate for office; or

(c) any act or omission of the Municipality, its governing board, officers, employees, or agents in connection with the calling, preparation, submission, or approval of materials for the Election, except to the extent such claim is finally determined by a court of competent jurisdiction to have been caused by the sole active negligence or willful misconduct of the Chief Elections Officer.

REAL PARTY IN INTEREST; INTERVENTION

In any action or proceeding described above in which the Chief Elections Officer or County Indemnitees are named as a respondent or defendant, the Municipality acknowledges that it is the real party in interest and agrees, upon request of the County, to promptly appear, intervene, or otherwise participate in such action as the real party in interest, and to assume responsibility for the defense of the Chief Elections Officer.

SURVIVAL

The provisions of this section shall survive termination or expiration of this Agreement and the completion of the Election.

TERMS:

This Agreement shall be in effect for the performance of all services incident to the preparation and conduct of the Election to be held on _____, 20____, including before and after said Election date.

In the event the Chief Elections Officer is unable to perform services required under this Agreement as a result of employer/employee relation conditions, vendor conditions, the unavailability of Federal, State, or County funds, and/or other conditions beyond the control of the Chief Elections Officer, the Chief Elections Officer will be relieved of all obligations under this Agreement. The Chief Elections Officer may terminate this Agreement after giving 72 hours written notice, at which time the Chief Elections Officer will be relieved of all obligations under this Agreement.

This Agreement can be terminated by the Municipality upon 30 days written notice.

COST FOR SERVICES

In consideration of the performance of services and supplies provided by the Chief Elections Officer, including 1) any and all costs incurred during a recount or election contest that are not reimbursed by the voter requesting the recount or filing the contest as specified in the Elections Code and 2) any other costs associated with the Election, such as return postage costs and costs for ensuring voter accessibility, the Municipality shall pay to the Chief Elections Officer a sum equal to the full cost of the Election, including all such services, supplies, and other costs.

The Chief Elections Officer shall send an itemized invoice to the Municipality for all services provided pursuant to this Agreement after the Election is conducted and all related costs are determined. Payment on the full amount of the invoice shall be due and the Municipality shall submit payment to the County of San Mateo within forty-five (45) days of the date of the invoice (the "Due Date"). If the amount is not paid in full within this time, interest shall accrue monthly at a rate of 0.25% per month (equivalent to 3% annually) on the unpaid balance starting at the Due Date. Thereafter, invoices will be sent and shall be payable within thirty (30) days of the date of the invoice, with interest being added each month for any unpaid balance. The provisions of this section shall survive termination or expiration of this Agreement and the completion of the Election.

MUNICIPALITY

Signature: _____

Date:_____

Print Name: _____

Title: _____

COUNTY

Signature: _____

Date: _____

Print Name: _____

Title: _____



City Council Staff Report

Meeting Date: June 18, 2026

From: Julia Ayres, Community Development Director

Subject: Authorize City Manager to Sign Renewal and Amendment to the Cooperation Agreement with the San Mateo County Urban County Program in order to access Community Development Block Grant Funds

Recommendation

Staff recommend the City Council authorize the City Manager to sign an amendment to the September 2017 Cooperation Agreement with the County of San Mateo Urban County Program in order to access future Community Development Block Grant Funds.

Background

In September 2017, San Mateo County and the City of Brisbane entered into a Cooperation Agreement (Resolution No. 2017-46; see Attachment 1) whereby the City, a public entity which would not be eligible for federal Community Development Block Grant (CDBG) funds on its own, could cooperate and participate in the San Mateo County Urban County Program in order to secure and award CDBG funding. Benefits of participation include eligibility to apply for CDBG funds through the Urban County's annual CDBG funding cycle as well as participation in the Emergency Solutions Grant (ESG) and HOME Investment Partnership (HOME) programs since the Urban County is a member of the San Mateo County HOME Consortium.

The 2017 Cooperation Agreement between the City and County establishes the formal relationship between the City and County for this purpose. The Agreement provides for automatic renewals every three years unless an amendment to the Agreement is required. The County notified the City in May 2026 that an amendment to the Cooperative Agreement is required for the upcoming funding program cycle.

Discussion

The required amendment to the Cooperation Agreement is attached as Attachment 2. It does not substantially alter the City's existing obligations under the original 2017 Agreement. The primary difference is a procedural one, in that renewals will not be automatic every three years; only one automatic three year renewal is now allowed by HUD and all subsequent renewals will require future amendments to the Agreement and action by Council.

Fiscal Impact

Continued participation in the Urban County would allow the City to access Federal funds it may not otherwise be eligible for.

Attachments

- 1. 2017 Cooperative Agreement as amended
- 2. Second Amendment to 2017 Cooperative Agreement

City Manager Approval



Jeremy Dennis, City
Manager

06/12/2026

County of San Mateo Minor Cooperative Agreement Amendment

Cooperation Agreement dated September 20, 2017

Amendment Number: 1 (First)

Agreement between the COUNTY OF SAN MATEO and the CITY OF BRISBANE

THE AGREEMENT IS CHANGED AS FOLLOWS

- I. Section 2 (Term), Paragraph 1 is hereby added amended as follows:

Adds the following emboldened, italicized phrase:

"As provided by HUD rules and regulations, this Agreement shall automatically be renewed for participation in successive three-year qualification period, unless County or City provides written notice **to the County with a copy to the HUD Field Office by the date specified in the urban county qualification schedule** electing not to participate in the new qualification period..."

- II. Section 3a (County's Responsibilities as Applicant), Paragraph 1 is hereby added amended as follows:

Adds the following emboldened, italicized phrase:

"County, as applicant, has ultimate responsibility for executing the housing and community development programs on behalf of the Urban County, following its Consolidated Plan, which provides for an analysis of housing and non-housing community development needs of the geographic area, and meeting the requirements of other applicable laws, including but not limited to the National Environmental Policy Act, the Uniform Relocation Act, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, **and the implementing regulations at 24 CFR Part 8, Title II of the Americans with Disabilities Act of 1990.**"

- III. Section 3a (County's Responsibilities as Applicant), Paragraph 4 is hereby added amended as follows:

Adds the following emboldened, italicized phrase:

"Therefore, County requires City, and City agrees to cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities, strictly adhere to the Consolidated Plan as approved and to all assurances and certifications provided to HUD, including taking all actions necessary to comply with the Urban County's certifications under Section 104(b) of Title I of the Act, Title VI of the Civil Rights Act of 1964, **implementing regulations at 24 CFR Part 1**, the Fair Housing Act, **and implementing regulations at 24 CFR Part 100 and will** affirmatively further fair housing. All parties to the Cooperation Agreement must comply with 24 CFR § 91.225(a) **and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152, available at <https://www.federalregister.gov/documents/2021/06/10/2021-12114/restoring-affirmatively-furthering-fair-housing-definitions-and-certifications>** and to comply with section 109 of Title I of the Housing and Community Development Act of 1974, **and the implementing regulations at 24 CFR Part 6**, which incorporates Section 504 of the Rehabilitation Act of 1973 and **the implementing regulations at 24 CFR Part 35**, the Age Discrimination Act of 1975. County requires City, and City agrees to comply with all other applicable laws."

IV. Section 8a (County's Responsibility to City) is hereby added amended as follows:

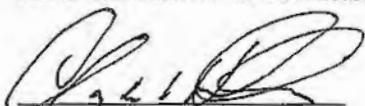
Adds the following emboldened, italicized phrase:

"County shall, in preparing Consolidated Plans, Annual Action Plans, and any relevant future plans ("plan") under the Act, solicit to the extent allowed by the Act and all lawful HUD regulations, City's participation in the development of such future plans which refer to City's activities under the Act. ***County will sign the assurances and certificates in the HUD 424-B.***"

Other changes: None

This change is effective as of: July 1, 2024

ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT REMAIN UNCHANGED.



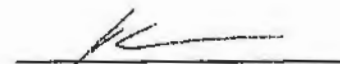
Signature
(City Manager)

6/9/23

Date

Clayton Holstine

Name (please print)



Requestor Signature
County of San Mateo

5/3/23

Date

KAREN COPPOCK

Requestor Name (please print)
County of San Mateo

HCD SUPERVISOR

Requestor Title (please print)

I hereby certify that the requested changes are required per the United States Department of Housing and Urban Development.



Department Head Signature
Director of Housing
County of San Mateo

7/12/23

Date

Raymond Hodges

Department Head

RESOLUTION No. 2017-46

CITY COUNCIL, CITY OF BRISBANE, STATE OF CALIFORNIA

RESOLUTION AUTHORIZING EXECUTION OF COOPERATION AGREEMENTS WITH SAN MATEO COUNTY FOR PARTICIPATION ON THE COUNTY'S HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS

WHEREAS, staff recommends authorizing a Cooperative agreement with San Mateo County to secure and award federal funds through the process of Community Development Block Grants (CDBG), Emergency Solutions Grant (ESG) to eligible public entities; and

WHEREAS, public entities that do not otherwise come within the definition of an eligible public agency may cooperate and participate with an eligible public entity such as an urban county; and

WHEREAS, the County of San Mateo has heretofore qualified as an urban county under the Act, the County again solicits the cooperation and co-participation of public entities such as City in its application for federal assistance under the Act for the Federal Fiscal Years 2018, 2019 and 2020 and subsequent three-year periods thereafter; and

WHEREAS, a Cooperation Agreement by and between City and County establishes the formal relationship to cooperate and co-participate and is specifically authorized under the provisions of Government Code Section 6502 and 26227; and

WHEREAS, City has previously, by an official act of pronouncement expressed its intent and desire to cooperate and participate with County in its plan application and to engage in housing and community development activities within its incorporated limits thereunder; and

WHEREAS, City understands that in becoming part of the Urban County, City automatically participates in the HOME and ESG Programs, which provide eligible local jurisdictions with federal funds for affordable housing activities; and

NOW THEREFORE, BE IT RESOLVED BY THE City Council of the City of Brisbane that the City Council hereby authorizes a Cooperation Agreement with San Mateo County to award Community Development Block Grants (CDBG), Emergency Solutions Grant (ESG) to eligible public entities; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute documents necessary to effectuate the Cooperation Agreement with San Mateo County.



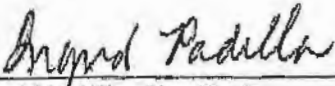
Lori S. Liu, Mayor

I hereby certify that the foregoing Resolution No. 2017-46 was duly and regularly adopted at the meeting of the Brisbane City Council on September 7, 2017 by the following vote:

AYES: Councilmembers Conway, Davis, Lentz, O'Connell and Mayor Liu

NOES: None

ABSENT: None



Ingrid Padilla, City Clerk

COOPERATION AGREEMENT

This Cooperation Agreement (the "Agreement"), entered into this 8th day of September 2017, between the COUNTY OF SAN MATEO, a political subdivision of the State of California ("County"), and the CITY OF BRISBANE, a duly incorporated City within the County of San Mateo ("City").

WITNESSETH

WHEREAS, the Housing and Community Development Act of 1974, as amended (the "Act"), provides for the distribution of federal funds through the Community Development Block Grant ("CDBG") program to eligible public entities; and

WHEREAS, those public entities which are eligible to receive said federal funds are cities with a population more than 50,000, "hold harmless" public entities, and urban counties; and

WHEREAS, public entities that do not otherwise come within the definition of an eligible public entity may cooperate and participate with an eligible public entity such as an Urban County; and

WHEREAS, since County has heretofore qualified as an "Urban County" under the Act, County again solicits the cooperation and co-participation of public entities such as City in its application for federal assistance under the Act for the Federal Fiscal Years of 2018, 2019 and 2020 and subsequent three-year periods thereafter; and

WHEREAS, City, having a population of less than 50,000, desires to cooperate and co-participate with County in this venture; and

WHEREAS, this Agreement by and between City and County establishes the formal relationship to cooperate and co-participate and is specifically authorized under the provisions of California Government Code sections 6502 and 26227; and

WHEREAS, County has received a communication from the United States Department of Housing and Urban Development ("HUD"), regarding additional language which must be included in this Agreement; and

WHEREAS, the Agreement with this additional language must be executed by the parties and submitted to HUD by September 21, 2017; and

WHEREAS, City has previously, by an official act of pronouncement, expressed its intent and desire to jointly participate in the housing and community development programs of the Urban County and to submit a joint application to establish or re-establish the Urban County for the fiscal years 2018, 2019 and 2020 and subsequent three-year periods thereafter, as designated under Government Code Sections 6502 and 26227 as required by the U.S. Department of Housing and Urban Development; and

WHEREAS, City understands that in becoming part of the Urban County, City automatically participates in the HOME Investment Partnership (“HOME”) Program and the Emergency Solutions Grant (“ESG”) Program, which provide eligible local jurisdictions with federal funds for housing and community development activities; and

WHEREAS, City now desires to enter into this Agreement with County so that it may qualify, under applicable provisions of the Act and HUD regulations, as co-participant with County in eligible activities under the Act.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING, the parties hereto agree as follows:

1. Purpose:

County and City agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing; economic development, neighborhood facilities, housing rehabilitation, and other appropriate housing assistance to primarily benefit lower and moderate income people. This Agreement includes participation in the CDBG, HOME and ESG Programs.

2. Term:

The term of this Agreement shall be for the Federal Fiscal Years of 2018, 2019 and 2020, after which the term shall be automatically renewed unless action is taken by the City to terminate this Agreement. As provided by HUD rules and regulations, this Agreement shall automatically be renewed for participation in successive three-year qualification periods, unless County or City provides written notice electing not to participate in a new qualification period, provided however, that this Agreement shall remain in effect until CDBG, HOME and ESG funds and income received with respect to the three-year qualification period are expended and the funded activities are completed. County and City cannot terminate or withdraw from this Agreement while the Agreement remains in effect.

By the date specified in HUD’s Urban County Qualification Notice CPD – 17-03, and for a subsequent qualification period of three years, County will notify City in writing of its right not to participate. Should there be changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for a subsequent three-year Urban County qualification period, amendment(s) to this Agreement shall be executed between County and City and then submitted to HUD. Failure to do so will void the automatic renewal of such qualification period.

3. County’s Responsibilities as Applicant:

Revised 08.23.17

- a. County, as applicant, has ultimate responsibility for executing the housing and community development programs on behalf of the Urban County, following its Consolidated Plan, which provides for an analysis of housing and non-housing community development needs of the geographic area, and meeting the requirements of other applicable laws, including but not limited to the National Environmental Policy Act, the Uniform Relocation Act, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, and the Americans with Disabilities Act of 1990.

County is the lead agent for carrying out the Urban County CDBG Program and the ESG Program. The Urban County, as a CDBG entitlement jurisdiction, is qualified to receive its own allocation of federal HOME funds. However, to increase HOME funding access to County overall, County has formed the San Mateo County HOME Consortium, of which the Urban County is a member.

County is also the lead agent for the HOME Consortium. The HOME Consortium is technically responsible for preparing and submitting to HUD the Consolidated Plan, which covers the geographic area of the Consortium. The Urban County is responsible for submitting its own non-housing community development plan, an Action Plan, and required certifications as part of the Consortium's Consolidated Plan. As lead agent for the Urban County and the HOME Consortium, County is responsible for coordinating all activities necessary to prepare and submit a five-year Consolidated Plan on behalf of the Urban County, including providing assurances or certifications to HUD.

Therefore, County requires City, and City agrees to cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities, strictly adhere to the Consolidated Plan as approved and to all assurances and certifications provided to HUD, including taking all actions necessary to comply with the Urban County's certifications under Section 104(b) of Title I of the Act, Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively further fair housing. All parties to the Cooperation Agreement must comply with 24 CFR § 91.225(a) and to comply with section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. County requires City, and City agrees to comply with all other applicable laws.

This Agreement shall also prohibit the Urban County from funding activities in or in support of, any cooperating unit of general local government that does not affirmatively further fair housing within its own jurisdiction or that impedes County's actions to comply with its own fair housing certification. This provision is required because noncompliance by a unit of general local government included in an urban county may constitute noncompliance by the grantee (i.e. the Urban County) that may, in turn, provide cause for funding sanctions or other remedial actions by HUD.

County shall not provide CDBG, HOME or ESG funds for activities in, or in support of City that does not affirmatively further fair housing within its own jurisdiction or for activities that impede County's actions to comply with its fair housing certification. In addition, County and City are responsible for taking all required actions to comply with

the provisions of the National Environmental Policy Act of 1969.

- b. Further, pursuant to 24 CFR § 570.501(b), County, as applicant, has the responsibility for ensuring that CDBG, HOME and ESG funds are used in accordance with all program requirements, determining the adequacy of performance under agreements and procurement contracts, and taking appropriate action when performance problems arise. Therefore, before disbursing any CDBG, HOME or ESG funds to City or projects in City, County will require City, and City agrees to enter into a written agreement for each individual project.
- c. City may not sell, trade, or otherwise transfer all or any portion of CDBG funds to another such metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds on exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended. This requirement applies to the qualification and requalification of an Urban County and is contained in the Transportation, Housing and Urban Development, and Related Agencies Appropriation Act, 2014 Pub. L. 113-76.

4. City Subject to Same Requirements as Subrecipients:

Pursuant to 24 CFR § 570.501(b), City is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement set forth in 24 CFR § 570.503. As applicant, County has the responsibility for ensuring that CDBG, HOME and ESG funds are used in accordance with all program requirements, determining the adequacy of performance under agreements and procurement contracts, and taking appropriate action when performance problems arise. Therefore, before disbursing any CDBG, HOME or ESG funds to City or projects in City, County will require City, and City agrees to enter into a written agreement for each individual project.

5. City's Adoption and Enforcement of Policies:

- a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
- b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

6. City Eligibility for CDBG, HOME and ESG Funding.

By executing this Agreement, the City understands that it

- a. May not apply for grants from appropriations under the Small Cities or State CDBG Programs for fiscal years during the period in which it participates in the Urban County's CDBG Program;
- b. May participate in HOME Program only through the Urban County. Thus, even if the Urban County does not receive a HOME formula allocation, City cannot form a HOME

Consortium with other local governments; and

- c. May receive a formula allocation under the ESG Program only through the Urban County, although this does not preclude the urban county or a unit of government participating with the urban county from applying to the State for ESG funds, if the State allows.

7. Affirmative Action:

Under County's ultimate supervision and responsibility, City covenants and agrees that it will abide by and enforce all applicable affirmative action requirements including, but not limited to Executive Order No. 11246, the Equal Employment Opportunities Act, the San Mateo County Affirmative Action Plan and local affirmative action plans.

8. County's Responsibility to City:

In addition to the foregoing obligations:

- a. County shall, in preparing Consolidated Plans, Annual Action Plans, and any relevant future plans ("plan") under the Act, solicit to the extent allowed by the Act and all lawful HUD regulations, City's participation in the development of such future plans which refer to City's activities under the Act.
- b. In accordance with instructions from HUD, County agrees to permit City to carry out the essential community development and housing assistance activities provided for in the application and in future Consolidated and/or Annual Action Plans.
- c. County agrees to distribute funding it receives from its current Annual Action Plan and in future Consolidated and/or Annual Action Plans, in accordance with the terms and provisions therein contained, or in accordance with such terms and conditions as required by the Act or HUD.

9. City's Responsibilities to County.

In addition to the foregoing obligations:

- a. City agrees to expend any funds received by virtue of any of the Urban County's plans only in accordance with the terms and conditions stated therein, or as amended by HUD.
- b. City agrees to cooperate with the Urban County, as it has heretofore, with the development of current and future Consolidated Plans for the Urban County in which housing and community development activities are funded by CDBG, HOME and/or ESG to be continued or undertaken by City within its boundaries are included.

10. Program Income.

- a. City must inform County of any income generated by the expenditure of CDBG, HOME or ESG funds received by City.
- b. Any such program income must be paid to County, or City may retain the program income subject to requirements set forth in this Agreement.

- c. Any program income City is authorized to retain may only be used for eligible activities in accordance with all CDBG, HOME or ESG requirements as may then apply.
- d. County has the responsibility for monitoring and reporting to HUD on the use of any such program income, and County shall require appropriate recordkeeping and reporting by City as may be needed for this purpose.
- e. In the event of close-out or change in status of City, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to County.

11. Acquisition, Change in Use, and Disposition of Real Property Acquired or Improved with CDBG Funds:

If at any time after CDBG funds are allocated, in whole or in part, for the acquisition or improvement of real property, which is within the control of City, and if there is a change in the proposed use of said property, including disposition, City shall notify County of the proposed change. City shall reimburse County in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds) of property acquired or improved with CDBG funds that is sold or transferred for a use which does not qualify under the CDBG regulations at any time prior to or subsequent to the close-out, change of status or termination of this Agreement between County and City.

12. Headings:

The headings in this document are merely for the convenience of the parties, and do not form a material part of this document. Headings shall not be considered in the construction of this document.

13. Minor Amendments to the Agreement.

Notwithstanding paragraph 2 above, should it become necessary to change the language of this Agreement to meet HUD approval, without making major changes and without altering the intent of the Agreement, such changes may be made administratively by City Manager of City.

All remaining provisions of said Agreement shall remain in full force and effect for the term provided herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

COUNTY OF SAN MATEO

By Don Horsley
President, Board of Supervisors

ATTEST: J. Matthei
Clerk of Said Board

CITY OF BRISBANE

By Clayton Holstine
Clayton Holstine, Chief Executive Officer

ATTEST: Ingrid Padilla
Ingrid Padilla, City of Brisbane City Clerk

Certificate of Delivery
(Government Code Section 25103)

I certify that a copy of the original document filed in the Office of the Clerk of the Board of Supervisors of San Mateo County has been delivered to the President of the Board of Supervisors.

[Signature]
By
Clerk of the Board of Supervisors

Revised 08.23.17

County of San Mateo Cooperative Agreement Amendment

Cooperation Agreement dated September 20, 2017
Cooperation Agreement Amendment #1 dated July 2023

Amendment Number: 2 (Second)

Agreement between the COUNTY OF SAN MATEO and the CITY OF BRISBANE

THE AGREEMENT IS CHANGED AS FOLLOWS

- I. Witnesseth Section is hereby added amended as follows:

Adds the following emboldened, italicized phrase:

WHEREAS, the County of San Mateo has heretofore qualified as an urban county under the Act, the County again solicits the cooperation and co-participation of public entities such as the City in its application for federal assistance under the Act for ***Federal Fiscal Years 2027, 2028 and 2029 and one subsequent three-year period thereafter***; and

- II. Witnesseth Section is hereby added amended as follows:

Adds the following as a new Whereas provision:

WHEREAS, the City Executive of the City is authorized to execute this Amendment on the City's behalf, and the County Executive is authorized to execute this Amendment on the County's behalf.

- III. Section 1 (Purpose) is hereby added amended as follows:

Replaces the first sentence with the following emboldened, italicized phrase:

"The County and City agree to cooperate to undertake, or assist in undertaking, essential community development and housing assistance activities in and for the benefit of the City, as approved or authorized between the parties in the CDBG Agreements, including the Consolidated Plan. This Agreement includes..."

- IV. Section 2 (Term), 1 is hereby added amended as follows:

Amends and restates the first paragraph in its entirety as follows:

"This Agreement shall remain in effect for the three-year program period of Federal Fiscal Years 2027, 2028 and 2029, and until funds granted and program income received during the three-year program period are expended and the funded activities completed. Neither the County nor the Municipality may terminate, withdraw, or be removed from the program during the three-year program period. The Agreement will renew automatically for participation in one successive three-year Urban County qualification period (Federal Fiscal Years 2030, 2031, and 2032), unless the Municipality or the County provide written notice to the other party that it elects not to participate in a new qualification period. The terminating party shall send a copy of the notice of termination to the HUD field office by the date specified on the HUD Exchange Urban Counties website. The County will notify the Municipality in writing of the Municipality's right to make this election. A copy of the County's notification must be sent to the HUD field office by the date specified on the HUD Exchange Urban Counties website."

V. Section 3 (County’s Responsibilities as Applicant) is hereby added amended as follows:

Amends and restates Paragraphs 4 and 5 of Subsection a. in their entirety as follows:

“Therefore, the County and City agree to cooperate to undertake, or assist in undertaking, essential community development and housing assistance activities in and for the benefit of the City, as approved or authorized between the parties in the CDBG Agreements, including the Consolidated Plan. The County and City will also strictly adhere to the Consolidated Plan as approved and to all assurances and certifications provided to HUD, including taking all actions necessary to comply with the Urban County’s certifications under Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, that the grant will be conducted and administered in conformity with:

- Title VI of the Civil Rights Act of 1964, implementing regulations at 24 CFR Part 1; and
- the Fair Housing Act, and implementing regulations at 24 CFR Part 100 and will comply with the obligation to affirmatively further fair housing; and
- Section 109 of Title I of the Housing and Community Development Act of 1974, and the implementing regulations at 24 CFR Part 6, which incorporates: Section 504 of the Rehabilitation Act of 1973, and the
- implementing regulations at 24 CFR Part 8; and
- Title II of the Americans with Disabilities Act of 1974, and the implementing regulations at 28 CFR Part 35; and
- the Age Discrimination Act of 1975, and the implementing regulations at 24 CFR Part 146; and
- Section 3 of the Housing and Urban Development Act of 1968; and
- Uniform Relocation and Real Property Policies Act of 1970 and the implementing regulations at 49 CFR Part 24; and
- Section 104(d) of the Housing and Community Development Act of 1974 and the implementing regulations at 24 CFR Part 42; and
- all other applicable laws and regulations.

The Parties acknowledge that the Urban County is a plaintiff in King County et al. v. Turner et al., 2:25-cv-00814-BJR (W.D. Wash.) and through this litigation has obtained a Preliminary Injunction against HUD. To the extent that this Agreement purports to impose terms or conditions that are enjoined pursuant to that Preliminary Injunction, the Urban County is not bound to those enjoined terms or conditions.

The Parties agree that Urban County funding in no event will be used for activities in, or in support of, any cooperating unit of general local government that impedes the County’s actions to comply with the County’s fair housing certification and duty to affirmatively further fair housing. This provision is required because noncompliance by a unit of general local government included in an urban county may constitute noncompliance by the grantee (i.e. the Urban County) that can, in turn, provide cause for funding sanctions or other remedial actions by the Department.”

VI. Section 3 (County’s Responsibilities as Applicant), is hereby added amended as follows:

Amends and restates Subsection c. in its entirety as follows:

“Parties to this Agreement understand and agree that they may not sell, trade, or otherwise transfer all or any portion of CDBG funds to a Metropolitan City, Urban County, unit of general local government, or insular area that directly or indirectly receives CDBG funds in exchange for any funds, credits, or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.”

VII. Section 5 is hereby added amended as follows:

Adds the following italicized and underlined language:

The City and County has each adopted and is enforcing:

- a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations;
- b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

VIII. Section 8 (County’s Responsibility to City), is hereby added amended as follows:

Adds the following new Subsection d.:

“d. The Urban County agrees that the CDBG funds that the Municipality is entitled to will be utilized to benefit the Municipality.”

IX. Section 10 (Program Income) is hereby added amended as follows:

Amends and restates Subsection e. in its entirety as follows:

“e. The County and Municipality shall not terminate or withdraw from the Agreement while it remains in effect. The County may transfer the program income to the Metropolitan City, upon its termination of Urban County participation, provided that the Municipality begins participating as an independent CDBG Entitlement grantee and agrees to use the program income in its own CDBG Entitlement program.”

X. Section 13 (Minor Amendments to the Agreement) is hereby added amended as follows

Amends and restates Section 13 in its entirety as follows:

13. Amendments to the Agreement.

“The Parties agree to adopt amendment(s) to this Agreement as may be required by HUD to meet any new Urban County Qualification requirement(s), when applicable. Failure by either Party to adopt any such amendment, and to submit such amendment to HUD, will void the Agreement for such qualification period.”

Other changes: None

I hereby certify that the requested changes are required per the United States Department of Housing and Urban Development.



Requestor Signature
 County of San Mateo

June 4, 2026

Date

Karen Coppock

Requestor Name (please print)
 County of San Mateo

HCD Supervisor

Requestor Title (please print)

This change is effective as of: July 1, 2027

ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT REMAIN UNCHANGED.

In witness of and in agreement with this Amendment's terms, the Parties, by their duly authorized representatives, affix their respective signatures:

For City:

_____ Signature (City Manager)	_____ Date	_____ Name (please print)
--	----------------------	-------------------------------------

For County:

_____ Signature (County Executive)	_____ Date	_____ Name (please print)
--	----------------------	-------------------------------------



City Council Staff Report

Meeting Date: June 18, 2026

From: Carolina Yuen, Finance Director

Subject: Consider Adoption and Acceptance of the Master Fee Study and Adoption of Resolution Amending the Master Fee Schedule to Update and Adopt New Fees and Charges for Services Rendered by Various City Departments pursuant to Section 3.32.040 of the Brisbane Municipal Code

Recommendation

Staff recommend the City Council adopt the Master Fee Study and adopt a Resolution amending the Master Fee Schedule.

Background

During the review of the Budget for Fiscal Year 2024-25, Council directed staff to conduct a Master Fee Study to review the existing Master Fee Schedule and determine subsidy ratios, service costs, market trends, compliance and whether the City is optimizing the methods available to assess service fees. Given at the time, budgeted operating expenses exceeded the City's budgeted revenues, the City wanted to review its revenue streams to explore additional opportunities for growth or restructuring. The last study was conducted in 2002.

Discussion

Under the California Constitution, Proposition 218, and the California Code of Regulations, user fees may not exceed the estimated reasonable cost of providing the service for which they are levied, unless placed on the ballot as a measure and approved by a two-thirds vote of the electorate. This is to ensure that fees are fair, transparent, and directly connected to the actual cost of the service being provided.

Staff engaged Matrix Consulting Group ("Matrix") to conduct a Comprehensive User Fee Study ("Study"). The general purpose of the Study was to document the costs associated with fee-based city services. The Study would also identify services currently provided for, propose new fees, and compare the City's fees to neighboring jurisdictions' fees. The basic steps of the study and project included:

1. Review existing fees and services
2. Establish time estimates and service level assumptions
3. Calculate the fully burdened hourly rates
4. Conduct jurisdictional comparison
5. Develop fee recommendations and Master Fee Schedule

After several meetings with staff and analysis of the data, Matrix completed the Study and assisted City Staff with the preparation of the proposed Master Fee Schedule to present to City Council and stakeholders. The Study made many recommendations; some of those recommendations are:

- Increase certain fees to reflect the full cost of providing the service.
- Not implementing the full cost recovery for certain fees primarily due to competitive pricing of neighboring jurisdictions.
- Increase some Parks and Recreation and Marina fees to reflect market value.
- Reorganize the Master Fee Schedule for clarity and ease of reference.
- There were several fees that were higher than service cost or higher than regulation and needed to be reduced.
- Continue using the Consumer Price Index for the San Francisco Bay Area (“CPI”) for annual adjustment determinations.

On May 21, 2026, Staff brought the Master Fee Study results to Council for a general review of the Study and the proposed Master Fee Schedule. No action was taken, but staff was directed to proceed with a public hearing.

A public hearing is required to adopt new or adjusted fees. Staff requests the Council accept and adopt the Master Fee Study and adopt the resolution amending the Master Fee Schedule to implement fees as proposed.

Fiscal Impact

There is no fiscal impact associated with accepting and adopting this Master Fee Study and Resolution amending the Master Fee Schedule.

Attachments

1. FY26 Brisbane Master Fee Study Report 120925
2. Resolution Adopting the Master Fee Study and Master Fee Schedule
3. Exhibit A Brisbane Master Fee Schedule

City Manager Approval



Jeremy Dennis, City Manager



COMPREHENSIVE USER FEE STUDY REPORT

DECEMBER 2025

BRISBANE, CA

MATRIX
CONSULTING GROUP

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INTRODUCTION AND EXECUTIVE SUMMARY

The report, which follows, presents the results of the Comprehensive User Fee study conducted by Matrix Consulting Group for the City of Brisbane, California.

PROJECT BACKGROUND AND OVERVIEW

The City of Brisbane has not conducted a formal fee analysis since 2002, which is approximately 13 years ago. The purpose of this study is to evaluate and determine the full cost (direct and indirect) of providing a variety of city services. The Matrix Consulting Group analyzed the cost-of-service relationships that exist between fees for service activities in the following areas: Building, Finance, Fire, Marina, Parks and Recreation, Planning, Police, and Public Works. The results of this study provide a tool for understanding current service levels and the cost for those services.

GENERAL PROJECT APPROACH AND METHODOLOGY

The methodology employed by Matrix Consulting Group is a widely accepted “bottom up” approach to cost analysis, where time spent per unit of fee activity is determined for each position within a Department or Program. Once time spent for a fee activity is determined, all applicable City costs are then considered in the calculation of the “full” cost of providing each service. The following table provides an overview of types of costs applied in establishing the “full” cost of services provided by the City:

TABLE 1: OVERVIEW OF COST COMPONENTS

<i>Cost Component</i>	<i>Description</i>
<i>Direct</i>	Fiscal Year 2025-26 Budgeted salaries, benefits, and allowable expenditures.
<i>Indirect</i>	Division, departmental, clerical, and Citywide support.

Together, the cost components in the table above comprise the calculation of the total “full” cost of providing a service, regardless of whether a fee for that service is charged. The work accomplished by Matrix Consulting Group in the analysis of the proposed fees for service involved the following steps:

- **Department / Program Staff Interviews:** The project team interviewed department/program staff regarding their needs for clarification to the structure of existing fee items or for addition of new fee items.
- **Data Collection:** Data was collected for each permit/service, including time estimates. In addition, all budgeted costs and staffing levels for Fiscal Year 2025-26 were entered into Matrix Consulting Group’s analytical software model.
- **Cost Analysis:** The full cost of providing each service included in the analysis was established.

- **Review and Approval of Results with City Staff:** Department management has reviewed and approved these documented results.

A more detailed description of user fee methodology and legal and policy considerations are provided in subsequent chapters of this report.

SUMMARY OF RESULTS

When comparing fee-related revenue with the calculated total annual cost, the City is under-recovering its development fee-related costs by approximately \$292,000 or recovering 70% of its costs. The following table shows the revenue collected, the total annual cost, the resulting difference, and the resulting cost recovery percentage by major fee-related division.

TABLE 2: ANNUAL COST RECOVERY ANALYSIS

Division	Fee-Related Revenue	Fee-Related Cost	Difference	Cost Recovery %
Building	\$667,669	\$876,014	(\$208,346)	76%
Planning	\$25,119	\$108,295	(\$83,176)	23%
Total	\$692,788	\$984,309	(\$291,522)	70%

The most significant deficit is in relation to the Building Permit Fees, specifically permit and plan check fees for alterations and repairs. Right-sizing these fees will help the City ensure that it is appropriately capturing its costs.

For all other departments, detailed information was not available to provide the annual cost recovery impacts.

The differences highlight the disparity between current fees charged and the actual cost of providing services. As such, the City should closely evaluate and modify fees where appropriate to help bridge the cost-recovery gap.

The detailed documentation of this study will show an over-collection for some fees (on a per-unit basis) and an undercharge for most others. The results of this analysis will provide the Department and the City with guidance on how to right-size their fees to ensure that each service unit is set at an amount that does not exceed the full cost of providing that service. The display of the cost recovery figures shown in this report are meant to provide a basis for policy development discussions among City Councilmembers and City staff and do not represent a recommendation for where or how the City Council should act. The setting of the “rate” or “price” for services, whether at full cost recovery or lower, is a policy decision to be made only by the City Council with input from City staff and the community.

CONSIDERATIONS FOR COST RECOVERY POLICY AND UPDATES

The Matrix Consulting Group recommends that the City use the information contained in this report to discuss, adopt, and implement a formal Cost Recovery Policy, including a mechanism for the annual update of fees for service.

ADOPT A FORMAL COST RECOVERY POLICY

The Government Finance Officers Association's (GFOA) best practices for *Establishing Government Charges and Fees* states that governmental entities should adopt formal policies regarding charges and fees which include the jurisdiction's intention to recover the full cost or partial costs of providing services, sets forth circumstances under which the jurisdiction might set a charge for fee at less than or more than 100% of full cost, and outlines the considerations that might influence the jurisdiction's pricing decision.

The Matrix Consulting Group strongly recommends that the Council adopt a formalized, individual cost recovery policy for each service area included in this Study. Whenever a cost recovery policy is established at less than 100% of the full cost of providing services, a known gap in funding is recognized and may then potentially be recovered through other revenue sources. The Matrix Consulting Group considers a formalized cost recovery policy for various fees for service an industry Best Management Practice.

ADOPT AN ANNUAL FEE UPDATE / INCREASE MECHANISM

GFOA best practices for *Establishing Government Charges and Fees* states that governmental entities should review, and update charges and fees periodically based on factors such as the impact of inflation, other cost increases, adequacy of cost recovery, use of services, and the competitiveness of current rates to avoid large infrequent fee increases.

The purpose of a comprehensive update is to completely revisit the analytical structure, service level estimates and assumptions, and to account for any major shifts in cost components or organizational structures that have occurred since the City's previous analysis. It's recommended the City establish a practice of conducting comprehensive analyses every five to seven years as this practice captures any changes to organizational structure, processes, as well as any new service areas.

In between comprehensive updates, the City should continue to utilize published industry economic factors such as Consumer Price Index (CPI) or other regional factors to update the cost calculations established in the Study on an annual basis.

LEGAL FRAMEWORK

This section of the report is intended to provide an overview of the legal rules and regulations that govern what is considered a fee for service, how those fees can be calculated, general principles, philosophies, and general policy considerations for setting fees for service.

LEGAL FRAMEWORK

A “user fee” is a charge for a service provided by a governmental agency to a public citizen or group. California has several Government Codes and Propositions that regulate fees for service, with the purpose of ensuring that fees are reasonable and justified. The most prominent and relevant of these include:

- **Proposition 26:** Passed in 2010, specifically outlined the difference between a fee and a tax and dictates that fees must be directly related to a service and cannot exceed the reasonable cost of that service.
- **Government Code § 50076:** clarifies that fees for service costs are not special taxes and do not need voter approval.
- **Government Code § 65104:** gives local governments the authority to charge planning and zoning fees to recover processing costs.

When determining fees for service, it is important to ensure there is a **direct benefit** – the service is provided directly to the payer, and that it is **cost-based**, and does not exceed the reasonable cost of providing the service.

EXCEPTIONS TO THE RULE

While Proposition 26 defines what constitutes a user fee, and how those fees can be determined, it also provides a key exception for fees charged for facility or property rentals. This exception outlines that fees for use of government property (e.g., renting public buildings, parks, or event spaces) are voluntary transactions. Therefore, governments can charge **market-based** rental fees for these services.

GENERAL PRINCIPLES AND PHILOSOPHIES REGARDING USER FEES

Local governments are providers of many types of general services to their communities. While all services provided by local government are beneficial to constituents, some services can be classified as globally beneficial to all citizens, while others provide more of a direct benefit to a specific group or individual. The following table provides examples of services provided by local government within a continuum of the degree of community benefit received:

TABLE 3: SERVICES IN RELATION TO BENEFIT RECEIVED

"Global" Community Benefit	"Global" Benefit and an Individual or Group Benefit	Individual or Group Benefit
<ul style="list-style-type: none"> •Police •Park Maintenance •Fire Suppression 	<ul style="list-style-type: none"> •Recreation / Community Services •Fire Prevention 	<ul style="list-style-type: none"> •Building Permits •Planning and Zoning Approval •Engineering Development Review

Funding for local government is obtained from myriad revenue sources such as taxes, fines, grants, special charges, user fees, etc. In recent years, alternative tax revenues, which typically offset subsidies for services provided to the community, have become increasingly limited. These limitations have caused increased attention on user fee activities as a revenue source that can offset costs otherwise subsidized (usually) by the general fund. In Table 3, services in the "global community benefit" section tend to be funded primarily through voter-approved tax revenues. In the middle of the table, one typically finds a mixture of taxes, user fees, and other funding sources. Finally, in the "individual/group benefit" section of the table are the services provided by local government that are typically funded almost entirely by user fee revenue.

The following are two central concepts regarding the establishment of user fees:

- ❖ **Fees should be assessed according to the degree of individual or private benefit gained from services.** For example, the processing and approval of a land use or building permit will generally result in monetary gain to the applicant, whereas Police services and Fire Suppression are examples of services that are essential to the safety of the community at large.
- ❖ **A profit-making objective should not be included in the assessment of user fees.** In fact, California laws require that the charges for service be in direct proportion to the costs associated with providing those services. Once a charge for service is assessed at a level higher than the actual cost of providing a service, the term "user fee" no longer applies. The charge then becomes a tax subject to voter approval.

Therefore, it is commonly accepted that user fees are established at a level that will recover up to, and not more than, the cost of providing a particular service.

GENERAL POLICY CONSIDERATIONS REGARDING USER FEES

Undoubtedly, there are programs, circumstances, and services that justify a subsidy from a tax-based or alternative revenue source. However, it is essential that jurisdictions prioritize the use of revenue sources for the provision of services based on the continuum of benefit received.

Within the services that are typically funded by user fees, the Matrix Consulting Group recognizes several reasons why City staff or City Council may not advocate the full cost recovery of services. The following factors are key policy considerations in setting fees at less than 100 percent of cost recovery:

- **Limitations posed by an external agency.** The State or an outside agency will occasionally set a maximum, minimum, or limit on the jurisdiction's ability to charge a fee. Examples include time spent copying and retrieving public documents and/or transportation permits.
- **Encouragement of desired behaviors.** Keeping fees for certain services below full cost recovery may provide better compliance from the community. For example, if the cost of a permit for changing a water heater in a residential home is higher than the cost of the water heater itself, many citizens will avoid pulling the permit.
- **Benefit received by user of the service and the community at large is mutual.** Many services that directly benefit a group or individual equally benefit the community. Examples include Planning Design Review, historical dedications, and certain types of special events.

The Matrix Consulting Group recognizes the need for policies that intentionally subsidize certain activities. The primary goals of a User Fee Study are to provide a fair and equitable basis for determining the costs of providing services and ensure that the City complies with State law.

SUMMARY OF LEGAL RESTRICTIONS AND POLICY CONSIDERATIONS

Once the full cost of providing services is known, the next step is to determine the "rate" or "price" for services at a level which is up to, and not more than, the full cost amount. The City Council is responsible for this decision, which often becomes a question of balancing service levels and funding sources. The placement of a service or activity within the continuum of benefit received may require extensive discussion and, at times, fall into a "grey area." However, with the resulting cost of services information from a User Fee Study, the City Council can be assured that the adopted fee for service is reasonable, fair, and legal. Overall, city staff has reviewed all fees for service in this analysis and where subsidies were identified, they recommended increases where appropriate to reduce the deficit; and where over-recoveries were identified, reduced the fee to comply with the law.

USER FEE STUDY METHODOLOGY

The Matrix Consulting Group utilizes a cost allocation methodology commonly known and accepted as the “bottom-up” approach to establishing User Fees. The term means that several cost components are calculated for each fee or service. These components then build upon each other to comprise the total cost for providing the service. The following chart describes the components of a full cost calculation:



The following subsections discuss the two components of the basis of the full cost.

TIME ESTIMATION

Utilization of time estimates is a reasonable and defensible approach, especially since experienced staff members who understand service levels and processes unique to the City developed these estimates. The project team worked closely with City staff in developing time estimates with the following criteria:

- Estimates are representative of **average times** for providing services. Extremely difficult or abnormally simple projects are not factored in the analysis.
- Estimates reflect the time associated with the **position or positions** that typically perform a service.
- Estimates are reviewed by the project team for “**reasonableness**” against their experience with other agencies.
- Estimates were not based on time in motion studies, as they are not practical for the scope of services and time frame for this project.
- Estimates match the current or proposed staffing levels to ensure there is no over-allocation of staff resources to fee and non-fee related activities.

The Matrix Consulting Group agrees that while the use of time estimates is not perfect, it is the best alternative available for setting a standard level of service on which to base a jurisdiction’s fees for service and meets the requirements of California law.

The alternative to time estimating is actual time tracking, often referred to billing on a “time and materials” basis. Except in the case of anomalous or very large and complex projects, Matrix Consulting Group believes this approach to not be cost effective or reasonable for the following reasons:

- Accuracy in time tracking is compromised by the additional administrative burden required to track, bill, and collect for services in this manner.
- Additional costs are associated with administrative staff's billing, refunding, and monitoring deposit accounts.
- Customers often prefer to know the fees for services in advance of applying for permits or participating in programs.
- Departments can better predict revenue streams and staff needs using standardized time estimates and anticipated permit volumes.

Situations arise where the size and complexity of a given project warrants time tracking and billing on a "time and materials" basis. The Matrix Consulting Group has recommended taking a deposit and charging Actual Costs for such fees as appropriate and itemized within the current fee schedule.

FULLY BURDENED HOURLY RATES

The fully burdened hourly rates calculated through this study include the following components:

- **Salaries:** FY25-26 Budgeted salaries were utilized and consolidated at the positional level.
- **Benefits:** FY25-26 Budgeted benefits were utilized and consolidated at the positional level.
- **Productive Hours:** Based on Brisbane's current personnel system rules, working or productive hours were calculated. This means taking the starting total working hours and reducing the hours by vacation, sick, holidays, trainings, and administrative leave based on each bargaining unit
- **Departmental / Divisional Overhead:** This captures any internal service charges or operating supply costs such as vehicles, supplies, etc. Additionally, this component includes the cost associated with support from Director, Administrative and Analytical staff that do not directly work on fees.
- **Citywide Overhead:** This captures support provided by the City Council, City Manager, City Clerk, City Attorney, Finance, and Human Resources. The costs are based on the City's internal Cost Allocation Plan.

Together these components result in the generation of fully burdened hourly rates by position / classification and/or department / division. These rates were multiplied against the time assumptions to calculate the full cost of services noted in this report.

RESULTS OVERVIEW

The motivation behind a cost of services (User Fee) analysis is for City Council and Departmental staff to maintain services at a level that is both accepted and effective for the community and to maintain control over the policy and management of these services.

It should be noted that the results presented in this report are not a precise measurement. In general, a cost-of-service analysis takes a “snapshot in time,” where a fiscal year of financial and operational information is utilized. Changes to the structure of fee names, along with the use of time estimates, allow only for a reasonable projection of subsidies and revenue. Consequently, City Council and Department staff should rely conservatively upon these estimates to gauge the impact of implementation going forward.

Discussion of results in the following chapters is intended as a summary of extensive and voluminous cost allocation documentation produced during the Study. Each chapter will include detailed cost calculation results for each fee including the following:

- **Modifications:** discussions regarding any proposed revisions to the current fee schedule, including elimination or addition of fees.
- **“Per Unit” Results:** comparison of the full cost of providing each unit of service to the current fee for each unit of service (where applicable).
- **Annualized Results:** utilizing volume of activity estimates, annual subsidies, and revenue impacts were projected where workload was available.

The full analytical results were provided to City staff under separate cover from this summary report.

BUILDING

The Building Division is part of the Community Development Department. The Building Division is responsible for conducting plan review and inspections in order to ensure that all construction in the city is in compliance with the California Building Code. The following subsections discuss fee schedule modifications, detailed per-unit results, and annual revenue impacts for the fee-related services provided by the Building Division.

FEE SCHEDULE MODIFICATIONS

In discussions with the Building Division, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating 'Property Address Service' and 'For the Installation of Each New Domestic Water or Sewer Service', as these services are no longer offered by City staff, covered under other fees, or are now offered by other departments within the City.
- **New Fees:** Staff proposed the addition of the following fees, to capture services already provided but not codified or new services being provided:
 - 'Minimum Plan Check Fee'
 - 'Fire Support'
 - Energy Storage System
 - 'Expedited Plan Review'
 - 'Permit Refund (fee)'
 - 'Revision Processing Fee'
 - 'Reinstatement Fee'
 - Installation, Alteration Relocation of Each Electrical Service
 - Standalone plumbing permits for waterline, water piping, water heaters, and gas piping.
 - Standalone mechanical permits for
- **Modified Fees:** The following bullet points represent various miscellaneous modifications that were made to the fee schedule:
 - 'Planning Support' was proposed to shift from a flat rate to a percentage of the building permit to better reflect the services offered.
 - 'Installation, Alteration, Relocation of Each Electrical Service' fees was proposed to remove the '600 Volts or Less' header and the 'Over 600 Volts' fees to better reflect the services offered.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by the Building Division.

DETAILED RESULTS

The Building Division collects fees for Building Permit Fees, New Structures and Additions, Misc Fees like Plan Check Fees and Reroofing, Solar, Inspections, Electrical Permits, Plumbing Permits, and Mechanical Permits. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 4: TOTAL COST PER UNIT RESULTS – BUILDING

Fee Name	Current Fee	Total Cost	Difference
Building permit fees - Alterations, repairs, and interior changes to existing structures & plumbing, electrical, or mechanical work			
\$800-\$2,000			
Base	\$35.00	\$87.73	(\$52.73)
Each Addl. \$100	\$3.83	\$23.60	(\$19.77)
\$2,001-\$25,000			
Base	\$81.00	\$263.18	(\$182.18)
Each Addl. \$1,000	\$16.30	\$26.19	(\$9.89)
\$25,001-\$50,000			
Base	\$456.00	\$741.46	(\$285.46)
Each Addl. \$1,000	\$12.35	\$38.31	(\$25.97)
\$50,001-\$100,000			
Base	\$777.00	\$1,052.71	(\$275.71)
Each Addl. \$1,000	\$8.00	\$26.88	(\$18.88)
\$100,001-\$500,000			
Base	\$1,000.00	\$1,675.22	(\$675.22)
Each Addl. \$1,000	\$6.12	\$12.25	(\$6.13)
\$500,001+			
Base	\$3,610.00	\$4,686.65	(\$1,076.65)
Each Addl. \$1,000	\$6.12	\$6.12	(\$0.00)
New Structures and Additions			
Assembly buildings, theaters, stadiums, reviewing stands, amusement park structures			
0 - 5,000 sq. ft.			
I & II	\$0.89	\$1.03	(\$0.14)
IIB to V	\$0.77	\$0.77	\$0.00
VB	\$0.71	\$0.73	(\$0.02)
5,001 - 10,000 sq. ft.			
I & II	\$0.71	\$0.85	(\$0.14)
IIB to V	\$0.62	\$0.70	(\$0.08)
VB	\$0.57	\$0.57	\$0.00
10,000+ sq. ft.			
I & II	\$0.57	\$0.83	(\$0.26)
IIB to V	\$0.49	\$0.65	(\$0.16)

Fee Name	Current Fee	Total Cost	Difference
VB	\$0.46	\$0.54	(\$0.08)
Warehouses, gas stations, storage garages, open garages, wholesale/retail stores, churches, office buildings, bars/restaurants, printing plants, police, fire stations, factories, workshops, storage, sales, paint stores, ice plants, power plants, pumping plants, cold storage, creameries			
0 - 5,000 sq. ft.			
I & II	\$0.89	\$1.14	(\$0.25)
IIB to V	\$0.77	\$0.80	(\$0.03)
VB	\$0.83	\$0.84	(\$0.01)
5,001 - 10,000 sq. ft.			
I & II	\$0.71	\$0.85	(\$0.14)
IIB to V	\$0.62	\$0.64	(\$0.02)
VB	\$0.67	\$0.75	(\$0.08)
10,000+ sq. ft.			
I & II	\$0.57	\$0.83	(\$0.26)
IIB to V	\$0.49	\$0.53	(\$0.04)
VB	\$0.53	\$0.65	(\$0.12)
Education buildings, day care (more than 6 children - less than 6 use "R")			
0 - 5,000 sq. ft.			
I & II	\$1.08	\$1.25	(\$0.17)
IIB to V	\$0.95	\$0.95	\$0.00
VB	\$0.87	\$0.91	(\$0.04)
5,001 - 10,000 sq. ft.			
I & II	\$1.00	\$1.15	(\$0.15)
IIB to V	\$0.88	\$0.92	(\$0.04)
VB	\$0.80	\$0.83	(\$0.03)
10,000+ sq. ft.			
I & II	\$0.69	\$0.83	(\$0.14)
IIB to V	\$0.61	\$0.66	(\$0.05)
VB	\$0.55	\$0.55	\$0.00
Includes hazardous materials storage, paint shops, box factories, repair garages			
0 - 5,000 sq. ft.			
I & II	\$1.08	\$1.25	(\$0.17)
IIB to V	\$0.95	\$0.95	\$0.00
VB	\$0.88	\$0.91	(\$0.03)
5,001 - 10,000 sq. ft.			
I & II	\$0.87	\$1.15	(\$0.28)
IIB to V	\$0.76	\$0.92	(\$0.16)
VB	\$0.70	\$0.83	(\$0.13)
10,000+ sq. ft.			
I & II	\$0.69	\$0.83	(\$0.14)
IIB to V	\$0.61	\$0.66	(\$0.05)
VB	\$0.56	\$0.57	(\$0.01)
Private garages/carports, patio covers, greenhouses, water tanks, storage sheds, corrals, barns, towers, fences over 6 feet high			
0 - 5,000 sq. ft.			

Fee Name	Current Fee	Total Cost	Difference
I & II	\$0.64	\$0.74	(\$0.10)
IIB to V	\$0.53	\$0.55	(\$0.02)
VB	\$0.42	\$0.42	\$0.00
5,001 - 10,000 sq. ft.			
I & II	\$0.51	\$0.59	(\$0.08)
IIB to V	\$0.42	\$0.49	(\$0.07)
VB	\$0.34	\$0.40	(\$0.06)
10,000+ sq. ft.			
I & II	\$0.41	\$0.51	(\$0.10)
IIB to V	\$0.34	\$0.41	(\$0.07)
VB	\$0.27	\$0.33	(\$0.06)
Hotels, apartment houses, dwellings, duplexes, lodging houses, motels			
0 - 5,000 sq. ft.			
I & II	\$0.89	\$1.03	(\$0.14)
IIB to V	\$0.77	\$0.84	(\$0.07)
VB	\$0.74	\$0.77	(\$0.03)
5,001 - 10,000 sq. ft.			
I & II	\$0.71	\$0.85	(\$0.14)
IIB to V	\$0.62	\$0.72	(\$0.10)
VB	\$0.59	\$0.59	\$0.00
10,000+ sq. ft.			
I & II	\$0.57	\$0.83	(\$0.26)
IIB to V	\$0.49	\$0.65	(\$0.16)
VB	\$0.47	\$0.54	(\$0.07)
Swimming Pools (Including utilities)			
Swimming Pools	\$0.40	\$1.39	(\$0.99)
Decks			
Decks	\$0.16	\$0.96	(\$0.80)
Termite Repair			
\$1-\$250	\$80.00	\$279.20	(\$199.20)
\$250-\$20,000			
Base	\$83.00	\$311.25	(\$228.25)
Each Addl. \$1,000	\$13.45	\$15.18	(\$1.73)
\$20,000+			
Base	\$357.00	\$611.10	(\$254.10)
Misc Fees			
Reroofing Permit	\$35	\$52	(\$17)
Minimum Building Permit Fee	\$35	\$160	(\$125)
Plan Checking Fees			
Minimum Plan Check Fee	New	\$310	N/A
Commercial	60%	70%	(10%)
Residential	50%	60%	(10%)
Fire Support	New	15%	N/A
Planning Support	Modified	15%	N/A

Fee Name	Current Fee	Total Cost	Difference
Checking of plan revisions initiated by applicant (after issuance of building permit)	\$63	\$248	(\$185)
Energy code compliance plan review and inspection (separate from Section 1 and 2 permits)	\$64	\$248	(\$184)
Pre-development conference	\$76	\$248	(\$172)
Technical Plan and Report Review	Cost + 10%	Cost + 10%	N/A
Research Service Fee	\$1.63	\$17.00	(\$15)
Penalty for Building without a Permit	10x Permit Fee	10x Permit Fee	N/A
Solar			
Residential¹			
15 kW or Less	\$265.57	\$450	(\$184)
More than 15 kW	\$265.57	\$450	(\$184)
Each kW above 15 kW	\$18	\$15	\$3
Commercial²			
50kW or Less	\$971	\$1,000	(\$29)
51 kW - 250 kW	\$971	\$1,000	(\$29)
Each kW above 50 kW but less than 250 kW	\$7.00	\$7.00	\$0
> 250 kW	\$2,371	\$2,400	(\$29)
Each kW above 251 kW	\$5.00	\$5.00	(\$0)
Energy Storage System			
Application Fee	New	\$105	N/A
Storage Unit	New	\$763	N/A
Thermal System - Residential¹			
10 kWth or Less	\$450	\$450	\$0
More than 10 kWth	\$450	\$450	\$0
Each kWth above 10 kWth	\$15	\$15	\$0
Thermal System - Commercial²			
30 kWth or Less	\$1,000	\$1,000	\$0
30 kWth - 260 kWth	\$1,000	\$1,000	\$0
Each kWth above 30 kWth but less than 260 kWth	\$7.00	\$7.00	\$0
More than 260 kWth	\$2,610	\$2,610	\$0
Each kWth above 260 kWth	\$5.00	\$5.00	\$0
Expedited Plan Review	New	1.5x Fee	N/A
Engineering Review	\$461	\$601	(\$140)
Inspection Fees			
Change of Use Inspection	\$170	\$215	(\$45)
Inspection outside normal business hours	\$135	\$280	(\$145)
Requested Inspection - prior to permit issuance	\$135	\$214	(\$79)
Re-inspection	\$135	\$215	(\$80)
CASp Inspection	\$160	\$264	(\$104)
Other Provisions			
Appeal of Building Official Decision	\$170	\$500	(\$330)

¹ GOV § 66015 (a)

² Gov. Code 66015 (b)

Fee Name	Current Fee	Total Cost	Difference
Permit Refund (fee)	New	\$271	N/A
Revision Processing Fee	New	\$158	N/A
Reinstatement Fee			
Original Building Permit Fee \$500 or less	New	\$105	N/A
Original Building Permit Fee more than \$500	New	50% of original fee	N/A
Electrical Permit Fees			
Installation, Alteration Relocation of Each Electrical Service			
First 200 Ampere Capacity with one meter socket/base	New	\$478	N/A
Each additional 100 Ampere Capacity or fraction thereof	New	\$56	N/A
Each additional meter socket/base	New	\$11	N/A
Plumbing Permit Fees			
For the Repair or Replacement of each			
Waterline, Sewer Line or Drainage/Vent Piping System (or as determined by the Building Official)	New	\$247	N/A
Refrigerant Piping System	New	\$462	N/A
Water Piping System	New	\$247	N/A
Water Heater or Water Storage Tank - Single Family Dwelling	New	\$193	N/A
Water Heater or Water Storage Tank - Non-Residential	New	\$247	N/A
Tank-less water Heater Gas-fired (includes gas line, & exhaust vent & Electrical)			
Residential	New	\$193	N/A
Non-Residential	New	\$462	N/A
Gas Piping System or Gas Service			
Residential	New	\$247	N/A
Non-Residential	New	\$462	N/A
Mechanical Permit Fees			
Furnace Replacement- Single Family Residence (< 100K Btu and < 40 lineal feet of new duct)	New	\$247	N/A
For the installation, relocation or replacement of each Commercial Heating, Cooling Refrigeration Appliance. (Includes all necessary electrical circuits, fixtures, switches receptacles, gas piping, vents or water piping.)	New	\$247	N/A
For the Installation, relocation or replacement of each Boiler. (Includes all necessary electrical circuits, receptacles, switches, gas piping and vents - but does not include motors identified in E6 of the schedule)	New	\$139	N/A
For the installation, relocation or replacement of Other Fuel Burning Appliances not listed in this schedule. (Includes all necessary gas piping, vents, electrical circuits receptacles and switches.)	New	\$247	N/A
For the installation, relocation or replacement of each or Air Handler Unit, Heating or Cooling Coil or Element in a duct system. (Includes all necessary electrical circuits, receptacles or switches and piping for cooling media.)			

Fee Name	Current Fee	Total Cost	Difference
0 to 400,000 Btu	New	\$139	N/A
401,000 Btu and Over	New	\$247	N/A
For the installation, relocation or replacement of each Radiant Heating Panel Radiator or Convertor (including all necessary piping)			
1 to 5 Devices	New	\$139	N/A
Each Additional 5 Devices	New	\$17	N/A

The fees administered by the Building Division are largely new, but of the existing fees, generally under-recover for their services. For Building Permit fees, the largest deficit is in relation to the ‘500,001+ - base’ fee at \$1,076.65.

For Permits outside the valuation-based fees, the largest deficit is in relation to the ‘Appeal of Building Official Decision’ under the Other Provisions fees category at \$330. The smallest under recovery is for the ‘Research Service Fee’ under the Misc Fees category at \$15.

ANNUAL REVENUE IMPACT

Based on the prior year’s workload information, Building has a deficit of roughly \$208,000. The following table shows the revenue at the current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 5: ANNUAL RESULTS – BUILDING

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Valuation & Sq. Ft. Based Fees	\$606,084	\$792,945	(\$186,861)
Misc Fees	\$40,587	\$60,301	(\$19,714)
Solar	\$7,625	\$9,564	(\$1,939)
Electrical Permit Fees	\$6,751	\$9,082	(\$2,331)
Plumbing Permit Fees	\$6,622	\$4,122	\$2,500
Total	\$667,669	\$876,014	(\$208,346)

Building has an annual cost recovery of roughly 76%. The largest deficit is in relation to the valuation-based Building Permit Fees inspection and plan check fees. For the fees outside of the valuation and percentage-based fees, the largest deficit is in regard to the ‘Reroofing Permit’ under the Misc Fees category. Currently, the City charges \$35 per 1,000 sq. ft. Ft; the total cost was calculated to be \$52, resulting in a per-unit deficit of \$17. The per-unit deficit, coupled with the roughly 1,160 times this permit was issued in the last year, resulted in the large cost recovery gap. The division should review these results and adjust fees appropriately to align with divisional and departmental cost recovery goals.

FINANCE

The Finance Department is responsible for overseeing the city’s financial operations, including accounting, payroll, accounts payable, collections, and utility billing. The Finance Department provides utility billing support for water. The following sections discuss fee schedule modifications and detailed per-unit results for the fee-related services associated with Finance.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees as these services are no longer offered by City staff or are now offered by other departments within the City:
 - ‘Copy of Annual Budget’
 - ‘Annual Financial Report’
- **Consolidated Fees:** Staff proposed consolidating ‘Single/Commercial (\$20 non-refundable)’, ‘Duplex (\$20 non-refundable)’, and ‘After 2nd Disconnection’ into a ‘processing’ fee and ‘Deposit’ fee in order to simplify the fee schedule.
- **Expanded Fees:** Staff proposed expanding Returned Payment Charge (All Departments) to include two state set fees ‘First Check’ and ‘Second & Subsequent’ to better reflect the services offered.

The modifications proposed ensure that the proposed fee schedule more accurately reflects the services being provided by Finance staff.

DETAILED RESULTS

The Finance Department collects fees for Utility Billing and Finance Fees like Returned Payment Charges. The total cost calculated for each service includes direct staff costs and Division and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 6: TOTAL COST PER UNIT RESULTS – FINANCE

Fee Name	Current Fee	Total Cost	Difference
Utility Billing			
Water and Service Connection			
Processing	\$20	\$217	(\$197)
Deposit	\$70	\$107	(\$37)
Late Notice Fee	\$5	\$5	\$0
10 Day Disconnect Notice Fee	\$54	\$54	\$0
Water Turn On			
After payment of delinquent account: 8a-4p	\$55	\$102	(\$47)
After payment of delinquent account: after 4p	\$139	\$274	(\$135)

Fee Name	Current Fee	Total Cost	Difference
After 3rd notice for backflow recertification	\$307	\$291	\$16
Finance Fees			
Returned Payment Charge (All Departments)			
First Check ³	\$65	\$25	\$40
Second & Subsequent ⁴	\$65	\$35	\$30

The fees administered by the Finance Department are a mix of over- and under-recovery for its services. The largest deficit is in relation to the 'Water and Service Connection' Fees, specifically the 'Processing' fee under the Utility Billing category for \$197. The smallest non-deposit related under-recovery is in relation to 'Water Turn On' fees, specifically for an 'After payment of delinquent account: 8a-4p' fee at \$47. The largest over-recovery is in relation to the 'Returned Payment Charge (All Departments)' Fees, specifically the 'First Check' fee at \$40; however, this is a state-set fee. The smallest over-recovery is in relation to the 'Water Turn On' fees, specifically the 'After 3rd notice for backflow recertification' at \$16.

ANNUAL REVENUE IMPACT

Finance does record their utility billings and the number of checks returned at the per-unit level, as such annual results are not presented here.

³ CIV § 1719(a)

⁴ CIV § 1719(a)

FIRE

The Fire Department, who is part of the North County Fire Authority (NCFA) and provides various fee related services such as fire related annual permits, Construction Fire Permits, Hazardous Materials, and New Business Fire Inspections, Re-Inspections and various other related fees. The following subsections discuss fee schedule modifications, detailed per-unit results, and annual revenue impacts as appropriate for the fee-related services provided by the Fire Department.

FEE SCHEDULE MODIFICATIONS

In discussions, staff proposed the addition of ‘Expedited Plan Review’, ‘Alternate Methods / Materials Request Fee’ and ‘Emergency Responder Radio Coverage’ as they highlight services already offered but not codified on the fee schedule.

DETAILED RESULTS

The Fire Department collects fees for Annual Permits, Other Fees like Copies of Fire Reports and Firefighter Standby Fees, Construction Fire Permit Fees, and Hazardous Materials. The total cost calculated for each service includes direct consultant costs, Departmental, and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 7: TOTAL COST PER UNIT RESULTS – FIRE

Fee Name	Current Fee	Total Cost	Difference
Annual Permits			
Aerosol Products	\$281	\$284	(\$3)
Asbestos/Lead Coating Removal	\$431	\$465	(\$34)
Automobile Wrecking Yard	\$290	\$310	(\$20)
Apartment House (incl. condos & congregate res.)			
3 units to 10 units	\$290	\$310	(\$20)
11 units to 20 units	\$365	\$387	(\$22)
Greater than 20 units	\$365	\$387	(\$22)
Per Unit Over 20	\$1.30	\$1.72	(\$0.42)
Battery system	\$144	\$155	(\$11)
Candles or Open Flames in Assembly Areas (may combine with assembly permit)	\$144	\$155	(\$11)
Carnivals or Fairs	\$431	\$465	(\$34)
Cellulose Nitrate Storage	\$361	\$387	(\$26)
Combustible Fiber Storage	\$290	\$310	(\$20)
Combustible Material Storage	\$290	\$310	(\$20)
Compressed Gases (in excess of the amts. listed in CFC, Table 105-A)	\$290	\$310	(\$20)
Commercial Rubbish Handling Plant	\$420	\$465	(\$45)

Fee Name	Current Fee	Total Cost	Difference
Cryogen's (in excess of the amounts listed in CFC, Table 105-B)	\$431	\$465	(\$34)
Dry Cleaning Plants	\$290	\$310	(\$20)
Dust Producing Operations	\$290	\$310	(\$20)
Explosives or Blasting Agents	\$431	\$465	(\$34)
Fireworks Display (fees for standby Fire staff, when req'd, are add'l) \$420	\$431	\$465	(\$34)
Flammable or Combustible Liquid Pipeline	\$431	\$465	(\$34)
To Store, Handle or Use Flam/Combust. Liquids	\$215	\$232	(\$17)
Flammable or Combustible Liquids in Tanks, vessels > 60 gal. capacity); largest	\$431	\$465	(\$34)
Up to 10,000 gallons tank size:			
1 tank	\$418	\$439	(\$21)
<u>2-3 tanks</u>			
Base	\$418	\$439	(\$21)
Each Additional Tank Over the First	\$125	\$129	(\$4)
<u>3 + tanks</u>			
Base	\$558	\$594	(\$36)
Each Additional Tank Over the First	\$290	\$310	(\$20)
Over 10,000 to 100,000 gallons tank size:			
1 tank	\$629	\$672	(\$43)
<u>2-3 tanks</u>			
Base	\$629	\$672	(\$43)
Each Additional Tank Over the First	\$290	\$310	(\$20)
<u>3+ tanks</u>			
Base	\$834	\$879	(\$45)
Each Additional Tank Over the First	\$290	\$310	(\$20)
Over 100,000 gallons tank size:			
1 tank	\$1,256	\$1,344	(\$88)
<u>2-3 tanks</u>			
Base	\$1,256	\$1,344	(\$88)
Each Additional Tank Over the First	\$312	\$336	(\$24)
<u>3+ tanks</u>			
Base	\$1,256	\$1,344	(\$88)
Each Additional Tank Over the First	\$312	\$336	(\$24)
Tank Vehicles	\$215	\$232	(\$17)
Install, Alter, Remove, Abandon, Place Temporarily Any	\$578	\$620	(\$42)
Fumigation or Thermal Insecticidal Fogging:	\$215		
Hazardous Materials (to store, disperse, handle amounts in excess of the quantities listed in CFC table 105.620)			refer to Hazardous material table HM-1
High-Piled Combustible Storage	\$431	\$465	(\$34)
High-Rise Building Annual Inspection	\$431	\$465	(\$34)
Hot work operations:	\$216	\$232	(\$16)
Hotels, Motels and Lodging Houses	\$290	\$310	(\$20)
Liquefied Petroleum Gases (except portable containers <125 gal. cap.)	\$290	\$310	(\$20)

Fee Name	Current Fee	Total Cost	Difference
Liquid/Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$216	\$232	(\$16)
Lumber Yards (over 100,000 board feet)	\$290	\$310	(\$20)
Magnesium Working	\$216	\$232	(\$16)
Mall, Covered	\$431	\$465	(\$34)
Motor vehicle fuel dispensing stations:	\$431	\$465	(\$34)
Occupant Load Increase	\$290	\$310	(\$20)
Open Burning	\$290	\$310	(\$20)
Ovens, Industrial Baking or Drying	\$290	\$310	(\$20)
Places of Assembly (churches, schools, NPOs permitted at no fee)			
A-1, A-2, A-2.1	\$341	\$362	(\$21)
A-3, A-4	\$279	\$284	(\$5)
Special Assembly events	\$279	\$284	(\$5)
Pyrotechnic Special Effects Material (fees for standby Fire staff, when required,	\$426	\$465	(\$39)
Refrigeration Equipment	\$216	\$232	(\$16)
Repair Garage	\$290	\$310	(\$20)
Spraying or Dipping	\$290	\$310	(\$20)
Temporary membrane structures, tents, and canopies	\$290	\$310	(\$20)
Tire Storage	\$290	\$310	(\$20)
Wood Products (over 200 cu. ft.)	\$290	\$310	(\$20)
Other Fire Fees			
Copy of Fire Report	\$22	\$25	(\$3)
False Alarm in Excess of 3 per Calendar Year (accidental or equipment)	\$180	\$310	(\$130)
Fire Hazard Abatement performed by City or City Contractor (including, but not limited to, combustible or flammable vegetation removal)	Abatement cost plus administrative fee		
New Business Fire Inspection	\$218	\$232	(\$14)
Re-Inspection Fee (for each following second re-inspection)	\$148	\$155	(\$7)
Standby Engine Company			
First Hour	\$370	\$677	(\$307)
Each Additional Half Hour	\$108	\$338	(\$230)
Standby Firefighter (1 hour minimum)	\$119	\$215	(\$96)
Work Performed after Normal Working Hours (Callback is a 3-hr min)	\$216	\$248	(\$32)
Expedited Plan Review	New	1.5x Plan Review	N/A
Alternate Methods / Materials Request Fee	New	\$310	N/A
Construction Fire Permit Fees:			
Automatic Sprinkler System Permit (installation of suspended piping larger than 4" nominal pipe size also requires Building Department approval of imposed loading on structure):			
<u>For other than 1 and 2 family dwellings:</u>			
New (per sq. ft.)	\$0.26	\$0.33	(\$0.07)
Minimum Fee	\$330.00	\$450	(\$120)
Alteration (per sq. ft. of protected area,)	\$0.26	\$0.17	\$0.09

Fee Name	Current Fee	Total Cost	Difference
Minimum Fee	\$206.00	\$300	(\$94)
One and Two-family dwellings:			
New (per sq. ft.)	\$0.26	\$0.42	(\$0.16)
Minimum Fee	\$218	\$300	(\$82)
Alteration (per sq. ft. of protected area)	\$0.26	\$0.25	\$0.01
Minimum Fee	\$136	\$200	(\$64)
Fixed Extinguishing System Permit: New and Upgrade Installations	\$456	\$450	\$6
Fire Plan Check and resubmittal	\$150	\$150	\$0
Fire Alarm Permit	\$228	\$250	(\$22)
Construction, Alteration & Renovation Permit	\$198	\$200	(\$2)
Emergency Responder Radio Coverage	New	\$450	N/A
Gas Piping System Installation Permit	\$361	\$375	(\$14)
Underground Fire Protection Piping Permit	\$479	\$525	(\$46)
Consultant Service Fee (actual cost-plus admin fee)	\$57	\$300	(\$243)
Document Review (per hour)	\$144	\$300	(\$156)
Hydrant Flow Test	\$643	\$650	(\$7)
Other Services (per half hour and portion thereof)	\$72	\$150	(\$78)
Re-Inspection Fee (for each following second re-inspection)	\$148	\$300	(\$152)

Hazardous Materials Table Schedule:

Range	Solids (pounds)			
1	0 to 500	\$408	\$450	(\$42)
2	>500 to 5,000	\$571	\$600	(\$29)
3	>5,000 to 25,000	\$765	\$800	(\$35)
4	>25,000 to 50,000	1114	\$1,151	(\$37)
5	>50,000 to 80,000	\$1,613	\$1,651	(\$38)
6	>80,000 to 120,000	\$2,334	\$2,402	(\$68)
7	>120,000	\$3,037	\$3,153	(\$116)
Range	Liquids (gallons)			
1	0 to 55	\$408	\$450	(\$42)
2	>55 to 550	\$571	\$600	(\$29)
3	>550 to 2,750	\$764	\$800	(\$36)
4	>2,750 to 5,500	\$1,114	\$1,151	(\$37)
5	>5,500 to 10,000	\$1,613	\$1,651	(\$38)
6	>10,000 to 15,000	\$2,334	\$2,402	(\$68)
7	>15,000	3037	\$3,153	(\$116)
Range	Gas (cubic feet)			
1	0 to 200	\$316	\$375	(\$59)
2	>200 to 2,000	\$571	\$600	(\$29)
3	>2,000 to 10,000	\$764	\$800	(\$36)
4	>10,000 to 20,000	\$1,114	\$1,151	(\$37)
5	>20,000 to 40,000	\$1,613	\$1,651	(\$38)
6	>40,000 to 60,000	\$2,334	\$2,402	(\$68)
7	>60,000	\$3,037	\$3,153	(\$116)

The fees administered by the Fire Department mostly under-recover. The largest deficit is in relation to 'Standby Engine Company', specifically the 'First Hour' fees under Other Fire Fees at \$307. The smallest under recovery is for the 'Automatic Sprinkler System Permit (installation of suspended piping larger than 4" nominal pipe size also requires Building Department approval of imposed loading on structure): ', specifically the 'For other than 1 and 2 family dwelling: - New (per sq. ft.)' under the Construction Fire Permit Fees category at \$0.07.

ANNUAL REVENUE IMPACT

Fire does not record the number of permits issued, general fees charged, and hazardous materials fees charged at the per-unit level, as such annual results are not presented here.

MARINA

The Marina Department is responsible for managing the Marina’s fleet, slip rentals, guest berthing, fishing pier, and the bay trail. The majority of the fees charged by the Marina are for the use of space and as such are not covered under this analysis. The only fees evaluated in this analysis are the fees that are time-based. The following subsections discuss fee schedule modifications, detailed per-unit results, and annual results for the fee-related services provided by the Marina Department.

FEE SCHEDULE MODIFICATIONS

No modifications were proposed to the Marina’s fee schedule as it relates to the services being evaluated in this study.

DETAILED RESULTS

While the Marina offers more fees than we listed, we only analyzed the Marina’s service-based fees. The total cost calculated for each service includes direct staff costs and Division and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 8: TOTAL COST PER UNIT RESULTS – MARINA

Fee Name	Current Fee	Total Cost	Difference
Application Fee (Non-Refundable)	\$25	\$474	(\$449)
Dock Wheel / Fender Wheel Installation			
For One	\$50	\$142	(\$92)
For Two	\$80	\$142	(\$62)
Slip Transfer Fee	\$25	\$71	(\$46)
Lien Fee	\$180	\$302	(\$122)

The largest under-recovery is for an ‘Application Fee (Non-Refundable)’ under Move-In Costs at \$449., followed by the lien fee at \$122.

ANNUAL REVENUE IMPACT

While the Marina tracks the detailed information for each of the rentals, as the scope of this analysis wasn’t a full review of the Marina’s use of space fees, the annual revenue impact was not calculated.

PARKS AND RECREATION

The Parks and Recreation Department is responsible for assisting the Parks and Recreation Commission on policy decisions, organizing and administering community programs like camps, athletics, aquatics, social services, and cultural events for all age ranges, as well as managing the City’s public facilities like parks, trails, community centers, and pool. The following sections discuss fee schedule modifications, detailed per-unit results, and annual results for the fee-related services provided by Parks and Recreation staff.

FEE SCHEDULE MODIFICATIONS

In discussions with Parks and Recreation staff, the following modifications were made to the current fee schedule:

- **Eliminated Fees:** Staff proposed the elimination of the ‘Adult- Non-Resident Summer’ fee under the Daily Admission Category, as this fee is no longer offered by the Parks and Recreation staff.
- **Modified Fees:** Staff proposed modifying the Daily Camp Fee section’s resident and non-resident fees to include ‘summer camp’ and ‘break camp’ in order to more accurately reflect the services offered.

The modifications noted above ensure that the proposed fee schedule more accurately reflects the services being provided by Parks and Recreation staff.

DETAILED RESULTS

The Parks and Recreation Department collects fees for a wide variety of services. Due to the nature of these services being unique and market-based, not all fees were evaluated. In this study, fees for Facility Rentals, Aquatics, Youth Activities, and Senior lunches were evaluated. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 9: TOTAL COST PER UNIT RESULTS – PARKS AND RECREATION

Fee Name	Current Fee	Total Cost	Difference
Facility Rentals			
Mission Blue Center			
Residential			
1 Room - Weekday	\$192	\$285	(\$93)
Entire Facility - Weekday	\$297	\$379	(\$82)
1 Room - Weekend	\$239	\$302	(\$63)
Entire Facility - Weekend	\$371	\$407	(\$36)
Non-Residential			
1 Room - Weekday	\$292	\$285	\$7
Entire Facility - Weekday	\$432	\$379	\$53
1 Room - Weekend	\$357	\$302	\$55
Entire Facility - Weekend	\$547	\$407	\$140

Fee Name	Current Fee	Total Cost	Difference
Aquatics			
Daily Admission			
Adult			
Resident	\$7	\$21	(\$14)
Non-Resident	\$11	\$21	(\$10)
Youth/Senior			
Resident	\$5	\$21	(\$16)
Non-Resident	\$8	\$21	(\$13)
Monthly Passes			
Adult Resident	\$66	\$213	(\$147)
Adult Non-Resident	\$113	\$213	(\$100)
Swim Lessons			
Swim Lessons (8): Resident			
Lesson Package	\$88	\$296	(\$208)
Per Class	\$11	\$37	(\$26)
Swim Lessons (8): Non-Resident			
Lesson Package	\$120	\$296	(\$176)
Per Class	\$15	\$37	(\$22)
Semi-Private Swim Lessons (4)			
Resident	\$128	\$200	(\$72)
Non-Resident	\$185	\$200	(\$15)
Private Swim Lesson (4)			
Resident	\$178	\$334	(\$156)
Non-Resident	\$258	\$334	(\$76)
Pool Rentals			
Rec Swim Party			
Resident	\$171	\$397	(\$226)
Non-Resident	\$248	\$397	(\$149)
Rec Swim Party			
Resident	\$350	\$629	(\$279)
Non-Resident	\$500	\$629	(\$129)
Misc Rec Fees			
Lifeguard Certification	\$238	\$279	(\$41)
Piranha Swim Club			
Resident	\$6	\$18	(\$12)
Non-Resident	\$9	\$18	(\$9)
Youth Activities			
Club Rec Monthly			
Resident	\$1,961	\$2,640	(\$679)
Non-Resident	\$2,726	\$2,640	\$86
Daily Camp Fee			
Summer Camp			
Resident	\$43	\$49	(\$6)
Non-Resident	\$60	\$49	\$11
Break Camps			

Fee Name	Current Fee	Total Cost	Difference
Resident	\$43	\$54	(\$11)
Non-Resident	\$60	\$54	\$6
Preschool			
Resident	\$7	\$9	(\$2)
Non-Resident	\$9	\$9	\$0
Seniors			
Senior Lunches	\$10	\$133	(\$123)
Misc. Fee			
Processing Fee for Refunds	\$7	\$9	(\$2)

Nearly all of the fees administered by the Parks and Recreation Department under-recover. The largest under-recovery is in relation to 'Resident' fees under the Club Rec Monthly section at \$680. The smallest under-recovery is in relation to the 'Resident' fee under the Preschool section or the 'Processing Fee for Refunds' at \$2.

It is important to note that Parks and Recreation fees are different in the sense that they're based on what the market can bear and, as such, do not have to be set based on the cost of the service, but rather the market rate. Therefore, even if there are over or under-recoveries, the City must evaluate the information in the context of the desirability of the services and the rentals to determine where and how to change their fees.

ANNUAL REVENUE IMPACT

Parks and Recreation do track annual activities, but as they vary based on season and participation no annual revenue impacts were calculated.

PLANNING

The Planning Division is part of the Community Development Department. The Planning Division is responsible for long-term and current planning, turning the City's general plan into zoning regulations, area plans, and policy updates, as well as advising the Planning Commission and Zoning Administrator. The following subsections discuss fee schedule modifications and detailed per-unit results for the fee-related services provided by Planning staff.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the following fees as these services are no longer offered by City staff or are now offered by other departments within the City:
 - Accessory Dwelling Unit Permit
 - Setback Exception Modifications
 - 'Categorical Exemption'
 - 'Zoning enforcement penalty'
 - Concept reviews
 - 'Tie-vote at Planning Commission'
- **New Fees:** To better align with where and how services are provided, the following fees have been reassigned to their respective departments.
 - 'Ministerial Subdivision Map'
 - 'HCP Operating Program Revision'
 - 'Zoning Conformance Letter'
 - 'Height Exception to Accommodate Accessibility Improvements per BMC 17.32.060.D'
 - 'Ministerial Parcel Map'
- **Expanded Fees:** Staff proposed the expansion of the following fees to better reflect the services offered:
 - Sign Programs was expanded to include two new fees: 'New' and 'Revision to existing'.
 - Housing Development Permit was expanded to include two new fees: 'Base' and 'Per Additional Unit'
 - 'Parking lot redesign/landscape plan review (per BMC section 15.70.030)' was broken out into Parking lot redesign and landscape plan review.
 - 'Tree Removal Permit' was expanded to include '1-5 trees' and '6+Trees'

- 'Address Assignment' was expanded to include 'Required as condition of approval on a building permit' and 'Not required as condition of approval on a building permit'
- **Consolidated Fees:** Staff proposed the following consolidations in order to simplify the fee schedule:
 - 'General Plan Map', 'General Plan Text', 'Zoning Map', and 'Zoning Ordinance Text' were consolidated into a single deposit fee for 'General / Zoning Map or Text'.
 - 'Solar Height Limit Exception per BMC 17.32.060.C' was consolidated into a single fee.
- **Modified Fees:** Staff proposed the modification of the following fees in order to better reflect the services offered:
 - 'Plan Lines' was changed from charging based on each plan line to a deposit.
 - 'Planning Technician' was changed to 'Community Development Technician'.
 - 'Amendment to Approved Tentative Map or Ministerial Parcel Map' was changed to 'Amendment to Approved Tentative Map'
 - 'All other Appeals' was changed to 'Appeals'

The modifications noted above ensure that the proposed fee schedule better reflects the services being provided by Planning staff.

DETAILED RESULTS

The Planning Division collects fees for Planning Permits, Use Permits, Home Occupation Permits, Sign Permits, Amendments, Subdivisions, Appeals, Environmental Reviews, Tree Removals, Short Term Rentals, Housing Development Permits, and Stormwater Review/Inspection. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name, current fee, total cost, and difference associated with each service offered.

TABLE 10: TOTAL COST PER UNIT RESULTS – PLANNING

Fee Name	Current Fee	Total Cost	Difference
Full Cost Hourly Rates by Staff Position:			
Director	\$292	\$370	(\$78)
Principal Planner	\$223	\$304	(\$81)
Senior Planner	\$188	\$295	(\$107)
Associate Planner	\$158	\$258	(\$100)
Building Permit Technician	\$120	\$210	(\$90)
Community Development Technician	\$120	\$226	(\$106)
Administrative Assistant	\$117	\$221	(\$104)
Office Specialist	\$110	\$196	(\$86)
Permits:			
Use Permits:			
Conditional uses listed in District Regulations not listed below	\$1,376	\$7,422	(\$6,046)
Transfer of development rights within the R- BA district	\$3,145	\$8,861	(\$5,716)
Clustered development within the R-BA district	\$3,145	\$8,861	(\$5,716)

Fee Name	Current Fee	Total Cost	Difference
Height Limits per BMC 17.32.060.B	\$1,376	\$4,992	(\$3,616)
Condominium conversion of existing dwelling units	\$1,892	\$8,194	(\$6,302)
Non conforming parking			
in R and NCRO districts	\$1,376	\$7,089	(\$5,713)
in other districts	\$1,892	\$7,089	(\$5,197)
Use Permit to Expand Nonconforming Residential Uses	\$1,376	\$7,089	(\$5,713)
Home Occupation Permits:			
Home occupations in residential districts	\$45	\$172	(\$127)
Design Permits:			
Design Permit for new construction: residential	\$2,089	\$9,610	(\$7,521)
Design Permit for new construction: non-residential or mixed use	\$3,489	\$13,804	(\$10,315)
Design Permit for remodeling existing structures	\$2,089	\$12,100	(\$10,011)
Design Permit Extension	\$1,610	\$4,825	(\$3,215)
Variance:			
Variance to code provisions for new construction to all structures	\$1,575	\$7,861	(\$6,286)
Variance to code provisions for remodel of existing structures			
residential structures	\$1,180	\$7,089	(\$5,909)
other structures	\$1,575	\$7,089	(\$5,514)
Sign Permits:			
<u>Sign permits in all districts</u>			
with Hearing	\$920	\$6,922	(\$6,002)
without Hearing	\$387	\$661	(\$274)
<u>Sign Programs</u>			
New	\$1,066	\$8,194	(\$7,128)
Revision to existing	\$1,066	\$3,705	(\$2,639)
Planned Development Permits:			
Planned Development Permit	\$5,000	\$5,000	\$0
Development Agreements:			
Development Agreement	\$5,000	\$5,000	\$0
Specific Plans:			
Specific Plan	\$5,000	\$5,000	\$0
Exceptions to the Code:			
Exceptions to Fence Regulations	\$648	\$3,059	(\$2,411)
Solar Height limits Exception per BMC 17.32.060.C	\$648	\$1,415	(\$767)
Setback Exception Modification Public Hearing	\$648	\$3,061	(\$2,413)
Height Exception to Accommodate Accessibility Improvements per BMC 17.32.060.D	New	\$1,415	N/A
Minor Modifications:			
Modifications per BMC 17.56.090	\$648	\$4,992	(\$4,344)
Grading Permits:			
<u>Grading Permit Review by Planning Commission</u>			
500 CY or less	\$1,771	\$3,128	(\$1,357)
More than 500 CY	New	\$6.21	N/A
Amendments:			

Fee Name	Current Fee	Total Cost	Difference
General / Zoning Map or Text	\$2,007	\$18,879	(\$16,872)
Subdivisions:			
Tentative Subdivision Map and Condominium Plans with 5 or more lots/units	\$3,476	\$15,038	(\$11,562)
Tentative Subdivision Map and Condominium Plans – per lot	\$275	\$285	(\$10)
Tentative Parcel Map and Condominium Plans with 4 or less lots/units	\$3,476	\$12,517	(\$9,041)
Ministerial Subdivision Map	New	\$13,589	N/A
Final Parcel Map	\$529	\$3,801	(\$3,272)
Final Subdivision Map	\$705	\$5,726	(\$5,021)
Time Extension for Approved Tentative Map	\$1,620	\$7,528	(\$5,908)
Amendment to Approved Tentative Map	\$1,620	\$7,861	(\$6,241)
Ministerial Parcel Map	New	\$4,750	N/A
Correction/Amendment to Final Map	\$447	\$2,776	(\$2,329)
Modifications to Subdivision Provisions	\$1,729	\$7,861	(\$6,132)
Vesting Tentative Subdivision Map	\$6,961	\$15,038	(\$8,077)
Vesting Tentative Subdivision Map – per lot	\$275	\$285	(\$10)
Certificate of Compliance per GC 66499.35(a) and (b)	\$1,157	\$6,122	(\$4,965)
Certificate of Compliance per GC 66499.35 (c)	\$447	\$2,776	(\$2,329)
Lot Line Adjustment	\$1,157	\$4,750	(\$3,593)
Parcel Map Waivers	\$1,157	\$6,122	(\$4,965)
Reversions to Acreage	\$1,157	\$6,122	(\$4,965)
Lot Merger	\$447	\$2,776	(\$2,329)
Appeals	\$454	\$3,367	(\$2,913)
Environmental Review:			
Initial Study/Negative Declaration	\$3,076	\$16,708	(\$13,632)
Environmental Impact Reports	Consultant Cost + 10%	Consultant Cost + 10%	N/A
Mitigation Monitoring-Inspections etc.	Hourly	Hourly	N/A
Other Services:			
HCP Operating Program Revision	New	\$14,038	N/A
Pre-application Review	Hourly	\$285	N/A
Administrative review subsequent documents from Con. of Appr.	Hourly	\$285	N/A
Parking lot redesign/Landscape plan review (per BMC section 15.70.030)	\$692	\$2,059	(\$1,367)
Research record search	Hourly	\$226	N/A
Technical report review	Consultant Cost + 10%	Consultant Cost + 10%	N/A
Telecommunications Administrative Permit	\$1,270	\$5,860	(\$4,590)
Alcohol Public Convenience Necessity (PCN)	\$648	\$3,763	(\$3,115)
Tree Removal Permit			
1-5 trees	\$397	\$1,340	(\$943)
6+ trees	\$397	\$2,490	(\$2,093)
Administrative Appeal (to City Manager)	\$114	\$2,262	(\$2,148)
Address Assignment			

Fee Name	Current Fee	Total Cost	Difference
Required as condition of approval on a building permit	\$131	\$396	(\$265)
Not required as condition of approval on a building permit	\$131	\$682	(\$551)
Construction Noise Exception Permit per BMC 8.28.080	\$784	\$3,253	(\$2,469)
Outdoor Sound Amplification Request	\$229	\$642	(\$413)
Short Term Rental Permit			
New	\$369	\$1,010	(\$641)
Renewal	\$369	\$455	(\$86)
C.3 Stormwater Review/Inspection			
Review	Consultant Cost + 10%	Consultant Cost + 10%	N/A
Inspection	\$191	\$191	\$0
Housing Development Permit			
Base 2-10 units	\$2,627	\$9,610	(\$6,983)
Per Additional Unit	Modified	\$285	N/A
Plan Lines	\$3,476	\$5,000	(\$1,524)
Lighting Deviation	\$648	\$2,896	(\$2,248)
Consultant Management Fee	10%	0%	\$0.10
Zoning Conformance Letter	New	\$894	N/A

Nearly all of the fees administered by the Planning Division under-recover for their associated costs. The largest under-recovery is \$13,632 for an 'Initial Study/Negative Declaration'. The smallest under-recovery outside of the Full Cost Hourly Rates by Staff Position: is in relation to the 'Subdivisions:' fees, specifically the 'Tentative Subdivision Map and Condominium Plans with 5 or more lots/units' and the 'Vesting Tentative Subdivision Map' fee under the Permits: category at \$10.

ANNUAL REVENUE IMPACT

Based on the prior year's workload information, Planning has a deficit of roughly \$83,000. The following table shows the revenue at the current fee, total projected annual cost, and the resulting difference by major fee category.

TABLE 11: ANNUAL RESULTS – PLANNING

Fee Category	Revenue at Current Fee	Annual Cost	Difference
Use Permits	\$2,752	\$14,511	(\$11,759)
Variance	\$1,575	\$7,861	(\$6,286)
Sign Permits	\$1,307	\$7,583	(\$6,276)
Grading Permits	\$3,542	\$6,256	(\$2,714)
Amendments	\$2,007	\$18,879	(\$16,872)
Subdivisions	\$8,551	\$34,293	(\$25,742)
Telecommunications Administrative Permit	\$1,270	\$5,860	(\$4,590)
Tree Removal Permit	\$2,779	\$9,380	(\$6,601)
Outdoor Sound Amplification Request	\$229	\$642	(\$413)
Short Term Rental Permit	\$1,107	\$3,030	(\$1,923)
Total	\$25,119	\$108,295	(\$83,176)

Planning has an annual cost recovery of roughly 23%. The largest under-recovery is in relation to the Subdivisions category, specifically the 'Lot Line Adjustment'. This fee specifically makes up \$14,372 of the difference. Currently, the city charges \$1,157 per adjustment; the total cost was calculated to be \$4,750, resulting in a per-unit deficit of \$3,593. The large per-unit deficit, coupled with the roughly 4 times this permit was administered in the past year, results in the large cost recovery gap. The department should review these results and adjust fees appropriately to align with divisional and departmental cost recovery goals.

POLICE

The Police Department provides public safety services to the public and provides fee-related services as it relates to fingerprinting, concealed weapons, and massage permits. The following subsections discuss fee schedule modifications, detailed per unit results, and annual revenue impacts for the fee-related services provided by the Police staff.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **Eliminated Fees:** Staff proposed eliminating the 'Repeat Nuisance Call' and 'Private Patrol Permit' fees, as these services are no longer offered.
- **Modified Fees:** Staff proposed modifying 'Copies of Tape Recordings' to 'Copies of Digital Media' in order to better reflect the services offered.

The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Police staff.

DETAILED RESULTS

The Police Department collects fees for Copies of Reports, Alarm System Permits, Clearance & Good Conduct Letters, Concealed Weapons, Fingerprinting, Massage Certificate of Registration, Photographs, and Vehicle Releases. The total cost calculated for each service includes direct staff costs and Departmental and Citywide overhead. The following table details the fee name and total cost associated with each service offered.

TABLE 12: TOTAL COST PER UNIT RESULTS – POLICE

Fee Name	Current Fee	Total Cost	Difference
Copies of Reports	\$0	\$239	(\$239)
Alarm System Permits	\$0	\$94	(\$94)
Bicycle Registration	\$0	\$35	(\$35)
Booking Fee	\$0	\$98	(\$98)
Clearance & Good Conduct Letters:			
Resident	\$6	\$35	(\$29)
Non-Resident	\$39	\$35	\$4
Subpoena Dues / Tecum Processing	\$39	\$24	\$15
Concealed Weapons:			
Permit Process	\$75	\$379	(\$304)
Renewal Fee	\$0	\$94	(\$94)
Copies of Digital Media	\$37	\$211	(\$174)
Court Appearance All Personnel	\$275	\$275	\$0
False Alarms - Structure	\$0	\$53	(\$53)

Fee Name	Current Fee	Total Cost	Difference
Fingerprinting:			
Resident: Adult	\$36	\$89	(\$53)
Resident: Minor	\$0	\$89	(\$89)
Non-Resident	\$112	\$89	\$23
Massage Certificate of Registration:			
Registration	\$135	\$379	(\$244)
Early Renewal	\$35	\$94	(\$59)
Special Event Permit	\$0	\$379	(\$379)
Photographs:			
Copies (plus actual costs)	\$103	\$18	\$85
Enlargements (plus actual costs)	\$103	\$21	\$82
Vehicle Releases:			
Vehicle Releases / Enforcement	\$63	\$68	(\$5)
Vehicle Releases / Abandonment	\$63	\$68	(\$5)
Film Crew	\$622	\$663	(\$41)
Repossessed Vehicle Release ⁵	\$15	\$15	\$0

The majority of the fees administered by the Police Department under-recover for their associated costs. The largest under-recovery is in relation to the 'Special Event Permit' and the 'Private Patrol Permit Fee' at \$379. The smallest under-recovery is in relation to the 'Vehicle Releases' fees, specifically the 'Vehicle Releases / Enforcement' and 'Vehicle Releases / Abandonment' at \$5. The largest over-recovery is in relation to the 'Photographs' fees, specifically the 'Copies (Plus actual costs)' at \$85. The smallest over-recovery is in relation to the 'Clearance & Good Conduct Letters' fees, specifically the 'Non-Resident' fee at \$4.

ANNUAL REVENUE IMPACT

The Police do not record their fees at the per-unit level, and as such, annual results are not presented here.

⁵ GOV § 26751

PUBLIC WORKS

The Public Works Department is responsible for coordinating the planning, engineering, and maintenance & improvement of the city's roads, sewer, storm drains, lighting, and facilities. The Public Works Department offers various fee-related services, including Grading Permits, Special Permits, Encroachment Permits, Site Work Permits, Water and Sewer-related Permits, and Subdivision Maps. The following subsections discuss fee schedule modifications, detailed per-unit results, and annual revenue impacts for the fee-related services provided by the Public Works staff.

FEE SCHEDULE MODIFICATIONS

In discussions with City staff, the following modifications were proposed to the current fee schedule:

- **New Fees:** To better align with where and how services are provided '3rd and subsequent Plan Checks' and '3rd and subsequent Inspections' were added.
- **Eliminated Fees:** Staff proposed eliminating the following fees, as these services are no longer offered or covered under other permits.
 - 'Blasting Permit'
 - 'Grading Permit (paving) and drainage alteration'
 - 'Retaining Wall Design'
- **Deposit To Flat Fees:** Staff proposed modifying the following fees from deposit to flat fees in order to better reflect the services offered.
 - Grading permits were changed from deposit to flat fees
 - Encroachment permits were changed from an hourly inspection fee to flat fees based on the construction valuation.
- **Flat Fees to Deposits:** Staff proposed changing the following fees from flat fees to deposit-based fees:
 - 'Final Parcel Map Review: - Land Surveyor Review'
 - 'Water, Sewer, Storm Drain system capacity modeling'

'The modifications noted ensure that the proposed fee schedule more accurately reflects the services being provided by Police staff.

DETAILED RESULTS

The Public Works Department is responsible for collecting fees for Grading Permits and Misc. Permits such as Special Permits, Site Work Permits, Final Parcel Map Reviews, Temporary Construction Meters, Water Service Inspections & Meter, Sanitary Sewer Lateral Service Inspections, Final Subdivision Maps, and Water, Sewer, Storm Drain System Capacity Modeling. The total cost calculated for each service

includes direct staff costs and Division and Citywide overhead. The following table details the fee name and total cost associated with each service offered by the group category.

TABLE 13: TOTAL COST PER UNIT RESULTS – PUBLIC WORKS

Fee Name	Current Fee	Total Cost	Difference
Grading Permits			
Grading Permit - Plan Check:			
0-5 cub. yds. (no permit required)	\$0	\$0	\$0
6-50 cub. yds.	\$115	\$183	(\$68)
51-100 cub. yds.	\$115	\$258	(\$143)
101-1,000 cub. yds.	\$463	\$484	(\$21)
1,001-10,000 cub. yds.	\$929	\$935	(\$6)
10,001-100,000 cub. yds.	\$4,993	\$5,444	(\$451)
100,001-200,000 cub. yds.	\$8,323	\$9,052	(\$729)
200,000 or more cub. yds.	\$16,650	\$16,568	\$82
3rd and subsequent Plan Checks	New	\$300	N/A
Geotechnical Peer Review	\$5,000	\$5,000	\$0
Grading Permit - Inspection:			
0-5 cub. yds. (no permit required)	\$0	\$0	\$0
6-50 cub. yds.	\$460	\$549	(\$89)
51-100 cub. yds.	\$923	\$1,238	(\$315)
101-1,000 cub. yds.	\$16,528	\$3,477	\$13,051
1,001-10,000 cub. yds.	\$24,799	\$6,922	\$17,877
10,001-100,000 cub. yds.	\$10,000	\$13,812	(\$3,812)
100,000 - 200,000 cub. yds.	\$10,000	\$17,257	(\$7,257)
200,000 + cub. yds.	\$10,000	\$25,869	(\$15,869)
3rd and subsequent Inspections	New	\$172	N/A
Grading Permit - SWPPP Compliance			
<u>Single Parcel (assessed every 2 reviews)</u>			
Single Parcel (assessed every 2 reviews): Admin + Inspection	\$162	\$269	(\$107)
Force Account for Remediation	\$591	\$645	(\$54)
<u>Subdivision subject to Map Act Provisions (assessed every 2 reviews)</u>			
Subdivision subject to Map Act Provisions (assessed every 2 reviews): Admin + Inspection	\$651	\$656	(\$5)
Force Account for Remediation	Actual Cost of Erosion Control Plan	\$645	N/A
<u>Development subject to C.3 Provisions (assessed every 2 reviews)</u>			
Development subject to C.3 Provisions (assessed every 2 reviews): Admin + Inspection	\$1,306	\$1,451	(\$145)
Force Account for Remediation	Actual Cost of Erosion Control Plan	\$645	N/A
Misc. Permits			
Special Permit (after hours work):			
Special Permit (after hours work)	\$233	\$214	\$19

Fee Name	Current Fee	Total Cost	Difference
Inspection / Work	\$500	\$500	\$0
Truck Haul Permit	\$115	\$108	\$7
Encroachment Permit			
<u>Cost of ROW Improvements</u>			
Up to \$49,999	New	\$1,529	N/A
\$50,000	New	\$1,529	N/A
each additional \$10,000 or fraction thereof	New	\$224	N/A
\$100,000	New	\$2,647	N/A
each additional \$10,000 or fraction thereof	New	\$262	N/A
\$250,000	New	\$6,584	N/A
each additional \$10,000 or fraction thereof	New	\$144	N/A
\$500,000	New	\$10,176	N/A
each additional \$10,000 or fraction thereof	New	\$85	N/A
\$1,000,000+	New	\$14,421	N/A
each additional \$100,000 or fraction thereof	New	\$21	N/A
Site Work Permit:			
Engineering Review (assessed every 2 reviews)	\$461	\$601	(\$140)
Fast Track Review	\$442	\$579	(\$137)
Tentative Parcel Map Review	\$629	\$676	(\$47)
Final Parcel Map Review:			
Final Parcel Map Review	\$629	\$901	(\$272)
Land Surveyor Review	\$1,500	\$5,000	(\$3,500)
Water Service Inspection and Meter:			
5/8" meter - Inspection & Meter Cost	\$551	\$1,104	(\$553)
3/4" meter - Inspection & Meter Cost	\$569	\$1,245	(\$676)
1" meter - Inspection & Meter Cost	\$607	\$1,370	(\$763)
1.5" Meter - Inspection & Meter Cost	\$961	\$1,859	(\$898)
2" meter - Inspection & Meter Cost	\$1,522	\$2,203	(\$681)
3" meter - Inspection & Meter Cost	\$2,663	\$4,154	(\$1,491)
4" meter - Inspection & Meter Cost	\$3,092	\$4,918	(\$1,826)
Sanitary Sewer Lateral Service - Inspection:			
Single Family Unit	\$353	\$764	(\$411)
Multiple Unit Dwelling	\$706	\$1,108	(\$402)
Commercial, Industrial, Public & Other Uses	\$706	\$1,183	(\$477)
Final Subdivision Map:			
Base	\$8,025	\$8,418	(\$393)
Per Lot	\$500	\$526	(\$26)
Fire Hydrant Flow Test	\$755	\$799	(\$44)
Water, Sewer, Storm Drain system capacity modeling:			
City Staff Cost	\$450	\$628	(\$178)
Consultant Modeling	\$5,000	\$5,000	\$0

The fees administered by Public Works generally under-recover for its services. The largest under-recovery is in relation to the 'Grading Permit – Inspection:' fees, specifically the '200,000+ Cub. Yds.' fee at \$15,869. The smallest under-recovery is in relation to the 'Grading Permit – SWPPP Compliance' fees,

specifically the 'Subdivision subject to Map Act Provisions (assessed every 2 reviews) - Subdivision subject to Map Act Provisions (assessed every 2 reviews): Admin + Inspection' under the grading permits at \$5.

ANNUAL REVENUE IMPACT

Public Works does not track the permits at the granular level of detail as such no annual revenue impact analysis was conducted.

DEVELOPMENT SERVICES SURCHARGES

There are two typical surcharges assessed as part of the development review process – General Plan Maintenance Fee and Technology Fee. Currently, the City of Brisbane does not assess a General Plan Maintenance Fee and only assesses a Technology fee. The following subsections discuss the calculation and application of the General Plan Maintenance Fee and Technology Fee and provides comparative context to other jurisdictions.

GENERAL PLAN MAINTENANCE FEE

A General Plan Maintenance fee is meant to account for updates to the general plan, zoning ordinance, housing elements, and other long-range planning activities that are part of the larger General Plan.

The General Plan Maintenance fee is governed by Government Code Section 66014(b), which states that fees “may include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and recommendations.” This code states that fees can be charged against zoning changes, zoning variances, use permits, building inspections, and filing applications.

More typically, the fee is charged during the building permit phase to ensure any development project, which gets to that phase, makes enough of an impact to require the need for an update to the Zoning Code or the General Plan. This fee should only be applied to major building permits (i.e., new or remodel / tenant improvements) rather than standalone permits for water heaters or electrical outlets.

The project team took the estimated cost associated with updating the General Plan and divided it by the years over which those services would be provided to calculate the annualized cost. The following table breaks out by category the components that comprise the total annual cost calculation.

TABLE 14: GENERAL PLAN MAINTENANCE FEE – ANNUAL COSTS

Task	Budget	# of Years	Annual Cost
General Plan Update	\$500,000	15	\$33,333
Total Annual Cost	\$500,000		\$33,333

The annual cost to the City for updating their general plan was calculated to be roughly \$33,333. The City currently does not charge a General Plan Maintenance Fee, as such we calculated the fee as a percentage of the City’s building permit fees, which is the most common methodology. An alternative approach is based on the building valuation. The following table shows the general plan maintenance fee calculation based on both approaches:

TABLE 15: GENERAL PLAN MAINTENANCE FEE CALCULATION

Category	% of Permit Fee	% of Building Valuation
Annual Cost	\$33,333	\$33,333
Base	\$467,404	\$35,384,951
General Plan Maintenance Fee	7%	0.09%

As the table indicates, the calculated Comprehensive Plan Maintenance Fee is 7% of the building permit or 0.09% of the building valuation.

As part of this analysis, the project team conducted a comparative survey of other local jurisdictions and their assessment of a General Plan Maintenance Fee. Like other comparative efforts, the survey below simply shows the fees charged by the jurisdiction and does not include the basis upon which the other jurisdictions calculated or developed their fee. The following table shows the results of this comparative analysis:

TABLE 16: GENERAL PLAN MAINTENANCE FEE – COMPARATIVE SURVEY

Jurisdiction	Fee Amount
Burlingame	0.20% of the Building Valuation
Daly City	1.00% of the project valuation
Emeryville	0.50% of construction valuation
Millbrae	0.39% of project valuation
San Bruno	0.90% of the building valuation
South San Francisco	0.30% of Bldg. Valuation

The fees charged by all other jurisdictions is a percentage of the building valuation. It is a best practice to charge this fee as either percentage of building permit fee or building valuation. The City’s full cost calculated at 0.09% of the Building Valuation would still be lower than all the surveyed jurisdictions. Even though building valuation is the common methodology used by surrounding jurisdiction, applying this fee as a percentage of the building permit fee has a stronger nexus as it ensures that the fee charged for long-range planning never exceeds the building permit fee.

TECHNOLOGY SURCHARGE FEE

A Technology Fee allows a jurisdiction to support the costs associated with its permitting system, staff time for managing the systems, acquiring the system, mobile devices used for permitting, etc. The City of Brisbane currently charges a plan maintenance fee to capture the costs for technology and develops a budget annually for those technology-related needs. The project team utilized the annual budget for Plan Maintenance to calculate the updated technology fee. The following table shows, by line item, the FY26 adopted budget for technology-related costs for development activities.

TABLE 17: TECHNOLOGY SURCHARGE COST COMPONENTS

Item	Fee	# of Years	Annual Cost
Tech Fee	\$1,000,000	20	\$50,000
Total Annual Cost			\$50,000

Based upon the items needed to maintain the permitting system, annual technology-related costs are approximately \$50,000.

The most defensible methodology for assessing a technology fee is based proportionately on the percentage of the permit fee, as the greater the permit fee, the more software utilization and storage space is required. The City does not utilize this method and instead charges a fee of \$1.63 per plan. As

such, the project team calculated the rate as a percentage for the City by taking the total Technology Annual Cost and dividing it by the annual fee-related cost associated with departments that utilize the permitting software (Building & Planning). The following table shows this calculation:

TABLE 18: TECHNOLOGY SURCHARGE CALCULATION

Category	Technology Fee Calculation
Total Annual Technology Cost	\$50,000
Total Building & Planning Permit Fees	\$984,309
Technology Surcharge	5%

Based upon this calculation, the City’s full cost Technology fee would be 5% of the permit fee. Therefore, if a permit fee was \$100, the Technology fee collected would be \$5.00; whereas if a permit fee was \$1,000, the Technology fee collected would be \$50. This type of structure enables the Technology fee to be more proportionately distributed based upon the projects and their impact upon the system. The City’s current fee is \$1.63 per plan, which is not comparable to the calculated full cost of 5% of the permit fee.

As part of this analysis, the project team conducted a comparative survey of other local jurisdictions and their assessment of a Technology Fee. Like other comparative efforts, the survey below simply shows the fees charged by the jurisdiction and does not include the basis upon which the other jurisdictions calculated or developed their fee. The following table shows the results of this comparative analysis:

TABLE 19: TECHNOLOGY SURCHARGE – COMPARATIVE SURVEY

Jurisdiction	Fee Amount
Burlingame	2% of the Fee
Daly City	9% of the Building Permit Fee
Emeryville	0.10% of Construction Valuation
Millbrae	7% of Permit Fee
San Bruno	10% of the Permit Fees

The full cost calculated for the City is the third lowest at 5% when compared to the other jurisdictions surveyed.

SURCHARGE FUND BEST PRACTICES

It is a best practice to collect and account for General Plan Maintenance and Technology surcharges in separate accounts, as doing so ensures compliance with funding requirements, enables appropriate allocation of funds to general plan or technology-related activities, and mitigates any potential issues with the comingling of funds.

COST RECOVERY CONSIDERATIONS

The following sections provide guidance regarding how and where to increase fees, determine annual update factors, and develop cost recovery policies and procedures.

FEE ADJUSTMENTS

This study has documented and outlined on a fee-by-fee basis where the City is under- and over-collecting for its fee-related services. City and Department management will now need to review the study results and adjust fees per Departmental and City philosophies and policies. The following points outline the major options the City has in adjusting its fees:

- **Over-Collection:** Upon review of the fees that were shown to be over-collecting for costs of services provided, the City should reduce the current fee to be in line with the full cost of providing the service.
- **Full Cost Recovery:** For fees that show an under-collection for costs of services provided, the City may decide to increase the fee to full cost recovery immediately.
- **Phased Increase:** For fees with significantly low-cost recovery levels, or which would have a significant impact on the community, the City could choose to increase fees gradually over a set period.

The City will need to review the results of the fee study and associated cost recovery levels and determine how best to adjust fees. While decisions regarding fees that currently show an over-recovery are straightforward, the following subsections provide further detail on why and how the City should consider either implementing Full Cost Recovery or a Phased Increase approach to adjusting its fees.

FULL COST RECOVERY

Based on the permit or review type, the City may wish to increase the fee to cover the full cost of providing services. Certain permits may be close to cost recovery already, and an increase to full cost may not be significant. Other permits may have a more significant increase associated with full cost recovery.

Increasing fees associated with permits and services that are already close to full cost recovery can potentially bring a Department's overall cost recovery level higher. Often, these minimal increases can provide necessary revenue to counterbalance fees that cannot be increased.

The City should consider increasing fees for permits for which services are rarely engaged to full cost recovery. These services often require specific expertise and can involve more complex research and review due to their infrequent nature. As such, setting these fees at full cost recovery will ensure that when the permit or review is requested, the City is recovering the full cost of its services.

PHASED INCREASES

Depending on current cost recovery levels, some current fees may need to be increased significantly to comply with established or proposed cost recovery policies. Due to the type of permit or review or the amount by which a fee needs to be increased, it may be best for the City to use a phased approach to reaching its cost recovery goals.

As an example, you may have a current fee of \$200 with a full cost of \$1,000, representing 20% cost recovery. If the current policy is 80% cost recovery, the current fee would need to increase by \$600, bringing the fee to \$800, to comply with proposed recovery levels. Assuming this service is something the City provides quite often and affects various members of the community, an instant increase of \$600 may not be feasible. Therefore, the City could take a phased approach, whereby it increases the fee annually over a set period until cost recovery is achieved.

Raising fees over a set period not only allows the City to monitor and control the impact to applicants but also ensure that applicants have time to adjust to significant increases. Continuing with the example above, the City could increase the fee by \$150 per year for the next four years, spreading out the increase. Depending on the desired overall increase and the impact to applicants, the City could choose to vary the number of years by which it chooses to increase fees. However, the project team recommends that the City not phase increases for periods greater than five years, as that is the maximum window after which a comprehensive fee assessment should be completed.

ANNUAL ADJUSTMENTS

Conducting a comprehensive analysis of fee-related services and costs annually would be quite cumbersome and costly. The general recommendation is that a comprehensive fee analysis should be conducted every five to seven years. This allows jurisdictions to ensure they account for organizational changes, such as staffing levels and merit increases, and process efficiencies, code or rule changes, or technology improvements. Developing annual update mechanisms allow jurisdictions to maintain current levels of cost recovery, while accounting for increases in staffing or expenditures related to permit services. The two most common types of update mechanisms are Consumer Price Index (CPI) and Cost of Living Adjustment (COLA) factors. The following points provide further detail on each of these mechanisms:

- **COLA / Personnel Cost Factor:** Jurisdictions often provide their staff with annual salary adjustments to account for increases in local cost of living. These increases are not tied to merit or seniority but rather meant to offset rising costs associated with housing, gas, and other livability factors. Sometimes these factors vary depending on the bargaining group of a specific employee. Generally, these factors are around two or three percent annually.
- **CPI / ECI Factor:** A common method of increasing fees or cost is to look at regional cost indicators, such as the Consumer Price Index or Employment Cost Index. These factors are calculated by the Bureau of Labor Statistics, are put out at various intervals within a year, and are specific to states and regions.

The City of Brisbane already utilizes a CPI factor, and it should continue to do so to ensure that fees are increased in alignment with cost increases.

POLICIES AND PROCEDURES

This study has identified areas where the City is under-collecting the costs associated with providing services. This known funding gap is therefore being subsidized by other City revenue sources.

Development of cost recovery policies and procedures will ensure that current and future decision makers understand how and why fees were determined and set, as well as provide a road map for ensuring consistency when moving forward. The following subsections outline typical cost recovery levels and discuss the benefits of developing target cost recovery goals and procedures for achieving and increasing cost recovery.

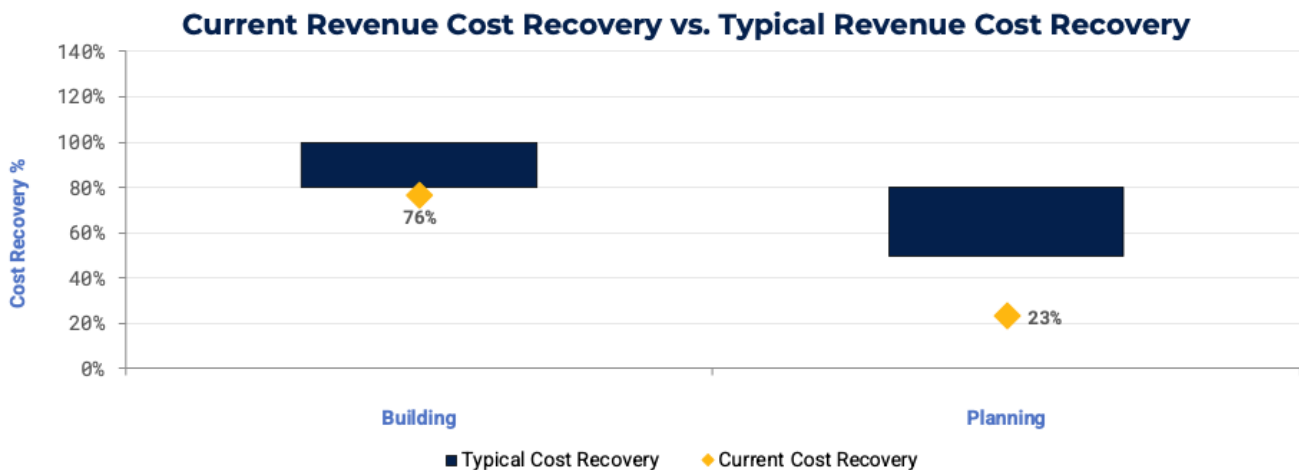
TYPICAL COST RECOVERY

The Matrix Consulting Group has extensive experience in analyzing local government operations across the United States and has calculated typical cost recovery ranges. The following table outlines cost recovery ranges by major service area.

TABLE 20: TYPICAL COST RECOVERY RANGES BY MAJOR SERVICE AREA

Service Areas	Typical Cost Recovery Ranges
Building	80-100%
Planning	50-80%

The following graph depicts how Brisbane compares to industry cost recovery range standards.



Building & Planning are both below the typical recovery range.

DEVELOPMENT OF COST RECOVERY POLICIES AND PROCEDURES

The City should review the current cost recovery levels and adopt a formal policy regarding cost recovery. This policy can be general in nature and can apply broadly to the City as a whole or to each department and division specifically. A department-specific cost recovery policy would allow the City to better control the cost recovery associated with different types of services being provided and the community benefit received.

APPENDIX – COMPARATIVE SURVEY

As part of the Cost of Services (User Fee) study for the City of Brisbane, Matrix Consulting Group conducted a comparative survey of user fees. The City identified six municipalities to be included in the comparative survey for departments other than Parks and Recreation: Burlingame, Daly City, Emeryville, Millbrae, San Bruno, and South San Francisco. For Parks and Recreation, the City identified eight municipalities to be included in the comparative survey: Belmont, Burlingame, Millbrae, Pacifica, San Carlos, San Francisco, San Mateo, and South San Francisco. The project team then reviewed public documents (i.e., agenda items, staff reports, budgets, fee schedules, and ordinances) and or contacted jurisdictions to get comparative information.

While this full report provides the City with a reasonable estimate and understanding of the true costs of providing services, many jurisdictions also wish to benchmark themselves against other comparable jurisdictions to understand the local “rates” for comparable services. This type of comparative analysis allows for the City to assess what types of changes in fee levels their community can bear. However, benchmarking does not provide adequate information regarding the relationship of other jurisdictions’ costs to their fees (i.e., policy decisions to subsidize, cost recovery goals, etc.). To contextualize this portion of the analysis, the project team provided economic and recency factors for the comparable jurisdictions.

The following sections detail various factors to consider when reviewing comparative survey results, as well as graphical comparisons of current fees and total calculated costs for various permits issued or services provided by the City.

ECONOMIC FACTORS

To provide additional context to the comparative survey information, the project team collected economic factors for the jurisdictions included. Three important economic factors to consider when comparing fees across multiple jurisdictions are: population, budget, and workforce size. These factors can impact how and when fees are administered, as a jurisdiction with a smaller population may choose to not charge a fee, or a smaller workforce size may inhibit their ability to administer a fee. The following tables rank each jurisdiction from smallest to largest for each of these economic factors:

TABLE 21: RANKING OF JURISDICTIONS BY POPULATION

Jurisdiction	Population ⁶
Brisbane	4,676
Emeryville	13,471
Millbrae	23,164
Burlingame	31,552
San Bruno	42,631
South San Francisco	65,397

⁶ California Finance estimates as of 1/1/2024 were used to determine each jurisdiction’s population.

Jurisdiction	Population ⁶
Daly City	102,155

TABLE 22: RANKING OF JURISDICTIONS BY CITYWIDE TOTAL BUDGET

Jurisdiction	FY25-26 Budget ⁷
Brisbane	\$28,599,443
Millbrae	\$40,496,262
San Bruno	\$68,775,416
Burlingame	\$81,032,875
Daly City	\$125,510,727
Emeryville	\$142,131,800
South San Francisco	\$152,532,413

TABLE 23: RANKING OF JURISDICTIONS BY FTE

Jurisdiction	FY25-26 Authorized FTE
Millbrae	105.75
Brisbane	145.00
Emeryville	174.61
San Bruno	287.00
Burlingame	327.4
Daly City	487.00
South San Francisco	643.81

When compared to the surveyed jurisdictions, the City of Brisbane ranks at the bottom in terms of population and budget and ranks as the second lowest when it comes to staffing.

RECENCY FACTOR

While the above comparative information can provide some perspective when paralleling Brisbane’s fees with surveyed jurisdictions, other key factors to consider are when a jurisdiction’s fee schedule was last updated and when the last comprehensive analysis was undertaken. It is important to note that even though jurisdictions may have conducted recent fee studies, their fees are not always adopted at full cost recovery. The comparative results only show the adopted fee for the surveyed jurisdiction, not necessarily the full cost associated with the comparable service.

The following tables detail when each surveyed jurisdiction last conducted a fee analysis and when they last updated their fee schedule:

TABLE 24: LAST FEE SCHEDULE UPDATE

Jurisdiction	Response
Burlingame	2025
Daly City	2025

⁷ To ensure appropriate comparisons, full operating budget (all funds) has been used for all jurisdictions.

Jurisdiction	Response
Emeryville	2025
Millbrae	2025
San Bruno	2025
South San Francisco	2025

TABLE 25: LAST FEE STUDY CONDUCTED

Jurisdiction	Response
Burlingame	2024
Daly City	2022
Emeryville	N/A
Millbrae	2017
San Bruno	2020
South San Francisco	2023

Most of the surveyed jurisdictions have published an updated fee schedule within the last year. Additionally, all the jurisdictions except for Emeryville and Millbrae have conducted a fee study within the last five years.

ADDITIONAL FACTORS

Along with keeping the statistics outlined in the previous sections in mind, the following issues should also be noted regarding the use of market surveys in the setting of fees for service:

- **Cost Recovery Factors:** Each jurisdiction and its fees are different, and many are not based on the actual cost of providing services, as various policy decisions may subsidize services.
- **Fee Variance Factors:** A fee with the same name may encompass different types of services or activities across jurisdictions. Variability may stem from differences in service delivery models (e.g., in-house vs. contracted), the scope of work included under the fee, and staffing configurations, all of which can influence how indirect and overhead costs are allocated.

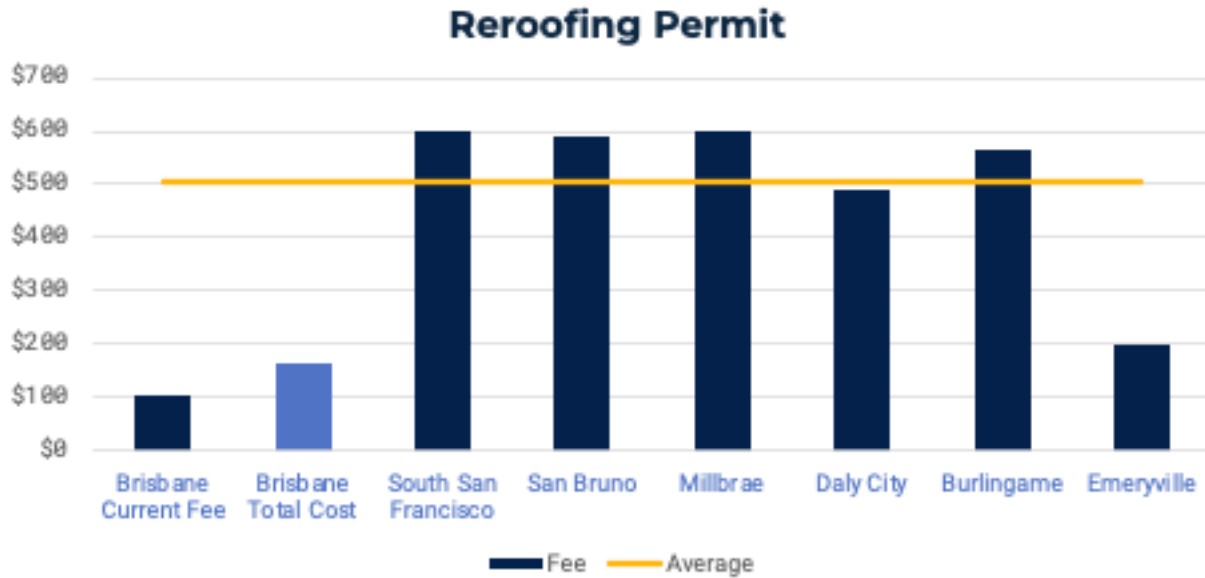
In addition to the issues noted, market surveys can also run the risk of creating a confusing excess of data that will obscure rather than clarify policy issues. Because each jurisdiction is different, the Matrix Consulting Group recommends that the information contained in the market comparison of fees be used as a secondary decision-making tool, rather than the primary method for determining an acceptable price point for services.

COMPARATIVE SURVEY RESULTS

As part of this study, the project team conducted a survey of how the City’s current user fees and calculated full cost compare to other identified jurisdictions. The following subsections provide a comparative look at several fee-related services provided by the City versus the surveyed jurisdictions.

REROOFING PERMIT

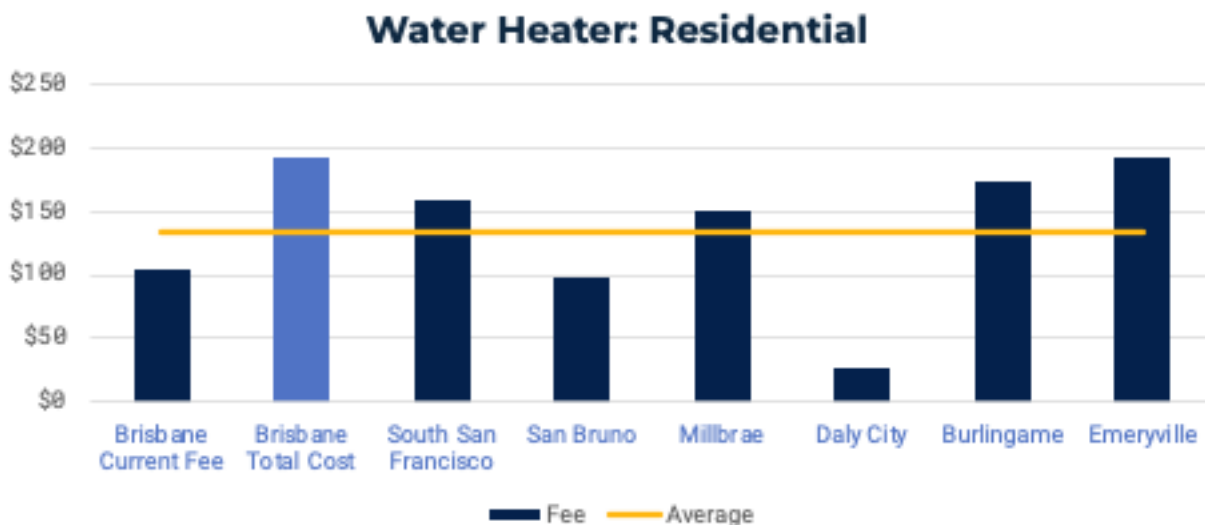
Building currently charges a fee of \$105 for a plan check and inspection of a Reroofing Permit that is 2,000 sq. ft. Through this study, the project team calculated the full cost of this service to be \$166. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current and full cost fees are the lowest when compared to the jurisdictional average of \$507. The City’s full cost is most comparable to Emeryville’s fee of \$200.

WATER HEATER: RESIDENTIAL

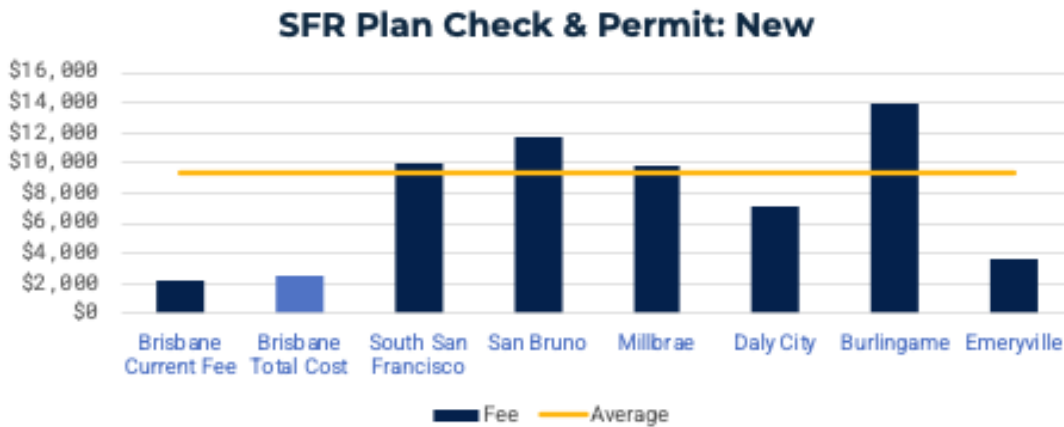
Building currently charges for a Water Heater: Residential as a valuation, which would be roughly \$105. Through this study, the project team calculated the full cost of this service to be \$193. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the second lowest when compared to other jurisdictions at \$105, as this fee is valuation-based. However, its full cost of \$193 is above the jurisdictional average of \$133. The calculated full cost is the same as Emeryville’s fee of \$193.

SFR PLAN CHECK & PERMIT: NEW

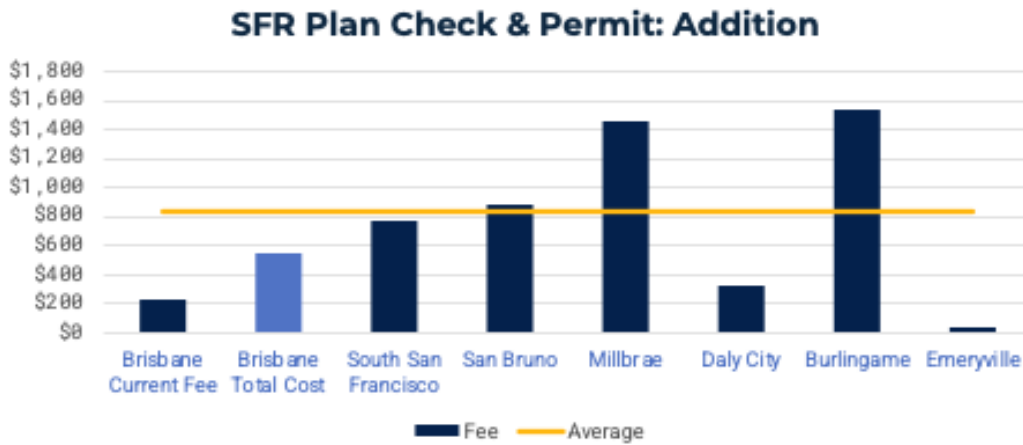
Building currently charges a fee of \$2,220 for a plan check and inspection of an SFR Plan Check & Permit: New - Valued at \$450,000 (2,000 sq. ft.). Through this study, the project team calculated the full cost of this service to be \$2,464. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$2,220. However, its full cost of \$2,464 is below the jurisdictional average of \$9,366. The City’s current fee and full cost is most similar to Emeryville’s fee of \$3,600.

SFR PLAN CHECK & PERMIT: ADDITION

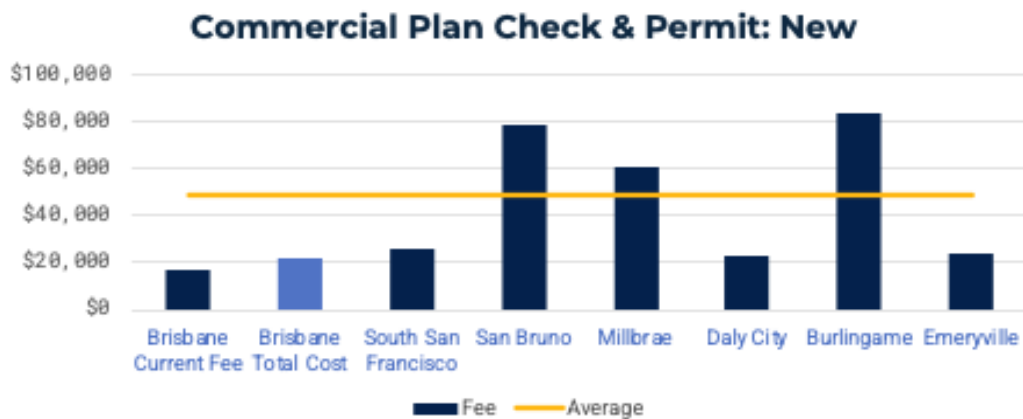
Building currently charges a fee of \$235 for a plan check and inspection of an SFR Plan Check & Permit: Addition - Valued at \$5,000 (150 sq. ft.). Through this study, the project team calculated the full cost of this service to be \$547. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the second lowest when compared to other jurisdictions at \$235. However, its full cost of \$547 is below the jurisdictional average of \$837. The City’s current fee and full cost are most comparable to Daly City’s fee of \$327.

COMMERCIAL PLAN CHECK & PERMIT: NEW

Building currently charges a fee of \$16,960 for a plan check and inspection of a Commercial Plan Check & Permit: New - Valued at \$3,000,000 (20,000 sq. ft.). Through this study, the project team calculated the full cost of this service to be \$22,100. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.

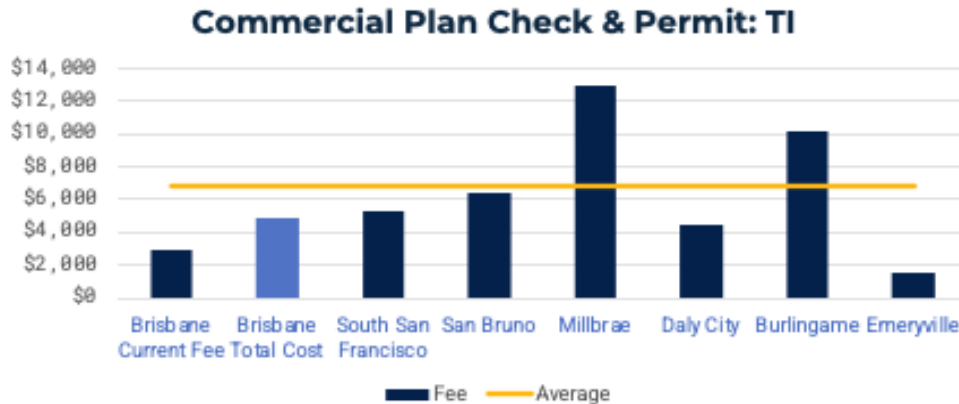


Brisbane’s current fee is the lowest when compared to other jurisdictions at \$16,960. However, its full cost of \$22,100 is below the jurisdictional average of \$49,242. The City’s current fee and full cost is most comparable to Daly City’s fee of \$22,629.

COMMERCIAL PLAN CHECK & PERMIT: TI

Building currently charges a fee of \$2,979 for a plan check and inspection of a Commercial Plan Check & Permit: TI - Valued at \$200,000 (1,200 sq. ft.). Through this study, the project team calculated the full

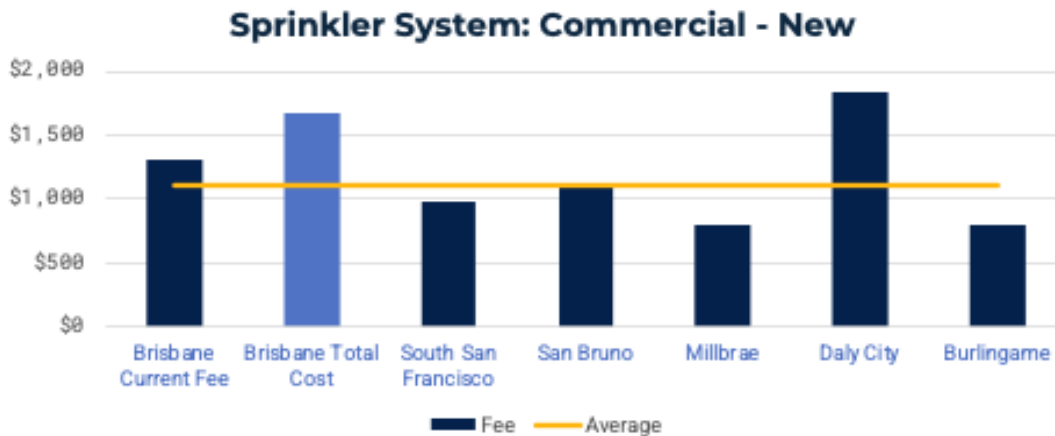
cost of this service to be \$4,930. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$2,979. However, its full cost of \$4,930 is below the jurisdictional average of \$6,820. The City’s current fee and full cost is most comparable to South San Francisco’s fee of \$5,357.

SPRINKLER SYSTEM: COMMERCIAL - NEW

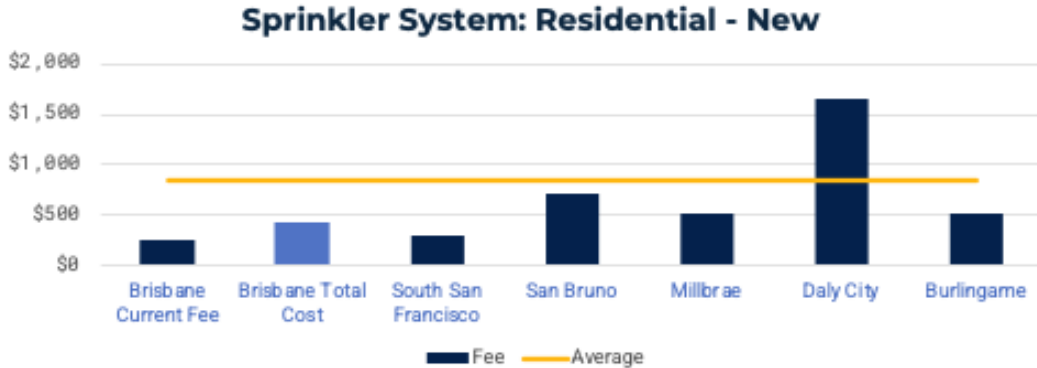
Fire currently charges a fee of \$1,300 for a plan check and inspection of a Sprinkler System: Commercial - New - 5,000 sq. ft. Through this study, the project team calculated the full cost of this service to be \$1,668. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is in on the higher end when compared to other jurisdictions at \$1,300. However, its full cost of \$1,668 is above the jurisdictional average of \$1,111. The City’s current fee is most comparable to San Bruno’s fee of \$1,128, whereas the calculated full cost is most comparable to Daly City’s fee of \$1,844.

SPRINKLER SYSTEM: RESIDENTIAL - NEW

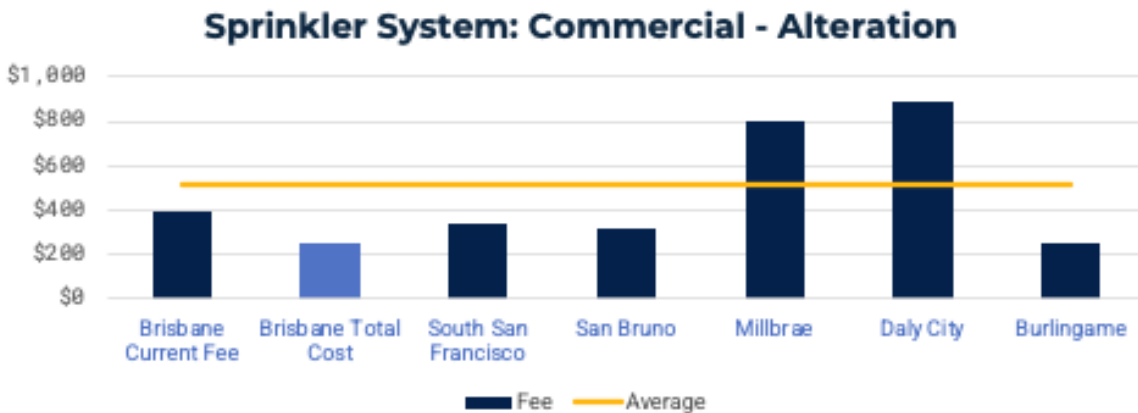
Fire currently charges a fee of \$260 for Sprinkler System: Residential - New - 1,000 sq. ft. Through this study, the project team calculated the full cost of this service to be \$417. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$260. However, its full cost of \$417 is below the jurisdictional average of \$850. The City’s current fee is most comparable to South San Francisco’s fee of \$302, whereas the calculated full cost is most comparable to Millbrae and Emeryville’s fee of \$507.

SPRINKLER SYSTEM: COMMERCIAL - ALTERATION

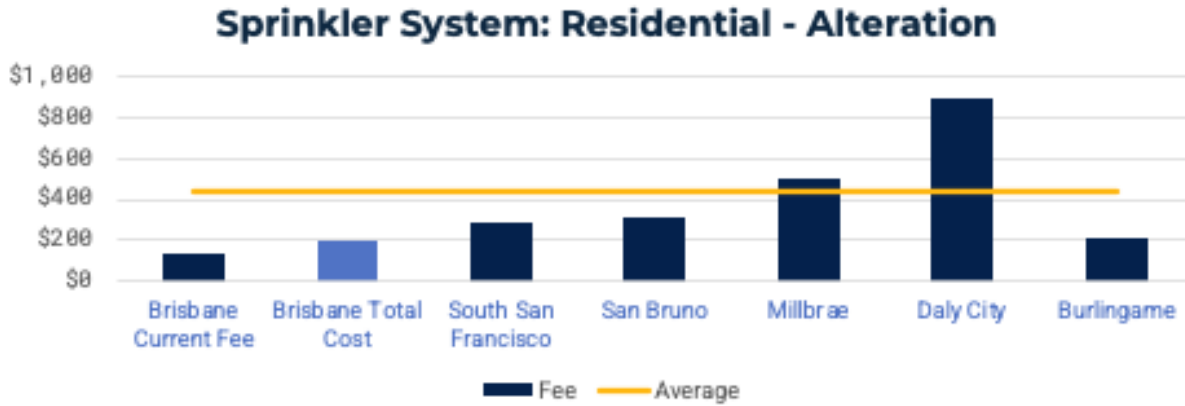
Fire currently charges a fee of \$390 for a Sprinkler System: Commercial - Alteration - 1,500 sq. ft. Through this study, the project team calculated the full cost of this service to be \$250. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is on the higher end when compared to other jurisdictions at \$390. However, its full cost of \$250 is below the jurisdictional average of \$519. The City’s current fee is most comparable to South San Francisco’s fee of \$339, while the calculated full cost is most comparable to Burlingame’s fee of \$253.

SPRINKLER SYSTEM: RESIDENTIAL - ALTERATION

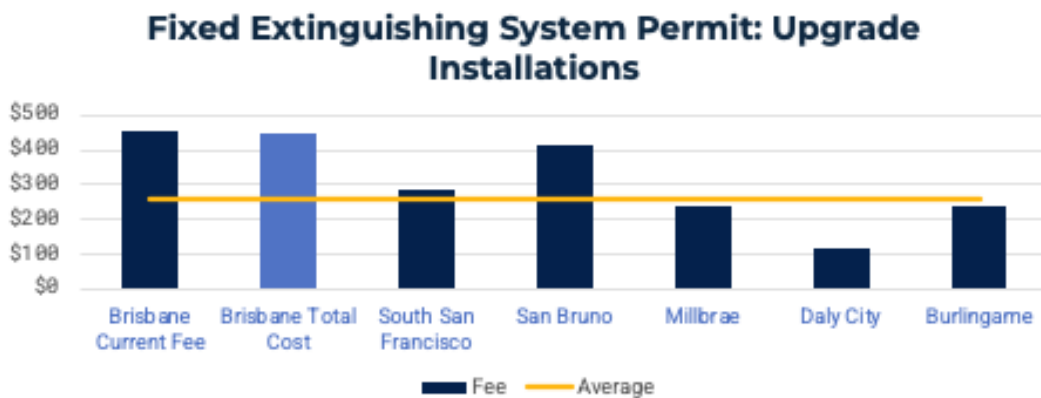
Fire currently charges a fee of \$136 for a Sprinkler System: Residential - Alteration - 500 sq. ft. Through this study, the project team calculated the full cost of this service to be \$200. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$136. However, its full cost of \$200 is below the jurisdictional average of \$441. The City’s current fee is most similar to Burlingame and Millbrae’s fee at \$162, whereas the calculated total cost is most comparable to Daly City’s fee of \$269.

FIXED EXTINGUISHING SYSTEM PERMIT: UPGRADE INSTALLATIONS

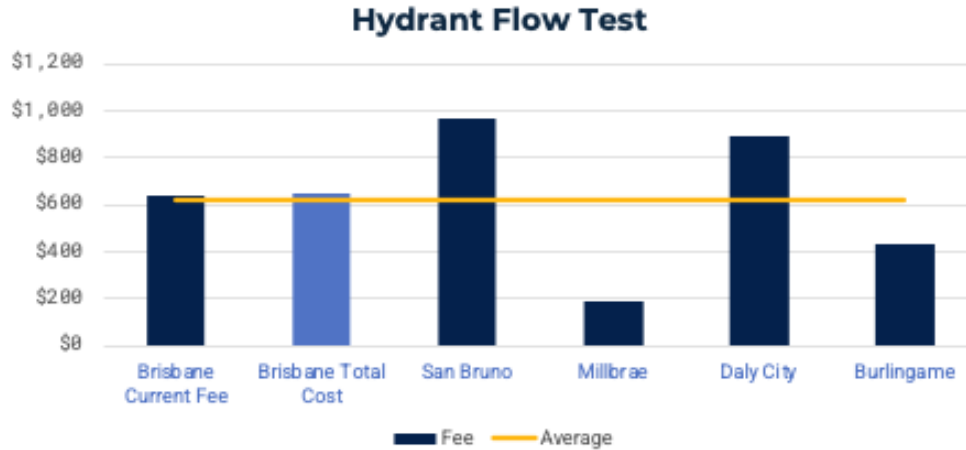
Fire currently charges a fee of \$456 for a Fixed Extinguishing System Permit: Upgrade Installations. Through this study, the project team calculated the full cost of this service to be \$450. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the highest when compared to other jurisdictions at \$456. However, its full cost of \$450 is above the jurisdictional average of \$258. The City’s current fee and total cost is most comparable to San Bruno’s fee of \$415.

HYDRANT FLOW TEST

Fire currently charges a fee of \$643 for a Hydrant Flow Test. Through this study, the project team calculated the full cost of this service to be \$650. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is in the middle when compared to other jurisdictions at \$643. However, its full cost of \$650 is above the jurisdictional average of \$621. The City’s current fee and total cost is most comparable to Burlingame’s fee of \$432.

NEW BUSINESS FIRE INSPECTION

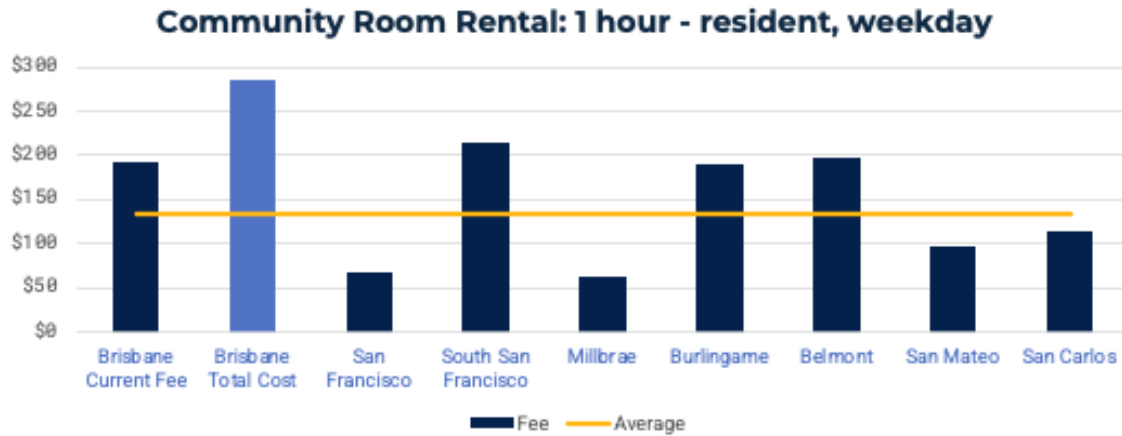
Fire currently charges a fee of \$218 for a New Business Fire Inspection. Through this study, the project team calculated the full cost of this service to be \$232. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is in the middle when compared to other jurisdictions at \$218. However, its full cost of \$232 is below the jurisdictional average of \$247. The City’s current fee and total cost is most comparable to Daly City’s fee of \$269.

COMMUNITY ROOM RENTAL: 1 HOUR - RESIDENT, WEEKDAY

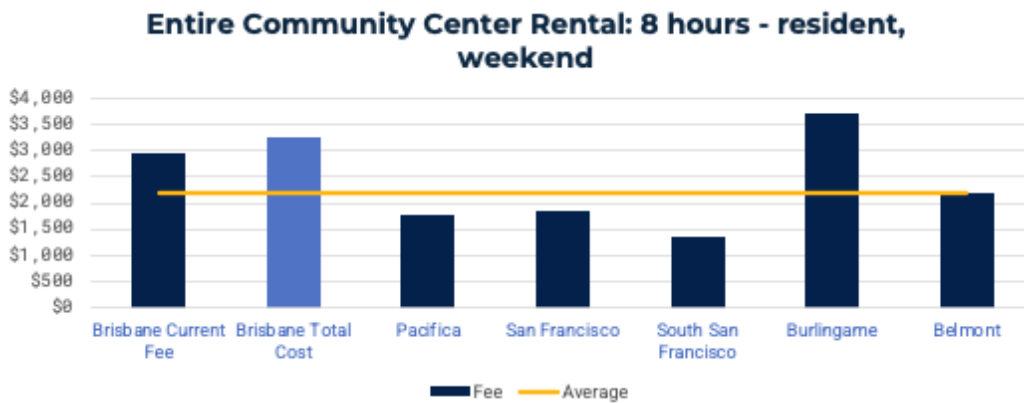
Parks and Recreation currently charges a fee of \$192 for a Community Room Rental: 1 hour - resident, weekday. Through this study, the project team calculated the full cost of this service to be \$285. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the third highest when compared to other jurisdictions at \$192. However, its full cost of \$285 is above the jurisdictional average of \$134. The City’s current fee is most comparable to Belmont’s fee of \$197, while the calculated full cost is most comparable to South San Francisco’s fee of \$215. It was noted that Pacifica is not comparable as they do not have a community room for rent at the community center.

ENTIRE COMMUNITY CENTER RENTAL: 8 HOURS - RESIDENT, WEEKEND

Parks and Recreation currently charges a fee of \$2,968 for an Entire Community Center Rental: 8 hours - resident, weekend. Through this study, the project team calculated the full cost of this service to be \$3,264. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.

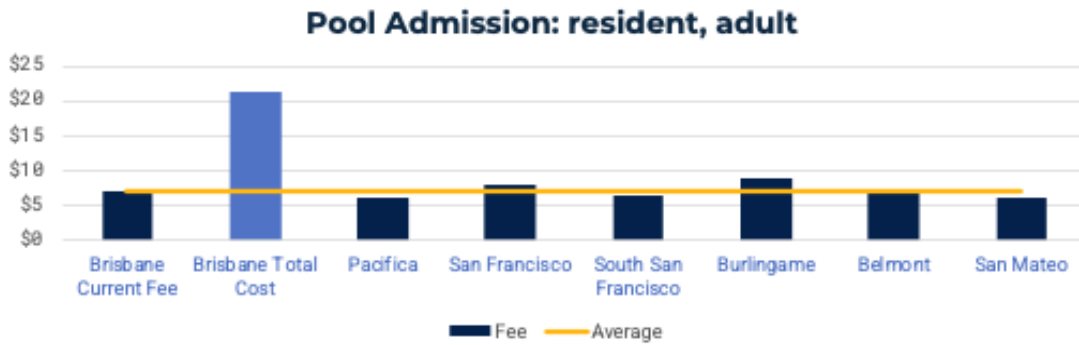


Brisbane’s current fee is the lowest when compared to other jurisdictions at \$2,968. However, its full cost of \$3,264 is above the jurisdictional average of \$2,174. The City’s current fee is most comparable to

Belmont’s fee of \$2,184, while the calculated full cost is most comparable to Burlingame’s fee of \$3,712. It was noted that Millbrae, San Mateo, and San Carlos do not offer the ability to rent the entire facility.

POOL ADMISSION: RESIDENT, ADULT

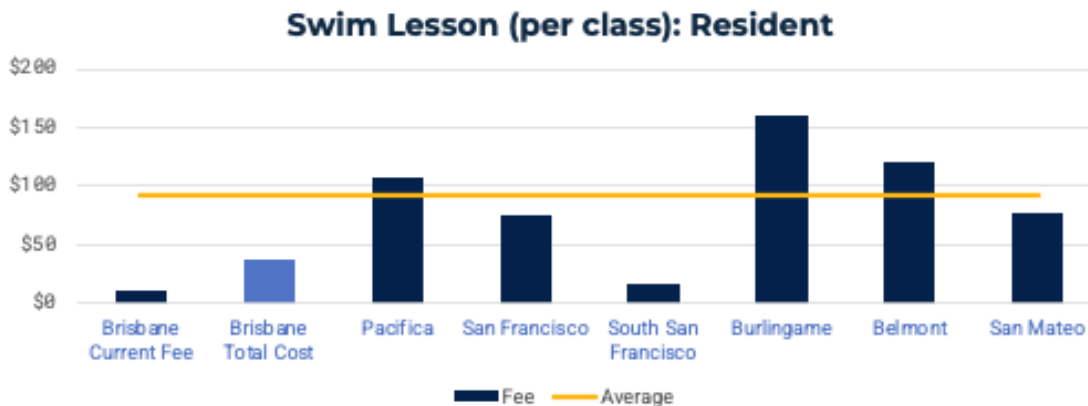
Parks and Recreation currently charges a fee of \$7 for a Pool Admission: resident, adult. Through this study, the project team calculated the full cost of this service to be \$21. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is in the middle when compared to other jurisdictions at \$7. However, its full cost of \$21 is above the jurisdictional average of \$7. The City’s current fee is most comparable to South San Francisco and Belmont’s fee of \$7, whereas the calculated full cost is most similar to Burlingame’s fee of \$9. It was noted that both Millbrae and San Carlos do not have a pool.

SWIM LESSON (PER CLASS): RESIDENT

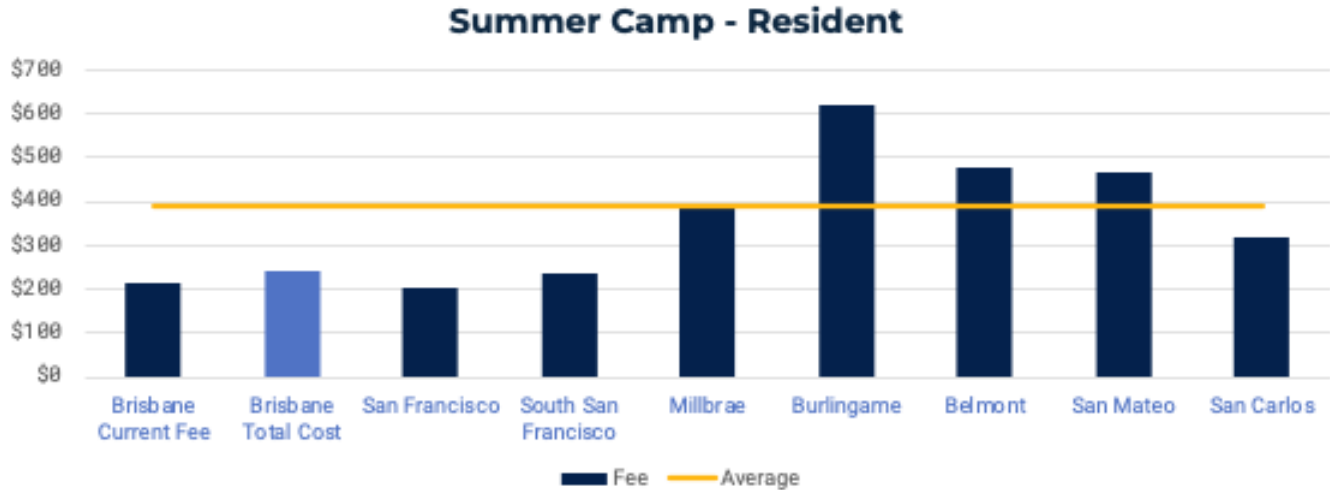
Parks and Recreation currently charges a fee of \$11 for a Swim Lesson (per class): Resident. Through this study, the project team calculated the full cost of this service to be \$37. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$11. However, its full cost of \$37 is below the jurisdictional average of \$93. The City’s current fee and total cost is most comparable to South San Francisco’s fee \$16. It was noted that both Millbrae and San Carlos do not have a pool.

SUMMER CAMP

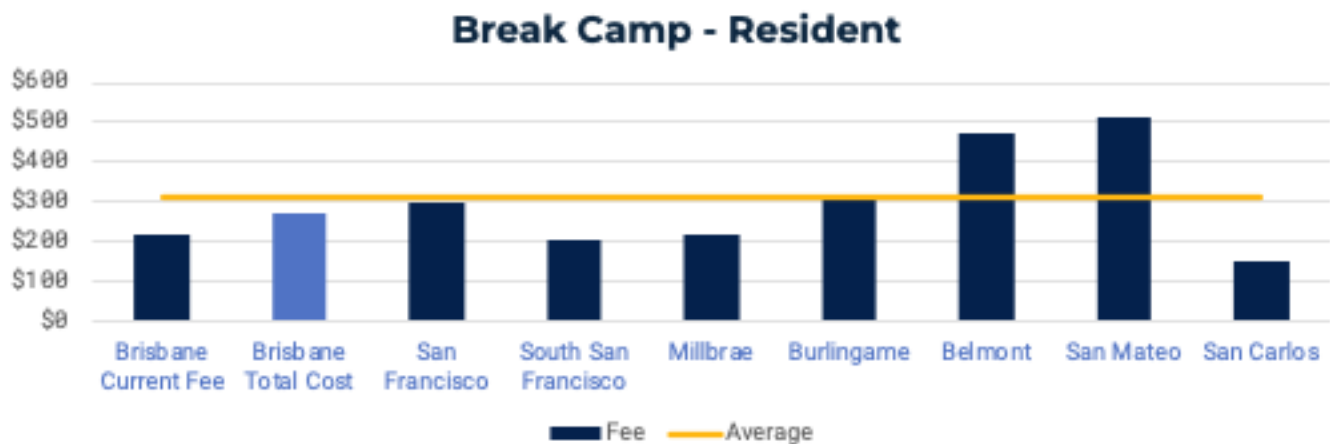
Parks and Recreation currently charges a fee of \$215 for a resident per week for a Summer Camp. Through this study, the project team calculated the full cost of this service to be \$244 per week. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current and full cost fee is the lowest when compared to other jurisdictions. Its fees are in alignment with San Francisco and South San Francisco.

BREAK CAMP

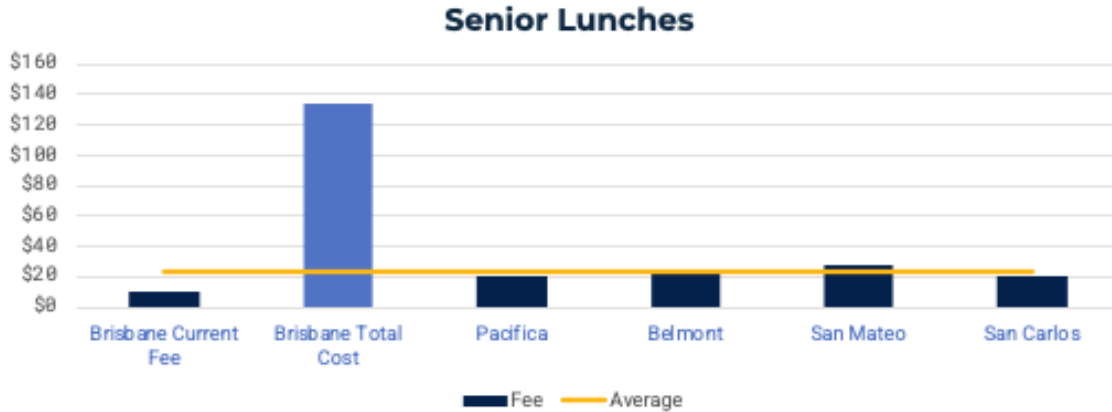
Parks and Recreation currently charges a fee of \$215 for a resident for a week for Break Camp. Through this study, the project team calculated the full cost of this service to be \$269. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current and full cost fee is lower than the jurisdictional average of \$311. Its fees are more in alignment with South San Francisco, Millbrae, and San Carlos.

SENIOR LUNCHES

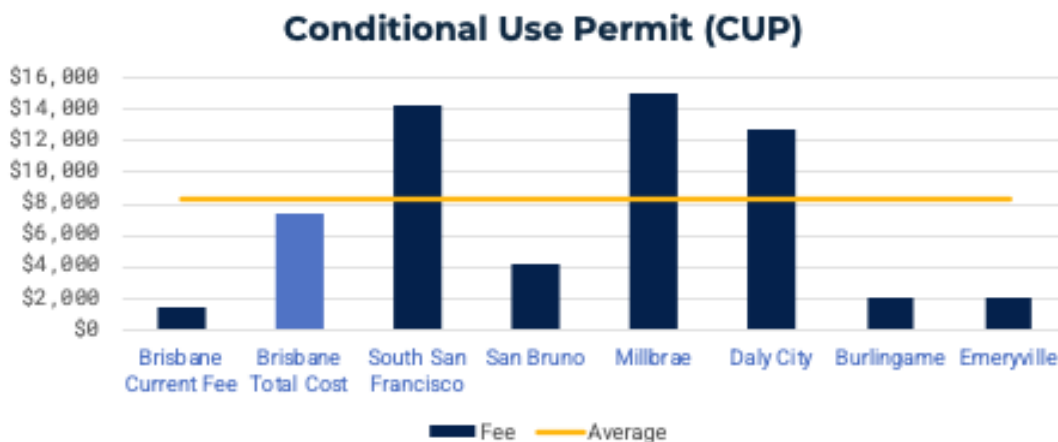
Parks and Recreation currently charges a fee of \$10 per month for Senior Lunches. Through this study, the project team calculated the full cost of this service to be \$134. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions. However, its full cost of \$134 is significantly above the jurisdictional average of \$23. It was noted that South San Francisco’s senior lunches are donated, and Burlingame & San Francisco do not provide Senior Lunches, as such they were not included in the comparison.

CONDITIONAL USE PERMIT (CUP)

Planning currently charges a fee of \$1,376 for a Conditional Use Permit (CUP). Through this study, the project team calculated the full cost of this service to be \$7,422. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the second lowest when compared to other jurisdictions at \$1,376. However, its full cost of \$7,422 is below the jurisdictional average of \$8,361. The City’s current fee is most comparable to Burlingame’s fee of \$1,981. Its full cost is not the highest, but also not the lowest.

SIGN PERMIT

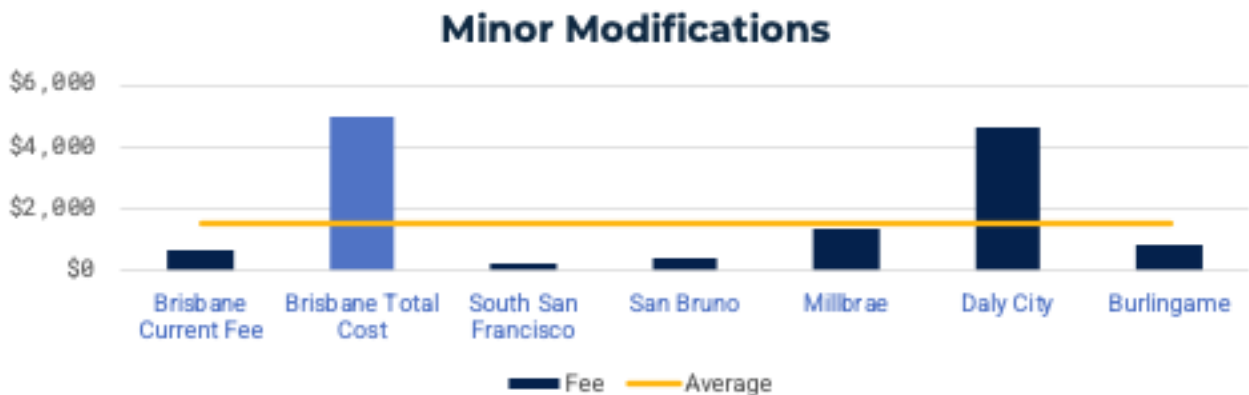
Planning currently charges a fee of \$387 for a Sign Permit. Through this study, the project team calculated the full cost of this service to be \$661. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee and full cost fee are above the jurisdictional average of \$344. Its full cost fee is most in alignment with the City of Emeryville.

MINOR MODIFICATIONS

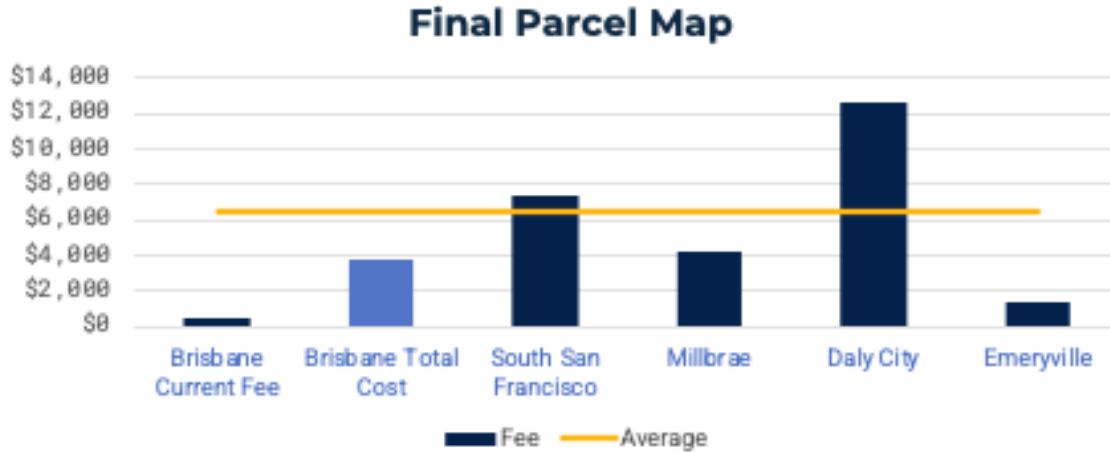
Planning currently charges a fee of \$648 for Minor Modifications. Through this study, the project team calculated the full cost of this service to be \$4,992. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is in the middle when compared to other jurisdictions at \$648. However, its full cost of \$4,992 is above the jurisdictional average of \$1,499. The City’s current fee is most comparable to Burlingame’s Fee of \$822, while the calculated full cost is most comparable to Daly City’s fee of \$4,632.

FINAL PARCEL MAP

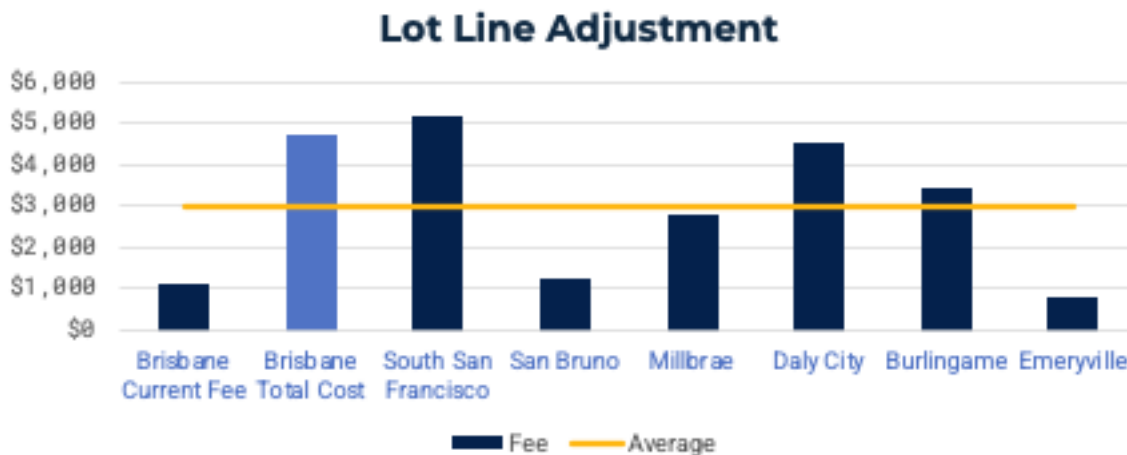
Planning currently charges a fee of \$529 for a Final Parcel Map. Through this study, the project team calculated the full cost of this service to be \$3,801. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$529. However, its full cost of \$3,801 is below the jurisdictional average of \$6,412. The City’s current fee is most comparable to Emeryville’s fee of \$1,311, whereas the calculated full cost is most comparable to Millbrae’s fee of \$4,217.

LOT LINE ADJUSTMENT

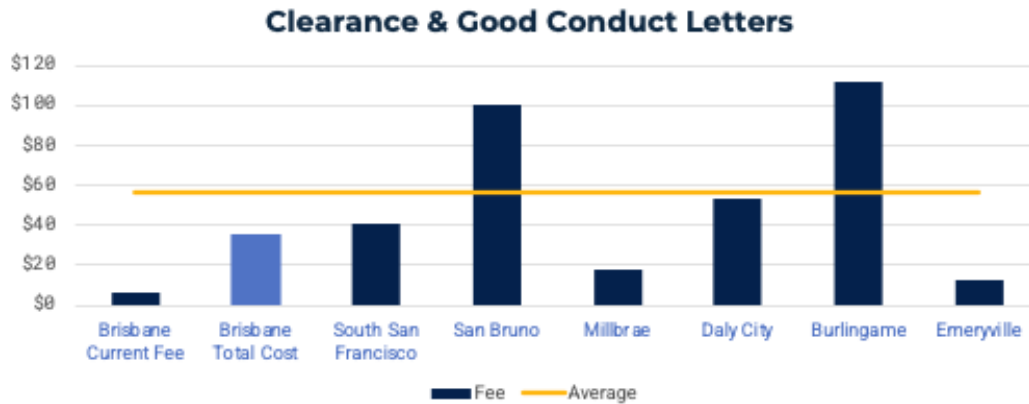
Planning currently charges a fee of \$1,157 for a Lot Line Adjustment. Through this study, the project team calculated the full cost of this service to be \$4,750. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the second lowest when compared to other jurisdictions at \$1,157. However, its full cost of \$4,750 is above the jurisdictional average of \$3,006. The City’s current fee is most comparable to San Bruno’s fee of \$1,234, while the calculated full cost is most comparable to Daly City’s fee of \$4,522.

CLEARANCE & GOOD CONDUCT LETTERS

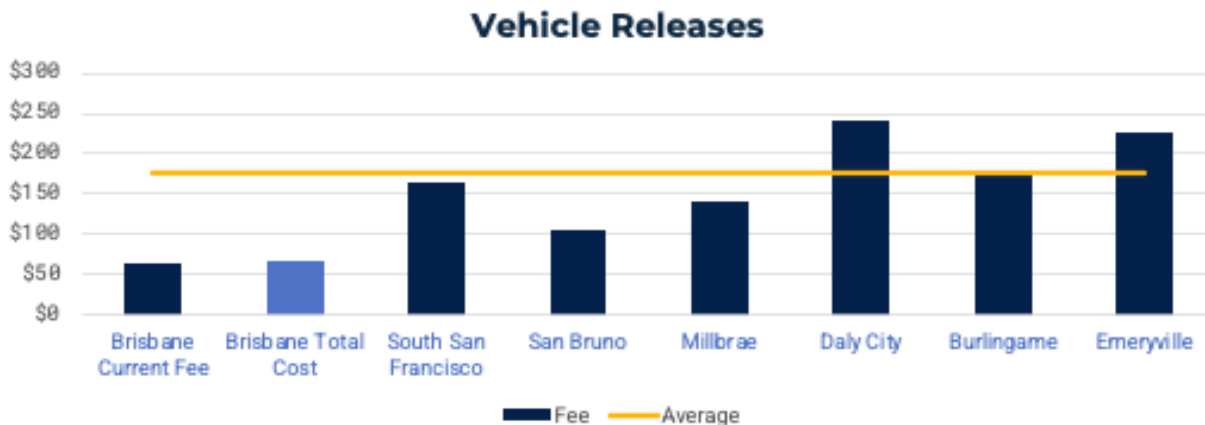
Police currently charges a fee of \$6 for Clearance & Good Conduct Letters. Through this study, the project team calculated the full cost of this service to be \$35. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$6. However, its full cost of \$35 is below the jurisdictional average of \$57. The City’s current fee is most comparable to Emeryville’s fee of \$13, while the calculated full cost is most comparable to South San Francisco’s fee of \$41.

VEHICLE RELEASES

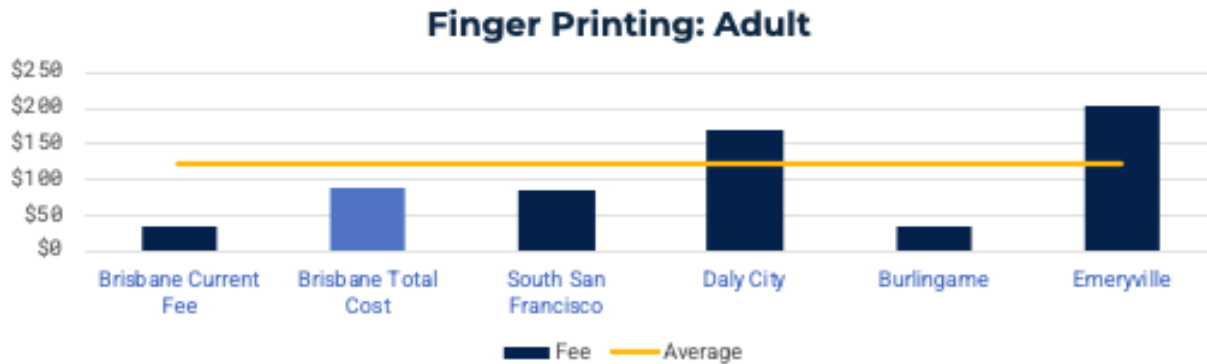
Police currently charges a fee of \$63 for Vehicle Releases. Through this study, the project team calculated the full cost of this service to be \$68. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$63. However, its full cost of \$68 is below the jurisdictional average of \$176. The City’s current fee and full cost is most comparable to San Bruno’s fee of \$106.

FINGERPRINTING: ADULT

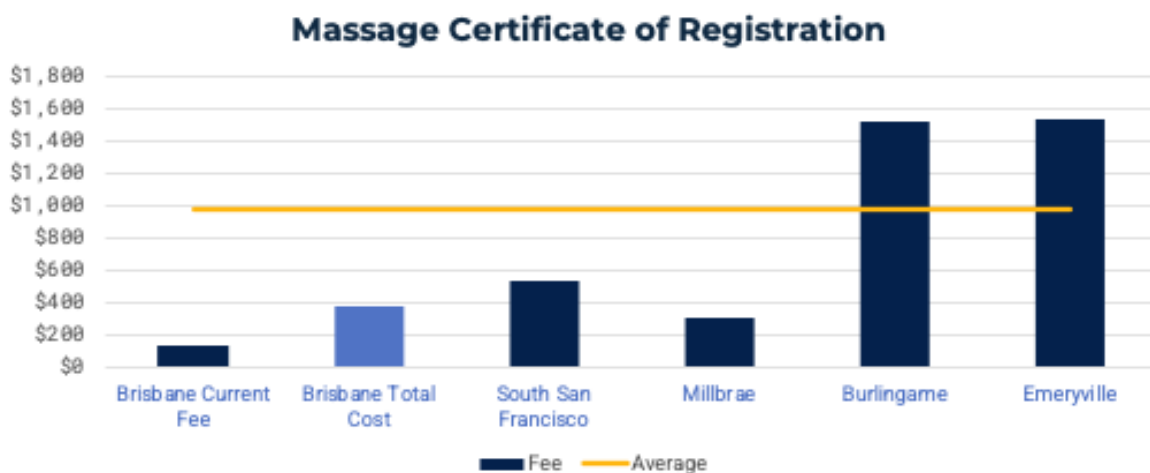
Police currently charges a fee of \$36 for Fingerprinting: Adult. Through this study, the project team calculated the full cost of this service to be \$89. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is on the lower end when compared to other jurisdictions at \$36. However, its full cost of \$89 is below the jurisdictional average of \$124. The City’s current fee is most comparable to Burlingame’s fee of \$36, whereas the calculated full cost is most comparable to South San Francisco’s fee of \$84.

MESSAGE CERTIFICATE OF REGISTRATION

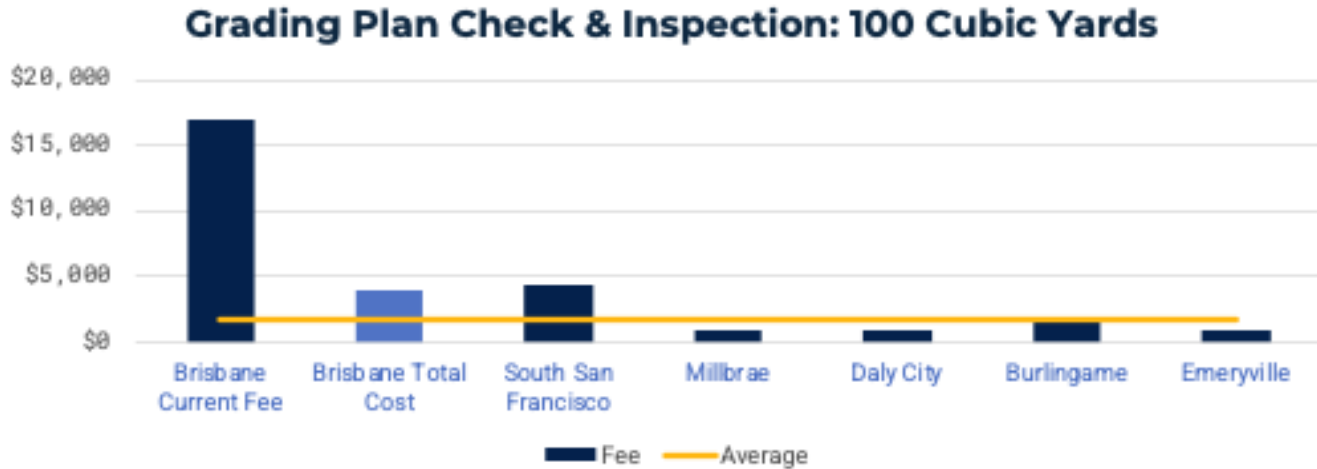
Police currently charges a fee of \$135 for a Massage Certificate of Registration. Through this study, the project team calculated the full cost of this service to be \$379. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the lowest when compared to other jurisdictions at \$135. However, its full cost of \$379 is below the jurisdictional average of \$970. The City’s current fee and total cost is most comparable to Millbrae’s fee of \$300.

GRADING PLAN CHECK & INSPECTION: 100 CUBIC YARDS

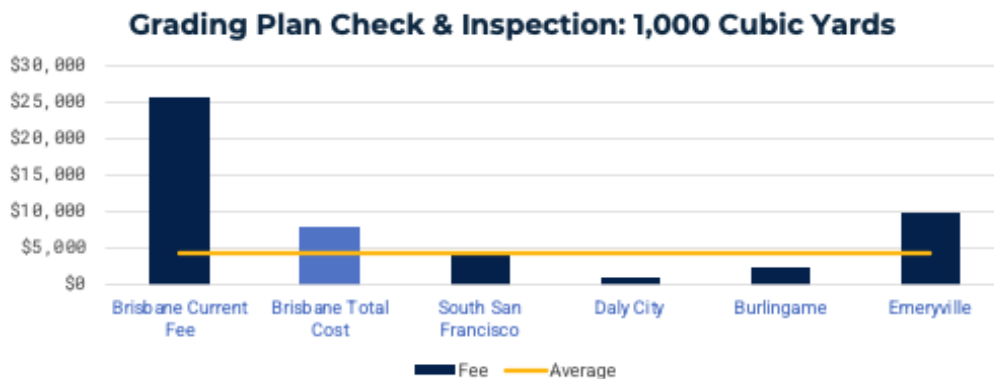
Public Works currently charges a fee of \$16,991 for Grading Plan Check & Inspection: 101 Cubic Yards. Through this study, the project team calculated the full cost of this service to be \$3,961. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the highest when compared to other jurisdictions, at \$16,991. However, its full cost of \$3,961 is above the jurisdictional average of \$1,819. The City’s calculated full cost is most comparable to South San Francisco’s fee of \$4,305.

GRADING PLAN CHECK & INSPECTION: 1,000 CUBIC YARDS

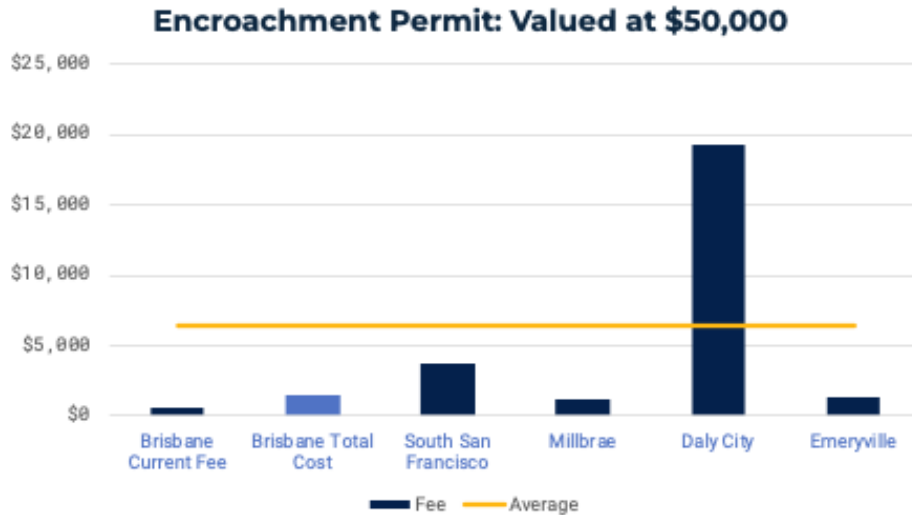
Public Works currently charges a fee of \$25,728 for Grading Plan Check & Inspection: 1,000 Cubic Yards. Through this study, the project team calculated the full cost of this service to be \$7,857. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the highest when compared to other jurisdictions at \$25,728. However, its full cost of \$7,857 is above the jurisdictional average of \$4,425. The calculated full cost is most comparable to Emeryville’s fee of \$10,000.

ENCROACHMENT PERMIT: VALUED AT \$50,000

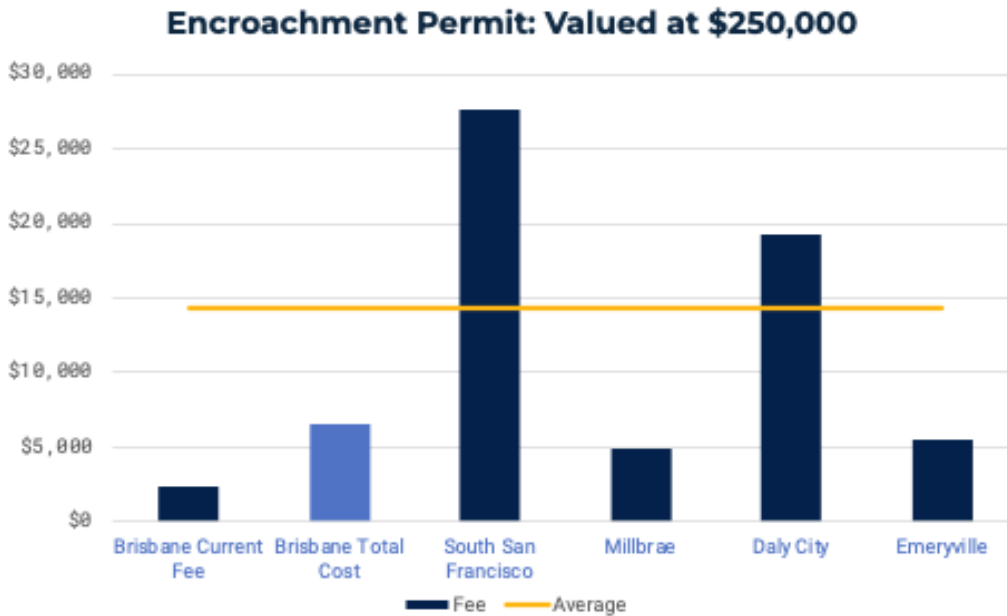
Public Works currently charges an hourly fee for an Encroachment Permit: Valued at \$50,000, which is roughly \$575. Through this study, the project team calculated the full cost of this service to be \$1,529. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current and full cost fee are significantly below the average of \$6,835. The average is being skewed by Daly City. If Daly City were removed, the average would decrease to \$2,081, which would be more in alignment with the City’s full cost.

ENCROACHMENT PERMIT: VALUED AT \$250,000

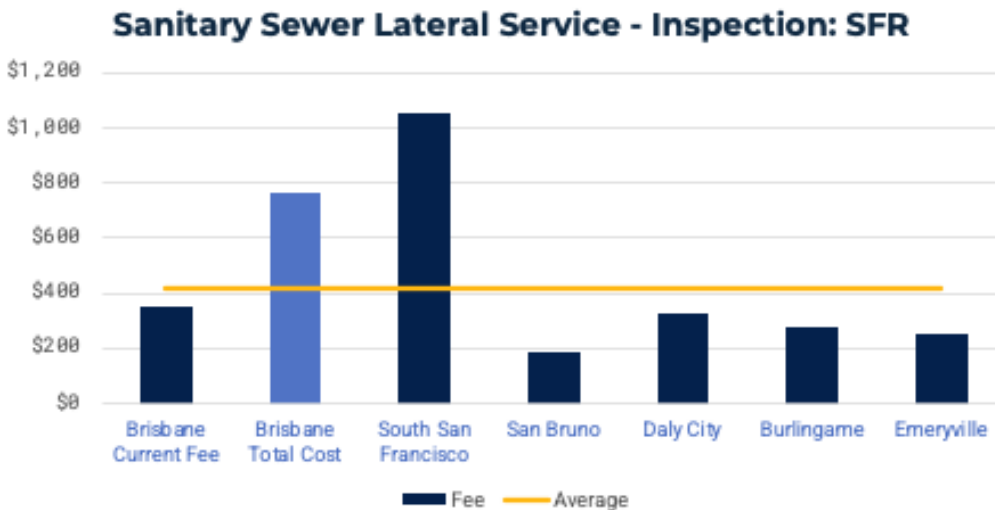
Public Works currently charges an hourly fee for an Encroachment Permit: Valued at \$250,000, which is roughly \$2,300. Through this study, the project team calculated the full cost of this service to be \$6,584. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee and full cost are below the jurisdictional average of \$14,372. Its full cost is more in alignment with Millbrae and Emeryville.

SANITARY SEWER LATERAL SERVICE - INSPECTION: SFRM

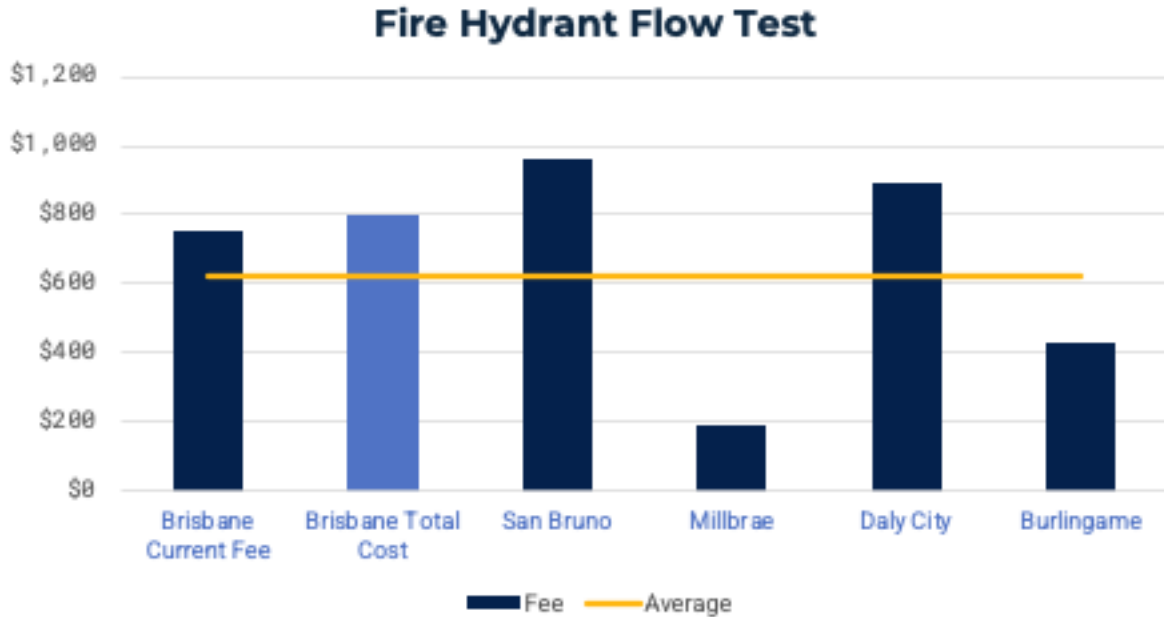
Public Works currently charges a fee of \$353 for Sanitary Sewer Lateral Service - Inspection: SFR. Through this study, the project team calculated the full cost of this service to be \$764. The following graph shows how Brisbane’s current fee and full cost compare to surveyed jurisdictions.



Brisbane’s current fee is the third highest when compared to other jurisdictions, at \$353. However, its full cost of \$764 is above the jurisdictional average of \$418. The City’s current fee is most similar to Daly City’s fee of \$325, whereas the calculated full cost is most comparable to South San Francisco’s fee of \$1,051.

FIRE HYDRANT FLOW TEST

Public Works currently charges a fee of \$755 for Fire Hydrant Flow Test. Through this study, the project team calculated the full cost of this service to be \$799. The following graph shows how Brisbane's current fee and full cost compare to surveyed jurisdictions.



Brisbane's current fee is the third highest when compared to other jurisdictions, at \$755. However, its full cost of \$799 is above the jurisdictional average of \$621. The City's current fee and full cost is most comparable to Daly City's fee of \$894.

SUMMARY

Overall, Brisbane generally has current fees that are lower in all departments, with the exception of Public Works, which has higher fees on average compared to the other surveyed jurisdictions. Of the surveyed jurisdictions, Brisbane's current fees are most comparable with Burlingame and San Bruno, while the City's calculated full cost is most comparable to fees charged by Daly City, Emeryville, and South San Francisco, all of whom have recently conducted fee studies.

In regard to Parks and Recreation, Brisbane has current fees that are lower on average when compared to other surveyed jurisdictions. Brisbane's current fees are most comparable to Belmont and San Francisco, while the calculated full cost is most compatible with Burlingame and South San Francisco, who have recently conducted fee studies.

It is important to note that the results of this survey only show the fees adopted by the council, not the cost recovery policy decisions for departments or a jurisdiction. As such, the results of this survey should be used as a secondary decision-making for decision-making.

RESOLUTION NO. 2026-_____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE, UPDATING THE MASTER FEE SCHEDULE TO ADJUST THE AMOUNT OF CERTAIN FEES AND CHARGES FOR CITY SERVICES FOR COMMUNITY DEVELOPMENT DEPARTMENT, THE MARINA, PARKS AND RECREATION DEPARTMENT, FINANCE DEPARTMENT, UTILITY BILLING DEPARTMENT, THE CITY CLERK'S OFFICE, THE POLICE DEPARTMENT, THE FIRE DEPARTMENT, AND THE PUBLIC WORKS DEPARTMENT.

WHEREAS, the City has the authority to impose fees, charges, and rates to offset the costs for municipal services and regulatory programs under its police powers under California Constitution Article XI §7; and

WHEREAS, the City Council has, through prior actions, adopted various fees and charges for City services provided to the public through various City departments, and the City has assembled those fees in a Master Fee Schedule which the City posts on its website; and

WHEREAS, the City Council has determined that it is in the City's interest to update fees for services identified in the Master Fee Schedule, as set forth in this resolution, in order to proportionately and equitably allocate the City's costs of providing services to those who benefit from those services; and

WHEREAS, the City has calculated the updated fees identified in this resolution in accordance with the requirements of Proposition 26 (California Constitution Article XIII C, § 1(e)) by which the fee amounts are no more than necessary to cover the City's estimated reasonable costs of providing the services, and the costs are proportionately allocated to each fee payor based on their respective benefits from or burdens on the services, and each updated fee falls within one or more of the following five exceptions to the definition of "tax" as set forth in Proposition 26:

- a) The amount of the fee does not exceed the City's costs of providing a specific benefit to the payor; or
- b) The amount of the fee does not exceed the City's costs of providing a service or product to the payor
- c) The amount of the fee does not exceed the City's costs of regulation (including licensing, permitting, investigation, inspecting, auditing, or enforcement); or
- d) The amount of the fee does not exceed the value of City land authorized by the City for use by the payor; or
- e) The amount of the fee is a fine or penalty for a violation of law; and

WHEREAS, to the extent that fees identified on the Master Fee Schedule are imposed for City services provided as conditions of the development of property, and those fees are required to comply with the requirements of the Mitigation Fee Act (the "Fee Act," Government Code §§ 66000 – 66025), particularly the requirements of Government Code § 66014, the City has calculated the updated fees identified in this resolution in accordance with those requirements; and

WHEREAS, consistent with the requirements of the Fee Act, Government Code §§ 66016, 66017, 66018, and 6062a, the City made documents available for public review to describe the fees proposed for update in accordance with this resolution, and the City provided notice of the public hearing at which public testimony would be considered prior to City Council's approval of this resolution; and

WHEREAS, Government Code § 66016 requires data describing the proposed fee updates be made available to the public at least ten (10) days before the meeting at which fee increases are considered for services provided as conditions of developing property; and

WHEREAS, notice of a public hearing on the new and increased user fees was published in accordance with Government Code §§ 66018 and 6062a; and

WHEREAS, pursuant to Government Code §§ 66016 and 66017, fees imposed on a development project that apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use shall not take effect until at least sixty (60) days have passed since the final action on the adoption or increase of the fee; and

WHEREAS, a duly noticed public hearing before the City Council was held June 18, 2026, at which public testimony was received and duly considered on the proposed fees described in this resolution.

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

1. The above recitals are true and correct, and incorporated herein by reference and each is relied upon independently by the City Council for its adoption of this resolution.
2. The City Council hereby finds and determines, based upon the data, information and analysis presented to the Council concerning the fees set forth in the Proposed Master Fee Schedule, attached hereto as Exhibit "A" ("Master Fee Schedule"), that those fees do not constitute taxes as defined by Proposition 26 (California Constitution Article XIII C, § 1(e)).
3. The City Council hereby approves the new and updated fees set forth on the Master Fee Schedule, as implemented by this resolution. As of the effective date of this resolution, the amount of each fee in each row identified in the Master Fee Schedule shall be the amount identified in the column labeled "Recommended Fee."
 - a. For each fee identified on the Master Fee Schedule as a "deposit" amount, the applicant shall pay the City the identified deposit amount, prior to, and as a condition of, the City providing the requested service. If the City's authorized representative determines that the City's actual costs exceed the deposit amount, the applicant shall pay the City the additional amount (actual cost less deposit) within 30 days of written notice from the City. If, at the conclusion of providing the requested services, the City's authorized representative determines that the City's actual costs are less than the deposit amount, the City shall refund the applicant the amount that the deposit exceeds the City's actual costs within 30 days after completion of the requested service. The City's actual costs shall be determined by the City's authorized representative based on (i) the hourly rates for services for City employees, plus (ii) any direct costs billed to the City by an outside contractor or consultant.
 - b. The City Council hereby authorizes the City Manager to implement the fee changes authorized by this resolution by administratively organizing and publishing all City fees (including the updated fees described in this resolution) in the City's updated Master Fee Schedule.
4. Effective Date. The fees approved by this resolution shall be effective on July 1, 2026. However, pursuant to Government Code §§ 66016 and 66017, fees imposed on a

development project that apply to the filing, accepting, reviewing, approving, or issuing of an application, permit, or entitlement to use shall not take effect until August 18, 2026.

5. Conflict. If there are conflicts between the fee amounts identified in the Master Fee Schedule and the amounts adopted by any prior Council action, the Master Fee Schedule shall take precedence. This resolution does not supersede any previous resolution or ordinance setting fees that are not included in Exhibit A to this resolution.
6. Annual Adjustments for Inflation. The City Council hereby authorizes the City Manager, or designee, to approve an annual adjustment to any fee identified on the Master Fee Schedule, as updated by this resolution. The adjustment shall be effective on the date it is approved in writing by the City Manager, or designee, and posted on the City's website. The amount of the adjustment to the fees shall not exceed the corresponding proportional change in the Consumer Price Index for All Urban Consumers in the San Francisco Bay Area, published by the Bureau of Labor Statistics of the United States Department of Labor, or any successor to that index. In determining the annual percentage increase, as an example, the City shall compare the indexed amount for the month immediately preceding the adjustment date to the indexed amount for the month immediately preceding the most recent previous update or adjustment to the fee amount by the City. Notwithstanding the foregoing sentence, no such adjustment shall be made to: (i) any rates, fees or charges determined by using a percentage calculation; or (ii) any fee for which separate legal requirements must be followed (including any property related fee subject to Proposition 218, California Constitution Article XIII D § 6; and any development impact fee subject to the requirements of a nexus study in accordance with Government Code § 66016.5).
7. If any action, subsection, sentence, clause or phrase of this resolution or the fee amounts established by this resolution shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this resolution, or the fee amounts established by this resolution that can be given effect without the invalid provisions. All other fees contained in the Master Fee Schedule, which were not changed or eliminated by this resolution, remain as adopted.
8. The City Council finds that this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code § 21080(b)(8), and California Code of Regulations § 15273 (of the "CEQA Regulations") because it establishes, modifies, structures, or restructures, and approves rates and charges for the purposes of: (1) meeting operating expenses; (2) purchasing supplies, equipment and materials; and (3) meeting financial requirements. This action is not a project within the meaning of the CEQA Guidelines §§ 15378 and 15061(b)(3) as it has no potential for physical effects on the environment because it involves the adoption or amendment of certain fees and/or charges imposed by the City, does not commit the City to any specific project, and to the extent said fees and/or charges may be applicable to future development projects and/or activities, those future projects and/or activities will be fully evaluated in full compliance with CEQA when sufficient physical details regarding said projects and/or activities are available to permit meaningful CEQA review (see CEQA Guidelines, § 15004(b)(1)). Pursuant to CEQA Guidelines § 15378(b)(4), the creation of government funding mechanisms which do not involve any commitment to any specific project which may cause significant effect on the environment, is not defined as a "project" under CEQA. Therefore, approval of the fees and/or charges is not a "project" for purposes of CEQA, pursuant to CEQA Guidelines, § 15378(b)(4); and, even if

considered a “project” under CEQA, is exempt from CEQA review pursuant to CEQA Guidelines § 15061(b)(3) because it can be seen with certainty that there is no possibility that approval of the fees and/or charges may have a significant effect on the environment.

9. The Master Fee Schedule, set forth in Exhibit A, may be revised, amended, or updated from time to time by resolution or ordinance of the City Council.

Coleen Mackin, Mayor

I, Ingrid Padilla, City Clerk of Brisbane do hereby certify that the above and foregoing Resolution No. 2026-_____ was duly and regularly passed and adopted at a regular meeting of the Brisbane City Council on June 18, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ingrid Padilla, City Clerk

Exhibits:

A. Proposed Master Fee Schedule

Exhibit A

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Building							
Building permit fees - Alterations, repairs, and interior changes to existing structures & plumbing, electrical, or							
	BP-1.1	\$800-\$2,000					
		Base	Each	\$35.00	\$87.73	\$87.73	User Fee
		Each Addl. \$1,000	Each	\$3.83	\$23.60	\$23.60	User Fee
	BP-1.2	\$2,001-\$25,000					
		Base	Each	\$81.00	\$263.18	\$263.18	User Fee
		Each Addl. \$1,000	Each	\$16.30	\$26.19	\$26.19	User Fee
	BP-1.3	\$25,001-\$50,000					
		Base	Each	\$456.00	\$741.46	\$741.46	User Fee
		Each Addl. \$1,000	Each	\$12.35	\$38.31	\$38.31	User Fee
	BP-1.4	\$50,001-\$100,000					
		Base	Each	\$777.00	\$1,052.71	\$1,052.71	User Fee
		Each Addl. \$1,000	Each	\$8.00	\$26.88	\$26.88	User Fee
	BP-1.5	\$100,001-\$500,000					
		Base	Each	\$1,000.00	\$1,675.22	\$1,675.22	User Fee
		Each Addl. \$1,000	Each	\$6.12	\$12.25	\$12.25	User Fee
	BP-1.6	\$500,001+					
		Base	Each	\$3,610.00	\$4,686.65	\$4,686.65	User Fee
		Each Addl. \$1,000	Each	\$6.12	\$6.12	\$6.12	User Fee
New Structures and Additions							
Assembly buildings, theaters, stadiums, reviewing stands, amusement park structures							
	BP-2.1	0 - 5,000 sq. ft.					
		I & II	Per Sq Ft	\$0.89	\$1.03	\$1.03	User Fee
		IIB to V	Per Sq Ft	\$0.77	\$0.77	\$0.77	User Fee
		VB	Per Sq Ft	\$0.71	\$0.73	\$0.73	User Fee
	BP-2.2	5,001 - 10,000 sq. ft.					
		I & II	Per Sq Ft	\$0.71	\$0.85	\$0.85	User Fee
		IIB to V	Per Sq Ft	\$0.62	\$0.70	\$0.70	User Fee
		VB	Per Sq Ft	\$0.57	\$0.57	\$0.57	User Fee
	BP-2.3	10,000+ sq. ft.					
		I & II	Per Sq Ft	\$0.57	\$0.83	\$0.83	User Fee
		IIB to V	Per Sq Ft	\$0.49	\$0.65	\$0.65	User Fee
		VB	Per Sq Ft	\$0.46	\$0.54	\$0.54	User Fee
Warehouses, gas stations, storage garages, open garages, wholesale/retail stores, churches, office buildings, bars/restaurants, printing plants, police, fire stations, factories, workshops, storage, sales, paint stores, ice plants, power plants, pumping plants, cold storage, creameries							
	BP-2.4	0 - 5,000 sq. ft.					
		I & II	Per Sq Ft	\$0.89	\$1.14	\$1.14	User Fee
		IIB to V	Per Sq Ft	\$0.77	\$0.80	\$0.80	User Fee
		VB	Per Sq Ft	\$0.83	\$0.84	\$0.84	User Fee
	BP-2.5	5,001 - 10,000 sq. ft.					
		I & II	Per Sq Ft	\$0.71	\$0.85	\$0.85	User Fee
		IIB to V	Per Sq Ft	\$0.62	\$0.64	\$0.64	User Fee
		VB	Per Sq Ft	\$0.67	\$0.75	\$0.75	User Fee
	BP-2.6	10,000+ sq. ft.					
		I & II	Per Sq Ft	\$0.57	\$0.83	\$0.83	User Fee
		IIB to V	Per Sq Ft	\$0.49	\$0.53	\$0.53	User Fee
		VB	Per Sq Ft	\$0.53	\$0.65	\$0.65	User Fee
Education buildings, day care (more than 6 children - less than 6 use "R")							
	BP-2.7	0 - 5,000 sq. ft.					
		I & II	Per Sq Ft	\$1.08	\$1.25	\$1.25	User Fee
		IIB to V	Per Sq Ft	\$0.95	\$0.95	\$0.95	User Fee
		VB	Per Sq Ft	\$0.87	\$0.91	\$0.91	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
	BP-2.8	5,001 - 10,000 sq. ft.					
		I & II	Per Sq Ft	\$1.00	\$1.15	\$1.15	User Fee
		IIB to V	Per Sq Ft	\$0.88	\$0.92	\$0.92	User Fee
		VB	Per Sq Ft	\$0.80	\$0.83	\$0.83	User Fee
	BP-2.9	10,000+ sq. ft.					
		I & II	Per Sq Ft	\$0.69	\$0.83	\$0.83	User Fee
		IIB to V	Per Sq Ft	\$0.61	\$0.66	\$0.66	User Fee
		VB	Per Sq Ft	\$0.55	\$0.55	\$0.55	User Fee
Includes hazardous materials storage, paint shops, box factories, repair garages							
	BP-2.10	0 - 5,000 sq. ft.					
		I & II	Per Sq Ft	\$1.08	\$1.25	\$1.25	User Fee
		IIB to V	Per Sq Ft	\$0.95	\$0.95	\$0.95	User Fee
		VB	Per Sq Ft	\$0.88	\$0.91	\$0.91	User Fee
	BP-2.11	5,001 - 10,000 sq. ft.					
		I & II	Per Sq Ft	\$0.87	\$1.15	\$1.15	User Fee
		IIB to V	Per Sq Ft	\$0.76	\$0.92	\$0.92	User Fee
		VB	Per Sq Ft	\$0.70	\$0.83	\$0.83	User Fee
	BP-2.12	10,000+ sq. ft.					
		I & II	Per Sq Ft	\$0.69	\$0.83	\$0.83	User Fee
		IIB to V	Per Sq Ft	\$0.61	\$0.66	\$0.66	User Fee
		VB	Per Sq Ft	\$0.56	\$0.57	\$0.57	User Fee
Private garages/carports, patio covers, greenhouses, water tanks, storage sheds, corrals, barns, towers, fences							
	BP-2.13	0 - 5,000 sq. ft.					
		I & II	Per Sq Ft	\$0.64	\$0.74	\$0.74	User Fee
		IIB to V	Per Sq Ft	\$0.53	\$0.55	\$0.55	User Fee
		VB	Per Sq Ft	\$0.42	\$0.42	\$0.42	User Fee
	BP-2.14	5,001 - 10,000 sq. ft.					
		I & II	Per Sq Ft	\$0.51	\$0.59	\$0.59	User Fee
		IIB to V	Per Sq Ft	\$0.42	\$0.49	\$0.49	User Fee
		VB	Per Sq Ft	\$0.34	\$0.40	\$0.40	User Fee
	BP-2.15	10,000+ sq. ft.					
		I & II	Per Sq Ft	\$0.41	\$0.51	\$0.51	User Fee
		IIB to V	Per Sq Ft	\$0.34	\$0.41	\$0.41	User Fee
		VB	Per Sq Ft	\$0.27	\$0.33	\$0.33	User Fee
Hotels, apartment houses, dwellings, duplexes, lodging houses, motels							
	BP-2.16	0 - 5,000 sq. ft.					
		I & II	Per Sq Ft	\$0.89	\$1.03	\$1.03	User Fee
		IIB to V	Per Sq Ft	\$0.77	\$0.84	\$0.84	User Fee
		VB	Per Sq Ft	\$0.74	\$0.77	\$0.77	User Fee
	BP-2.17	5,001 - 10,000 sq. ft.					
		I & II	Per Sq Ft	\$0.71	\$0.85	\$0.85	User Fee
		IIB to V	Per Sq Ft	\$0.62	\$0.72	\$0.72	User Fee
		VB	Per Sq Ft	\$0.59	\$0.59	\$0.59	User Fee
	BP-2.18	10,000+ sq. ft.					
		I & II	Per Sq Ft	\$0.57	\$0.83	\$0.83	User Fee
		IIB to V	Per Sq Ft	\$0.49	\$0.65	\$0.65	User Fee
		VB	Per Sq Ft	\$0.47	\$0.54	\$0.54	User Fee
Swimming Pools (Including utilities)							
	BP-3	Swimming Pools	Per Sq Ft	\$0.40	\$1.39	\$1.39	User Fee
Decks							
	BP-4	Decks	Per Sq Ft	\$0.16	\$0.96	\$0.96	User Fee
Termite Repair							
	BP-5.1	\$1-\$250	Each	\$80.00	\$279.20	\$279.20	User Fee
	BP-5.2	\$250-\$20,000					
		Base	Each	\$83.00	\$311.25	\$311.25	User Fee
		Each Addl. \$1,000	Each	\$13.45	\$15.18	\$15.18	User Fee
	BP-5.3	\$20,000+					
		Base	Each	\$357.00	\$611.10	\$611.10	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Misc Fees							
	MF-1	Reroofing Permit	Per 1,000 Sq Ft	\$35	\$52	\$52	User Fee
	MF-2	Minimum Building Permit Fee	Each	\$35	\$160	\$160	User Fee
	MF-3	Plan Checking Fees					
	MF-3a	Minimum Plan Check Fee	Each	New	\$310	\$310	User Fee
	MF-3b	Commercial	% of Bldg Permit	60%	70%	70%	User Fee
	MF-3c	Residential	% of Bldg Permit	50%	60%	60%	User Fee
	MF-3d	Fire Support	% of Bldg Permit	New	15%	15%	User Fee
	MF-3e	Planning Support	% of Bldg Permit	Modified	15%	15%	User Fee
	MF-3f	Expedited Plan Review	% of Bldg Plan Review Fee	New	1.5x Fee	1.5x Fee	User Fee
	MF-3g	Engineering Review	Each	\$461	\$601	\$601	User Fee
	MF-4	Checking of plan revisions initiated by applicant (after issuance of building permit)	Per Hour	\$63	\$248	\$248	User Fee
	MF-5	Energy code compliance plan review and inspection (separate from Section 1 and 2 permits)	Per Hour	\$64	\$248	\$248	User Fee
	MF-6	Pre-development conference	Per Hour	\$76	\$248	\$248	User Fee
	MF-7	Technical Plan and Report Review	Each	Cost + 10%		Cost + 10%	Pass Through
	MF-8	Research Service Fee	Per Site	\$1.63	\$17.00	\$17.00	User Fee
	MF-9	Penalty for Building without a Permit	Per Violation	Up to 10x Permit Fee		Up to 10x Permit Fee	Penalty
Solar							
	Sol-1	Residential					
		15 kW or Less	Each	\$266	\$450	\$450	GOV § 66015 (a)
		<u>More than 15 kW</u>	Base	\$266	\$450	\$450	GOV § 66015 (a)
		Each kW above 15 kW	Each kW above 15 kW	\$18	\$15	\$15	GOV § 66015 (a)
	Sol-2	Commercial					
		50kW or Less	Base	\$971	\$1,000	\$1,000	Gov. Code 66015 (b)
		<u>51 kW - 250 kW</u>	Base	\$971	\$1,000	\$1,000	Gov. Code 66015 (b)
		Each kW above 50 kW but less than 250 kW	Each kW above 50 kW	\$7	\$7	\$7.00	Gov. Code 66015 (b)
		<u>≥ 250 kW</u>	Base	\$2,371	\$2,400	\$2,400	Gov. Code 66015 (b)
		Each kW above 251 kW	Each kW above 251 kW	\$5	\$5	\$5.00	Gov. Code 66015 (b)
	Sol-3	Energy Storage System					
		Application Fee	Each	New	\$105	\$105	User Fee
		Storage Unit	Per Unit	New	\$763	\$763	User Fee
	Sol-4	Thermal System - Residential					
		10 kWth or Less	Each	\$450	\$450	\$450	GOV § 66015 (a)
		<u>More than 10 kWth</u>	Base	\$450	\$450	\$450	GOV § 66015 (a)
		Each kWth above 10 kWth	Each kWth above 10 kWth	\$15	\$15	\$15	GOV § 66015 (a)
	Sol-5	Thermal System - Commercial					
		30 kWth or Less	Each	\$1,000	\$1,000	\$1,000	Gov. Code 66015 (b)
		<u>30 kWth - 260 kWth</u>	Base	\$1,000	\$1,000	\$1,000	Gov. Code 66015 (b)
		Each kWth above 30 kWth but less than 260 kWth	Each kWth above 30 kWth	\$7	\$7	\$7	Gov. Code 66015 (b)
		<u>More than 260 kWth</u>	Base	\$2,610	\$2,610	\$2,610	Gov. Code 66015 (b)
		Each kWth above 260 kWth	Each kWth above 260 kWth	\$5	\$5	\$5	Gov. Code 66015 (b)

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Inspection Fees							
	IF-1	Change of Use Inspection	Per Hour	\$170	\$215	\$215	User Fee
	IF-2	Inspection outside normal business hours	Per Hour	\$135	\$280	\$280	User Fee
	IF-3	Requested Inspection - prior to permit issuance	Per Hour	\$135	\$214	\$214	User Fee
	IF-4	Re-inspection	Per Hour	\$135	\$215	\$215	User Fee
	IF-5	CASp Inspection	Per Hour	\$160	\$264	\$264	User Fee
Other Provisions							
	OP-1	Appeal of Building Official Decision	Deposit	\$170	\$500	\$500	Deposit
	OP-2	Permit Refund (fee)	Per Project	New	\$271	\$271	User Fee
	OP-3	Revision Processing Fee	Per Project	New	\$158	\$158	User Fee
	OP-4	Reinstatement Fee					
		Original Building Permit Fee \$500 or less	Per Project	New	\$105	\$105	User Fee
		Original Building Permit Fee more than \$500	Per Project	New	50% of original fee	50% of original fee	User Fee
Electrical Permit Fees							
	EP-1	Installion, Alteration Relocation of Each Electrical Service					
		First 200 Ampere Capacity with one meter socket/base	Each	New	\$478	\$478	User Fee
		Each additional 100 Ampere Capacity or fraction thereof	Each	New	\$56	\$56	User Fee
		Each additional meter socket/base	Each	New	\$11	\$11	User Fee
Plumbing Permit Fees							
	PP-1	For the Repair or Replacement of each					
		Waterline, Sewer Line or Drainage/Vent Piping System (or as determined by the Building Official)	Each	New	\$247	\$247	User Fee
		Refrigerant Piping System	Each	New	\$462	\$462	User Fee
	PP-2	Water Piping System	Each	New	\$247	\$247	User Fee
	PP-3	Water Heater or Water Storage Tank - Single Family Dwelling	Per Project	New	\$193	\$193	User Fee
	PP-4	Water Heater or Water Storage Tank - Non-Residential	Each	New	\$247	\$247	User Fee
	PP-5	Tank-less water Heater Gas-fired (includes gas line, & exhaust vent & Electrical)					
		Residential	Per Project	New	\$193	\$193	User Fee
		Non-Residential	Per Project	New	\$462	\$462	User Fee
	PP-6	Gas Piping System or Gas Service					
		Residential	Per Project	New	\$247	\$247	User Fee
		Non-Residential	Per Project	New	\$462	\$462	User Fee
Mechanical Permit Fees							
	MP-1	Furnace Replacement- Single Family Residence (< 100K Btu and < 40 lineal feet of new duct)	Per Project	New	\$247	\$247	User Fee
	MP-2	For the installation, relocation or replacement of each Commercial Heating, Cooling Refrigeration Appliance. (includes all necessary electrical circuits, fixtures, switches receptacles, gas piping, vents or water piping.)	Each	New	\$247	\$247	User Fee
	MP-3	For the Installation, relocation or replacement of each Boiler. (Includes all necessary electrical circuits, receptacles, switches, gas piping and vents - but does not include motors identified in the schedule)	Each	New	\$139	\$139	User Fee
	MP-4	For the installation, relocation or replacement of Other Fuel Burning Appliances not listed in this schedule. (includes all necessary gas piping, vents, electrical circuits receptacles and switches.) Residential Appliances (excluding Residential Furnace) Replacement)	Each	New	\$247	\$247	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
	MP-5	For the installation, relocation or replacement of each or Air Handler Unit, Heating or Cooling Coil or Element in a duct system. (includes all necessary electrical circuits, receptacles or switches and piping for cooling media.)					
		0 to 400,000 Btu	Each	New	\$139	\$139	User Fee
		401,000 Btu and Over	Each	New	\$247	\$247	User Fee
	MP-6	For the installation, relocation or replacement of each Radiant Heating Panel Radiator or Convertor (including all necessary piping)					
		1 to 5 Devices	Base	New	\$139	\$139	User Fee
		Each Additional 5 Devices	Each Addl 5 Devices	New	\$17	\$17	User Fee

Surcharges							
	S-1	General Plan Maintenance	% of Building Permit	New	7%	7%	Surcharge
	S-2	Technology	% of Permit	Modified	5%	5%	Surcharge

Planning							
Full Cost Hourly Rates by Staff Position:*							
	Hourly-1	Director	Per Hour	\$292	\$370	\$370	User Fee
	Hourly-2	Principal Planner	Per Hour	\$223	\$304	\$304	User Fee
	Hourly-3	Senior Planner	Per Hour	\$188	\$295	\$295	User Fee
	Hourly-4	Associate Planner	Per Hour	\$158	\$258	\$258	User Fee
	Hourly-5	Building Permit Technician	Per Hour	\$120	\$210	\$210	User Fee
	Hourly-6	Community Development Technician	Per Hour	\$120	\$226	\$226	User Fee
	Hourly-7	Administrative Assistant	Per Hour	\$117	\$221	\$221	User Fee
	Hourly-8	Office Specialist	Per Hour	\$110	\$196	\$196	User Fee

*Expressed for 100% cost recovery; applicable cost recovery on a permit for which a fee is charged on an hourly basis

Permits:							
	P-2	Use Permits:					
P2	P-2a	Conditional uses listed in District Regulations not listed below	Each	\$1,376	\$7,422	\$7,422	User Fee
P3a	P-2b	Transfer of development rights within the R-BA district	Each	\$3,145	\$8,861	\$8,861	User Fee
P3b	P-2c	Clustered development within the R-BA district	Each	\$3,145	\$8,861	\$8,861	User Fee
P5	P-2d	Height Limits per BMC 17.32.060.B	Each	\$1,376	\$4,992	\$4,992	User Fee
P12	P-2e	Condominium conversion of existing dwelling units	Each	\$1,892	\$8,194	\$8,194	User Fee
P13	P-2f	<u>Non conforming parking</u>					
		in R and NCRO districts	Each	\$1,376	\$7,089	\$7,089	User Fee
		in other districts	Each	\$1,892	\$7,089	\$7,089	User Fee
P13a	P-2g	Use Permit to Expand Nonconforming Residential Uses	Each	\$1,376	\$7,089	\$7,089	User Fee
	P-3	Home Occupation Permits:					
P14		Home occupations in residential districts	Each	\$45	\$172	\$172	User Fee
	P-4b	Design Permits:					
P15a	P-4a	Design Permit for new construction: residential	Each	\$2,089	\$9,610	\$9,610	User Fee
P15b	P-4b	Design Permit for new construction: non-residential or mixed use	Each	\$3,489	\$13,804	\$13,804	User Fee
P16	P-4c	Design Permit for remodeling existing structures	Each	\$2,089	\$12,100	\$12,100	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
P16a	P-4d	Design Permit Extension	Each	\$1,610	\$4,825	\$4,825	User Fee
	P-5	Variance:					
P17	P-5a	Variance to code provisions for new construction to all structures	Each	\$1,575	\$7,861	\$7,861	User Fee
P18	P-5b	<u>Variance to code provisions for remodel of existing structures</u>					
		Residential structures	Each	\$1,180	\$7,089	\$7,089	User Fee
		Other structures	Each	\$1,575	\$7,089	\$7,089	User Fee
	P-6	Sign Permits:					
P19	P-6a	<u>Sign permits in all districts</u>					
		with Hearing	Each	\$920	\$6,922	\$6,922	User Fee
		without Hearing	Each	\$387	\$661	\$661	User Fee
P20	P-7b	<u>Sign Programs</u>					
		New	Each	\$1,066	\$8,194	\$8,194	User Fee
		Revision to existing	Each	\$1,066	\$3,705	\$3,705	User Fee
	P-8	Planned Development Permits:					
P-21		Planned Development Permit	Deposit	\$5,000	\$5,000	\$15,000	Deposit
	P-9	Development Agreements:					
P-22		Development Agreement	Deposit	\$5,000	\$5,000	\$15,000	Deposit
	P-10	Specific Plans:					
P23		Specific Plan	Deposit	\$5,000	\$5,000	\$15,000	Deposit
	P-11	Exceptions to the Code:					
P4	P-11a	Exceptions to Fence Regulations	Each	\$648	\$3,059	\$3,059	User Fee
P-25b	P-11b	<u>Solar Height limits Exception per BMC 17.32.060.C</u>	Each	\$648	\$1,415	\$1,415	User Fee
		Setback Exception Modification Public Hearing	Each	\$648	\$3,061	\$3,061	User Fee
		Height Exception to Accomodate Accessibility Improvements per BMC 17.32.060.D	Each	New	\$1,415	\$1,415	User Fee
	P-12	Minor Modifications:					
P26		Modifications per BMC 17.56.090	Each	\$648	\$4,992	\$4,992	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
	P-13	Grading Permits:					
P27		<u>Grading Permit Review by Planning Commission</u>					
		500 CY or less	Base	\$1,771	\$3,128	\$3,128	User Fee
		More than 500 CY	Each Add'l CY above 500 CY	New	\$6.21	\$6.21	User Fee
	P-14	Amendments:					
P28		General / Zoning Map or Text	Deposit	\$2,007	\$18,879	\$20,000	Deposit
	P-15	Subdivisions:					
P32	P-15a	Tentative Subdivision Map and Condominium Plans with 5 or more lots/units	Base	\$3,476	\$15,038	\$15,038	User Fee
P35a	P-15b	Tentative Subdivision Map and Condominium Plans with 5 or more lots/units	Per Lot	\$275	\$285	\$285	User Fee
	P-15c	Tentative Parcel Map and Condominium Plans with 4 or less lots/units	Each	\$3,476	\$12,517	\$12,517	User Fee
	P-15d	Ministerial Subdivision Map	Each	New	\$13,589	\$13,589	User Fee
P35a	P-15e	Final Parcel Map	Each	\$529	\$3,801	\$3,801	User Fee
P35b	P-15f	Final Subdivision Map	Each	\$705	\$5,726	\$5,726	User Fee
P36	P-15g	Time Extension for Approved Tentative Map	Each	\$1,620	\$7,528	\$7,528	User Fee
P37	P-15h	Amendment to Approved Tentative Map	Each	\$1,620	\$7,861	\$7,861	User Fee
	P-15i	Ministerial Parcel Map	Each	New	\$4,750	\$4,750	User Fee
P38	P-15j	Correction/Amendment to Final Map	Each	\$447	\$2,776	\$2,776	User Fee
P40	P-15k	Modifications to Subdivision Provisions	Each	\$1,729	\$7,861	\$7,861	User Fee
P41	P-15l	Vesting Tentative Subdivision Map	Each	\$6,961	\$15,038	\$15,038	User Fee
	P-15m	Vesting Tentative Subdivision Map	Per Lot	\$275	\$285	\$285	User Fee
P42a	P-15n	Certificate of Compliance per GC 66499.35(a) and (b)	Each	\$1,157	\$6,122	\$6,122	User Fee
P42b	P-15o	Certificate of Compliance per GC 66499.35 (c)	Each	\$447	\$2,776	\$2,776	User Fee
P43	P-15p	Lot Line Adjustment	Each	\$1,157	\$4,750	\$4,750	User Fee
P43a	P-15q	Parcel Map Waivers	Each	\$1,157	\$6,122	\$6,122	User Fee
P44	P-15r	Reversions to Acreage	Each	\$1,157	\$6,122	\$6,122	User Fee
P45	P-15s	Lot Merger	Each	\$447	\$2,776	\$2,776	User Fee
P47	P-16	Appeals	Each	\$454	\$3,367	\$3,367	User Fee
	P-17	Environmental Review:					
P49	P-17a	Initial Study/Negative Declaration	Each	\$3,076	\$16,708	\$15,000	Deposit
P50	P-17b	Environmental Impact Reports	Each	Consultant Cost + 10%		Consultant Cost + 10%	Pass Through
P51	P-17c	Mitigation Monitoring-Inspections etc.	Hourly	Hourly		Hourly	User Fee
Other Services:							
	P-18	HCP Operating Program Revision	Each	New	\$14,038	\$14,038	User Fee
P52	P-19	Pre-application Review	Per Hour	Hourly	\$285	\$285	User Fee
P53	P-20	Administrative review subsequent documents from Con. of Appr.	Per Hour	Hourly	\$285	\$285	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
P54	P-21	Parking lot redesign/Landscape plan review (per BMC section 15.70.030)	Each	\$692	\$2,059	\$2,059	User Fee
P55	P-22	Research record search	Per Hour	Hourly	\$226	\$226	User Fee
P56	P-23	Technical report review	Each	Consultant Cost + 10%		Consultant Cost + 10%	User Fee
P63	P-24	Telecommunications Administrative Permit	Each	\$1,270	\$5,860	\$5,860	User Fee
P64	P-25	Alcohol Public Convenience Necessity (PCN)	Each	\$648	\$3,763	\$3,763	User Fee
P65	P-26	Tree Removal Permit					
	P-26a	1-5 trees	Each	\$397	\$1,340	\$1,340	User Fee
	P-26b	6+ trees	Each	\$397	\$2,490	\$2,490	User Fee
P66	P-27	Administrative Appeal (to City Manager)	Each	\$114	\$2,262	\$2,262	User Fee
P67	P-28	Address Assignment					
	P-28a	Required as condition of approval on a building permit	Each	\$131	\$396	\$396	User Fee
	P-28b	Not required as condition of approval on a building permit	Each	\$131	\$682	\$682	User Fee
P68	P-29	Construction Noise Exception Permit per BMC 8.28.080	Each	\$784	\$3,253	\$3,253	User Fee
P69	P-30	Outdoor Sound Amplification Request	Each	\$229	\$642	\$642	User Fee
P70	P-31	Short Term Rental Permit					
	P-31a	New	Each	\$369	\$1,010	\$1,010	User Fee
	P-31b	Renewal	Each	\$369	\$455	\$455	User Fee
P71	P-32	C.3 Stormwater Review/Inspection					
	P-32a	Review	Each Round of Review	Consultant Cost + 10%		Consultant Cost + 10%	User Fee
	P-32b	Inspection	Each	\$191	\$191	\$191	User Fee
P30a	P-33	Housing Development Permit					
	P-33a	Base 2-10 units	Each	\$2,627	\$9,610	\$9,610	User Fee
	P-33b	Per Additional Unit	Per Unit	Modified	\$285	\$285	User Fee
P72	P-34	Plan Lines	Each	\$3,476	\$5,000	\$5,000	Deposit
P73	P-35	Lighting Deviation	Each	\$648	\$2,896	\$2,896	User Fee
P74	P-36	Consultant Management Fee	% of Consultant Fee	10%		10%	User Fee
	P-37	Zoning Conformance Letter	Each	New	\$894	\$894	User Fee
P57	P-38	Zoning Enforcement Penalty	Per Violation	Up to 10x Fee		Up to 10x Fee	Penalty
Surcharges							
	S-1	Technology	% of Permit	Modified	5.00%	5.00%	Surcharge

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Marina							
Guest Berthing:							
	M-1	35'	Per Night	\$25		\$25	Rental
	M-2	35' - 50'	Per Foot	\$0 . 85		\$0 . 85	Rental
	M-3	51' - 80'	Per Foot	\$1 . 00		\$1 . 00	Rental
Berth Rent:							
	M-4	30' Single Finger	Per month	\$260		\$260	Rental
	M-5	30' Double Finger	Per month	\$286		\$286	Rental
	M-6	34' Single Finger	Per month	\$294		\$294	Rental
	M-7	34' Double Finger	Per month	\$324		\$324	Rental
	M-8	36' Single Finger	Per month	\$312		\$312	Rental
	M-9	36' Double Finger	Per month	\$343		\$343	Rental
	M-10	38' Single Finger	Per month	\$329		\$329	Rental
	M-11	40' Single Finger	Per month	\$346		\$346	Rental
	M-12	44' Single Finger	Per month	\$381		\$381	Rental
	M-13	46' Single Finger	Per month	\$398		\$398	Rental
	M-14	46' Double Finger	Per month	\$438		\$438	Rental
	M-15	48' Single Finger	Per month	\$416		\$416	Rental
	M-16	50' Single Finger	Per month	\$433		\$433	Rental
	M-17	50' Double Finger	Per month	\$477		\$477	Rental
	M-18	54' Single Finger	Per month	\$468		\$468	Rental
	M-19	56' Single Finger	Per month	\$485		\$485	Rental
	M-20	56' Double Finger	Per month	\$534		\$534	Rental
	M-21	60' Single Finger	Per month	\$520		\$520	Rental
	M-22	60' Double Finger	Per month	\$572		\$572	Rental
Other Fees:							
	M-23	Inside Ties for Smaller Boats	Per Foot Per month	\$7 . 67		\$7 . 67	Rate
Move In Costs:							
	M-24	Application Fee (Non Refundable)	Each	\$25	\$474	\$25	User Fee
	M-25	Gate Key Deposit	Each	\$30	\$30	\$30	Deposit
Other Fees:							
		Dock Wheel / Fender Wheel Installation					
	M-26	For One	Each	\$50	\$142	\$142	User Fee
	M-27	For Two	Each	\$80	\$142	\$142	User Fee
	M-28	Live Aboard Fee	Per month	\$400		\$400	Rate
	M-29	Slip Transfer Fee	Each	\$25	\$71	\$71	User Fee
	M-30	Late Fee	% of the outstanding b:	0 . 83%		0 . 83%	Penalty
	M-31	Electricity Fees	per kW	\$0 . 014		\$0 . 014	Rate
	M-32	Lien Fee	per filling	\$180	\$302	\$302	User Fee
		NSF Returned Check Fee					
	M-33	First Check	Each	\$65		\$25	CIV § 1719(a)
	M-34	Second & Subsequent	Each	\$65		\$35	CIV § 1719(a)
	M-35	Hat	Each	\$11		\$11	Material

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Parks and Recreation							
Facility Rentals							
	P&R-1	Alcohol Surcharge Fee (rental with 100 or more persons)	Per Event	\$106		\$106	Rental
		Athletic Fields:					
	P&R-2	Lights	Per Hour	\$31		\$31	Rental
		<u>Non Profit Closed to Public</u>					
	P&R-3	Brisbane Non Profit	Per Hour	\$19		\$19	Rental
	P&R-4	Non Brisbane Non Profit	Per Hour	\$31		\$31	Rental
	P&R-5	Residential	Per Hour	\$49		\$49	Rental
	P&R-6	Non-Residential	Per Hour	\$85		\$85	Rental
	P&R-7	Game Preparation	Per Game	\$31		\$31	Rental
Mission Blue Center							
		Residential					
	P&R-8	1 Room - Weekday	Per Hour	\$192	\$285	\$192	Rental
	P&R-9	Entire Facility - Weekday	Per Hour	\$297	\$379	\$297	Rental
	P&R-10	1 Room - Weekend	Per Hour	\$239	\$302	\$239	Rental
	P&R-11	Entire Facility - Weekend	Per Hour	\$371	\$407	\$371	Rental
		Non-Residential					
	P&R-12	1 Room - Weekday	Per Hour	\$292	\$285	\$292	Rental
	P&R-13	Entire Facility - Weekday	Per Hour	\$432	\$379	\$432	Rental
	P&R-14	1 Room - Weekend	Per Hour	\$357	\$302	\$357	Rental
	P&R-15	Entire Facility - Weekend	Per Hour	\$547	\$407	\$547	Rental
Other Rentals							
		Community Center Rental					
	P&R-16	Resident	Per Hour	\$90		\$90	Rental
	P&R-17	Non-Resident	Per Hour	\$110		\$110	Rental
		Volleyball Courts					
	P&R-18	Resident	Per Hour	\$30		\$30	Rental
	P&R-19	Non-Resident	Per Hour	\$35		\$35	Rental
	P&R-20	Refundable Deposit	Each	\$530		\$530	Deposit
Community Park Rentals:							
	P&R-21	Alcohol Surcharge Fee (rental with 100 or more person: Per Event		New		\$50	Rental
		Area 1, 2 and 3 (4 tables):					
	P&R-22	Resident	Per Day	\$114		\$137	Rental
	P&R-23	Non-Resident	Per Day	\$260		\$312	Rental
	P&R-24	Refundable Deposit	Each	\$50		\$50	Deposit
		Lawn Area:					
		<u>Resident:</u>					
	P&R-25	Under 50 people	Per Day	\$51		\$61	Rental
	P&R-26	51- 100 people	Per Day	\$137		\$164	Rental
	P&R-27	Over 100 people	Per Day	\$257		\$308	Rental
		<u>Non-Resident:</u>					
	P&R-28	Under 50 people	Per Day	\$117		\$140	Rental
	P&R-29	51- 100 people	Per Day	\$312		\$374	Rental
	P&R-30	Over 100 people	Per Day	\$585		\$702	Rental
		Gazebo Area:					
	P&R-31	Resident	Per Hour	\$80		\$96	Rental
	P&R-32	Non-Resident	Per Hour	\$118		\$142	Rental
	P&R-33	Refundable Deposit	Each	\$200		\$200	Deposit

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Aquatics							
Daily Admission							
		Adult					
	P&R-34	Resident	Per Person	\$7	\$21	\$7	Recreation
	P&R-35	Non-Resident	Per Person	\$11	\$21	\$11	Recreation
		Youth/Senior					
	P&R-36	Resident	Per Person	\$5	\$21	\$5	Recreation
	P&R-37	Non-Resident	Per Person	\$8	\$21	\$8	Recreation
Monthly Passes							
	P&R-38	Adult Resident	Per Person	\$66	\$213	\$75	Recreation
	P&R-39	Adult Non-Resident	Per Person	\$113	\$213	\$120	Recreation
Swim Lessons							
		Swim Lessons (8)					
		<u>Resident:</u>					
	P&R-40	Lesson Package	Per Lesson Package	\$88	\$296	\$96	Recreation
	P&R-41	Per Class	Per Class	\$11	\$37	\$12	Recreation
		<u>Non-Resident</u>					
	P&R-42	Lesson Package	Per Lesson Package	\$120	\$296	\$136	Recreation
	P&R-43	Per Class	Per Class	\$15	\$37	\$17	Recreation
		Semi-Private Swim Lessons (4)					
	P&R-44	Resident	Per Lesson Package	\$128	\$200	\$140	Recreation
	P&R-45	Non-Resident	Per Lesson Package	\$185	\$200	\$200	Recreation
		Private Swim Lesson (4)					
	P&R-46	Resident	Per Lesson Package	\$178	\$334	\$200	Recreation
	P&R-47	Non-Resident	Per Lesson Package	\$258	\$334	\$270	Recreation
Pool Rentals							
		Rec Swim Party					
	P&R-48	Resident	Per Rental	\$171	\$397	\$250	Rental
	P&R-49	Non-Resident	Per Rental	\$248	\$397	\$375	Rental
		Private Rental					
	P&R-50	Resident	Per Rental	\$350	\$629	\$425	Rental
	P&R-51	Non-Resident	Per Rental	\$500	\$629	\$575	Rental
		Refundable Deposit					
	P&R-52	Resident	Each	New		\$50	Deposit
	P&R-53	Non-Resident	Each	New		\$100	Deposit
Misc. Pool Fees							
	P&R-54	Lifeguard Certification	Per Session	\$238	\$279	\$238	Class
		Piranha Swim Club					
	P&R-55	Resident	Per Class	\$6	\$18	\$6	Recreation
	P&R-56	Non-Resident	Per Class	\$9	\$18	\$9	Recreation
Youth Activities							
Club Rec Monthly							
	P&R-57	Resident	Per Person, Per Month	\$1,961	\$2,640	\$225	Recreation
	P&R-58	Non-Resident	Per Person, Per Month	\$2,726	\$2,640	\$314	Recreation
Daily Camp Fee							
		Summer Camp					
	P&R-47	Resident	Per Person, Per Day	\$43	\$49	\$50	Recreation
	P&R-48	Non-Resident	Per Person, Per Day	\$60	\$49	\$69	Recreation
		Break Camps					
	P&R-49	Resident	Per Person, Per Day	\$43	\$54	\$50	Recreation
	P&R-50	Non-Resident	Per Person, Per Day	\$60	\$54	\$69	Recreation
Preschool							
	P&R-51	Resident	Per Person, Per Hour	\$7	\$9	\$7	Recreation
	P&R-52	Non-Resident	Per Person, Per Hour	\$9	\$9	\$9	Recreation

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Misc Fees							
	P&R-53	ClubRec Enrichment Clubs	Per Person, Per Activity	\$5-\$70		\$5-\$70	Recreation
	P&R-54	Youth Classes	Per Person, Per Activity Based on cost of class			Based on cost of class	Recreation
	P&R-55	Youth Sports	Per Person, Per Seasion	\$86		\$100-\$150	Recreation
	P&R-56	Processing Fee	Per Class Session or S) Based on cost of class			Based on cost of class	Recreation
	P&R-57	Late Pick-up Fee	Per Minute	\$1		\$1	Recreation
Administrative							
	P&R-58	Transaction Fee - Drop in Class	Per class for drop in or	\$1		\$1	Pass-Through
	P&R-59	Transaction Fee - For classes under \$100	Per class session or sp	\$10		\$10	Pass-Through
	P&R-60	Transaction Fee - For Classes \$100 and over	Per class session or sp	\$22		\$22	Pass-Through
	P&R-61	Processing Fee for Refunds	Per Transaction	\$7	\$9	\$7	User Fee
Adult Sports:							
	P&R-62	Adult Softball	per team, per season	\$1,000		\$1,000	Recreation
	P&R-63	Adult Open Gym	per person, per class	\$5		\$5	Recreation
Teens:							
	P&R-64	Teen Programs	per person, per activity	\$10-\$100		\$10-\$100	Recreation
	P&R-65	Middle School Dances	per person, per activity	\$5-\$20		\$5-\$20	Recreation
Seniors							
	P&R-66	Senior Lunches	Per Person, Per Month	\$10	\$134	\$20	Recreation
	P&R-67	Senior Programs	Per Person, Per Activity	\$5-\$200		\$5-\$200	Recreation
Special Events:							
	P&R-68	Derby Kit	per derby kit	\$40		\$81	Recreation
	P&R-69	Pop-Up Events	per person, per activity	\$5-\$100		\$5-\$100	Recreation
	P&R-70	Day in the Park - Event Tickets	per ticket	\$1		\$1	Recreation
	P&R-71	Community Night with the Giants Tickets	per ticket	\$25		\$25	Recreation
	P&R-72	Concerts in the Park - Sponsorships	per sponsorship	\$100-\$2,500		\$100-\$2,500	Recreation
	P&R-73	Parents Night Out Events	per person, per activity	\$25-\$50		\$25-\$50	Recreation

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Finance							
Utility Billing							
	F-1	Water and Service Connection					
	F-1a	Processing	Each	\$20	\$217	\$200	User Fee
	F-1b	Deposit	Each	\$70	\$107	\$100	Deposit
F3	F-2	Late Notice Fee	Each	\$5	\$5	\$5	Penalty
F5	F-3	10 Day Disconnect Notice Fee	Each	\$54	\$54	\$54	Penalty
	F-4	Water Turn On					
F6	F-4a	After payment of delinquent account: 8a-4p	Each	\$55	\$102	\$100	User Fee
F6	F-4b	After payment of delinquent account: after 4p	Each	\$139	\$274	\$200	User Fee
F6a	F-4c	After 3rd notice for backflow recertification	Each	\$307	\$291	\$291	User Fee
Finance Fees							
F9	F-6	Returned Payment Charge (All Departments)					
	F-6a	First Check	Each	\$65	\$25	\$25	CIV § 1719(a)
	F-6b	Second & Subsequent	Each	\$65	\$35	\$35	CIV § 1719(a)

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
City Clerk							
C8	CC-1	Photocopying	Per Page	\$0.35	\$0.10	\$0.10	GOV § 7922.530
C12	CC-2	Campaign Statements	Each	\$0.10	\$0.10	\$0.10	GOV § 81008
C13	CC-3	General Research:					
	CC-3a	City Clerk	Per Hour	\$0	\$172	\$172	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Police Department							
P01	PD-1	Copies of Reports	Each	\$0	\$239	\$0	User Fee
P02	PD-2	Alarm System Permits	Each	\$0	\$94	\$0	User Fee
P03	PD-3	Bicycle Registration	Each	\$0	\$35	\$0	User Fee
P04	PD-4	Booking Fee	Each	\$0	\$98	\$0	User Fee
	PD-5	Clearance & Good Conduct Letters:					
P05	PD-5a	Resident	Each	\$6	\$35	\$6	User Fee
P05	PD-5b	Non-Resident	Each	\$39	\$35	\$39	User Fee
P06	PD-6	Subpoena Dues / Tecum Processing	Per Hour	\$39	\$24	\$39	User Fee
	PD-7	Concealed Weapons:					
P07	PD-7a	Permit Process	Each	\$75	\$379	\$75	User Fee
P08	PD-7b	Renewal Fee	Each	\$0	\$94	\$0	User Fee
P09	PD-8	Copies of Digital Media	Each	\$37	\$211	\$37	User Fee
P010	PD-9	Court Appearance All Personnel	Per Day	\$275	\$275	\$275	User Fee
P014	PD-10	False Alarms - Structure	Each	\$0	\$53	\$0	User Fee
	PD-11	Fingerprinting:					
P015	PD-11a	Resident: Adult	Each	\$36	\$89	\$36	User Fee
P015	PD-11b	Resident: Minor	Each	\$0	\$89	\$0	User Fee
P016	PD-11c	Non-Resident	Each	\$112	\$89	\$112	User Fee
	PD-12	Massage Certificate of Registration:					
P017	PD-12a	Registration	Each	\$135	\$379	\$135	User Fee
P018	PD-12b	Early Renewal	Each	\$35	\$94	\$35	User Fee
P019	PD-13	Special Event Permit	Per Hour	\$0	\$379	\$0	User Fee
	PD-14	Photographs:					
P020	PD-14a	Copies (plus actual costs)	Each	\$103	\$18	\$18	User Fee
P021	PD-14b	Enlargements (plus actual costs)	Each	\$103	\$21	\$21	User Fee
	PD-16	Vehicle Releases:					
P024	PD-16a	Vehicle Releases / Enforcement	Each	\$63	\$68	\$63	User Fee
P025	PD-16b	Vehicle Releases / Abandonment	Each	\$63	\$68	\$63	User Fee
P026	PD-17	Film Crew	Each	\$622	\$663	\$663	User Fee
P027	PD-18	Reposessed Vehicle Release	Each	\$15	\$15	\$15	GOV § 26751

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Fire							
Annual Permits							
FD1	FD-1	Aerosol Products	Each	\$281	\$284	\$284	User Fee
FD4	FD-2	Asbestos/Lead Coating Removal	Each	\$431	\$465	\$465	User Fee
FD5	FD-3	Automobile Wrecking Yard	Each	\$290	\$310	\$310	User Fee
FD6	FD-4	Apartment House (incl. condos & congregate res.)					
	FD-4a	3 units to 10 units	Each	\$290	\$310	\$310	User Fee
	FD-4b	11 units to 20 units	Each	\$365	\$387	\$387	User Fee
	FD-4c	<u>Greater than 20 units</u>	Each	\$365	\$387	\$387	User Fee
		Per Unit Over 20	Per Unit	\$1.30	\$1.72	\$1.72	User Fee
FD7	FD-5	Battery system	Each	\$144	\$155	\$155	User Fee
FD8	FD-6	Candles or Open Flames in Assembly Areas (may combine with assembly permit	Each	\$144	\$155	\$155	User Fee
FD9	FD-7	Carnivals or Fairs	Each	\$431	\$465	\$465	User Fee
FD11	FD-8	Cellulose Nitrate Storage	Each	\$361	\$387	\$387	User Fee
FD12	FD-9	Combustible Fiber Storage	Each	\$290	\$310	\$310	User Fee
FD13	FD-10	Combustible Material Storage	Each	\$290	\$310	\$310	User Fee
FD14	FD-11	Compressed Gases (in excess of the amts. listed in CFC, Table 105-A)	Each	\$290	\$310	\$310	User Fee
FD15	FD-12	Commercial Rubbish Handling Plant	Each	\$420	\$465	\$465	User Fee
FD16	FD-13	Cryogen's (in excess of the amounts listed in CFC, Table 105-B)	Each	\$431	\$465	\$465	User Fee
FD17	FD-14	Dry Cleaning Plants	Each	\$290	\$310	\$310	User Fee
FD18	FD-15	Dust Producing Operations	Each	\$290	\$310	\$310	User Fee
FD19	FD-16	Explosives or Blasting Agents	Each	\$431	\$465	\$465	User Fee
FD21	FD-17	Fireworks Display (fees for standby Fire staff, when req'd, are add'l) \$420	Each	\$431	\$465	\$465	User Fee
FD22	FD-18	Flammable or Combustible Liquid Pipeline	Each	\$431	\$465	\$465	User Fee
FD23	FD-19	To Store, Handle or Use Flam/Combust. Liquids	Each	\$215	\$232	\$232	User Fee
FD24	FD-20	Flammable or Combustible Liquids in Tanks, vessels > 60 gal. capacity); largest	Each	\$431	\$465	\$465	User Fee
	FD-21	Up to 10,000 gallons tank size:					
	FD-21a	1 tank	Each	\$418	\$439	\$439	User Fee
	FD-21b	<u>2-3 tanks</u>					
		Base	Base	\$418	\$439	\$439	User Fee
		Each Additional Tank Over the First	Each Addl Tank	\$125	\$129	\$129	User Fee
		<u>3 + tanks</u>					
		Base	Base	\$558	\$594	\$594	User Fee
		Each Additional Tank Over the First	Each Addl Tank	\$290	\$310	\$310	User Fee
	FD-22	Over 10,000 to 100,000 gallons tank size:					
	FD-22a	1 tank	Each	\$629	\$672	\$672	User Fee
	FD-22b	<u>2-3 tanks</u>					
		Base	Base	\$629	\$672	\$672	User Fee
		Each Additional Tank Over the First	Each Addl Tank	\$290	\$310	\$310	User Fee
	FD-22c	<u>3+ tanks</u>					
		Base	Base	\$834	\$879	\$879	User Fee
		Each Additional Tank Over the First	Each Addl Tank	\$290	\$310	\$310	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
	FD-23	Over 100,000 gallons tank size:					
	FD-23a	1 tank	Each	\$1,256	\$1,344	\$1,344	User Fee
	FD-23b	<u>2-3 tanks</u>					
		Base	Base	\$1,256	\$1,344	\$1,344	User Fee
		Each Additional Tank Over the First	Each Addl Tank	\$312	\$336	\$336	User Fee
	FD-23c	<u>3+ tanks</u>					
		Base	Base	\$1,256	\$1,344	\$1,344	User Fee
		Each Additional Tank Over the First	Each Addl Tank	\$312	\$336	\$336	User Fee
FD26	FD-24	Tank Vehicles	Each	\$215	\$232	\$232	User Fee
FD27	FD-25	Install, Alter, Remove, Abandon, Place Temporarily Any	Each	\$578	\$620	\$620	User Fee
FD30	FD-26	Fumigation or Thermal Insecticidal Fogging:	Each	\$215		\$215	User Fee
		Hazardous Materials (to store, disperse, handle amounts in excess of the quantities listed in CFC table 105.620) (for cryogenics, compressed gasses, flammable or combustible liquids, and liquified petroleum gases, see respective permit categories elsewhere in this fee schedule)	Each	refer to Hazardous material table HM-1		refer to Hazardous material table HM-1	User Fee
FD31	FD-26a						User Fee
FD32	FD-27	High-Piled Combustible Storage	Each	\$431	\$465	\$465	User Fee
FD33	FD-28	High-Rise Building Annual Inspection	Each	\$431	\$465	\$465	User Fee
FD34	FD-29	Hot work operations:	Each	\$216	\$232	\$232	User Fee
FD35	FD-30	Hotels, Motels and Lodging Houses	Each	\$290	\$310	\$310	User Fee
FD36	FD-31	Liquefied Petroleum Gases (except portable containers <125	Each	\$290	\$310	\$310	User Fee
FD37	FD-32	Liquid/Gas-Fueled Vehicles or Equipment in Assembly Buildir	Each	\$216	\$232	\$232	User Fee
FD38	FD-33	Lumber Yards (over 100,000 board feet)	Each	\$290	\$310	\$310	User Fee
FD39	FD-34	Magnesium Working	Each	\$216	\$232	\$232	User Fee
FD40	FD-35	Mall, Covered	Each	\$431	\$465	\$465	User Fee
FD41	FD-36	Motor vehicle fuel dispensing stations:	Each	\$431	\$465	\$465	User Fee
FD42	FD-37	Occupant Load Increase	Each	\$290	\$310	\$310	User Fee
FD43	FD-38	Open Burning	Each	\$290	\$310	\$310	User Fee
FD45	FD-39	Ovens, Industrial Baking or Drying	Each	\$290	\$310	\$310	User Fee
FD47	FD-40	Places of Assembly (churches, schools, NPOs permitted at no fee)					
	FD-40a	A-1, A-2, A-2.1	Each	\$341	\$362	\$362	User Fee
	FD-40b	A-3, A-4	Each	\$279	\$284	\$284	User Fee
	FD-40c	Special Assembly events	Each	\$279	\$284	\$284	User Fee
FD48	FD-41	Pyrotechnic Special Effects Material (fees for standby Fire st	Each	\$426	\$465	\$465	User Fee
FD50	FD-42	Refrigeration Equipment	Each	\$216	\$232	\$232	User Fee
FD51	FD-43	Repair Garage	Each	\$290	\$310	\$310	User Fee
FD52	FD-44	Spraying or Dipping	Each	\$290	\$310	\$310	User Fee
FD53	FD-45	Temporary membrane structures, tents, and canopies	Each	\$290	\$310	\$310	User Fee
FD54	FD-46	Tire Storage	Each	\$290	\$310	\$310	User Fee
FD55	FD-47	Wood Products (over 200 cu. ft.)	Each	\$290	\$310	\$310	User Fee
Other Fire Fees							
FD68	FD-48	Copy of Fire Report	Each	\$22	\$25	\$25	User Fee
FD69	FD-49	False Alarm in Excess of 3 per Calendar Year (accidental or equipment)	Each	\$180	\$310	\$310	User Fee
FD70	FD-50	Fire Hazard Abatement performed by City or City Contractor (including, but not limited to, combustible or flammable vegetation removal)	Each	Abatement cost plus administrative fee		Abatement cost plus administrative fee	User Fee
FD72	FD-51	New Business Fire Inspection	Each	\$218	\$232	\$232	User Fee
FD74	FD-52	Re-Inspection Fee (for each following second re-inspection)	Each	\$148	\$155	\$155	User Fee
FD75	FD-53	Standby Engine Company					
	FD-53a	First Hour	Base	\$370	\$677	\$677	User Fee
	FD-53b	Each Additional Half Hour	Each Addl 30 Min.	\$108	\$338	\$338	User Fee
FD76	FD-54	Standby Firefighter (1 hour minimum)	Per Hour	\$119	\$215	\$215	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
FD77	FD-55	Work Performed after Normal Working Hours (Callback is a 3-hr min)	Per Hour	\$216	\$248	\$248	User Fee
	FD-56	Expedited Plan Review	Each	New	1.5x Plan Review	1.5x Plan Review	User Fee
	FD-57	Alternate Methods / Materials Request Fee	Per Hour	New	\$310	\$310	User Fee

Construction Fire Permit Fees:

	FD-58	Automatic Sprinkler System Permit (installation of suspended piping larger than					
		For other than 1 and 2 family dwellings:					
FD56	FD-58a	New (per sq. ft.)	Per Sq Ft	\$0.26	\$0.33	\$0.33	User Fee
		Minimum Fee	Each	\$330.00	\$450	\$450	User Fee
		Alteration (per sq. ft. of protected area,)	Per Sq Ft	\$0.26	\$0.17	\$0.17	User Fee
		Minimum Fee	Each	\$206.00	\$300	\$300	User Fee
FD57	FD-58b	<u>One and Two-family dwellings:</u>					
		New (per sq. ft.)	Per Sq Ft	\$0.26	\$0.42	\$0.42	User Fee
		Minimum Fee	Each	\$218	\$300	\$300	User Fee
		Alteration (per sq. ft. of protected area)	Per Sq Ft	\$0.26	\$0.25	\$0.25	User Fee
		Minimum Fee	Each	\$136	\$200	\$200	User Fee
FD 58	FD-59	Fixed Extinguishing System Permit: New and Upgrade Installations	Each	\$456	\$450	\$450	User Fee
FD 59	FD-60	Fire Plan Check and resubmittal	Per submittal	\$150	\$150	\$150	User Fee
FD60	FD-61	Fire Alarm Permit	Per 3,000 sq. ft.	\$228	\$250	\$250	User Fee
FD61	FD-62	Construction, Alteration & Renovation Permit	Per 3,000 sq. ft.	\$198	\$200	\$200	User Fee
	FD-63	Emergency Responder Radio Coverage	Each	New	\$450	\$450	User Fee
FD62	FD-64	Gas Piping System Installation Permit	Each	\$361	\$375	\$375	User Fee
FD63	FD-65	Underground Fire Protection Piping Permit	Each	\$479	\$525	\$525	User Fee
FD64	FD-66	Consultant Service Fee (actual cost plus admin fee)	Per Hour	\$57	\$300	\$300	User Fee
FD67	FD-67	Document Review (per hour)	Per Hour	\$144	\$300	\$300	User Fee
FD71	FD-68	Hydrant Flow Test	Each	\$643	\$650	\$650	User Fee
FD73	FD-69	Other Services (per half hour and portion thereof)	Per Half Hour	\$72	\$150	\$150	User Fee
FD74	FD-70	Re-Inspection Fee (for each following second re-inspection)	Each	\$148	\$300	\$300	User Fee

Hazardous Materials Table Schedule:

HM1	HM-1.1	Range	Solids (pounds)				
		1	0 to 500	Each	\$408	\$450	User Fee
		2	>500 to 5,000	Each	\$571	\$600	User Fee
		3	>5,000 to 25,000	Each	\$765	\$800	User Fee
		4	>25,000 to 50,000	Each	1114	\$1,151	User Fee
		5	>50,000 to 80,000	Each	\$1,613	\$1,651	User Fee
		6	>80,000 to 120,000	Each	\$2,334	\$2,402	User Fee
		7	>120,000	Each	\$3,037	\$3,153	User Fee
	HM-1.2	Range	Liquids (gallons)				
		1	0 to 55	Each	\$408	\$450	User Fee
		2	>55 to 550	Each	\$571	\$600	User Fee
		3	>550 to 2,750	Each	\$764	\$800	User Fee
		4	>2,750 to 5,500	Each	\$1,114	\$1,151	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
		5 >5,500 to 10,000	Each	\$1,613	\$1,651	\$1,651	User Fee
		6 >10,000 to 15,000	Each	\$2,334	\$2,402	\$2,402	User Fee
		7 > 15,000	Each	3037	\$3,153	\$3,153	User Fee
	HM-1.3	Range Gas (cubic feet)					
		1 0 to 200	Each	\$316	\$375	\$375	User Fee
		2 >200 to 2,000	Each	\$571	\$600	\$600	User Fee
		3 >2,000 to 10,000	Each	\$764	\$800	\$800	User Fee
		4 >10,000 to 20,000	Each	\$1,114	\$1,151	\$1,151	User Fee
		5 >20,000 to 40,000	Each	\$1,613	\$1,651	\$1,651	User Fee
		6 >40,000 to 60,000	Each	\$2,334	\$2,402	\$2,402	User Fee
		7 >60,000	Each	\$3,037	\$3,153	\$3,153	User Fee

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
Public Works							
Grading Permits							
PW 1	PW-1	Grading Permit - Plan Check:					
	PW-1a	0-5 cub. yds. (no permit required)	Each	\$0		\$0	User Fee
	PW-1b	6-50 cub. yds.	Each	\$115	\$183	\$183	User Fee
	PW-1c	51-100 cub. yds.	Each	\$115	\$258	\$258	User Fee
	PW-1d	101-1,000 cub. yds.	Each	\$463	\$484	\$484	User Fee
	PW-1e	1,001-10,000 cub. yds.	Each	\$929	\$935	\$935	User Fee
	PW-1f	10,001-100,000 cub. yds.	Each	\$4,993	\$5,444	\$5,444	User Fee
	PW-1g	100,001-200,000 cub. yds.	Each	\$8,323	\$9,052	\$9,052	User Fee
	PW-1h	200,000 or more cub. yds.	Each	\$16,650	\$16,568	\$16,568	User Fee
	PW-1i	3rd and subsequent Plan Checks	Per Hour	New	\$300	\$300	User Fee
PW 1a	PW-2	Geotechnical Peer Review	Deposit	\$5,000	\$5,000	\$5,000	Deposit
PW 2	PW-3	Grading Permit - Inspection:					
	PW-3a	0-5 cub. yds. (no permit required)	Each	\$0		\$0	User Fee
	PW-3b	6-50 cub. yds.	Each	\$460	\$549	\$549	User Fee
	PW-3c	51-100 cub. yds.	Each	\$923	\$1,238	\$1,238	User Fee
	PW-3d	101-1,000 cub. yds.	Each	\$16,528	\$3,477	\$3,477	User Fee
	PW-3e	1,001-10,000 cub. yds.	Each	\$24,799	\$6,922	\$6,922	User Fee
	PW-3f	10,001-100,000 cub. yds.	Each	\$10,000	\$13,812	\$13,812	User Fee
	PW-3g	100,000 - 200,000 cub. yds.	Each	\$10,000	\$17,257	\$17,257	User Fee
	PW-3h	200,000 + cub. yds.	Each	\$10,000	\$25,869	\$25,869	User Fee
	PW-3i	3rd and subsequent Inspections	Per Hour	New	\$172	\$172	User Fee
PW 2a	PW-4	Grading Permit - SWPPP Compliance					
	PW-4a	<u>Single Parcel (assessed every 2 reviews)</u>					
		Single Parcel (assessed every 2 reviews): Admin + Inspection	Each	\$162	\$269	\$269	User Fee
		Force Account for Remediation	Deposit	\$591	\$645	\$645	Deposit
	PW-4b	<u>Subdivision subject to Map Act Provisions (assessed every 2 reviews)</u>					
		Subdivision subject to Map Act Provisions (assessed every 2 reviews): Admin + Inspection		\$651	\$656	\$656	User Fee
		Force Account for Remediation	Deposit	Actual Cost of Erosion Control Plan	\$645	\$645	Deposit
	PW-4c	<u>Development subject to C.3 Provisions (assessed every 2 reviews)</u>					
		Development subject to C.3 Provisions (assessed every 2 reviews): Admin + Inspection	Each	\$1,306	\$1,451	\$1,451	User Fee
		Force Account for Remediation	Deposit	Actual Cost of Erosion Control Plan	\$645	\$645	Deposit
Misc. Permits							
PW 4	PW-5	Special Permit (after hours work):					
	PW-5a	Special Permit (after hours work)	Per Hour	\$233	\$214	\$214	User Fee
	PW-5b	Inspection / Work	Deposit	\$500	\$500	\$500	Deposit
PW 7	PW-6	Truck Haul Permit	Each	\$115	\$108	\$108	User Fee
PW 7a	PW-7	Truck Haul Impact Fee (per cubic yard, \$90 minimum fee)	Per Cubic Yd	\$0.60		\$0.60	Impact Fee
PW 7b	PW-8	Late Fee related to Truck Haul Permits	% per month	1%		1%	Penalty

Old Item No.	New Item No.	Fee Name	Unit	Current Fee	Total Cost	Recommended Fee	Fee Type
PW 8	PW-9	Encroachment Permit					
	PW-9c	<u>Cost of ROW Improvements</u>					
		Up to \$49,999	Base	New	\$1,529	\$1,529	User Fee
		\$50,000	Base	New	\$1,529	\$1,529	User Fee
		each additional \$10,000 or fraction thereof	Each Addl \$10,000	New	\$224	\$224	User Fee
		\$100,000	Base	New	\$2,647	\$2,647	User Fee
		each additional \$10,000 or fraction thereof	Each Addl \$10,000	New	\$262	\$262	User Fee
		\$250,000	Base	New	\$6,584	\$6,584	User Fee
		each additional \$10,000 or fraction thereof	Each Addl \$10,000	New	\$144	\$144	User Fee
		\$500,000	Base	New	\$10,176	\$10,176	User Fee
		each additional \$10,000 or fraction thereof	Each Addl \$10,000	New	\$85	\$85	User Fee
		\$1,000,000+	Base	New	\$14,421	\$14,421	User Fee
		each additional \$100,000 or fraction thereof	Each Addl \$100,000	New	\$21	\$21	User Fee
PW 9	PW-10	Site Work Permit:					
PW 9a	PW-10a	Engineering Review (assessed every 2 reviews)	Each	\$461	\$601	\$601	User Fee
PW 9b	PW-10b	Fast Track Review	Per Occurance	\$442	\$579	\$579	User Fee
PW 10	PW-11	Tentative Parcel Map Review	Each	\$629	\$676	\$676	User Fee
PW 11	PW-12	Final Parcel Map Review:					
	PW-12a	Final Parcel Map Review	Each	\$629	\$901	\$901	User Fee
	PW-12b	Land Surveyor Review	Deposit	\$1,500	\$5,000	\$5,000	Deposit
PW 12	PW-13	Water Service Inspection and Meter:					
	PW-13a	5/8" meter - Inspection & Meter Cost	Each	\$551	\$1,104	\$1,104	User Fee
	PW-13b	3/4" meter - Inspection & Meter Cost	Each	\$569	\$1,245	\$1,245	User Fee
	PW-13c	1" meter - Inspection & Meter Cost	Each	\$607	\$1,370	\$1,370	User Fee
	PW-13d	1.5" Meter - Inspection & Meter Cost	Each	\$961	\$1,859	\$1,859	User Fee
	PW-13e	2" meter - Inspection & Meter Cost	Each	\$1,522	\$2,203	\$2,203	User Fee
	PW-13f	3" meter - Inspection & Meter Cost	Each	\$2,663	\$4,154	\$4,154	User Fee
	PW-13g	4" meter - Inspection & Meter Cost	Each	\$3,092	\$4,918	\$4,918	User Fee
PW 13	PW-14	Sanitary Sewer Lateral Service - Inspection:					
	PW-14a	Single Family Unit	Each	\$353	\$764	\$764	User Fee
	PW-14b	Multiple Unit Dwelling	Each	\$706	\$1,108	\$1,108	User Fee
	PW-14c	Commercial, Industrial, Public & Other Uses	Each	\$706	\$1,183	\$1,183	User Fee
PW 14	PW-15	Final Subdivision Map:					
	PW-15a	Base	Each	\$8,025	\$8,418	\$8,418	User Fee
	PW-15b	Per Lot	Per Lot	\$500	\$526	\$526	User Fee
PW 15	PW-16	Fire Hydrant Flow Test	Each	\$755	\$799	\$799	User Fee
PW 16	PW-17	Water, Sewer, Storm Drain system capacity modeling:					
	PW-17a	City Staff Cost	Each	\$450	\$628	\$628	User Fee
	PW-17b	Consultant Modeling	Deposit	\$5,000	\$5,000	\$5,000	Deposit
	PW-18	Impact to Street					
	PW-18a	Potholing	Per opening	New		\$500.00	Mitigation Fee
	PW-18b	Trenching	Per L.F.	New		\$6.50	Mitigation Fee



City Council Staff Report

Meeting Date: June 18, 2026

From: Julia Ayres, Community Development Director, Ken Johnson, Senior Planner

Subject: Adopt Resolution amending the General Plan by updating the Open Space Element, as required by Government Code Section 65565.5, to update the goals, policies and programs in the Element to address access, climate resilience and other co-benefits of open space, rewilding, and regional conservation plans coordination.

Recommendation

Staff recommend the City Council adopt Resolution 2026-xx (Attachment 1), amending the Open Space Element of the General Plan.

Background

The last update to the City's Open Space Element was through the adoption of the General Plan in 1994. Since that time, State law pertaining to open space elements has advanced, necessitating this update to the Element.

In 2022, the State passed Senate Bill (SB) 1425, which is codified as Government Code § 65565.5 and requires that every city and county review and update its Open Space Element by January 1, 2026. Due to necessary review timelines, the City's update process has extended beyond that date. SB 1425 requires the Open Space Element to address the following:

- Access to open space for all residents.
- Climate resilience and other co-benefits of open space.
- Rewilding opportunities.

Government Code Sections 65560 to 65570 further detail the required contents of an Open Space Element. The City's Open Space Element already complies with these requirements and no substantive updates are proposed relative to those Government Code Sections. The Element has been restructured and edited to more clearly align with all current State law requirements.

Discussion

Brisbane's Open Space Element update began in the spring of 2025 with a series of workshops, in which the following advisory bodies provided input on the updated contents and structure

of the Element:

- Planning Commission
- Parks and Recreation Commission
- Open Space and Ecology Committee
- Inclusion, Diversity, Equity & Accountability (IDEA) Committee

Following these workshops, the Planning Commission conducted a public hearing on May 14, 2026 and recommended that the Council adopt the draft revised Element, as provided in Planning Commission Resolution 2026-GPA-01 (Attachment 2). The Planning Commission's May 14, 2026 minutes and agenda report are provided in Attachments 3 and 4.

Updates to Open Space Element Structure and Content:

The proposed updates to the Open Space Element carries forward most of the goals, policies, and programs from the 1994 Element which remain relevant today. A number of goals, policies and programs have also been added in order to address state law pertaining to open space elements. The table provided in Attachment 5 compares the 1994 goals, policies, and programs and the proposed modified or new goals, policies, and programs in the updated Element.

The Element's goals have been expanded to include the following:

1. *Open space planning is long range and comprehensive;*
2. *Significant funding resources and other tools are made available to acquire and preserve open space;*
3. *Open space lands have been set aside for future generations, to protect the natural environment and provide for rewilding;*
4. *The public is educated and engaged in the value and importance of open space and in respecting and maintaining the land and the waters for future generations;*
5. *Open space provides for a variety of parks and open areas to meet the respite and recreational needs of the community and provides for educational opportunities;*
6. *Open space is considered in concert with hazard mitigation;*
7. *Open space planning is considered in concert with protection of cultural and historical artifacts, where applicable;*
8. *Open space planning is considered in concert with protection of other resources (agriculture and managed production), where applicable.*

Included under goal number 1 are a couple of notable new programs:

Program OS.1.A.2: *“Provide an annual report to the City Council on the following:*

- a. *The state of the open space resources in the community, the amount and type of open space land, the needs for operating and maintaining existing lands, and new acquisitions and funding sources.*
- b. *Activities pertaining to acquisition, preservation and appreciation of open space and San Bruno Mountain.*
- c. *Federal, State and private opportunities for open space acquisition on San Bruno Mountain and elsewhere in the City.”*

Program OS.1.A.5 *“Update the open space implementation plan as needed to reflect changes in environmental conditions or City priorities and activities.”*

The "open space implementation plan" referenced in this program refers to the 2001 Open Space Plan, which was adopted to implement the 1994 Open Space Element. That future update would include details of schedules and assigned departments for the various Open Space Element programs. A significant aspect of the 2001 Open Space Plan has been brought forward to the draft Element with the addition of Program OS.2.B.11, which provides criteria that should be considered in the evaluation of potential open space lands.

Another notable new program is provided under goal number 2. Program OS.2.A.1 provides that, *“Consistent with State law and the City’s open space goals, the City will maintain an inventory, comprised of maps and tables, of all vacant or unimproved lands, park lands and open space lands within the City and its sphere of influence and shall update the inventory as needed to reflect changes in land characteristics and acquisitions.”*

This addresses State law requirements under Government Code § 65560(b). The inventory would be a key informational element for Council’s consideration with the annual reports and planning for open space acquisitions.

The City has a history of prioritizing both protection of natural resources, or rewilding, and providing for access to open space, as appropriate to the resource. This is evidenced by the 1994 Element's goals, policies, and programs which has informed the City's requirements for open space dedications associated with private development (such as the Northeast Ridge), numerous open space acquisitions in the Brisbane Acres subarea and improvement of the various parks and trails throughout Brisbane. The City's historic approach is consistent with Open Space Element law and is addressed through various programs under goals 3, 4 and 5.

Also consistent with State law, cross-references have been added under goals 6 and 7, to provide for open space planning in concert with the Safety Element and to address protection

of cultural and historical sites and artifacts, where applicable.

Outreach:

Staff conducted public outreach on the Open Space Element update through various means. In addition to the commissions and committees noted above, the draft Element was also provided to the following departments, agencies and organizations.

- CA Department of Conservation
- Native American Tribes (various)
- San Bruno Mountain Watch
- San Mateo County Parks
- US Fish & Wildlife Service
- CA Department of Fish & Wildlife
- North County Fire Authority
- City Engineer/Director of Public Works
- City Manager's Office
- City Clerk
- Parks & Recreation Director
- City Attorney

In addition to satisfying legal noticing requirements, over the course of the update process staff provided outreach to the Brisbane community through STAR articles, the latest being the June 2026 edition, and the City's social media platforms. Information on the update was also provided at the Community Development Department's information booth at the Day-in-the Park event in 2025.

As of the time of this writing, no comments have been received on the contents of the draft Element that have not already been incorporated into the Element or individually addressed.

Fiscal Impact

There is no direct fiscal impact.

Environmental Impact

This General Plan amendment is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per Sections 15307 and 15308, as actions for protection of natural resources and for protection of the environment. The exceptions to these categorical exemptions referenced in Section 15300.2 of the CEQA Guidelines do not apply.

Attachments

1. Draft Resolution 2026-xx
2. Planning Commission Resolution 2026-GPA-01
3. Planning Commission Minutes of May 14, 2026
4. Planning Commission Agenda Report of May 14, 2026
5. Table of Goals, Policies and Programs, Comparison to Adopted in 1994

City Manager Approval



Jeremy Dennis, City
Manager

06/10/2026

RESOLUTION 2026-xx

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRISBANE,
WITHIN SAN MATEO COUNTY, CALIFORNIA,
TO AMEND THE OPEN SPACE ELEMENT
OF THE GENERAL PLAN**

WHEREAS, Government Code Section 65565.5 requires jurisdictions statewide to update the Open Space Element (Element) of the general plan to address open space access for all, climate resilience and other co-benefits of open space, rewilding, and where applicable coordination with regional conservation plans; and

WHEREAS, from April 10, 2025 to October 23, 2025 the City Council-appointed Planning Commission, Parks and Recreation Commission, Open Space and Ecology Committee, and Inclusion, Diversity, Equity & Accountability Committee held workshops and reviewed preliminary drafts of revisions to the Element goals, policies and programs and provided recommendations; and

WHEREAS, following the above-mentioned workshops, on October 30, 2025, pursuant to Government Code § 65352.3, notice and a copy of the draft Element was provided to California Native American tribes and no request for consultation was received; and

WHEREAS, the agricultural resources section of the draft Element was provided to the CA Department of Conservation, pursuant to Government Code § 65565(c)(1) and no comments were received; and

WHEREAS, the draft Element was provided to outside agencies with responsibility over the San Bruno Mountain Habitat Conservation Plan, including San Mateo County Parks Department, US Fish and Wildlife Service, CA Department of Fish and Wildlife and no comments were received; and

WHEREAS, on May 14, 2026, the Planning Commission held a duly noticed public hearing on the amendment to the Element and following the public hearing provided a unanimous recommendation via Planning Commission Resolution 2026-GPA-01, by a vote of 4 to 0 with one commissioner being absent, for City adoption of the Element; and

WHEREAS, City Council held a duly noticed public hearing on June 18, 2026, with the notice posted at the City's designated public notice locations, provided in Brisbane Municipal Code Section 1.12.010, and on the City's website; and

WHEREAS, the City Council reviewed and considered the staff memorandum relating to said General Plan Amendment application, and the written and oral evidence presented to the City Council; and

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

The adoption of the update to the Open Space Element (Exhibit A) is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per Sections 15307 and 15308, as actions for protection of natural resources and for protection of the environment, and the exceptions to these categorical exemptions referenced in Section 15300.2 of the CEQA Guidelines do not apply; and

The update to the Element has been prepared consistent with applicable State law; and

The update to the Element is consistent with the other elements of the City's General Plan; and

The update to the Element supersedes that previously adopted Open Space Element, in its entirety; and

BE IT FURTHER RESOLVED by the City Council of the City of Brisbane that the update to the Open Space Element, included as an Exhibit to this resolution, is hereby adopted.

Madison Davis, 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 June 18th, 2026, by the following vote:

AYES:

NOES:

ABSENT:

Ingrid Padilla, City Clerk

EXHIBIT A

Draft Open Space Element

CITY COUNCIL RESOLUTION 2026-XX EXHIBIT A

DRAFT (6/18/2026) OPEN SPACE ELEMENT

Table of Contents:

1. Introduction
 2. Comprehensive Open Space Planning
 3. Inventories, Acquisitions & Preservation
 4. Open Space for Natural Resources & Rewilding
 5. Open Space for Outdoor Recreation & Access for All
 6. Health, Safety and Climate Resilience
 7. Historic and Tribal Resources
 8. Agriculture & Managed Resources for Production
 9. Military
- Appendix A: Glossary

1. INTRODUCTION

This Open Space Element provides the policy framework for the management of open space throughout the City of Brisbane. It is one of the State's required general plan elements and legislative policy strongly favors the preservation of open spaces.¹ The Open Space Element identifies areas that provide value in an essentially undeveloped condition and provides a plan to preserve those areas.

While Brisbane is within an urbanized region and is bordered by San Francisco, Daly City and South San Francisco, Brisbane has a variety of open space resources, including wildland habitat open space lands, parks, trails, open areas and recreational facilities. Brisbane has and will continue to dedicate significant funding to the acquisition, improvement and maintenance of open space, as further addressed in this element.

¹ *Gisler v. County of Madera* (1974) 38 Cal. App. 3d 303, 307; see also Cal. Const. art. XIII, § 8.

The Open Space Element addresses the State-mandated requirements and is structured around those requirements. Closely related elements include the Conservation, Recreation, Land Use and Safety Elements.

The last Open Space Element was adopted with the 1994 update to the General Plan. In 2001, City Council adopted an “Open Space Plan.” While not part of the General Plan, the Open Space Plan references the General Plan policies and programs and serves as an implementation guide. It especially focuses on identification of existing and potential open space resources, procedures and criteria for open space acquisition and long-term preservation of open space. While much of the Open Space Plan’s implementation framework remains relevant, the Open Space Plan will be updated following adoption of this amended Open Space Element, as provided in Section 2 of this element.

This Open Space Element contains the following sections:

- Introduction
- Comprehensive Open Space Planning
- Inventories, Acquisitions & Preservation
- Open Space for Natural Resources & Rewilding
- Open Space for Outdoor Recreation & Access for All
- Health, Safety and Climate Resilience
- Historic and Tribal Resources
- Agriculture & Managed Resources for Production
- Military

A glossary of terms is also provided at the end of this element as Appendix A.

This introduction section outlines Brisbane’s setting, existing open space resources and the goals of the Open Space Element. The goals are then repeated in the sections that follow, by topic area, along with the policies and programs to achieve those goals.

1.1 SETTING AND EXISTING OPEN SPACE LAND

The City’s open space land generally falls under three main categories:

- Open space as wildlands or habitat
- Improved parks and trails
- Open areas on private property that serve the public.

See the glossary in Appendix A for further descriptions of these categories.

As required by State law, open space may serve other functions as well, such as, but not limited to, providing safety buffers from environmental hazards and preserving cultural resources.

Brisbane borders the cities of San Francisco, Daly City and South San Francisco, as well as portions of unincorporated San Mateo County. It has bayfront on its eastern edge and borders San Bruno Mountain State and County Park along much of its southern and western edges. There are a number of open space resources and parks located throughout the City.

A defining characteristic of Brisbane is its location between San Bruno Mountain and the San Francisco Bay. Brisbane was established as a city in 1961 in large part to protect upper portions of San Bruno Mountain from development that was being proposed by the County and City of Daly City at the time. The undeveloped lands that border Brisbane to the south and west are now owned by the State and County and are preserved as San Bruno Mountain State and County Park. These lands host important plants and animal life, including endangered butterfly species.

In 1983, the San Bruno Mountain Habitat Conservation Plan (HCP) was established through the U.S. Fish & Wildlife Service for protection of endangered butterflies, consistent with the Endangered Species Act of 1972. The HCP extends across the lands of the State and County Park and down the mountain into portions of Brisbane that are privately owned. This includes the subareas of the Brisbane Acres, Southwest Bayshore, Northeast Ridge, Guadalupe Hills, the Marsh and portions of Northwest Bayshore. It also includes Owl and Buckeye Canyon and Quarry subareas, which are located in unincorporated San Mateo County but are within Brisbane's sphere of influence (See Land Use Element).

Brisbane also contains priority conservation areas (PCAs). PCAs are those areas adopted by the Association of Bay Area Governments, following nomination by the local jurisdiction, as regionally significant areas to be protected and improved. PCAs include natural habitats, farms and ranchlands, recreation areas, urban green spaces and locations that can help fight the effects of climate change. These areas are mapped on the Metropolitan Transportation Commission's (MTC) website and include San Bruno Mountain State and County Park, portions of the Brisbane Acres, Crocker Park, Quarry, Northeast Ridge, Sierra Point, Guadalupe Hills, Marsh-Lagoon-Bayfront, and Baylands subareas. Brisbane's 2001 Open Space Plan also designated Priority Preservation Areas (PPA) as the mapped area within the upper Brisbane Acres with likely significant biological resources. These locally-designated PPA's are overlapped with portions of the PCA areas. Both PCAs and PPAs are referenced in the Glossary of this Element.

U.S. Highway 101 lies along much of Brisbane's eastern edge, separating a significant portion of the City from the San Francisco Bay. However, the Sierra Point subarea, a closed landfill site (circa 1960s) that is now largely developed with research and development (R&D), hotels and the Brisbane Marina, connects the City's eastern edge to the San Francisco Bay. The subarea is encircled by the Bay Trail, located along the shoreline. The portion of the Bay Trail in Brisbane connects to the Bay Trail in South San Francisco, immediately to the south of Sierra Point, providing for bike and pedestrian access and recreational opportunities across city boundaries and to the larger region. To the north, the Bay Trail connects to a bikeway along Sierra Point Parkway. At the time of this writing, Brisbane is considering a proposed Specific Plan for the Baylands, to the north-northwest, which would provide for extension of the Bay Trail to the north, with further access to points north and west, to San Francisco and Daly City. The proposed Baylands Specific Plan would also establish significant acreages of new open space and recreational areas. The future uses of vacant parcels

within the Baylands subarea are subject to City Council’s approval of a Specific Plan, expected in 2026.

To the west, especially in the subareas of Central Brisbane, Brisbane Acres, Crocker Park and the Northeast Ridge, it’s evident that Brisbane has committed significant resources to acquiring and preserving open space, including both improved parks and recreational trails and largely unimproved open space lands.

The Guadalupe Quarry is located southwest of Crocker Park in unincorporated San Mateo County but within the City’s Sphere of Influence. At the time of this writing, a proposal has been submitted to the City for annexation and redevelopment to advance manufacturing uses, with 36 acres of the annexed area proposed to be protected from development in perpetuity by a conservation easement, and an additional 46 acres proposed to be offered for dedication to the County as public open space. The Quarry subarea is further described in Section 8, Agriculture and Managed Resources for Production.

Open space lands of note in Central Brisbane and Crocker Park include the Community Park, Skate Park and Basketball Courts, Dog Park, Crocker Park Recreational Trail, and Old Quarry Road Trail which were improved for recreational uses in the 1990’s and 2000’s. Other parks and open spaces are interspersed throughout the City, such as Firth Park and Costaños Canyon.

As a condition of approval for development of the Northeast Ridge residential neighborhoods, beginning in the 1990’s significant acreage previously held by private parties was dedicated to the County as open space. The City also required the developer to provide for development of the Mission Blue Center, a recreational facility that includes a tennis court, baseball field and a sand volleyball court.

In keeping with the intent of the HCP, the City has been acquiring lands for dedication to open space in the Brisbane Acres since the 1990’s with a combination of grant and general funds.

1.2 OPEN SPACE GOALS

The California Government Code includes a number of provisions that pertain to the contents of open space elements. The City’s goals outlined in this section, and the policies and programs that follow address the State law topic areas pertaining to open space elements. The goals, policies and programs are numbered. Where a policy or program was carried forward from the previously adopted Open Space Element, those prior numbers are shown in brackets. The goals are outlined below and repeated along with the policies and programs in the sections that follow.

The Open Space goals are that the City of Brisbane will be a place where...

1. Open space planning is long range and comprehensive;
2. Significant funding resources and other tools are made available to acquire and preserve open space;
3. Open space lands have been set aside for future generations, to protect the natural environment and provide for rewilding;

4. The public is educated and engaged in the value and importance of open space and in respecting and maintaining the land and the waters for future generations;
5. Open space provides for a variety of parks and open areas to meet the respite and recreational needs of the community and provides for educational opportunities;
6. Open space is considered in concert with hazard mitigation;
7. Open space planning is considered in concert with protection of cultural and historical artifacts, where applicable;
8. Open space planning is considered in concert with protection of other resources (agriculture and managed production), where applicable.

2. COMPREHENSIVE OPEN SPACE PLANNING

With the ongoing pressures of urbanization, the City will continue to seek every opportunity to preserve open space, especially in environmentally sensitive areas, and to provide open space, parks and open areas within the developed areas of the City to provide respite and recreational opportunities to people who live, work and visit Brisbane. With that in mind, the first goal of this Element is that the City of Brisbane will be a place where open space planning is long range and comprehensive.

The City is committed to ensuring that all people are served in its open space planning and implementation efforts. This is further addressed in Section 5 - Open Space for Outdoor Recreation & Access for All.

Goal OS.1: Open space planning is long range and comprehensive.

Policy OS.1.A: Continue long range and comprehensive planning for open space consistent with City goals and with State and Federal laws.

Program OS.1.A.1: Maintain communications on the status of open space programs and operations with appropriate outside agencies.

Program OS.1.A.2: Provide an annual report to the City Council on the following:

- a. (93d) The state of the open space resources in the community, the amount and type of open space land, the needs for operating and maintaining existing lands, and new acquisitions and funding sources.
 - b. (84f) Activities pertaining to acquisition, preservation and appreciation of open space and San Bruno Mountain.
 - c. (83d) Federal, State and private opportunities for open space acquisition on San Bruno Mountain and elsewhere in the City.
-

Program OS.1.A.3 (93, 93e) Review and establish parks and open space priorities, including potential acquisitions and improvements, as part of the budget and Capital Improvement program development process. (See also, goals, policies and programs in Section 3.)

Program OS.1.A.4 (93k) Continue the function of the Open Space & Ecology Committee to advise the City Council on open space and related environmental matters.

Program OS.1.A.5 Update the open space implementation plan as needed to reflect changes in environmental conditions or City priorities and activities. (Reference: 2001 Open Space Plan).

3. INVENTORIES, ACQUISITIONS & PRESERVATION

The State requires cities to maintain inventories of land that could be potentially acquired for open space. In 2023, the State placed a requirement on cities to maintain an inventory of all unimproved (that is, vacant or undeveloped) lands within their jurisdictions. A particular parcel need not be completely vacant to be included in the inventory and, per the State, the inventory should err on the side of inclusion. The inventory is intended to be a living document to provide a listing of potential sites that may be considered for acquisition for open space and is subject to updates over time. This section provides the policies and programs for keeping that inventory up to date and for acquisitions of new lands for preservation as open space.

Brisbane is also committed to meeting best practice standards related to providing parks. The not-for-profit organization National Recreation and Park Association (NRPA) and the California Department of Parks & Recreation provide recommended standards for acres of parkland by population. As of 2024, the NRPA standards included one park for every 2,411 residents served, with 10.2 acres of parkland per 1,000 residents. The California Department of Parks & Recreation has suggested a baseline ratio of 3 acres of parkland per 1,000 residents. According to the 2020 US Census, Brisbane had a population of 4,851 people. This would suggest a range of approximately 15.5 to 49.5 acres dedicated to parks based on the City's present population. Future development of the Baylands subarea that would increase the City's population would similarly increase the baseline ratio of parkland needed to serve the new population. Brisbane's status relative to these standards will be monitored along with the inventory on an ongoing basis.

Goal OS.2: Significant funding resources and other tools are made available to acquire and preserve open space.

Policy OS.2.A: Maintain an inventory of existing and potential open space and parks.

Program OS.2.A.1: (93h) Consistent with State law and the City's open space goals, the City will maintain an inventory, comprised of maps and tables, of all vacant or unimproved lands, park lands and open space lands within the City and its sphere of influence and shall update the inventory as needed to reflect changes in land characteristics and acquisitions.

Policy OS.2.B: (90 & 91) Maintain an open space acquisition program to aggressively seek the widest range of opportunities to acquire lands that are suitable for open space and to dedicate and preserve the acquired open space lands.

Program OS.2.B.1: (93f & 93g) Create and maintain an open space acquisition plan, considering the City's open space goals and current information on County, State and Federal open space plans and programs.

Program OS.2.B.2: Prioritize lands within the Priority Conservation Areas (PCAs) and Priority Preservation Area (PPA) for establishment as open space.

Program OS.2.B.3: (81) Conduct an on-going effort to identify and preserve sites or portions of sites having particular value as open space for rewilding, especially for wildlife habitat, wetlands, or other environmental qualities. In such cases, the City shall explore the feasibility of acquisition of these sites by the City, or by other public or private agencies that are engaged in the ownership and preservation of open space, and, when legally possible, imposing a requirement that such areas be dedicated by the owner to the public for open space purposes.

Program OS.2.B.4: (91a, 93a) On an ongoing basis, explore and pursue funding sources, including, but not limited to, taxing and assessment districts and grants, for acquisition, maintenance and preservation of open space lands with habitat, recreational or other natural resource value, especially lands within the Priority Conservation Area (PCA) and/or Priority Preservation Area (PPA).

Program OS.2.B.5: (91b) In conjunction with new development, where appropriate, require dedication of lands with habitat or other natural resource value to remain as open space in perpetuity and/or in-lieu fees for open space acquisition and dedication.

Program OS.2.B.6: (88c) In conjunction with new development, where appropriate, require in-lieu fees or exactions as contributions to the acquisition, development and maintenance of open space, including park and recreation facilities.

Program OS.2.B.7: (93c) Encourage volunteer efforts in supporting open space acquisition, through such activities as initiating legislation, fund-raising and generating philanthropic dedications.

Program OS.2.B.8: (93b) Continue to utilize the open space fund to consolidate in-lieu fees, donations, and grants to be ready to acquire open space as funds are sufficient and opportunities arise.

Program OS.2.B.9: (93l) On an annual basis, send out a letter, in multiple languages, to all owners of potential open space lands identified on the City's inventory, to outline options for the land to become public open space.

Program OS.2.B.10: Consistent with the Housing Element, consider expanding the density transfer zoning provisions to allow for dedication of lands that contain habitat value or other open space value in exchange for increased density within other residential or mixed-use districts.

Program OS.2.B.11: At a minimum, the following criteria should be considered in the evaluation of potential open space lands. Depending on the intended use of the lands, certain criteria may be considered as positive or negative factors:

- Landform, including geologic setting, topography, hazards, etc.;
 - Location relative to San Bruno Mountain State and County Park or other open space resources;
 - Presence of intact native vegetation;
 - Presence of endangered butterfly habitat;
 - Presence of wetlands;
 - Inclusion of a portion of a significant watercourse;
 - Condition or status of adjacent and nearby parcels;
 - Connections to transportation network and trails;
 - Value for parks and recreational resources;
 - Access and the need for equitable distribution of resources throughout the community;
 - Value for safety buffers consistent with the Safety Element;
 - Other open space resource value, such as tribal resources and other historical resources.
-

Policy OS.2.C: Acquire, establish and maintain parks throughout Brisbane, to meet and exceed the standards provided by the National Recreation and Parks Association (NRPA) and the California Department of Parks and Recreation.

Program OS.2.C.1: Identify potential sites of various sizes throughout Brisbane for establishment of parks.

Program OS.2.C.2: Establish new parks with the development of the Baylands subarea pursuant to a Specific Plan adopted by the City Council.

4. OPEN SPACE FOR NATURAL RESOURCES & REWILDING

The State requires that open space element policies provide for preservation of plant and animal life rewilding. Such policies must address opportunities to preserve, enhance, and expand an integrated network of open space to support beneficial uses, such as habitat, natural resources, and water management.

Brisbane's water resources include a number of seeps, springs and seasonal streams, wetlands, marshlands, Visitacion Creek, the Brisbane Lagoon and San Francisco Bay waters and related tidal areas. While Brisbane does not rely on surface or groundwater resources for municipal water

supply, continuation of these resources is vital to local plant and animal life, stormwater management and the character of Brisbane.

The State also calls for establishing coordinated mitigation of the impacts of new development, which may be through a “natural communities conservation plan.” In the case of portions of Brisbane and the larger San Bruno Mountain area, the HCP functions as the equivalent to the natural communities conservation plan, for protection of natural resources on San Bruno Mountain including endangered butterfly species. Additionally, the specific policies and programs provided below, in concert with California Environmental Quality Act (CEQA) requirements, provide for mitigation of impacts of new development.

The goals, policies and programs provided below provide for rewilding and preservation of natural resources.

Goal OS.3: Open space lands have been set aside for future generations, to protect the natural environment and provide for rewilding.

Policy OS.3.A: (82) Encourage the preservation, conservation and restoration of open space to retain existing biotic communities, including rare and endangered species habitat, wetlands, watercourses and woodlands.

Program OS.3.A.1: The City will facilitate establishment, restoration and maintenance of open space for its natural resource value and rewilding. (See related policies and programs under Goal OS.2)

Program OS.3.A.2: (87.1) The City shall discourage and oppose any attempted conversion of city-owned property acquired for the purpose of establishing open space or lands already dedicated to open space to urban uses, and shall not authorize or approve the relinquishment, abandonment or release of any open space dedication unless there is a finding of a compelling and overriding public interest and public benefit to be served thereby.

Program OS.3.A.3: (83b) Ensure that development applications for privately owned land within the San Bruno Mountain Habitat Conservation Area comply with the provisions of the San Bruno Mountain Habitat Conservation Plan to protect endangered species habitat.

Program OS.3.A.4: (83c) Cooperate with public and private groups involved in rare plant protection, habitat restoration and maintenance of mountain ecosystems to preserve open space on San Bruno Mountain.

Program OS.3.A.5: (84c) Work with environmental and conservation groups, and State, County and Federal agencies to ensure the preservation and maintenance of San Bruno Mountain State and County Park.

Policy OS.3.B: (85) Encourage the preservation and conservation of aquatic resources for habitat value, including the Lagoon, the Bayfront and the Marsh, in balance with their recreational value.

Program OS.3.B.1: (85b) Maintain provisions and, where appropriate, adopt new provisions in the Zoning Ordinance to protect the natural ecology of aquatic resources, such as use restrictions and setback requirements.

Program OS.3.B.2: (85d) Work with responsible agencies, property owners and environmental and conservation groups to preserve aquatic ecosystems.

Goal OS.4: The public is educated and engaged in the value and importance of open space and in respecting and maintaining the land and the waters for future generations.

Policy OS.4.A: (84) Promote programs and activities that educate the public regarding the habitat and wildlife of San Bruno Mountain.

Program OS.4.A.1: (82a, 84e) Educate the public and encourage citizens to respect the fragility of ecosystems of the continued threat of invasive species through the Brisbane STAR, brochures, the City’s website, electronic newsletters and notifications, and other means.

Program OS.4.A.2: (85c) Provide information to citizens on the ecosystems of the Bay, the Lagoon and the Wetland Marsh and how citizens can participate in respecting and conserving these resources.

Program OS.4.A.3: (84b) Coordinate with the public schools to encourage and promote San Bruno Mountain as an educational resource.

Program OS.4.A.4: (84a) Cooperate with the County and State to enhance San Bruno Mountain Park and adjacent lands in Brisbane by joint public information programs about the mountain and by encouraging supervised volunteers in protection and preservation efforts.

Program OS.4.A.5: Discourage the use of City-owned open space or parklands under certain circumstances, such as when the use of a trail threatens endangered species habitat, contributes to erosion on fragile slopes, or presents a public safety hazard.

5. OPEN SPACE FOR OUTDOOR RECREATION & ACCESS FOR ALL

State law requires that the City’s Open Space Element provide for open space for outdoor recreation. This may include areas of outstanding scenic, historic and cultural value, and areas particularly suited for park and recreation purposes.

Open space elements must also contain policies to ensure access to open space for all residents in a manner that considers social, economic, and racial equity, correlated with an environmental justice element or environmental justice policies in the general plan, if applicable. While the Brisbane does

not have communities that are considered disadvantaged under State law and therefore is not obligated to prepare an environmental justice element, as detailed in the 2023-2031 Housing Element, the City still has an obligation and desire to ensure that open space goals, policies and programs allow for access to open space for all people. As new resources are added or recreational improvements are made, the City is also committed to considering how special needs populations may be served.

Goal OS.5: Open space provides for a variety of parks and open areas to meet the respite and recreational needs of the community and provides for educational opportunities.

Policy OS.5.A: (81.1, 86) Preserve open space lands to protect the natural environment and to provide access to natural areas and outdoor educational and recreational opportunities consistent with the sensitivity of the resource.

Program OS.5.A.1 : (86a) Consistent with the nature of the resource areas, maintain and, where appropriate, add to the network of bikeways, walkways and trails throughout the City to provide access to parks and open space and to link City trails with County and regional trail systems.

Program OS.5.A.2: (86b) Provide new connections and maintain existing connections between the bike and pedestrian network, the public transportation systems, to provide open space access for all to parks, open spaces and aquatic areas.

Program OS.5.A.3: (86c) Through development of the Baylands, provide connections to and through recreational resources within and outside the City limits.

Program OS.5.A.4: Work with landowners and the San Francisco Bay Conservation and Development Commission (BCDC) to maintain the existing portions of the Bay Trail in Brisbane and continue to add to it and its connections to other recreational resources.

Program OS.5.A.5: Provide maps and other informational resources on the City's website that show the City's outdoor recreation resources and connection points to the transportation network.

Policy OS.5.B: (85) Encourage the preservation and conservation of aquatic resources and recreational uses as appropriate to the resource, including, but not limited to, the Lagoon, the Bayfront and the Marsh.

Program OS.5.B.1: (85a) Seek opportunities to utilize aquatic areas for recreational and educational activities consistent with the sensitivity of the resource.

Policy OS.5.C: Encourage the use of parks and open space resources for active and passive recreation, as appropriate to the resource, in balance with its habitat value.

Program OS.5.C.1: Provide information to the public through various means, including the Brisbane STAR, website and social media, regarding approved trail access throughout Brisbane's open space and park resources.

Program OS.5.C.2: (86a) Develop and maintain a network of trails and pathways throughout the City to provide appropriate access and wayfinding to open space and to link City trails with County and regional trail systems.

Program OS.5.C.3: (84d) Through the Recreation Program, provide educational and volunteer programs to adults and youth regarding San Bruno Mountain.

Policy OS.5.D: (87) In order to maximize active and passive recreational opportunities, maintain parks and open space to serve the community at or above national standards.

Program OS.5.D.1: (87.a) Maintain parks at, or above, the acreage/population standards set by the National Recreation and Parks Association and California Department of Parks & Recreation.

Policy OS.5.E: (88) Develop parks to maximize passive recreational opportunities.

Program OS.5.E.1: In open space planning and development, provide for a variety of user activities, especially allowing for passive uses that allow for relaxation, such as walking, sitting, picnicking and viewing nature or other sights. Passive uses may be planned as dedicated amenities or included adjacent to active recreation uses, such as sports fields or courts.

Program OS.5.E.2: (88a) Encourage local businesses, citizens, and public and/or private landowners to participate in the planning, acquisition, development, maintenance and use of park facilities. (See also the policies and programs under Acquisitions Goal OS.2)

Policy OS.5.F: (89) Encourage the establishment and maintenance of outdoor open areas, undeveloped portions of privately owned property, that may be used for recreation by employees and residents.

Program OS.5.F.1: (89a) Examine the potential for obtaining funding, including open space, park, and recreational impact fees, to provide benefits for the non-resident population. Consider joint development of facilities.

Program OS.5.F.2: Consider zoning provisions to establish requirements for publicly accessible open areas within new nonresidential and residential developments.

Program OS.5.F.3: Consider requiring easements for public access through certain residential and nonresidential new development projects, where access to or through the property is in the public interest, such as to allow for mid-block trail or sidewalk connections.

6. HEALTH, SAFETY & CLIMATE RESILIENCE

The Government Code requires that the City's Open Space Element address climate resilience and other co-benefits of open space, correlated with the Safety Element. The Safety Element includes mapping of hazards and a climate change vulnerability assessment and related technical studies.

Additionally, the draft Specific Plan for the Baylands, under consideration and prior to adoption by City Council, will need to be found as providing the required details on hazards specific to the subarea and open space planning consistent with those hazards. Similarly, the relationship between hazard mitigation and open space for other specific development sites, such as the Quarry, are to be considered on a case-by-case basis through the CEQA environmental review process for the project. The goal, policy and programs below provide an overall framework for coordination and consistency between the two General Plan elements and the pending Specific Plan.

Goal OS.6: Open space is considered in concert with hazard mitigation.

Policy OS.6.A: Where reasonable and feasible, utilize open space to provide for safety buffers from existing and prospective hazards as identified in the Safety Element.

Program OS.6.A.1: Maintain open space and/or open areas to account for projected sea level rise.

Program OS.6.A.2: Long term planning for open space, to continue to meet the standards provided in Section 3 of this Element, will account for projected losses of land due to sea level rise.

Program OS.6.A.3: In conjunction with the Local Hazard Mitigation Plan (LHMP) and corresponding Safety Element updates, review the hazards relative to existing and planned open space, parks and open areas, to determine if additional areas need to be designated as open space, parks or open area to provide for safety buffers.

Program OS.6.A.4: Consider the co-benefits of improved air quality through the establishment of open space, parks and open areas, consistent with the Safety Element.

Gov't Code Section 65565.5 requires that the City's Open Space Element address climate resilience and other co-benefits of open space, correlated with the Safety Element

7. HISTORIC AND TRIBAL RESOURCES

The Government Code requires that the City's Open Space Element address "rewilding opportunities" (see Glossary in Appendix A) that may include, among other things, opportunities to preserve and enhance historic and tribal resources. This section provides policies and programs to address these potential resources.

Goal OS.7: Open space planning and acquisition is considered in concert with protection of cultural and historical sites and artifacts, where applicable.

Policy OS.7.A: Maintain communication with responsible Native American tribal groups and representative agencies regarding Open Space plans, private development applications and related policy initiatives.

Program OS.7.A.1: If tribal cultural resources are found on open space or park lands, notify responsible agencies and address the discovery consistent with state and federal laws.

Policy OS.7.B: Consistent with State law, preserve and enhance historical resources in open space lands.

Program OS.7.B.1: Where reasonable and feasible, enhance historic structures that have been significant in the City’s for public use and/or education.

Government Code § 65565.5(b)(1) requires that the City’s Open Space Element address “rewilding opportunities”, that may include, among other things, opportunities to preserve and enhance historic and tribal resources.

8. AGRICULTURE & MANAGED PRODUCTION

Agriculture: The Government Code requires cities to provide open space planning for agricultural land in the Open Space Element, or through a separate element. This includes identification and mapping of agricultural land, utilizing the designations in the Farmland Monitoring and Mapping Program or soil surveys conducted by the US Natural Resources Conservation Service. The California Department of Conservation provides mapping of California Important Farmland.

The latest mapping from 2020 shows that Brisbane does not have land with farming or agricultural designations as provided in the Government Code. The mapping available through the Department of Conservation indicated that Brisbane contains only land designated as “other land” and “urban and built-up land.” The “other land” is generally that undeveloped land within the Northeast Ridge, Brisbane Acres, and Baylands subareas within the City’s limits, and the unincorporated Quarry and Owl & Buckeye Canyon subareas within the City’s Sphere of Influence. The “urban or built-up land” included Brisbane’s developed areas, including Sierra Point, Central Brisbane, portions of the Brisbane Acres, Crocker Park, the Bayshore and Beatty subareas.

As provided in the program below, Brisbane will continue to monitor the State’s mapping and comply with applicable requirements as changes may occur, such as conversion of land to agricultural uses.

Managed Production: Government Code § 65560(h)(2) provides that open space lands include open space for managed production of resources. This may include forest lands, range lands, agricultural lands, areas required for recharge of groundwater basins, streams, etc., and areas of mineral deposits. In Brisbane, the only area designated for management production is the Guadalupe Quarry, which is located to the southwest of Crocker Park in unincorporated San Mateo County but within the City’s Sphere of Influence. Surface mining of construction aggregate materials has been ongoing at the Guadalupe Quarry since 1895. As of 2026, it is operated by Evans Brothers, Inc under surface mining permit SMP 87-1 and reclamation plan (American Rock and Asphalt, Inc. 1994), prepared in conformance with the California Surface Mining and Reclamation Act (SMARA) and approved by the County. In 2020, an Interim Management Plan (IMP) was approved by the County. The IMP provides erosion control, revegetation, public safety, maintenance, and monitoring requirements.

As of 2026, the Guadalupe Quarry was the subject of development proposal by Orchard Partners, LLC to construct and operate an approximately 895,000 square foot advanced manufacturing facility. Subject to approval by City Council, following the ongoing California Environmental Quality Act (CEQA) Environmental Impact Report (EIR) process and associated discretionary permit applications, that proposal would result in 1) closure and reclamation of the quarry, 2) construction and operation of an advanced manufacturing facility, access routes and ancillary site modifications, and 3) dedication and/or protection of the upper benches of the quarry and undeveloped areas as open space. The area is within the San Bruno Mountain HCP area and is therefore subject to compliance with the HCP.

Goal OS.8: Open space planning is considered in concert with protection of other resources (agriculture and managed production), where applicable.

Policy OS.8.A: Maintain compliance with State law regarding agricultural resources and open space.

Program OS.8.A.1: Monitor Department of Conservation mapping for changes to Farmland resources and update Open Space programs, if required for compliance with State law.

Government Code § 65565(a) includes requirements for cities to provide open space planning for agricultural land in their open space element, or through a separate element.

Farming or agricultural designations are provided in Government Code § 65565(1) (A) - (K).

Government Code § 65560(h)(2) provides that open space lands include open space for managed production of resources.

9. MILITARY

Government Code § 65560(h)(5) provides that open space may include lands in support of military installations, training routes and restricted airspace. Brisbane does not contain lands in use or restricted airspace for military purposes.

APPENDIX A - GLOSSARY

The following terms are included in this Element and described below.

ABAG and MTC: The Association of Bay Area Governments (ABAG) is the comprehensive regional planning agency and council of governments for the nine counties and 101 cities and towns of the San Francisco Bay region.

ABAG was formed by local government leaders in 1961 who recognized the need to address common issues from a regional perspective, and formed the first council of governments in California. From this perspective, ABAG continues to work in regional land use, environmental stewardship, energy efficiency and water resource protection.

ABAG's stated mission is to advance shared local and regional priorities for transportation, housing and the environment. In some cases, ABAG has the authority to enact certain legislation on behalf of the Bay Area, for example the state-mandated Regional Housing Need Allocation, or RHNA. ABAG also operates as the state-designated clearinghouse for federal grant applications.

Today, ABAG and the Metropolitan Transportation Commission (MTC) continue to share joint responsibility for Plan Bay Area, now with a single staff, serving both the ABAG Executive Board and the MTC Commission.

Metropolitan Transportation Commission (MTC) was created by the California Legislature in 1970 to plan, finance and coordinate the Bay Area's transportation system. The Commission's scope over the years has expanded to address other regional issues, including housing and development.

MTC's website has stated that its mission is to provide planning, funding, coordination and technical assistance to cities, counties, transit agencies and other partners to bring the region together — to make life better for residents and make the Bay Area's transportation system more resilient to future challenges.

Habitat Conservation Plan (HCP): A Habitat Conservation Plan (HCP) is a plan approved by the United States Fish and Wildlife Service pursuant to the federal Endangered Species Act. An HCP *“is a planning document designed to accommodate economic development to the extent possible by authorizing the limited and unintentional take of [federally] listed species when it occurs incidental to otherwise lawful activities. The plan is designed not only to help landowners and communities but also to provide long-term benefits to species and their habitats. HCPs describe the anticipated effects of the proposed taking, how those impacts will be minimized and mitigated, and how the conservation measures included in the plan will be funded. If the Service finds an HCP meets the specified criteria, it issues an incidental take permit. This allows the permit holder to proceed with an activity that could otherwise result in the unlawful take of a listed species.”*

A significant amount of land within the Brisbane City limits and its sphere of influence is within the San Bruno Mountain Habitat Conservation Plan area. That was established as the nation’s first HCP in 1982.

Natural Communities Conservation Plan (NCCP): Fish and Game Code Section 2805 defines a “natural community conservation plan” as *“a planning agreement entered into in accordance with Section 2810. The plan shall identify and provide for those measures necessary to conserve and manage natural biological diversity within the plan area while allowing compatible and appropriate economic development, growth, and other human uses.”*

The aim is to promote coordination and cooperation among public agencies, landowners, and other private interests, to provide a mechanism by which landowners and development proponents can effectively address cumulative impact concerns, promote conservation of unfragmented habitat areas, promote multispecies and multihabitat management and conservation.

An NCCP is the state counterpart to the federal habitat conservation plan (HCP). It provides a means of complying with the Natural Community Conservation Planning Act (NCCP Act) and securing take authorization at the State level. To be approved by the California Department of Fish and Wildlife (CDFW), an NCCP must provide for the conservation of species and protection and management of natural communities in perpetuity within the area covered by permits.

At the time of this writing, an NCCP has not been established in Brisbane.

Open Area(s): Open areas are defined in the Land Use Element as *“parcels of land or portions thereof, primarily in private ownership, that serve to soften the impacts of urban development and otherwise provide primarily green areas and a feeling of ‘openness’ to the development pattern. Open areas include, but are not limited to, setbacks and easements that are landscaped or characterized by native vegetation, gardens and landscaped vegetation. Open areas might also include golf courses, private parks and recreation areas within private developments. An open area may consist of a combination of hardscape and V-22 landscape, typical of plazas, sculpture gardens and gathering places. Streets, sidewalks, parking lots and similar improvements, although not covered by structures, do not qualify as open areas.”*

Open-space land: California Government Code Section 65560(h) defines open-space land as *“any parcel or area of land or water that is devoted to an open-space use as defined in this section, and that is designated on a local, regional, or state open-space plan as any of the following:*

- *Open space for the preservation of natural resources, including, but not limited to, areas required for the preservation of plant and animal life, including habitat for fish and wildlife species; areas required for ecologic and other scientific study purposes; rivers, streams, bays, and estuaries; and coastal beaches, lakeshores, banks of rivers and streams, and watershed lands.*
- *Open space used for the managed production of resources, including, but not limited to, forest lands, rangeland, agricultural lands, and areas of economic importance for the production of food or fiber; areas required for recharge of groundwater basins;*

bays, estuaries, marshes, rivers, and streams that are important for the management of commercial fisheries; and areas containing major mineral deposits, including those in short supply.

- *Open space for outdoor recreation, including, but not limited to, areas of outstanding scenic, historic, and cultural value; areas particularly suited for park and recreation purposes, including access to lakeshores, beaches, and rivers and streams; and areas that serve as links between major recreation and open-space reservations, including utility easements, banks of rivers and streams, trails, and scenic highway corridors.*
- *Open space for public health and safety, including, but not limited to, areas that require special management or regulation because of hazardous or special conditions such as earthquake fault zones, unstable soil areas, flood plains, watersheds, areas presenting high fire risks, areas required for the protection of water quality and water reservoirs, and areas required for the protection and enhancement of air quality.*
- *Open space in support of the mission of military installations that comprises areas adjacent to military installations, military training routes, and underlying restricted airspace that can provide additional buffer zones to military activities and complement the resource values of the military lands.*
- *Open space for the protection of places, features, and objects described in Sections 5097.9 and 5097.997 of the Public Resources Code.”*

Open Space Plan or Local Open-space Plan: California Government Code Section 65560(g) defines “Local open-space plan” as *“the open-space element of a county or city general plan adopted by the board or council, either as the local open-space plan or as the interim local open-space plan adopted pursuant to Section 65563.”*

Park(s): Government Code Section 65560(H) in its definition of “open-space land” includes outdoor space for outdoor recreation, which includes *“...areas suited for parks and recreation purposes, including access to lakeshores, beaches, and rivers and streams...”* For the purposes of this element, parks are considered as a subcategory of open space that primarily serves recreational purposes. Parks often have improvements for public use.

Priority Conservation Area (PCA): PCAs are regionally significant areas to be protected and improved. PCAs include natural habitats, recreation areas, urban green spaces and locations that can help fight the effects of climate change. PCAs are nominated by local jurisdictions with land use authority (such as open space districts, city and county parks and recreation departments, and other local entities) and adopted by ABAG. (Note: See the ABAG website for further details.)

Per the Metropolitan Transportation Commission (MTC), PCAs are those areas adopted by the Association of Bay Area Governments (ABAG), following nomination by the local jurisdiction, as “regionally significant areas to be protected and improved. PCAs include natural habitats, farms and ranchlands, recreation areas, urban green spaces and locations that can help fight the effects of climate change.”

There are five types of PCAs, that intended to recognize the vitality of the Bay Area’s natural systems, rural economy and the health of all residents:

- Natural Lands
- Agricultural & Working lands
- Urban Greening
- Recreation
- Climate Adaptation

Priority Preservation Area (PPA): The PPA is the mapped area within the upper Brisbane Acres with likely significant biological resources, originally established in the 2001 Brisbane Open Space Plan, and as amended and expanded. These areas are generally within the PCA.

Recreation, Active Recreation and Passive Recreation:

Active Recreation: Active recreation involves activities that require physical exertion and often focus on improving fitness, building strength, and enhancing the overall health of the participants. These activities frequently involve movement, energy, and outdoor adventures.

Examples of Active Recreation:

- Playing sports, such as basketball, tennis, or soccer
- Running or jogging
- Swimming
- Cycling or skating
- Participating in fitness classes
- Engaging in obstacle courses or adventure-based activities.

Passive Recreation: Passive recreation, on the other hand, involves low-energy activities that are more sedentary and focus on relaxation, peace, and mental rejuvenation. These are pursuits that allow you to unwind and recharge while enjoying your environment and engaging with leisurely activities.

Examples of Passive Recreation:

- Walking through a park or nature trail
- Bird watching or photography
- Reading books or enjoying a podcast outdoors
- Picnicking with family or friends
- Relaxing by a lake or engaging in fishing.

Rewilding: Per Government Code 65565.5(b)(1) “rewilding opportunities may include, but are not limited to, the following:

- Opportunities to preserve, enhance, and expand an integrated network of open space to support beneficial uses, such as habitat, recreation, natural resources, historic and tribal resources, water management, and aesthetics.
- Establishing a natural communities conservation plan to provide for coordinated mitigation of the impacts of new development.”

RESOLUTION 2026-GPA-01
A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF BRISBANE
RECOMMENDING THAT THE CITY COUNCIL
AMEND THE OPEN SPACE ELEMENT
OF THE 1994 GENERAL PLAN

WHEREAS, Government Code Section 65565.5 requires jurisdictions statewide to update the Open Space Element of the general plan to address open space access for all, climate resilience and other co-benefits of open space, rewilding, and where applicable coordination with regional conservation plans coordination; and

WHEREAS, pursuant to this State law requirement from April 10, 2025 to October 23, 2025 the City Council-appointed Planning Commission, Parks and Recreation Commission, Open Space and Ecology Committee, and Inclusion, Diversity, Equity & Accountability (IDEA) Committee held workshops and reviewed preliminary drafts of revisions to the Open Space Element's goals, policies and programs and provided recommendations; and

WHEREAS, following the above-mentioned workshops, on October 30, 2025, pursuant to Government Code § 65352.3, notice and a copy of the draft Open Space Element was provided to California Native American tribes and no request for consultation was received; and

WHEREAS, the draft Open Space Element component pertaining to agricultural resources was provided to the CA Department of Conservation, pursuant to Government Code § 65565(c)(1); and

WHEREAS, the draft Open Space Element was provided to responsible City departments and outside agencies with responsibility over the San Bruno Mountain Habitat Conservation Plan, including, but not limited to, San Mateo County Parks Department, US Fish and Wildlife Service, CA Department of Fish and Wildlife; and

WHEREAS, a public hearing on amendments to the Open Space Element of the General Plan was held on May 14, 2026, duly noticed on May 1, 2026 at the City's designated public notice locations, provided in Brisbane Municipal Code Section 1.12.010, and on the City's website; and

WHEREAS, the Planning Commission reviewed and considered the staff memorandum relating to said General Plan Amendment application, and the written and oral evidence presented to the Planning Commission; and

WHEREAS, the Planning Commission's recommended update to the 1994 Open Space Element and the minutes of the Planning Commission meeting of May 14, 2026 are attached and incorporated by reference as part of this resolution; and

WHEREAS, the Planning Commission finds that the amendment is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per Sections 15307 and 15308, as actions for protection of natural resources and for protection of the environment, and the exceptions to these categorical exemptions referenced in Section 15300.2 of the CEQA Guidelines do not apply; and

NOW, THEREFORE, based upon the evidence presented, both written and oral, the Planning Commission of the City of Brisbane hereby RECOMMENDS that the City Council adopt the attached update to the Open Space Element of the General Plan.

ADOPTED this fourteenth day of May, 2026, by the following vote:

AYES: Funke, Gooding, Sayasane and Wodziak

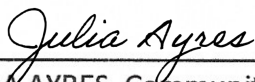
NOES: N/A

ABSENT: Lau



DOUGLAS GOODING
Chairperson

ATTEST:



JULIA AYRES, Community Development Director

Brisbane Planning Commission Minutes **(Excerpt)**

May 14, 2026

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Applicant Anthony Guerra provided additional explanation regarding operating hours and noise and emphasized the quiet nature of his work.

With no one else wishing to address the Commission, a motion by Commissioner Funke, seconded by Commissioner Wodziak, to close the public hearing was approved 4-0.

After deliberation, a motion made by Commissioner Wodziak, and seconded by Commissioner Sayasane, to approve the application with findings and the added condition for mandatory parking of vehicles and the building, via adoption of Resolution 2026-UP-01, was approved 4-0.

Chair Gooding read the appeal procedure.

- D. PUBLIC HEARING: General Plan Amendment 2026-GPA-01; Citywide;** General Plan amendment to the Open Space Element, as required by Government Code Section 65565.5 to address access, climate resilience and other co-benefits of open space, and rewilding, through an update of the goals, policies and programs; and finding that this project is categorically exempt from environmental review under CEQA Guidelines Sections 15307 and 15308; City of Brisbane, applicant.

Senior Planner Johnson presented the agenda report to the Commission and answered questions about annual reporting and the priority conservation areas.

Chair Gooding opened the public hearing.

Michele Salmon, Brisbane Resident, emphasized the importance of the Element and requested that the Commission take its time to review it , especially giving consideration for wildlife and future development.

With no one else wishing to address the Commission, a motion by Commissioner Sayasane, seconded by Commissioner Funke, to close the public hearing was approved 4-0.

After discussion, a motion made by Commissioner Sayasane, and seconded by Commissioner Wodziak, to approve the amendment via adoption of Resolution 2025-GPA-01, was approved 4-0.

ITEMS INITIATED BY STAFF

Director Ayres introduced Associate Planner Whitney, and announced that she had been appointed Director of Community Development. She stated the Final Environmental Impact Review (EIR) for the Baylands Specific Plan as well as a staff-recommended draft version of the Specific Plan were released on May 14, 2026 and are available for viewing at the Brisbane Library and City Hall, and announced related workshops May 28, 2026, at 6:30 p.m., and June 11, 2026, at 6:30 p.m. Notices have been distributed for the first Planning Commission public hearing for the Baylands Specific Plan for June 25, 2026, at 7:30 p.m. She stated that the Open Space Element would be scheduled for public hearing at City Council on June 18, 2026.



PLANNING COMMISSION AGENDA REPORT

Meeting Date: May 14, 2026

From: Ken Johnson, Senior Planner

Subject: Open Space Element; General Plan Amendment 2026-GPA-01; Proposal of the City of Brisbane to amend the Open Space Element of the General Plan to address access, climate resilience and other co-benefits of open space, and rewilding; City of Brisbane, applicant; citywide.

REQUEST: The proposed General Plan Amendment would update the Open Space Element (Element), one of the seven State mandated elements of the city's general plan in order to comply with Government Code Section 65565.5, which requires jurisdictions statewide to update their general plans, to address open space access, climate resilience and other co-benefits of open space, and rewilding.

RECOMMENDATION: Approve Permit application 2026-GPA-01 via adoption of Resolution 2026-GPA-01, containing the findings and conditions of approval (See Attachment A).

ENVIRONMENTAL DETERMINATION: The amendment is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per Sections 15307 and 15308, as actions for protection of natural resources and for protection of the environment. The exceptions to these categorical exemptions referenced in Section 15300.2 of the CEQA Guidelines do not apply.

APPLICABLE CODE SECTIONS: Section 65565.5 of the Government Code requires Open Space Elements to address open space access, climate resilience and other co-benefits of open space, and rewilding. Additionally, the broader Government Code Sections pertaining to open space elements are provided in Sections 65560 - 65570.

BACKGROUND: The last update to the City's Open Space Element was done with the adoption of the General Plan as a whole in 1994. Since that time, State law pertaining to open space elements has been advanced, which has necessitated this update to the Element.

Government Code:

In 2022, the State passed Senate Bill (SB) 1425, which is codified as Government Code § 65565.5 and requires that every city and county review and update its Open Space Element. The update was due by January 1, 2026, but due to necessary review timelines, the City's update process has extended beyond that due date. SB 1425 requires the Open Space Element to address the following:

- Access to open space for all residents in a manner that considers social, economic, and racial equity.
- Climate resilience and other co-benefits of open space, correlated with the safety element.
- Rewilding opportunities, correlated with the land use element. Rewilding opportunities may include, but are not limited to, opportunities to preserve, enhance, and expand an integrated network of open space to support beneficial uses, such as habitat, recreation, natural resources, historic and tribal resources, water management, and aesthetics.

The Government Code further detailing the required contents of an Open Space Element is provided in Government Code Sections 65560 to 65570. The City's Open Space Element already complies with these requirements and no updates are proposed relative to those Government Code Sections.

Element Update Workshops:

The process of updating Brisbane's Open Space Element began in the spring of 2025 with a series of workshops with the following City Council appointed bodies:

- Planning Commission (4/10/25 & 10/23/25)
- Parks and Recreation Commission (5/8/25)
- Open Space and Ecology Committee (5/16/25 & 9/18/25)
- Inclusion, Diversity, Equity & Accountability (IDEA) Committee (6/11/25)

These workshops provided an opportunity for the commissions and committees to review preliminarily proposed updates to the Element. As part of those reviews, a comparison table between the existing and proposed draft revisions to the Element's goals, policies and programs was provided. The draft Open Space Element is provided as an attachment to the proposed Resolution 2026-GPA-01 (Attachment A) and the latest comparison table (Attachment B) reflects the input of the commissions' and committees' review.

Other General Plan Elements:

Staff also reviewed the other elements of the General Plan, to ensure consistency between the elements, as described further below. No amendments are proposed to other Elements of the General Plan at this time.

DISCUSSION: As indicated above, the last update to the City's Open Space Element was done with the adoption of the 1994 General Plan. While most of the 1994 Element's goals, policies and programs remain relevant today, the update to the Element provided an opportunity to restructure the policies and programs to more clearly address State law requirements. This report provides a brief discussion of the Element's new structure and highlights a few areas of interest. For further details of the proposed update, please refer to the draft Element

(Attachment A), the goals, policies and programs comparison table (Attachment B), and the 1994 Open Space Element (Attachment D).

Contents and Structure:

The draft Element provides the goals, policies and programs that the City will undertake for compliance with State law requirements as provided in Government Code Sections 65560 to 65570. The proposed structure of the Element has been aligned with State law requirements and this is reflected in the proposed table of contents, as follows:

1. Introduction
2. Comprehensive Open Space Planning
3. Inventories, Acquisitions & Preservation
4. Open Space for Natural Resources & Rewilding
5. Open Space for Outdoor Recreation & Access for All
6. Health, Safety and Climate Resilience
7. Historic and Tribal Resources
8. Agriculture & Managed Resources for Production
9. Military
- A. Appendix A: Glossary

With the exceptions of the Introduction and Military chapters, each chapter has at least one overarching City goal, and one or more policy under the goal and likewise one or more implementing program for each policy. An example that shows this hierarchy is as follows:

“Goal OS.2: Significant funding resources and other tools are made available to acquire and preserve open space.

Policy OS.2.A: Maintain an inventory of existing and potential open space and parks.

Program OS.2.A.1: (93h) Consistent with State law and the City’s open space goals, the City will maintain an inventory, comprised of maps and tables, of all vacant or unimproved lands, park lands and open space lands within the City and its sphere of influence and shall update the inventory as needed to reflect changes in land characteristics and acquisitions.”

Note that the number “93h” listed in the program above is a reference to the 1994 Open Space Element numbering and is provided for tracking purposes only.

While the structure of the element has been updated in its entirety, the policies and programs that implement the City’s goals have been largely carried forward to this draft and reorganized and updated from those adopted in 1994, along with some edits for clarity and additions to address state law.

Implementation Plan and Annual Reporting:

Program OS.1.A.5 in the draft Element commits the City to *“Update the open space implementation plan as needed to reflect changes in environmental conditions or City priorities and activities. (Reference: 2001 Open Space Plan).”* The 2001 Open Space Plan was adopted by City Council as an implementation plan and in large part referenced the adopted 1994 Open Space Element. While some of the contents of that 2001 plan, such as the criteria for considering potential open space lands, has been brought forward to this draft Element (see new proposed program, OS.2.B.10), the intent was not to update the implementation plan at this time. The future implementation plan update would include assignment of timelines and responsible departments, commissions or committees.

Also, as indicated in the Program OS.2.A.1 above, the City will be maintaining an inventory of maps and tables, consistent with State law, to track all vacant or unimproved lands, as required by State law. To more readily update the maps and tables, these will be maintained as separate documents from the Element and would be key parts of staff’s annual reporting to City Council described below.

The 1994 Open Space Element included a few programs on reporting the status of open space acquisitions to City Council. These have been consolidated under a new goal that, *“Open space planning is long range and comprehensive”*, as Program OS.1.A.2:

“Provide an annual report to the City Council on the following:

- a. (93d) The state of the open space resources in the community, the amount and type of open space land, the needs for operating and maintaining existing lands, and new acquisitions and funding sources.*
- b. (84f) Activities pertaining to acquisition, preservation and appreciation of open space and San Bruno Mountain.*
- c. (83d) Federal, State and private opportunities for open space acquisition on San Bruno Mountain and elsewhere in the City.”*

Consistency with Other Elements:

State law requires that general plans must be internally consistent and the proposed draft Open Space Element is consistent with the other elements. The City’s General Plan contains the following elements:

- Community Character
- Local Economic Development
- Land Use
- Circulation
- Open Space
- Recreation and Community Services

- Conservation
- Community Health and Safety
- Housing
- Policies and Programs by Subarea

A link to all chapters of the General Plan is provided (Attachment C) and a brief discussion of the most closely related elements is provided below.

Conservation Element: The Conservation Element is a closely related element and provides mapping, policies and programs for conservation of various environmental resources. Perhaps the most notable is biological resources related to endangered butterfly species located on San Bruno Mountain, which is the subject of the San Bruno Mountain Habitat Conservation Plan (HCP). The draft Open Space Element includes a number of references to the HCP. One of these is provided in Program OS.3.A.3, *“Ensure that development applications for privately owned land within the San Bruno Mountain Habitat Conservation Area comply with the provisions of the San Bruno Mountain Habitat Conservation Plan to protect endangered species habitat.”* Other resource areas included in the Conservation Element which have connection to the draft Open Space Element are soils, surface and groundwater, minerals and cultural resources. While no conflict exists between the elements, the Conservation Element will also soon be due for an update. As with the General Plan as a whole, it’s envisioned that that would be initiated following adoption of the Baylands Specific Plan. Note also that California Assembly Bill 1889 (2024) requires cities to update their conservation elements upon the next general plan revision on or after January 1, 2028.

Recreation and Community Services Element: The Recreation and Community Services Element is an optional element under State law. Although optional, it is of no less importance than other elements. It covers recreational and educational facilities and recreational programs for various age groups, especially children and seniors and those with special needs. The draft Open Space Element addresses recreation in the programs under Policy OS.2.C, *“Acquire, establish and maintain parks throughout Brisbane, to meet and exceed the standards provided by the National Recreation and Parks Association (NRPA) and the California Department of Parks and Recreation” (Chapter 3)* and the various goals policies and programs in Chapter 5 - Open Space for Outdoor Recreation & Access for All. There are no conflicts between the draft proposed Element and the Recreation and Community Services Element.

Safety Element: The Safety Element addresses a number of community health and safety topics, including such things as flood, fire hazards, slope stability, etc. This includes, by reference, the County-wide Hazard Mitigation Plan, as required by the Disaster Mitigation Act of 2000. The Hazard Mitigation Plan has been prepared through a coalition of San Mateo County cities and special districts, to pool resources and create a uniform and coordinated hazard mitigation strategy across the county. The Hazard Mitigation Plan is updated on a 5-year basis, with the next update scheduled for later this year. The Programs provided in the

Open Space Plan cross reference the Safety Element to ensure that open space planning accounts for safety hazards and provides for safety buffers. See the programs provided under Goal OS.6 *“Open space is considered in concert with hazard mitigation”*.

Land Use Element: The Land Use Element designates land uses throughout the City and contains the Land Use Diagram that shows the areas designated as OS- Open Space. At the workshops, referenced above, there was discussion of possibly processing an amendment to the General Plan Land Use Map and Zoning Districts Map, to designate certain lands that the City has obtained over the last 30 years +/- in the upper Brisbane Acres as open space. However, upon further consideration and in consultation with the City Attorney, it was determined that such an amendment should be postponed to evaluate potential conflicts under State housing law related to downzoning of residentially zoned property.

Leaving these parcels designated as they are does not reduce the protection of the City-owned properties as open space, nor is it in conflict with the draft Open Space Element. Note that in early 2025, the City recorded a Declaration of Restrictions at the County Recorder’s Office on all Brisbane Acres properties owned by the City. The declaration was recorded for the purposes of *“restricting the use of the properties in perpetuity solely for habitat preservation or open space purposes”* (excerpt from recorded declaration).

Outreach & Review:

In addition to the commissions and committees indicated above, whose feedback has been used to prepare the draft Element that’s before the Commission tonight, the draft Element was also provided to the following departments, agencies or organizations.

- CA Department of Conservation
- Native American Tribes (various)
- San Bruno Mountain Watch
- San Mateo County Parks
- US Fish & Wildlife Service
- CA Department of Fish & Wildlife
- North County Fire Authority
- City Engineer/Director of Public Works
- City Manager’s Office
- City Clerk
- Parks & Recreation Director
- City Attorney

In addition to the required notice of public hearing, over the course of the update process, staff provided outreach to the Brisbane community through STAR articles, the latest being the May 2026 edition, and the City’s other social media platforms. Information on the update was also

provided at the Community Development Department’s information booth at the Day-in-the Park event in 2025.

As of the time of this writing, no comments have been received on the contents of the draft Element that have not already been incorporated into the Element or individually addressed. Comments received after the agenda report is published will be provided to the Planning Commission as written correspondence.

ATTACHMENTS:

- A. Draft Resolution 2026-GPA-01 (including the Draft Open Space Element, dated 4/6/2026)
- B. Goals, Policies and Programs Comparison Table, 1994 to Current Draft
- C. The Brisbane General Plan – all elements weblink (as adopted in 1994 and amended) <https://www.brisbaneca.gov/339/The-Brisbane-General-Plan>
- D. Open Space Element – specific element weblink (as adopted in 1994) <https://www.brisbaneca.gov/DocumentCenter/View/612/Chapter-VII-Open-Space-PDF>

See separate attachments to City Council Report.

Ken Johnson

Ken Johnson, Senior Planner

Julia Ayres

Julia Ayres, Community Development Director

Table of Goals, Policies & Programs
Comparison to Adopted in 1994

6/18/2026

Draft Open Space Element Chapter	2026 Draft – Goals, Policies & Programs <small>(Redlined text are new, not included in 1994 adopted Element. Revisions to 1994 are not redlined, but see the adjacent column for comparison.)</small>	Corresponding 1994 Adopted Open Space Element - Goals, Policies & Programs
1. Introduction	<p>ELEMENT GOALS (All Chapters):</p> <p>The City of Brisbane will be a place where...</p> <ol style="list-style-type: none"> 1. Open space planning is long range and comprehensive; 2. Significant funding resources and other tools are made available to acquire and preserve open space; 3. Open space lands have been set aside for future generations, to protect the natural environment and provide for rewilding; 4. The public is educated and engaged in the value and importance of open space and in respecting and maintaining the land and the waters for future generations; 5. Open space provides for a variety of parks and open areas to meet the respite and recreational needs of the community and provides for educational opportunities; 6. Open space is considered in concert with hazard mitigation; 7. Open space planning is considered in concert with protection of cultural and historical artifacts, where applicable; 8. Open space planning is considered in concert with protection of other resources (agriculture and managed production), where applicable. 	<p>GOALS:</p> <p>The City of Brisbane will be a place...</p> <ul style="list-style-type: none"> Where open space lands have been set aside to protect the natural environment; Where outdoor areas provide recreational open space and educational opportunities; Where open space and natural areas provide respite to both residents and businesses; and Where residents reciprocate by respecting and maintaining the land and the waters for future generations.
2. Comprehensive Open Space Planning	<p>Goal 1: Open space planning is long range and comprehensive.</p> <p>Policy OS.1.A Continue long range and comprehensive planning for open space consistent with City goals and with State and Federal laws.</p> <p>Program OS.1.A.1 Maintain communications on the status of open space programs and operations with appropriate outside agencies.</p>	

	<p>Program OS.1.A.2: Provide an annual report to the City Council on the following:</p> <ul style="list-style-type: none"> a. (93d) The state of the open space resources in the community, the amount and type of open space land, the needs for operating and maintaining existing lands, and new acquisitions and funding sources. b. (84f) Activities pertaining to acquisition, preservation and appreciation of open space and San Bruno Mountain. c. (83d) Federal, State and private opportunities for open space acquisition on San Bruno Mountain and elsewhere in the City. 	<p>Program 83d: Provide an annual report to the City Council on Federal, State and private opportunities for open space acquisition on San Bruno Mountain and elsewhere in the City.</p> <p>Program 84f: Provide an annual report to the City Council and the community of all activities pertaining to the acquisition, preservation and appreciation of San Bruno Mountain, including information from the HCP manager.</p> <p>Program 93d: Provide an annual report to the City Council on the state of the open space resources in the community, the amount and type of open space land, the needs for operating and maintaining existing lands, and new acquisitions and funding sources.</p>
	<p>Program OS.1.A.3 (93, 93e) Review and establish parks and open space priorities, including potential acquisitions and improvements, as part of the budget and Capital Improvement program development process.</p>	<p>Policy 93: Establish an implementation program for open space acquisition.</p> <p>Program 93e: Review and establish open space priorities annually as part of the budget and Capital Improvement program development process.</p> <p>(See programs in Chapter 2 also)</p>
	<p>Program OS.1.A.4 (93k) Continue the function of the Open Space & Ecology Committee to advise the City Council on open space and related environmental matters.</p>	<p>Program 93k: Consider establishing an environmental commission of local citizens to help advise the City Council on open space acquisitions and environmental matters in general.</p>
	<p>Program OS.1.A.5 Update the open space implementation plan as needed to reflect changes in environmental conditions or City priorities and activities. (Reference: 2001 Open Space Plan)</p>	
<p>3. Inventories, Acquisitions & Preservation</p>	<p>Goal OS.2: Significant funding resources and other tools are made available to acquire and preserve open space.</p> <p>Policy OS.2.A Maintain an inventory of existing and potential open space and parks.</p>	
	<p>Program OS.2.A.1 (93h) Consistent with State law and the City’s open space goals, the City will maintain an inventory, comprised of maps and tables, of all vacant or unimproved lands, park lands and open space lands within the City and its sphere of influence and shall update the inventory as needed to reflect changes in land characteristics and acquisitions.</p>	<p>Program 93h: For reference and assistance in establishing open space priorities, prepare a comprehensive map of vacant lands in the planning area and update the map annually.</p>
	<p>Policy OS.2.B (90 & 91) Maintain an open space acquisition program to aggressively seek the widest range of opportunities to acquire lands that are suitable for open space and to dedicate and preserve the acquired open space lands.</p>	<p>Policy 90 On an ongoing basis, aggressively seek opportunities to preserve open space.</p> <p>Policy 91 Explore the widest range of options for preserving open space lands, including acquisition, dedication, and exactions on development projects.</p>
	<p>Program OS.2.B.1 (93f & 93g) Create and maintain an open space acquisition plan, considering the City’s open space goals and current information on County, State and Federal open space plans and programs</p>	<p>Program 93f: As a part of the open space acquisition plan, provide updated information on County, State and Federal open space plans and programs.</p> <p>Program 93g: In setting priorities and programs for open space acquisition, review proposals for conformance with the County, State and Federal plans.</p>

	<p>Program OS.2.B.2 Prioritize lands within the Priority Conservation Areas (PCAs) for establishment as open space.</p>	
	<p>Program OS.2.B.3 (81) Conduct an on-going effort to identify and preserve sites or portions of sites having particular value as open space for rewilding, especially for wildlife habitat, wetlands, or other environmental qualities. In such cases, the City shall explore the feasibility of acquisition of these sites by the City, or by other public or private agencies that are engaged in the ownership and preservation of open space, and, when legally possible, imposing a requirement that such areas be dedicated by the owner to the public for open space purposes.</p>	<p>Policy 81 The City Shall conduct an on-going effort to identify sites or portions of sites having particular value as open space, wildlife habitat, wetlands, or other environmental qualities that should be preserved and protected. In such cases, the City shall explore the feasibility of acquisition of these areas by the City or by other public or private agencies that are engaged in the ownership and preservation of open space, and, when legally possible, imposing a requirement that such areas be dedicated by the owner to the public for open space purposes.</p>
	<p>Program OS.2.B.4 (91a, 93a) On an ongoing basis, explore and pursue funding sources, including, but not limited to, taxing and assessment districts and grants, for acquisition, maintenance and preservation of open space lands with habitat, recreational or other natural resource value, especially lands within the Priority Conservation Area (PCA) and/or Priority Preservation Area (PPA).</p>	<p>Program 91a: On an ongoing basis, explore and pursue funding sources for acquisition of open space lands with habitat, recreational or other natural resource value. Program 93a: Consider legally available means of funding open space acquisition, such as taxing, assessment districts and other funding mechanisms</p>
	<p>Program OS.2.B.5 (91b) In conjunction with new development, where appropriate, require dedication of lands with habitat or other natural resource value to remain as open space in perpetuity and/or in-lieu fees for open space acquisition and dedication.</p>	<p>Program 91b: In conjunction with all new development and the redevelopment of existing uses, where appropriate, require dedication of lands with habitat or other natural resource value to remain as open space and/or in-lieu fees for open space acquisition.</p>
	<p>Program OS.2.B.6 (88c) In conjunction with new development, where appropriate, require in-lieu fees or exactions [AJ4.1] as contributions to the acquisition, development and maintenance of open space, including park and recreation facilities.</p>	<p>Program 88c Require impact fees or exactions as contributions to the acquisition, development and maintenance of passive open space, park and recreation facilities in conjunction with the mitigation requirements for development projects.</p>
	<p>Program OS.2.B.7 (93c) Encourage volunteer efforts in supporting open space acquisition, through such activities as initiating legislation, fund-raising and generating philanthropic dedications.</p>	<p>Program 93c: Encourage volunteer efforts in supporting open space acquisition, through such activities as initiating legislation, fund-raising and generating philanthropic dedications.</p>
	<p>Program OS.2.B.8 (93b) Continue to utilize the open space fund to consolidate in-lieu fees, donations, and grants to be ready to acquire open space as funds are sufficient and opportunities arise.</p>	<p>Program 93b: Establish an open space fund to consolidate in-lieu fees, donations, and grants so as to be ready to acquire open space as funds are sufficient and opportunities arise.</p>
	<p>Program OS.2.B.9 (93i) On an annual basis, send out a letter, in multiple languages, to all owners of potential open space lands identified on the City's inventory, to outline options for the land to become public open space.</p>	<p>Program 93i: On an annual basis, send out a letter to all property owners of potential open space, to see if they would like to donate it to the public.</p>
	<p>Program OS.2.B.10 Consistent with the Housing Element, consider expanding the density transfer zoning provisions to allow for dedication of lands that contain habitat value or other open space value in exchange for increased density within other residential or mixed-use districts.</p>	

	<p>Program OS.2.B.11 At a minimum, the following criteria should be considered in the evaluation of potential open space lands. Depending on the intended use of the lands, certain criteria may be considered as positive or negative factors:</p> <ul style="list-style-type: none"> • Landform, including geologic setting, topography, hazards, etc.; • Location relative to San Bruno Mountain State and County Park or other open space resources; • Presence of intact native vegetation; • Presence of endangered butterfly habitat; • Presence of wetlands; • Inclusion of a portion of a significant watercourse; • Condition or status of adjacent and nearby parcels; • Connections to transportation network and trails; • Value for parks and recreational resources; • Access and the need for equitable distribution of resources throughout the community; • Value for safety buffers consistent with the Safety Element; • Other open space resource value, such as tribal resources and other historical resources. 	(Note: Taken from 2001 Open Space Plan.)
	<p>Policy OS.2.D Acquire, establish and maintain parks throughout Brisbane, to meet and exceed the standards provided by the National Recreation and Parks Association (NRPA) and the California Department of Parks and Recreation.</p>	
	<p>Program OS.2.D.1 Identify potential sites of various sizes throughout Brisbane for establishment of parks.</p>	
	<p>Program OS.2.D.2 Establish new parks with the development of the Baylands subarea pursuant to a Specific Plan adopted by the City Council.</p>	
<p>4. Open Space for Natural Resources & Rewilding</p>	<p>Goal OS.3: Open space lands have been set aside for future generations, to protect the natural environment and provide for rewilding.</p>	<p>Goal: Where open space lands have been set aside to protect the natural environment.</p>
	<p>Policy OS.3.A (82) Encourage the preservation, conservation and restoration of open space to retain existing biotic communities, including rare and endangered species habitat, wetlands, watercourses and woodlands.</p>	<p>Policy 82 Encourage the preservation, conservation and restoration of open space to retain existing biotic communities, including rare and endangered species habitat, wetlands, watercourses and woodlands.</p>
	<p>Program OS.3.A.1 The City will facilitate establishment, restoration and maintenance of open space for its natural resource value and rewilding.</p>	
	<p>Program OS.3.A.2 (87.1) The City shall discourage and oppose any attempted conversion of city-owned property acquired for the purpose of establishing open space or lands already dedicated to open space to urban uses, and shall not authorize or approve the relinquishment, abandonment or release of any open space dedication unless there is a finding of a compelling and overriding public interest and public benefit to be served thereby.</p>	<p>Policy 87.1 Publicly dedicated open space both in and around the City shall be preserved. The City shall therefore discourage and oppose any attempted conversion of such dedicated open space to urban uses, and shall not authorize or approve the relinquishment, abandonment or release of any open space dedication unless there is a finding of a compelling and overriding public interest and public benefit to be served thereby.</p>

Program OS.3.A.3 (83b) Ensure that development applications for privately owned land within the San Bruno Mountain Habitat Conservation Area comply with the provisions of the San Bruno Mountain Habitat Conservation Plan to protect endangered species habitat.	Program 83b: Comply with the provisions of the Habitat Conservation Plan to protect endangered species habitat.
Program OS.3.A.4 (83c) Cooperate with public and private groups involved in rare plant protection, habitat restoration and maintenance of mountain ecosystems to preserve open space on San Bruno Mountain.	Program 83c: Cooperate with public and private groups involved in rare plant protection, habitat restoration and maintenance of mountain eco-systems to preserve open space on San Bruno Mountain.
Program OS.3.A.5 (84c) Work with environmental and conservation groups, and State, County and Federal agencies to ensure the preservation and maintenance of San Bruno Mountain State and County Park.	Program 84c: Lobby and work with environmental and conservation groups, and State, County and Federal agencies to ensure the preservation and maintenance of San Bruno Mountain State and County Park.
Policy OS.3.B (85) Encourage the preservation and conservation of aquatic resources for habitat value, including the Lagoon, the Bayfront and the Marsh, in balance with its recreational value.	Policy 85 Encourage the preservation and conservation of aquatic resources in Brisbane, including the Lagoon, the Bayfront and the Marsh.
Program OS.3.B.1 (85b) Maintain provisions and, where appropriate, adopt new provisions in the Zoning Ordinance to protect the natural ecology of aquatic resources, such as use restrictions and setback requirements.	Program 85b: Develop provisions in the Zoning Ordinance, including setback requirements, to protect the natural ecology of aquatic resources.
Program OS.3.B.2 (85d) Work with responsible agencies, property owners and environmental and conservation groups to preserve aquatic ecosystems.	Program 85d Work with responsible agencies, property owners and environmental and conservation groups to ensure preservation of aquatic eco-systems
Goal OS.4: The public is educated and engaged in the value and importance of open space and respect and maintain the land and the waters for future generations.	Goal: Where residents reciprocate by respecting and maintaining the land and the waters for future generations.
Policy OS.4.A (84) Promote programs and activities that educate the public regarding the habitat and wildlife of San Bruno Mountain.	Policy 84 Strengthen and broaden the public's commitment and knowledge regarding San Bruno Mountain and its wildlife and habitat.
Program OS.4.A.1 (82a, 84e) Educate the public and encourage citizens to respect the fragility of ecosystems of the continued threat of invasive species through the Brisbane STAR, brochures, the City's website, electronic newsletters and notifications, and other means.	Program 82a Educate the public of the continued threat of invasive species through the Brisbane Star. Program 84e: Provide information on the natural ecology of the Canyons through publications and presentations, and encourage citizens to respect the fragility of these eco-systems.
Program OS.4.A.2 (85c) Provide information to citizens on the ecosystems of the Bay, the Lagoon and the Wetland Marsh and how citizens can participate in respecting and conserving these resources.	Program 85c: Provide information to citizens on the eco-systems of the Bay, the Lagoon and the Wetland Marsh and how citizens can participate in respecting and conserving these resources.
Program OS.4.A.3 (84b) Coordinate with the public schools to encourage and promote San Bruno Mountain as an educational resource.	Program 84b: Through public school programs, encourage and promote San Bruno Mountain as an educational resource.
Program OS.4.A.4 (84a) Cooperate with the County and State to enhance San Bruno Mountain Park and adjacent lands in Brisbane by joint public information programs about the mountain and by encouraging supervised volunteers in protection and preservation efforts.	Program 84a: Cooperate with the County and State to enhance San Bruno Mountain Park and adjacent lands in Brisbane by joint public information programs about the Mountain and by encouraging supervised volunteers in protection and preservation efforts.
Program OS.4.A.5 Discourage the use of City-owned open space or parklands under certain circumstances, such as when the use of a trail threatens endangered species habitat, contributes to erosion on fragile slopes, or presents a public safety hazard.	

<p>5. Open Space and Parks for Outdoor Recreation & Access for All</p>	<p>Goal OS.5: Open space provides for a variety of parks and open areas to meet the respite and recreational needs of the community and provides for educational opportunities.</p>	<p>Goal: Where outdoor areas provide recreational open space and educational opportunities.</p>
	<p>Policy OS.5.A (81.1, 86) Preserve open space lands to protect the natural environment and to provide access to natural areas and outdoor educational and recreational opportunities consistent with the sensitivity of the resource.</p>	<p>Policy 81.1 Work to preserve open space lands to protect the natural environment and to provide outdoor educational and recreational opportunities consistent with the sensitivity of the resource.</p> <p>Policy 86: Provide access to natural areas consistent with the nature of the resource.</p>
	<p>Program OS.5.A.1 (86a) Consistent with the nature of the resource areas, maintain and, where appropriate, add to the network of bikeways, walkways and trails throughout the City to provide access to parks and open space and to link City trails with County and regional trail systems.</p>	<p>Program 86a: Develop and maintain a network of trails and pathways throughout the City to provide appropriate access to open space and to link City trails with County and regional trail systems.</p>
	<p>Program OS.5.A.2 (86b) Provide new connections and maintain existing connections between the bike and pedestrian network, the public transportation systems, to provide open space access for all to parks, open spaces and aquatic areas.</p>	<p>Program 86b: Extend the trail system to include aquatic areas and provide access to public transportation systems.</p>
	<p>Program OS.5.A.3 (86c) Through development of the Baylands, provide connections to and through recreational resources within and outside the City limits.</p>	<p>Program 86c: Examine the potential to extend a pedestrian and bicycle trail between Sierra Point and the Candlestick Recreation Area along the Bay to the east of Highway 101 in cooperation with regional efforts to obtain the same objective.</p>
	<p>Program OS.5.A.4 Work with landowners and the San Francisco Bay Conservation and Development Commission (BCDC) to maintain the existing portions of the Bay Trail in Brisbane and continue to add to it and its connections to other recreational resources.</p>	
	<p>Program OS.5.A.5 Provide maps and other informational resources on the City's website that show the City's outdoor recreation resources and connection points to the transportation network.</p>	
	<p>Policy OS.5.B (85) Encourage the preservation and conservation of aquatic resources and recreational uses as appropriate to the resource, including, but not limited to, the Lagoon, the Bayfront and the Marsh.</p>	<p>Policy 85 Encourage the preservation and conservation of aquatic resources in Brisbane: the Lagoon, the Bayfront and the Marsh.</p>
	<p>Program OS.5.B.1 (85a) Seek opportunities to utilize aquatic areas for recreational and educational activities consistent with the sensitivity of the resource.</p>	<p>Program 85a: Seek opportunities to utilize aquatic areas for recreational and educational activities consistent with the sensitivity of the resource.</p>
	<p>Policy OS.5.C Encourage the use of parks and open space resources for active and passive recreation, as appropriate to the resource, in balance with its habitat value.</p>	
	<p>Program OS.5.C.1 Provide information to the public through various means, including the STAR, website and social media, regarding approved trail access throughout Brisbane's open space and park resources.</p>	
	<p>Program OS.5.C.2 (86a) Develop and maintain a network of trails and pathways throughout the City to provide appropriate access and wayfinding to open space and to link City trails with County and regional trail systems.</p>	<p>Program 86a: Develop and maintain a network of trails and pathways throughout the City to provide appropriate access to open space and to link City trails with County and regional trail systems.</p>
	<p>Program OS.5.C.3 (84d) Through the Recreation Program, provide educational and volunteer programs to adults and youth regarding San Bruno Mountain.</p>	<p>Program 84d. Through the Recreation Program, provide educational and volunteer programs to adults and youth regarding San Bruno Mountain.</p>

	Policy OS.5.D (87) In order to maximize active and passive recreational opportunities, maintain parks and open space to serve the community at or above national standards.	Policy 87 Maintain parks and open space to serve the community equivalent to or greater than the acreage/population standards set by the National Recreation and Parks Association.
	Program OS.5.D.1 (87.a) Maintain parks at, or above, the acreage/population standards set by the National Recreation and Parks Association and California Department of Parks & Recreation.	Program 87a Use the standards in Table 6 as guidelines for the provision of parks and open space for the community
	Policy OS.5.E (88) Develop parks to maximize passive recreational opportunities.	Policy 88 Develop parks to maximize passive recreational opportunities.
	Program OS.5.E.1 : In open space planning and development, provide for a variety of user activities, especially allowing for passive uses that allow for relaxation, such as walking, sitting, picnicking and viewing nature or other sights. Passive uses may be planned as dedicated amenities or included adjacent to active recreation uses, such as sports fields or courts.	
	Program OS.6.E.1 (88a) Encourage local businesses, citizens, and public and/or private landowners to participate in the planning, acquisition, development, maintenance and use of park facilities. (See also the policies and programs under Acquisitions)	Program 88a Encourage local businesses, citizens, and public and/or private landowners to participate in the planning, acquisition, development, maintenance and use of park facilities.
	Policy OS.5.F (89) Encourage the establishment and maintenance of outdoor open areas, undeveloped portions of privately owned property, that may be used for recreation by employees and residents.	Policy 89 Work with local employers to preserve open space and to develop outdoor open areas that would benefit employees as well as residents during and after the work day.
	Program OS.5.F.1 (89a) Examine the potential for obtaining funding, including open space, park, and recreational impact fees, to provide benefits for the non-resident population. Consider joint development of facilities.	Program 89a: Examine the potential for obtaining funding, including open space, park, and recreational impact fees, to provide benefits for the non-resident population. Consider joint development of facilities.
	Program OS.5.F.2 Consider zoning provisions to establish requirements for publicly accessible open areas within new nonresidential and residential developments	
	Program OS.5.F.3 Consider requiring easements for public access through certain residential and nonresidential new development projects, where access to or through the property is in the public interest, such as to allow for mid-block trail or sidewalk connections.	
6. Health, Safety and Climate Resilience	Goal OS.6: Open space is considered in concert with hazard mitigation.	
	Policy OS.6.A Where reasonable and feasible, utilize open space to provide for safety buffers from existing and prospective hazards as identified in the Safety Element.	
	Program OS.6.A.1 Maintain open space and/or open areas to account for projected sea level rise.	
	Program OS.6.A.2 Long term planning for open space, to continue to meet the standards provided in Section 3 of this Element, will account for projected losses of land due to sea level rise.	
	Program OS.6.A.3 In conjunction with the Local Hazard Mitigation Plan (LHMP) and corresponding Safety Element updates review the hazards relative to existing and planned open space, parks and open areas, to determine if additional areas need to be designated as open space, parks or open area to provide for safety buffers.	
	Program OS.6.A.4 Consider the co-benefits of improved air quality through the establishment of open space, parks and open areas, consistent with the Safety Element.	

7. HISTORIC AND TRIBAL RESOURCES	Goal OS.7: Open space planning and acquisition is considered in concert with protection of cultural and historical sites and artifacts, where applicable	
	Policy OS.7.A Maintain communication with responsible Native American tribal groups and representative agencies regarding Open Space plans, private development applications and related policy initiatives.	
	Program OS.7.A.1 If tribal cultural resources are found on open space or park lands, notify responsible agencies and address the discovery consistent with state and federal laws.	
	Policy OS.7.B Consistent with State law, preserve and enhance historical resources in open space lands.	
	Program OS.7.B.1 Where reasonable and feasible enhance historic structures that have been significant in the City's for public use and/or education.	
8. AGRICULTURE & MANAGED PRODUCTION	Goal OS.8: Open space planning is considered in concert with protection of other resources (agriculture and managed production), where applicable.	
	Policy OS.8.A Maintain compliance with State law regarding agricultural resources and open space.	
	Program OS.8.A.1 Monitor Department of Conservation mapping for changes to Farmland resources and update Open Space programs, if required for compliance with State law.	
	Remaining from 1994 adopted Element. Otherwise covered, completed or out of date.	<p>Policy 83: Maintain the visual beauty of the Mountain, the ridgelines, hilltops, wildlife and plant habitat including the Brisbane Acres. (adopted ridgeline ordinance)</p> <p>Program 83a: In the official actions of the City, including resolutions and ordinances, recognize the importance of maintaining and preserving the natural eco-system and beauty of San Bruno Mountain. (See also Program 3.B.4)</p> <p>Program 88b: Continue to work with citizens to plan and develop a community park on the Old County Road site. - completed</p> <p>Policy 92 Follow the priorities indicated by citizens in the General Plan survey for the acquisition of open space for preservation of natural areas and recreational potential.</p> <p>Program 93j: Investigate the possible benefits and disadvantages of an expansion of the Golden Gate National Recreation Area into the eastern and northern peninsula of San Mateo County.</p> <p>Program 93i: Investigate establishing or joining special open space acquisition districts.</p>



City Council Staff Report

Meeting Date: June 18, 2026

From: Carolina Yuen, Finance Director

Subject: Provide Direction to Staff Regarding Potential Ballot Measure Regarding Business License Tax

Recommendation

Staff recommend that the City Council provide direction to staff on a ballot measure for the November 2026 election to change the Business License Fee Structure.

Background

During the review of the budget for Fiscal Year 2024-25, Council directed staff to review the City's Business License Tax program, codified at Brisbane Municipal Code Title 5, Division I, to determine if the current methodology of applying the tax is consistent with best practice and consistent with Council goals.

Discussion

Staff engaged our business license program administrator, Hinderliter De Llamas & Associates (HdL), in August 2025 to conduct a business license tax study to review our current business license portfolio, fee structure and methodologies, best practices and potential methods given the current and future business types allowed in Brisbane. Currently, depending on the business type, business license fees are calculated either by gross receipts, headcount, square footage, or other specialized methodologies.

Businesses in Brisbane pay on one type of calculation method, as opposed to some agencies that may collect on multiple methodologies. Because the business license fees are considered a tax, any changes in the business license fee structure must be brought before the public for a vote during a general election. The next general election available to present an initiative for a vote will be in November 2026.

HdL prepared the Study Report and Models, and the report was finalized in March. Findings of the Study were presented to the City Council on April 16, 2026. Highlight findings of the Study included:

- Based on 994 businesses in the current portfolio, 49% of the businesses pay the business license tax based on General Gross Receipts.
- The top 100 businesses account for 95% of the City's reported gross receipts and 90% of the total tax assessed.
- In a 4-year tax revenue trend review, the growth in business license taxes remained flat.

The models HdL proposed are summarized as follows:

Model	Description	Structure
Model 1	Simple Percentage Increase	Simple increase by a flat percentage <ul style="list-style-type: none"> • Option 1 – increase by 20% • Option 2 – increase by 40%
Model 2	Single Gross Receipts Rate	<ul style="list-style-type: none"> • Small flat-rate tax for all businesses up to \$25,000 • One gross receipts rate for all businesses of \$1 per \$1K over \$25K
Model 3	Variable Gross Receipts	<ul style="list-style-type: none"> • Variable gross receipts rate for businesses based on business type • Small flat-rate tax • Model removes the special or specific categories in the current code in favor of five (5) base categories and an exempt category • Two Options for additional tax with varying rates based on category

Based on the models presented, the Council approved to move forward with Model 2. This model considers the need to simplify the current rate structure, raises fees that haven't been adjusted since 1983, considers the variety of current and future industries within city limits, and encourages support for smaller businesses, or micro-enterprises. Model 2 would increase revenues from our current industry mix, as well as protect us if the mix were to change in future years. In addition, the model will introduce the Cost of Operations methodology to be applied to businesses instead of Gross Revenues or Headcount to address businesses that don't have sales or much headcount, such as laboratories, start-ups, or in research and development.

Current special categories of business license taxes would not be impacted, including the following:

- Liquid storage facilities
- Cannabis business
- Recycling establishments
- Hotels and other places designed for occupancy by transients
- Outdoor advertising
- Not-for-Profit entities

With all models, the Exempt (Not-for-Profit) business definition, the Capital Improvement Tax for businesses with revenues over \$10 million and the sales tax offset would remain in place. The cap for the Capital Improvement Tax, however, would continue as is currently calculated, with an annual increase based on CPI. Staff are proposing no changes to the Capital

Improvement Tax. Because the Capital Improvement Tax is a special tax, any changes must be submitted to the voters and pass by two-thirds.

Staff conducted community and business outreach in May to provide more information on the proposed Model and rate impact to existing businesses.

Another change that is currently being recommended includes separation of taxes and regulatory fees. A regulatory fee is imposed by a city to recover the costs associated with providing a service or conducting a regulatory activity. The regulatory purpose of the fee limits its amount—it must not exceed the reasonable cost of the service or activity provided.

In contrast, when a city imposes a tax, it does so to raise revenue. This revenue-generating purpose frees the tax from the constraints that apply to regulatory fees. A tax does not need to be related to a specific regulatory activity; any connection to such activities is merely incidental. The primary goal of imposing a tax is to generate revenue.

To illustrate, consider the analogy of driving a vehicle: you need a driver's license (which serves a regulatory purpose), and the car must be registered (which involves paying taxes). While both are necessary for legal driving, they serve different purposes. It is not common practice to refuse to register a car unless you have a driver's license. You must pay the taxes at the time of registration. You must also get a separate driver's license to drive that particular vehicle. But the two purposes are separate.

We recommend keeping business regulations separate from the code's revenue aspects. This approach is not only conceptually clearer, but it also acknowledges the distinct purposes of regulating a business and taxing it. This will alter our business license application workflow. Messaging will need to be clear to businesses that collection and acceptance of the business license tax does not acknowledge that all regulatory compliance requirements have been fulfilled.

Procedural Issues

Usually, all general taxes must be approved by the voters. However, because Brisbane's business license tax was in effect prior to 1986, the effective date of Proposition 62, the tax itself did not require voter approval. Any increases or extensions of the tax are subject to voter approval.

City staff has thus separated recommended revisions to the Ordinance into two categories: 1) revisions increasing or extending the tax and thus requiring voter approval; and 2) procedural revisions that do not require voter approval and may be made by the City Council. To streamline the ballot measure and avoid voter confusion, Staff recommends the Council approve preparation of a ballot measure including only the revisions that require voter approval and, if that measure passes, consider the additional, procedural amendments, via a separate update to the Ordinance.

Examples of each category are as follows:

Category 1: revisions requiring voter approval

- Definition of “business”;
- Definition of “gross receipts”;
- Definition of “tax based on gross receipts”;
- Definition of “cost of operations”; and
- Multiple provisions (Sections 5.12.030-5.12.080; 5.20.020-5.20.260) deleting past fees

Category 2: revisions not requiring voter approval

- Various definitions;
- All sections of Chapter 5.16 (Application and Issuance);
- Provisions regarding reporting;
- Provisions regarding penalties;
- Provisions regarding enforcement; and
- Regulatory provisions.

Next Steps

If Council approves the recommended approach, Staff will present recommended amendments to the Ordinance, and all other required information to place the measure on the ballot, to the Council at the July 16 City Council meeting.

If the measure passes, Staff will bring a “clean up” amended ordinance, comprising the revisions outlined in Category 2 above, for Council consideration after the election.

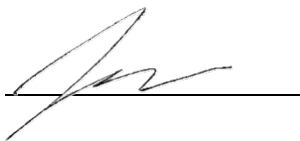
Fiscal Impact

No fiscal impact at this time; report is to provide progress and request direction.

Attachments

None

City Manager Approval

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over a solid horizontal line.

Jeremy Dennis, City Manager



City Council Staff Report

Meeting Date: June 18, 2026

From: Noreen Leek, Parks and Recreation Director, Maz Bozorginia, Public Works Director, Jeremy Dennis, City Manager

Subject: Adopt Parcel R Park Development Plan

Recommendation

Staff recommend adoption of the Parcel R Park Development Plan.

Background

In June 2021, the City issued a solicitation for qualified Landscape Architects and Park Planning firms to develop an open space and parks master plan at Sierra Point. The vision for the project included passive and active recreational opportunities intended to engage the public and promote integration with the surrounding areas including the Marina, the San Francisco Bay Trail, and adjacent businesses. Key components for the desired plan included: connectivity, stewardship and sustainability, art, and recreation. The City awarded the contract to CMG Landscape Architecture ("CMG") in 2022. The City then formed a master planning subcommittee consisting of representatives from the Brisbane City Council, Parks and Recreation Commission, Open Space and Ecology Committee, Complete Streets Safety Committee, IDEA Committee, and Public Art Advisory Committee (the "Subcommittee").

CMG conducted a comprehensive site analysis that included a review of prior studies, evaluation of site constraints, identification of existing infrastructure, and public outreach to engage key stakeholders. CMG documented its Findings as follows: Task 1: Discovery, which summarized CMG's preliminary stakeholder engagement, a review of project materials, and site observations. That phase identified technical constraints, stakeholder priorities, and open space improvement opportunities to inform the subsequent stages of planning. Task 2: Exploration involved the development of preliminary alternative approaches to the open space master plan and continued coordination with stakeholders.

CMG prepared draft conceptual plans to illustrate opportunities and gather feedback geared towards identifying a preferred plan. This phase included additional public engagement; staff presented this phase to the City Council in March 2023. Shortly thereafter, the City Council paused the park planning effort to allow for further study of anticipated sea level rise impacts on the marina and adjacent properties. That study was completed in late 2024. In parallel, the City initiated the Brisbane Lagoon Watershed Sea Level Rise Adaptation Plan, which will identify strategies to protect residents and infrastructure from climate-related flooding. This effort is expected to continue through 2026.

The City established the Park Development Fund (“Fund”) to fund park development and improvements in the City. In 2019, the City imposed, as a condition of approval on a use permit for the HCG Sierra Point Biotech Project, a \$1.5M fee to be applied toward the design and construction of a public park at Sierra Point. The Fund has an uncommitted balance of approximately \$1,900,000. \$300,000 of these funds were provided by Sierra Point pursuant to a Development Agreement for the 3000-3500 Marina Boulevard property (“Parcel R”). The developer provided these funds to the City upon release of the Parcel R lease interest, and were designated for development of the leased property for public purposes.

Most of the Fund is subject to the Mitigation Fee Act. Under the Mitigation Fee Act, if funds are not expended by the end of the fifth fiscal year after the City’s receipt of the funds, the City must make findings required by Government Code 66001. Since the payment was made in FY 20-21, if money remains in the account as of June 30, 2026, the City is required to make 66001 findings within 180 days, or by December 27, 2026. Staff will bring the required findings to the Council prior to the December 2026 deadline.

On February 20, 2025, the City Council received a report on the remaining funds available. At that meeting, the Council directed the Sierra Point Open Parkway Park & Open Space Subcommittee (then-Mayor Lentz and Councilmember Kern) to meet and determine a plan for the site.

On February 5, 2026, the City Council approved a contract and scope amendment authorizing CMG to prepare conceptual designs for Parcel R and to provide cost estimation services. To further inform project feasibility and cost estimating, the City also retained Cotton, Shires and Associates, Inc. (CSA) to perform a limited geotechnical investigation of Parcel R and evaluate subsurface conditions that could influence park design and construction. The intent of this work was to develop a concept plan that reflects feasible park amenities and landscaping within the Parcel R footprint, informed by community input.

The Subcommittee met several times over the past year, including at the Sierra Point Yacht Club, to ensure maximum project transparency and outreach. During these public meetings, the Subcommittee walked the site with City staff, engaged with members of the public including the boating community, participated in conversations with representatives from the Parks and Recreation Commission, received recommendations from the Parks & Recreation Commission, and met with staff from CMG to refine the project plan.

On March 12, 2026, the Subcommittee met to review the draft conceptual designs from CMG at 65% and provided comments and feedback to CMG. Following that meeting, CMG refined the design and returned to the Subcommittee with a 95% design plan as well as a rough order of magnitude pricing. The Subcommittee convened again with CMG on May 20, 2026, to review the 100% plan and to provide concluding comments to CMG before they prepared the final package for the full Council’s consideration.

Discussion

The Sierra Point Park Subcommittee has guided the development of a conceptual park plan for Parcel R with a focus on creating a resilient, accessible, and community-oriented waterfront destination. Key priorities throughout the planning process have included utilizing the dedicated development agreement funding for Parcel R, designing park amenities above projected 100-year sea level rise elevations, and creating a space that serves residents, employees, visitors, and marina users. The proposed action would establish a planned use of available Park Development Fund monies while allowing the City to continue evaluating project phasing, funding strategies, and future implementation options.

The Parcel R park development plan (Attachment 2) reflects consideration of community needs, site opportunities, budget constraints, and long-term operational sustainability. Preferred amenities include features that establish a strong sense of place for Sierra Point, enhanced wayfinding, shoreline observation points, universally accessible pathways and gathering spaces, native and regional planting, an amphitheater and event lawn, picnic areas, informal play opportunities, wind protection measures, and flexible spaces that can support community events and future programming. Together, these elements are intended to create a destination that encourages recreation, social gathering, and year-round public use. In developing the recommended concept, the Subcommittee emphasized full ADA compliance, broad community appeal, long-term durability, manageable maintenance requirements, and connectivity to the marina and surrounding trail network. The design also maximizes the use of existing site earthwork where feasible, helping to de-escalate construction costs and reduce site disturbance.

Findings from the geotechnical investigation (Attachment 3) confirmed that Parcel R consists of reclaimed bay land underlain by fill, refuse deposits, and soft bay mud. The analysis identified settlement considerations associated with the placement of additional fill and structures, reinforcing the project's emphasis on utilizing existing site grades where feasible, minimizing unnecessary loading, and focusing investment on park amenities that can be delivered in a cost-effective and resilient manner. These findings helped inform both the conceptual design and the associated cost estimate.

Resiliency remains a foundational design principle, with proposed park elevations and infrastructure designed to accommodate projected sea level rise conditions over a 75-year planning horizon. Public art opportunities are envisioned as an important placemaking element and are anticipated to be funded through a separate source, allowing dedicated park development funds to remain focused on core infrastructure and amenities.

To support long-term activation and financial sustainability, the park layout incorporates infrastructure that can accommodate community events, performances, and revenue-generating uses. Reservable picnic areas and flexible event spaces will create opportunities to offset operational costs and establish the park as a vibrant and inviting destination.

Fiscal Impact

If the park development plan is adopted by the City Council, the remaining balance of \$1,968,315 from Fund 455 will be allocated towards park construction with a phased implementation approach. Cost estimation for the project is outlined in Attachment 4. The Council may revisit the public art overlay at a later time and provide direction to the Public Art Committee regarding a Not to Exceed (NTE) budget for art integration throughout the site. The balance of the public art fund as of 5/18/2026 is approximately \$2.5m (including committed and uncommitted funds).

Attachments

- 1. ATT1_Parcel R Defined
- 2. ATT2_Parcel R_Park Development Plan
- 3. Att 3_CSA Geotech Parcel R_06042026
- 4. ATT4_Parcel R_Cost Estimation

City Manager Approval



Jeremy Dennis, City
Manager

06/12/2026



Sierra Point Pkwy

Sierra Point Pkwy

Bay Trl

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



10/15/2025

PARCEL R



SIERRA POINT PARCEL R CONCEPT DESIGN

City Council Meeting
June 18, 2026



AGENDA

01
Existing Conditions

02
Program Design

03
Site Design

04
Appendix



Section 01

EXISTING CONDITIONS

EXISTING CONDITIONS SITE CONTEXT



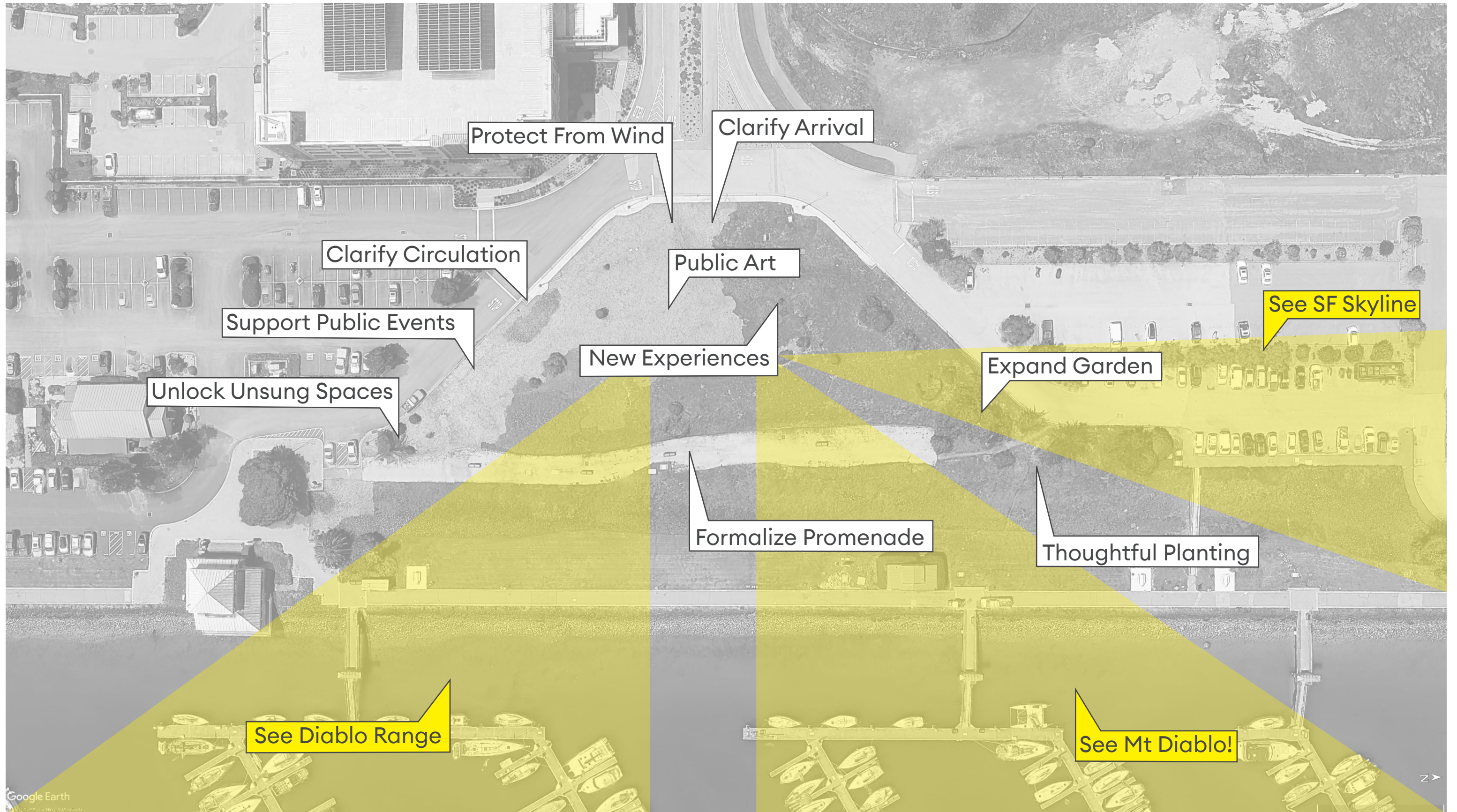
CORPORATE CAMPUS



PUBLIC PARK



EXISTING CONDITIONS **SITE OPPORTUNITIES**



Section 02

PROGRAM DESIGN

PROGRAM DESIGN SIZE COMPARISON

Parcel R - 1.6 AC



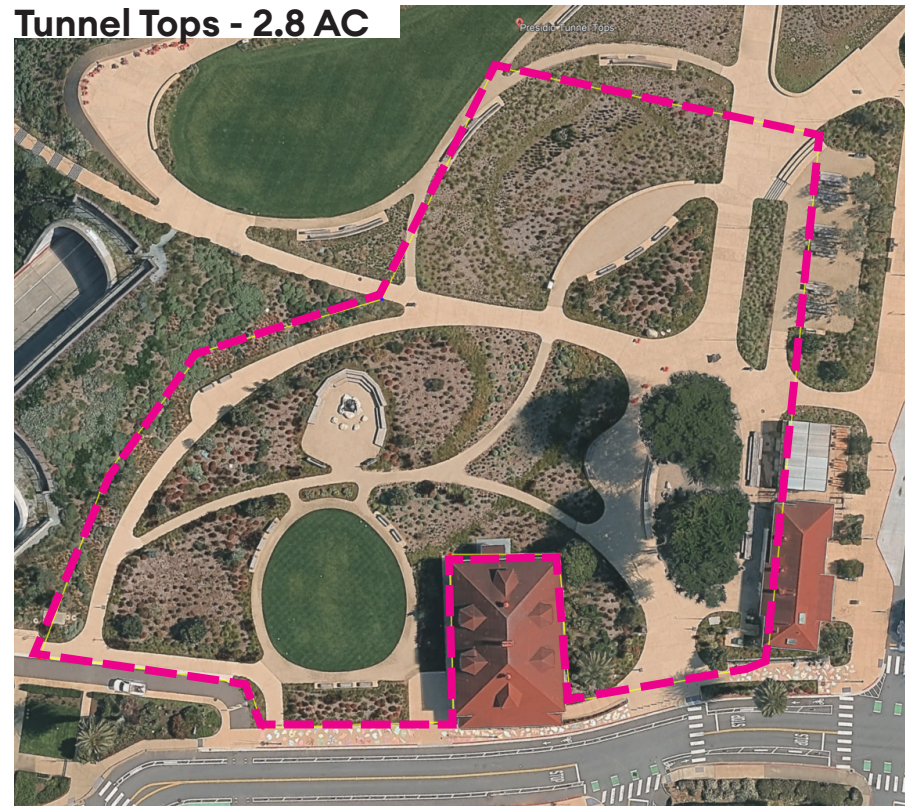
China Basin - 2.5 AC



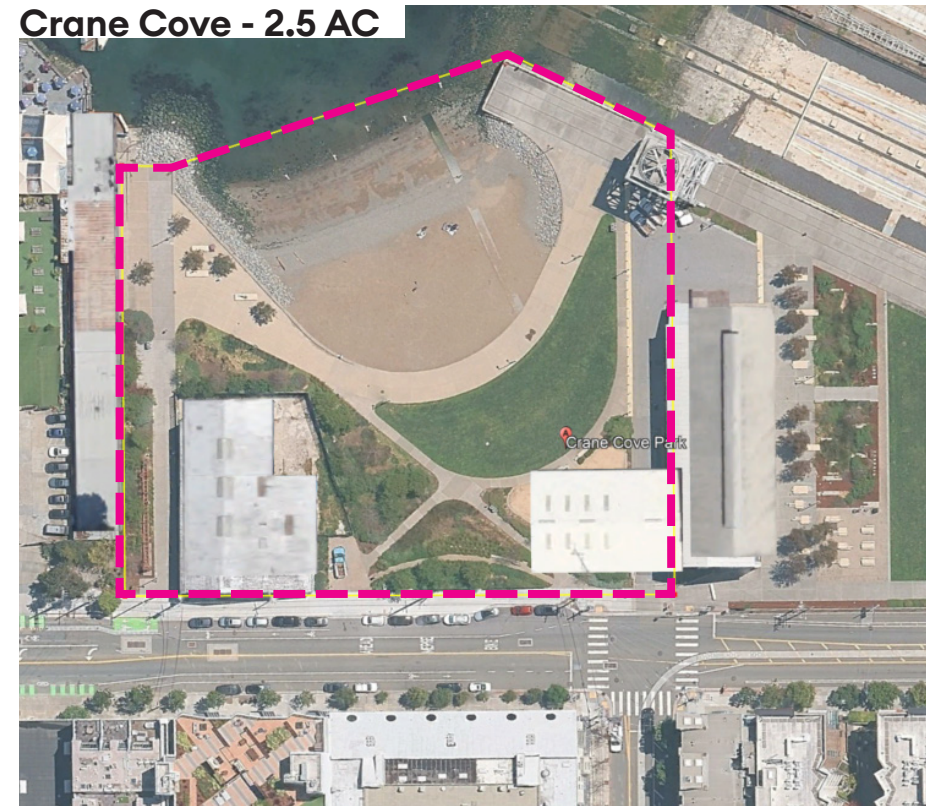
McLaren Park - 1.8 AC



Tunnel Tops - 2.8 AC



Crane Cove - 2.5 AC



PROGRAM DESIGN PREFERRED PROGRAM

- Sense of Place
- Wayfinding
- Observation Points
- Accessibility
- Native & Regional Planting
- Amphitheatre
- Picnic
- Informal Play
- Wind Protection
- Cycling Experiences
- Utility Upgrades
- Community Events

PROGRAM DESIGN PROGRAM PRECEDENTS

A Place For Events & Views



PROGRAM DESIGN PROGRAM PRECEDENTS

A Celebration of History & Identity



PROGRAM DESIGN PROGRAM PRECEDENTS

Native Planting & Sense of Place



PROGRAM DESIGN PROGRAM PRECEDENTS

Gathering with Family & Loved Ones



PROGRAM DESIGN PROGRAM PRECEDENTS

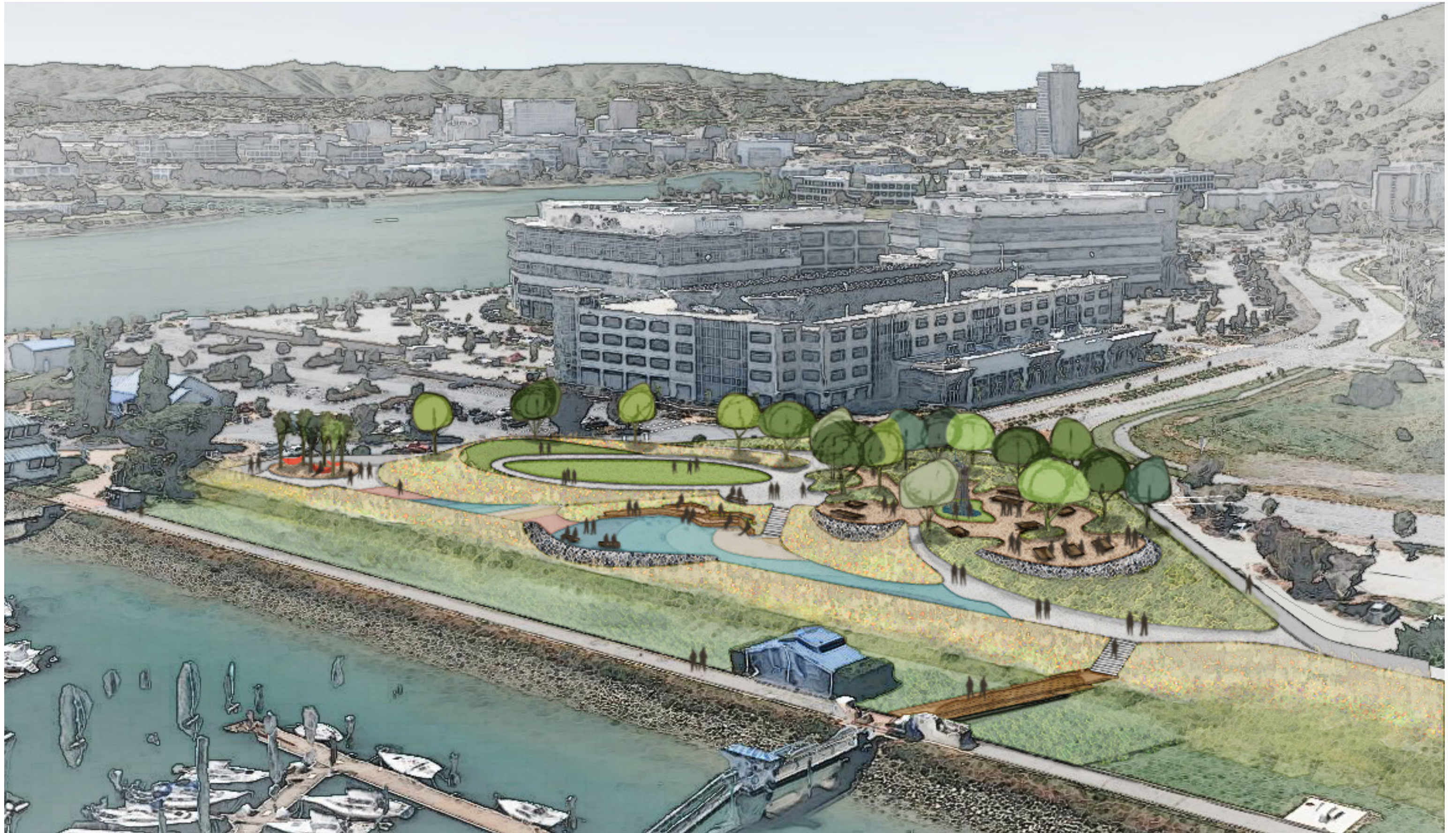
Gathering with Community



Section 03

SITE DESIGN

SITE DESIGN 100% CONCEPT PLAN



SITE DESIGN 100% CONCEPT PLAN - MATERIALS

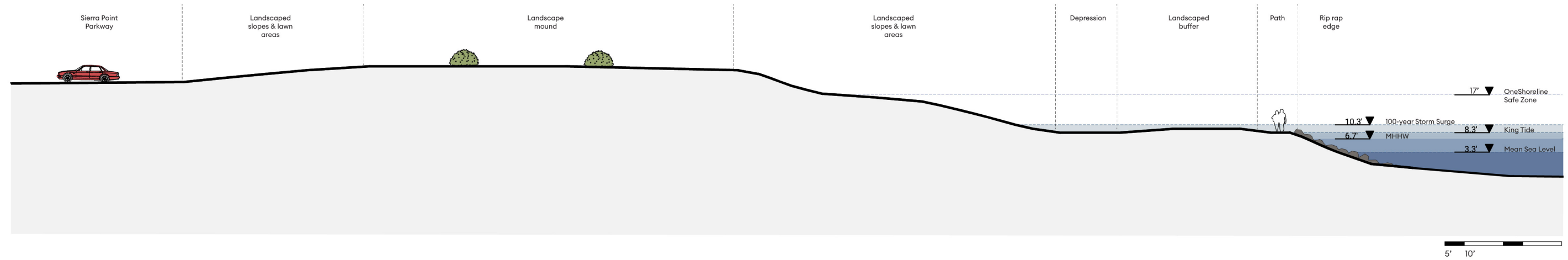


SITE DESIGN 100% CONCEPT PLAN - ROUGH GRADING

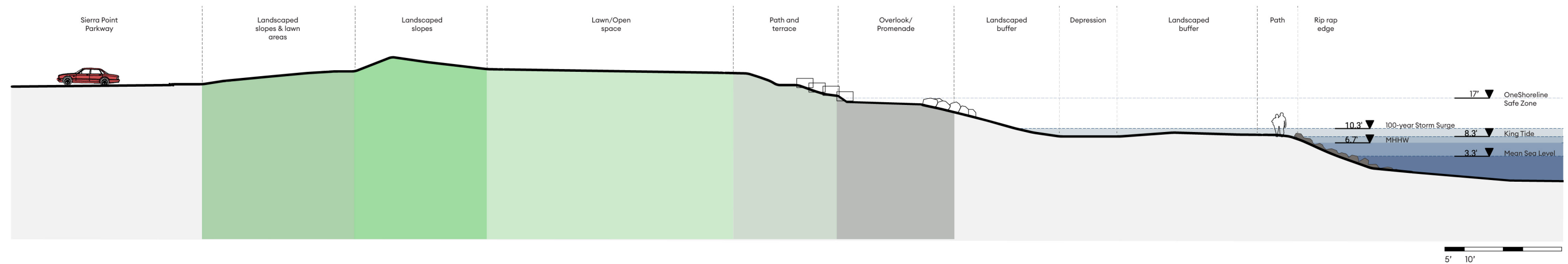


SITE DESIGN SECTIONS

EXISTING CONDITIONS

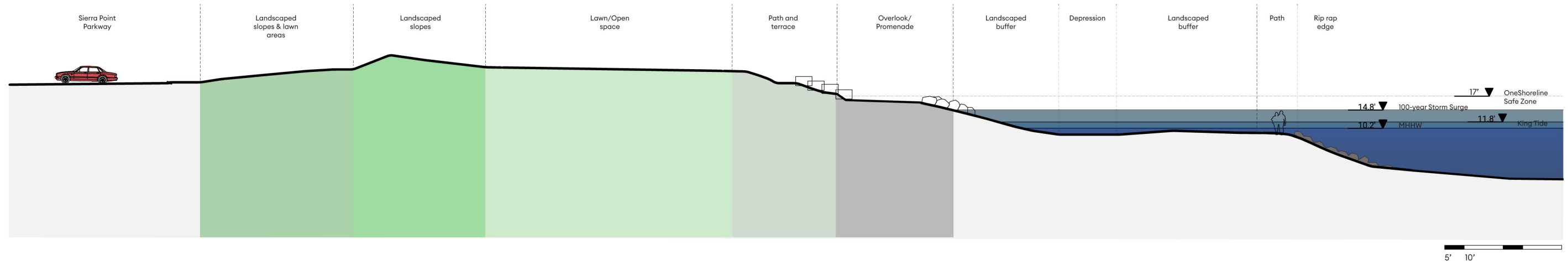


PROPOSED CONDITIONS

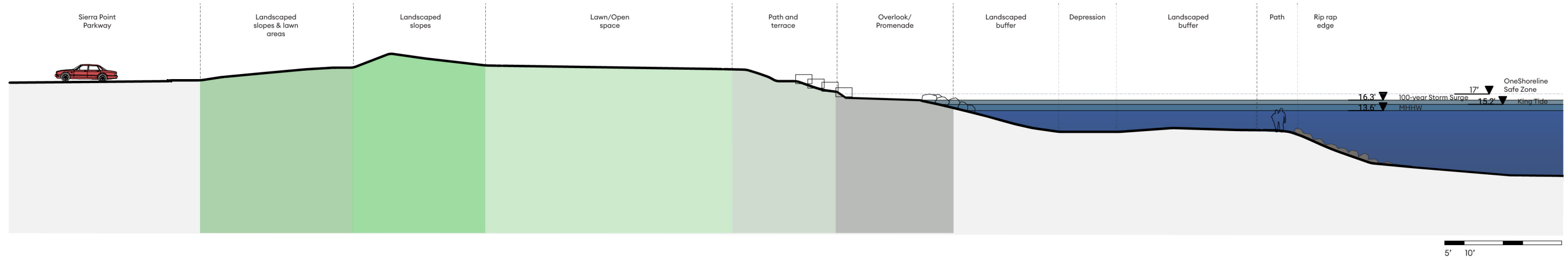


SITE DESIGN SLR SECTIONS

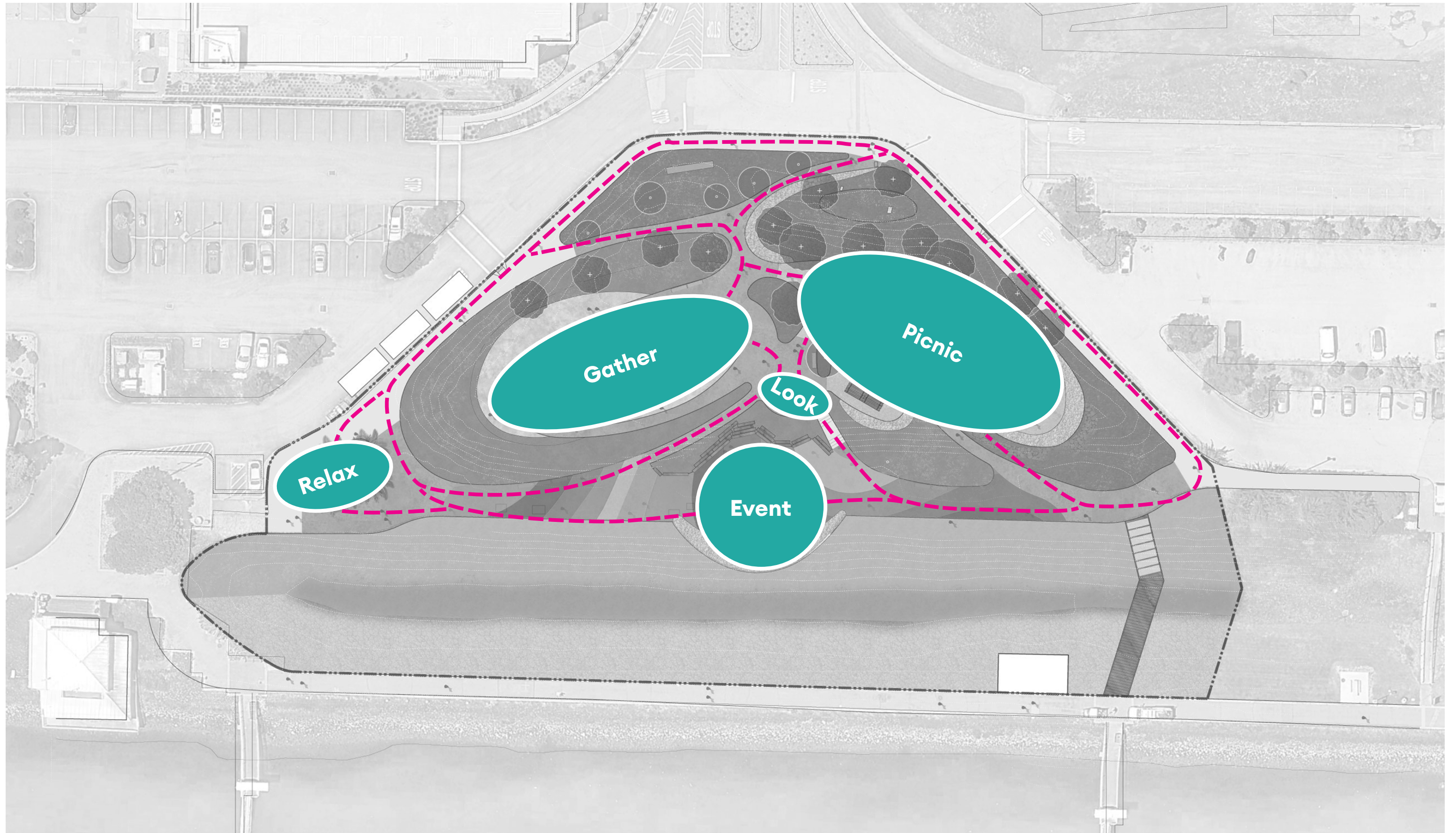
3.5' SLR - 2070



7.0' SLR - 2100



SITE DESIGN 100% CONCEPT PLAN



SITE DESIGN ENLARGEMENT - GATHERING (SYNTHETIC) LAWN



- 1 Flexible Synth Lawn*
- 2 Sloped Lawn
- 3 Buffer Planting

**Lawn is presently approx. 5,250 SF, and could accommodate -(15) 10'x10' pop-up tents along its perimeter.*

SITE DESIGN ENLARGEMENT - GATHERING (SYNTHETIC) LAWN



- 1 Flexible (Synth) Lawn
- 2 Sloped (Synth) Lawn
- 3 Community Events
- 4 Grassland

SITE DESIGN ENLARGEMENT - PICNIC GROVE



- 1 Picnic Area
- 2 Buffer Planting
- 3 Art & Play Zone*
- 4 Grass Slopes
- 5 Riprap Slopes

**Cost is Assumed to be drawn from Arts Budget and not base project budget*

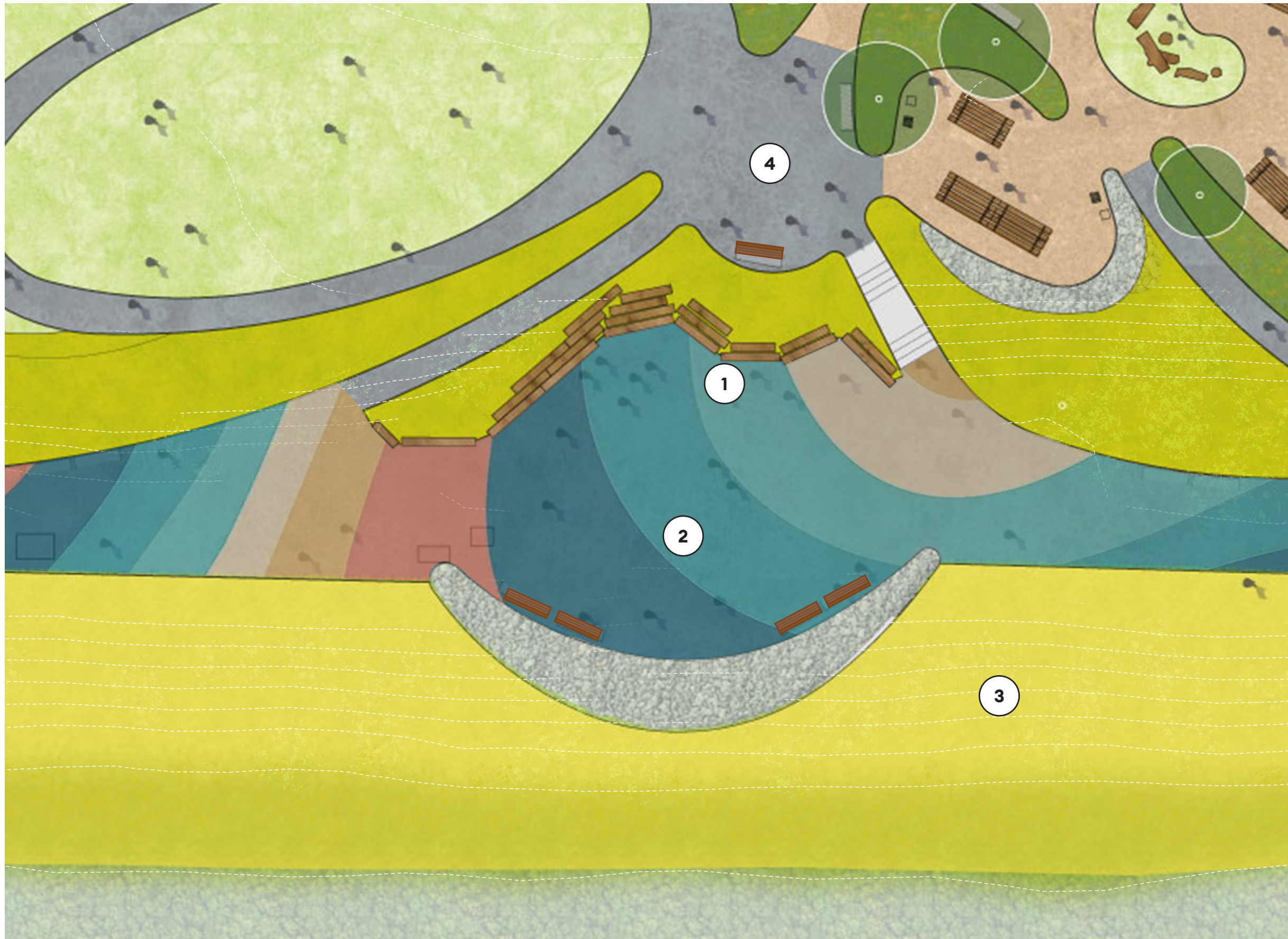
SITE DESIGN ENLARGEMENT - PICNIC GROVE



- 1 Picnic Area
- 2 Buffer Planting
- 3 Art & Play Zone*
- 4 Grass & Riprap Slopes

**Cost is Assumed to be drawn from Arts Budget and not base project budget*

SITE DESIGN ENLARGEMENT - AMPHITHEATRE



- 1 Sculptural Bleacher Installation
- 2 Gathering Space
- 3 Coastal Grasses
- 4 Viewing Edge

SITE DESIGN ENLARGEMENT - AMPHITHEATRE



- 1 Sculptural Amphitheatre
- 2 Gathering Space
- 3 Mural on Paving
- 4 Viewing Edge

SITE DESIGN ENLARGEMENT - PALM GROVE



- ① Hammock Palm Grove
- ② Food Truck Staging

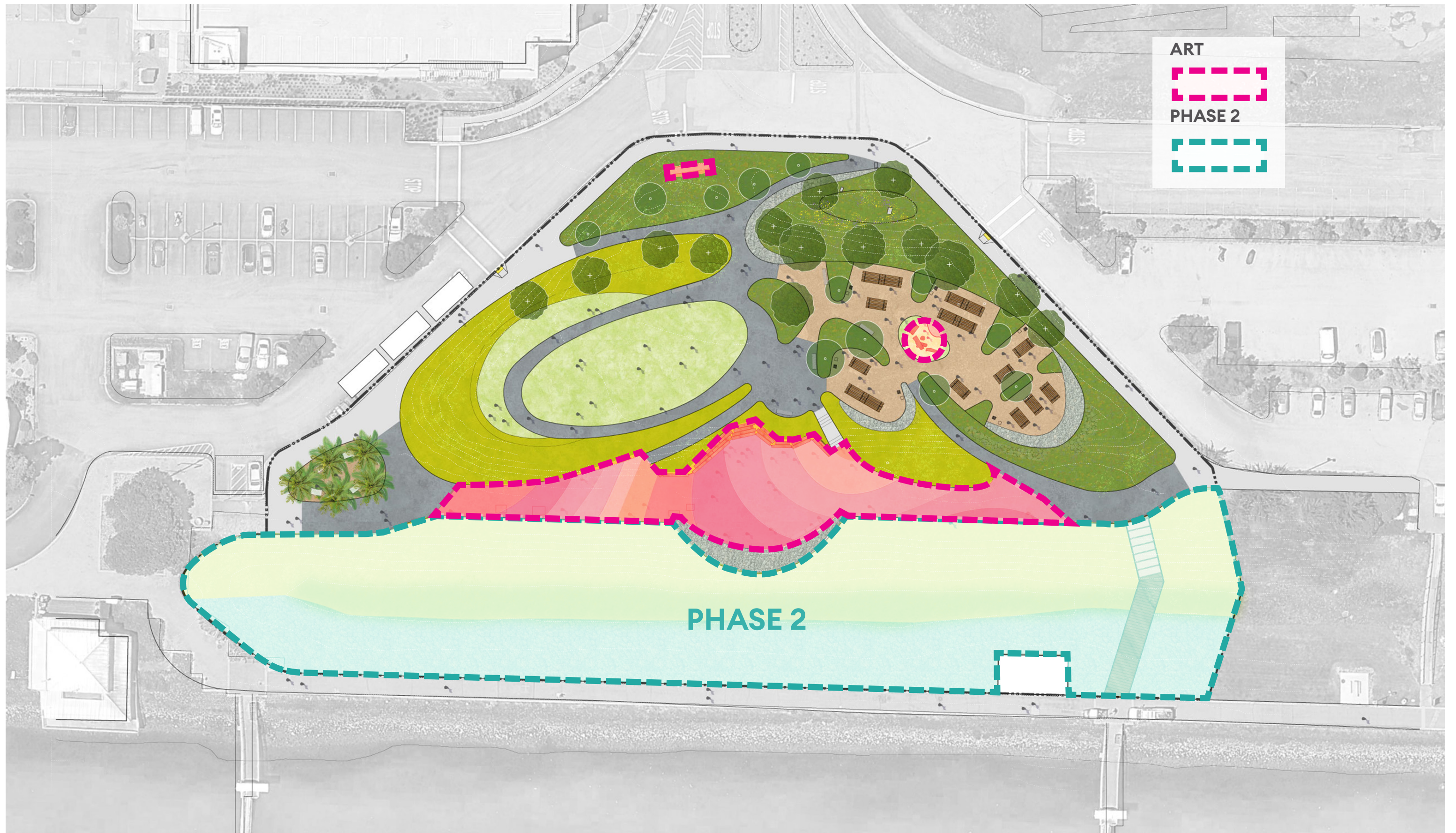
SITE DESIGN ENLARGEMENT - PALM GROVE



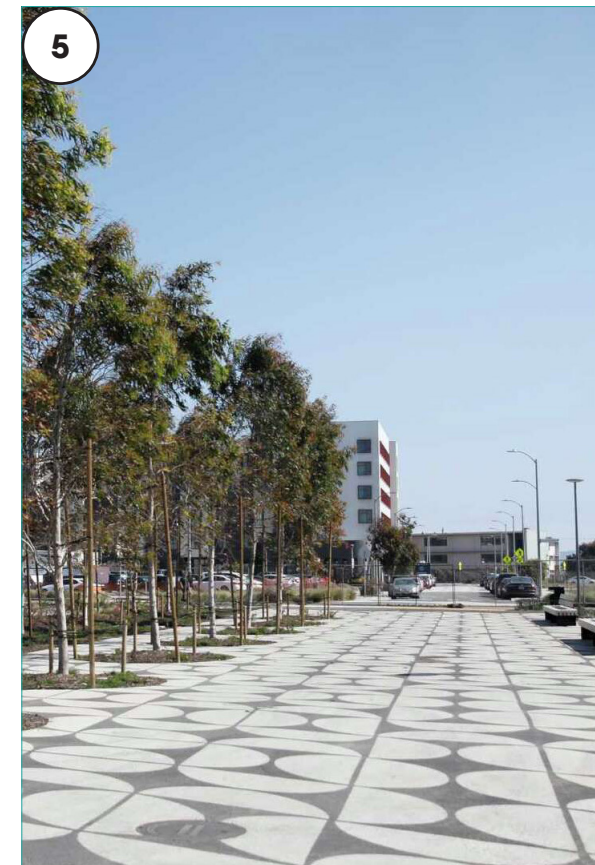
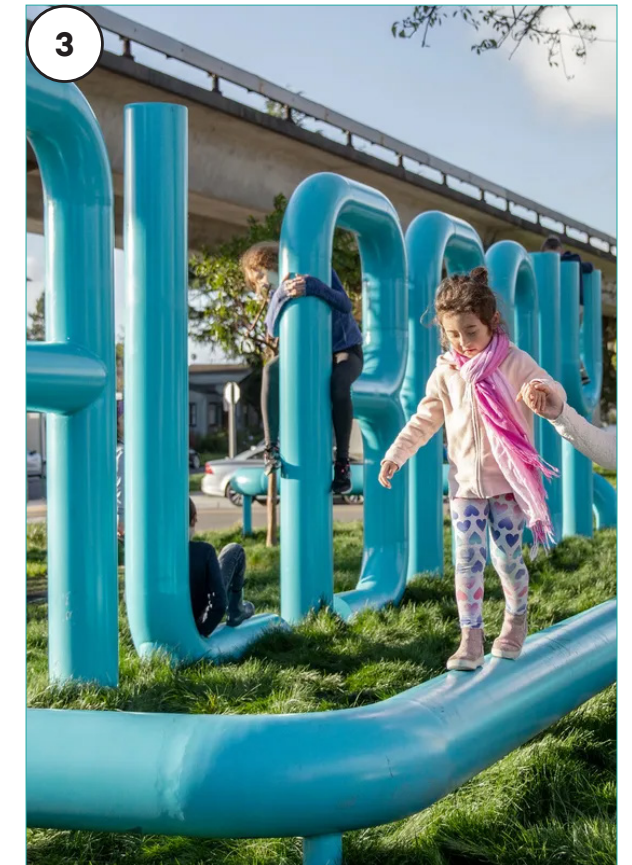
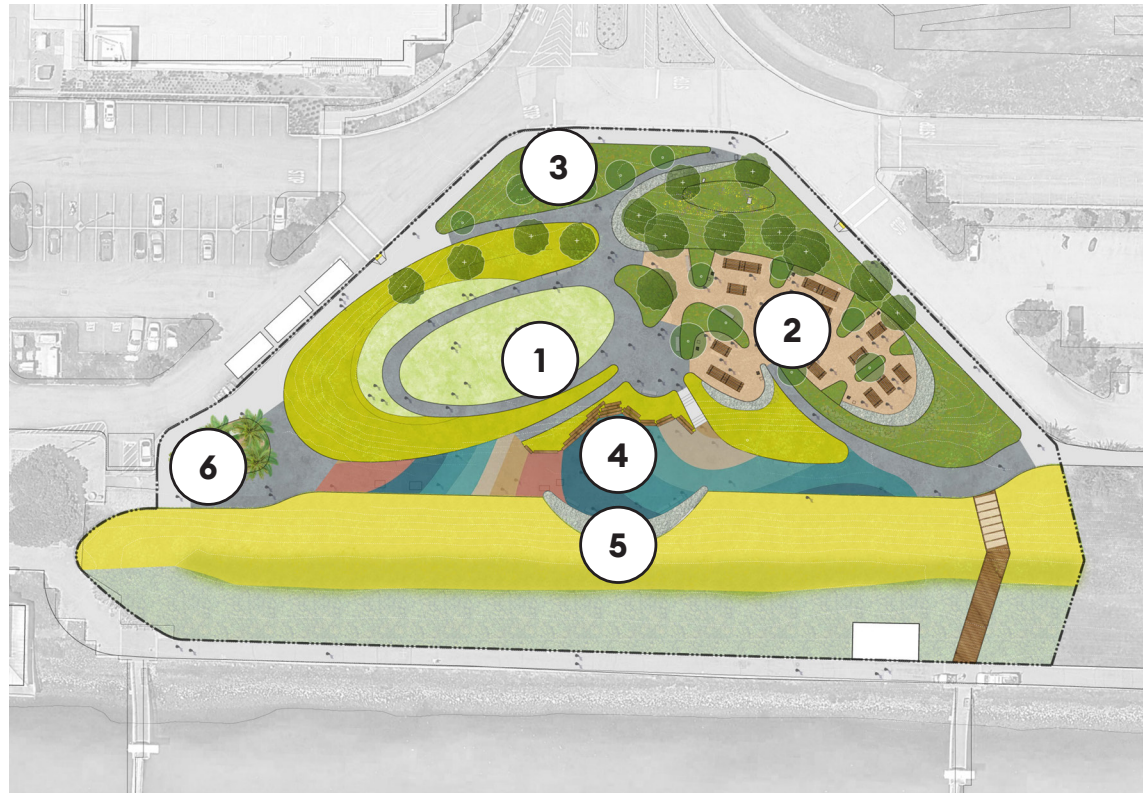
1 Hammock Palm Grove

2 Food Truck Staging

SITE DESIGN 100% CONCEPT PLAN - PHASING



SITE DESIGN 100% CONCEPT PLAN - ART OPTIONS



- 1 Public Sculpture Program
- 2 Wood Sculpture Play Element
- 3 Entry Signage
- 4 Sculptural Bleacher Installation
- 5 Promenade Mural
- 6 Art in the Grove

Included in Art Budget

SITE DESIGN 100% CONCEPT PLAN - AMPHITHEATRE PRECEDENTS



SITE DESIGN 100% CONCEPT PLAN - PROMENADE ART PRECEDENTS



SITE DESIGN 100% CONCEPT PRICING

SUMMARY

Element	Area	Cost/SF	Total
Parcel R - Base Project	59,601	\$30.88	\$1,840,716
Parcel R Improvements - Art (Included in Base Project)	59,601	\$9.41	~\$561,000
Art Features			\$52,008
Play Logs			\$244,355
Tiered Seating			\$114,971
Parcel R Improvements - Phase 2	39,000	\$24.75	\$965,441
Planting to Southern Side			\$874,571
Trailed Stairs			\$57,369
*Indented costs are included in the total breakout cost			
Total Estimated Construction Cost (Excluding Escalation)	98,601	\$34.15	\$3,366,937
Escalation to MOC, 03/17/27	4.53%		\$152,480
Total Estimated Construction Cost (Including Escalation)	98,601	\$35.69	\$3,519,417
Budget Cushion			\$367,692
Base Project Contingency			\$240,093
Project Price-Budget Delta			\$127,599

SITE DESIGN Q&A



Base Project
\$1,840,716

Art Elements
\$561,000

Phase 2
\$965,441

Section 04

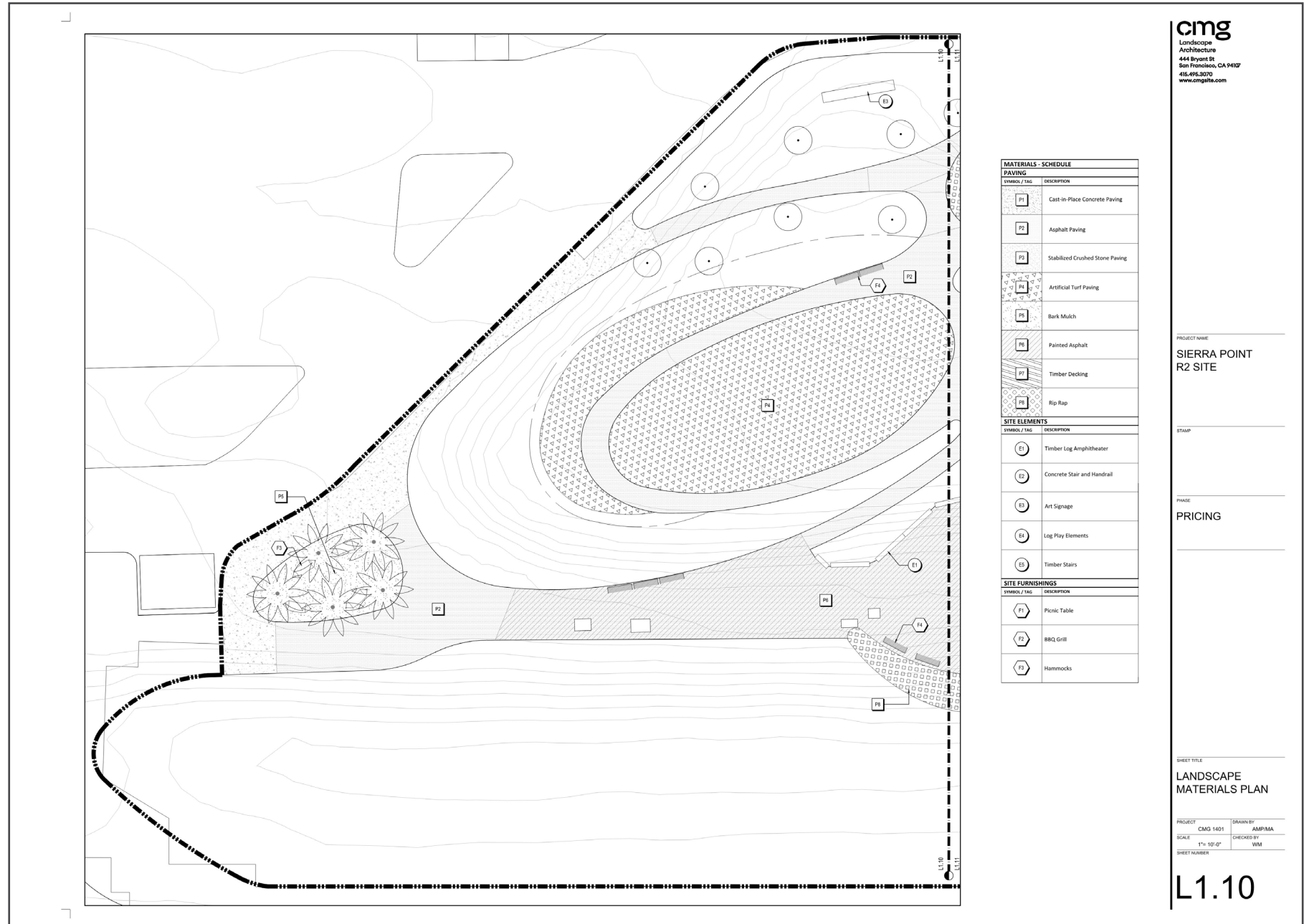
SCHEMATIC DESIGN DOCS

SITE DESIGN DESIGN DOCUMENTS

Sierra Point - Parcel R Design Criteria Narrative City of Brisbane

06/06/2026

Page 1



cmg
Landscape
Architecture
444 Bryant St
San Francisco, CA 94107
415.495.3070
www.cmgpa.com

PROJECT NAME
SIERRA POINT
R2 SITE

STAMP

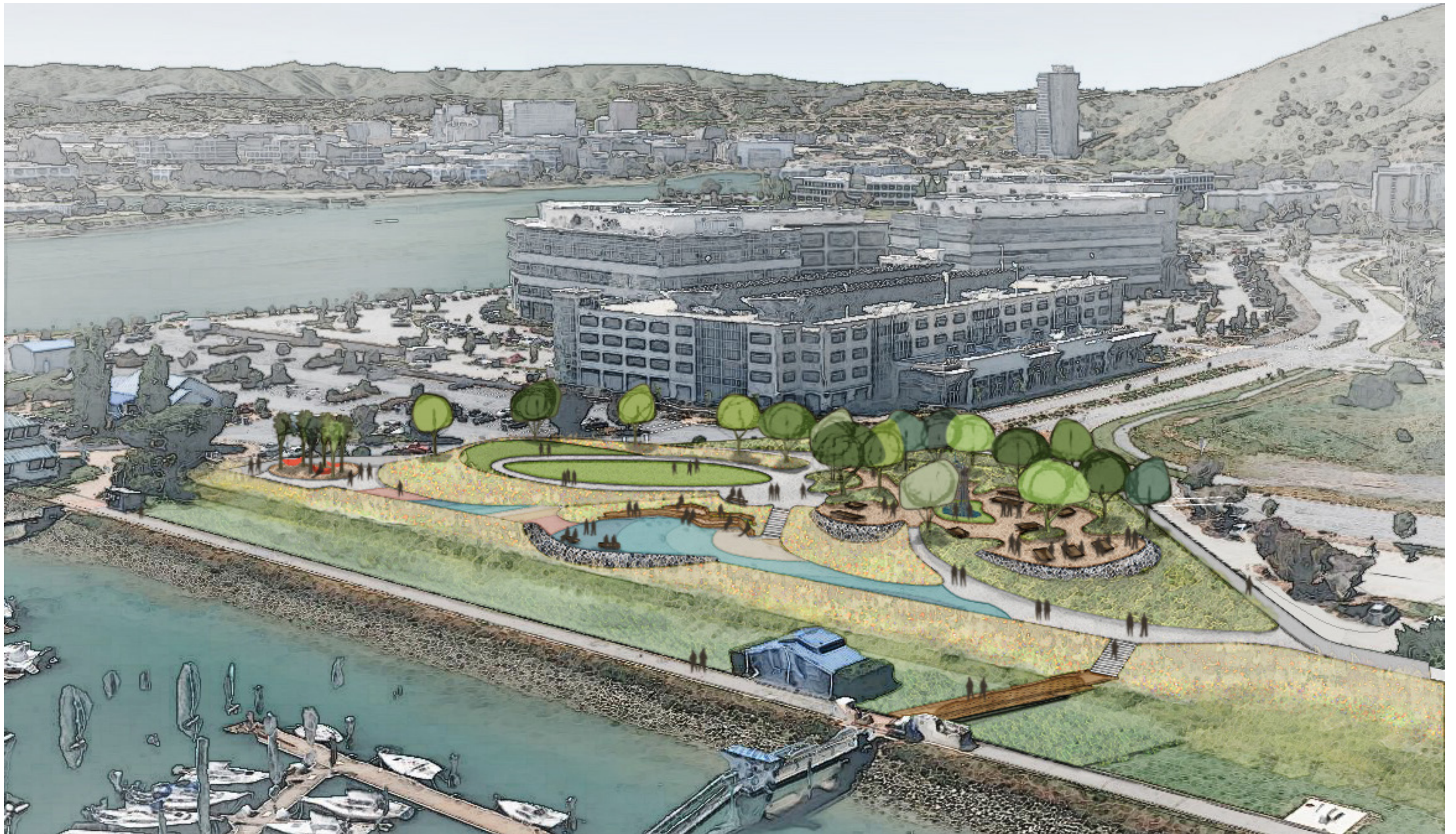
PRICE
PRICING

SHEET TITLE
LANDSCAPE
MATERIALS PLAN

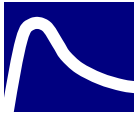
PROJECT: CMG 1401 DRAWN BY: AMP/MA
SCALE: 1" = 10'-0" CHECKED BY: WM
SHEET NUMBER

L1.10

SITE DESIGN 100% CONCEPT PLAN



THANK YOU



TECHNICAL MEMORANDUM

To: City of Brisbane (Maz Bozorginia)

From: Cotton, Shires and Associates, Inc. (CSA) [David Schrier]

Date: June 4, 2026

RE: Parcel R, Sierra Point Park, Brisbane, California

Project No.: E6146

INTRODUCTION

Cotton Shires and Associates, Inc. (CSA) is pleased to provide the City of Brisbane (the City) with the results of our limited geotechnical investigation of Parcel R. The intent of our investigation was to characterize the subsurface conditions at Parcel R, and to develop estimations of consolidation settlement due to future improvements. Parcel R is located on the eastern side of Highway 101, in the Sierra Point area of Brisbane, California (see Figure 1). Regional geologic maps of the area indicate that the Parcel R and surrounding area are underlain by artificial fill (land reclaimed from the bay margin) (see Figure 2), and approximately 80 feet of Young Bay Mud (McDonald, S.D. et al, 1978).

Our scope of work including the following:

- Coordinating subsurface investigation;
- Reviewing historical aerial photographs and geologic maps;
- Completing subsurface investigation;
- Performing laboratory testing;
- Preparing boring logs and figures;
- Performing Geotechnical analysis; and
- Preparing this technical memorandum.

SUMMARY OF SUBSURFACE CONDITIONS

We drilled and logged one boring (CSA/SD-1) to a depth of 92.5 feet located on Parcel R (see Figure 3). In the boring we encountered 18 feet of soft to medium stiff clayey fill (blow counts of 9 to 43) overlying 17 feet of solid waste/refuse (blow counts of 6 to

>50). Underlying the solid waste/refuse, we encountered very soft clayey Bay Mud which extended from a depth of 35 feet to the bottom of the boring at 92.5 feet.

SUMMARY OF LABORATORY TESTING

We completed laboratory testing on several samples of the clayey fill and the Bay Mud. Based on the results of our laboratory testing, it appears that the clayey fill material is moderately plastic (LL=37, PI=19). The results of our laboratory testing also show that the Bay Mud has high plasticity (LL=68, PI=36), low dry unit weight ($\gamma_d=65.1$ pcf and 66.3 pcf), high moisture content (57.1% and 57.5%), and low undrained shear strength ($S_u = 308$ psf).

CONSOLIDATION ANALYSIS

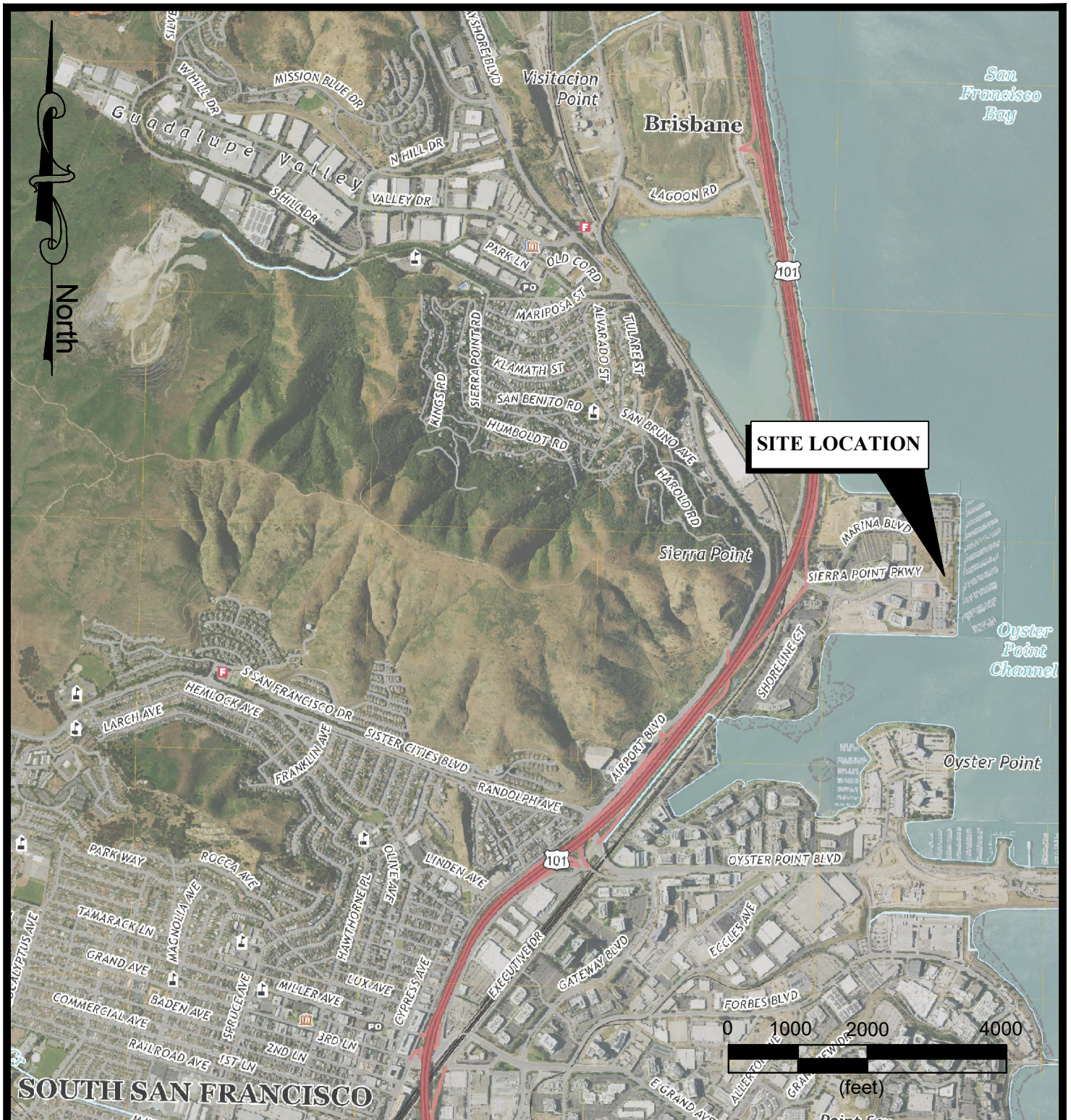
We analyzed the consolidation test results, and calculated that the Bay Mud is normally consolidated, and that the virgin curve slope (C_c) is 0.25. We then completed consolidation analysis assuming the following:

- Bay Mud thickness: 80 feet
- Unit weight of new fill: 125 pcf
- New building dimensions: 20 feet x 40 feet
- New building load: 1,000 psf
- Stabilized groundwater depth: 7.5 feet

Based on the above assumptions, we calculated that for every foot of new fill placed, the Bay Mud will consolidate and settle about 4 inches. We also calculated that a 20-foot by 40-foot building with a load of 1,000 psf will also cause the Bay Mud to consolidate and settle about 4 inches, assuming the building is placed at grade.

Our analysis did not evaluate (include) the potential settlement of the 18 feet of clayey fill overlying the solid waste/refuse, or the compression of the solid waste/refuse material.

APPENDIX A
FIGURES 1-4



Source: United States Geological Survey, San Francisco South Quadrangle, CA, 2021

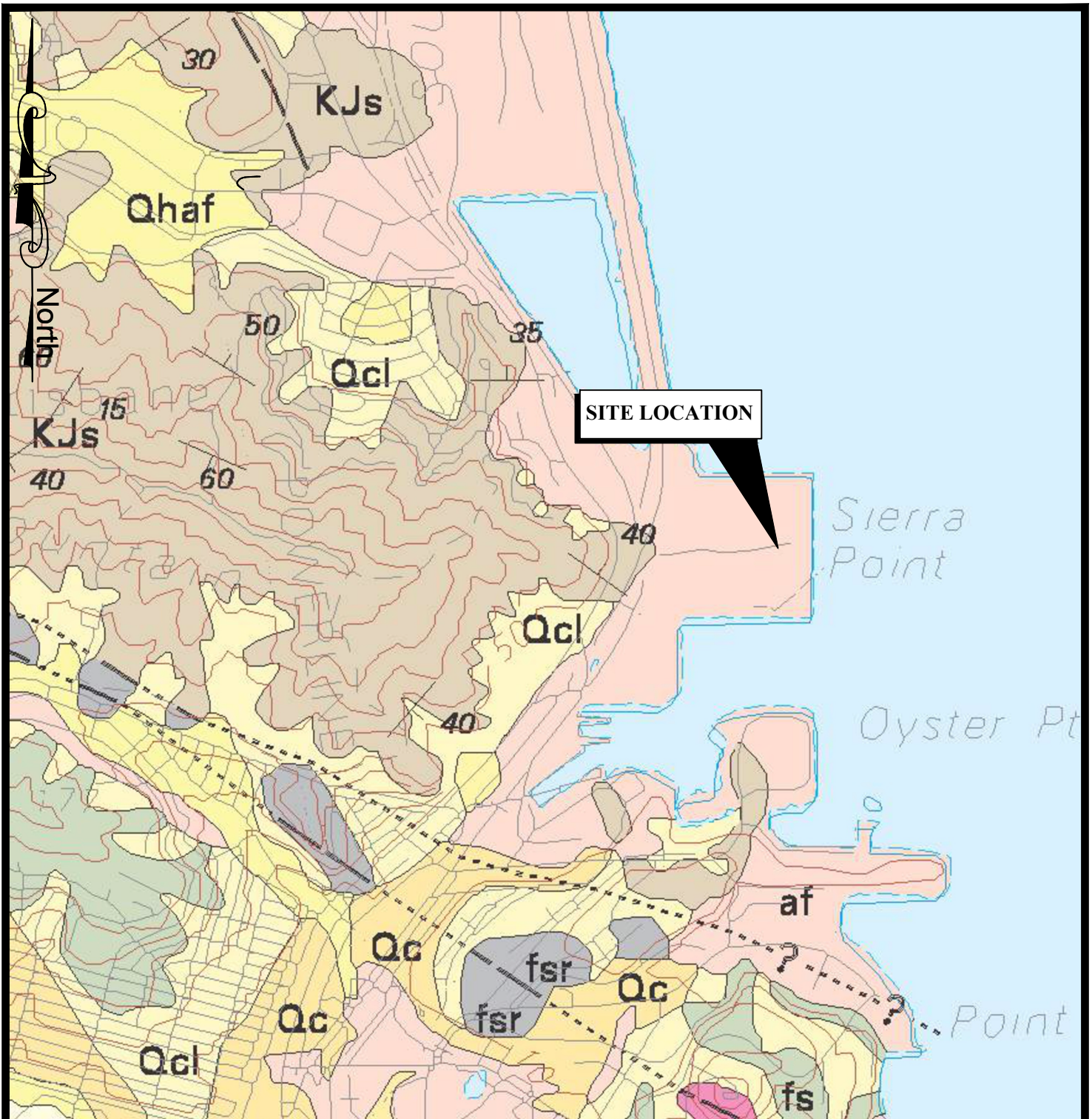


Source: Google Earth (not to scale)

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CONSULTING ENGINEERS AND GEOLOGISTS












SITE LOCATION MAP
Parcel R- 500 Sierra Point Parkway
BRISBANE, CALIFORNIA

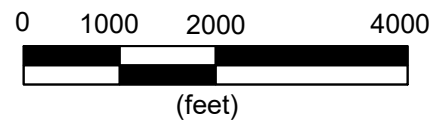
GEO/ENG BY CSS	SCALE 1"=2000'	PROJECT NO. E6146
APPROVED BY DTS	DATE June 2026	FIGURE NO. 1



Source: Brabb, E.E., Graymer, R.W., and Jones, D.L., 1998, Geology of the onshore part of San Mateo County, California, a digital database, U.S. Geological Survey

EXPLANATION

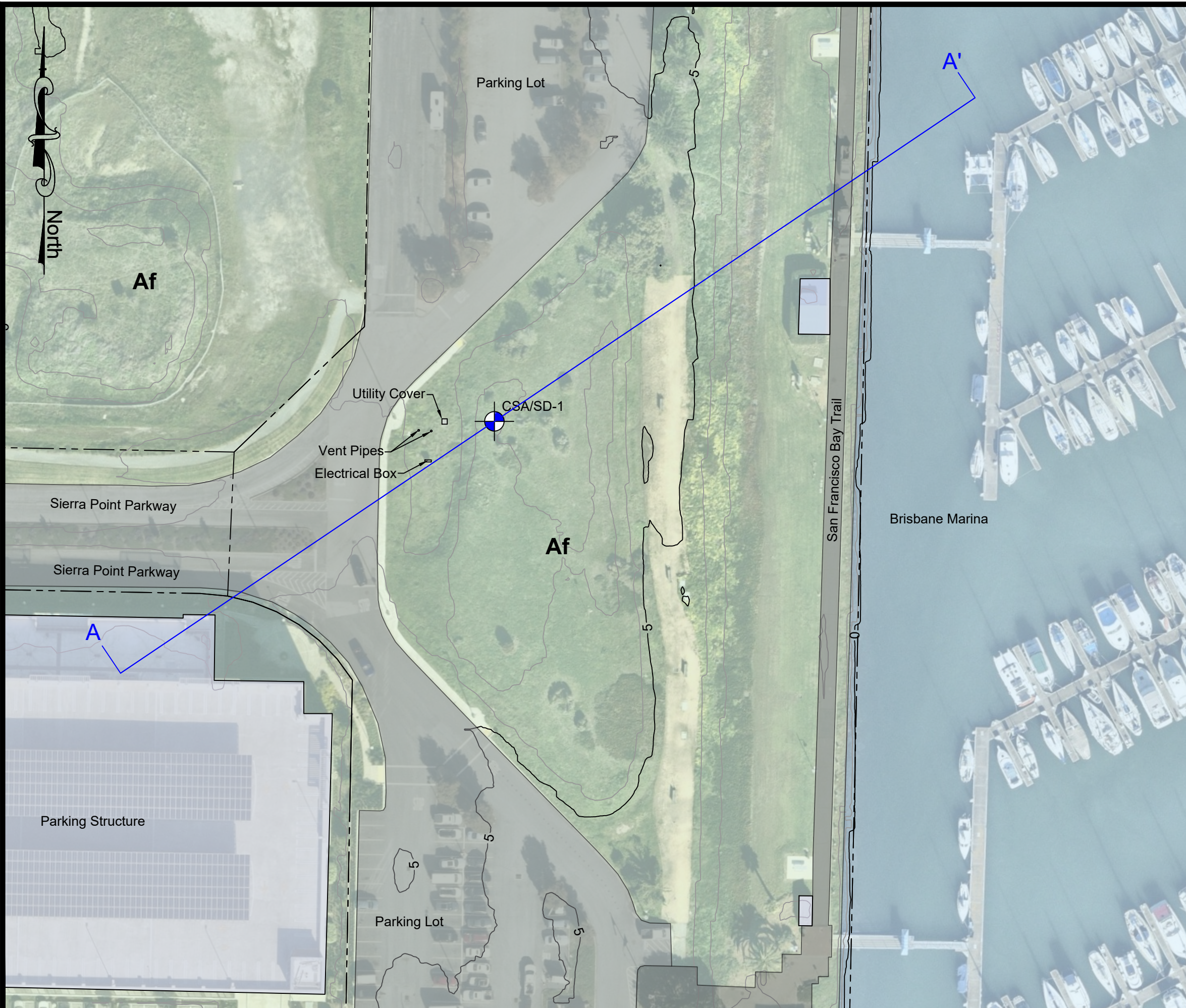
 Af	Artificial Fill	 fs	Sandstone
 Qhaf	Alluvial Fan and Fluvial Deposits	 sp	Serpentenite
 Qcl	Colluvium		Geologic Contact (dashed where uncertain)
 Qc	Colma Formation		Fault (Dashed where approximate, small dash where inferred, dotted where concealed)
 KJs	Unnamed Sandstone		Bedding Measurement
 fsr	Sheared Rock (Melange)		



 **COTTON, SHIRES AND ASSOCIATES, INC**
CONSULTING ENGINEERS AND GEOLOGISTS

REGIONAL GEOLOGIC MAP
Parcel R- 500 Sierra Point Parkway
BRISBANE, CALIFORNIA

GEO/ENG BY CSS	SCALE 1"=2000'	PROJECT NO. E6146
APPROVED BY DTS	DATE June 2026	FIGURE NO. 2



EARTH MATERIALS

Af Artificial Fill

MAP SYMBOLS

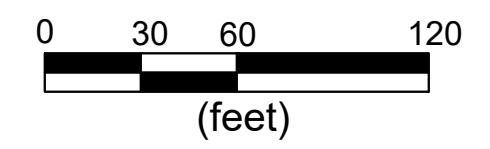
CSA/SD-1 Small-Diameter Exploratory Boring Location (Logged by CSA May 6, 2026)

A-A' Engineering Geologic Cross Section Location

--- Approximate San Mateo County Parcels

5 Major Contour Line
Major Contour Interval = 5.0'

Minor Contour Line
Minor Contour Interval = 1.0'



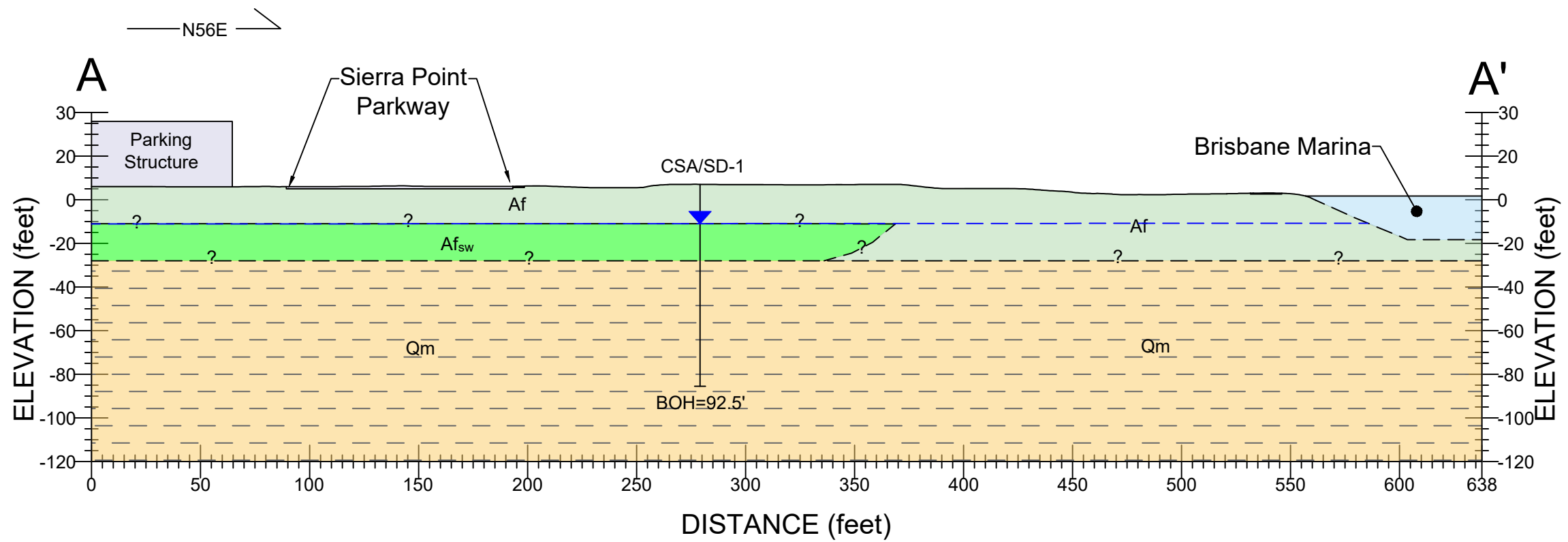
Note: Topography derived from San Mateo County Lidar Products, 2025

Orthophoto Base: Nearmap Imagery, February 2, 2026

COTTON, SHIRES AND ASSOCIATES, INC.
CONSULTING ENGINEERS AND GEOLOGISTS

ENGINEERING GEOLOGIC MAP
Parcel R- 500 Sierra Point Parkway
BRISBANE, CALIFORNIA

GEO/ENG BY CSS	SCALE 1"=60'	PROJECT NO. E6146
APPROVED BY DTS	DATE June 2026	FIGURE NO. 3

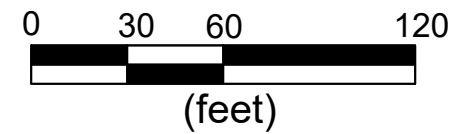


EARTH MATERIALS

- Af Artificial Fill (Clay)
- Af_{sw} Solid Waste Deposits/Refuse
- Qm Young Bay Mud

CROSS SECTION SYMBOLS

- CSA/SD-1 Small-Diameter Exploratory Boring Location (Logged by CSA May 6, 2026)
- BOH=92.5'
- Geologic Contact (Dashed where Approximate)
- ▼ Approximate Groundwater Level (based on groundwater encountered in exploratory boring)



COTTON, SHIRES AND ASSOCIATES, INC.
CONSULTING ENGINEERS AND GEOLOGISTS

ENGINEERING GEOLOGIC CROSS SECTION A-A'
500 Sierra Point Parkway- Parcel R
BRISBANE, CALIFORNIA

GEO/ENG BY CSS	SCALE 1"=60'	PROJECT NO. E6146
APPROVED BY DTS	DATE June 2026	FIGURE NO. 4

APPENDIX B FIELD INVESTIGATION

We explored subsurface conditions at Parcel R in Brisbane, California on May 6, 2026 by means of one boring drilled to a depth of 92.5 feet using track-mounted solid-stem drilling equipment. The location of the boring is shown on the attached Figure 3. The geologist who logged the boring visually classified the soils in accordance with ASTM D-2487. We obtained relatively undisturbed samples of the materials encountered at selected depths. These samples were obtained in 30-inch long by 3-inch diameter Shelby tubes. We also performed Standard Penetration Tests at selected depths using the track-mounted drill rig's 140-pound hammer that was raised by an automatic hammer and allowed to freely fall about 30 inches. The depths of the sampling are shown on the boring logs. The circled number at the conclusion of the sampling interval represents the Standard Penetration Test blow count.

Descriptive log of the boring is presented in this appendix. This log depicts our interpretation of the subsurface conditions at the dates and locations indicated, based on representative samples collected at roughly five-foot sampling intervals. It is not warranted that they are representative of subsurface conditions at other times and locations. The contacts on the logs represent the approximate boundaries between earth materials, and the transitions between these materials may be gradual.

COTTON, SHIRES AND ASSOCIATES, INC.

LOG OF EXPLORATORY DRILLING

Project Parcel R Boring CSA/SD-1
 Location East of Sierra Point Parkway Project No. E6146
 Drilling Contractor/Rig Britton Exploration/Track Rig Date of Drilling 5/6/2026
 Ground Surface Elev. 7.5 Feet Logged By CSS Hole Diameter 4" Ø
 Surface Soil/Grass Weather Clear, 60s

Depth (feet)	Graphic Log	USCS Class.	Geotechnical Description	Sample Desig.	Dry Unit Weight (pcf)	Moisture Content (%)	SPT Blows/ft	Sample Type	Recov. (%)	Remarks
0.0' - 35.0'			0.0' - 35.0' ARTIFICIAL FILL							Driller: Sergio (+2 helpers) Start: 8:18 AM
0.0' - 18.0'			<u>Sandy Clay</u> , brown, soft to medium stiff, moist, trace gravels, trace iron oxide staining				4 4 5 (9)	SPT		LL = 37; PI = 19
8.0' - 10.0'		CL	<u>Sandy Clay</u> with interbedded fine sand, brown to light brown, moist, trace gravels	B2			4 11 10 (21)	SPT		8:30 AM
14.0' - 16.0'			<u>Sandy Clay</u> with Franciscan Clasts (chert, serpentinite, sandstone), brown/red to green, very stiff to hard, moist, banded chert, iron oxide staining	B3			14 19 24 (43)	SPT		
18.0' - 20.0'			18.0' - 35.0' Solid Waste Deposits: Trash particles (plastic, glass, paper) in a sandy clay matrix, grey to brown, soft, wet,	B4			4 3 3 (6)	SPT		GW @ 18', start using mud tub, add liners to hole
24.0' - 26.0'		Refuse/Solid Waste Deposits	Abundant newspaper, plastic, glass, and trash	B5			3 3 4 (7)	SPT		9:54 AM
28.0' - 30.0'			Same as above	B6			4 3 5 (8)	SPT		

Depth (feet)	Graphic Log	USCS Class.	Geotechnical Description	Sample Desig.	Dry Unit Weight(pcf)	Moisture Content (%)	SPT Blows/ft	Sample Type	Recov. (%)	Remarks			
32		Solid Waste Deposits	Concrete fragments/blocks							hard drilling			
34						50/4"	SPT			easy drilling			
36		CH	<p>35.0' - BOH BAY MUD Clay, blue/grey, very soft, wet, trace shells, high plasticity, some organics</p> <p>Shell fragments</p>				50/4"						
38				B7			0 0 1	SPT					
40									1				
42										Shelby Tube		PSI = 150 No recovery, sample slipped out during extraction from hole	
44													
46							ST-1	65.1	57.1		Shelby Tube		PSI = 175 TX/UU 308 (2,000)
48													
50													
52													
54													
56				ST-2	66.3	57.5		Shelby Tube		PSI = 175 Consol			
58													
60													
62													

Depth (feet)	Graphic Log	USCS Class.	Geotechnical Description	Sample Desig.	Dry Unit Weight(pcf)	Moisture Content (%)	SPT Blows/ft	Sample Type	Recov. (%)	Remarks			
66		CH						Shelby Tube		PSI = 100 No recovery, sample slipped out during extraction from hole			
68											1:39 PM		
70													
72				ST-3						Shelby Tube		PSI = 100 LL = 68; PI = 36	
74													
76													
78													
80													
82							ST-4				Shelby Tube		PSI = 100
84													
86		CH								3:24 PM			
88													
90													
92				ST-5						Shelby Tube		PSI = 100	
94			Bottom of Hole (BOH)= 92.5 Feet Groundwater encountered at 18.0 Feet During Drilling Backfilled with grout to 20 Feet, hydrated bentonite from 20 Feet to 1-foot, and cuttings 1 Foot to Ground Surface							END: 4:10 PM			
96													

APPENDIX C LABORATORY TESTING

The laboratory analysis performed for the site consisted of limited testing of the principal soil types sampled during the field investigation to evaluate index properties and strength parameters of subsurface materials. The soil descriptions and the field and laboratory test results were used to assign parameters to the various materials at the site. The results of the laboratory testing program are presented in this appendix and on the boring logs.

The following laboratory tests were performed as part of this investigation:

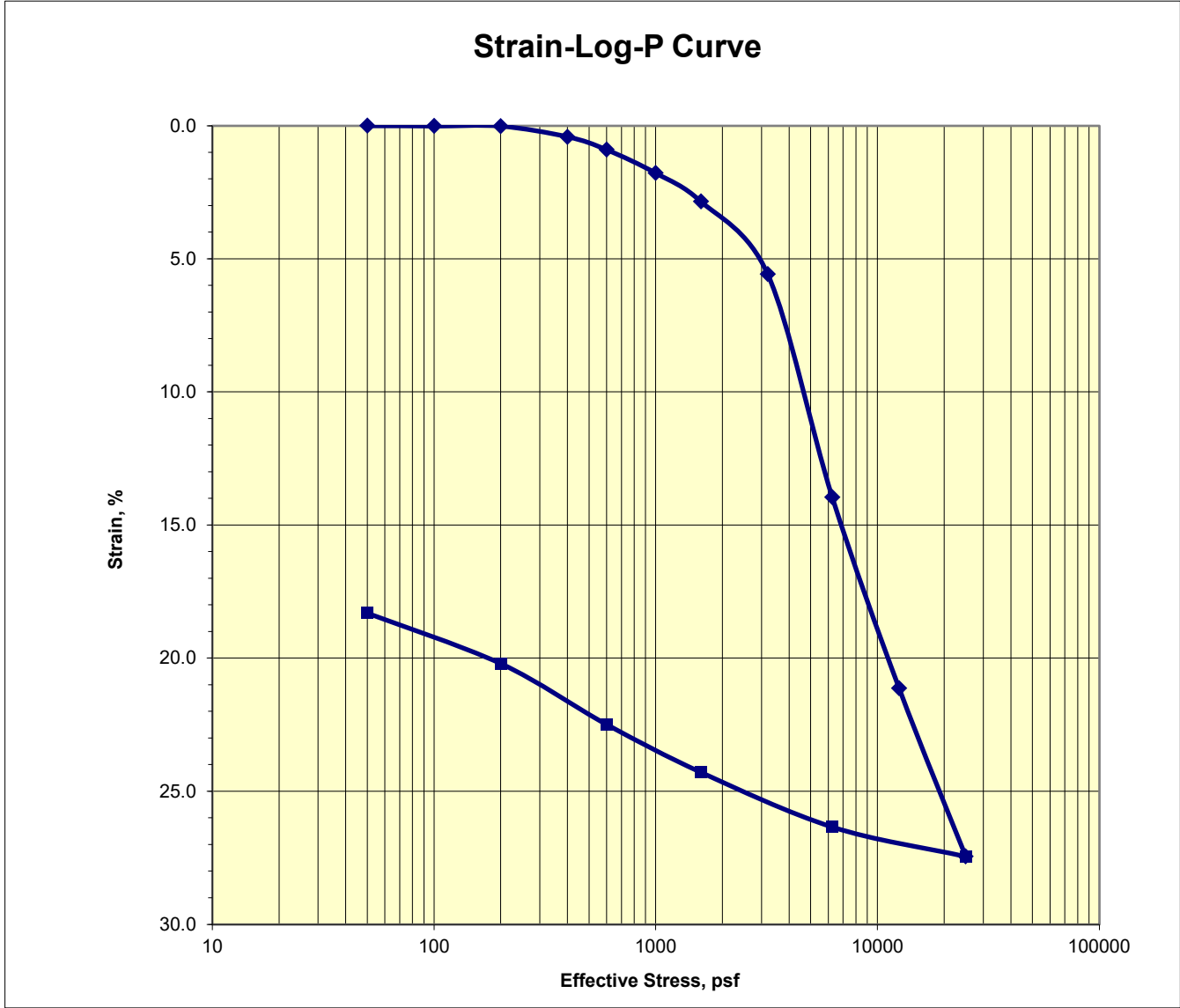
1. Detailed soil description, ASTM D2487;
2. Natural moisture content of the soil, ASTM D2216;
3. In-situ unit weight of the soil (wet and dry);
4. Atterberg limits determination, ASTM D4318;
5. Triaxial compression shear strength of the soil, ASTM D2850; and
6. Consolidation test, ASTM D2435.



Consolidation Test

ASTM D2435

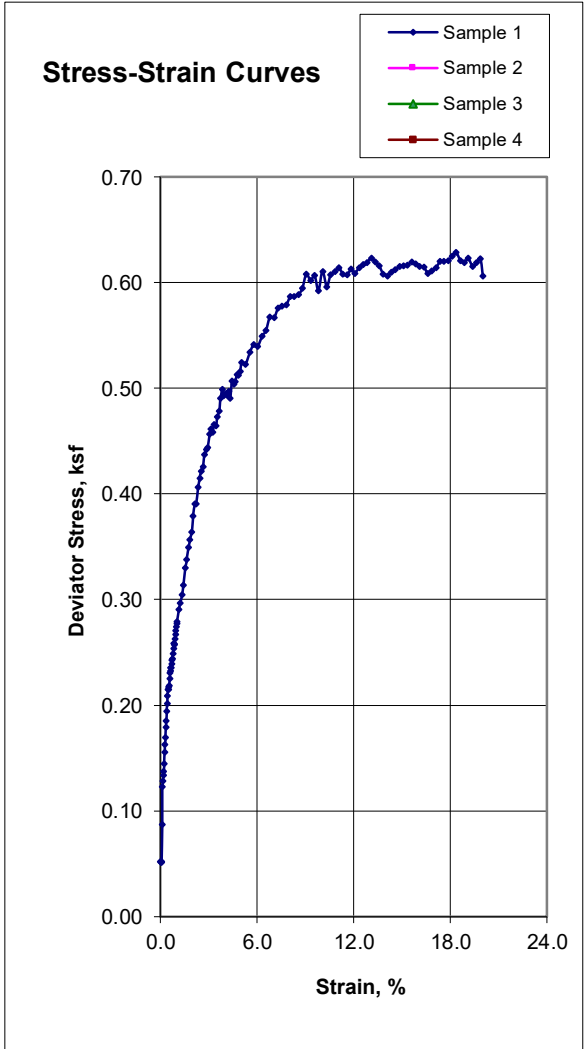
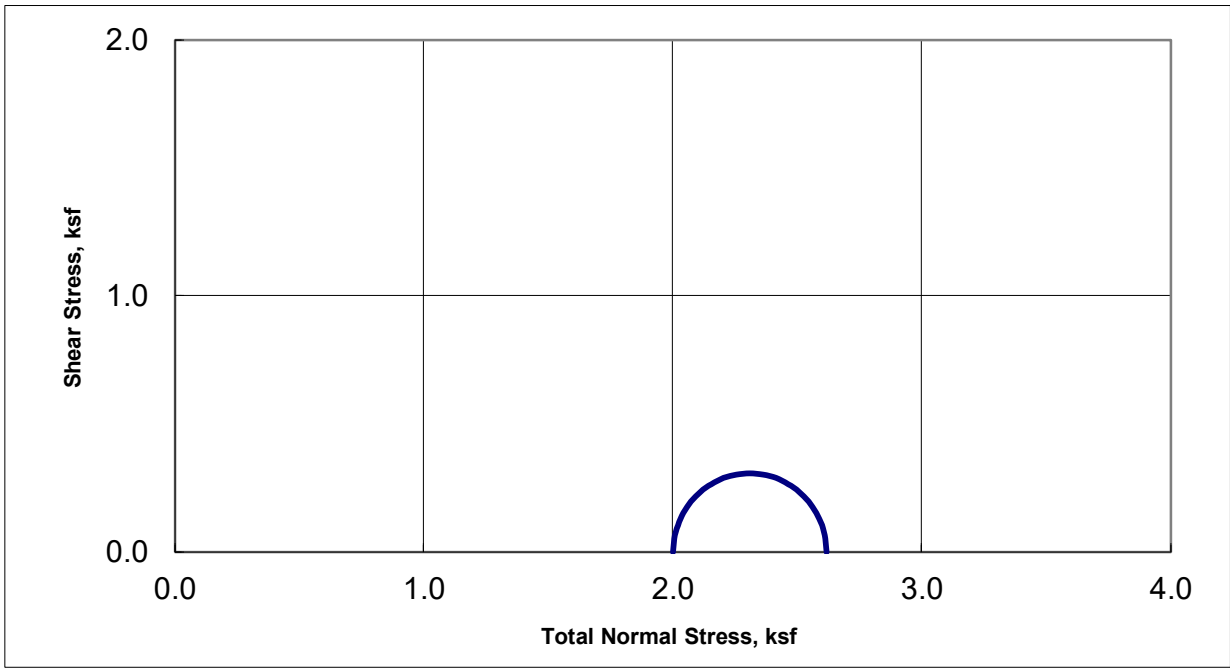
Job No.: 026-814	Boring: SD-1	Run By: HM
Client: Cotton, Shires & Associates	Sample: ST2	Reduced: RU
Project: E6146	Depth, ft.: 55-57.5	Checked: PJ
Soil Type: Gray CLAY (Bay Mud)		Date: 5/27/2026



Assumed Gs	2.8	Initial	Final	Remarks:
Moisture %:		57.5	42.0	
Dry Density, pcf:		66.3	80.3	
Void Ratio:		1.637	1.176	
% Saturation:		98.4	100.0	



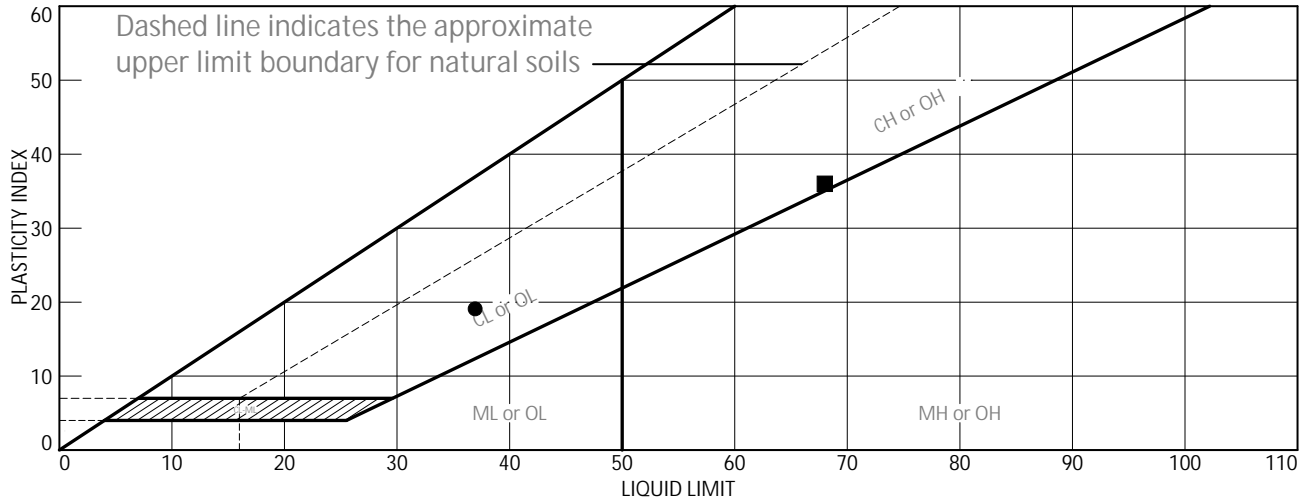
Unconsolidated-Undrained Triaxial Test
 ASTM D2850



Sample Data				
	1	2	3	4
Moisture %	57.1			
Dry Den,pcf	65.1			
Void Ratio	1.588			
Saturation %	97.1			
Height in	6.00			
Diameter in	2.85			
Cell psi	13.9			
Strain %	15.00			
Deviator, ksf	0.616			
Rate %/min	1.00			
in/min	0.060			
Job No.:	026-814			
Client:	Cotton, Shires & Associates			
Project:	E6146			
Boring:	SD-1			
Sample:	ST1			
Depth ft:	45-46.5			
Visual Soil Description				
Sample #				
1	Gray CLAY w/ shells			
2				
3				
4				
Remarks:				

Note: Strengths are picked at the peak deviator stress or 15% strain which ever occurs first per ASTM D2850.

LIQUID AND PLASTIC LIMITS TEST REPORT



	MATERIAL DESCRIPTION	LL	PL	PI	%<#40	%<#200	USCS
●	Dark Brown Sandy Lean CLAY w/ Gravel	37	18	19			
■	Gray Fat CLAY	68	32	36			

Project No. 026-814 Client: Cotton, Shires & Associates

Project: Parcel R - E6146

● Source of Sample: SD-1 Depth: 3.0-4.5' Sample Number: B1

■ Source of Sample: SD-1 Depth: 70.0-72.5' Sample Number: ST3

Remarks:

Figure

COOPER TESTING LABORATORY

SITE DESIGN 100% CONCEPT PRICING

SUMMARY

Element	Area	Cost/SF	Total
Parcel R - Base Project	59,601	\$30.88	\$1,840,716
Parcel R Improvements - Art (Included in Base Project)	59,601	\$9.41	~\$561,000
Art Features			\$52,008
Play Logs			\$244,355
Tiered Seating			\$114,971
Parcel R Improvements - Phase 2	39,000	\$24.75	\$965,441
Planting to Southern Side			\$874,571
Trailed Stairs			\$57,369
*Indented costs are included in the total breakout cost			
Total Estimated Construction Cost (Excluding Escalation)	98,601	\$34.15	\$3,366,937
Escalation to MOC, 03/17/27	4.53%		\$152,480
Total Estimated Construction Cost (Including Escalation)	98,601	\$35.69	\$3,519,417
Budget Cushion			\$367,692
Base Project Contingency			\$240,093
Project Price-Budget Delta			\$127,599



City Council Staff Report

Meeting Date: June 18, 2026

From: Jeremy Dennis, City Manager, Christina Fernandez, Assistant City Manager

Subject: Approve the formation of a Childcare Ad Hoc Subcommittee

Recommendation

Staff recommend the City Council form a Child Care Ad Hoc Subcommittee to discuss future child care needs in Brisbane and to align with the County of San Mateo's Blueprint for the Future Initiative.

Background

At the May 21, 2026 Council meeting, Councilmember Frank Kern requested the formation of a child care ad hoc subcommittee to focus on the child care needs specific to Brisbane with the goal of aligning with the County of San Mateo's Child Care Blueprint Initiative and finding solutions to daycare needs within Brisbane.

The San Mateo County Child Care Blueprint is a project of the Children's Collective that provides a community-informed roadmap for tackling the county's most urgent child care challenges, including affordability, workforce, facilities, and coordination. The Blueprint outlines shared goals, accountability measures, and funding strategies to support system-wide impact. The County recently released the nation's first ever Climate Action Plan to accompany the Blueprint focusing on climate resilient centers, safer infrastructure, and protecting children from extreme heat, wildfire smoke, and other climate threats.

Over the past several years, enrollment in the City's preschool program has steadily declined due to multiple factors, including impacts of the pandemic, workforce shifts, and most significantly, the implementation of free statewide Transitional Kindergarten (TK) for all four-year olds. Staff surveyed other city-operated preschools in the Bay Area, of which 100% reported a decrease in enrollment since the commencement of free statewide transitional kindergarten. Brisbane Elementary School has indicated that it has plans to implement a Transitional Kindergarten (TK) program for the 2027-2028, at the earliest, as it must construct additional infrastructure for this program.

Discussion

Despite a decrease in enrollment at City-run preschool programs, parents are still challenged with finding appropriate child care. The formation of an ad hoc child care subcommittee would provide an opportunity for two councilmembers to engage with the community and vested

stakeholders on the best pathways forward in meeting the community's child care needs. One way to do this would be to align any future City-run child care plans with the County's Child Care Blueprint. The Children's Collective is forming a Child Care Blueprint Action Roundtable (Roundtable), which will help guide Blueprint implementation, elevate community voice, support accountability, and advance systems change across San Mateo County. Staff understands that this ad hoc would receive regular updates on the Roundtable's efforts to better inform its work. The goal of the ad hoc subcommittee would be to research, analyze, and propose potential ways to augment child care in Brisbane. The ad hoc subcommittee would return to Council with its findings and recommendations.


Fiscal Impact

There is no fiscal impact to forming an ad hoc child care subcommittee.

Attachments

None

City Manager Approval



Jeremy Dennis, City
Manager

06/09/2026



City Council Staff Report

Meeting Date: June 18, 2026
From: Ingrid Padilla, City Clerk
Subject: Recruitment Update

Recommendation

Staff recommend scheduling interviews with applicants to fill vacancies in the Complete Streets Safety Committee (CSSC), and Public Art Advisory Committee (PAAC).

Background

For about a month, the City of Brisbane recruited community members interested in serving on the Brisbane's Complete Streets Safety Committee (1 seat until January 2030), and the Public Art Advisory Committee (1 - 3 seats with shortened terms until January 2028). At the time this staff report was written, the City Clerk's Office received 1 application for Complete Streets Safety Committee and 2 applications for the Public Art Advisory Committee.

Discussion

Staff is proposing to schedule interviews in July 2026 with the goal of appointing and swearing in new committee members by July 16, 2026. Staff is also seeking direction from council if there is a need to continue recruitment and increase the applicant pool.

Fiscal Impact

Not applicable.

Attachments

None

City Manager Approval

Jeremy Dennis, City

06/12/2026

Manager



CITY of BRISBANE

Council Subcommittee Update

From June 1st, 2026, to June 12th, 2026

1. Report Out on Subcommittees/Committees

A. Emergency Preparedness Subcommittee

6/11

Davis, Kern

The subcommittee discussed the Local Hazard Mitigation Plan (LHMP), which identifies risks from wildfires, flooding, earthquakes, severe weather, other natural hazards, and outlines actions to reduce damage before disasters happen. The LHMP outlines long term strategies to reduce damage before disasters occur. Maintaining an approved LHMP ensures that Brisbane, along with all 20 cities, unincorporated communities, and special districts in San Mateo County, remains eligible for federal hazard mitigation funding. Brisbane is actively partaking in [public outreach](#) for residents and businesses to participate. The County reports that there have not been any submissions from Brisbane. The goal is to have CalOES and FEMA to adopt Brisbane’s Plan.

City staff provided updates on the Continuity of Operations Plan (COOP), which ensures essential City services can continue during and after an emergency. Brisbane has also hired the [Kelle Kroll Group](#), a professional emergency management firm, to support staff preparedness. They will conduct Emergency Operations Center (EOC) training, hands on practice exercises and scenario based drills. Training is scheduled for September and will help ensure staff are ready to respond effectively to a wide range of emergencies.

Recognizing that cyber-attacks are an increasing threat to local governments, the subcommittee requested that staff prepare a City emergency plan specifically addressing cyber security incidents.

Next Steps #1: Staff will develop a cyber-security draft plan and return to the subcommittee for review before presenting it to the City Council.

To view the agenda packet and presentation:

<https://brisbaneca.portal.civicclerk.com/event/6883/files/agenda/9382>

2. Upcoming Subcommittees:

Beautification Subcommittee

July TBD

Davis, Kern

Brisbane School District & City 2x2

8/13 5pm

Davis, Lentz

3. Proposed Subcommittees:

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