



# CITY of BRISBANE

## City Council Special Meeting Agenda

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Thursday, July 14, 2022 at 8:00 PM • Virtual Meeting

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This meeting is compliant with the Ralph M. Brown act as amended by California Assembly Bill No. 361 effective September 16, 2021 providing for a public health emergency exception to the standard teleconference rules required by the Brown Act. The purpose of this is to provide a safe environment for the public, staff and Councilmembers, while allowing for public participation. The public may address the Council using exclusively remote public comment options. The Council may take action on any item listed in the agenda.

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### **TO ADDRESS THE COUNCIL**

The City Council Meeting will be an exclusively virtual meeting. The agenda materials may be viewed online at [www.brisbaneca.org](http://www.brisbaneca.org) at least 24 hours prior to a Special Meeting, and at least 72 hours prior to a Regular Meeting.

### **Remote Public Comments:**

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Aside from commenting while in the Zoom webinar the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Oral Communications 1 and 2 or during an Item.

**Email:** [ipadilla@brisbaneca.org](mailto:ipadilla@brisbaneca.org)

**Text:** 628-219-2922

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Webinar ID: 991 9362 8666

Passcode: 123456

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### **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 2 p.m. of the day of the meeting will be available for public inspection at the front lobby in City Hall and on the internet ([www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings)). Any writings that are received after the agenda has been posted but after 2 p.m. of the day of the meeting will be available on the internet at the start of the meeting ([www.brisbaneca.org/meetings](http://www.brisbaneca.org/meetings)), at which time the materials will be distributed to the Council.

## **8:00 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **ADOPTION OF AGENDA**

## **ORAL COMMUNICATIONS NO. 1**

## **CONSENT CALENDAR**

- A. Approve Minutes of City Council Special Meeting of June 23, 2022
- B. Approve Minutes of City Council Special Meeting-Committee Interviews of June 23, 2022
- C. Approve Minutes of Joint City Council, Successor Agency, Housing Authority, and Guadalupe Valley Municipal Improvement District Meeting of June 16, 2022
- D. Approve Minutes of City Council Closed Session Meeting of June 16, 2022
- E. Approve Minutes of City Council Special Meeting/Workshop of June 9, 2022
- F. Approve Minutes of City Council Meeting of June 2, 2022
- G. Approve Minutes of City Council Closed Session Meeting of June 2, 2022
- H. Accept Investment Report as of May 2022

## **CONTINUED PUBLIC HEARING**

- I. Consider adoption of Resolution adopting a Master Fee Schedule

(This item was continued from the City Council Meeting of June 16, 2022 and will discuss the Master Fee Schedule for the Parks and Recreation Department)

## **NEW BUSINESS**

- J. Climate Emergency Declaration - First Annual Report

(Council will receive a presentation on the status of Climate Emergency goals and progress towards meeting them as directed by Resolution No. 2021-62)

K. Award of Contract to CMG Landscape Architecture for the Master Planning of Sierra Point Open Space and Parks in the Amount of \$199,758.00

L. Prop 218 Mailing for Water and Sewer Rate Increase

(The fiscal impact of this item is the following: the cost for a customer who uses 10 units of water per billing cycle (every two months) would be \$35 per bill or \$210 per year)

#### **STAFF REPORTS**

M. City Manager's Report on Upcoming Activities

#### **MAYOR/COUNCIL MATTERS**

N. Countywide Assignments and Subcommittee Reports

O. Written Communications

#### **ORAL COMMUNICATIONS NO. 2**

#### **ADJOURNMENT**

A.

**File Attachments for Item:**

A. Approve Minutes of City Council Special Meeting of June 23, 2022



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**BRISBANE CITY COUNCIL****ACTION MINUTES**

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**CITY COUNCIL SPECIAL MEETING****THURSDAY, JUNE 23, 2022***VIRTUAL MEETING***CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Mackin called the meeting to order at 7:33 P.M. and led the Pledge of Allegiance.

**ROLL CALL**

Councilmembers present: Councilmembers Davis, Lentz, O'Connell and Mayor Mackin

Councilmembers absent: Councilmember Cunningham

Staff Present: City Manager Holstine, City Clerk Padilla, City Attorney McMorro, Assistant City Manager Schillinger, Finance Director Yuen, Police Commander Garcia and Legal Counsel Roush

**ADOPTION OF AGENDA**

Councilmember O'Connell made a motion, seconded by Councilmember Davis to adopt the agenda as it stands. The motion was carried unanimously by all present.

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

Noes: None

Absent: Councilmember Cunningham

Abstain: None

**ORAL COMMUNICATIONS NO. 1**

Mary Gutekanst shared with the Council a brochure published by the Tuolumne River Trust. Stop opposition of the Bay Delta Plan and help strengthen the Bay Delta Plan ecosystems.

**NEW BUSINESS**

- A. Consider Approval of a Resolution Proposed Ballot Measure to Impose a Business License Tax on Hotels**

1. **Adopt the attached resolution calling a special election to submit to the voters a ballot measure concerning a proposed ordinance to impose a business license tax on hotels as that term is defined.**
2. **Determine whether the Council will submit an Argument For (and a Rebuttal To if an Argument Against has been submitted) the measure to impose the tax and, if so, who will draft the argument/rebuttal and who will sign.**

Legal Counsel Roush reported before City Council tonight is a resolution to place a ballot measure before the voters at the November 8, 2022 election to impose a business license tax specifically on hotels and other places designed for occupancy by transients in order to provide additional revenue for general municipal expenses. He added that the ordinance proposes that hotels—broadly defined to include not just hotels but motels, inns, short term rentals, etc.—would pay a daily business license tax of \$2.50 for every room that is rented to a paying guest. The measure, if approved by the voters, would impose a business license tax on hotels and staff estimates that the City will receive \$250,000 annually from such tax.

After some Council questions, Councilmember Lentz and Mayor Mackin volunteered to be members of the Subcommittee to draft the Argument for the Measure and the Rebuttal if any Argument is submitted against the Measure; other members of the Council may sign the Argument/Rebuttal.

After no public comment and further Council discussion, Councilmember Davis made a motion, seconded by Councilmember O’Connell, to adopt a resolution calling a special election to submit to the voters a ballot measure concerning a proposed ordinance to impose a business license tax on hotels as that term is defined and authorize Mayor Mackin and Councilmember Lentz to meet as a committee to draft the argument/rebuttal and have other Council members sign if they want. The motion was carried unanimously by all present.

Ayes: Councilmembers Davis, Lentz, O’Connell and Mayor Mackin

Noes: None

Absent: Councilmember Cunningham

Abstain: None

**B. Consider Approval of Proposed Ballot Measure Relating to a Local, City of Brisbane General Transactions and Use (Sales) Tax**

1. **Adopt Resolution calling for and giving notice of the holding of a Special Municipal Election on Tuesday, November 8, 2022, and for the submission to the voters of a ballot measure relating to a local, City of Brisbane General Transactions and Use Tax; authorize arguments in Favor or Against Measure and Rebuttals; and authorize the City Attorney to prepare an Impartial Analysis;**
2. **Determine whether the Council will submit an Argument For (and a Rebuttal To if an Argument Against has been submitted) the measure to impose the tax and, if so, who will draft the Argument/Rebuttal and who will sign the Argument/Rebuttal; and**

**3. Waive first reading, and introduce by 2/3 vote of the City Council an Ordinance adding a new Chapter 3.22 to the Brisbane Municipal Code imposing a Transactions and Use Tax to be administered by the California Department of Tax and Fee Administration**

City Manager Holstine reported that a sales tax revenue measure with voter-approved funding measure would not be subject to funds being seized by the County, State or other public jurisdictions, and all funds generated would remain entirely in Brisbane for local use. It is projected that a half-cent sales tax measure would result in approximately \$ 2,000,000 of additional locally controlled revenue to the City of Brisbane on an annual basis, which could not be taken by the State.

City Manager Holstine also added that the ballot question will be amended in the resolution to be the following:

Shall the City of Brisbane's measure to fund city services/facilities, such as neighborhood police patrols, fire prevention services, urban wildfire protection, crime suppression/investigation, pothole/street repair, parks and other city facilities, and to support other city services, by levying a ½¢ sales tax until ended by voters, be adopted?

Mr. Holstine also said the resolution will be amended to correct a couple of clerical errors. Legal Counsel Roush added that the Council will need to introduce an Ordinance by 2/3 vote adding a new Chapter 3.22 to the Brisbane Municipal Code imposing a Transactions and Use Tax to be administered by the California Department of Tax and Fee Administration.

After some council questions, Councilmember Lentz asked about the combined district rate. City Manager noted a correction to the staff report. The proposed tax in this ordinance is a "transactions and use tax" which most people would refer to as a "sales" tax. Technically, it is a "district" tax according to the California Department of Tax and Fee Administration. Transactions and use taxes have similarities and differences when compared to sales tax regulations in California. The combined district rate cannot exceed 9.875%, not 9.75% referenced in the staff report.

After no public comment and further Council discussion, Councilmember Davis made a motion, seconded by CM Lentz to adopt a Resolution as amended to correct clerical errors and with a revised ballot question calling for and giving notice of the holding of a Special Municipal Election on Tuesday, November 8, 2022, and for the submission to the voters of a ballot measure relating to a local, City of Brisbane General Transactions and Use Tax; authorize Mayor Mackin and Councilmember Lentz to meet as a committee to draft the argument/rebuttal and have other members of the Council sign if they want to; authorize the City Attorney to prepare an Impartial Analysis; and waive first reading, and introduce by 2/3 vote of the City Council an Ordinance adding a new Chapter 3.22 to the Brisbane Municipal Code imposing a Transactions and Use Tax to be administered by the California Department of Tax and Fee Administration. The motion was carried unanimously by all present.

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

Noes: None

Absent: Councilmember Cunningham

Abstain: None

**ORAL COMMUNICATIONS NO. 2**

There were no members of the public wishing to speak.

**ADJOURNMENT**

Mayor Mackin adjourned the meeting at 8:08 P.M.

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Ingrid Padilla, City Clerk

DRAFT



**File Attachments for Item:**

B. Approve Minutes of City Council Special Meeting-Committee Interviews of June 23, 2022



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**BRISBANE CITY COUNCIL****ACTION MINUTES**

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**CITY COUNCIL SPECIAL MEETING/INTERVIEWS****THURSDAY, JUNE 23, 2022***VIRTUAL MEETING***6:30 P.M. CALL TO ORDER**

Mayor Mackin called the meeting to order at 6:33 P.M.

**PUBLIC COMMENT**

No member of the public wished to make public comment.

**COMMISSION/COMMITTEE INTERVIEWS AND POSSIBLE APPOINTMENTS****A. Interview applicants for 3 Complete Streets Safety Committee Terms through January 2026****6:35 P.M. Gregory J Strecker****B. Interview applicants for 3 IDEA Committee Terms through January 2023****6:45 P.M. Christian Allan Bustos****6:55 P.M. Miyoko Nida**

All three applicants were interviewed by Council regarding their backgrounds, experience and interest in being appointed to their respective committees.

**C. Consider Appointments to Complete Streets Safety Committee Terms through January 2026**

After some Council discussion, Council directed Clerk Padilla to draft a resolution appointing Gregory Strecker to the Complete Streets Safety Committee for a term through January 2026. Council will adopt the resolution at the next City Council meeting.

**D. Consider Appointments to IDEA Committee Terms through January 2023**

After some Council discussion, Council directed Clerk Padilla to draft a resolution appointing Christian Allan Bustos and Miyoko Nida to the Inclusion, Diversity, Equity and Accountability Committee for an initial term through January 2023. The new appointees will be able to renew their terms for an additional 2 years if they want to. Council will adopt the resolution at the next City Council meeting.

## **ADJOURNMENT**

The meeting was adjourned at 7:09 P.M.

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Ingrid Padilla, City Clerk

**File Attachments for Item:**

C. Approve Minutes of Joint City Council, Successor Agency, Housing Authority, and Guadalupe Valley Municipal Improvement District Meeting of June 16, 2022



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**BRISBANE CITY COUNCIL**

**ACTION MINUTES**

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**JOINT CITY COUNCIL, SUCCESSOR AGENCY, HOUSING AUTHORITY,**

**AND GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT**

**MEETING**

**THURSDAY, JUNE 16, 2022**

*VIRTUAL MEETING*

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Mackin called the meeting to order at 7:38 P.M. and led the Pledge of Allegiance.

**ROLL CALL**

Councilmembers present: Councilmembers Cunningham, Lentz, and Mayor Mackin

Councilmembers absent: Councilmembers O'Connell and Davis (both members were present at Closed Session)

Staff Present: City Manager Holstine, City Clerk Padilla, City Attorney McMorro, Assistant City Manager Schillinger, Finance Director Yuen, Community Development Director Swiecki, Admin Management Analyst Ibarra, Deputy Fire Chief Kavanaugh and Police Commander Garcia

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorro reported that updates were provided to Council and no action was taken at Closed Session regarding Closed Session Items D, E, and F.

**ADOPTION OF AGENDA**

Councilmember Lentz made a motion, seconded by Councilmember Cunningham to adopt the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

## **AWARDS AND PRESENTATIONS**

### **A. Juneteenth Proclamation**

Mayor Mackin proclaimed June 19, 2022 as Juneteenth and encouraged all to join in the celebration and tribute to the rich heritage, resilience, and unbroken spirit of Black Americans.

Ashley Budelli from Lyrical Opposition accepted the Proclamation and recalled her experience celebrating Juneteenth as a young person in San Francisco.

Councilmembers expressed their appreciation for Lyrical Opposition's important work.

## **ORAL COMMUNICATIONS NO. 1**

No members of the public wished to make public comment.

## **CONSENT CALENDAR**

### **C. Approve Co-sponsorship of Friends of the Brisbane Library's Citywide Yard Sale**

### **D. Adopt Resolution calling a General Municipal Election to be held on Tuesday, November 8, 2022 and adopting procedures pertaining to the conduct and administration of such election including requesting the San Mateo County Clerk-Recorder to provide specified election services**

### **E. Adoption of a Resolution Declaring the Continued Need to Conduct City Council, Commission and Committee Meetings Remotely Due to Health and Safety Concerns for the Public**

### **F. Receive Solid Waste Collection Rate Adjustment**

(Councilmembers will receive Recology Brisbane's 2022 rate increase of 6.66%.)

### **G. Approve a Public Art Committee Request for Proposal to Employ a Consultant to Assist the Committee in Finding and Working with an Artist for Art Work Located at the Community Park Located in the Area between San Francisco Avenue and Old County Road Across from the Village Shopping Center**

(Councilmembers will approve a budget of up to \$200,000 for an art installation in the Community Park)

### **H. Adopt a Resolution approving the Memorandum of Understanding between the City and the Brisbane Fire Management for the term of July 1, 2022 to June 30, 2023**

Staff pulled Consent Calendar Item B due to a scheduling issue. Councilmember Cunningham made a motion, seconded by Councilmember Lentz to adopt Consent Calendar Item C-H. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

**B. Approve Sierra Point Landscaping 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 2022-2023"**

**2. Approve Resolution "Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2022-2023"**

**3. Approve Resolution, "A Resolution of Preliminary Approval of Engineer's Report - Fiscal Year 2022-2023 - 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 2022-2023 - Sierra Point Landscaping and Lighting District"**

Staff is requesting to amend Consent Calendar B 4, to change the public hearing date from July 14, 2022 to July 7, 2022.

City Manager Holstine added that the City Council Regular Meeting on July 7, 2022 is no longer cancelled and Council will meet to adopt an ordinance for the November ballot.

Councilmember Cunningham made a motion, seconded by Councilmember Lentz to adopt Consent Calendar Item B as amended. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

**CONTINUED PUBLIC HEARING**

- I. Consider Approval of Use Permit 2022-UP-2; 1000 Sierra Point Parkway; SP-CRO Sierra Point Commercial District; Use Permit application to allow the use of minipigs in medical research and development (R&D) by Bristol-Myers Squibb in the existing, approximately 9,000 square foot vivarium; Ricardo Garcia, applicant; HCP LS Brisbane LLC, owner

(This public hearing item was continued from the City Council Meeting of May 19, 2022 but will not be heard. The Applicant has made a request to continue the public hearing until the City Council Meeting of September 15, 2022)

After no staff report, no public comment and no discussion, Councilmember Cunningham made a motion, seconded by Councilmember Lentz to continue this matter to City Council Meeting of September 15, 2022. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

## **PUBLIC HEARING**

### **J. Consider Adoption of Resolutions to approve the budget for Fiscal Year 2022/23**

- 1. Adopt Resolution adopting the annual budget for Fiscal Year 2022-2023 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority**
- 2. Adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2022-2023 and making appropriations for the amounts budgeted**

Finance Director Yuen reported on the purpose of the budget, the general fund proposed budget, revenue and expenditures, outstanding debt and budget recommendations for 2022-23. She added that the General Fund budget for FY2022/23 is balanced within available resources. The anticipated Net Use of Fund Balance is \$3,198,000.

After some council questions, Mayor Mackin opened the public hearing. No members of the public wished to make public comment.

Councilmember Cunningham made a motion, seconded by Councilmember Lentz to close the public hearing. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

Councilmember Lentz made a motion, seconded by Councilmember Cunningham to Adopt Resolution adopting the annual budget for Fiscal Year 2022-2023 and making appropriations for the amounts budgeted for the City, the Successor Agency and Housing Authority. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None



Board Member Cunningham made a motion, seconded by Board Member Lentz to adopt Guadalupe Valley Municipal Improvement District Resolution adopting the annual budget for Fiscal Year 2022-2023 and making appropriations for the amounts budgeted. The motion was carried unanimously by all present.

Ayes: Board Members Cunningham, Lentz, and Chair Mackin

Noes: None

Absent: Board Members O'Connell and Davis

Abstain: None

#### **K. Consider adoption of Resolution adopting a Master Fee Schedule**

Finance Director Yuen reported that Staff is recommending we raise fees generally by 2%, similar to last year. With some exception to the 2% increase within Parks and Recreation, Planning and Public Works.

After some Council questions, Mayor Mackin opened the public hearing. No members of the public wished to make public comment.

Councilmember Lentz made a motion, seconded by Councilmember Cunningham to close the public hearing. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

After some discussion of Parks and Recreation fees and facility rentals and needed upgrades to the facilities, Councilmember Lentz made a motion, seconded by Councilmember Cunningham to adopt a Resolution adopting a Master Fee Schedule (without the Parks and Recreation Fees) as amended. Staff will bring back the Parks and Recreation Fees at a future City Council Meeting. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

#### **NEW BUSINESS**

#### **L. Consider adoption of Resolution establishing the Appropriation Limit for Fiscal Year 2022-2023**

Finance Director Yuen reported that the City's resulting Appropriation Limit is \$25,616,884. The tax proceeds expected to be received, including for the Guadalupe Valley Municipal Improvement District, is \$18,034,288 or 70.40% of the limit. Therefore, the City is below the maximum allowable appropriation limit and in compliance with State Law.

Councilmember Cunningham made a motion, seconded by Councilmember Lentz to adoption of Resolution establishing the Appropriation Limit for Fiscal Year 2022-2023. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

## STAFF REPORTS

### I. City Manager's Report on upcoming activities

City Manager Holstine reported on the latest City news and events.

## MAYOR/COUNCIL MATTERS

### J. Scheduling Interviews for Committee Applications

The Council will schedule interviews for the Complete Streets Safety Committee and Inclusion, Diversity, Equity and Accountability Committee for June 23, 2022.

### K. Select Voting delegate for the Cal Cities' Annual Conference General Assembly on Friday, September 9 in Long Beach, CA

Councilmember O'Connell made a motion, seconded by Councilmember Lentz to select Councilmember Cunningham as the voting delegate for the Cal Cities' Annual Conference General Assembly on Friday, September 9 in Long Beach, CA. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmembers O'Connell and Davis

Abstain: None

### L. Countywide Assignments and Subcommittee Reports

Mayor and Council reported on their latest activities in their countywide assignments and subcommittees.

### M. Written Communications

Mayor and Council received the following written correspondence:

Prem Lall (6/10 and 6/11/22) Low-flying aircraft 6/8/2022 nearly hit San Bruno Mountain in Brisbane

Elaine Straw (6/5/22) Open Items Fwd: Trucks on Valley – Chronic

Karen Cunningham (6/2/22) Bristol Myers ~ Minipig Testing

Liliana Mejia (5/31/22) Animal Research and Housing on Sierra Point landfill

## **ORAL COMMUNICATIONS NO. 2**

No members of the public wished to make public comment.

## **ADJOURNMENT**

Mayor Mackin adjourned the meeting at 9:06 P.M.

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Ingrid Padilla, City Clerk

*D.*

**File Attachments for Item:**

D. Approve Minutes of City Council Closed Session Meeting of June 16, 2022



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**BRISBANE CITY COUNCIL****ACTION MINUTES**

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**BRISBANE CITY COUNCIL CLOSED SESSION MEETING****THURSDAY, JUNE 16, 2022***VIRTUAL MEETING***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--EXISTING LITIGATION****Government Code, Section 54956.9 (d) (1).****Number of Cases: One**

- **BRE SH Brisbane Owner, LLC v. City of Brisbane, San Mateo County Superior Court, Case No. 22-CIV-01112**

**E. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION****Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code, section 54956.9****Number of Cases: One****F. CONFERENCE WITH LABOR NEGOTIATOR****Government Code Section 54957.6****Designated representative: Clay Holstine, City Manager****Employee organization: All Bargaining Units**

Mayor Mackin called the meeting to order at 6:02 P.M. No member of the public wished to make public comment. Mayor Mackin adjourned the meeting into Closed Session.

**REPORT OUT CLOSED SESSION**

City Attorney McMorow reported that updates were provided to Council and no action was taken at Closed Session regarding Closed Session Items D, E, and F.

**ADJOURNMENT**

The meeting was adjourned at 7:29 P.M.

E.

**File Attachments for Item:**

E. Approve Minutes of City Council Special Meeting/Workshop of June 9, 2022




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**BRISBANE CITY COUNCIL**
**ACTION MINUTES**


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**CITY COUNCIL SPECIAL MEETING/WORKSHOIP**
**THURSDAY, JUNE 9, 2022**
*VIRTUAL MEETING*
**7:30 P.M. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Mayor Mackin called the meeting to order at 7:33 P.M. and led the Pledge of Allegiance.

**ROLL CALL**

Councilmembers present: Councilmembers Cunningham, Davis, Lentz, O’Connell and Mayor Mackin

Councilmembers absent: Councilmember O’Connell

Staff Present: City Manager Holstine, City Clerk Padilla, City Attorney McMorrow, Assistant City Manager Schillinger, Finance Director Yuen, Deputy City Clerk Ibarra, Fire Chief Myers, Parks and Recreation Director Leek, City Engineer Breault, Community Development Director Swiecki, Communications Manager Cheung, Human Resources Administrator Partin, Police Commander Garcia and Police Chief Macias

**ADOPTION OF AGENDA**

Councilmember Cunningham made a motion, seconded by Councilmember Lentz, to adopt the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, O’Connell and Mayor Mackin

Noes: None

Absent: Councilmember O’Connell

Abstain: None

**ORAL COMMUNICATIONS NO. 1**

No members of the public wished to make public comment.

## **BUDGET WORKSHOP**

### **A. City Manager Introduction to 2022/23 budget**

City Manager Holstine introduced the 2022/23 budget and discussed the overall budget, budget issues, and future revenue options.

### **B. Finance Director Overview of 2022/23 budget**

Finance Director Yuen provided an overview of the 2022/23 budget and discussed the purpose of the budget, the budget process and the general fund proposed budget. She also provided staff recommendations for the FY2022/23 Budget, which include the following:

- Continue to provide necessary services
- Actively fill open positions
- Continue with 25 Park Place improvements
- Continue with organization-wide technology project
- Delay funding pension reserve until year end results are known
- Use Recession Reserve to cover difference (\$2.5M available)

### **C. Departmental Budget Presentations**

Department heads presented their department backgrounds, budget and new budget item requests. Council reviewed the budgets for following Departments: Finance, Human Resources, City Council, City Manager, Library, City Clerk, City Attorney, Fire, Police, Community Development, Parks and Recreation, Public Works (including Utilities), Marina, Open Space and Central Services.

After some council questions, Councilmember Cunningham made a motion, seconded by Councilmember Davis to extend the meeting to 11:00 P.M. The motion was carried unanimously by all present.

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

Noes: None

Absent: Councilmember O'Connell

Abstain: None

After some Council questions and discussion, Councilmember Lentz agreed that planning for a new sales tax measure is important to have as a new source of revenue. City Manager Holstine replied that this item can be brought back at the July 14, 2022 City Council Meeting.

After some council discussion, Councilmember Davis made a motion, seconded by Councilmember Lentz to extend the meeting to 11:05 P.M. The motion was carried unanimously by all present.

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

Noes: None

Absent: Councilmember O'Connell

Abstain: None



**ORAL COMMUNICATIONS NO. 2**

No members of the public wished to make public comment.

**ADJOURNMENT**

Mayor Mackin adjourned the meeting at 11:00 P.M.

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Ingrid Padilla, City Clerk

DRAFT

**File Attachments for Item:**

F. Approve Minutes of City Council Meeting of June 2, 2022



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**BRISBANE CITY COUNCIL****ACTION MINUTES**

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**CITY COUNCIL MEETING****THURSDAY, JUNE 2, 2022***VIRTUAL MEETING***CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Mackin called the meeting to order at 7:34 P.M. and led the Pledge of Allegiance.

**ROLL CALL**

Councilmembers present: Councilmembers Cunningham, Davis, Lentz, and Mayor Mackin

Councilmembers absent: Councilmember O'Connell

Staff Present: City Manager Holstine, City Clerk Padilla, City Attorney McMorrow, Assistant City Manager Schillinger, Deputy Public Works Director Kinser, Public Works Director Breault, Finance Director Yuen, Admin Management Analyst Ibarra, and Police Commander Garcia

**REPORT OUT OF CLOSED SESSION**

City Attorney McMorrow reported that updates were provided to Council and no action was taken at Closed Session regarding Closed Session Items D and E.

**ADOPTION OF AGENDA**

Councilmember Cunningham made a motion, seconded by Councilmember Davis to adopt the agenda as it stands. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmember O'Connell

Abstain: None

## AWARDS AND PRESENTATIONS

### A. June 2022 as Pride Month Proclamation

Mayor Mackin proclaimed the month of June as Pride Month in support of and recognition of the City's LGBTQ residents who make Brisbane a vibrant community to live in.

San Mateo County's LGBTQ Commissioner Craig Weisner received the proclamation and thanked the Council for celebrating Pride.

## ORAL COMMUNICATIONS NO. 1

No members of the public wished to make public comment.

## CONSENT CALENDAR

- B. Approve Minutes of Joint City Council and Guadalupe Valley Municipal Improvement District Meeting of May 19, 2022
- C. Approve Minutes of City Council Closed Session of May 19, 2022
- D. Adopt Ordinance 579, Waiving Second Reading, Amending Chapters 15.01 (Grading Ordinance) and Section 17.32.220, Brisbane Municipal Code (Review of Grading Permits)
- E. Adopt a Resolution Declaring the Continued Need to Conduct City Council, Commission and Committee Meetings Remotely Due to Health and Safety Concerns for the Public
- F. Approve Award of 18 Solano Retaining Wall Construction Contract

(It is being recommended for Council to do the following:

1. Reject the bid received from Central Pacific Engineering LLC as non-responsive to material issues; 2. Waive the minor irregularities in the bid received from Michael Glynn Construction Inc.; 3. Award the contract for 18 Solano Street Retaining Wall Project (Job No. 922B) to Michael Glynn Construction Inc. in the amount of \$217,250; 4. Authorize a supplemental appropriation of \$238,975 from the General Fund to Fund 400 for the purpose of constructing this wall.)

Councilmember Cunningham made a motion, seconded by Councilmember Davis to approve Consent Calendar Item B-F. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmember O'Connell

Abstain: None

## NEW BUSINESS

### **G. Consider adoption of a Resolution Revising the Conflict of Interest Code to Include the Complete Streets Safety Committee, Open Space and Ecology Committee, Public Arts Advisory Committee, and the Communications Manager**

City Attorney McMorrow reported that the State's Political Reform Act's conflict of interest prohibitions apply only to certain "public officials" and only to governmental decisions that have a financial effect. The Act applies specifically to members of the City Council and the Planning Commission, city managers, city attorneys and other public officials, such as finance directors and others who manage public investments. In addition, the Act requires cities to adopt a conflict of interest code and include therein which "other" officials within the a city must comply with the disclosure and disqualification provisions of the Act. It is being recommended to add the Communications Manager to the Designated Positions List and for Council to consider whether other members of City Committees should be added to Designated Positions List.

After council questions, City Clerk Padilla noted for the record that Council received written public comment from Patrick Tainter stating that Committee are strictly acting as an Advisor to City Council.

After council discussion, Council directed staff remove the Parks and Recreation Commission members from the Designated Positions List at a future date and Councilmember Cunningham made a motion, seconded by Councilmember Davis to direct staff to send a memo to all Committee Members and Commissioners about the proper procedures and protocol relative to voting. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmember O'Connell

Abstain: None

Councilmember Davis made a motion, seconded by Councilmember Lentz to add the Communications Manager to the Conflict of Interest Code's designated positions list. The motion was carried unanimously by all present.

Ayes: Councilmembers Cunningham, Davis, Lentz, and Mayor Mackin

Noes: None

Absent: Councilmember O'Connell

Abstain: None

## STAFF REPORTS

### **H. City Manager's Report on upcoming activities**

#### **i. High Speed Rail Update**

City Manager Holstine report on the latest City event and City News. City Attorney McMorrow provided a status update on the High Speed Rail Authority's upcoming meeting scheduled for June 16, 2022.

## **MAYOR/COUNCIL MATTERS**

### **I. Committee Recruitment Update**

City Clerk Padilla reported she received one application for Complete Streets Safety Committee and two applications (one of which was submitted after the deadline) for the Inclusion, Diversity, Equity, and Accountability Committee. Council directed staff to accept all three applications and to schedule their interviews.

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

The Mayor and Council reported on their activities within their Countywide assignments and subcommittees.

### **K. Written Communications**

Written communication was received from Karen Lentz (5/28/22) regarding Measure G.

## **ORAL COMMUNICATIONS NO. 2**

No members of the public wished to speak.

## **ADJOURNMENT**

Mayor Mackin adjourned the meeting at 8:43 P.M.

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Ingrid Padilla, City Clerk

G.

**File Attachments for Item:**

G. Approve Minutes of City Council Closed Session Meeting of June 2, 2022



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**BRISBANE CITY COUNCIL****ACTION MINUTES**

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**BRISBANE CITY COUNCIL CLOSED SESSION MEETING****THURSDAY, JUNE 2, 2022***VIRTUAL MEETING***6:00 P.M. CLOSED SESSION****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--EXISTING LITIGATION**

Government Code, Section 54956.9 (d) (1).

Number of Cases: One

- **BRE SH Brisbane Owner, LLC v. City of Brisbane, San Mateo County Superior Court, Case No. 22-CIV-01112**

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

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code, section 54956.9

Number of Cases: One

Mayor Mackin called the meeting to order at 6:05 P.M.  
No members of the public wished to make public comment.  
Mayor Mackin adjourned the meeting into closed session.

**REPORT OUT CLOSED SESSION**

City Attorney McMorow reported that updates were provided to Council and no action was taken at Closed Session regarding Closed Session Items D and E.

**ADJOURNMENT**

The meeting was adjourned at 7:24 P.M.

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Ingrid Padilla, City Clerk



**File Attachments for Item:**

H. Accept Investment Report as of May 2022

**CITY OF BRISBANE  
CASH BALANCES & INVESTMENTS  
SOURCE OF FUNDING  
May 31, 2022**

| NAME OF DEPOSITORY                           | INVESTMENT TYPE            | DATE OF INVESTMENT | FACE VALUE OF INVESTMENT | CARRY VALUE OF INVESTMENT | MARKET VALUE OF INVESTMENT | COUPON INTEREST RATE % | MATURITY DATE | RATING/ COLLATERAL |
|--|----------------------------|--------------------|--------------------------|---------------------------|----------------------------|------------------------|---------------|--------------------|
| WELLS FARGO                                  | Checking A/C               |                    | \$ 3,712,114             | \$ 3,712,114              | \$ 3,712,114               | 0.000                  |               |                    |
| STATE FUND (LAIF)                            | Deposit on call            | continuous         | \$ 18,895,436            | \$ 18,895,436             | \$ 18,895,436              | 0.610                  | on call       | no rating          |
| <b>Other Investments</b>                     |                            |                    |                          |                           |                            |                        |               |                    |
|  | Morgan Stanley             | 6/6/2019           | \$ 245,000               | \$ 245,000                | \$ 245,061                 | 2.550                  | 06/06/2022    |                    |
|  | Comenity Capital Bank      | 4/28/2019          | \$ 248,000               | \$ 248,000                | \$ 248,264                 | 2.650                  | 04/28/2023    |                    |
|  | Morgan Stanley             | 5/2/2019           | \$ 245,000               | \$ 245,000                | \$ 245,023                 | 2.650                  | 05/02/2023    |                    |
|  | FFCB                       | 3/8/2022           | \$ 1,000,000             | \$ 1,000,000              | \$ 986,760                 | 1.670                  | 03/08/2024    |                    |
|  | FHLB                       | 4/22/2022          | \$ 1,000,000             | \$ 1,000,000              | \$ 997,470                 | 2.400                  | 04/22/2024    |                    |
|  | Goldman Sachs              | 5/1/2019           | \$ 246,000               | \$ 246,000                | \$ 245,410                 | 2.750                  | 05/01/2024    |                    |
|  | FHLB                       | 12/31/2021         | \$ 1,000,000             | \$ 1,000,000              | \$ 967,830                 | 1.000                  | 09/30/2024    |                    |
|  | FHLB                       | 3/24/2022          | \$ 1,000,000             | \$ 1,000,000              | \$ 984,870                 | 2.000                  | 03/24/2025    |                    |
|  | FHLB                       | 4/22/2022          | \$ 1,000,000             | \$ 1,000,000              | \$ 996,510                 | 2.750                  | 04/22/2025    |                    |
|  | FHLB                       | 12/31/2021         | \$ 1,000,000             | \$ 1,000,000              | \$ 957,310                 | 1.300                  | 09/30/2025    |                    |
|  | FHLB                       | 3/25/2022          | \$ 1,000,000             | \$ 1,000,000              | \$ 974,640                 | 2.600                  | 03/25/2027    |                    |
|  | FHLB                       | 5/26/2022          | \$ 1,000,000             | \$ 1,000,000              | \$ 1,005,950               | 3.150                  | 05/26/2027    |                    |
|  | FHLB                       | 5/26/2022          | \$ 1,000,000             | \$ 1,000,000              | \$ 1,004,570               | 3.750                  | 05/26/2027    |                    |
| BNY Mellon                                   | Treasury Obligations       | continuous         | \$ 540                   | \$ 540                    | \$ 540                     | 0.210                  | on call       | 110% collateral    |
| Sub-total                                    |                            |                    | \$ 9,984,540             | \$ 9,984,540              | \$ 9,860,209               |                        |               |                    |
| U.S. Bank                                    | 2014 BGPBA Bond (330)      | Improvements       | Fed Treas Obl            | \$ -                      | 10031                      |                        |               |                    |
|  | Reserve Fund               |                    | Fed Treas Obl            | \$ 1                      | 10032                      |                        |               |                    |
|  | Revenue Fund               |                    | Fed Treas Obl            | \$ -                      | 10034                      |                        |               |                    |
|  | Expense Fund               |                    | Fed Treas Obl            | \$ -                      | 10035                      |                        |               |                    |
|  | Principal                  |                    | Fed Treas Obl            | \$ 1                      | 10036                      |                        |               |                    |
|  | Interest Fund              |                    | Fed Treas Obl            | \$ 0                      | 10037                      |                        |               |                    |
| U.S. Bank                                    | 2015 Utility Capital (545) | Improvements       | Fed Treas Obl            | \$ 0                      | 10031                      |                        |               |                    |
|  | Reserve                    |                    | Fed Treas Obl            | \$ 1                      | 10032                      |                        |               |                    |
|  | Expense Fund               |                    | Fed Treas Obl            | \$ 0                      | 10035                      |                        |               |                    |
| PARS   | OPEB Trust                 | Trust Cash         | Investments              | \$ 3,689,657              | 13050                      |                        |               |                    |
| PARS   | Retirement Trust           | Trust Cash         | Investments              | \$ 1,291,837              | 13050                      |                        |               |                    |
| Sub-total                                    | Cash with Fiscal Agents    |                    |                          | \$ 4,981,497              |                            |                        |               |                    |
| Total other investments                      |                            |                    | \$ 9,984,540             | \$ 14,966,037             | \$ 9,860,209               |                        |               |                    |
| <b>TOTAL INVESTMENTS &amp; CASH BALANCES</b> |                            |                    | \$ 32,592,090            | \$ 37,573,587             | \$ 32,467,759              |                        |               |                    |

Outstanding Loans to Department Heads

|                    | Date of loan | Amount  | Amount Remaining | Interest Rate          |
|--------------------|--------------|---------|------------------|------------------------|
| Stuart Schillinger | 4/1/2002     | 318,750 | \$ 318,750       | Based on Sales Price   |
| Clay Holstine (1)  | 7/8/2008     | 300,000 | \$ -             | Paid off 12/28/2016    |
| Clay Holstine (2)  | 9/10/2008    | 200,000 | \$ 200,000       | Secured by other funds |
| Randy Breault      | 10/22/2001   | 320,000 | \$ 3,227         | 1.20%                  |

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

\$3,227.00

|                   |       |       |
|-------------------|-------|-------|
| Two year Treasury | 2.53% |       |
| Weighted Interest | 1.07% |       |
| Weighted maturity | 1.02  | Years |

**TREASURER'S CERTIFICATE**

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

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

*Carolina Yuen*  
\_\_\_\_\_  
CITY TREASURER

**File Attachments for Item:**

I. Consider adoption of Resolution adopting a Master Fee Schedule

(This item was continued from the City Council Meeting of June 16, 2022 and will discuss the Master Fee Schedule for the Parks and Recreation Department)



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** July 14, 2022

**From:** Carolina Yuen, Finance Director

**Subject:** Adoption of Resolution Amending the Master Fee Schedule for Park and Recreation Adopted on June 17, 2021

### **Community Goal/Result**

Fiscally Prudent - Brisbane's fiscal vitality will reflect sound decisions which also speak to the values of the community

### **Purpose**

To ensure the users of services as outlined in the City's Cost Recovery Policy pay for the services provided by the City.

### **Recommendation**

Adopt attached Resolution, which generally increases Park and Recreation resident fees by 2% and non-resident fees by 7%.

### **Background**

On May 30, 2002, City Council reviewed and approved target recovery percentages for the City's fee schedule. On June 10, 2002 during the presentation of the first reading of Ordinance 468, staff stated the City Council would have the opportunity to review and approve fees annually. Staff presents the Master Fee Schedule each fiscal year.

The revision is allowed up to the inflation increase using the San Francisco – Oakland – Hayward, CA Consumer Price Index for All Urban Consumers (CPI-U) for All Items Less Energy for 12 months through the previous December.

In the previous fiscal year, the City increased rates generally by 2% and adjusted some rates after a thorough review to keep our fees in line with the cost of providing the service. This year's analysis and revision would allow up to an increase of over 7% which was the inflation increase using the CPI-U through December 2021.

On June 16, 2022, City Council reviewed the proposed changes to the Master Fee Schedule which anticipated to increase rates generally by 2% for Fiscal Year 2022/23. Council decided to increase rates generally by 7% as allowed by the ordinance for all sections except for that of Parks and Recreation. Staff was directed to revisit the Parks and Recreation section and bring proposed rates at the next Council meeting.

The attached Resolution is the proposed annual revision to the Parks and Recreation Section recommended by staff. Fee increases go into effect 60 days after approval. Therefore, rates which are attached would go into effect on September 5, 2022 if approved.

**Discussion**

The Parks and Recreation Department reviewed their section again with the understanding that resident fees and those of non-residents could be increased at different rates to consider hardships experienced by residents as a result of the current economic environment, and increases that could be implemented for non-resident rates up to the allowable 7%.

**Fiscal Impact**

The actual amount of increase will be known at the end of the fiscal year and will be based on the amount each individual service is used by our customers and residents. Based on FY22/23 budget, staff estimates approximately an additional \$16,000 in fees with proposed increases.

**Measure of Success**

Users of City services pay for the appropriate portion of the cost of providing the service.

**Attachments**

Resolution Calling to Amend the Master Fee Schedule  
Master Fee Schedule for FY 2022/23



Carolina Yuen, Finance Director



Clay Holstine, City Manager

**RESOLUTION NO. 2022-\_\_\_\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE  
ADOPTING A MASTER FEE SCHEDULE FOR PARK AND RECREATION  
PROGRAMS**

**WHEREAS**, Section 3.32.010 of the Brisbane Municipal Code requires the City Council to establish, by resolution, a percentage of cost recovery for user fees and service charges collected by the City which was done by Resolution 2003-23; and

**WHEREAS**, on July 14, 2022, the City Council conducted a public hearing to consider the proposed cost recovery percentages and Master Fee Schedule for Park and Recreation services, at which time any person interested in the matter was given an opportunity to be heard; and

**WHEREAS**, the City Council finds that:

The proposed user fees and service charges set forth on the Master Fee Schedule do not exceed the actual cost of providing the services to which they relate, as determined by the user fee study; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF BRISBANE AS FOLLOWS:**

1. The Master Fee Schedule attached hereto as Exhibit A is hereby approved and adopted.
2. The Master Fee Schedule adopted by this Resolution shall supersede all price schedules pertaining to the same subject matter, and all such prior schedules, regardless of the manner in which the same may have been established or adopted, are hereby repealed and declared to be of no further force or effect.
3. This Resolution shall become effective sixty (60) days following the date of this adoption and shall be applicable to all user fees and service charge described therein which are payable to the City from and after such effective date.

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Coleen Mackin, Mayor

I hereby certify that the foregoing Resolution No. 2022-\_\_\_\_\_ was duly and regularly adopted at a regular meeting of the Brisbane City Council on July 14, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Ingrid Padilla, City Clerk

**CITY OF BRISBANE**  
**2022/23**  
**MASTER FEE SCHEDULE**

**Adopted 6/16/2022**  
**To be effective 8/15/2022**  
**Park & Recreation Proposed 7/14/2022**  
**To be effective 9/12/2022**

| <b>Planning Fees</b>  | <b>2021/22<br/>Adopted Fee</b> | <b>2022/23<br/>Adopted Fee<br/>(except Park &amp;<br/>Recreation)</b> | <b>2022/23<br/>Proposed Fee<br/>Park &amp;<br/>Recreation</b> | <b>Basis</b>  |
|---|--------------------------------|---|---|---|
| Full Cost Hourly Rates by Staff Position:                             |                                |   |   |   |
| Director  | \$254                          | \$259   |   | expressed for 100% cost recovery;<br>applicable cost recovery on a<br>permit for which a fee is charged<br>on an hourly basis |
| Senior Planner  | \$164                          | \$167   |   |   |
| Associate Planner   | \$138                          | \$141   |   |   |
| Planning Technician   | \$104                          | \$107   |   |   |
| Administrative Assistant  | \$102                          | \$104   |   |   |
| Office Specialist   | \$96                           | \$98  |   |   |
| Accessory Dwelling Unit Permit:                                       |                                |   |   |   |
| P1 Accessory Dwelling Units   | \$329                          | \$352   |   |   |
| Use Permits:  |                                |   |   |   |
| P2 Conditional uses listed in District Regulations not listed below   | \$1,112                        | \$1,190   |   |   |
| P3a Transfer of development rights within the R- BA district          | \$2,757                        | \$2,950   |   |   |
| P3b Clustered development within the R-BA district                    | \$2,757                        | \$2,950   |   |   |
| P4 Exceptions to Fence Regulations                                    |                                |   |   |   |
| - Residential Uses  | \$968                          | \$1,036   |   |   |
| - Retaining Walls   | \$968                          | \$1,036   |   |   |
| - All Other Uses  | \$1,289                        | \$1,379   |   |   |
| P5 Greenhouses on substandard lots                                    | \$1,112                        | \$1,190   |   |   |
| P6 Horses in any district (with exceptions)                           | \$1,112                        | \$1,190   |   |   |
| P7 Public buildings, schools, parks, churches:                        |                                |   |   |   |
| - New Construction  | \$1,112                        | \$1,190   |   |   |
| - Use Only  | \$1,112                        | \$1,190   |   |   |
| P8 Hospitals, etc.  | \$1,112                        | \$1,190   |   |   |
| P9 Philanthropic or charitable institutions                           |                                |   |   |   |
| - New Construction  | \$1,112                        | \$1,190   |   |   |
| - Use Only  | \$1,112                        | \$1,190   |   |   |
| P10 Public utilities in all districts                                 | \$1,486                        | \$1,590   |   |   |
| P11 Temporary uses of not more than 45 days duration - all districts  | \$1,164                        | \$1,245   |   |   |
| P12 Condominiums, cooperatives, new construction and conversion       | \$1,491                        | \$1,595   |   |   |
| P13 Non conforming parking  |                                |   |   |   |
| - in R and NCRO districts   | \$1,245                        | \$1,332   |   |   |
| - in other districts  | \$1,659                        | \$1,775   |   |   |
| P13a Use Permit to Expand Nonconforming Residential Uses              | \$1,245                        | \$1,332   |   |   |
| Home Occupation Permits:  |                                |   |   |   |
| P14 Home occupations in residential districts                         | \$39                           | \$42  |   |   |
| Design Permits  |                                |   |   |   |
| P15a Design Permit for new construction: residential                  | \$1,832                        | \$1,960   |   |   |
| P15b Design Permit for new construction: non-residential or mixed use | \$3,059                        | \$3,273   |   |   |



| Planning Fees, cont.         |   | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis                        |
|------------------------------|---|------------------------|---|---|------------------------------|
| P16                          | Design Permit for remodeling existing structures                          | \$1,710                | \$1,830   |   |                              |
| P16a                         | Design Permit Extension   | \$1,412                | \$1,511   |   |                              |
| Variances:                   |   |                        |   |   |                              |
| P17                          | Variance to code provisions for new construction to all structures        | \$1,381                | \$1,478   |   |                              |
| P18                          | Variance to code provisions for remodel of existing structures            |                        |   |   |                              |
|                              | - residential structures  | \$1,035                | \$1,107   |   |                              |
|                              | - other structures  | \$1,381                | \$1,478   |   |                              |
| Sign Permits:                |   |                        |   |   |                              |
| P19                          | Sign permits in all districts   |                        |   |   |                              |
|                              | - with Hearing  | \$807                  | \$863   |   |                              |
|                              | - without Hearing   | \$339                  | \$363   |   |                              |
| P20                          | Sign Programs   | \$935                  | \$1,000   |   | Includes P19 Sign Permit fee |
| Planned Development Permits: |   |                        |   |   |                              |
| P21                          | Planned Development Permit  |                        |   |   | deposit required             |
| Development Agreements:      |   |                        |   |   |                              |
| P22                          | Development Agreement   |                        |   |   | deposit required             |
| Specific Plans:              |   |                        |   |   |                              |
| P23                          | Specific Plan   |                        |   |   | deposit required             |
| Exceptions to the Code:      |   |                        |   |   |                              |
| P25a                         | Height limits per BMC 17.32.060.B   | \$1,376                | \$1,472   |   |                              |
| P25b                         | Height limits per BMC 17.32.060.C   | \$1,376                | \$1,472   |   |                              |
|                              | - residential structures  | \$621                  | \$664   |   |                              |
|                              | - other structures  | \$829                  | \$887   |   |                              |
| P60                          | Accessibility Improvement Permits   | \$212                  | \$227   |   |                              |
| P61aPC                       | Setback Exception Modification - residential properties                   | \$800                  | \$856   |   |                              |
| P61aZA                       | Setback Exception Modification - residential properties                   | \$622                  | \$666   |   |                              |
| P61bPC                       | Setback Exception Modification - all other properties                     | \$1,065                | \$1,140   |   |                              |
| P61bZA                       | Setback Exception Modification - all other properties                     | \$829                  | \$887   |   |                              |
| Minor Modifications:         |   |                        |   |   |                              |
| P26                          | Minor modifications per BMC 17.56.090                                     | \$548                  | \$586   |   |                              |
| Grading Permits:             |   |                        |   |   |                              |
| P27                          | Grading Permit Review by Planning Commission                              | \$1,553                | \$1,662   |   |                              |
| Amendments:                  |   |                        |   |   |                              |
| P28                          | General Plan Map  | \$1,760                | \$1,883   |   |                              |
| P29                          | General Plan Text   | \$1,760                | \$1,883   |   |                              |
| P30                          | Zoning Map  | \$1,760                | \$1,883   |   |                              |
| P30a                         | Housing Development Permit  |                        | \$2,464   |   |                              |
| P31                          | Zoning Ordinance Text   | \$1,744                | \$1,866   |   |                              |
| Subdivisions:                |   |                        |   |   |                              |
| P32                          | Tentative Subdivision Map and Condominium Plans with 5 or more lots/units | \$3,048                | \$3,261   |   | Plus \$275 per lot           |

| Planning Fees, cont.  |   | 2021/22<br>Adopted Fee       | 2022/23<br>Adopted Fee<br>(except Park & Recreation) | 2022/23<br>Proposed Fee<br>Park & Recreation | Basis   |
|-----------------------|---|------------------------------|--|--|---|
| P34                   | Tentative Parcel Map and Condominium Plans with 4 or less lots/units  | \$3,048                      | \$3,261  |  | Please refer to PW11 (Public Works)                                   |
| P35                   | Final Parcel Map  |                              |  |  |   |
| P36                   | Time Extension for Approved Tentative Map   | \$1,462                      | \$1,564  |  |   |
| P37                   | Amendment to Approved Tentative Map   | \$1,377                      | \$1,473  |  |   |
| P38                   | Correction/ Amendment to Final Map  | \$413                        | \$442  |  |   |
| P40                   | Modifications to Subdivision Provisions   | \$1,516                      | \$1,622  |  |   |
| P41                   | Vesting Tentative Subdivision Map   | \$6,103                      | \$6,530  |  |   |
| P42a                  | Certificate of Compliance per GC 66499.35(a) and (b)  | \$1,062                      | \$1,136  |  |   |
| P42b                  | Certificate of Compliance per GC 66499.35 (c)   | \$381                        | \$408  |  |   |
| P43                   | Lot Line Adjustment   | \$1,015                      | \$1,086  |  |   |
| P43a                  | Parcel Map Waivers  | \$1,015                      | \$1,086  |  |   |
| P44                   | Reversions to Acreage   | \$924                        | \$989  |  |   |
| P45                   | Lot Merger  | \$381                        | \$408  |  |   |
| Appeals:              |   |                              |  |  |   |
| P46                   | Tie-vote at Planning Commission   | \$0                          | \$0  |  |   |
| P47                   | All other appeals   | \$398                        | \$426  |  |   |
| Environmental Review: |   |                              |  |  | reimbursement for peer review may be required<br><br>deposit required |
| P48                   | Categorical Exemption   |                              |  |  |   |
| P49                   | Initial Study/Negative Declaration ( fee includes those cases in which a Determination of HCP Compliance by the Planning Commission is needed, where no other Planning Permit is required.) | \$2,697                      | \$2,886  |  |   |
| P50                   | Environmental Impact Reports  | consult. cost +10%<br>hourly | consult. cost +10%<br>hourly                         |  |   |
| P51                   | Mitigation Monitoring-Inspections etc.  |                              |  |  |   |
| Other Services:       |   |                              |  |  |   |
| P52                   | Pre-application Review  |                              |  |  |   |
|                       | - single family dwelling on lot of record   |                              |  |  |   |
|                       | - all other applications  | hourly                       | hourly   |  |   |
| P53                   | Administrative review subsequent documents from Con. of Appr.   | hourly                       | hourly   |  |   |
| P54                   | Parking lot redesign/landscape plan review (per BMC section 15.70.030)  | \$607                        | \$649  |  |   |
| P55                   | Research record search  | hourly                       | hourly   |  |   |
| P56                   | Technical report review   | consult. cost +10%           | consult. cost +10%                                   |  |   |
| P57                   | Zoning enforcement penalty  | 10x orig fee                 | 10x orig fee   |  |   |
| P59                   | Archiving of records  | hourly                       | hourly   |  |   |
| P62a                  | Concept review (greater 20,000 sq. feet commercial or 10 units or more of residential)  | hourly                       | hourly   |  |   |
| P62b                  | Concept review (less than 20,000 sq. feet or less than 10 residential units)  | hourly                       | hourly   |  |   |
| P63                   | Telecommunications Administrative Permit  | \$1,113                      | \$1,191  |  |   |
| P64                   | Alcohol Public Convenience Necessity (PCN)  | \$413                        | \$442  |  |   |
| P65                   | Tree Removal Permit   | \$348                        | \$372  |  |   |
| P66                   | Administrative Appeal (to City Manager)   | \$100                        | \$107  |  |   |
| P67                   | Address Assignment  | \$115                        | \$123  |  |   |
| P68                   | Construction Noise Exception Permit per BMC 8.28.080  | \$688                        | \$736  |  |   |
| P69                   | Outdoor Sound Amplification Request   | \$200                        | \$214  |  |   |
| P70                   | Short Term Rental Permit  | \$323                        | \$346  |  |   |
| P71                   | C.3 Stormwater Review/ Inspection   | consult. cost + \$167        | consult. cost + \$179                                |  |   |

| Parks and Recreation Fees                |  | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis   |
|--|--|------------------------|---|---|---|
| Facility Rentals:                        |  |                        |   |   |   |
| Athletic Fields                          |  |                        |   |   |   |
| Lights                                   |  | \$27                   | \$28  | \$28  | per hour  |
| Non Profit Closed to Public              |  |                        |   |   |   |
| - Brisbane Non Profit                    |  | \$17                   | \$17  | \$17  | per hour  |
| - Non Brisbane Non Profit                |  | \$27                   | \$28  | \$29  | per hour  |
| Residential                              |  | \$43                   | \$44  | \$45  | per hour  |
| Non-Residential                          |  | \$74                   | \$75  | \$79  | per hour  |
| Game Preparation                         |  | \$27                   | \$28  | \$28  | per game  |
| Mission Blue Center                      |  |                        |   |   |   |
| Residential                              |  |                        |   |   |   |
| 1 Room - Weekday                         |  | \$129-\$171            | \$132-\$174   | \$174   | per hour  |
| Entire Facility - Weekday                |  | \$264                  | \$269   | \$274   | per hour  |
| 1 Room - Weekend                         |  | \$160-\$213            | \$163-\$217   | \$217   | per hour  |
| Entire Facility - Weekend                |  | \$330                  | \$337   | \$344   | per hour  |
| Non-Residential                          |  |                        |   |   |   |
| 1 Room - Weekday                         |  | \$ 186-\$248           | \$ 190-\$253  | \$265   | per hour  |
| Entire Facility - Weekday                |  | \$377                  | \$385   | \$403   | per hour  |
| 1 Room - Weekend                         |  | \$ 233-\$303           | \$ 238-\$309  | \$324   | per hour  |
| Entire Facility - Weekend                |  | \$472                  | \$481   | \$496   | per hour  |
| Community Center Rental: Resident        |  | \$80                   | \$82  | \$84  | per hour  |
| Community Center Rental: Non-Resident    |  | \$96                   | \$98  | \$103   | per hour  |
| Volleyball Courts: Resident              |  | \$26                   | \$27  | \$28  | per hour  |
| Volleyball Courts: Non-Resident          |  | \$31                   | \$32  | \$33  | per hour  |
| Community Park Rentals:                  |  |                        |   |   |   |
| Picnic Use Permit: Resident              |  | \$5                    | \$5   | discontinue                                     | per area per hour                                 |
| Area 2 and 3 (4 tables)                  |  | \$19                   | \$19  | convert to per day                              | per hour (3 hour minimum)                         |
| Area 1 (individual tables)               |  | \$7                    | \$7   | discontinue                                     | per table per hour (3 hour minimum)               |
| Area 1, 2 and 3 (4 tables)               |  |                        |   | \$100   | per day   |
| Picnic Use Permit: Non-Resident          |  | \$10                   | \$10  | discontinue                                     | per area per hour                                 |
| Area 2 and 3 (4 tables)                  |  | \$43                   | \$44  | convert to per day                              | per hour (3 hour minimum)                         |
| Area 1(individual tables)                |  | \$15                   | \$15  | discontinue                                     | per table per hour (3 hour minimum)               |
| Area 1, 2 and 3 (4 tables)               |  |                        |   | \$200   | per day   |
| Lawn Area: Resident under 50 people      |  | \$9                    | \$9   | \$45  | per day (previously per hour with 3 hour minimum) |
| Lawn Area: Resident under 100 people     |  | \$24                   | \$24  | \$120   | per day (previously per hour with 3 hour minimum) |
| Lawn Area: Resident over 100 people      |  | \$43                   | \$44  | \$225   | per day (previously per hour with 3 hour minimum) |
| Lawn Area: Non-Resident under 50 people  |  | \$30                   | \$31  | \$90  | per day (previously per hour with 3 hour minimum) |
| Lawn Area: Non-Resident under 100 people |  | \$71                   | \$72  | \$240   | per day (previously per hour with 3 hour minimum) |
| Lawn Area: Non-Resident over 100 people  |  | \$129                  | \$132   | \$450   | per day (previously per hour with 3 hour minimum) |
| Gazebo Area: Resident                    |  | \$72                   | \$73  | \$74  | per hour  |
| Gazebo Area: Non-Resident                |  | \$86                   | \$88  | \$92  | per hour  |

| Parks and Recreation Fees, cont.             | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park<br>& Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis                       |
|--|------------------------|---|---|-----------------------------|
| Aquatics:                                    |                        |   |   |                             |
| Daily Admission: Adult Resident              | \$6                    | \$6   | \$6   | per person                  |
| Daily Admission: Adult Non-Resident          | \$8                    | \$8   | \$9   | per person                  |
| Daily Admission: Adult Non-Resident Summer   | \$10                   | \$10  | \$11  | per person                  |
| 15-Day Punch Pass: Adult Resident            | \$72                   | \$72  | discontinue                                     | per pass                    |
| 15-Day Punch Pass: Adult Non-Resident        | \$96                   | \$96  | discontinue                                     | per pass                    |
| Monthly Pass: Adult Resident                 | \$60                   | \$60  | \$60  | per pass                    |
| Monthly Pass: Adult Non-Resident             | \$84                   | \$84  | \$90  | per pass                    |
| Daily Admission: Youth/Senior Resident       | \$4                    | \$4   | \$4   | per person                  |
| Daily Admission: Youth/Senior Non-Res.       | \$6                    | \$6   | \$6   | per person                  |
| 15-Day Punch Pass: Youth/Senior Res.         | \$48                   | \$48  | discontinue                                     | per pass                    |
| 15-Day Punch Pass: Youth/Senior Non-Res.     | \$72                   | \$72  | discontinue                                     | per pass                    |
| Monthly Pass: Senior Resident                | \$37                   | \$40  | \$40  | per pass                    |
| Monthly Pass: Senior Non-Resident            | \$58                   | \$58  | \$60  | per pass                    |
| Swim Lessons (8): Resident                   | \$72                   | \$73  | \$74  | per lesson package          |
| Swim Lessons (8): Non-Resident               | \$87                   | \$89  | \$93  | per lesson package          |
| Semi-Private Swim Lessons (4): Resident      | \$110                  | \$112   | \$114   | per lesson package          |
| Semi-Private Swim Lessons (4): Non Resident  | \$133                  | \$136   | \$142   | per lesson package          |
| Private Swim Lesson (4): Resident            | \$153                  | \$156   | \$159   | per lesson package          |
| Private Swim Lesson (4): Non-Resident        | \$185                  | \$189   | \$198   | per lesson package          |
| Private Rentals: Resident (silver)           | \$132                  | \$135   | \$138   |                             |
| Private Rentals: Resident (gold)             | \$268                  | \$273   | \$278   |                             |
| Private Rentals: Non-Resident (silver)       | \$161                  | \$164   | \$172   |                             |
| Private Rentals: Non-Resident (gold)         | \$323                  | \$329   | \$346   |                             |
| Summer Pass: Resident                        | \$256                  | \$261   | discontinue                                     |                             |
| Summer Pass: Non-Resident                    | \$306                  | \$312   | discontinue                                     |                             |
| Lifeguard Certification Class                | \$204                  | \$208   | \$212   | per person, per session     |
| Piranha Swim Club: Resident                  | \$5                    | \$5   | \$5   | per person, per class       |
| Piranha Swim Club: Non-Resident              | \$7                    | \$7   | \$7   | per person, per class       |
| Preschool/Youth Activities:                  |                        |   |   |                             |
| Club Rec Monthly                             | \$1,680                | \$1,714   | \$1,748   | per person, per 10 months   |
| Club Rec Monthly: Non-Resident               | \$2,016                | \$2,057   | \$2,157   | per person, per 10 months   |
| Daily Camp Fee                               | \$34                   | \$35  | \$36  | per person, per day         |
| Daily Camp Fee: Non-Resident                 | \$41                   | \$42  | \$44  | per person, per day         |
| Preschool:Resident                           | \$4                    | \$4   | \$5   | per person, per hour        |
| Preschool:Non-Resident                       | \$4                    | \$4   | \$7   | per person, per hour        |
| Club Rec: Enrichment Clubs                   | \$5 - \$50             | \$5 - \$50  | \$5 - \$50                                      | per person, per activity    |
| Youth Classes                                | Based on cost of class | Based on cost of class                                  | Based on cost of class                          | per person, per activity    |
| Youth Sports                                 | \$72                   | \$73  | \$77  | per person, per season      |
| Processing Fee                               | Based on cost of class | Based on cost of class                                  | Based on cost of class                          | Per class session or sports |
| Transaction Fee - Drop in Class              | \$1                    | \$1   | \$1   | Per class for drop in only  |
| Transaction Fee - For classes under \$100    | \$10                   | \$10  | \$10  | Per class session or sport  |
| Transaction Fee - For Classes \$100 and over | \$21                   | \$21  | \$21  | Per class session or sport  |

| Parks and Recreation Fees, cont. |   | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park & Recreation | Basis                    |
|----------------------------------|---|------------------------|---|--|--------------------------|
| Adult Sports:                    |   |                        |   |  |                          |
|                                  | Adult Softball                          | \$783                  | \$799   | \$799  | per team, per season     |
|                                  | Adult Open Gym                          | \$4                    | \$4   | \$4  | per person, per class    |
| Teens:                           |   |                        |   |  |                          |
|                                  | Teen Programs                           | \$10 - \$100           | \$10 - \$100  | \$10 - \$100                                 | per person, per activity |
|                                  | Middle School Dances                    | \$5                    | \$5   | \$5  | per person, per activity |
| Special Events:                  |   |                        |   |  |                          |
|                                  | Derby Kit                               | \$27                   | \$28  | \$28   | per derby kit            |
|                                  | Pop-Up Events                           | \$5 - \$100            | \$5 - \$100   | \$5 - \$100                                  | per person, per activity |
|                                  | Day in the Park - Event Tickets         | \$1                    | \$1   | \$1  | per ticket               |
|                                  | Community Night with the Giants Tickets | \$20                   | \$20  | \$20   | per ticket               |
|                                  | Concerts in the Park - Sponsorships     | \$100 - \$2,500        | \$100 - \$2,500   | \$100 - \$2,500                              |                          |
|                                  | Parents Night Out Events                | \$25                   | \$25  | \$25   | per person, per activity |
|                                  | LUNAFEST - Event Tickets                | \$20 - \$100           | \$20 - \$100  | \$20 - \$100                                 | per ticket               |
|                                  | LUNAFEST - Sponsorships                 | \$100 - \$5,000        | \$100 - \$5,000   | \$100 - \$5,000                              |                          |

| Finance Fees |  | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee (except<br>Park & Recreation) | 2022/23<br>Proposed Fee<br>Park & Recreation | Basis   |
|--------------|--|------------------------|--|--|---|
| F1           | Deposit for Water and Service: Single/Commercial (\$20 non-refundable) |                        |  |  | refundable deposit continues as<br>current; \$20 non-refundable fee |
| F1           | Deposit for Water and Service: Duplex (\$20 non-refundable)            |                        |  |  |   |
| F2           | Deposit after 2nd Disconnection  |                        |  |  | max of fee or 5% of balance   |
| F3           | Penalty for delinquent payment (5 days prior to shut off)              | \$5                    | \$5  |  |   |
| F5           | 24 hour notice (tagging) - (within 24 month period): 10th              | \$50                   | \$54   |  |   |
| F6           | Water Turn On - After payment of delinquent account: 8a-4p             | \$51                   | \$55   |  |   |
| F6           | Water Turn On - After payment of delinquent account: after 4p          | \$130                  | \$139  |  |   |
| F6a          | Water Turn On - After 3rd notice for backflow recertification          | \$287                  | \$307  |  |   |
| F7           | Copy of Annual Budget  | \$77                   | \$82   |  |   |
| F8           | Annual Financial Report  | \$17                   | \$18   |  |   |
| F9           | Returned Check Charge (All Departments)                                | \$58                   | \$62   |  |   |

| City Clerk Fees |  | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis                           |
|-----------------|--|------------------------|---|---|---------------------------------|
| C1              | Agenda Packet Subscription: Regular                    | \$0                    | \$0   |   |                                 |
| C1              | Agenda Only: Regular (no packet, SASE from subscriber) | \$0                    | \$0   |   |                                 |
| C1              | Agenda by Email  | \$0                    | \$0   |   |                                 |
| C1              | Agenda Subscription: Seniors/Students                  | \$0                    | \$0   |   |                                 |
| C4              | Copy of Election Documents                             | \$0                    | \$0   |   |                                 |
| C5              | Copy of Municipal Code Book                            | \$0                    | \$0   |   |                                 |
| C6              | Document Certification                                 | \$2                    | \$2   |   | in addition to per page fee     |
| C7              | Annual Minutes Subscription: Regular Mail              | \$142                  | \$152   |   |                                 |
| C7              | Minutes Subscription: Email                            | \$0                    | \$0   |   |                                 |
| C8              | Photocopying   | \$0.35                 | \$0.35  |   | per page; no labor time allowed |
| C10             | Tapes of Meetings (per tape)                           | \$17                   | \$18  |   |                                 |
| C11             | Transcription of Minutes                               | \$6                    | \$6   |   | in addition to \$50/hr contract |
| C12             | Campaign Statements                                    |                        |   |   | \$0.10 per page max by law      |
| C13             | General Research (per hour) - City Clerk               |                        |   |   | cannot charge for labor time    |
| C13             | General Research (per hour) - Deputy City Clerk        |                        |   |   | cannot charge for labor time    |

| Police Fees |   | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis                                     |
|-------------|---|------------------------|---|---|---|
| PO1         | Copies of Reports                                 | \$0                    | \$0   |   | Not charged to book suspects              |
| PO2         | Alarm System Permits                              | \$0                    | \$0   |   |   |
| PO3         | Bicycle Registration                              | \$0                    | \$0   |   |   |
| PO4         | Booking Fee                                       | \$0                    | \$0   |   |   |
| PO5         | Clearance & Good Conduct Letters: Resident        | \$6                    | \$6   |   |   |
| PO5         | Clearance & Good Conduct Letters: Non-Resident    | \$35                   | \$37  |   | plus actual cost<br>\$275 deposit per day |
| PO6         | Subpoena Dues / Tecum Processing (per hour)       | \$35                   | \$37  |   |   |
| PO7         | Concealed Weapons Permit Process                  | \$65                   | \$70  |   |   |
| PO8         | Concealed Weapons Renewal Fee                     | \$0                    | \$0   |   |   |
| PO9         | Copies of Tape Recordings                         | \$33                   | \$35  |   |   |
| PO10        | Court Appearance All Personnel                    | As per State law       | As per State law  |   |   |
| PO14        | False Alarms - Structure                          | \$0                    | \$0   |   |   |
| PO15        | Fingerprinting Resident: Adult                    | \$32                   | \$34  |   |   |
| PO15        | Fingerprinting Resident: Minor                    | \$0                    | \$0   |   |   |
| PO16        | Fingerprinting Non-Resident                       | \$98                   | \$105   |   |   |
| PO17        | Massage Certificate of Registration               | \$119                  | \$127   |   |   |
| PO18        | Massage Certificate of Registration Early Renewal | \$31                   | \$33  |   |   |
| PO19        | Special Event Permit (per hour)                   | \$0                    | \$0   |   |   |
| PO20        | Photograph Copies (plus actual costs)             | \$90                   | \$96  |   |   |
| PO21        | Photograph Enlargements (plus actual costs)       | \$90                   | \$96  |   |   |
| PO22        | Private Patrol Permit Fee                         | \$0                    | \$0   |   | Capped by State Law                       |
| PO23        | Repeat Nuisance Call (per hour)                   | \$0                    | \$0   |   |   |
| PO24        | Vehicle Releases / Enforcement                    | \$55                   | \$59  |   |   |
| PO25        | Vehicle Releases / Abandonment                    | \$55                   | \$59  |   |   |
| PO26        | Film Crew   | \$546                  | \$584   |   |   |
| PO27        | Reposessed Vehicle Release                        | \$15                   | \$15  |   |   |



| Fire Fees  |  | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis  |
|--|--|------------------------|---|---|--|
| "A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both |  |                        |   |   |  |
| FD1  | Aerosol Products   | \$246                  | \$263   |   | A  |
| FD4  | Asbestos/Lead Coating Removal  | \$378                  | \$404   |   |  |
| FD5  | Automobile Wrecking Yard   | \$254                  | \$272   |   | A  |
| FD6  | Apartment House (incl. condos & congregate res.)   |                        |   |   |  |
|  | 3 units to 10 units  | \$254                  | \$272   |   | A  |
|  | 11 units to 20 units   | \$320                  | \$342   |   | A  |
|  | Greater than 20 units  | \$320                  | \$342   |   | A, plus \$1.30 per unit over 20              |
| FD7  | Battery system   | \$126                  | \$135   |   | A  |
| FD8  | Candles or Open Flames in Assembly Areas (may combine with assembly  | \$126                  | \$135   |   | A/EO   |
| FD9  | Carnivals or Fairs   | \$378                  | \$404   |   | EO   |
| FD11   | Cellulose Nitrate Storage  | \$316                  | \$338   |   | A  |
| FD12   | Combustible Fiber Storage  | \$254                  | \$272   |   | A  |
| FD13   | Combustible Material Storage   | \$254                  | \$272   |   | A  |
| FD14   | Compressed Gases (in excess of the amts. listed in CFC, Table 105-A)   | \$254                  | \$272   |   | A  |
| FD15   | Commercial Rubbish Handling Plant  | \$368                  | \$394   |   | A  |
| FD16   | Cryogen's (in excess of the amounts listed in CFC, Table 105-B)  | \$378                  | \$404   |   | A  |
| FD17   | Dry Cleaning Plants  | \$254                  | \$272   |   | A  |
| FD18   | Dust Producing Operations  | \$254                  | \$272   |   | A/EO   |
| FD19   | Explosives or Blasting Agents  | \$378                  | \$404   |   | EO   |
| FD21   | Fireworks Display (fees for standby Fire staff, when req'd, are add'l)   | \$378                  | \$404   |   | EO   |
| FD22   | Flammable or Combustible Liquid Pipeline   | \$378                  | \$404   |   | A  |
| FD23   | To Store, Handle or Use Flam/Combust. Liquids  | \$189                  | \$202   |   | A  |
| FD24   | Flammable or Combustible Liquids in Tanks, vessels > 60 gal. capacity); largest  | \$378                  | \$404   |   | A  |
|  | To 10,000 gallons tank size:   |                        |   |   |  |
|  | 1 tank   | \$366                  | \$392   |   | A  |
|  | 2-3 tanks  | \$366                  | \$392   |   | A, plus \$125.00 per tank over the first     |
|  | 3 + tanks  | \$489                  | \$523   |   | A, plus \$290.00 per tank over the first     |
|  | Over 10,000 to 100,000 gallons tank size:  |                        |   |   |  |
|  | 1 tank   | \$551                  | \$590   |   | A  |
|  | 2-3 tanks  | \$551                  | \$590   |   | A, plus \$290.00 per tank over the first     |
|  | 3+ tanks   | \$732                  | \$783   |   | A, plus \$290.00 per tank over the first     |
|  | Over 100,000 gallons tank size:  |                        |   |   |  |
|  | 1 tank   | \$1,101                | \$1,178   |   | A  |
|  | 2-3 tanks  | \$1,101                | \$1,178   |   | A, plus \$312.00 per tank over the first     |
|  | 3+ tanks   | \$1,101                | \$1,178   |   | A, plus \$312.00 per tank over the first     |
| FD26   | Tank Vehicles  | \$189                  | \$202   |   | A  |
| FD27   | Install, Alter, Remove, Abandon, Place Temporarily Any   | \$507                  | \$542   |   | EO   |
| FD30   | Fumigation or Thermal Insecticidal Fogging:  | \$189                  | \$202   |   |  |
| FD 31  | Hazardous Materials (to store, disperse, handle amounts in excess of the quantities listed in CFC table 105.620) (for cryogenes, compressed gasses, flammable or comubustible liquids, and liquified petroleum gases, see respective permit categories elsewhere in this fee schedule) |                        |   |   | refer to Hazardous material table HM-1 below |
| FD32   | High-Piled Combustible Storage   | \$378                  | \$404   |   | A  |
| FD33   | High-Rise Building Annual Inspection   | \$378                  | \$404   |   | A  |
| FD34   | Hot work operations:   | \$190                  | \$203   |   | A  |
| FD35   | Hotels, Motels and Lodging Houses  | \$254                  | \$272   |   | A  |

| Fire Fees, cont.  |   | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park & Recreation | Basis                                |
|---|---|------------------------|---|--|--------------------------------------|
| "A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both    |   |                        |   |  |                                      |
| FD36  | Liquefied Petroleum Gases (except portable containers <125 gal. cap.)             | \$254                  | \$272   |  | A                                    |
| FD37  | Liquid/Gas-Fueled Vehicles or Equipment in Assembly Buildings                     | \$190                  | \$203   |  | EO                                   |
| FD38  | Lumber Yards (over 100,000 board feet)  | \$254                  | \$272   |  | A                                    |
| FD39  | Magnesium Working   | \$190                  | \$203   |  | A                                    |
| FD40  | Mall, Covered   | \$378                  | \$404   |  | A                                    |
| FD41  | Motor vehicle fuel dispensing stations:   | \$378                  | \$404   |  | A                                    |
| FD42  | Occupant Load Increase  | \$254                  | \$272   |  | EO                                   |
| FD43  | Open Burning  | \$254                  | \$272   |  | EO                                   |
| FD45  | Ovens, Industrial Baking or Drying  | \$254                  | \$272   |  | A                                    |
| FD47  | Places of Assembly (churches, schools, NPOs permitted at no fee)                  | \$31                   | \$33  |  | A                                    |
|   | A-1, A-2, A-2.1   | \$299                  | \$320   |  | A                                    |
|   | A-3, A-4  | \$245                  | \$262   |  | A                                    |
|   | Special Assembly events   | \$245                  | \$262   |  | EO                                   |
| FD48  | Pyrotechnic Special Effects Material (fees for standby Fire staff, when required, | \$374                  | \$400   |  | EO                                   |
| FD50  | Refrigeration Equipment   | \$190                  | \$203   |  | A                                    |
| FD51  | Repair Garage   | \$254                  | \$272   |  | A                                    |
| FD52  | Spraying or Dipping   | \$254                  | \$272   |  | A                                    |
| FD53  | Temporary membrane structures, tents, and canopies                                | \$254                  | \$272   |  | EO                                   |
| FD54  | Tire Storage  | \$254                  | \$272   |  | A                                    |
| FD55  | Wood Products (over 200 cu. ft.)  | \$254                  | \$272   |  | A                                    |
| Construction Fire Permit Fees:  |   |                        |   |  |                                      |
| Automatic Sprinkler System Permit (installation of suspended piping larger than |   |                        |   |  |                                      |
| FD56  | For other than 1 and 2 family dwellings:  |                        |   |  |                                      |
|   | - New (per sq. ft.)   | \$0.22                 | \$0.24  |  | per square foot; \$330 minimum fee   |
|   | - Alteration (per sq. ft. of protected area, )                                    | \$0.22                 | \$0.24  |  | per square foot; \$206 minimum fee   |
| FD57  | One and Two-family dwellings:   |                        |   |  |                                      |
|   | - New (per sq. ft.)   | \$0.22                 | \$0.24  |  | per square foot; \$218 minimum fee   |
|   | - Alteration (per sq. ft. of protected area)                                      | \$0.22                 | \$0.24  |  | per square foot; \$136 minimum fee   |
| FD 58   | Fixed Extinguishing System Permit: New and Upgrade Installations                  | \$403                  | \$431   |  | This includes one on site inspection |
| FD 59   | Fire Plan Check and resubmittal   |                        |   |  | \$150 initial and each resubmittal   |
| FD60  | Fire Alarm Permit:  | \$199                  | \$213   |  | per 3,000 sq. ft.                    |
| FD61  | Construction, Alteration & Renovation Permit                                      |                        |   |  |                                      |
|   | - Construction alteration   | \$174                  | \$186   |  | per 3,000 sq. ft.                    |
| FD62  | Gas Piping System Installation Permit   | \$316                  | \$338   |  |                                      |
| FD63  | Underground Fire Protection Piping Permit   | \$449                  | \$458   |  |                                      |

| Fire Fees, cont.   |   | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis                                  |
|--|---|------------------------|---|---|--|
| "A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both |   |                        |   |   |  |
| Miscellaneous Fees:  |   |                        |   |   |  |
| FD64   | Consultant Service Fee (actual cost plus admin fee)   | \$50                   | \$54  |   | per hour in addition to cost           |
| FD67   | Document Review (per hour)  | \$126                  | \$135   |   | per hour                               |
| FD68   | Copy of Fire Report   | \$19                   | \$20  |   |  |
| FD69   | False Alarm in Excess of 3 per Calendar Year (accidental or equipment)  | \$158                  | \$169   |   |  |
| FD70   | Fire Hazard Abatement performed by City or City Contractor (including, but not limited to, combustible or flammable vegetation removal) |                        |   |   | Abatement cost plus administrative fee |
| FD71   | Hydrant Flow Test   | \$564                  | \$603   |   |  |
| FD72   | New Business Fire Inspection  | \$192                  | \$205   |   |  |
| FD73   | Other Services (per half hour and portion thereof)  | \$63                   | \$67  |   | per half-hour                          |
| FD74   | Re-Inspection Fee (for each following second re-inspection)   | \$129                  | \$138   |   |  |
| FD75   | Standby Engine Company  | \$324                  | \$347   |   | for 1st hour; \$108 ea. add'l. 1/2 hr. |
| FD76   | Standby Firefighter (1 hour minimum)  | \$105                  | \$112   |   | per hour                               |
| FD77   | Work Performed after Normal Working Hours (Callback is a 3-hr min)  | \$190                  | \$203   |   | per hour                               |
| HM-1   | Hazardous Materials Table Schedule:   |                        |   |   |  |
| Range  | Solids (pounds)   |                        |   |   |  |
| 1  | 0 to 500  | \$358                  | \$383   | A   |  |
| 2  | >500 to 5,000   | \$501                  | \$536   | A   |  |
| 3  | >5,000 to 25,000  | \$670                  | \$717   | A   |  |
| 4  | >25,000 to 50,000   | \$977                  | \$1,045   | A   |  |
| 5  | >50,000 to 80,000   | \$1,414                | \$1,513   | A   |  |
| 6  | >80,000 to 120,000  | \$2,046                | \$2,189   | A   |  |
| 7  | >120,000  | \$2,663                | \$2,849   | A   |  |
| Range  | Liquids (gallons)   |                        |   |   |  |
| 1  | 0 to 55   | \$358                  | \$383   | A   |  |
| 2  | >55 to 550  | \$501                  | \$536   | A   |  |
| 3  | >550 to 2,750   | \$669                  | \$716   | A   |  |
| 4  | >2,750 to 5,500   | \$977                  | \$1,045   | A   |  |
| 5  | >5,500 to 10,000  | \$1,414                | \$1,513   | A   |  |
| 6  | >10,000 to 15,000   | \$2,046                | \$2,189   | A   |  |
| 7  | >15,000   | \$2,663                | \$2,849   | A   |  |
| Range  | Gas (cubic feet)  |                        |   |   |  |
| 1  | 0 to 200  | \$277                  | \$296   | A   |  |
| 2  | >200 to 2,000   | \$501                  | \$536   | A   |  |
| 3  | >2,000 to 10,000  | \$669                  | \$716   | A   |  |
| 4  | >10,000 to 20,000   | \$977                  | \$1,045   | A   |  |
| 5  | >20,000 to 40,000   | \$1,414                | \$1,513   | A   |  |
| 6  | >40,000 to 60,000   | \$2,046                | \$2,189   | A   |  |
| 7  | >60,000   | \$2,663                | \$2,849   | A   |  |

| Public Works Fees                             |  | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park &<br>Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis   |
|---|--|------------------------|---|---|---|
| "F/A" designates the need for a Force Account |  |                        |   |   |   |
| PW 1  | Grading Permit Plan Check  |                        |   |   |   |
|   | - 6-50 cub. yds.   | \$101                  | \$108   |   |   |
|   | - 51-100 cub. yds.   | \$101                  | \$108   |   |   |
|   | - 101-1,000 cub. yds.  | \$407                  | \$435   |   |   |
|   | - 1,001-10,000 cub. yds.   | \$814                  | \$871   |   |   |
|   | - 10,001-100,000 cub. yds.   | \$4,378                | \$4,684   |   |   |
|   | - 100,001-200,000 cub. yds.  | \$7,297                | \$7,808   |   |   |
|   | - 200,000 or more cub. yds.  | \$14,597               | \$15,619  |   |   |
| PW 1a   | Geotechnical Peer Review   |                        |   |   | Force Account minimum \$5,000                                     |
| PW 2  | Grading Permit - Inspection:   |                        |   |   |   |
|   | - 0-5 cub. yds. (no permit required)                                   |                        |   |   |   |
|   | - 6-50 cub. yds.   | \$404                  | \$432   |   |   |
|   | - 51-100 cub. yds.   | \$808                  | \$865   |   |   |
|   | - 101-1,000 cub. yds.  | \$14,491               | \$15,505  |   | or create a Force Account and billed on actual time               |
|   | - 1,001-10,000 cub. yds.   | \$21,741               | \$23,263  |   | or create a Force Account and billed on actual time               |
|   | - 10,001-100,000 cub. yds.   |                        |   |   | actual cost w/ F/A min \$10,000                                   |
|   | - 100,000 - 200,000 cub. yds.  |                        |   |   | actual cost w/ F/A min \$10,000                                   |
|   | - 200,000 + cub. yds.  |                        |   |   | actual cost w/ F/A min \$10,000                                   |
| PW 2a   | Grading Permit - SWPPP Compliance                                      |                        |   |   |   |
|   | Single Parcel (assessed every 2 reviews)                               | \$142                  | \$152   |   | plus actual cost insp w/F/A min \$591                             |
|   | Subdivision subject to Map Act Provisions (assessed every 2 reviews)   | \$571                  | \$611   |   | plus actual cost insp w/F/A = actual cost of erosion control plan |
|   | Development subject to C.3 Provisions (assessed every 2 reviews)       | \$1,145                | \$1,225   |   | plus actual cost insp w/F/A = actual cost of erosion control plan |
| PW 3  | Blasting Permit  | \$814                  | \$871   |   |   |
| PW 4  | Special Permit (after hours work), plus actual cost of inspection/work | \$204                  | \$218   |   | F/A min \$500 for Inspection                                      |
| PW 5  | Grading Permit (paving), plus actual cost of inspection/work           | \$204                  | \$218   |   | F/A min \$500 for Inspection                                      |
| PW 6  | Grading Permit (drainage alteration), plus actual cost of inspect/work | \$204                  | \$218   |   | F/A min \$500 for Inspection                                      |
| PW 7  | Truck Haul Permit  | \$101                  | \$108   |   |   |
| PW 7a   | Truck Haul Impact Fee (per cubic yard, \$90 minimum fee)               | \$0.53                 | \$0.57  |   |   |
| PW 7b   | Late Fee related to Truck Haul Permits                                 | 1%                     | 1%  |   | per month on outstanding of more than 60 days                     |
| PW 8  | Encroachment Permit (hourly inspect. cost)                             | \$101                  | \$108   |   | plus actual cost insp w/F/A min \$500                             |
| PW 9  | Site Work Permit - Engineering Review (assessed every 2 reviews)       | \$405                  | \$433   |   |   |
| PW 9a   | Site Work Permit - Retaining Wall Design                               |                        |   |   | Force Account minimum \$5,000                                     |
| PW 9b   | Site Work Permit - Fast Track Review (each occurrence)                 | \$387                  | \$414   |   |   |
| PW 10   | Tentative Parcel Map Review  | \$551                  | \$590   |   |   |
| PW 11   | Final Parcel Map Review  | \$551                  | \$590   |   | plus actual cost LS reviw (requires \$1,500 F/A min)              |

| Public Works Fees, cont.<br>"F/A" designates the need for a Force Account |  | 2021/22<br>Adopted Fee | 2022/23<br>Adopted Fee<br>(except Park<br>& Recreation) | 2022/23<br>Proposed Fee<br>Park &<br>Recreation | Basis  |
|---|--|------------------------|---|---|--|
| PW 12   | Water Installation - Inspection and Meter        |                        |   |   |  |
|   | - 5/8" meter                                     | \$588                  | \$498   |   | 2 Hours PW Inspector time plus cost of meter |
|   | - 3/4" meter                                     | \$588                  | \$516   |   | 2 Hours PW Inspector time plus cost of meter |
|   | - 1" meter                                       | \$654                  | \$554   |   | 2 Hours PW Inspector time plus cost of meter |
|   | - 1.5" Meter                                     | \$1,001                | \$908   |   | 2 Hours PW Inspector time plus cost of meter |
|   | - 2" meter                                       | \$1,428                | \$1,416   |   | 4 Hours PW Inspector time plus cost of meter |
|   | - 3" meter                                       | \$2,888                | \$2,557   |   | 4 Hours PW Inspector time plus cost of meter |
|   | - 4" meter                                       | \$3,388                | \$2,986   |   | 4 Hours PW Inspector time plus cost of meter |
| PW 13   | Sanitary Sewer Lateral Installation - Inspection |                        |   |   |  |
|   | Single Family Unit                               | \$294                  | \$300   |   | 2 Hours PW Inspector time                    |
|   | Multiple Unit Dwelling                           | \$588                  | \$600   |   | 4 Hours PW Inspector time                    |
|   | Commercial, Industrial, Public & Other Uses      | \$588                  | \$600   |   | 4 Hours PW Inspector time                    |
| PW 14   | Final Subdivision Map                            | \$7,036                | \$7,529   |   | Plus \$500 per lot                           |

**File Attachments for Item:**

J. Climate Emergency Declaration - First Annual Report

(Council will receive a presentation on the status of Climate Emergency goals and progress towards meeting them as directed by Resolution No. 2021-62)



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** July 14, 2022

**From:** Adrienne Etherton, Sustainability Manager

**Subject:** Climate Emergency Declaration - First Annual Report

### Community Goal/Result

Ecological Sustainability - Brisbane will be a leader in setting policies and practicing service delivery innovations that promote ecological sustainability

### Purpose

To receive a presentation on the status of Climate Emergency goals and progress towards meeting them as directed by Resolution 2021-62.

### Recommendation

Accept staff's report and provide input on priorities.

### Background

On July 15, 2021 the City Council approved Resolution No. 2021-62 "Declaring a Climate Emergency and Initiating Immediate and Accelerated Action to Address the Climate Crisis and Limit Global Warming to 1.5 Degrees Celsius", also known as the Climate Emergency Declaration (hereinafter "Declaration" or "CED"). The Declaration established the City's ongoing commitment to address climate action and equity, and aspirational goals of 66% greenhouse gas (GHG) emissions reductions by 2030 and carbon neutrality by 2040. It also directed staff to report annually to council on progress towards meeting these goals.

The "aspirational goals" in the CED were established based on a desire to be more ambitious than state targets, including achieving carbon neutrality 5 years prior to the California goal of 2045. The 2030 target was effectively pinpointed along a straight line from the latest (2017) emissions inventory to zero emissions in 2040. This effort did not include the rigorous emissions forecasting, selection of detailed climate measures and estimation of the impact of their implementation that would be part of a complete Climate Action Plan (CAP). The Declaration commits to undertaking such effort, which will proceed when data from the Baylands Specific Plan and its Environmental Impact Report (EIR) are available to be incorporated.

### Discussion

In preparation for this first annual report, staff engaged the countywide RICAPS (Regionally Integrated Climate Action Planning Suite) program's new consulting team, Rincon Consultants. Rincon's SPARQ (Scenario Planning And Reduction Quantification) tool provides high-level

emissions forecasts and estimated reductions based on the most significant potential climate actions. This is not a substitute for the detailed planning required by a CAP, and the figures presented must be understood as rough estimates highly likely to change when that effort proceeds. However, SPARQ enables us to get a sense of the trajectory we are facing and what actions have the greatest impact towards bending the curve. In turn, the City can prioritize efforts that will make the greatest difference, and initiate measures that require long timelines before realizing benefits at scale.

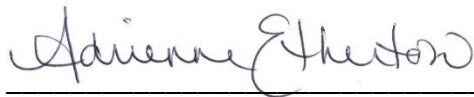
The Open Space and Ecology Committee's CAP Subcommittee worked with staff and consultants to utilize the SPARQ tool and recommend targeted actions; staff will present those results which were also discussed with OSEC at their meeting on April 27.

### **Fiscal Impact**

There is no impact from receiving the presentation. The presentation will propose unspecified future funds and staff resources to climate change mitigation and adaptation.

### **Measure of Success**

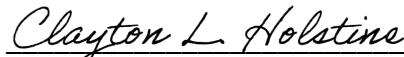
Direction on City Council priorities towards achieving climate goals.



Adrienne Etherton, Sustainability Manager



Randy Breault, Public Works Director



Clay Holstine, City Manager



**File Attachments for Item:**

K. Award of Contract to CMG Landscape Architecture for the Master Planning of Sierra Point Open Space and Parks in the Amount of \$199,758.00



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** July 14, 2022

**From:** Noreen Leek, Parks & Recreation Director

**Subject:** Award of Contract to CMG Landscape Architecture for the Master Planning of Sierra Point Open Space and Parks

### Community Goal/Result

Community Building

### Purpose

Develop the City's park system and public spaces for community interactions, enhance connectivity, and provide additional opportunities for recreation through the master planning process.

### Recommendation

Award the contract for the master planning of Sierra Point open space and parks to CMG Landscape Architecture, in the amount of \$199,758.00.

### Background

In June 2021, the City issued a solicitation for Letters of Interest (LOI) from qualified Landscape Architects and Park Planning firms to develop an open space and parks master plan at Sierra Point. The vision for the project includes 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. The consultant will be responsible for implementing a robust community engagement process that solicits input from community members, advisory bodies, and key stakeholder groups.

Prospective firms were asked to demonstrate successful recent local experience in the design of open space and parks. Prior work with San Mateo County municipalities and/or one or more of the nine San Francisco Bay Area counties that resulted in a successfully developed park or open space plan of comparable size was preferred. Direct experience working with the Bay Conservation and Development Commission (BCDC) was noted highly desirable. A total of fifteen (15) LOI's were received within the deadline. The Council subcommittee reviewed these responses in October and selected four firms to place on the short list to move forward in the process: CMG, Hargreaves Jones, SWA, and TS Studio.

### Discussion

The Council subcommittee directed staff to draft a formal RFP to issue to the short-listed firms. The firms who submitted responsive proposals included CMG, SWA, and TS Studio. Hargreaves Jones ultimately did not submit a proposal for the project due to staffing/project capacity.

This Spring, the Council subcommittee reviewed & discussed the proposals and elected to conduct interviews with all three short-listed firms to inform their decision-making process. Following interviews, staff was directed to negotiate terms with the preferred prospective consultant to refine

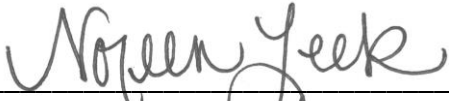
their project scope and eliminate subconsultants subsequently reducing the cost of services. Their formal proposal which incorporates these revisions is provided herein as Attachment 1. If awarded, CMG anticipates commencing the process in September and the projected timeline for completion is approximately 4 months.

**Fiscal Impact**

The cost of CMG's master planning services for this project is \$199,758.00 and will be paid for using the Park Development Capital Projects Fund (Fund 455) which is designated for Parcel P.

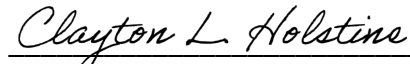
**Attachments**

1. CMG Proposal Packet



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Noreen Leek, Parks & Recreation Director



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Clay Holstine, City Manager

# Landscape Architecture Services Proposal

**For**

City of Brisbane, CA

Sierra Point Open Space + Parks Master Plan

**To**

Noreen Leek

Director, Parks & Recreation

April 18, 2022

**CMG**

Landscape

Architecture

## PROJECT UNDERSTANDING

CMG Landscape Architecture has been requested to provide landscape architecture services for the City of Brisbane Parks and Recreation Department. CMG will be contracted to the City of Brisbane for this work.

The Open Space and Parks Master Plan will guide future open space improvements while maintaining these important goals: enhance the natural environment of the landscape, reinforce existing and create connections with landscape improvements, and support social and cultural life outdoors with arts and recreation. The first step in this process will be to complete a constraints and opportunities analysis that will form the basis of the master plan. CMG will develop alternative master plan concepts for client and stakeholder review and then prepare a final master plan and report. The Open Space and Parks Master Plan will guide functional and aesthetic improvement of the landscape to manifest the City and stakeholder vision and goals. CMG will provide services as described herein.

## SCHEDULE

16 week process.

- Task 1 Discovery: 4 weeks
- Task 2 Exploration: 6 weeks
- Task 3 Resolution: 6 weeks

## PROJECT AREA

See Attachment D

## SCOPE OF SERVICES

1. Attend planning team meetings to coordinate Constraints Analysis and Master Plan development.
2. Attend stakeholder interviews and meetings to inform desired program and character of improvements.
3. Attend community workshops to inform desired program and character of improvements.
4. Attend planning client presentations to confirm Master Plan approach.
5. Gather and review existing reports and data provided by client, including:
  - a. Arborist Reports
  - b. Geotechnical reports/landfill conditions
  - c. Site surveys including topography and infrastructure
6. Establish vision, goals and confirm priorities for landscape improvements.
7. Provide site analysis, and constraints and opportunities assessment.
8. Framework plan development of landscape systems, resources, elements and uses.
9. Produce Open Space and Parks Master Plan report content, graphics, and narrative.

### Exclusions to Scope of Services

The following services and items are excluded for this fee estimate.

1. Documents and materials, including legal, topographic, utility surveys, geotechnical reports, soils testing, environmental studies, cultural resource reports.
2. Structural, Mechanical, electrical and civil engineering.
3. Environmental and archaeological services
4. Historic analysis
5. Signage and environmental graphics
6. Permitting
7. Presentations and meetings not described below; these shall be provided as additional services.

## **PROCEDURE**

For landscape development of the master plan we anticipate the project will proceed in tasks as follows. Tasks may be altered as necessary for coordination with the client and consultant team. The following is based on the current understanding of schedule and scope of work:

### *Task 1: Discovery*

CMG will talk with stakeholders, conduct a site walk with the client and review existing reports and data. This phase is foundational to CMG's understanding of the existing Sierra Point landscape. Diagrams will present key landscape systems and identify constraints and opportunities for improvement of the project area for social, cultural, ecological, and sustainability goals.

- Project Set-up: create work plan and confirm meeting and submittal dates.
- Data Gathering and Review
- Existing Site Conditions Inventory and Analysis Diagrams for study area:
  - Legacy & Landfill
  - Hydrology & Infrastructure
  - Features & Resources
  - Environment & Ecology
  - Program & Public Spaces
  - Mobility: Pedestrians, Bikes, Vehicles
  - Shoreline & Sea-level Rise
- Develop Landscape Vision and Goals to support City aspirations, based on our research and analysis:
  - CMG will prepare Principles and Goals to guide improvement of the landscape.
  - One round of stakeholder review and comment for revision and refinement.
- Develop Public Participation Plan
- Develop draft master plan report Table of Contents—confirm content.

Meetings & Workshops – See Task 4

Deliverables:

- Project Schedule
- Inventory and Analysis Diagrams

- Public Participation Plan
- Draft master plan vision and goals
- Draft master plan report table of contents

#### *Task 2: Exploration:*

This task includes development of alternative approaches for master plan concepts within the study area, and coordination with the stakeholders. The alternative plans will be used to solicit stakeholder feedback for the development of a preferred plan. Plans will illustrate the implementation of vision and goals. Up to 3 alternative conceptual site designs will be prepared to illustrate organization and layout of the landscape, recreational amenities, and site features, and indicate ecological character. Plans will be evaluated for potential carbon sequestration and Climate positive Design value using Pathfinder software. Rough order of magnitude pricing will be developed based on the concept plans.

- Plans will include:
  - Program, Art and Public Spaces
  - Environment and Ecology
  - Mobility
  - Shoreline & Sea-level Rise

Meetings & Workshops – See Task 4

#### Deliverables:

- Up to 3 alternative illustrative concept plans
- Climate Positive Design analysis
- ROM cost estimate for concept plans

#### *Task 3: Resolution*

This task includes refinement of the preferred landscape master plan concept, and coordination with the stakeholders. Draft and final Open Space and Parks master plan report will be provided for stakeholder review and comment.

- Preferred plan development
- Illustrative Site Plan
- Landscape framework diagrams
- 3 Illustrative Views
- Site sections
- Climate Positive Design analysis
- Implementation/phasing plan based on estimated price of improvements and Sierra Point development schedule.
- Draft and Final master plan report—graphics and narrative.

Meetings & Workshops – See Task 4

#### Deliverables:

- Illustrative plan
- Landscape diagrams:
  - Program, Art and Public Spaces

- Environment and Ecology
- Mobility
- Shoreline & Sea-level Rise
- Implementation and phasing
- 3 illustrative views
- Site sections
- Climate Positive Design analysis
- Cost estimate for plan improvements
- Implementation/phasing plan
- Draft and Final master plan document:
  - Landscape narrative
  - Environment and Ecology narrative
  - Shoreline and sea level rise narrative

#### *Task 4: Meetings and Presentations*

This proposal accounts for the following meetings, interviews, presentations, and workshops. Except for the site walk all meetings are assumed to be web based but can be in person. If more collaboration and stakeholder involvement is desired, more meetings can be added, and the fee adjusted as necessary:

##### *Part I:*

- Scope and Schedule Confirmation meeting
- Team kick-off meeting
- Site reconnaissance
- Public participation planning
- Bi-weekly / twice a month project management meetings

##### *Part II:*

- (10) Interviews / small group discussions

##### *Part III:*

- Task 1 Workshop
- Task 1 Pop-up/site event
- Task 2 Workshop
- Task 2 Pop-up/site event
- Task 3 Workshop
- Task 3 Pop-up/site event

##### *Part IV:*

- (2) Master plan presentations--one to the City project committee and one to City Council.



## COMPENSATION

Fees shall be provided on an hourly time and material basis not to exceed the following estimate without prior approval by client. The client shall be updated regularly as to the fee spent to-date.

|   |                  |
|---|------------------|
| <i>Task 1: Discovery</i>                    | <i>\$19,405</i>  |
| <i>Task 2: Exploration</i>                  | <i>\$45,940</i>  |
| <i>Task 3: Resolution</i>                   | <i>\$82,958</i>  |
| <i>Task 4: Meetings &amp; Presentations</i> | <i>\$51,455</i>  |
| <b>Total</b>                                | <b>\$199,758</b> |

### Additional Services

Additional services shall be charged at hourly rates as defined in Attachment A.

### Reimbursable Expenses

Reimbursable expenses such as travel, printing, photography, delivery, fax, telephone, and other direct expenses shall be billed at direct cost plus 10% over and above the Basic Service Fee.

### Invoices

Invoices shall be prepared monthly for progress payments based on time and materials.

Accounts are payable net 60 days from date of invoice. A service charge of 1.25% of invoice amount per month shall be applied to all accounts not paid within 90 days of invoice date.

## Approval

This agreement is between CMG and the City of Brisbane. Noreen Leek, Brisbane Director of Parks and Recreation Department, will provide client direction.

## ATTACHMENT A

### RATE SCHEDULE 2022

(All Rates Indicated Shall Be in Effect from January 1, 2022 until December 31, 2022)

#### PLANNING AND DESIGN SERVICES BILLING RATES

|   |               |
|---|---------------|
| Principal   | \$245 - \$320 |
| LA-5 Senior Project Manager/ Senior Landscape Architect | \$205         |
| LA-4 Project Manager/ Landscape Architect               | \$180         |
| LA-3 Project Captain                                    | \$158         |
| LA-2 Project Designer                                   | \$138         |
| LA-1 Designer   | \$125         |
| CAD Tech/Intern   | \$80          |
| Project Assistant                                       | \$85          |

#### MISCELLANEOUS FEES

The following services and fees are billed at cost plus 10%

- Subcontracted Services
- Transportation, meals, and lodging for overnight travel and incidental travel expenses.
- Commercial delivery services, including Federal Express, Express Mail and Messenger Services.
- Printing and Copies

#### MILEAGE

Unless agreed otherwise in the Professional Services Agreement, CMG charges all project related mileage at the prevailing IRS rate per mile.

#### OFFICE REPROGRAPHICS CHARGES

|                                   |           |
|-----------------------------------|-----------|
| B&W Plot-Bond                     | \$1.65/sf |
| Color Plot-Bond                   | \$5.50/sf |
| Color Plot-Presentation Satin     | \$8.25/sf |
| Color Laser 8.5x11                | \$0.25ea  |
| Color Laser 11x17                 | \$0.50ea  |
| B&W Laser 8.5x11                  | \$0.10ea  |
| B&W Laser 11x17                   | \$0.20ea  |
| Color Photocopies (up to 11"x17") | \$0.50ea  |

## ATTACHMENT B

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### Supplementary Additional Services

The following services are not included in the Basic Services and shall be in addition to the compensation for Basic Services. These services shall only be provided if authorized in writing by the Owner:

1. Specifically requested presentation material, renderings and/or presentation models. Basic Services excludes renderings and in-house study models.
2. Public presentations involving design review, planning departments and other agencies including time spent to generate specifically required documents or presentation material as well as travel, meeting and presentation time beyond what is described in the Proposal.
3. Services resulting from discrepancies, errors, or inaccuracies shown in Owner-furnished documents and materials, including legal, topographic, utility surveys, geotechnical reports, soils testing, tree reports or arborist services, or unforeseen conditions in Owner-provided information.
4. Consultations required to respond to third party reviews and the preparation of any resulting revisions beyond what is described in the Proposal.
5. Redesign services requested to accommodate material changes to design components previously designed and approved by Owner.
6. Significant change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, budget, or procurement method.
7. Enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Instruments of Service;
8. Services in connection with any public hearing, arbitration, or legal proceedings with respect to the project where Consultant is not a party, including assistance in preparation for litigation or arbitration or as a witness or consultant.
9. Services connected with the preparation of documents for alternate bids or for phased or fast-track design and/or construction.
10. Work performed out of the sequence established in this agreement, or if design and documentation of the project is phased or divided into separate documentation packages.
11. Services provided between project phases (interphase services).

## ATTACHMENT C

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### INSURANCE AND LICENSURE

#### Professional Liability, General Liability and Automobile Liability Coverages

The Landscape Architect shall, at its own expense, maintain during the performance of this contract professional liability, general liability, and auto liability insurance in the coverage amount as provided below.

1 of 1

1. Professional Liability Insurance shall include coverage for claims for professional acts, errors or omissions and shall not be less than two million (\$2,000,000.00) per claim and two million (\$4,000,000.00) in the aggregate.
2. Commercial General Liability Insurance shall include coverage for bodily injury, property damage and personal injury for premises operations, products/completed operations and contractual liability. The amount of the insurance shall not be less than two million (\$2,000,000.00) per occurrence and four million (\$4,000,000.00) in the aggregate.
3. Automobile Liability Insurance shall include coverage for bodily injury and property damage for owned (if any), hired and non-owned vehicles and shall not be less than two million (\$2,000,000.00), combined single limit for any one occurrence.
4. Umbrella Liability shall include coverage for bodily injury and property damage for owned (if any), hired and non-owned vehicles and shall not be less than five million (\$5,000,000.00) per claim and five million (\$5,000,000.00) in the aggregate.

#### Workers Compensation

The Landscape Architect shall, at its own expense, maintain during the performance of this contract, workers compensation insurance in compliance with state's workers' compensation laws.

#### Additional Insurance Provisions

1. The Owner shall have the right to inspect or obtain a copy of the original policies of insurance.
2. At the Owners request the Architect shall furnish to the Owner required certificates and endorsements.

#### Licenses

Kevin Conger is a licensed Landscape Architect in the State of California.  
 Willett Moss is a licensed Landscape Architect in the State of California.  
 Chris Guillard is a licensed Landscape Architect in the State of California.  
 Jamie Phillips is a licensed Landscape Architect in the State of California.

Landscape Architects are regulated by the State of California. Any questions concerning a Landscape Architect may be referred to the Landscape Architects Technical Committee at:

Landscape Architects Technical Committee  
 2420 Del Paso Road, Suite 105, Sacramento, CA 95834  
 (916) 575-7230

**File Attachments for Item:**

L. Prop 218 Mailing for Water and Sewer Rate Increase

(The fiscal impact of this item is the following: the cost for a customer who uses 10 units of water per billing cycle (every two months) would be \$35 per bill or \$210 per year)



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 7/14/2022

**From:** Stuart Schillinger, Assistant City Manager

**Subject:** Prop 218 mailing for water and sewer rate increase

### Community Goal/Result

Fiscally Prudent - Brisbane's fiscal vitality will reflect sound financial decisions, which also speak to the values of the community

### Purpose

Provide for clean drinking water and wastewater collection that ensures wastewater is properly treated before being released.

### Recommendation

To direct staff to begin the Proposition 218 process for setting a rate for capital improvements for the water and sewer system.

### Background

On August 13, 2001 the City Council discussed Ordinance No. 458 which set the process for determining future water and sewer rate increases.

Subsequent to passing Ordinance No. 458, the California Supreme Court ruled that water and sewer charges are property related and subject to Proposition 218, the Right to Vote on Taxes Act. As such, we are required to notify property owners regarding any increase and hold a public hearing at least 45 days later to allow time for community input. As a courtesy to our customers, we also notify renters of the forthcoming change in rates.

In April of 2014 the City Council approved a policy to create a Capital Charge to pay for Capital Improvements need for the water and sewer systems. The Capital Charge would pay for the needed projects on the City's Capital Improvement Plan. The plan delineates the need for approximately \$5,000,000 worth of projects every five years. The Council in 2014 approved a policy of placing a new Capital Charge on the water and sewer bill four times over a twenty year period. It is time to place the second charge on the bills. The charge should have been placed on the bills in 2020 but due to the impacts of COVID staff determined that it was better to delay some of the projects instead of increasing rates during the beginning of a pandemic.

The City Council's Infrastructure Committee has been reviewing the work of our water and sewer rate consultant Lechowicz and Tseng Municipal Consultants. They are reviewing the need for an operational rate increase. The City has not done an operational rate increase since

2012. The Committee is reviewing their study and a recommendation regarding a need for an operational rate increase will be presented in the fall. However, the Committee recommends the City Council continue with policy of implementing Capital Charges to pay for Capital projects in an earlier time frame to ensure our capital projects are not delayed.

### **Discussion**

The Committee in 2014 discussed a couple of issues related to the Capital Charge. First it wanted to match the useful life of the improvements to the users who will be paying for them. The projects proposed on our Capital Plan have a minimum of a 20 -30 year life span. The Charge is a flat charge over the life of the improvements. So as inflation increases the relative cost to the use of the Capital Charge decreases. The Capital Charge proposed is at the same rate as the existing charge.

The Committee in 2014 reviewed the issue of ensuring that the proper amount of revenue was collected to pay for the projects. The Committee determined a tiered rate system based on water used made the most sense however it did not want to have large fluctuations caused by increasing and decreasing water usage. The committee determined it was appropriate to have a narrow range for the charge \$10 -\$65. Higher water users would pay more since higher usage cause the need for a larger system and more wear and tear on the system. However, since these are long lasting capital projects that benefit all users there should not be a large disparity between large water users and small water users.

The proposed rate structure is shown in Attachment 1.

As stated in the background we will need to mail a letter letting our property owners and our utility users know about the proposed rate increase. If more than 50% of the property owners and utility users protest the rate increase it cannot be imposed and the City will not be able to complete the necessary projects to ensure the continued ability to provide clean drinking water and safe conveyance of wastewater to the treatment plan.

The projects that will be completed with this round of funding are:

- Lift Station Condition Assessment and Hydraulic Evaluation
- Sewer Pipeline Replacements
- Glen Park Pump Station Upgrade
- SCADA System Replacement
- Water Meter AMI (Advanced Metering Infrastructure) System
- Water Pipeline Replacements

### **Fiscal Impact**

The cost for a customer who uses 10 units of water per billing cycle (every two months) would be \$35 per bill or \$210 per year.

**Measure of Success**

The City is able to maintain its infrastructure to provide clean drinking water and transmit its wastewater as required by law.

Stuart Schillinger

Stuart Schillinger, Assistant City Manager

Clayton L. Holstine

Clay Holstine, City Manager



## Recommended rate structure to pay for approved Capital Improvement Program

| Units of Water used<br>(bi monthly billing cycle) | Number of users | Proposed Rate<br>(in Dollars) | Total Revenue Generated<br>(in Dollars) |
|---|-----------------|-------------------------------|---|
| 0   | 223             | 10                            | 2,230                                   |
| 1   | 89              | 12.5                          | 1,112.50                                |
| 2   | 87              | 15                            | 1,305                                   |
| 3   | 69              | 17.5                          | 1,207.50                                |
| 4   | 99              | 20                            | 1,980                                   |
| 5   | 115             | 22.5                          | 2,587.50                                |
| 6   | 90              | 25                            | 2,250                                   |
| 7   | 117             | 27.5                          | 3,217.50                                |
| 8   | 102             | 30                            | 3,060                                   |
| 9   | 117             | 32.5                          | 3,802.50                                |
| 10  | 118             | 35                            | 4,130                                   |
| 11-19 units                                       | 528             | 38                            | 20,064                                  |
| 20-40 units                                       | 177             | 50                            | 8,850                                   |
| >40 units   | 167             | 65                            | 10,855                                  |
| <b>Grand Total</b>                                |                 |                               | <b>66,651.50</b>                        |