



CITY of BRISBANE

Joint City Council, Brisbane GVMID Financing Authority & Guadalupe Valley Municipal Improvement District Special Meeting Agenda

Thursday, June 29, 2023 at 6:30 PM • Hybrid Meeting 50 Park Place, Brisbane, CA

The public may observe/participate in City Council meetings using remote public comment options or attending in person. City Council members shall attend in person unless remote participation is permitted by law. The City Council may take action on any item listed in the agenda.

TO ADDRESS THE COUNCIL

IN PERSON

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

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

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

ROLL CALL

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

ADOPTION OF AGENDA

ORAL COMMUNICATIONS NO. 1

CONSENT CALENDAR

- B. Approve Minutes of City Council Closed Session Meeting of June 1, 2023
- C. Approve Minutes of Joint City Council and GVMID Financing Authority Meeting of June 1, 2023
- D. Approve Minutes of City Council Meeting of June 15, 2023
- E. Approve Annual Military Equipment Report per AB 481
- F. Acknowledge Termination of Drought Stage 1 Requirements
- G. Adopt a Resolution Supporting the Central Brisbane Stairway Additions Project and Entering a Funding Agreement with the San Mateo County Transportation Authority for Cycle 6 Pedestrian and Bicycle Program Funding

(It is being recommended to adopt a resolution of support and commitment, also requesting the San Mateo County Transportation Authority (TA) prepare a funding agreement for Cycle 6 Measures A and W Pedestrian and Bicycle Program funding in the amount of \$475,000 and approve the supplemental appropriation from the General Fund for the local project match in the amount of \$25,000.)

- H. Approve Co-Sponsorship Event with San Bruno Mountain Watch for a Celebration for David Schooley
- I. Adopt Resolutions to Establish the Classifications of Human Resources Director and Police Corporal and Amend the Master Pay Schedule
- J. Consider Adoption of Resolution establishing the Appropriation Limit for Fiscal Year 2023-2024

OLD BUSINESS

- K. Continued Budget Workshop

(This item is being continued from the City Council Meeting of June 15, 2023.)

PUBLIC HEARING

- L. Consider Adoption of Resolutions to approve the budget for Fiscal Year 2023/24
 - 1. Adopt Resolution adopting the annual budget for Fiscal Year 2023-2024 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 2023-2024 and making appropriations for the amounts budgeted
- M. Consider Adoption of Resolution adopting a Master Fee Schedule
- N. City of Brisbane Local Stormwater Program Fees
 - 1. Open the Public Hearing and take public comment. Close the Public Hearing, and if appropriate, overrule any objections to the imposition of fees related to the National Pollutant Discharge Elimination System (NPDES)
 - 2. Consider adoption Resolution, "A Resolution of the City Council of the City of Brisbane Imposing Charges for Funding the Local Brisbane Stormwater Program, Authorizing Placement of Said Charges on the 2023-2024 County Tax Roll and Authorizing the County Tax Collector to Collect Such Charges."
- O. Water Shortage Contingency Plan
 - 1. Consider Approving a Resolution of the City of Brisbane Adopting a Water Shortage Contingency Plan
 - 2. Consider Approving a Resolution of the GVMID Board of Directors Adopting a Water Shortage Contingency Plan
 - 3. Consider Introduction of an Ordinance, First reading of Ordinance revising Chapter 8.41, revising the Water Shortage Contingency Plan

(If so approved, action taken on these Resolutions and introduction and adoption of the Ordinance is not subject to further environmental review because it is not a project under the California Environmental Quality Act (CEQA). CEQA Guidelines, section 15378 (b) (2).)

P. Sierra Point Landscaping and Lighting District

1. Hear Statement of Engineer of Record, Read Mayor's Statement, Hear City Clerk Statement, Open Public Hearing to hear any testimony, Close Public Hearing
2. Consider adoption of Resolution overruling protests and ordering the improvements and confirming the diagram and assessments for Fiscal Year 23/24

NEW BUSINESS

- Q. Consider Adoption of a Resolution Granting Consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District (SFPTMD) to Include the City of Brisbane
- R. Consider Authorizing the City Manager to Sign Agreements for Funding and for Purchase and Installation of Fiber Optic Facilities

(If authorized, the funding agreement with the City/County Association of Governments of San Mateo County (C/CAG) will provide that C/CAG pays for 100% of the cost of installation, including any amendments found necessary during construction. The current cost estimate for the install of C/CAG's and Brisbane's "filled" Fiber Optic conduit is \$831,924)

S. Consider Authorizing City Manager to sign a Storm Drain Cleaning Contract

(Council will consider Authorizing the City Manager to execute a contract to clean debris flow sediment deposited in the city's storm drain system as a result of the 2022 New Years Eve storm. The contract amount is estimated to be \$1.7M. A condition precedent to the City Manager executing this contract is the City Attorney's review and approval of same.)

STAFF REPORTS

- T. City Manager's Report on Upcoming Activities

MAYOR/COUNCIL MATTERS

- U. Countywide Assignments and Subcommittee Reports
- V. Written Communications

ORAL COMMUNICATIONS NO. 2

ADJOURNMENT

B.

File Attachments for Item:

B. Approve Minutes of City Council Closed Session Meeting of June 1, 2023



BRISBANE CITY COUNCIL
ACTION MINUTES

BRISBANE CITY COUNCIL CLOSED SESSION MEETING
THURSDAY, JUNE 1, 2023

*HYBRID MEETING, 50 PARK PLACE LARGE CONFERENCE ROOM,
BRISBANE, CA*

6:30 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

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

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

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

Noes: None

Absent: None

Abstain: None

Mayor Davis adjourned the meeting into Closed Session.

D. Liability Claim: Claimant O'Boyle, pursuant to Government Code, section 54956.95

(This item was continued from the Closed Session City Council Meeting of May 18, 2023)

E. Conference with Legal Counsel- Pending Litigation

Government Code, Section 54956.9 (d) (1). Number of Cases: One

REPORT OUT OF CLOSED SESSION

City Attorney McMorro reported that Council rejected Liability Claim Item D and provided direction regarding the Pending Litigation Item E.

ADJOURNMENT

Mayor Davis adjourned the meeting at 7:18 P.M.

 Ingrid Padilla, City Clerk

C.

File Attachments for Item:

C. Approve Minutes of Joint City Council and GVMID Financing Authority Meeting of June 1, 2023



BRISBANE CITY COUNCIL

ACTION MINUTES

JOINT CITY COUNCIL & BRISBANE/GUADALUPE VALLEY

MUNICIPAL IMPROVEMENT DISTRICT FINANCING AUTHORITY

MEETING

THURSDAY, JUNE 1, 2023

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

7:30 P.M. CALL TO ORDER- PLEDGE OF ALLEGIANCE

Mayor Davis called the meeting to order at 7:30 P.M. and led the Pledge of Allegiance

ROLL CALL

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

No Councilmembers made any requests regarding Item A.

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

Councilmember Absent: None

Staff Present: City Manager Holstine, City Attorney McMorrow, City Clerk Padilla, City Engineer Breault, Community Development Director Swiecki, Recreation Director Leek, Finance Director Yuen, Recreation Supervisor Houghton, Communications Director Cheung, Police Commander Garcia and Management Analyst Ibarra

REPORT OUT OF CLOSED SESSION

City Attorney McMorrow reported that Council rejected Liability Claim Item D and provided direction regarding the Pending Litigation Item E.

ADOPTION OF AGENDA

Councilmember O’Connell made a motion, seconded by Councilmember Cunningham to approve the agenda as it stands. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

ORAL COMMUNICATION NO. 1

Bryan Shields from the Nor Cal Carpenters Union commented on the need for labor standards for future developments in the City.

AWARDS AND PRESENTATIONS

B. Proclaiming June as Pride Month

Mayor Davis proclaimed June 2023 as Pride Month and recognized all LGBTQ residents whose influential and lasting contributions to our neighborhoods make Brisbane a vibrant community in which to live, work and visit.

San Mateo County LGBTQ Commissioner Jana Rickerson accepted the proclamation and thanked the Council for their support of the LGBTQ community and Pride Month.

CONSENT CALENDAR

C. Approve Minutes of City Council Meeting of May 18, 2023

D. Approve Minutes of City Council Closed Session Meeting of May 18, 2023

E. Adopt an Ordinance, Waiving Second Reading, to Amend Section 10.24.050 of Chapter 10.24 of the Brisbane Municipal Code pertaining to "Stopping, Standing and Parking."

(The purpose of this item is to modify a section of the city's municipal code that is inconsistent with state law.)

F. Introduce an Ordinance, Waiving First Reading, to amend the electric vehicle (EV) Charging Infrastructure Requirements for New Multifamily Residential Development Within the City of Brisbane to Align with the State's New Minimum Requirements and finding that this Ordinance is Categorically Exempt From Environmental Review Under CEQA Guidelines Section 15308, Actions By Regulatory Agencies for Protection of the Environment

G. Adopt a Resolution Authorizing the City's Participation in the Age-Friendly Communities' Network

H. Authorize Staff to Publish the Public Art Master Plan Request for Proposals (RFP) as Recommended by the Public Art Advisory Committee

(The RFP denotes not to exceed amount of \$75,000 for a Master Planning consultant and the Public Art Advisory Committee is also recommending a 20% contingency (or \$15,000) to draw from as needed to support master planning efforts.)

I. Authorize Selecting a Land Management and Permitting System Vendor

(The purpose of this item is to Authorize the City Manager to select a land management and permitting system vendor, negotiate a contract for system implementation, and execute a contract with the chosen vendor. The submitted vendor proposals include a range of pricing estimates, with initial one-time implementation costs ranging from \$100,000-\$650,000 and ongoing costs ranging from \$40,000-\$140,000 annually.)

- J. **Sierra Point Landscaping and Lighting District for the Fiscal Year 2023-2024**
 - i. **Adopt a Resolution, "Appointing Attorney for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2023-2024."**
 - ii. **Adopt a Resolution, "Appointing Engineer for the Sierra Point Landscaping and Lighting District for the Fiscal Year 2023-2024."**
 - iii. **Adopt a Resolution, "A Resolution of Preliminary Approval of Engineer's Report - Fiscal Year 2023-2024 - Sierra Point Landscaping and Lighting District"**
 - iv. **Adopt a Resolution, "A Resolution of Intention to order the levy and collection of assessments pursuant to the Landscaping and Lighting Act of 1972 - Fiscal Year 2023-2024 - Sierra Point Landscaping and Lighting District"**

Councilmember Mackin made a motion, seconded by Councilmember Lentz to approve Consent Calendar Items C-J. The motion passed unanimously by all present.

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

PUBLIC HEARING

- K. **Park Development Impact Fees [PUBLIC HEARING AS TO THIS ITEM CANCELLED]**
 - i. **Consider Adoption of a Resolution Adopting and approving the NBS Government Finance Group's Nexus Study**
 - ii. **Consider Introduction of an ordinance establishing fees**
 - iii. **Consider Adoption of a resolution establishing the fees.**

(At the request of staff, this item has been removed from the agenda and the public hearing items cancelled.)

City Manager Holstine reported that Public Hearing Item K was cancelled. Staff will provide council broader and more general options in the Fall for establishing fees.

Councilmember Lentz commented that staff should also provide an analysis that also includes Park Development Impact fees.

Councilmember Mackin commented that Council should consider community benefits instead of impact fees.

- L. **Consider Adoption of a Resolution of the Board of Directors of the Brisbane/Guadalupe Valley Municipal Improvement District Financing Authority Authorizing the Issuance and Sale of its Brisbane/Guadalupe Valley Municipal Improvement District Financing Authority Lease Revenue Bonds, Series 2023**
(Council will consider whether to approve financing of the costs of tenant improvements and related

equipment and furnishings to the building at 25 Park Place leased by the City by means of the issuance of revenue bonds (the “Bonds”) by the Brisbane/Guadalupe Valley Municipal Improvement District Financing Authority (the “Authority”) in an aggregate amount not to exceed \$5,500,000, payable from the City’s general fund.)

Finance Director Yuen and the City’s Financial Advisor Marty Johnson of JNA Consulting Group presented the proposal based on feedback from the City Council Fiscal and Administrative Policies Subcommittee, is to issue a 20-year bond, sized to provide \$5.5 million of net proceeds. The estimated interest rate is 4.45%. The payments on the new debt will be structured with payment of about \$350,000 through FY2025 and then payments of about \$430,000 through maturity in FY2043, with an approximate total interest cost of \$3.2 million. Based on this structure, the total payments on all issues paid from the General Fund would be approximately \$1.3 million from FY2026 to FY2033.

After Council questions for Finance Director Yuen, the City’s Financial Advisor Marty Johnson of JNA Consulting Group and Rick Brandis of Oppenheimer and Company, Mayor Davis opened the public hearing. City Clerk Padilla noted for the record that Council received correspondence from Dana Dillworth regarding 25 Park Place.

Councilmember O’Connell made a motion, seconded by Councilmember Lentz to close the public hearing. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

After some Council discussion, Councilmember O’Connell made a motion, seconded by Councilmember Cunningham to approve the Resolution of the Board of Directors of the Brisbane/Guadalupe Valley Municipal Improvement District Financing Authority authorizing the issuance and sale of its Brisbane/Guadalupe Valley Municipal Improvement District Financing Authority Lease Revenue Bonds, Series 2023. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

NEW BUSINESS

M. Consider Approval of Construction Contract for Brisbane Administrative Offices

(Assuming that Agenda Item L has been adopted, it is being recommended to award the Brisbane Administrative offices construction contract (Project No. 922A) to Argo Construction, Inc. in the amount of \$3,174,000 and authorize the mayor to sign the Agreement on behalf of the City.)

City Engineer Breault reported that he was content with the range of bids that were submitted for the construction project for the Brisbane Administrative Offices.

After no public comment and some Council questions and discussion, Councilmember Mackin made a motion, seconded by Councilmember Lentz to approve the Construction Contract for Brisbane Administrative Offices to Argo Construction. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

N. Consider Approval of Construction Management Services for 25 Park Remodel

(Assuming that Agenda Items L and M have been adopted/approved, it is being recommended that the Mayor be authorized to sign a Task Order in the amount of \$314,104.40 to JMW Consulting Engineers and to also sign a Professional Services Agreement if deemed necessary by the City Attorney)

City Engineer Breault reported that the task order in the amount of \$314, 104.40 is for JMW Consulting Engineers for Management Services for the 25 Park Remodel. After no public comment and some Council questions and discussion of the importance of a timely and smooth construction, Councilmember O'Connell made a motion, seconded by Councilmember Cunningham to approve the Request for Approval of Construction Management Services for 25 Park Remodel. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

O. Consider Approval of Request for Proposals for Executive Recruitment Services

City Manager Holstine reported that he hopes to receive Executive Recruitment Services proposals mid-June and interview top candidates at a special meeting on July 6, 2023.

After no public comment and some Council questions and discussion, Councilmember O'Connell made a motion, seconded by Councilmember Cunningham to approve the Request for Proposals for Executive Recruitment Services. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

STAFF REPORTS

P. City Manager's Report on Upcoming Activities

City Manager Holstine reported on upcoming activities and the latest City news.

MAYOR AND COUNCIL MATTERS

Q. Countywide Assignments and Subcommittee Reports

Council reported on their subcommittee activities and county assignments since the City Council Meeting of May 18, 2023.

R. Written Communication

Council received written communication from the following members of the public from 5/19-6/1/23 :

- Roland Lebrun (5/25/23) Revised Baylands Specific Plan Notice of EIR Preparation
- Clara Johnson (5/26/23) Comments on Revised Notice of Preparation of EIR for the Brisbane Baylands Specific Plan
- Dana Dillworth (5/26/23) Public Comment Baylands Specific Plan
- Dana Dillworth (6/1/23) 25 Park Place

ORAL COMMUNICATIONS NO. 2

No members of the public wished to make public comment.

ADJOURNMENT

Mayor Davis adjourned the meeting at 8:50 P.M.

Ingrid Padilla, City Clerk

D.

File Attachments for Item:

D. Approve Minutes of City Council Meeting of June 15, 2023



BRISBANE CITY COUNCIL

ACTION MINUTES

CITY COUNCIL MEETING

THURSDAY, JUNE 15, 2023

HYBRID MEETING, 50 PARK PLACE, BRISBANE, CA 94005

7:30 PM CALL TO ORDER – PLEDGE OF ALLEGIANCE

Mayor Davis called the meeting to order at 7:32 P.M. and led the Pledge of Allegiance.

ROLL CALL

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

No Councilmembers made any requests regarding Item A.

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

Councilmembers Absent: None

Staff Present: City Manager Holstine, City Attorney McMorrow, City Clerk Padilla, City Engineer Breault, Community Development Director Swiecki, Recreation Director Leek, Finance Director Yuen, Senior Management Analyst Velilla, Communications Director Cheung, Human Resources Administrator Partin, Police Chief Macias, Deputy Fire Chief Johnson, Police Commander Garcia and Administrative Analyst Ibarra

ADOPTION OF AGENDA

Councilmember O’Connell made a motion, seconded by Councilmember Cunningham to approve the agenda as it stands. The motion passed unanimously by all present.

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

Noes: None

Absent: None

Abstain: None

ORAL COMMUNICATION NO. 1

No member of the public wished to make public comment.

AWARDS AND PRESENTATIONS

B. Commending the 8U Little League Champions Brisbane Rattlers

Mayor Davis presented 8U Little League Brisbane Rattlers Coach Rob Larson with a commendation for winning the 8U South San Francisco Pony Baseball Little League Championships.

Coach Rob shared a few words of appreciation to his assistant coaches, players and parents for their support and efforts.

C. Proclaiming July 2023 as National Parks and Recreation Month

Mayor Davis recognized July 2023 as Park and Recreation Month in the City of Brisbane. Parks and Recreation Director Leek accepted the proclamation and thanked the Council for their support of Parks and Recreation programs.

D. Juneteenth Proclamation

Mayor Davis proclaimed Juneteenth as the day where all Americans were liberated and a day to reflect, learn, and grow as a community. Inclusion, Diversity, Equity and Accountability Committee Member Anna Dennis accepted the proclamation and thanked the Council for observing Juneteenth.

CONSENT CALENDAR

E. Accept Investment Report as of March 2023

F. Accept Investment Report as of April 2023

G. Adopt an Ordinance, Waiving Second Reading, to Amend the Electric Vehicle (EV) Charging Infrastructure Requirements for New Multifamily Residential Development Within the City of Brisbane to Align with the State's New Minimum Requirements and Finding that this Ordinance Is Categorically Exempt from Environmental Review Under CEQA Guidelines Section 15308, Actions by Regulatory Agencies for Protection of the Environment

H. Approve Citywide Yard Sale Co-sponsorship Application

I. Approve Contract with Millbrae Community Television (MCTV) for Streaming, Broadcasting, and Station Management Services

(If approved under this new contract, MCTV is requesting a 3% increase on operator costs and live cablecast services while Station Management Services / Service Support costs are unchanged, at \$1,646.67 per month.)

Councilmember O'Connell made a motion, seconded by Councilmember Mackin to approve Consent Calendar Items E-I. The motion passed unanimously by all present.

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

OLD BUSINESS

J. Consider Approval of City appointment to the Bay Area Water Supply and Conservation Agency (BAWSCA) and Bay Area Regional Water System Financing Authority (RFA) Boards

City Manager Holstine reported that Deputy Director of Public Works - Utilities Jerry Flanagan. After no public comment and Councilmembers' statements of approval of the candidate, Councilmember O'Connell made a motion, seconded by Councilmember Cunningham to approve Jerry Flanagan as the City appointment to the Bay Area Water Supply and Conservation Agency (BAWSCA) and Bay Area Regional Water System Financing Authority (RFA) Boards. The motion passed unanimously by all present.

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

NEW BUSINESS

K. Consider Approval of Pilot Program for Expanded Got Wheels! Program

(The purpose of this item is to provide Brisbane residents 70 and older with an affordable transportation service. If approved, the City would budget \$12,000 in order for more eligible Brisbane residents, roughly 10% of the Brisbane's population, the ability to receive a membership card)

Communications Manager Cheung reported that if approved the City would budget \$12,000 to a pilot program for the Expanded Got Wheels! Program. After some clarifying questions with staff and the Peninsula Family Service staff and no public comment, Councilmember O'Connell made a motion, seconded by Councilmember Cunningham to approve a pilot program for Expanded Got Wheels! Program. The motion passed unanimously by all present.

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

L. Budget Workshop

- i. City Manager Introduction to the 2023/24 Budget
- ii. Finance Director Overview of the 2023/24 Budget
- iii. Department Presentations

- Finance
 - Human Resources
 - City Manager/City Council/Library
 - City Clerk
 - Legal
 - Fire Department
 - Police Department
 - Community Development
 - Parks and Recreation/Co-sponsorships
 - Public Works/Utilities/Marina
 - Central Services/Debt
- iv. **Wrap Up**

After City Manager Holstine’s introduction and the Finance Director Yuen’s overview of the 2023/24 Budget, City Council directed staff to continue the budget workshop to the City Council Special Meeting of June 29, 2023 and provide more detail on department line items, comparative information from the last year’s budget, and the latest financial projections.

STAFF REPORTS

P. City Manager’s Report on Upcoming Activities

No report was given by City Manager Holstine.

MAYOR AND COUNCIL MATTERS

Q. Countywide Assignments and Subcommittee Reports

Council reported on their county assignments since the City Council Meeting of June 1, 2023.

R. Written Communication

Council received written communication from the following members of the public from 6/1-6/15/23 :

- Dana Dillworth (6/8/23) Planning Commission Comments
- Nancy Lacsamana (6/14/23) Budget Workshop: Park and Rec Sierra pt and Crocker Trail improvements
- Michael Barnes (6/14/23) Please forward to city council re: Budget hearings
- Carolyn Monroe (6/15/23) request for funding bicycle features on Crocker Trail

ORAL COMMUNICATIONS NO. 2

No members of the public wished to make public comment.

ADJOURNMENT

Mayor Davis adjourned the meeting at 10:13 P.M.

Ingrid Padilla, City Clerk

E.

File Attachments for Item:

E. Approve Annual Military Equipment Report per AB 481



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Lisa Macias, Chief of Police

Subject: Approve the Annual Military Equipment Report per California

Assembly Bill 481

Community Goal/Result

Safe Community - Residents and visitors will experience a sense of safety

Recommendation:

City Council approve the Annual Military Equipment Report per California Assembly Bill 481.

Background:

On September 30, 2021, Assembly Bill 481 (AB481) was codified in Government Code Sections 7070-7075, requiring the governing body of law enforcement to adopt a “Military Equipment Use:” policy. The Brisbane Police Department presented a policy to the City Council, which was adopted by ordinance on March 3, 2022.

AB481 also requires law enforcement agencies to prepare an annual report containing information for the preceding year. Staff has prepared a Military Equipment Annual Report (Attachment 1) which summarizes the required information including a description of the purpose of the equipment and how it was used; any complaint received; the results of any internal audits; the cost of the equipment possessed, and if the agency intends to acquire additional equipment in the next year.

Discussion:

To meet the requirements of the Report pursuant to AB 481, a review was conducted of the Brisbane Police Department’s military equipment policy. The Brisbane Police Department does not possess any tactical equipment that it has obtained from the military, nor does it possess any equipment that was designed for military use.

During the calendar year of 2022, no complaints related to military equipment were received by the Police Department. The Department conducted an internal audit and determined that there were no violations of the military equipment use policy. No new items of military equipment were acquired in the last year.

E.

Fiscal Impact:

There is no fiscal impact associated with this action.

Attachments:

Military Equipment Report

Lisa Macias

Lisa Macias, Chief of Police

Clay Holstine

Clay Holstine, City Manager

Attachment 1

MILITARY EQUIPMENT INVENTORY 2022

Qualifying Equipment / Owned by the Brisbane Police Department:

Equipment Name: Remington 870 Police Less Lethal Launchers and Kinetic Energy Munitions - CA Gov't Code §7070(c)(14)	
Quantity Owned/Sought: 1 owned	Lifespan: Approximately 15 years
Equipment Capabilities: The Less Lethal Remington 870 launcher is capable of firing 12 GA drag stabilized Impact Munitions, which are made a cotton material blend.	
Manufacturer Product Description: The Remington 870 is a single shot pump action shot gun that has the capability of deploying a 12 ga cotton blend impact projectile. The Remington 870 less lethal has been fitted with an orange stock to distinguish it to be a less lethal tool.	
Purpose/Authorized Uses: The Remington 870 Impact Munition are intended for use as a less lethal use of force option.	
Fiscal Impacts: The initial cost of this equipment was approximately \$500.00. The ongoing costs for munitions will vary and maintenance is conducted by departmental staff.	
Legal/Procedural Rules Governing Use: All applicable State, Federal and Local laws governing police use of force. Various Brisbane Police Department Policies on Use of Force and Crowd Control.	
Training Required: Officers must complete a department certified less lethal course as well as regular training and qualifications as required by law and policy.	
Other Notes: None.	

Qualifying Equipment known to be owned and/or utilized by law enforcement units with which the Brisbane Police Department collaborates and/or participates for law enforcement purposes

Equipment Name: Wheeled vehicles that have a breaching apparatus attached - CA Gov't Code §7070(c)(3)	
Quantity Owned/Sought: None (outside owned)	Lifespan: Unknown.
Equipment Capabilities: Capable of breaching doors, gates, and other points of entry.	
Manufacturer Product Description: Unavailable.	
Purpose/Authorized Uses: Breaching doors, gates, and other points of entry.	
Fiscal Impacts: None. Equipment owned, maintained, and operated by another agency.	
Legal/Procedural Rules Governing Use: Breaching vehicles can be deployed any time tactical operators determine that it is necessary to complete a lawful breaching. For a breaching to be lawful, it will generally need to be supported by a search or arrest warrant, or exigent circumstances.	
Training Required: The North County Regional SWAT Team provides internal training for staff members prior to allowing them to drive breaching vehicles.	
Other Notes: The Brisbane Police Department participates in the North County Regional SWAT Team (NCR SWAT). This equipment is owned and operated by NCR SWAT through the San Mateo Police Department. While the Brisbane Police Department does not own or operate this equipment, it could be used in Brisbane by NCR SWAT if they are deployed to an incident within city limits.	

Equipment Name: Battering rams, slugs, and breaching apparatus that are explosive in nature - CA Gov't Code §7070(c)(7)	
Quantity Owned/Sought: None (outside owned)	Lifespan: Unknown.
Equipment Capabilities: Capable of breaching doors, gates, windows, and other points of entry.	
Manufacturer Product Description: Unavailable.	
Purpose/Authorized Uses: Breaching doors, gates, windows, and other points of entry.	
Fiscal Impacts: None. Equipment owned, maintained, and operated by another agency.	
Legal/Procedural Rules Governing Use: Breaching apparatus that are explosive in nature can be deployed any time tactical operators determine that it is necessary to complete a lawful breaching, and non-explosive breaching methods are not tactically practicable. For a breaching to be lawful, it will generally need to be supported by a search or arrest warrant, or exigent circumstances.	
Training Required: The North County Regional SWAT Team provides internal training for staff members prior to allowing them to use explosive breaching apparatus.	
Other Notes: The Brisbane Police Department participates in the North County Regional SWAT Team (NCR SWAT). This equipment is owned and operated by NCR SWAT through the San Mateo Police Department. While the Brisbane Police Department does not own or operate this equipment, it could be used in Brisbane by NCR SWAT if they are deployed to an incident within city limits.	

Equipment Name: Flashbang grenades, explosive breaching tools, tear gas and pepper balls - CA Gov't Code §7070(c)(12)	
Quantity Owned/Sought: None (outside owned)	Lifespan: Unknown.
Equipment Capabilities: Capable of breaching doors, gates, windows, and other points of entry, creating explosive distractions, and/or deploying tear gas or pepper chemical.	
Manufacturer Product Description: Unavailable.	
Purpose/Authorized Uses: breaching doors, gates, windows, and other points of entry, creating explosive distractions, and/or deploying tear gas or pepper chemicals.	
Fiscal Impacts: None. Equipment owned, maintained, and operated by another agency.	
Legal/Procedural Rules Governing Use: Breaching apparatus that are explosive in nature can be deployed any time tactical operators determine that it is necessary to complete a lawful breaching, and non-explosive breaching methods are not tactically practicable. For a breaching to be lawful, it will generally need to be supported by a search or arrest warrant, or exigent circumstances. Tear gas and pepper balls can only be deployed in accordance with all applicable State, Federal and Local laws governing police use of force, crowd control, etc.	
Training Required: The North County Regional SWAT Team provides internal training for staff members prior to allowing them to use any of these items.	
Other Notes: The Brisbane Police Department participates in the North County Regional SWAT Team (NCR SWAT). This equipment is owned and operated by NCR SWAT through the San Mateo Police Department. While the Brisbane Police Department does not own or operate this equipment, it could be used in Brisbane by NCR SWAT if they are deployed to an incident within city limits.	

Equipment Name: Long Range Acoustic Device (LRAD) - CA Gov't Code §7070(c)(13)	
Quantity Owned/Sought: None (outside owned).	Lifespan: Unknown.
Equipment Capabilities: LRAD systems are a type of Acoustic Hailing Device (AHD) used to send messages over long distances. LRAD systems produce much higher sound levels (volume) than normal loudspeakers or megaphones. Over shorter distances, LRAD signals are loud enough to cause pain in the ears of people in their path.	
Manufacturer Product Description: LRAD systems are a type of Acoustic Hailing Device (AHD) used to send messages over long distances. LRAD systems produce much higher sound levels (volume) than normal loudspeakers or megaphones. Over shorter distances, LRAD signals are loud enough to cause pain in the ears of people in their path.	
Purpose/Authorized Uses: Can be used to disperse unlawful crowds and/or to disrupt the activities of person(s) who represent an immediate threat to others.	
Fiscal Impacts: None. Equipment owned, maintained, and operated by another agency.	
Legal/Procedural Rules Governing Use: LRADs can only be deployed in accordance with all applicable State, Federal and Local laws governing police use of force, crowd control, etc.	
Training Required: The North County Regional SWAT Team provides internal training for staff members prior to allowing them to use any of these items.	
Other Notes: The Brisbane Police Department participates in the North County Regional SWAT Team (NCR SWAT). This equipment is owned and operated by NCR SWAT through the San Mateo Police Department. While the Brisbane Police Department does not own or operate this equipment, it could be used in Brisbane by NCR SWAT if they are deployed to an incident within city limits.	

F.

File Attachments for Item:

F. Acknowledge Termination of Drought Stage 1 Requirements



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023
From: Director of Public Works/City Engineer
Subject: Termination of Stage 1 Drought Response Measures

Community Goal/Result

Ecological Sustainability

Purpose

To inform Council and the public of the termination of the requirement to implement local drought stage 1 measures, and to also inform them of ongoing reequipments from the State Water Resources Control Board.

Recommendation

Acknowledge the Director of Public Works/City Engineer’s (Director) determination that Stage 1 Drought response measures are no longer required.

Background

The Director determined on July 15, 2021, that a Stage 1 Drought had been triggered, and that associated response measures should be implemented. (See attached 7/15/21 city Council staff report).

Discussion

Based on the Governor’s Executive Order N-5-23 issued 3/24/23 that terminated the request for a voluntary water use reduction of 15%, and on the San Francisco Public Utilities Commission’s 4/11/23 rescission of their local water shortage emergency declaration and the voluntary system-wide water use reduction of 11%, Brisbane Stage 1 drought response measures are no longer required.

On June 5, 2023, the State of California Office of Administrative Law (OAL) approved an emergency regulatory action that continued the State Water Resource Control Board’s (SWRCB) restrictions on the use of potable water for the irrigation of non-functional turf at commercial, industrial, and institutional sites from 6/10/23 to 6/5/24. (see OAL Matter Number 2023-0526-01)

Additionally, the SWRCB has determined the following activities are prohibited for all Californians until December 2023, and violation of these prohibitions may be treated as infractions:

- Outdoor watering that lets water run onto sidewalks and other areas (except incidental runoff)
- Washing vehicles without an automatic shutoff nozzle
- Washing hard surfaces like driveways or sidewalks that don't absorb water
- Street cleaning or construction site preparation
- Filling decorative fountains, lakes, or ponds without a recirculation pump
- Outdoor watering within 48 hours after at least 1/4 inch of rainfall
- Watering decorative grass on public medians

The SWRCB encourages Californians to report potential water waste violations to their local water supplier or to SaveWater.CA.Gov .

The city's utilities division will send a letter to every hotel and to every customer with a separate irrigation meter that will advise these parties of the continuing requirements applicable to them. Additionally, the City's Communications Manager will post these requirements per the language in our Water Shortage Contingency Plan.

Fiscal Impact

The ongoing prohibition of watering non-functional turf will continue a reduction in the use of water, which will mean a reduction in the amount of charges assessed against water consumption as billed from water meter reading.

Measure of Success

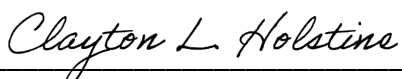
The implementation of state prohibitions on non-essential water use to ensure sufficient water supplies to meet the basic needs of human consumption, sanitation and fire protection; and to protect the health, safety, welfare and economic vitality of the city's customers.

Attachments

1. 7/15/21 City Council staff report, "Stage 1 Drought Determination"



 Randy Breault, Public Works Director



 Clay Holstine, City Manager



CITY COUNCIL AGENDA REPORT

Meeting Date: July 15, 2021

From: Director of Public Works/City Engineer

Subject: Stage 1 Drought Determination

Community Goal/Result: Ecological Sustainability

Purpose

This action will facilitate compliance with requirements promulgated by a governing authority for voluntary reductions during a water shortage, will assure the maximum beneficial use of city water supplies, and will enable implementation of the city’s water drought response measures.

Recommendation

Acknowledge the Director of Public Works/City Engineer’s (Director) determination that a Stage 1 Drought has been triggered, and the associated response measures should be implemented.

Background

Brisbane Municipal Code Chapter 8.41 authorizes the Director to determine when a particular stage of drought response actions should be implemented.

The San Francisco Public Utilities Commission, who own and operate Brisbane’s sole source of water supply, has requested that all of its wholesale customers voluntarily reduce their use of outside (irrigation) water by 10%.

The State Water Resources and Control Board has urged all water systems to encourage customers to conserve water.

California’s Governor has issued a Proclamation of a State of Emergency, which notes the requirements to mitigate effects of the drought on the Sacramento-San Joaquin Delta (amongst other counties and watersheds).

As of the end of June, the U.S. Drought Monitor’s map indicated that San Mateo County is in a state of Extreme Drought.

Discussion

Drought Stage 1 response measures are required, and shall become effective July 20, 2021, and will remain in effect until the effective date of a different drought response stage or until the Director determines that no drought response stages are required.

The drought response stage 1 measures listed below are found in the Water Shortage Contingency Plan approved by the Director, and are available on the City’s website:

- Stop washing down paved surfaces, including but not limited to, sidewalks, driveways, parking lots, tennis courts or patios, except when necessary to address an immediate health, safety or sanitation need.
- Stop the application of potable water to outdoor landscapes in a manner that causes excessive runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or other hardscapes and structures.
- Do not irrigate residential and commercial landscapes between the hours of 9:00 a.m. and 6:00 p.m. or during rain events.
- Use a hand-held hose equipped with an automatic shut-off nozzle or bucket to water landscaped areas that are not irrigated by a landscape irrigation system.
- Irrigate nursery and commercial grower’s products before 10:00 a.m. and after 6:00 p.m. Watering is permitted at any time with a hand-held hose equipped with an automatic shut-off nozzle, a bucket, or a drip/micro-irrigation system. Irrigation of nursery propagation beds is permitted at any time. Watering of livestock is permitted at any time.
- Use only re-circulated or recycled water to operate ornamental fountains.
- Wash vehicles using a bucket, a hand-held hose with an automatic shut-off nozzle, a mobile high pressure/low volume wash system, or at a commercial site that re-circulates (i.e., reclaims) water on-site.
- Serve and refill water in restaurants and other food service establishments only upon request.
- Offer guests in hotels, motels, and other commercial lodging establishments the option of not laundering towels and linens daily.
- Use recycled water for construction purposes, if available.

No new, non-residential water meters may be issued unless the Director determines that such issuance will not impede the City’s compliance with the required water use reductions.

Based on this determination, the city’s utilities division will send a letter to every hotel and to every customer with a separate irrigation meter that will advise these parties of the requirements applicable to them. At this stage of drought response, the city’s enforcement will be reactive, that is, complaint based.

Fiscal Impact

A reduction in the use of water will mean a reduction in the amount of charges assessed against water consumption as billed from water meter reading. The Council’s 2/1/18 decision to implement a Drought Contingency Charge is expected to mitigate these reduced charges so as to not have a detrimental effect on the utility fund.

Measure of Success

A reduction of non-essential water uses that will ensure sufficient water supplies to meet the basic needs of human consumption, sanitation and fire protection; and protect the health, safety, welfare and economic vitality of the city’s customers.



Randy Breault, Public Works Director

Clay Holstine, City Manager

File Attachments for Item:

G. Adopt a Resolution Supporting the Central Brisbane Stairway Additions Project and Entering a Funding Agreement with the San Mateo County Transportation Authority for Cycle 6 Pedestrian and Bicycle Program Funding

(It is being recommended to adopt a resolution of support and commitment, also requesting the San Mateo County Transportation Authority (TA) prepare a funding agreement for Cycle 6 Measures A and W Pedestrian and Bicycle Program funding in the amount of \$475,000 and approve the supplemental appropriation from the General Fund for the local project match in the amount of \$25,000.)



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Karen Kinser, Deputy Director of Public Works

Subject: Intended Use of FY 2022-23 TDA Article 3 Funding

Community Goal/Result

- (1) Safe Community
- (2) Ecological Sustainability

Purpose

To obtain Council's approval and to adopt the resolution required by the San Mateo County Transportation Authority (TA) as a condition to receive transportation funding from the Cycle 6 Measures A and W Pedestrian and Bicycle Program for three stairway/walkway segments; (completion of design and construction of a stairway from the mid-block of Tulare St. to Santa Clara St., preparation of design of a stairway from Santa Clara St. to Alvarado St., and design of improvements to the unpaved walkway from San Francisco Ave. to Old County Rd.), and to obtain a supplemental appropriation of \$25,000 from the General Fund to provide the required local match.

Recommendation

Adopt a resolution of support and commitment, also requesting the San Mateo County Transportation Authority (TA) prepare a funding agreement for Cycle 6 Measures A and W Pedestrian and Bicycle Program funding in the amount of \$475,000, and approve the supplemental appropriation from the General Fund for the local project match in the amount of \$25,000.

Background

The TA plans, funds and delivers transportation programs and projects throughout the county, by managing the voter-approved Measure A and Measure W sales taxes that generate revenue to help improve transit and relieve congestion. One of the program guidelines requires that the enclosed resolution be adopted by the local agency before they are eligible to receive the aforementioned grant funds. This requirement for TA funds is similar to requirements and corresponding resolutions previously adopted by Council to receive Local Streets and Roads funds, C/CAG Transportation Development Act (TDA) Article 3 funds, SB1 Road Repair and Accountability Act funds and others.

City staff worked with consultants from the grant team at Renne Public Policy Group as well as the TA, to develop a grant application submittal that met the requirements for the Cycle 6 Measures A and W Pedestrian and Bicycle Program funding in the fall of 2022, and the city was successful in receiving funds.

The project will provide for the completion of design and the construction of a concrete walkway from Tulare to Santa Clara, as well as provide design for two walkways, one

from Santa Clara to Alvarado and the other from San Francisco Ave to Old County Rd. The walkways in each case will be a mixture of steps and flat landings, depending on the steepness of the grade. The walkways will also include a handrail on one side and generally, pathway lighting via bollards.

Fiscal Impact

The three-part project is estimated to cost \$500,000. The distribution amount for the City of Brisbane is \$475,000, and the requested supplemental appropriation from the General Fund of \$25,000 will make up the remainder of funds needed.

Measure of Success

Completion of design of two segments of stairway/walkway and opening of the third segment to competitive bids that will enable the City to select a qualified contractor for its construction.

Attachments

- 1. Proposed Resolution



Karen Kinser, Deputy Director of Public Works



Randy Breault, Director of Public Works



Clay Holstine, City Manager

RESOLUTION No. 2023- ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
SUPPORTING THE CENTRAL BRISBANE STAIRWAY ADDITIONS PROJECT AND
ENTERING INTO A FUNDING AGREEMENT WITH THE SAN MATEO COUNTY
TRANSPORTATION AUTHORITY FOR CYCLE 6 PEDESTRIAN AND BICYCLE
PROGRAM FUNDING**

WHEREAS, the City of Brisbane has identified a need for pedestrian-friendly infrastructure, and

WHEREAS, the City of Brisbane has proposed the Central Brisbane Stairway Additions Project to develop a network of stairways will that provide mobility between hillside streets and connectivity to local transit options, and

WHEREAS, it will cost \$500,000 to implement the Project scope, and

WHEREAS, the City of Brisbane will receive \$475,000 in grant funds for the Project, and

WHEREAS, the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Cycle 6 Measures A and W Pedestrian and Bicycle Program on August 4, 2022, and

WHEREAS, the TA requires the Sponsor's governing board to adopt a resolution:

1. Supporting the Project for \$475,000 in TA Measures A and W Pedestrian and Bicycle Program funds for Project;
2. Committing the City of Brisbane to the completion of the Project, including the commitment of matching funds in the amount of \$25,000 needed for implementation.
3. Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
4. Authorizing the City Manager of the City of Brisbane to sign a funding agreement with the TA for the TA Measures A and W Pedestrian and Bicycle Program funding for the Project and to take any other actions necessary to give effect to this resolution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brisbane

1. Supports staff’s submittal of an application to the San Mateo County Transportation Authority for Measures A and W Pedestrian and Bicycle Program funds for \$475,000 for the Central Brisbane Stairway Additions project.
2. Authorizes the City Manager to execute a funding agreement with the San Mateo County Transportation Authority to encumber TA Measures A and W Pedestrian and Bicycle Program funds;
3. Commits to the completing the Project, including contributing \$25,000 of matching funds needed for Project implementation.
4. Certifies that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources; and
5. Authorizes the Director of Public Works to take any other actions necessary to give effect to this resolution.

Madison Davis, Mayor

I Ingrid Padilla, City Clerk of the City of Brisbane, certify that the foregoing Resolution was introduced at the special meeting of the Brisbane City Council on the 29th day of June 2023, and was adopted thereafter by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ingrid Padilla, City Clerk

H.

File Attachments for Item:

H. Approve Co-Sponsorship Event with San Bruno Mountain Watch for a Celebration for David Schooley



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Noreen Leek, Parks & Recreation Director

Subject: Application for Event Cosponsorship

Community Goal/Result

Community Building

Purpose

Support local Non-profit organizations.

Recommendation

Approve the San Bruno Mountain Watch celebration for David Schooley as a cosponsored event.

Background

San Bruno Mountain Watch (SBMW) is a non-profit organization whose mission is to “preserve and protect the native ecosystems of San Bruno Mountain, in perpetuity.” Their programs connect people to nature near where they live and help local communities learn about the importance of biodiversity as they nurture the landscapes of this unique place. San Bruno Mountain Watch emerged from the web of lively grassroots movements dedicated to protecting San Bruno Mountain. Today, they work to preserve open space through advocacy and partnerships with landowners and government officials from the surrounding cities and San Mateo County. Furthermore, the organization leads community-based stewardship programs that protect and care for the mountain's diverse habitats and they provide environmental education opportunities for students of all ages.

Discussion

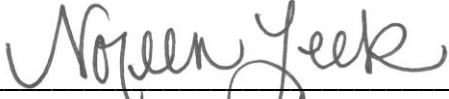
SBMW is requesting use of the Community Center on July 28, 2023 to host a celebration honoring David Schooley and his contributions to preserving San Bruno Mountain. He played an integral role in the founding of San Bruno Mountain Watch and in educating so many about the mountain. The purpose of the event is to acknowledge his substantial contributions and recognize him for his efforts.

Fiscal Impact

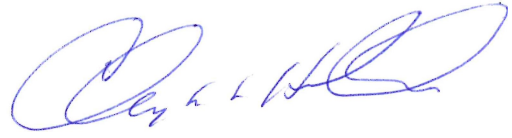
San Bruno Mountain Watch qualifies under the Group II category for recreation facilities indoor use permits. Meeting the Group II requirements of being a resident non-profit with their event open to the general public qualifies them for free use of the facility and waives the deposit requirement.

Attachments

1. Cosponsorship Event Application



Noreen Leek, Parks & Recreation Director



Clay Holstine, City Manager

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005
415 - 657-4320

1. ORGANIZATION INFORMATION

Organization: San Bruno Mountain Watch

Contact Person: Michele Salmon

Day Phone: 415 377 0689

Evening Phone: "

Address: 44 Visitacion Ave #206
PO Box 53

City of Residence: Brisbane

Zip: 94005

2. FACILITY

Facility Requested: Community Center
250 Visitacion Ave

If Mission Blue Center, specify room (s)

Costanos Room (Dance Floor) _____

Buckeye Room (Carpeted Room): _____

Lupine Room (Conference Room): _____

Date and Time Requesting to Enter Facility:
3:30 PM

Date and Time Requesting to Leave Facility:
10:00 PM

3. Event Information

Date: July 28, 2023 Day of Week: FRIDAY # of Co-sponsored events this year _____

Starting Time of Event: 5:30 PM Ending Time of Event: 9:00 PM

Non Profit for Charity _____ For Profit _____ Fundraiser for Organization Use _____

Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: _____

Requesting Promotional Support _____

What is purpose of event: SBMW Celebration honoring David Schooley and his contribution to preserving & conserving San Bruno Mtn. He has played an integral role in these efforts, in the founding of Mountain Watch and in educating so many about the mountain.

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. _____

We will need tables & chairs but set up for appetizers & desserts with occassional seating
One microphone would be appreciated

Will event require sound equipment? maybe Sound Technician? _____

Will event require theatrical lighting equipment? No Lighting Technician? No

Will event require promotional support? maybe Yes _____ No _____ If Yes, what is requested? _____

5. **ALCOHOLIC BEVERAGES***

Will alcoholic beverages be served? Yes No Sold? Yes No

If selling alcohol, your group must obtain an Alcoholic Beverage Permit.

Please attach a copy of the permit.

ABC permits may be obtained from:

The State of California Alcoholic Beverage Control Department
185 Berry Street
San Francisco, CA 94107
415 / 557 - 3660

*Full Liquor Liability: If liquor, beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums are necessary.

6. **ADMISSION FEES AND SALES***

Will there be an admission fee or booth fee?: Yes No Amount of Fee: Ø

Will there be sales of novelties or goods?: Yes No

Will there be sales of food?: Yes No

(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

Does your group have a City of Brisbane License?: Yes No **EXEMPT AS A 5013C**

* Additional insurance is required for exhibitors, non-food sales concessionaires and food sales concessionaires.

I have read and understand the Policy and Procedures for Event Sponsorship and hereby agree to comply with its content. I understand that failure to observe these regulations or City, State or Federal law will result in cancellation of my event and co-sponsorship status for future events.

Applicant's Signature Michelle Salmon Date 6/15/23

I.

File Attachments for Item:

I. Adopt Resolutions to Establish the Classifications of Human Resources Director and Police Corporal and Amend the Master Pay Schedule



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Abby Partin, Human Resources Administrator

Subject: Adopt Resolutions to Establish the Classifications of Human Resources Director and Police Corporal and to Amend the Master Pay Schedule Concerning these Classifications and for the Special Assistance Classification.

Community Goal/Result

Fiscally Prudent, Safe Community

Purpose

To ensure the community continues to receive excellent service by retaining and attracting exceptional employees in a financially prudent manner.

Recommendation

Staff recommends the City Council adopt resolutions by approving the following:

- Establish the Human Resources Director and Police Corporal classifications;
- Amend the Master Pay Schedule to include these new classifications and to reflect a higher hourly salary for the Special Assistant Classification; and
- Add Human Resources Director to Confidential Management and Police Corporal to Brisbane Police Officers Association groups.

Background

With the current and future growth within the organization and the community due to residential, retail, hotel, commercial and biotechnology construction, including the Baylands development; the City Manager has identified the need to formalize and establish the Human Resources Director and Police Corporal classifications, as well as adjusting the Special Assistant salary range to serve as part of the City's succession planning and retention tool by providing staff a path for professional growth and recognition for high level performance.

Discussion

Due to the recent retirement of the Assistant City Manager, the current Human Resources Administrator absorbed higher-level human resources functions such as Risk Management, taking the lead on both employee relations and labor relations, and serving as the City's alternate member on the Bay Cities Joint Powers Insurance Authority Board Director. In addition, the Human Resources Administrator oversees various out day to day operations within the Human Resources Department such as department management, policy administration, Safety Program Coordinator, and workers compensation/disability management.

The proposed Human Resources Director classification will oversee, direct, and participate in all Human Resources Department programs, including the day-to-day operations and both short and long-range planning and budgeting. This classification will coordinate all Human Resources Department activities with other City departments and divisions as well as program planning and operational goals and objectives for the department, and furthering City goals and objectives within general policy guidelines.

The proposed Police Corporal classification will serve as second in command to a Police Sergeant, which currently is classified as Officer-in-Charge, fulfilling supervisory duties during the absence of a Sergeant. The formalized Police Corporal classification will take on administrative duties, maintain, oversee and participate in collateral duties as assigned; complete special projects as well as develop, mentor and coach incoming and line-level Police Officers. As a small organization where promotions are limited, this classification will assist in the retention of the City’s current officers as it provides them the opportunity to develop and be recognized for their hard work and leadership abilities. As the City prepares for the future growth of the Baylands development, the Police Corporal classification will allow the department to be prepared to fill future supervisory positions, as the City hires more personnel.

Staff provided the proposed Human Resources Director and Police Corporal job descriptions to the Confidential Management and Police Officers Association groups, for review as it is proposed to include the classifications into their respective bargaining groups. Neither group had an objection.

After an internal and external compensation review, staff recommends the following salary range for the proposed classifications:

- Human Resources Director: \$14,804 - \$17,995 monthly (\$85.41 - \$103.82 per hour)
- Police Corporal: \$8,965 - \$10,897 monthly (\$51.72 - \$62.87 per hour)

The City’s Special Assistant classification encompasses and fulfills a wide array of functions from office clerical to higher, executive level assistance on an as needed basis. With foreseeable future retirements, staff is requesting to adjust the current Special Assistant salary range from \$15.50 to \$75.00 to \$15.50 to \$145.00. Staff believes this change at the high end is necessary in order to capture higher, executive level assistance to address the challenge of retaining institutional knowledge on a part-time basis, which will be helpful during the Baylands development and addressing departmental specific issues. Having part-time staff with numerous years of experience and expertise will not only allow for a seamless transition of departmental functions, but also provides training opportunities for current employees.

Fiscal Impact

The differential cost at top rates from Human Resources Administrator to Human Resources Director is \$35,001 per year, and Police Officer to Police Corporal is \$12,470 per year. The full cost of the changes will be incorporated into the ensuing budget year.

Measure of Success

The City is able to maintain a stable and high quality workforce.

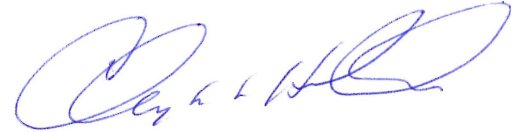
Attachments

Resolution 2023-__

Resolution 2023-__



Abby Partin, Human Resources
Administrator



Clay Holstine, City Manager

RESOLUTION NO 2023-XX**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
AMENDING RESOLUTION 2001-11 TO INCLUDE THE CLASSIFICATIONS OF
HUMAN RESOURCES DIRECTOR AND POLICE CORPORAL IN THE CLASS
SPECIFICATION MANUAL AND DESIGNATING THESE CLASSIFICATIONS,
RESPECTIVELY, INTO THE CONFIDENTIAL MANAGEMENT AND THE BRISBANE
POLICE OFFICERS ASSOCIATION BARGAINING GROUPS**

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

WHEREAS, the City Manager has established the need for the classifications of Human Resources Director and Police Corporal; and

WHEREAS, the class description for Human Resources Director and Police Corporal were developed in cooperation with and have been approved by the City Manager; and

WHEREAS, this newly developed class descriptions for Human Resources Director and Police Corporal meet the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual; and

WHEREAS, the City Manager has discussed with the Confidential Management bargaining group whether the Human Resources Director classification should be included in that bargaining group and no objection has been received; and

WHEREAS, the City Manager has discussed with the Brisbane Police Officers Association whether the Police Corporal classification should be included in that bargaining group and no objection has been received.

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

Section 1. The class descriptions for the classifications of Human Resources Director and Police Corporal in Exhibit "A" are approved for inclusion in the Class Specification Manual.

Section 2. The Human Resources Director classification is added to the Confidential Management bargaining group and the Police Corporal classification is added to the Brisbane Police Officers Association bargaining group.

Section 3. This resolution shall be effective immediately upon its adoption.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-XX was duly and regularly adopted at a special meeting of the Brisbane City Council on June 29, 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Ingrid Padilla, City Clerk

CITY OF BRISBANE
HUMAN RESOURCES DIRECTOR

Definition

Plans, directs, coordinates, manages and participates in the activities of the City's Human Resources Department including management of workers, compensation, employee benefits, employee safety, labor relations; employee relations, recruitment, classification and compensation, and city-wide training.

Class Characteristics

This is an executive management classification that oversees, directs, and participates in all Human Resources Department programs, including the day-to-day operations and both short and long-range planning and budgeting. Responsibilities include coordinating the activities of the Human Resources Department with other City departments and divisions and managing the complex and varied functions of the department. The incumbent is accountable for accomplishing program planning and operational goals and objectives for the department, and furthering City goals and objectives within general policy guidelines.

Supervision Received and Exercised

Receives general direction from the City Manager.

Exercises supervision of supervisory/professional and clerical staff.

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

- Plans, directs, administers, and oversees a wide range of human resources services in compliance with City policy, state and federal regulations; organizes and oversees human resources program areas including recruitment, classification, benefits, labor relations, employee relations, training, wellness program, workplace investigations, and worker's compensation.
- Develops and implements the Human Resources Department goals, objectives, policies and programs in accordance with City policies, goals and objectives.
- Develops and makes recommendations to the City Manager, Assistant City Manager, and operating departments regarding the creation, revision, or abolishment of Human Resources rules policies and procedures.
- Prepares, administers, and maintains the Human Resources Department budgets including forecasting future needs as well as monitoring and controlling expenditures.
- Develops goals, objectives, and performance measures for the department; assesses the effectiveness of programs and services provided and seeks ways to improve services and programs; advises directors and managers using sound human resources strategies, practices and techniques to solve complex employee and organizational issues.
- Manages and oversees the administration of personnel activities, including hiring, promoting, evaluating, establishing performance standards and reviews, training, and assigning of work responsibilities.
- Provides oversight for City's labor relations functions; interprets labor agreements and other City rules, regulations, policies and procedures; provides analytical and strategic support for labor relations matters; assists in determining proposal costs, serves as a member of the City's negotiation team.
- Administers comprehensive employee benefit program, including health insurance, pension and other post-employment benefits; keeps current on trends in the benefits market place and makes recommendations for plan amendments.

- Provides management oversight to employee protected leaves, return to work, modified work and reasonable accommodation; ensures compliance with applicable laws, rules, past practices and best practices.
- Oversees the Workers Compensation program and provides oversight to the third-party administrator and City staff; hires and directs investigators and other experts; authorizes settlements; audits claim costs and expenditures.
- Identifies, coordinates and provides Human Resources-related training to city staff, as appropriate.
- Researches, analyzes and develops recommendations on a wide range of human resources issues; monitors and analyzes laws and pending legislation which impact City operations; stays current of new trends and innovations in the field of human resources, and continually monitors the City's compliance with federal and state laws and regulations; provides technical assistance as necessary.
- Represents the department to outside agencies and organizations; participates in outside community and professional groups and committees.
- Makes presentations to various groups within the City, including City Council and agencies outside the City.
- Serves as a professional staff resource to City managerial staff.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposals, agreements and other written materials.
- Monitors changes in laws, regulations and technology that may affect City activities and functions; implements policy and procedural changes as required.

Qualifications

Knowledge of:

- Principles, practices and procedures of human resources management in a public agency including methods and techniques for recruitment, selection, equal employment opportunity, classification, compensation, benefit analysis and administration, employee and labor relations, employee and organizational development, workers' compensation and safety.
- Applicable federal, state, and local laws, regulations, ordinances and codes related to human resources.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Employee benefits, public sector retirement programs, payroll/HRIS systems, workers compensation, employee relations, negotiations, grievances, discipline, leave of absences,
- Communication techniques to include presentations to groups of various sizes in a positive, inclusive and motivational manner.
- Customer service techniques for dealing with employees, often in difficult or confrontational situations.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications; formats and appropriate terminology for written communications such as business correspondence, policies, procedures, and narrative reports
- Standard office procedures, practices, equipment, personal computers, and software.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Basic budgetary and contract administration practices in a public agency.
- Records management principles and practices.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, employee representatives, and other professional organizations.

Skill to:

- Operate a variety of office equipment including computers and peripheral equipment.

Ability to:

- Provide accurate interpretations of policies and regulations.
- Analyze and evaluate extensive data effectively and objectively and to prepare oral presentations and written reports and recommendations clearly, logically and concisely.
- Understand, interpret, explain and apply laws, rules, regulations, memorandum of understandings, policies and procedures.
- Develop and administer department goals, objectives and procedures; identify problems, develop solutions, and implement a plan of action.
- Prepare and administer budgets.
- Prepare clear and concise management reports; conduct complex presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Prepare a variety of reports and analyses, which are written clearly, concisely, and accurately.
- Analyze and interpret a variety of human resources programs.
- Analyze issues and make recommendations to resolve administrative and procedural problems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, and set priorities to meet critical timelines.
- Maintain confidentiality of sensitive information and records.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned functional areas.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, applicants and various professional and regulatory organizations.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines.

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

Education: Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. A Master's degree in Public Administration or Business Administration or other related field is desirable.

Experience: Four to five years of increasingly responsible administrative management experience involving a combination of any of the following: human resources management, policy analysis, study and analysis of management, budget, organizational, and procedural problems and issues preferably in a government agency.

License: Must possess a valid California class C driver's license and have a satisfactory driving record or have the ability to travel from one location to another to attend meetings.

Working Conditions: Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean

appearance; work protracted and irregular hours and evening meetings or off-sight work for meeting attendance or participation in specific projects or programs as needed.

Physical Demands: Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; move 35 pound boxes, files, and materials.

Approved Date: June 29, 2023
Resolution: 2023-

Revised Date:
Resolution:

Bargaining Unit: Confidential Management Group
Resolution: 2023-

Former Titles:

Abolished:

CITY OF BRISBANE

POLICE CORPORAL

Definition

Leads and performs a wide variety of law enforcement duties involving crime prevention; protection of life and property and enforcement of all laws; including city ordinances; makes investigations, assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public.

Class Characteristics

This sworn law enforcement class performs some supervisory assignments found in a municipal police department. The functions of a Police Corporal are similar to that of a Police Officer with additional duties such as being the supervisor of a shift, when a Police Sergeant is absent and perform, related work as required including leading an investigation. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

Supervision Received and Exercised

Receives general supervision from the Police Sergeant.

May provide technical and functional oversight of Police Officer and Police Officer Trainees.

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

- Performs all functions of a police officer assigned to patrol, investigations, or administration.
- Patrols assigned areas for the prevention and detection of crime, enforcement of laws, regulations, and ordinances.
- Responds to all calls for service and takes appropriate action.
- Acts as a patrol supervisor at crime incidents, disaster scenes and accidents until relieved by a higher-ranking officer.
- Makes arrests, conducts traffic enforcement, prepares cases for trial, and appears in court as a witness.
- Participates in community events.
- Reviews reports written by officers.
- Acts as a shift supervisor/Watch Commander when the sergeant is not available or on another incident.
- Performs the duties of a Field Training Officer which includes: providing direct one on one training to the police officer recruits; completes daily and summary evaluations of recruits in training.
- Attends internal management meetings and provides status reports.
- Provides in-service training during quarterly training days.
- Develops, mentors and coaches subordinates.
- Completes special projects, as assigned.

Qualifications

Knowledge of:

- Organization, operation rules and regulations of the Police Department.
- Principles of the criminal justice system and administration, including traffic control and crime prevention; criminal investigation

- Rules of evidence and laws of arrest and court procedures.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances and court decisions.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill to:

- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Enter information into a computer with sufficient speed and accuracy to perform the work.

Ability to:

- Enforce City and State laws, local ordinances, and traffic regulation.
- Conduct in depth investigations of crimes, disturbances, vehicle accidents, public safety hazards.
- Analyze and adopt effective and reasonable courses of action.
- Supervise, evaluate, and discipline subordinates.
- Gather, analyze and evaluate facts and evidence and draw sound conclusions.
- Prepare accurate reports.
- Obtain valid information from interrogations.
- Direct traffic
- Issue citations and make arrests as required.
- Assist in care and transportation of prisoners.
- Appear in court to present evidence and testimony.
- Operate radio and communication equipment.
- Give information and assistance to the public.
- Maintain effective working relationships with other employees, other public agencies and the general public.
- Make sound, independent decisions in emergency situations.

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

Education: Equivalent to graduation from high school. Additional education at a community college or university level course work in criminal justice and/or a related field is highly desirable.

Experience: Minimum of three (3) years of current full-time sworn police officer experience and successful completion of probation at the time of appointment; and possession of an Intermediate P.O.S.T. Certificate.

License: Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid Intermediate certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Working Conditions: Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to difficult circumstances, including exposure to hazardous materials and all-weather conditions.

Physical Demands: Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and move individuals or objects weighing to 100 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.

Approved Date: June 29, 2023
Resolution: 2023-

Revised Date:
Resolution:

Bargaining Unit: Police Officers Assoc.
Resolution: 2023-

Former Titles:

Abolished:

RESOLUTION NO 2023-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
ADOPTING MASTER PAY SCHEDULE
FOR ALL EMPLOYEES**

WHEREAS, the City of Brisbane contracts with the California Public Employee’s Retirement System (CalPERS) to provide retirement benefits for its employees; and

WHEREAS, pursuant to the California Code of Regulations, Title 2, Section 570.5 CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify the position title for every employee position, pay rate for each position title, and the applicable time base for the pay rate; and

WHEREAS, the City Council of the City of Brisbane desires to approve and adopt a publicly available Master Pay Schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5;

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

The Master Pay Schedule as set forth in Exhibit A is approved and is incorporated by reference as though fully set forth herein.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-XX was duly and regularly adopted at a special meeting of the Brisbane City Council on June 29, 2023, by the following vote:

- Ayes:
- Noes:
- Absent:
- Abstain:

Ingrid Padilla, City Clerk

I.

Appendix A

City of Brisbane Master Pay Schedule

Approved per Resolution No. 2023-

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Accounting Assistant I	\$ 26.75	\$ 28.09	\$ 29.50	\$ 30.98	\$ 32.53				1/2/2023	General Employees	Non-Exempt
Accounting Assistant II	\$ 29.45	\$ 30.93	\$ 32.48	\$ 34.09	\$ 35.80				1/2/2023	General Employees	Non-Exempt
Accounting Systems Analyst	\$ 40.44	\$ 42.57	\$ 44.70	\$ 46.93	\$ 49.28				1/2/2023	General Employees	Non-Exempt
Administrative Assistant	\$ 35.39	\$ 37.16	\$ 39.01	\$ 40.96	\$ 43.01				1/2/2023	General Employees	Non-Exempt
Administrative Management Analyst	\$ 45.04	\$ 47.28	\$ 49.66	\$ 52.13	\$ 54.75				1/2/2023	Confidential Employee	Exempt
Administrative Services Director	\$ 90.94	\$ 95.48	\$ 100.26	\$ 105.26	\$ 110.54				1/2/2023	Confidential Management	Exempt
Assistant Engineer I	\$ 41.20	\$ 43.27	\$ 45.43	\$ 47.71	\$ 50.09				1/2/2023	General Employees	Non-Exempt
Assistant Engineer II	\$ 45.33	\$ 47.58	\$ 49.97	\$ 52.46	\$ 55.09				1/2/2023	General Employees	Non-Exempt
Assistant City Manager	\$ 104.58	\$ 109.80	\$ 115.30	\$ 121.05	\$ 127.12				1/2/2023	Confidential Management	Exempt
Assistant to the City Manager	\$ 69.68	\$ 73.16	\$ 76.83	\$ 80.66	\$ 84.71				1/2/2023	Executive Management	Exempt
Assistant Fire Marshal	\$ 78.22	\$ 82.13	\$ 86.24	\$ 90.55	\$ 95.08				1/2/2023	Brisbane Fire Management	Exempt
Associate Civil Engineer	\$ 53.97	\$ 56.66	\$ 59.49	\$ 62.47	\$ 65.60				1/2/2023	Mid-Management/Professional	Exempt
Associate Planner	\$ 47.68	\$ 50.07	\$ 52.58	\$ 55.20	\$ 57.97				1/2/2023	General Employees	Non-Exempt
Building Permit Technician	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				4/6/2023	General Employees	Non-Exempt
Cashier	\$ 15.50	\$ 16.28	\$ 17.09	\$ 17.94	\$ 18.84				1/2/2023	Unrepresented	Non-Exempt
C/CAG Stormwater Program Director	\$ 71.29	\$ 74.86	\$ 78.60	\$ 82.54	\$ 86.66				1/2/2023	Mid-Management/Professional	Exempt
City Clerk	\$ 56.39	\$ 59.21	\$ 62.17	\$ 65.29	\$ 68.54				1/2/2023	Executive Management	Exempt
City Manager	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 142.14		1/2/2023	Unrepresented	Exempt
Code Enforcement Officer	\$ 38.45	\$ 40.38	\$ 42.39	\$ 44.51	\$ 46.74				1/2/2023	General Employees	Non-Exempt
Communications Digital and Media Coordinator	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				1/2/2023	General Employees	Non-Exempt
Communications Manager	\$ 52.68	\$ 55.45	\$ 58.36	\$ 61.43	\$ 64.67				1/2/2023	Mid-Management/Professional	Exempt
Community Development Director	\$ 87.94	\$ 92.34	\$ 96.96	\$ 101.81	\$ 106.91				1/2/2023	Executive Management	Exempt
Community Development Technician	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				1/2/2023	General Employees	Non-Exempt
Community Services Officer	\$ 31.48	\$ 33.51	\$ 35.19	\$ 36.95	\$ 38.79				1/2/2023	General Employees	Non-Exempt
Council Member	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00			1/2/2023	Elected Position	
Crossing Guard	\$ 15.50	\$ 16.28	\$ 17.09	\$ 17.94	\$ 18.84				1/2/2023	Unrepresented	Non-Exempt
Deputy City Clerk/Executive Assistant	\$ 42.39	\$ 44.51	\$ 46.74	\$ 49.09	\$ 51.53				1/2/2023	Confidential	Exempt
Deputy Director of Public Works	\$ 79.65	\$ 83.63	\$ 87.82	\$ 92.21	\$ 96.82				1/2/2023	Mid-Management/Professional	Exempt
Deputy Finance Director	\$ 71.29	\$ 74.86	\$ 78.60	\$ 82.54	\$ 86.66				1/2/2023	Mid-Management/Professional	Exempt
Director of Marina/Aquatics Services	\$ 58.37	\$ 61.29	\$ 64.36	\$ 67.58	\$ 70.95				1/2/2023	Executive Management	Exempt
Engineering Technician	\$ 39.72	\$ 41.71	\$ 43.79	\$ 45.96	\$ 48.28				1/2/2023	General Employees	Non-Exempt
Executive Administrative Assistant	\$ 36.68	\$ 38.50	\$ 40.43	\$ 42.46	\$ 44.58				1/2/2023	General Employees	Non-Exempt
Facility Attendant	\$ 18.20	\$ 19.11	\$ 20.07	\$ 21.07	\$ 22.12				1/2/2023	Unrepresented	Non-Exempt
Finance Director	\$ 87.04	\$ 91.38	\$ 95.96	\$ 100.77	\$ 105.78				1/2/2023	Confidential Management	Exempt
Financial Services Manager	\$ 61.58	\$ 64.65	\$ 67.89	\$ 71.29	\$ 74.86				1/2/2023	Mid-Management/Professional	Exempt
Fire Captain	\$ 43.01	\$ 45.14	\$ 47.41	\$ 49.78	\$ 52.27				1/2/2023	IAFF Local 2400	Non-Exempt
Fire Prevention Officer	\$ 50.38	\$ 55.67	\$ 58.45	\$ 61.36	\$ 64.43				1/2/2023	IAFF Local 2400	Non-Exempt
Fire Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 25.06		1/2/2023	IAFF Local 2400	Non-Exempt
Firefighter	\$ 35.99	\$ 37.78	\$ 39.67	\$ 41.64	\$ 43.73				1/2/2023	IAFF Local 2400	Non-Exempt
Firefighter II	\$ 39.59	\$ 41.56	\$ 43.64	\$ 45.81	\$ 48.10				1/2/2023	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic	\$ 35.99	\$ 37.78	\$ 39.67	\$ 41.64	\$ 43.73				1/2/2023	IAFF Local 2400	Non-Exempt
Firefighter/Paramedic II	\$ 39.59	\$ 41.56	\$ 43.64	\$ 45.81	\$ 48.10				1/2/2023	IAFF Local 2400	Non-Exempt
Geographic Information System Manager	\$ 52.68	\$ 55.45	\$ 58.36	\$ 61.43	\$ 64.67				1/2/2023	Mid-Management/Professional	Exempt
Habitat Restoration Lead Worker	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 15.50		1/2/2023	Unrepresented	Non-Exempt
Harbormaster	\$ 49.66	\$ 52.13	\$ 54.74	\$ 57.48	\$ 60.36				1/2/2023	Mid-Management/Professional	Exempt
Head Lifeguard	\$ 21.82	\$ 22.92	\$ 24.06	\$ 25.28	\$ 26.53				1/2/2023	Unrepresented	Non-Exempt
History Project Asst	\$ 36.94	\$ 38.79	\$ 40.72	\$ 42.75	\$ 44.90				1/2/2023	Unrepresented	Non-Exempt
Human Resources Administrator	\$ 72.75	\$ 76.39	\$ 80.21	\$ 84.22	\$ 88.43				1/2/2023	Confidential	Exempt
Human Resources Director	\$ 85.41	\$ 89.68	\$ 94.16	\$ 98.87	\$ 103.82				6/29/2023	Confidential Management	Exempt
Human Resources Technician	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				1/2/2023	General Employees	Non-Exempt
Information Technology & Systems Administrator	\$ 54.29	\$ 57.00	\$ 59.85	\$ 62.85	\$ 66.00				1/2/2023	Mid-Management/Professional	Exempt
Intern	\$ -	\$ -	\$ -	\$ -	\$ -			\$15.50 - \$20.00	1/2/2023	Unrepresented	Non-Exempt
Lifeguard	\$ 16.56	\$ 17.39	\$ 18.26	\$ 19.17	\$ 20.12				1/2/2023	Unrepresented	Non-Exempt
Management Analyst (Part-time)	\$ 40.84	\$ 42.90	\$ 45.03	\$ 47.28	\$ 49.65				1/2/2023	Unrepresented	Non-Exempt

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Marina Maintenance Worker I	\$ 30.96	\$ 32.50	\$ 34.13	\$ 35.84	\$ 37.64				1/2/2023	General Employees	Non-Exempt
Marina Maintenance Worker II	\$ 34.05	\$ 35.75	\$ 37.54	\$ 39.41	\$ 41.38				1/2/2023	General Employees	Non-Exempt
Marina Maintenance Worker I (Part-time)	\$ 31.57	\$ 33.15	\$ 34.80	\$ 36.56	\$ 38.38				1/2/2023	Unrepresented	Non-Exempt
Marina Maintenance Worker II (Part-time)	\$ 34.71	\$ 36.48	\$ 38.27	\$ 40.17	\$ 42.21				1/2/2023	Unrepresented	Non-Exempt
Marina Services Director	\$ 54.56	\$ 57.29	\$ 60.16	\$ 63.16	\$ 66.32				1/2/2023	Executive Management	Exempt
Office Assistant	\$ 28.38	\$ 29.75	\$ 31.24	\$ 32.80	\$ 34.45				1/2/2023	General Employees	Non-Exempt
Office Assistant (Part-Time)	\$ 28.90	\$ 30.33	\$ 31.84	\$ 33.46	\$ 35.13				1/2/2023	Unrepresented	Non-Exempt
Office Specialist	\$ 33.27	\$ 34.92	\$ 36.68	\$ 38.50	\$ 40.43				1/2/2023	General Employees	Non-Exempt
Office Specialist (Part-Time)	\$ 33.94	\$ 35.62	\$ 37.40	\$ 39.28	\$ 41.24				1/2/2023	Unrepresented	Non-Exempt
Park/Beach/Recreation Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			1/2/2023	Appointed Position	
Parks & Recreation Director	\$ 83.85	\$ 88.06	\$ 92.45	\$ 97.07	\$ 101.93				1/2/2023	Executive Management	Exempt
Parks/Facilities Maintenance Worker I	\$ 30.96	\$ 32.50	\$ 34.13	\$ 35.84	\$ 37.64				1/2/2023	General Employees	Non-Exempt
Parks/Facilities Maintenance Worker I (Part-Time)	\$ 31.57	\$ 33.15	\$ 34.80	\$ 36.56	\$ 38.38				1/2/2023	Unrepresented	Non-Exempt
Parks/Facilities Maintenance Worker II	\$ 34.05	\$ 35.75	\$ 37.54	\$ 39.41	\$ 41.38				1/2/2023	General Employees	Non-Exempt
Payroll/Utility Billing Technician	\$ 36.11	\$ 37.91	\$ 39.81	\$ 41.80	\$ 43.88				1/2/2023	General Employees	Non-Exempt
Planning Commissioner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00			1/2/2023	Appointed Position	
Police Chief	\$ 102.63	\$ 107.76	\$ 113.14	\$ 118.81	\$ 124.73				1/2/2023	Police Chief	Exempt
Police Commander	\$ 92.52	\$ 97.15	\$ 102.01	\$ 107.11	\$ 112.46				1/2/2023	Police Commander	Exempt
Police Officer	\$ 47.02	\$ 49.37	\$ 51.84	\$ 54.43	\$ 57.16				1/2/2023	Brisbane Police Officers Association*	Non-Exempt
Police Officer - 40 hour shift (Detective/SRO)	\$ 49.37	\$ 51.84	\$ 54.43	\$ 57.16	\$ 60.01				1/2/2023	Brisbane Police Officers Association*	Non-Exempt
Police Corporal	\$ 51.72	\$ 54.31	\$ 57.03	\$ 59.88	\$ 62.87				6/29/2023	Brisbane Police Officers Association*	Non-Exempt
Police Sergeant	\$ 56.65	\$ 59.48	\$ 62.46	\$ 65.58	\$ 68.86				1/2/2023	Brisbane Police Officers Association*	Non-Exempt
Police Trainee	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 34.80		1/2/2023	Unrepresented	Non-Exempt
Pre-School Teacher	\$ 18.31	\$ 19.24	\$ 20.19	\$ 21.22	\$ 22.28				1/2/2023	Unrepresented	Non-Exempt
Principal Analyst	\$ 63.00	\$ 66.16	\$ 69.46	\$ 72.92	\$ 76.58				1/2/2023	Confidential	Exempt
Principal Planner	\$ 67.10	\$ 70.46	\$ 73.98	\$ 77.68	\$ 81.57				1/2/2023	Mid-Management/Professional	Exempt
Program Manager - SMCWPPP	\$ 66.37	\$ 69.70	\$ 73.18	\$ 76.84	\$ 80.69				1/2/2023	Mid-Management/Professional	Exempt
Public Service Aide	\$ 16.29	\$ 17.12	\$ 17.96	\$ 18.85	\$ 19.81				1/2/2023	Unrepresented	Non-Exempt
Public Works Director/City Engineer	\$ 102.96	\$ 108.11	\$ 113.50	\$ 119.19	\$ 125.15				1/2/2023	Executive Management	Exempt
Public Works Inspector	\$ 50.81	\$ 53.36	\$ 56.02	\$ 58.81	\$ 61.76				1/2/2023	General Employees	Non-Exempt
Public Works Lead Maintenance Worker	\$ 40.87	\$ 42.91	\$ 45.04	\$ 47.31	\$ 49.66				1/2/2023	General Employees	Non-Exempt
Public Works Maintenance Worker I	\$ 30.96	\$ 32.50	\$ 34.13	\$ 35.84	\$ 37.64				1/2/2023	General Employees	Non-Exempt
Public Works Maintenance Worker I (Part-time)	\$ 31.57	\$ 33.15	\$ 34.80	\$ 36.56	\$ 38.38				1/2/2023	Unrepresented	Non-Exempt
Public Works Maintenance Worker II	\$ 34.05	\$ 35.75	\$ 37.54	\$ 39.41	\$ 41.38				1/2/2023	General Employees	Non-Exempt
Public Works Superintendent	\$ 66.05	\$ 69.35	\$ 72.82	\$ 76.47	\$ 80.29				1/2/2023	Mid-Management/Professional	Exempt
Public Works Supervisor	\$ 50.48	\$ 53.01	\$ 55.66	\$ 58.44	\$ 61.37				1/2/2023	Mid-Management/Professional	Exempt
Public Works Team Leader	\$ 45.80	\$ 48.21	\$ 50.75	\$ 53.42	\$ 56.23				1/2/2023	Mid-Management/Professional	Exempt
Receptionist	\$ 28.34	\$ 29.75	\$ 31.24	\$ 32.80	\$ 34.45				1/2/2023	General Employees	Non-Exempt
Receptionist (Part-time)	\$ 28.90	\$ 30.33	\$ 31.84	\$ 33.46	\$ 35.13				1/2/2023	Unrepresented	Non-Exempt
Recreation Leader	\$ 18.28	\$ 19.19	\$ 20.16	\$ 21.16	\$ 22.22				1/2/2023	Unrepresented	Non-Exempt
Recreation Leader Aide	\$ 15.50	\$ 16.28	\$ 17.09	\$ 17.94	\$ 18.84				1/2/2023	Unrepresented	Non-Exempt
Recreation Manager	\$ 62.13	\$ 65.23	\$ 68.49	\$ 71.92	\$ 75.51				1/2/2023	Mid-Management/Professional	Exempt
Recreation Program Coordinator	\$ 31.43	\$ 33.54	\$ 35.21	\$ 36.97	\$ 38.82				1/2/2023	General Employees	Non-Exempt
Recreation Supervisor	\$ 45.89	\$ 48.21	\$ 50.60	\$ 53.13	\$ 55.79				1/2/2023	Mid-Management/Professional	Exempt
Regional Compliance Program Manager	\$ 52.68	\$ 55.45	\$ 58.36	\$ 61.43	\$ 64.67				1/2/2023	Mid-Management/Professional	Exempt
Reserve Police Officer	\$ 33.59	\$ 35.27	\$ 37.03	\$ 38.88	\$ 40.83				1/2/2023	Unrepresented	Non-Exempt
Senior Accounting Assistant	\$ 33.36	\$ 35.04	\$ 36.78	\$ 38.63	\$ 40.54				1/2/2023	General Employees	Non-Exempt
Senior Civil Engineer	\$ 66.37	\$ 69.70	\$ 73.18	\$ 76.84	\$ 80.69				1/2/2023	Mid-Management/Professional	Exempt
Senior Human Resources Analyst	\$ 50.32	\$ 52.83	\$ 55.48	\$ 58.25	\$ 61.16				1/2/2023	Confidential	Exempt
Senior Management Analyst	\$ 49.33	\$ 51.79	\$ 54.38	\$ 57.10	\$ 59.94				1/2/2023	Mid-Management/Professional	Exempt
Senior Planner	\$ 56.75	\$ 59.59	\$ 62.57	\$ 65.71	\$ 68.98				1/2/2023	Mid-Management/Professional	Exempt
Senior Recreation Leader	\$ 23.46	\$ 24.63	\$ 25.86	\$ 27.15	\$ 28.52				1/2/2023	Unrepresented	Non-Exempt
Sustainability Manager	\$ 52.68	\$ 55.45	\$ 58.36	\$ 61.43	\$ 64.67				1/2/2023	Mid-Management/Professional	Exempt
Special Assistant	\$ -	\$ -	\$ -	\$ -	\$ -			\$15.50-\$145.00	6/29/2023	Unrepresented	Non-Exempt
Spe Coun-Maj Dev Pro	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 175.04		1/2/2023	Confidential Management	Exempt
Swim Instructor	\$ 18.06	\$ 18.97	\$ 19.92	\$ 20.92	\$ 21.97				1/2/2023	Unrepresented	Non-Exempt
Van Driver	\$ 16.99	\$ 17.85	\$ 18.75	\$ 19.69	\$ 20.67				1/2/2023	Unrepresented	Non-Exempt

I.

Job Classification	Hourly Grade A	Hourly Grade B	Hourly Grade C	Hourly Grade D	Hourly Grade E	Monthly	Fixed Hourly	Hourly Range	Effective Date	Bargaining Group	FLSA Status
Water Quality Technician	\$ 34.05	\$ 35.75	\$ 37.54	\$ 39.41	\$ 41.38				1/2/2023	General Employees	Non-Exempt

J.

File Attachments for Item:

J. Consider Adoption of Resolution establishing the Appropriation Limit for Fiscal Year 2023-2024



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Carolina Yuen, Finance Director

Subject: Adoption of Resolution Establishing Appropriation Limit for Fiscal Year 2023/24

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 City's taxes are not too great a burden on the Community.

Recommendation

Adopt Resolution establishing the Appropriation Limit for Fiscal Year 2023/24.

Background

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

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

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

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

Discussion

The indexes used in calculating the appropriation limit for FY 2023/24 are the percentage change in the California Per Capita Personal Income (4.44%) and the County’s population growth/(reduction) (-.43%), totaling a combined growth rate of 3.99%. The City’s resulting Appropriation Limit is \$26,639,230. The tax proceeds expected to be received, including for the Guadalupe Valley Municipal Improvement District, is \$19,296,867 or 72.44% of the limit. Therefore, the City is below the maximum allowable appropriation limit and in compliance with State Law.

Fiscal Impact

There is no financial impact associated with the adoption of this Resolution. The City expects to receive approximately \$7,342,363 less in taxes than is allowed under the appropriation limit. If tax proceeds received are determined to exceed the limit, such revenues in excess must be returned to the taxpayers of the City of Brisbane in accordance to the procedures directed by the City Council.

Measure of Success

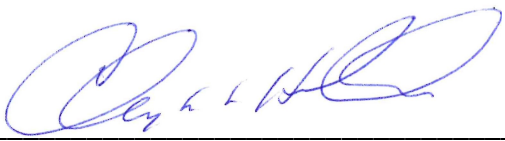
The City is able to meet the needs of the Community while abiding by the Appropriation (Gann) Limit.

Attachments

Resolution for FY2023/24 Appropriation Limit
Appropriation Limit Calculation for FY 2023/24

Carolina Yuen

Carolina Yuen, Finance Director



Clay Holstine, City Manager

RESOLUTION NO. 2023-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
ESTABLISHING THE APPROPRIATION LIMIT FOR THE FISCAL YEAR
2023/2024 PURSUANT TO ARTICLE XIII B AS AMENDED OF THE
CALIFORNIA STATE CONSTITUTION**

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

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

WHEREAS, it is the desire of the City Council of the City of Brisbane to establish the Appropriation Limit for the Fiscal Year 2023/24 pursuant to Article XIII B as amended of the California State Constitution; and

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

6

1. That during the Fiscal Year 2023/24 the California Per Capita Income (CPCPI) increased by 4.44% and that the Non-Residential Construction growth factor was not available from the County Assessor.
2. That during Fiscal Year 2023/24 the percentage increase in the County of San Mateo and the City of Brisbane population was -0.43% and -0.51% respectively.
3. That the higher percentage shown in 1 and 2 above be applied to determine the appropriation limit for Fiscal Year 2023/24.
4. That the 2023/24 appropriation limit for the City of Brisbane is calculated to be \$26,639,230.
5. The 2023/24 budget anticipates tax revenues of \$19,296,867, which is \$7,342,363 less than the appropriation limit.

BE IT FURTHER RESOLVED THAT any revenues from proceeds of taxes and user fees in excess of costs received during the Fiscal Year 2023/24 over and above the appropriated limit of \$26,639,230 must be returned to the taxpayers of the City of Brisbane in accordance with the procedure to be adopted by the City Council of the City of Brisbane when such amount of refund is determined.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-_____ was duly and regularly adopted at a meeting of the Brisbane City Council on June 29, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ingrid Padilla, City Clerk

**CITY OF BRISBANE
COMPUTATION OF APPROPRIATION LIMIT
FOR FISCAL YEAR 2023/24**

	(1)	(2)	(3)
	% Change in CPCPI	% Change in Non-Residential Construction	The Greater % Change
1 % Change in CPCPI or Non-Residential Construction	4.44%	NA	4.44%
	% Change In County Population	% Change In City Population	The Higher Growth %
2 % Change in County or City Population	-0.43%	-0.51%	-0.43%

CALCULATIONS

a	Prior year's Appropriation Limit	\$25,616,884
b	Multiply 1+Line 1 by 1+Line 2	103.99%
c	Multiply Line (a) by Line (b), and subtract Line (a)	\$1,022,346
d	Add Lines (a), and (c) and enter total here	\$26,639,230
e	APPROPRIATION LIMIT FOR 2023/24	\$26,639,230
	Estimated tax proceeds as budgeted for fiscal year 2023/24	\$19,296,867
	Estimated tax proceeds to Limit	72.44%
	Estimated Excess Limit Capacity	\$7,342,363

K.

File Attachments for Item:

K. Continued Budget Workshop

(This item is being continued from the City Council Meeting of June 15, 2023.)



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Carolina Yuen

Subject: Overview of Proposed Budget for Fiscal Year 2023/24

Continued

Community Goal/Result

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

Purpose

To provide a fiscal plan which provides flexibility to City Council and staff to provide for services to the Community during a time of unknown economic circumstances while planning for the long-term recovery.

Recommendation

It is recommended that the City Council receive a general overview and department presentations of the proposed Budget for Fiscal Year (FY) 2023/24 and consider for approval later in this City Council meeting.

Background

For several years, the City has adopted two-year budgets. Most recently the FY2020-22 biennial budget was approved on June 4th, 2020, adopting Resolution 2020-23. Subsequently, the City and local economy were in the midst of the impact of COVID-19, other volatile economic conditions, and City staff were implementing a new Priority Based Budgeting software program for the next year. The City Manager therefore proposed a one-year budget covering the period of July 1, 2022, through June 30, 2023 (FY2022/23) which was approved on June 16, 2022. The City Manager is proposing another one-year budget covering the period of July 1, 2023 through June 30, 2024 (FY2023/24) with the intention of returning to a biennial budget schedule starting the subsequent fiscal year.

On June 15, 2023, Staff presented an overview of the proposed FY2023/24 Budget to the City Council. Staff also initiated Departmental budgets for review. Council requested additional comparative information be included for the budget review and continued the Budget Workshop for June 29, 2023.

Discussion

The City’s budget document contains revenues, appropriations, and other financial information pertaining to all City operating budgets. The Capital Improvement Plan is not included, as it is usually reviewed during the off-years of the biennial budget cycle and will therefore be revisited at a later period. The City’s budget goal is to achieve a balanced budget with

revenues, including reimbursements or transfer from other funds for services provided, equal to or greater than expenditures. At times, the City can plan for revenues to be less than expenses, and therefore the budget is balanced by using its available resources or Fund Balance.

Budgetary control is maintained at the Department/Program level. The City Manager may approve transfer of appropriation from one program, activity, or line item within or across departments. Total appropriation within a fund may be increased by the City Manager up to \$200,000. Anything exceeding this threshold can only be increased with Council approval. Departments monitor and control budgets using the City’s financial system, through reports of revenue and expenditure accounts. The financial system monitors expenditures down to the line-item level. The Council is provided with a mid-year financial status report that reflects year-to-date expenditures and revenues compared to budget.

On June 15, 2023, Staff presented an overview of the proposed FY2023/24 Budget to the City Council. Staff also initiated Departmental budgets for review. Council requested additional comparative information be included for the budget review and continued the Budget Workshop for June 29, 2023.

The presentation tonight will focus on the departments in the General Fund which support the City’s main operations, funded by a variety of taxes, program fees and service charges. Information will also be presented for departments in the Utility Fund and the Marina Fund which are proprietary funds (business-type activities) that are funded primarily through user charges.

For FY2023/24, staff projects that revenues will increase from the current year by approximately \$451,000 from current year’s expected results to a total of \$26,696,000. Overall Expenses from the General Fund are expected to total \$28,599,000, which is an increase of \$3,026,000. Therefore, staff recommends the use of available resources as required to meet the established programs and initiatives.

A copy of the June 15, 2023 staff report is included for reference. There is one change in staff’s recommendation to the net use of funds expected in FY2023/24. Instead of accessing the Recession Reserve, we are recommending the use of the Fluctuation Reserve to cover the net use.

Fund Balance:

The net use of Fund Balance for FY2023/24 is anticipated to be \$1,904,000 (difference between revenues and expenditures). As part of the Mid-Year Budget Review, staff identified the ending fund balance for FY2022/23 is expected to be \$15,871,000, where a portion is restricted for existing debt, contract commitments, and encumbrances, leaving an unrestricted and available amount of \$880,000 which we recommend be used in FY2023/24.

Over the past decade the City has built up its reserves to be able to continue to provide necessary services during times of economic stress. The City Council has looked at a three-pronged reserve policy:

- Recession Reserve – To be used during times of national economic downturns, set at \$2.5 million.
- Emergency Reserve for Unanticipated Events – To be used during times of local events which increases the City’s need to spend or decreases the City’s ability to collect anticipated revenues, set at \$3.5 million.
- Annual Fluctuation Reserve – To be used for one-time events which either increase expenditures or decreases revenues, set at 5% of Budgeted Revenues plus 5% of Budgeted Expenses. For FY2023/24, the expected amount based on the proposed budget is \$2,765,000.

The City’s reserve policy has resulted in a healthy fund balance and the City fared well through the COVID-19 event, increase in fuel and supply costs, and recent volatile markets. However, building activity within the City continues to grow and programs have not slowed down. Although historically the City has earned more than projected and spent less than budgeted, Staff recommends tapping into the Annual Fluctuation Reserve to meet the objectives outlined above if necessary.

Based on the recent actual results and budgeted projects, staff anticipates the available reserves as shown below if these reserves are used:

Reserve	Actual 6/30/2021	Actual 6/30/2022	Projected 6/30/2023	Projected 6/30/2024
Recession Reserve	\$2,500,000	\$164,000	\$2,500,000	\$2,500,000
Emergency Reserve	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000
Annual Fluctuation Reserve	\$2,504,000	\$2,438,000	\$2,591,000	\$ 861,000

Financial stability remains a high priority for the City of Brisbane. Staff looks forward to working with the Council and the community to address the financial challenges that lie ahead. Staff will continue to seek ways to provide services to the community as efficiently as possible. The City will continue to consider appropriate economic development and tax revenue generation projects that are viable for our City.

Fiscal Impact

There are no fiscal implications to receive this report. Recommendations related to the FY2023/24 Budget will be presented later in this City Council meeting.

Measure of Success

Council will accept proposed budget for additional review and consider for approval later in this City Council meeting.

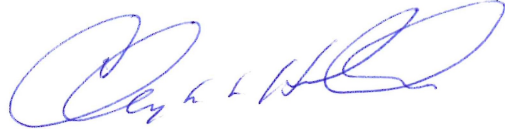
Attachments

Attachment 1 Budget Overview Summary

Attachment 2 Copy of June 15, 2023 Budget Overview Staff Report

Attachment 3 Proposed Department Expenses

Carolina Yuen
Carolina Yuen, Finance Director


Clay Holstine
Clay Holstine, City Manager

Attachment 1

General Fund

	FY21/22	FY22/23	FY23/24
Budgeted Revenue	20,212,958	21,816,001	26,695,707
Budgeted Expenses	22,593,103	25,013,662	28,599,443
Anticipated Surplus (Use of Fund Balance)	<u>(2,380,145)</u>	<u>(3,197,661)</u>	<u>(1,903,736)</u>
Actual / Anticipated Revenues	23,211,199	26,244,277	26,695,707
Actual / Anticipated Expenses, net of transfers	25,547,047 *	25,573,882	28,599,443
Actual / Reprojected Surplus (Use of Fund Balance)	<u>(2,335,848)</u>	<u>670,395</u>	<u>(1,903,736)</u>
Beginning Fund Balance	17,536,138	15,200,290	15,870,685
Ending Fund Balance	15,200,290	15,870,685	13,966,949
Reserve Policy:			
Recession Reserve	2,500,000	2,500,000	2,500,000
Unanticipated Events	3,500,000	3,500,000	3,500,000
Annual Fluctuation (5% Revenues/5% Expenses)	2,437,912	2,590,908	2,764,757
Total Required Reserve	<u>8,437,912</u>	<u>8,590,908</u>	<u>8,764,757</u>
Fund Balance Above Required Balance	6,762,378	7,279,777	5,202,191
Additional Restrictions on Fund Balance	5,818,773	6,400,000	6,400,000
Available Fund Balance	<u>943,605</u>	<u>879,777</u>	<u>(1,197,809)</u>

* includes one-time proceeds from long term debt



CITY COUNCIL AGENDA REPORT

Meeting Date: June 15, 2023

From: Carolina Yuen

Subject: Overview of Proposed Budget for Fiscal Year 2023/24

Community Goal/Result

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

Purpose

To provide a fiscal plan which provides flexibility to City Council and the Community to provide for services during the time of unknown economic circumstances while planning for the long-term recovery.

Recommendation

It is recommended that the City Council receive a general overview and department presentations of the proposed Budget for Fiscal Year (FY) 2023/24 and consider for approval at the next City Council meeting scheduled for June 29, 2023.

Background

For several years, the City has adopted two-year budgets. Most recently the FY2020-22 biennial budget was approved on June 4th, 2020, adopting Resolution 2020-23. Subsequently, the City and local economy were in the midst of the impact of COVID-19, other volatile economic conditions, and City staff were implementing a new Priority Based Budgeting software program for the next year. The City Manager therefore proposed a one-year budget covering the period of July 1, 2022, through June 30, 2023 (FY2022/23) which was approved on June 16, 2022. The City Manager is proposing another one-year budget covering the period of July 1, 2023 through June 30, 2024 (FY2023/24) with the intention of returning to a biennial budget schedule starting the subsequent fiscal year.

Discussion

The City’s budget document contains revenues, appropriations, and other financial information pertaining to all City operating budgets. The Capital Improvement Plan is not included, as it is usually reviewed during the off-years of the biennial budget cycle and will therefore be revisited at a later period. The City’s budget goal is to achieve a balanced budget with revenues, including reimbursements or transfer from other funds for services provided, equal to or greater than expenditures. At times, the City can plan for revenues to be less than expenses, and therefore the budget is balanced by using its available resources or Fund Balance.

Budgetary control is maintained at the Department/Program level. The City Manager may approve transfer of appropriation from one program, activity, or line item within or across departments. Total appropriation within a fund may be increased by the City Manager up to \$200,000. Anything exceeding this threshold can only be increased with Council approval. Departments monitor and control budgets using the City’s financial system, through reports of revenue and expenditure accounts. The financial system monitors expenditures down to the line-item level. The Council is provided with a mid-year financial status report that reflects year-to-date expenditures and revenues compared to budget.

The presentation tonight will focus on the General Fund which supports the City’s main operations, funded by a variety of taxes, program fees and service charges. Information will also be presented for two proprietary funds (business-type activities) that are funded primarily through user charges -- the Utility Fund and the Marina Fund.

General Fund Revenues:

For FY2023/24, staff is projecting that revenues will increase from the current year by approximately \$451,000 from current year’s expected results.

The City expects Property Taxes, Sales Taxes and Transient Occupancy Tax (TOT) to grow over the current year. Sierra Point construction continues to positively impact our property taxes which remain strong overall. Sales Taxes are expected to continue to increase from current year, and FY2023/24 will usher in a full year of the newly enacted Transaction and Use Sales Tax. Although we are projecting an increase in Transient Occupancy Tax (TOT) by \$90,000 to \$1.9 million, this revenue source is still projected to be well below our pre-COVID-19 average of \$3 million as the hotel sector has not fully recovered. Business License revenue had several catch-up payments in FY2023, so we are expecting a drop, but FY2023/24 will also provide a full year of the new business license tax on hotels, raising our Business License revenue to \$5,283,000. Offsetting these increases are an expected decrease in program service fees of approximately \$1,163,000 as FY2023/24 most likely will lead to a reduction in building and permitting fees, and our expected decrease in Other Revenues by approximately \$385,000.

Major Revenue Source	Actual FY2020/21 mid COVID19	Actual FY2021/22 Recovery	Projected FY2022/23 Recovery	Projected FY2023/24
Property Tax	\$5,513,000	\$5,242,000	\$5,562,000	\$5,6001,000
Sales Tax	\$7,652,000	\$5,792,000	\$6,366,000	\$7,942,000
TOT	\$850,000	\$1,653,000	\$1,812,000	\$1,902,000
Business License	\$4,582,000	\$4,348,000	\$5,698,000	\$5,283,000

General Fund Expenses:

Considering the revenues are growing slightly, staff is making the following recommendations regarding expenses:

- Continue to provide necessary services for FY2023/24
- Normal operations resumed in FY2021/22 and therefore open positions should continue to be actively filled. Include position levels that make room for career path advancements within certain departments to minimize turnover
- Proceed with the City Hall expansion project and tenant improvements at the leased property located at 25 Park Place
- Proceed with the Building Permitting system approved in prior year as part of the organization-wide technology project
- Delay funding pension reserves until year-end results are known, except for savings as a result of paying the required Unfunded Liability amount as charged by CalPERS in lump sum instead of monthly payments

With these considerations, overall Expenses from the General Fund are expected to total \$28,599,000. Therefore, staff recommends the use of available resources as required to meet the established programs and initiatives.

Fund Balance:

The net use of Fund Balance for FY2023/24 is therefore anticipated to be \$1,904,000 (difference between revenues and expenditures). As part of the Mid-Year Budget Review, staff identified the ending fund balance for FY2022/23 is expected to be \$15,871,000, where a portion is restricted for existing debt, contract commitments, and encumbrances, leaving an unrestricted and available amount of \$880,000 which we recommend be used in FY2023/24.

Over the past decade the City has built up its reserves to be able to continue to provide necessary services during times of economic stress. The City Council has looked at a three-pronged reserve policy:

- Recession Reserve – To be used during times of national economic downturns, set at \$2.5 million.
- Emergency Reserve for Unanticipated Events – To be used during times of local events which increases the City's need to spend or decreases the City's ability to collect anticipated revenues, set at \$3.5 million.
- Annual Fluctuation Reserve – To be used for one-time events which either increase expenditures or decreases revenues, set at 5% of Budgeted Revenues plus 5% of Budgeted Expenses.

The City’s reserve policy has resulted in a healthy fund balance and the City fared well through the COVID-19 event, increase in fuel costs, supply-chain shortages, and recent volatile markets. However, building activity within the City continues to grow and programs have not slowed down. Although historically the City has earned more than projected and spent less than budgeted, Staff recommends tapping into the Recession Reserve to meet the objectives outlined above if necessary.

Based on the recent actual results and budgeted projects, staff anticipates the available reserves as shown below if these reserves are used:

Reserve	Actual 6/30/2021	Actual 6/30/2022	Projected 6/30/2023	Projected 6/30/2024
Recession Reserve	\$2,500,000	\$164,000	\$2,500,000	\$596,000
Emergency Reserve	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000
Annual Reserve	\$2,504,000	\$2,438,000	\$2,591,000	\$2,765,000

The above projections are based on conservative estimates due to uncertainties in the local, national and global economy and markets.

Other Considerations and Budget Threats:

As the City continues to fully financially recover from local economy slowdowns, there are some long-term financial implications to consider:

- The City Manager announced his retirement for late 2023. There are recruitment costs incorporated in the budget, but delays in hire may add unforeseen transitional costs.
- The City completed labor negotiations with all bargaining groups in late December. To encourage retention and attract quality candidates for open positions, the contract was extended to a fourth year and included new incentives which are reflected in the proposed budget.
- The tenant improvements to the property located at 25 Park Place will commence in 2023 and are expected to be completed in mid-2024. Funding is being sought to cover the costs that are expected to be as high as \$5,000,000.
- PERS rates – in July 2021, CalPERS announced their investment return for FY2020-21 was 21.3% which triggered a reduction in their discount rate from 7% to 6.8%. In November 2021, the CalPERS Board voted to maintain the 6.8% discount rate target for its investment portfolio. This discount rate is the long-term interest rate used to fund future pension benefits. The less earned by the CalPERS investment portfolio, the more the City must cover to fund the pension liability, also known as the unfunded liability.

- Pension Trust Fund Reserves – Staff recommends resuming funding this in FY2023/24. The goal was to reach \$5M which would cover two years’ worth of our unfunded liability payment. With the anticipated growth in our Unfunded Liability payment, staff will recommend this Trust Fund grow accordingly as well. At a minimum any savings from a prepayment of the annual cost versus monthly payments should be considered for transfer to the Pension Trust. Resuming annual funding would be at \$500,000 for the next ten years.
- Healthcare, Liability Insurance and Workers’ Compensation costs have been rising in recent years. Any additional increases will need to immediately be implemented.
- The two new taxes will be implemented for a full year in FY2023/24 but it is too soon to tell if the initial projections will be on target. The proposed budget includes the original projections of \$2 million for Transaction and Use Sales Tax and \$250,000 for the Hotel Business License Tax.

Any one or combination of these items will continue to have impacts on our ability to begin new programs going forward and add stress to our bottom line.

Financial stability remains a high priority for the City of Brisbane. Staff looks forward to working with the Council and the community to address the financial challenges that lay ahead. Staff will continue to seek ways to as efficient as possible in providing services to the community. The City will continue to consider appropriate economic development and tax revenue generation projects that are viable for our City.

Fiscal Impact

There are no fiscal implications to receive this report. Recommendations related to the FY2023/24 Budget will be presented at a future City Council meeting.

Measure of Success

Council will accept proposed budget for additional review and consider for approval at future meeting.

Attachments

- Attachment 1 Budget Overview Summary
- Attachment 2 Proposed Department Expenses

Carolina Yuen
 Carolina Yuen, Finance Director


 Clay Holstine, City Manager

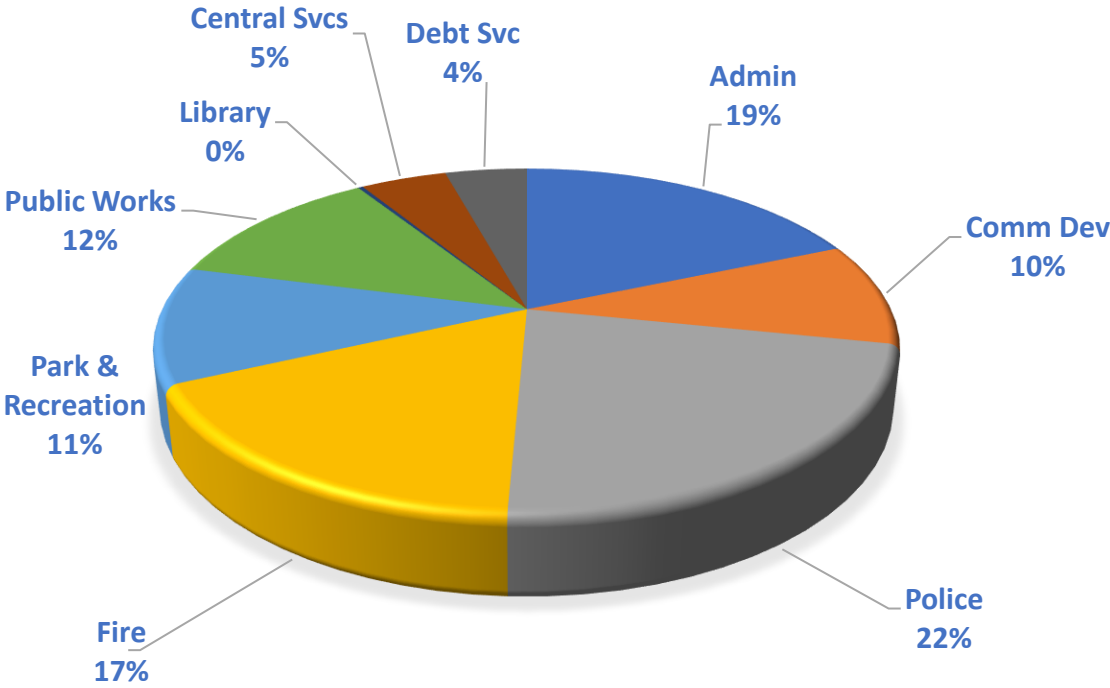
Attachment 3

Department Budgets
FY2023/24

Cost Center Name	General Fund	Utilities	Marina	SPLLD	NPDES	TOTAL
1000 - City Council	\$307,940					
2100 - City Manager	\$1,548,140					
2110 - City Clerk	\$420,306					
2111 - Co-Sponsorships	\$25,894					
2112 - Open Space	\$530,663					
2200 - Finance	\$1,676,968					
2210 - Human Resources	\$851,613					
2300 - Legal	\$450,000					
3000 - Community Development	\$2,721,664					
4101 - Police Administration	\$1,037,697					
4110 - Police Records	\$841,570					
4120 - Patrol	\$4,470,024					
4501 - Fire	\$4,914,324					
6001 - Public Works Admin	\$761,764					
6005 - Streets and Storm Drains	\$1,034,745					
6010 - Building and Grounds	\$401,220					
6015 - Parks Maintenance	\$268,732					
6020 - Landscape Maintenance	\$211,058					
6035 - SPLLD				\$493,380		
6110 - Water		\$2,264,342				
6115 - Water Quality Monitoring		\$115,972				
6120 - GVMID		\$2,084,559				
6130 - Sewer		\$2,344,650				
6140 - NPDES					\$446,581	
6300 - Emergency Operations Ctr	\$157,307					
7001 - P&R Administration	\$770,918					
7002 - Recreation Facilities	\$427,488					
7003 - Youth	\$822,886					
7004 - Adult	\$79,933					
7005 - Seniors	\$147,167					
7006 - Special Events	\$128,277					
7007 - Teens	\$90,676					
7008 - Aquatics	\$601,915					
7009 - Marina			\$1,379,195			
7100 - Library	\$70,600					
8001 - Central Svcs Administration	\$1,273,291					
9015 - Debt Service	\$1,209,663					
Grand Total	28,254,443	6,809,523	1,379,195	493,380	446,581	37,383,122
<i>Transfers</i>						
LIRA at 25%	45,000					45,000
Vehicle Replacement	300,000	60,289	16,158			376,447
Indirect Costs		1,567,823	380,769	174,547	135,796	2,258,936
Admin Fee			180,000			180,000
Total Outlay	28,599,443	8,437,635	1,956,122	667,927	582,377	40,243,505

General Fund Department Breakdown

Overall Budget - \$28,254,443



Administration includes:

City Council	1%
City Manager	5%
City Clerk	1%
Finance	6%
Human Resources	3%
Legal	2%
	<hr/>
	19%
	<hr/>

Department Background

Department/Division: 1000 City Council

Mission Statement –

The City Council serves as the public policy-making body for the community. Five representatives are elected by the citizenry to set goals, establish priorities, enact laws, and make budgetary and other decisions on behalf of the community.

Overall Budget	\$307,940
Number of Positions	5 Council Members; 1 Part-time
Areas Covered	City Policy, Special Events, History Project

General Fund Fund 100 Department/Division: 1000 City Council				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	201,115	205,140	4,026	2%
Total Salaries & Benefits	201,115	205,140	4,026	2%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	6,400	6,400	-	0%
52030 Professional Services	-	35,000	35,000	
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	47,700	47,700	-	0%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	13,700	13,700	-	0%
52060 Utilities	-	-	-	
Total Services & Supplies	67,800	102,800	35,000	52%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 268,915	\$ 307,940	\$ 39,026	15%

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City of Brisbane
FY24 Budget Requests
Department/Division: 1000 City Council

Request Description	FY24 cost	Purpose
Professional Services	35,000	Potential Ceremonial Events
	<u>35,000</u>	

General Fund

Fund 100

Department/Division: 1000 City Council

Costs by Program

Program	Program \$\$	Program %%
004.0000 City Council/Commission Support	212,104	69
005.0000 Citizen Engagement	53,903	18
004.0001 Council Events	32,433	10
006.0000 Workforce Development	<u>9,500</u>	3
	<u>307,940</u>	

Department Background

Department/Division: 2100 City Manager

Mission Statement –

It is the mission of the City Manager's Department to provide leadership and administrative direction for the implementation of the policies and the accomplishment of the objectives set forth by the City Council. We will recruit and retain quality employees, and maintain and provide informational services to citizens and departments in a timely and effective manner.

Overall Budget	\$1,548,140
Number of Positions	6 - Full time
Areas Covered	City Administration, Communications, Economic Development, Risk Management

General Fund				
Fund 100				
Department/Division: 2100 City Manager				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	1,117,376	1,438,070	320,695	29%
Total Salaries & Benefits	1,117,376	1,438,070	320,695	29%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	100	100	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	3,460	3,460	-	0%
52025 Office Expense	4,000	4,000	-	0%
52030 Professional Services	50,000	62,500	12,500	25%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	15,000	36,000	21,000	140%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	3,010	4,010	1,000	33%
52060 Utilities	-	-	-	
Total Services & Supplies	75,570	110,070	34,500	46%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 1,192,946	\$ 1,548,140	\$ 355,195	30%

City of Brisbane
FY24 Budget Requests
Department/Division: 2100 City Manager

Request Description	FY24 cost	Purpose
Staffing	20,000	Net increase for transfer of Asst City Manager (3/4 of position) from other departments (vacant for half of year)
Staffing	34,301	Staffing upgrade to Assistant to City Manager for succession planning and retention opportunities
Staffing cost	216,324	Senior Management Analyst hired in early 2023
Staffing cost	46,024	Allocation increase for Workers Comp & Gen Liability
Professional Services	12,500	EPIC Professional Dev & Coordination
Special Dept Exp	20,000	Innovations Committee and Projects; transferred from Central Svcs
Training	1,000	Increase for new City Manager
Pending		Got Wheels! Contribution
	<u>350,149</u>	

General Fund

Fund 100

Department/Division: 2100 City Manager

Costs by Program

Program	Program \$\$	Program %%
001.0000 Administration	427,515	28
004.0000 City Council/Commission Support	258,444	17
001.0008 City Manager Support	252,546	16
005.0005 City Manager's Weekly Update	120,432	8
005.0000 Citizen Engagement	115,983	8
005.0009 City-Administered Social Media Accounts	88,233	6
260.0000 Economic Development	75,435	5
006.0000 Workforce Development	49,405	3
430.0000 Public Education	40,734	3
005.0007 City Website	34,363	2
005.0017 STAR Newsletter	33,970	2
180.0001 Buzz Internal Newsletter	21,690	1
Other Programs <1%	<u>29,389</u>	2
	<u>1,548,140</u>	

Department Background

Department/Division: 2110 City Clerk

Mission Statement –

It is the mission of the City Clerk’s Office to help engage the community in local government and promote openness in government by processing and recording City Council actions, coordinating municipal government elections, and managing all official records of the Council promptly and efficiently.

Overall Budget	\$420,306
Number of Positions	Full Time; 1 Part-time 1
Areas Covered	Council Support, Agenda Administration, Records Management

General Fund				
Fund 100				
Department/Division: 2110 City Clerk				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	328,883	344,181	15,299	5%
Total Salaries & Benefits	328,883	344,181	15,299	5%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	225	225	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	1,100	1,100	-	0%
52025 Office Expense	9,900	12,900	3,000	30%
52030 Professional Services	-	-	-	
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	56,301	51,300	(5,001)	-9%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	8,600	10,600	2,000	23%
52060 Utilities	-	-	-	
Total Services & Supplies	76,126	76,125	(1)	0%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 405,009	\$ 420,306	\$ 15,298	4%

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City of Brisbane

FY24 Budget Requests

Department/Division: 2110 City Clerk

Request Description	FY24 cost	Purpose
Staffing cost	15,000	Full year of Office Assistant and fully allocated to City Clerk
Training	1,000	Increase in cost for travel
	<u>16,000</u>	

General Fund

Fund 100

Department/Division: 2110 City Clerk

Costs by Program

Program	Program \$\$	Program %%
004.0000 City Council/Commission Support	152,779	36
250.0000 Records Management	93,317	22
001.0004 City Clerk Support	37,980	9
005.0012 Elections	33,632	8
005.0018 Notary Services	15,533	4
005.0019 Special Events	15,533	4
001.0003 City Attorney and Legal Counsel Administrative Support	12,434	3
001.0009 Supporting City Clerk Network	12,434	3
006.0003 Summer Internship Program	12,434	3
150.0003 Liability Claims, Car Claims, and Certificate of Insurance	12,434	3
250.0001 Records Search for Public Records requests and Staff	12,434	3
006.0000 Workforce Development	7,398	2
001.0000 Administration	1,966	<1%
	<u>420,306</u>	

General Fund				
Fund 100				
Department/Division: 2111 Co-Sponsorships				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS		-	-	
Total Salaries & Benefits	-	-	-	
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	17,571	17,571	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	8,323	8,323	-	0%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	-	-	-	
Total Services & Supplies	25,894	25,894	-	
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 25,894	\$ 25,894	\$ -	

Department Background

Department/Division: 2200 Finance

Mission Statement –

Finance delivers reliable financial and information technology services. We are responsible for facilitating the planning, organization, implementation, control, coordination, and direction of the financial and technological policies and programs of the City, as established by City Council and the City Manager.

Overall Budget	\$1,676,968
Number of Positions	7 Full Time
Areas Covered	Accounting, Financial Management, Budget, Audit, Cashiering, Billing, Payables, Payroll, Treasury Management, Business Licenses, Information Services, Risk Management

General Fund				
Fund 100				
Department/Division: 2200 Finance				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	1,399,265	1,427,383	28,118	2%
Total Salaries & Benefits	1,399,265	1,427,383	28,118	2%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	2,800	2,800	-	0%
52010 Equipment Maintenance		-	-	
52015 Maint. Structures/Improvement.Grounds		-	-	
52020 Memberships	1,640	1,640	-	0%
52025 Office Expense	9,300	9,300	-	0%
52030 Professional Services	160,880	188,880	28,000	17%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	17,675	17,675	-	0%
52050 Small Tools & Supplies		-	-	
52055 Travel & Training	25,090	29,290	4,200	17%
52060 Utilities		-	-	
Total Services & Supplies	217,385	249,585	32,200	15%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 1,616,650	\$ 1,676,968	\$ 60,318	4%

City of Brisbane
FY24 Budget Requests
Department/Division: 2200 Finance

Request Description	FY24 cost	Purpose
Staffing	7,000	Increase of Office staff to full-time
Staffing	35,000	Upgrade of Accounting staff for succession planning and retention opportunities
Staffing	(31,715)	Moved 1/4 Assistant City Manager to City Manager Division
Staffing	9,823	Allocation increase for Workers Comp & Gen Liability
Professional Svc	17,380	Implementation of new Business License software
Professional Svc	13,000	Implementation of Budget Transparency & Compliance software
Professional Svc	(10,000)	Transfer of Short Term Rental Compliance to Planning
Professional Svc	5,000	Renewal of Contract Management & GASB Compliance software
Professional Svc	2,500	Actuarial Study for OPEB programs (audit requirement)
Training	4,200	Increase in cost for travel and training for new employees
	<u>52,188</u>	

General Fund

Fund 100

Department/Division: 2200 Finance

Costs by Program

Program	Program \$\$	Program %%
110.0000 Accounting	838,064	50
140.0000 Computer System	248,016	15
160.0003 Payroll processing	171,027	10
130.0002 Cashiering and Payment Receipt Processing	148,930	9
110.0001 Accounts Payable Processing and Maintenance	84,955	5
110.0003 Annual External Audit	58,565	3
006.0000 Workforce Development	34,582	2
120.0000 Forecasting and Budgeting	30,654	2
Programs <1%	<u>62,176</u>	4
	<u>1,676,968</u>	

Department Background

Department/Division: 2210 Human Resources

Mission Statement –

The City of Brisbane prides itself on being an employee-oriented organization, which emphasizes our desire to “provide for today and prepare for tomorrow.” As we continue to serve current and future generations, we aim to use the city’s mission statement as a guide for our human resources-related processes. As the Human Resources team, we are committed to providing excellent customer service and supporting the needs of our staff and community. We will uphold our unified commitment to serving others and ensure that our employees,

Overall Budget	\$851,613
Number of Positions	3 full-time, 1 part-time
Areas Covered	Human Resources

General Fund				
Fund 100				
Department/Division: 2210 Human Resources				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	680,087	732,273	52,186	8%
Total Salaries & Benefits	680,087	732,273	52,186	8%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	1,440	1,440	-	0%
52025 Office Expense	4,200	4,200	-	0%
52030 Professional Services	32,500	79,000	46,500	143%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	6,750	8,500	1,750	26%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	26,200	26,200	-	0%
52060 Utilities	-	-	-	
Total Services & Supplies	71,090	119,340	48,250	68%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 751,177	\$ 851,613	\$ 100,436	13%

City of Brisbane
FY24 Budget Requests
Department/Division: 2210 Human Resources

Request Description	FY24 cost	Purpose
Staffing	62,000	Staffing upgrade positions for succession planning and retention opportunities
Staffing	(31,715)	Moved 1/4 Assistant City Manager to City Manager Division
Staffing cost	19,375	Allocation increase for Workers Comp & Gen Liability
Professional Svs	33,000	Org-wide Safety Program
Professional Svs	12,500	EPIC Professional Dev & Coordination - 50% of allocation for staff DEI training
Special Department Exp	1,500	Health and Wellness Program increase for wellness activities to employees; employee engagement tool
	<u>96,660</u>	

General Fund

Fund 100

Department/Division: 2210 Human Resources

Costs by Program

Program	Program \$\$	Program %%
006.0000 Workforce Development	96,269	11
170.0002 Workers Comp Administration	93,658	11
170.0000 Safety	92,519	11
180.0000 Employee/Labor Relations	79,619	9
180.0006 Employment Policy and Procedure Administration	65,869	8
180.0004 Employee Grievance Investigations and Response	65,769	8
180.0003 Labor Relations Negotiations	59,519	7
180.0002 Hiring & Applicant Tracking System	40,798	5
160.0001 Employee Benefits Administration	36,898	4
006.0005 Employee Performance Evaluation Coordination and Support	36,798	4
180.0005 New Employee On Boarding and Orientation	36,798	4
150.0000 Risk Management	33,506	4
160.0000 Compensation and Benefits	33,406	4
160.0002 Classification and Compensation	33,406	4
006.0002 Employee Development Training	28,772	3
001.0000 Administration	<u>18,008</u>	2
	<u>851,613</u>	

Department Background

Department/Division: 2300 Legal

Mission Statement –

Provide the City Council, Commissions, Committees , and City Staff with the best available legal information related to the topics brought up in front of each. We do this in order for the public to know what issues are being deliberated by the Council, Commissions, and Committees and to ensure that decisions are made in the best interest of the Community.

Overall Budget	\$450,000
Number of Positions	None – Contracted Services
Areas Covered	Contract Reviews, Resolutions, Ordinances, Litigation

General Fund Fund 100 Department/Division: 2300 Legal				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS		-	-	
Total Salaries & Benefits	-	-	-	
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance		-	-	
52015 Maint. Structures/Improvement.Grounds		-	-	
52020 Memberships		-	-	
52025 Office Expense		-	-	
52030 Professional Services	450,000	450,000	-	0%
52035 Equipment Rental		-	-	
52045 Special Department Expense		-	-	
52050 Small Tools & Supplies		-	-	
52055 Travel & Training		-	-	
52060 Utilities		-	-	
52300 Contributions		-	-	
Total Services & Supplies	450,000	450,000	-	0%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 450,000	\$ 450,000	\$ -	0%

Department Background

Department/Division: 3000 Community Development

Mission Statement –

The Department of Community Development is committed to assist the Citizens of Brisbane, the Planning Commission and the City Council to develop and maintain community goals in regard to quality of life and the built environment by applying its professional and technical skills to the analysis of complex issues and by overseeing private and public development projects.

Overall Budget	\$2,721,664
Number of Positions	7 Full-time (6 current + 1 open)
Areas Covered	Planning Services, Building Development, Housing

General Fund				
Fund 100				
Department/Division: 3000 Community Development				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	1,338,429	1,572,524	234,095	17%
Total Salaries & Benefits	1,338,429	1,572,524	234,095	17%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	1,540	1,540	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	5,560	5,560	-	0%
52030 Professional Services	209,480	1,115,880	906,400	433%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	66,700	4,160	(62,540)	-94%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	7,000	22,000	15,000	214%
52060 Utilities	-	-	-	
Total Services & Supplies	288,740	1,149,140	860,400	298%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 1,627,169	\$ 2,721,664	\$ 1,094,495	67%

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City of Brisbane
FY24 Budget Requests
Department/Division: 3000 Community Development

Request Description	FY24 cost	Purpose
Staff: New Building Tech Position	135,550	Previously requested as part of Technology Project
Staff: Upgrade currently underfilled Principal Planner	18,000	Retention opportunities
Staffing cost allocation increase	36,000	Workers Comp & Gen Liability
Prof Svcs: E-permitting	650,000	Operations part of Technology Project; \$500K already approved
Prof Svcs: B of A/ Parkside Planning Program	150,000	Planning program
Prof Svcs: NCRO-2 ODDs	50,000	Planning Program
Prof Svcs: Safety Element Update	40,000	General Plan Update
Prof Svcs: Granicus ST Rental compliance	11,000	Transfer from Finance budget
CEQA Training	7,000	Operations
	<u>1,097,550</u>	

General Fund

Fund 100

Department/Division: 3000 Community Development

Costs by Program

Program	Program \$\$	Program %%
210.0000 Building Permitting	556,190	20
230.0001 City-Initiated Planning Programs and Projects	367,379	14
220.0000 Processing of Private Planning Applications and Environmental Reviews	320,939	12
004.0000 City Council/Commission Support	203,571	8
240.0001 Enterprise Support	152,433	6
005.0000 Citizen Engagement	149,299	5
001.0000 Administration	142,183	5
430.0000 Public Education	118,897	4
250.0000 Records Management	116,467	4
430.0002 Public Information	116,422	4
240.0000 Regional Planning/Coordination	114,964	4
230.0001 Housing	101,625	4
570.0001 New Development Stormwater Regulation Compliance	96,348	4
210.0002 Building Construction Inspection	86,943	3
006.0000 Workforce Development	78,005	3

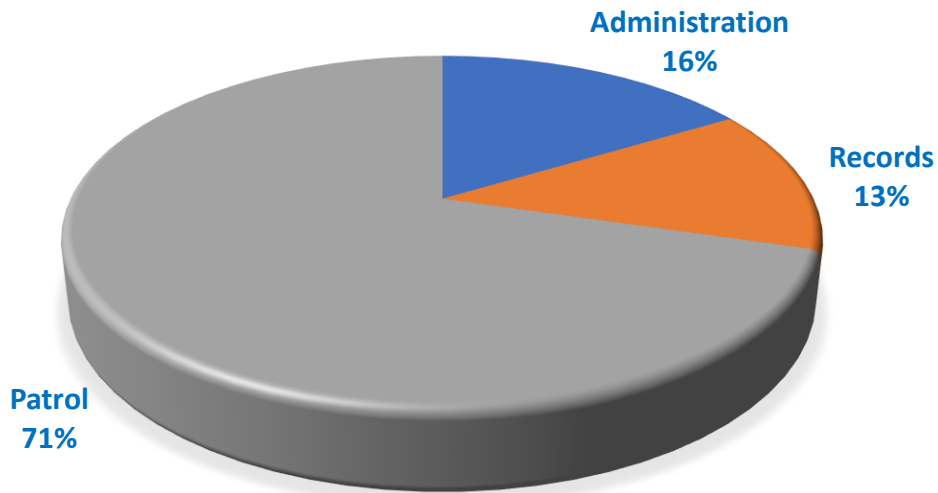
Department Background

Department/Division: Police

Mission Statement –

It is the mission of the men and women of the Brisbane Police Department, working in Partnership with the Community, to provide highly effective and responsive police services, which protect individual rights, respect community values, and enhance professional ethics. We welcome the challenge to meet the present demands and prepare for the future while preserving the unique environment of the community we serve.

Overall Budget	\$6,349,291
Number of Positions	21 Full-time
Areas Covered	Patrol, Investigative Services, Traffic Enforcement, Parking Enforcement, Records Management, Code Enforcement



General Fund				
Fund 100				
Department/Division: 4101 Police Administration				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	978,443	1,017,523	39,080	4%
Total Salaries & Benefits	978,443	1,017,523	39,080	4%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	320	320	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	530	1,530	1,000	189%
52025 Office Expense	944	944	-	0%
52030 Professional Services		-	-	
52035 Equipment Rental		-	-	
52045 Special Department Expense	27,310	-	(27,310)	-100%
52050 Small Tools & Supplies	320	320	-	0%
52055 Travel & Training	3,610	3,610	-	0%
52060 Utilities	-	-	-	
Total Services & Supplies	33,034	6,724	(26,310)	-80%
OTHER				
53010 Improvements	-	-		
53030 Equipment	-	13,450	13,450	
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
Total Other	-	13,450	13,450	
TOTAL BUDGET	\$ 1,011,477	\$ 1,037,697	\$ 26,220	3%

General Fund				
Fund 100				
Department/Division: 4110 Police Records				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	426,624	333,397	(93,227)	-22%
Total Salaries & Benefits	426,624	333,397	(93,227)	-22%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	27,120	27,120	-	0%
52010 Equipment Maintenance	2,238	2,238	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	260	260	-	0%
52025 Office Expense	2,550	2,550	-	0%
52030 Professional Services	323,165	323,165	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	-	-	-	
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	7,840	7,840	-	0%
52060 Utilities	-	-	-	
Total Services & Supplies	363,173	363,173	-	0%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	145,000	145,000	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	145,000	145,000	
TOTAL BUDGET	\$ 789,797	\$ 841,570	\$ 51,773	7%

General Fund				
Fund 100				
Department/Division: 4120 Patrol				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS	3,339,662	3,781,814	442,152	13%
Total Salaries & Benefits	3,339,662	3,781,814	442,152	13%
SERVICES AND SUPPLIES				
52001 Safety Clothing	21,650	21,650	-	0%
52005 Communications	-	-	-	
52010 Equipment Maintenance	77,890	77,890	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	570	570	-	0%
52025 Office Expense	3,890	3,890	-	0%
52030 Professional Services	131,730	131,730	-	0%
52035 Equipment Rental	-	27,500	27,500	
52045 Special Department Expense	29,620	296,620	267,000	901%
52050 Small Tools & Supplies	520	520	-	0%
52055 Travel & Training	25,640	25,740	100	0%
52060 Utilities	-	-	-	
Total Services & Supplies	291,510	586,110	294,600	101%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	24,000	102,100	78,100	325%
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	24,000	102,100	78,100	325%
TOTAL BUDGET	\$ 3,655,172	\$ 4,470,024	\$ 814,852	22%

City of Brisbane
 FY24 Budget Requests
 Department/Division: Police

Request Description	FY24 cost	Purpose
Admin - Server Upgrade	\$13,450.00	One-time for end of life on server
Records - Infrastructure upgrade for encryption	\$145,000	One-time for AG mandate encryption
<u>Patrol:</u>		
Staffing	\$32,726	Increase Officer to Corporal (1 per shift) for Development/Retention
Staffing cost allocation increase	249,840	Promotions, Workers Comp, Gen Liability
Staffing transfer	155,000	Move Code Enforcement from Records to Patrol
Flock ALPR's annual rental cost	\$27,500	Annual lease for Investigations
Turbo Data Auto Cite software	\$17,000	Annual lease for Uploads cites into RMS
Overtime	\$250,000	Not budgeted in previous year
SWAT/Day/Night Vision Binoculars	\$11,500	One-time County SWAT Commitment
In-Car Camera Replacement-Axon	\$31,800	Annual lease for Replacements due to wear/tear
Handgun replacement	\$19,500	One-time for Wear/Tear Replacement
Rifles for motors/training rifles	\$11,800	One-time for Wear/Tear Replacement
Active Shooter kits for each vehicle	\$3,500	One-time Safety plates for officers
Total Patrol	\$810,166	

General Fund

Fund 100

Department/Division: 4101 Police Administration

Costs by Program

Program	Program \$\$	Program %%
001.0007 Department Management	132,468	13
001.0006 Professional Services	118,669	11
320.0000 Investigations	113,845	11
006.0000 Workforce Development	111,401	11
250.0000 Records Management	109,534	11
430.0000 Public Education	108,502	10
330.0002 Canine Engagement	103,315	10
005.0000 Citizen Engagement	102,645	10
330.0000 Patrol Services	96,918	9
330.0004 Code Enforcement	40,399	4

General Fund

Fund 100

Department/Division: 4110 Police Records

Costs by Program

Program	Program \$\$	Program %%
001.0006 Professional Services	408,102	48
001.0007 Department Management	104,464	12
330.0000 Patrol Services	88,287	10
250.0000 Records Management	68,575	8
006.0000 Workforce Development	48,178	6
005.0000 Citizen Engagement	47,154	6
535.0000 Emergency Response	43,500	5
350.0000 Traffic Enforcement	33,310	4

General Fund

Fund 100

Department/Division: 4120 Patrol

Costs by Program

Program	Program \$\$	Program %%
330.0000 Patrol Services	2,193,633	49
320.0000 Investigations	538,157	12
350.0000 Traffic Enforcement	456,360	10
005.0000 Citizen Engagement	329,134	7
006.0000 Workforce Development	282,612	6
430.0000 Public Education	275,526	6
535.0000 Emergency Response	166,116	4
250.0000 Records Management	111,768	3
330.0001 Animal Services	59,000	1
Other Programs <1%	57,719	1

Department Background

Department/Division: 4501 Fire

Mission Statement –

Be Kind. Always prepared. Care for others.

Overall Budget	\$4,914,324
Number of Positions	14 Full-time
Areas Covered	Fire Response, Medical Response, Fire Code Compliance, Administration, Personnel Training, Public Education and Community Outreach

General Fund Fund 100 Department/Division: 4501 Fire				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	3,570,451	3,541,557	(28,894)	-1%
Total Salaries & Benefits	3,570,451	3,541,557	(28,894)	-1%
SERVICES AND SUPPLIES				
52001 Safety Clothing	18,190	21,790	3,600	20%
52005 Communications	32,870	37,670	4,800	15%
52010 Equipment Maintenance	117,350	117,350	-	0%
52015 Maint. Structures/Improvement.Grounds	39,750	39,750	-	0%
52020 Memberships	1,900	1,900	-	0%
52025 Office Expense	2,500	7,650	5,150	206%
52030 Professional Services	501,400	501,400	-	0%
52035 Equipment Rental		-	-	
52045 Special Department Expense	44,382	564,677	520,295	1172%
52050 Small Tools & Supplies	5,150	5,150	-	0%
52055 Travel & Training	18,000	18,000	-	0%
52060 Utilities	17,430	17,430	-	0%
Total Services & Supplies	798,922	1,332,767	533,845	67%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
53040 Sinking Fund Equipment	40,000	40,000	-	0%
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds		-	-	
Total Other	40,000	40,000	-	0%
TOTAL BUDGET	\$ 4,409,373	4,914,324	\$ 504,951	11%

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City of Brisbane
FY24 Budget Requests
Department/Division: 4501 Fire

Request Description	FY24 cost	Purpose
Staffing cost allocation increase		Workers Comp & Gen Liability increase offset by retirement
Portable Radio Equipment	88,873	To pay with Sinking Fund
Structural Turnout Gear Replacement	81,422	To pay with Sinking Fund
Overtime	350,000	Was not budgeted in FY23
	<u>520,295</u>	

General Fund

Fund 100

Department/Division: 4501 Fire

Costs by Program

Program	Program \$\$	Program %%
535.0001 Emergency Medical Paramedic Response	1,955,389	40%
001.0000 Administration	923,096	19%
535.0002 Public Assist Incident Response	684,916	14%
006.0000 Workforce Development	473,558	10%
410.0000 Fire and Life Safety Code Compliance & Inspections	429,973	9%
535.0011 All Other Incident Response	224,795	5%
535.0005 Fire Incident Response	210,572	4%
430.0001 Emergency Preparedness Outreach and Training	12,025	<1%
	<u>4,914,324</u>	

Department Background

Department/Division: Public Works & Utilities

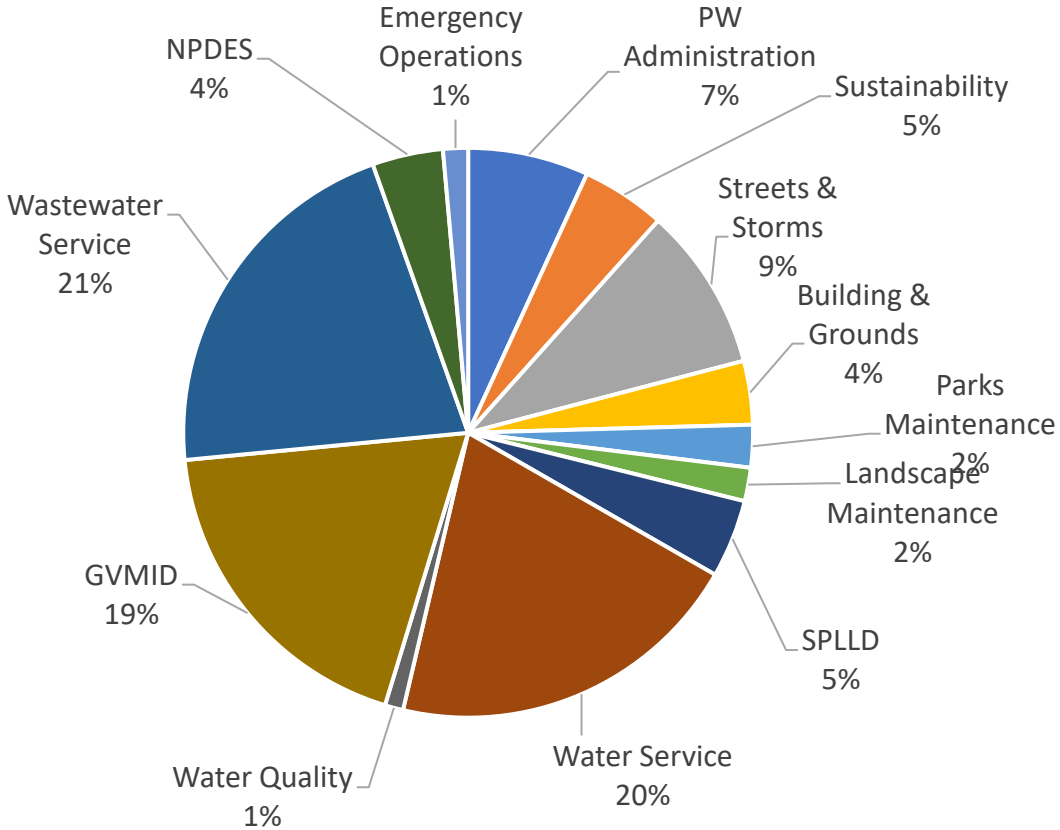
Mission Statement –

Mission Statement - To provide overall management of the Engineering and Operations & Maintenance Divisions, and the implementation of department objectives to sustain and enhance the quality of life within the City of Brisbane by providing safe, well-maintained public infrastructure and facilities.

Overall Budget **\$11,114,973**

Number of Positions 22 Full-time, 1 Part-time

Areas Covered Building and Grounds Maintenance, Landscape Maintenance, Sustainability, Emergency Operations Center, Water Service, Wastewater Service, Street & Storm Drain Maintenance, NPDES, GVMID



General Fund Fund 100 Department/Division: 6001 Public Works Administration				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	706,861	732,149	25,288	4%
Total Salaries & Benefits	706,861	732,149	25,288	4%
SERVICES AND SUPPLIES				
52001 Safety Clothing	500	500	-	0%
52005 Communications	1,600	1,600	-	0%
52010 Equipment Maintenance	4,425	4,425	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	0%
52020 Memberships	940	940	-	0%
52025 Office Expense	6,900	6,900	-	0%
52030 Professional Services	5,000	5,000	-	0%
52035 Equipment Rental	3,500	3,500	-	0%
52045 Special Department Expense	2,900	2,900	-	0%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	3,850	3,850	-	0%
52060 Utilities	-	-	-	0%
Total Services & Supplies	29,615	29,615	-	0%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	-	-	-	0%
TOTAL BUDGET	736,476	761,764	25,288	3%

General Fund Fund 100 Department/Division: 2112 Open Space				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	274,969	321,413	46,444	17%
Total Salaries & Benefits	274,969	321,413	46,444	17%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	0%
52005 Communications	-	-	-	0%
52010 Equipment Maintenance	-	-	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	0%
52020 Memberships	-	5,250	5,250	0%
52025 Office Expense	500	500	-	0%
52030 Professional Services	40,000	40,000	-	0%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	128,000	154,500	26,500	21%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	2,500	2,500	-	0%
52060 Utilities	6,500	6,500	-	0%
Total Services & Supplies	177,500	209,250	31,750	18%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	-	-	-	0%
TOTAL BUDGET	452,469	530,663	58,250	13%

General Fund Fund 100 Department/Division: 6005 Streets & Storms				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	449,947	533,095	83,148	18%
Total Salaries & Benefits	449,947	533,095	83,148	18%
SERVICES AND SUPPLIES				
52001 Safety Clothing	800	800	-	0%
52005 Communications	1,650	1,650	-	0%
52010 Equipment Maintenance	7,100	7,100	-	0%
52015 Maint. Structures/Improvement.Grounds	84,900	104,900	20,000	24%
52020 Memberships	620	620	-	0%
52025 Office Expense	1,280	1,280	-	0%
52030 Professional Services	130,200	160,200	30,000	23%
52035 Equipment Rental	1,200	1,200	-	0%
52045 Special Department Expense	238,400	222,400	(16,000)	-7%
52050 Small Tools & Supplies	300	300	-	0%
52055 Travel & Training	1,200	1,200	-	0%
52060 Utilities	-	-	-	0%
Total Services & Supplies	467,650	501,650	34,000	7%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	-	-	-	0%
TOTAL BUDGET	917,597	1,034,745	117,148	13%

General Fund Fund 100 Department/Division: 6010 Building & Grounds				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS	202,065	226,570	24,505	12%
Total Salaries & Benefits	202,065	226,570	24,505	12%
SERVICES AND SUPPLIES				
52001 Safety Clothing	1,800	1,800	-	0%
52005 Communications	2,750	2,750	-	0%
52010 Equipment Maintenance	4,500	10,500	6,000	133%
52015 Maint. Structures/Improvement.Grounds	42,600	57,900	15,300	36%
52020 Memberships	-	-	-	0%
52025 Office Expense	200	200	-	0%
52030 Professional Services	71,100	84,400	13,300	19%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	15,000	15,000	-	0%
52050 Small Tools & Supplies	2,100	2,100	-	0%
52055 Travel & Training	-	-	-	0%
52060 Utilities	-	-	-	0%
Total Services & Supplies	140,050	174,650	34,600	25%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	-	-	-	0%
TOTAL BUDGET	342,115	401,220	59,105	17%

General Fund Fund 100 Department/Division: 6015 Parks Maintenance				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS	339,395	198,975	(140,420)	-41%
Total Salaries & Benefits	339,395	198,975	(140,420)	-41%
SERVICES AND SUPPLIES				
52001 Safety Clothing	1,450	1,450	-	0%
52005 Communications	1,500	1,500	-	0%
52010 Equipment Maintenance	4,300	4,300	-	0%
52015 Maint. Structures/Improvement.Grounds	27,660	27,660	-	0%
52020 Memberships	200	200	-	0%
52025 Office Expense	-	-	-	0%
52030 Professional Services	9,900	9,900	-	0%
52035 Equipment Rental	3,500	3,499	(1)	0%
52045 Special Department Expense	73,000	18,000	(55,000)	-75%
52050 Small Tools & Supplies	3,040	3,040	-	0%
52055 Travel & Training	-	208	208	100%
52060 Utilities	-	-	-	0%
Total Services & Supplies	124,550	69,757	(54,793)	-44%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	-	-	-	0%
TOTAL BUDGET	463,945	268,732	(195,213)	-42%

General Fund Fund 100 Department/Division: 6020 Landscape Maintenance				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	188,247	50,008	(138,239)	-276%
Total Salaries & Benefits	188,247	50,008	(138,239)	-73%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	350	350	100%
52005 Communications	-	250	250	100%
52010 Equipment Maintenance	-	3,100	3,100	100%
52015 Maint. Structures/Improvement.Grounds	-	10,400	10,400	100%
52020 Memberships	-	300	300	100%
52025 Office Expense	-	-	-	0%
52030 Professional Services	-	144,400	144,400	100%
52035 Equipment Rental	-	1,000	1,000	100%
52045 Special Department Expense	-	-	-	0%
52050 Small Tools & Supplies	-	1,000	1,000	100%
52055 Travel & Training	-	250	250	100%
52060 Utilities	-	-	-	0%
Total Services & Supplies	-	161,050	161,050	100%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	-	-	-	0%
TOTAL BUDGET	188,247	211,058	22,811	12%

Sierra Point Light & Landscape District Fund

Fund 210

Department/Division: 6035 Sierra Point Light & Landscape District

Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	23,794	116,230	92,436	388%
Total Salaries & Benefits	23,794	116,230	92,436	388%
SERVICES AND SUPPLIES				
52001 Safety Clothing	330	330	-	0%
52005 Communications	300	300	-	0%
52010 Equipment Maintenance	1,350	1,500	150	11%
52015 Maint. Structures/Improvement.Grounds	76,000	76,000	-	0%
52020 Memberships	150	200	50	33%
52025 Office Expense	201	251	50	25%
52030 Professional Services	123,300	138,000	14,700	12%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	-	80,269	80,269	0%
52050 Small Tools & Supplies	200	200	-	0%
52055 Travel & Training	100	100	-	0%
52060 Utilities	200,000	80,000	(120,000)	-60%
Total Services & Supplies	401,931	377,150	(24,781)	-6%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	122,082	174,547	52,465	43%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	122,082	174,547	52,465	43%
TOTAL BUDGET	547,807	842,474	120,120	22%

Utilities Fund Fund 540 Department/Division: 6110 Water				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	533,024	876,484	343,460	64%
Total Salaries & Benefits	533,024	876,484	343,460	64%
SERVICES AND SUPPLIES				
52001 Safety Clothing	2,550	2,550	-	0%
52005 Communications	4,450	4,450	-	0%
52010 Equipment Maintenance	11,400	11,400	-	0%
52015 Maint. Structures/Improvement.Grounds	63,563	63,563	-	0%
52020 Memberships	37,085	53,443	16,358	44%
52025 Office Expense	20,704	20,704	-	0%
52030 Professional Services	68,120	210,620	142,500	209%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	51,500	71,500	20,000	39%
52050 Small Tools & Supplies	7,387	7,387	-	0%
52055 Travel & Training	3,241	3,241	-	0%
52060 Utilities	22,000	22,000	-	0%
52065 Water Purchases	917,000	917,000	-	0%
Total Services & Supplies	1,209,000	1,387,858	178,858	15%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	346,290	556,871	-	0%
55961 Transfers to Other Funds	-	20,096	-	0%
Total Other	346,290	576,967	-	0%
TOTAL BUDGET	2,088,314	2,841,309	752,995	36%

Utilities Fund Fund 540 Department/Division: 6115 Water Quality Monitoring				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS	28,832	55,972	27,140	94%
Total Salaries & Benefits	28,832	55,972	27,140	94%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	0%
52005 Communications	-	-	-	0%
52010 Equipment Maintenance	-	-	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	0%
52020 Memberships	-	-	-	0%
52025 Office Expense	-	-	-	0%
52030 Professional Services	-	60,000	60,000	100%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	-	-	-	0%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	-	-	-	0%
52060 Utilities	-	-	-	0%
52065 Water Purchases	-	-	-	0%
Total Services & Supplies	-	60,000	60,000	0%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	-	-	-	0%
TOTAL BUDGET	28,832	115,972	87,140	302%

Utilities Fund Fund 540 Department/Division: 6120 GVMID				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	150,104	675,383	525,279	350%
Total Salaries & Benefits	150,104	675,383	525,279	350%
SERVICES AND SUPPLIES				
52001 Safety Clothing	2,550	2,550	-	0%
52005 Communications	3,450	3,450	-	0%
52010 Equipment Maintenance	12,000	12,000	-	0%
52015 Maint. Structures/Improvement.Grounds	39,382	62,382	23,000	58%
52020 Memberships	30,796	36,577	5,781	19%
52025 Office Expense	23,929	23,929	-	0%
52030 Professional Services	106,138	141,138	35,000	33%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	78,780	60,000	(18,780)	-24%
52050 Small Tools & Supplies	2,809	2,809	-	0%
52055 Travel & Training	3,341	3,341	-	0%
52060 Utilities	65,000	65,000	-	0%
52065 Water Purchases	157,000	157,000	-	0%
52070 Sewage Treatment	807,000	807,000	-	0%
Total Services & Supplies	1,332,175	1,377,176	45,001	3%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	32,000	32,000	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	380,262	495,541	115,279	30%
55961 Transfers to Other Funds	-	20,096	20,096	0%
Total Other	380,262	515,637	167,375	44%
TOTAL BUDGET	1,862,541	2,600,196	737,655	40%

Utilities Fund Fund 540 Department/Division: 6130 Sewer				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS	170,489	521,071	350,582	206%
Total Salaries & Benefits	170,489	521,071	350,582	206%
SERVICES AND SUPPLIES				
52001 Safety Clothing	3,250	3,250	-	0%
52005 Communications	3,600	3,600	-	0%
52010 Equipment Maintenance	11,400	11,400	-	0%
52015 Maint. Structures/Improvement.Grounds	18,360	18,360	-	0%
52020 Memberships	6,762	7,914	1,152	17%
52025 Office Expense	17,687	17,687	-	0%
52030 Professional Services	5,166	56,666	51,500	997%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	69,500	62,000	(7,500)	-11%
52050 Small Tools & Supplies	5,410	5,410	-	0%
52055 Travel & Training	1,664	1,664	-	0%
52060 Utilities	25,600	25,600	-	0%
52065 Water Purchases	-	-	-	0%
52070 Sewage Treatment	1,562,030	1,562,028	(2)	0%
Total Services & Supplies	1,730,429	1,775,579	45,150	3%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	48,000	48,000	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	337,027	515,411	178,384	53%
55961 Transfers to Other Funds	-	20,096	20,096	0%
Total Other	337,027	535,507	246,480	73%
TOTAL BUDGET	2,237,945	2,880,157	642,212	29%

NPDES Fund Fund 220 Department/Division: 6140 NPDES				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS	243,853	346,980	103,127	42%
Total Salaries & Benefits	243,853	346,980	103,127	42%
SERVICES AND SUPPLIES				
52001 Safety Clothing	1,850	1,850	-	0%
52005 Communications	1,550	1,550	-	0%
52010 Equipment Maintenance	5,110	10,100	4,990	98%
52015 Maint. Structures/Improvement.Grounds	2,000	18,000	16,000	800%
52020 Memberships	15,700	15,700	-	0%
52025 Office Expense	-	-	-	0%
52030 Professional Services	45,001	45,001	-	0%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	6,000	6,000	-	0%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	1,400	1,400	-	0%
52060 Utilities	-	-	-	0%
52065 Water Purchases	-	-	-	0%
52070 Sewage Treatment	-	-	-	0%
Total Services & Supplies	78,611	99,601	20,990	27%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	128,135	135,796	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	128,135	135,796	-	0%
TOTAL BUDGET	450,600	582,377	131,778	29%

General Fund Fund 100 Department/Division: 6300 Emergency Operations Center				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	85,604	92,007	6,403	7%
Total Salaries & Benefits	85,604	92,007	6,403	7%
SERVICES AND SUPPLIES				
52001 Safety Clothing	150	150	-	0%
52005 Communications	7,750	7,750	-	0%
52010 Equipment Maintenance	4,250	5,850	1,600	38%
52015 Maint. Structures/Improvement.Grounds	-	-	-	0%
52020 Memberships	-	-	-	0%
52025 Office Expense	-	750	750	0%
52030 Professional Services	-	-	-	0%
52035 Equipment Rental	-	-	-	0%
52045 Special Department Expense	50,000	50,000	-	0%
52050 Small Tools & Supplies	-	-	-	0%
52055 Travel & Training	800	800	-	0%
52060 Utilities	-	-	-	0%
52065 Water Purchases	-	-	-	0%
52070 Sewage Treatment	-	-	-	0%
Total Services & Supplies	62,950	65,300	2,350	4%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	-	-	0%
55961 Transfers to Other Funds	-	-	-	0%
Total Other	-	-	-	0%
TOTAL BUDGET	148,554	157,307	8,753	6%

City of Brisbane
 FY24 Budget Requests
 Department/Division: Public Works

Request Description	FY24 cost	Division
Climate Corps Fellowship - Cost in increase from \$50K	\$ 25,000	Sustainability
Sustainable San Mateo County Membership - Transfer from Central Services	\$ 5,000	Sustainability
Engineering Speed Survey	\$ 25,000	Streets & Storm Drains
Weed Abatement & Tree Trimming - Increase in cost	\$ 20,000	Streets & Storm Drains
HVAC & Elevator maintenance - Increase in cost	\$ 20,000	Building & Grounds
Evaporative coolers for NBL	\$ 5,000	Building & Grounds
Stormwater pump upgrade @ Corp Yard	\$ 5,000	Building & Grounds
Sanitary Sewer Master Plan Update	\$ 45,000	Sewer & GVMID
Water Shortage Contingency Plan Update	\$ 25,000	Water & GVMID
AWIA Incident Action Checklist	\$ 15,000	Water & GVMID
Methane Monitoring at Sierra Point	\$ 25,000	Water & Sewer
Guadalupe Tank Roof	\$ 22,000	Water
Water turnout at San Bruno replacement	\$ 30,000	Water
Water vault lid replacement at SPP/101 offramp	\$ 50,000	Water
Maintenance Management Emergency Response Plan	\$ 60,000	Water Quality
Sierra Point Lift Station Methane Monitoring	\$ 12,000	Sewer
Big Belly trash bin for Fisherman's Park	\$ 5,000	NPDES
	<u>\$ 394,000</u>	

General Fund

Fund 100

Department/Division: 6000 Public Works

Costs by Program

Division / Program	Program \$\$	Program %%
Public Works Administration		
001.0000 Administration	532,726	70%
005.0000 Citizen Engagement	117,855	15%
004.0000 City Council/Commission Support	44,841	6%
006.0000 Workforce Development	38,194	5%
430.0000 Public Education	24,923	3%
510.0000 Transportation and Mobility Options	2,725	<1%
535.0000 Emergency Response	500	<1%
Sustainability		
525.0000 Stewardship of Natural Environment	184,793	35%
520.0000 Stewardship of Built Environment	183,281	35%
004.0000 City Council/Commission Support	67,861	13%
525.0002 Building Efficiency	30,356	6%
006.0000 Workforce Development	24,406	5%
001.0000 Administration	21,542	36%
005.0000 Citizen Engagement	16,164	3%
430.0000 Public Education	2,261	<1%
Streets and Storms		
001.0000 Administration	533,895	52%
520.0000 Stewardship of Built Environment	439,030	42%
525.0000 Stewardship of Natural Environment	60,000	6%
006.0000 Workforce Development	1,820	<1%
Building and Grounds		
001.0000 Administration	241,320	60%
520.0000 Stewardship of Built Environment	132,900	33%
525.0000 Stewardship of Natural Environment	21,700	5%
520.0011 Structural (walls, windows, roof, foundation)	5,300	1%

Parks Maintenance

520.0000 Stewardship of Built Environment	102,440	38%
525.0000 Stewardship of Natural Environment	85,954	32%
001.0000 Administration	60,156	22%
005.0000 Citizen Engagement	14,124	5%
006.0000 Workforce Development	6,058	2%

Landscape Maintenance

525.0000 Stewardship of Natural Environment	160,025	76%
001.0000 Administration	50,132	24%
006.0000 Workforce Development	550	<1%
535.0000 Emergency Response	350	<1%

Emergency Operations

535.0000 Emergency Response	85,542	54%
001.0000 Administration	43,243	27%
004.0000 City Council/Commission Support	10,121	6%
005.0000 Citizen Engagement	9,201	6%
006.0000 Workforce Development	4,600	3%
430.0000 Public Education	4,600	3%

Sierra Point Lighting & Landscape Fund

Fund 210

Department/Division: 6035 Sierra Point Lighting & Landscape District

Costs by Program

Program	Program \$\$	Program %%
525.0000 Stewardship of Natural Environment	325,755	66%
001.0000 Administration	116,570	24%
520.0000 Stewardship of Built Environment	50,726	10%
535.0000 Emergency Response	330	<1%

Utility Fund

Fund 540

Department/Division: 6115 Water Service

Costs by Program

Program	Program \$\$	Program %%
540.0000 Purchase of Utilities	939,000	41%
001.0000 Administration	837,877	37%
550.0000 Provide Portable Water	401,392	18%
130.0000 Revenue Collection	22,684	1%
520.0000 Stewardship of Built Environment	22,000	1%
550.0011 Provide Potable Water -Water services and meters	20,000	1%
130.0002 Cashiering and Payment Receipt Processing	18,147	1%
006.0000 Workforce Development	3,241	<1%

Department/Division: 6110 Water Quality Monitoring

Costs by Program

Program	Program \$\$	Program %%
550.0006 Water Testing	115,972	100%

Department/Division: 6120 GVMID

Costs by Program

Program	Program \$\$	Program %%
540.0000 Purchase of Utilities	1,029,000	49%
001.0000 Administration	647,379	31%
550.0000 Provide Portable Water	123,355	6%
525.0000 Stewardship of Natural Environment	92,700	4%
510.0000 Transportation and Mobility Options	45,102	2%
560.0000 Provide Wastewater Collection	32,207	2%
560.0003 Provide Wastewater Collection - Main Inspection and Cle	32,000	2%
520.0000 Stewardship of Built Environment	27,780	1%
130.0000 Revenue Collection	22,684	1%
130.0002 Cashiering and Payment Receipt Processing	18,147	1%
570.0000 Operate a Storm Drain	10,065	<1%
006.0000 Workforce Development	3,341	<1%
510.0001 Traffic Signals	800	<1%

Department/Division: 6130 Wastewater / Sewer

Costs by Program

Program	Program \$\$	Program %%
540.0000 Purchase of Utilities	1,587,628	68%
001.0000 Administration	516,909	22%
560.0000 Provide Wastewater Collection	179,235	8%
560.0002 Provide Wastewater Collection - Lift Stations	30,000	1%
560.0003 Provide Wastewater Collection - Main Inspection and Cle	12,000	1%
006.0000 Workforce Development	11,476	<1%
004.0000 City Council/Commission Support	7,403	<1%

National Pollutant Discharge Elimination System Fund

Fund 220

Department/Division: 6140 NPDES

Costs by Program

Program	Program \$\$	Program %%
001.0000 Administration	275,624	62%
570.0000 Operate a Storm Drain System	69,775	16%
005.0000 Citizen Engagement	40,029	9%
430.0000 Public Education	19,828	4%
525.0000 Stewardship of Natural Environment	18,829	4%
570.0002 Storm Drain System - Catch Basin and Sediment Basin	16,000	4%
006.0000 Workforce Development	6,495	1%

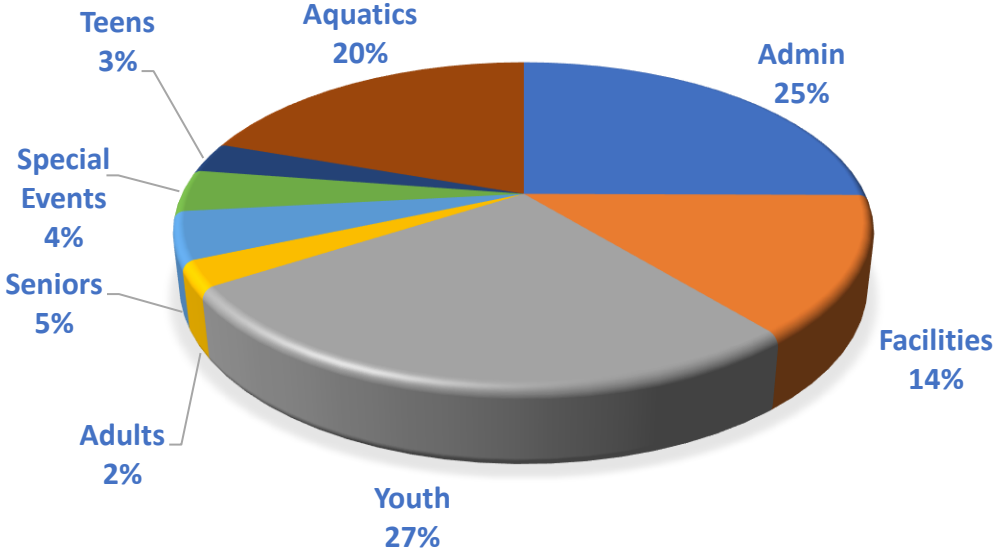
Department Background

Department/Division: Park & Recreation

Mission Statement –

The mission of Parks & Recreation in Brisbane is to engage and inspire a healthier community by providing fun, inclusive, innovative and safe parks, facilities and programs.

Overall Budget	\$3,069,260
Number of Positions	7 Full-time 50 Part-time
Areas Covered	Administration, Facilities, Youth, Teens, Adults, Special Events, Seniors, Aquatics



General Fund				
Fund 100				
Department/Division: 7001 Park & Recreation Administration				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	754,463	722,325	(32,138)	-4%
Total Salaries & Benefits	754,463	722,325	(32,138)	-4%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	104	104	-	0%
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	1,732	1,732	-	0%
52025 Office Expense	3,488	3,488	-	0%
52030 Professional Services	16,646	21,646	5,000	30%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	2,223	3,417	1,194	54%
52050 Small Tools & Supplies	204	204	-	0%
52055 Travel & Training	10,542	18,002	7,460	71%
52060 Utilities	-	-	-	
Total Services & Supplies	34,939	48,593	13,654	39%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 789,402	\$ 770,918	\$ (18,484)	-2%

General Fund				
Fund 100				
Department/Division: 7002 Recreation Facilities				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	138,999	200,744	61,745	44%
Total Salaries & Benefits	138,999	200,744	61,745	44%
SERVICES AND SUPPLIES				
52001 Safety Clothing	312	312	-	0%
52005 Communications	-	2,032	2,032	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	19,508	21,008	1,500	8%
52020 Memberships	-	-	-	
52025 Office Expense	260	260	-	0%
52030 Professional Services	89,702	89,702	-	0%
52035 Equipment Rental	7,178	7,178	-	0%
52045 Special Department Expense	65,850	20,540	(45,310)	-69%
52050 Small Tools & Supplies	759	2,500	1,741	229%
52055 Travel & Training	-	-	-	
52060 Utilities	83,960	82,712	(1,248)	-1%
Total Services & Supplies	267,529	226,244	(41,285)	-15%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	500	500	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	500	500	
TOTAL BUDGET	\$ 406,528	\$ 427,488	\$ 20,960	5%

General Fund				
Fund 100				
Department/Division: 7003 Youth				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	568,373	627,162	58,789	10%
Total Salaries & Benefits	568,373	627,162	58,789	10%
SERVICES AND SUPPLIES				
52001 Safety Clothing	1,836	1,836	-	0%
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	54,164	56,164	2,000	4%
52035 Equipment Rental	22,113	22,113	-	0%
52045 Special Department Expense	63,110	76,810	13,700	22%
52050 Small Tools & Supplies	156	2,000	1,844	1182%
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	36,101	36,101	-	0%
Total Services & Supplies	141,379	195,024	53,645	149%
OTHER				
53010 Improvements	-	-		
53030 Equipment	-	700	700	
54010 Administrative Charges	-	-		
54025 Indirect Costs	-	-		
55961 Transfers to Other Funds	-	-		
Total Other	-	700	700	
TOTAL BUDGET	\$ 745,853	\$ 822,886	\$ 77,033	10%

General Fund				
Fund 100				
Department/Division: 7004 Adult				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	12,530	16,608	4,078	33%
Total Salaries & Benefits	12,530	16,608	4,078	33%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	510	510	-	0%
52025 Office Expense	208	208	-	0%
52030 Professional Services	55,772	55,772	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	4,835	4,835	-	0%
52050 Small Tools & Supplies	156	2,000	1,844	1182%
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	-	-	-	
Total Services & Supplies	61,481	63,325	1,844	3%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 74,011	\$ 79,933	\$ 5,922	8%

General Fund				
Fund 100				
Department/Division: 7005 Seniors				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	78,880	85,586	6,706	9%
Total Salaries & Benefits	78,880	85,586	6,706	9%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	1,080	1,080	-	0%
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	9,364	9,364	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	10,273	50,273	40,000	389%
52050 Small Tools & Supplies	-	500	500	
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	30,000	-	(30,000)	-100%
Total Services & Supplies	20,717	61,217	40,500	195%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	364	364	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	364	364	-	0%
TOTAL BUDGET	\$ 129,961	147,167	\$ 17,206	13%

General Fund				
Fund 100				
Department/Division: 7006 Special Events				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	52,219	60,545	8,326	16%
Total Salaries & Benefits	52,219	60,545	8,326	16%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	-	-	-	
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	41,722	67,732	26,010	62%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	-	-	-	
52060 Utilities	-	-	-	
52900 Contributions	-	-	-	
Total Services & Supplies	41,722	67,732	26,010	62%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 93,941	\$ 128,277	\$ 34,336	37%

General Fund				
Fund 100				
Department/Division: 7007 Teens				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	29,118	29,812	694	2%
Total Salaries & Benefits	29,118	29,812	694	2%
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	-	-	-	
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	2,081	2,081	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	7,583	8,283	700	9%
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	208	500	292	140%
52060 Utilities	-	-	-	
52900 Contributions	50,000	50,000	-	
Total Services & Supplies	59,872	60,864	992	2%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 88,990	\$ 90,676	\$ 1,686	2%

General Fund				
Fund 100				
Department/Division: 7008 Aquatics				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	365,472	384,890	19,418	5%
Total Salaries & Benefits	365,472	384,890	19,418	5%
SERVICES AND SUPPLIES				
52001 Safety Clothing	2,164	2,164	-	0%
52005 Communications	6,158	6,158	-	0%
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	47,576	47,576	-	0%
52020 Memberships	-	-	-	
52025 Office Expense	1,028	1,028	-	0%
52030 Professional Services	59,641	59,641	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	1,483	7,300	5,817	392%
52050 Small Tools & Supplies	3,163	6,563	3,400	107%
52055 Travel & Training	-	-	-	
52060 Utilities	86,595	86,595	-	
52900 Contributions	-	-	-	0%
Total Services & Supplies	207,808	217,025	9,217	4%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 573,280	\$ 601,915	\$ 28,635	5%

City of Brisbane - FY24 Budget Requests PARKS & RECREATION

Request Description	FY24 cost	Purpose
Staffing		Declined with transfer of Assistant City Manager from P&R Admin to City Manager Division; increase of \$27K for change of Recreation Coordinator to Recreation Supervisor; increase in Workers Comp and General Liability allocations across divisions
Admin - BMI & ASCAP Music Licenses	\$800	Requirement for music in/at City facilities.
Admin- Staff training expenses	\$1,200	To support staff training efforts, speakers, supplies, etc.
Admin- First Aid supplies and PPE	\$300	Health and safety of employees and the public
P&R-7001	\$2,300	
Outdoor Facilities - Street pole banner replacements	\$4,000	Replace damaged or worn street pole banners and accessories from existing sets as needed
Outdoor Facilities - Silverspot Tot Lot maintenance	\$1,000	Maintenance for Tot Lot at Silverspot.
Outdoor Facilities - Community Garden maintenance	\$500	(Responsibility is being transferred from Public Works) To maintain the community garden
P&R-7002	\$5,500	
Youth - Increase to Summer Field Trips	\$13,000	One-time. To improve safety and organization of supplies for all childcare programs
Youth - Storage racks for childcare shed at BES	\$700	One-time. To improve safety and organization of supplies for all childcare programs
P&R-7003	\$13,700	
Seniors - Printer & supplies for the Sunrise Room	\$500	One-time. To support operations at the Sunrise Room and improve overall efficiency
Seniors - Blinds for the Sunrise Room	\$5,000	One-time. Replace existing non-compliant blinds at the Sunrise Room with Fire Authority approved alternatives.
Seniors - Sunrise Room	\$30,000	One-time.
P&R-7005	\$35,500	

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Request Description	FY24 cost	Purpose
Special Events - Day in the Park P&R-7006	<u>\$26,000</u> <u>\$26,000</u>	Expect to be offset with donations
Aquatics - Replacement mats for Locker Rooms	\$1,800	One-time. Public safety and facility cleanliness
Aquatics - Replacement Spinal	\$1,600	One-time. Public safety
Aquatics - Pool deck Storage container	\$1,500	One-time. Equipment/supply storage for pool users
Aquatics - Lifeguard Chair	\$800	One-time. Public safety
Aquatics - (2) Lifeguard umbrellas	\$1,000	One-time. Public / Staff safety
Aquatics - CPR Manikins P&R-7008	<u>\$1,000</u> <u>\$7,700</u>	One-time. Public safety

General Fund

Fund 100

Department/Division: 7001 Park & Recreation Administration

Costs by Program

Program	Program \$\$	Program %
001.0000 Administration	408,787	53
004.0000 City Council/Commission Support	184,554	24
005.0000 Citizen Engagement	121,050	16
006.0000 Workforce Development	56,527	7

General Fund

Fund 100

Department/Division: 7002 Recreation Facilities

Costs by Program

Program	Program \$\$	Program %
615.0000 Outdoor Facilities	138,433	32
610.0000 Indoor Facilities	110,833	26
610.0003 Mission Blue Center	78,095	18
610.0002 Community Center	49,612	12
001.0000 Administration	33,215	8
Programs <1%	12,888	3
Dog Park, Parks & Playgrounds, Tennis Courts, Picnic Areas, Volleyball Courts, Skatepark		

General Fund

Fund 100

Department/Division: 7003 Youth

Costs by Program

Program	Program \$\$	Program %
620.0005 Seasonal Camps	261,400	32
620.0002 Preschool	188,805	23
620.0001 Afterschool	165,227	20
620.0004 Youth Contract Classes	56,373	7
620.0007 Youth Sports (Afterschool)	42,746	5
620.0008 Youth Sports (Baseball)	39,269	5
620.0003 Brisbane School District Contribution	36,101	4
001.0000 Administration	32,964	4

General Fund

Fund 100

Department/Division: 7004 Adult

Costs by Program

Program	Program \$\$	Program %%
640.0001 Adult Contract Classes	54,199	68
640.0002 Adult Sports	18,543	23
640.0000 Adult Programs 20-59	7,190	9

General Fund

Fund 100

Department/Division: 7005 Seniors

Costs by Program

Program	Program \$\$	Program %%
650.0003 Senior Sunrise Room	78,042	53
650.0000 Senior Programs 60+	29,718	20
650.0001 Senior Club	22,565	15
650.0002 Senior Contract Classes	16,842	12

General Fund

Fund 100

Department/Division: 7006 Special Events

Costs by Program

Program	Program \$\$	Program %%
660.0000 Special Events	128,277	100

General Fund

Fund 100

Department/Division: 7007 Teens

Costs by Program

Program	Program \$\$	Program %%
001.0000 Teens 13-19	78,042	74
630.0002 Youth Advisory Committee	29,718	19
630.0001 Teen Activities	22,565	7

General Fund

Fund 100

Department/Division: 7008 Aquatics

Costs by Program

Program	Program \$\$	Program %%
670.0000 Aquatics	184,475	31
670.0004 Lap Swim	111,229	18
670.0005 Recreational Swim	111,229	18
670.0006 Swim Lessons	111,229	18
670.0001 Aquatics Contract Classes	56,032	9
670.0002 Aquatics Rentals	23,482	4
670.0003 Aquatics Special Events	4,238	<1

Department Background

Department/Division: Marina

Mission Statement –

The mission of the Marina is to professionally operate a well-maintained, clean and secure facility with prompt, courteous customer service for boaters and the general public. department objectives to sustain and enhance the quality of life within the City of Brisbane by providing safe, well-maintained public infrastructure and facilities.

Overall Budget	\$1,379,195
Number of Positions	Full time - 4
Areas Covered	Marina Maintenance, Billing

Marina Fund Fund 550 Department/Division: 7009 Marina				
Account and Title:	2022/23	2023/24	Change \$\$	Change %%
	Budget	Requested Budget		
SALARIES & BENEFITS	740,824	761,736	20,912	3%
Total Salaries & Benefits	740,824	761,736	20,912	3%
SERVICES AND SUPPLIES				
52001 Safety Clothing	2,230	2,230	-	0%
52005 Communications	28,132	28,132	-	0%
52010 Equipment Maintenance	13,112	76,712	63,600	485%
52015 Maint. Structures/Improvement.Grounds	71,875	72,886	1,011	1%
52020 Memberships	1,100	1,100	-	0%
52025 Office Expense	43,764	43,764	-	0%
52030 Professional Services	15,681	67,738	52,057	332%
52035 Equipment Rental	2,185	2,185	-	0%
52045 Special Department Expense	244,764	180,710	(64,054)	-26%
52050 Small Tools & Supplies	3,000	3,000	-	0%
52055 Travel & Training	3,750	3,750	-	0%
52060 Utilities	135,252	135,252	(0)	0%
52065 Water Purchases	-	-	-	0%
52070 Sewage Treatment	-	-	-	0%
Total Services & Supplies	564,845	617,459	52,614	9%
OTHER				
53010 Improvements	-	-	-	0%
53030 Equipment	-	-	-	0%
54010 Administrative Charges	-	-	-	0%
54025 Indirect Costs	-	380,769	-	0%
55961 Transfers to Other Funds	-	196,158	-	0%
Total Other	-	576,927	-	0%
TOTAL BUDGET	1,305,669	1,956,122	650,453	50%

City of Brisbane
FY24 Budget Requests
Department/Division: 7009 - Marina

Request Description	FY24 cost
Marina Entrance Camera	\$ 16,000
Marina Management Software	\$ 16,000
Antibackflow inserts in catch basins	\$ 30,000
	<u>\$ 62,000</u>

General Fund
Fund 100
Department/Division: 7009 Marina

Costs by Program

Program	Program \$\$	Program %%
Marina		
001.0000 Administration	470,002	34%
590.0002 MARINA - Buildings and Grounds	226,343	16%
590.0001 MARINA - Billing and Accounting	145,523	11%
590.0004 MARINA - Docks	141,450	10%
590.0007 MARINA - Utilities	141,227	10%
590.0006 MARINA - Slips	97,431	7%
006.0000 Workforce Development	39,515	3%
590.0005 MARINA - Refuse	35,023	3%
430.0000 Public Education	33,671	2%
005.0000 Citizen Engagement	27,391	2%
590.0003 MARINA - CIP's	11,719	1%
004.0000 City Council/Commission Support	9,900	1%
	<hr/>	
	1,379,195	
	<hr/>	

Department Background

Department/Division: 7100 Library

Mission Statement –

San Mateo County Libraries strengthen our communities by creating an inclusive sense of place and environment for learning.

Overall Budget	\$70,600
Number of Positions	none
Areas Covered	Maintenance of the Library, allows for additional events held at the Library

General Fund Fund 100 Department/Division: 7100 Library				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS		-	-	
Total Salaries & Benefits	-	-	-	
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	-	-	-	
52010 Equipment Maintenance	-	-	-	
52015 Maint. Structures/Improvement.Grounds	10,900	10,900	-	0%
52020 Memberships	-	-	-	
52025 Office Expense	-	-	-	
52030 Professional Services	29,200	29,200	-	0%
52035 Equipment Rental	-	-	-	
52045 Special Department Expense	-	-	-	
52050 Small Tools & Supplies	-	-	-	
52055 Travel & Training	-	-	-	
52060 Utilities	4,500	4,500	-	0%
52300 Contributions	26,000	26,000	-	0%
Total Services & Supplies	70,600	70,600	-	0%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	-	-	-	
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	-	-	-	
TOTAL BUDGET	\$ 70,600	\$ 70,600	\$ -	0%

Department Background

Department/Division: 8001 Central Services

Mission Statement –

Central Services covers the costs of general organization-wide services and programs not attributed to any one department, to implement policies and programs as established by City Council and the City Manager.

Overall Budget	\$1,273,291
Number of Positions	None
Areas Covered	General Citywide issues and services

General Fund				
Fund 100				
Department/Division: 8001 Central Services				
Account and Title:	2022/23 Budget	2023/24 Requested Budget	Change \$\$	Change %%
SALARIES & BENEFITS		-	-	
Total Salaries & Benefits	-	-	-	
SERVICES AND SUPPLIES				
52001 Safety Clothing	-	-	-	
52005 Communications	70,000	70,000	-	0%
52010 Equipment Maintenance	2,000	3,000	1,000	50%
52015 Maint. Structures/Improvement.Grounds	57,000	57,000	-	0%
52020 Memberships	55,850	60,850	5,000	9%
52025 Office Expense	42,700	42,700	-	0%
52030 Professional Services	266,101	508,941	242,840	91%
52033 Office Space Rental	300,000	300,000	-	0%
52035 Equipment Rental	52,600	48,600	(4,000)	-8%
52045 Special Department Expense	13,500	13,500	-	0%
52050 Small Tools & Supplies		-	-	
52055 Travel & Training		-	-	
52060 Utilities	70,000	70,000	-	0%
52900 Contributions	21,000	21,000	-	0%
Total Services & Supplies	950,751	1,195,591	244,840	26%
OTHER				
53010 Improvements	-	-	-	
53030 Equipment	60,700	77,700	17,000	28%
54010 Administrative Charges	-	-	-	
54025 Indirect Costs	-	-	-	
55961 Transfers to Other Funds	-	-	-	
Total Other	60,700	77,700	17,000	28%
TOTAL BUDGET	\$ 1,011,451	1,273,291	\$ 261,840	26%

City of Brisbane
FY24 Budget Requests
Department/Division: 8001 Central Services

Request Description	FY24 cost	Purpose
Memberships	5,000	PenTV (Channel 26)
Professional Service	140,000	Additional Technology Service
Professional Service	54,000	Grant Writing Assistance
Professional Service	16,000	Credit Card processing Charges for non-Utility transactions (transfer from Utilities)
Professional Service	31,500	Consulting for Org-wide Technology Project
Professional Service	1,100	Increase in MCTV contract
Equipment	10,000	New widescreen projector and screen for Council Chambers
Equipment	7,000	Computer contingency and updates
	<u>264,600</u>	

General Fund

Fund 100

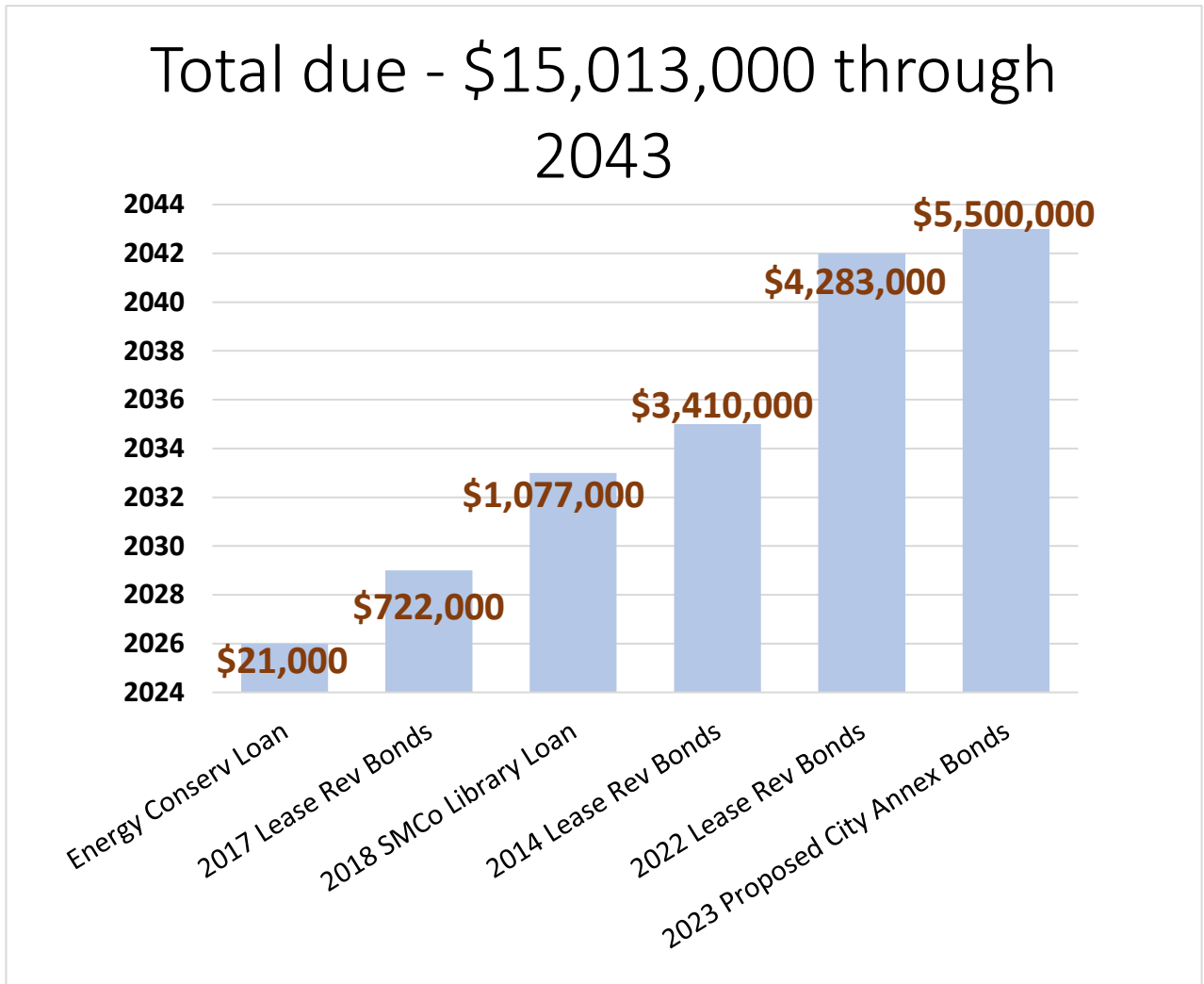
Department/Division: 8001 Central Services

Costs by Program

Program	Program \$\$	Program %%
520.0000 Stewardship of Built Environment	427,000	34
140.0000 Computer System	236,200	19
005.0000 Citizen Engagement	218,650	17
001.0000 Administration	159,176	13
130.0000 Revenue Collection	70,000	5
004.0000 City Council/Commission Support	65,150	5
005.0017 STAR Newsletter	45,200	4
260.0000 Economic Development	23,000	2
Programs <1%	<u>28,915</u>	2
	<u>1,273,291</u>	

Outstanding Debt (Governmental)

FY2023/24 - \$1,209,663



L.

File Attachments for Item:

L. Consider Adoption of Resolutions to approve the budget for Fiscal Year 2023/24

1. Adopt Resolution adopting the annual budget for Fiscal Year 2023-2024 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 2023-2024 and making appropriations for the amounts budgeted



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Carolina Yuen

Subject: Adoption Resolutions to Approve the Fiscal Year 2023/24

Budget

Community Goal/Result

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

Purpose

To provide a fiscal plan which provides flexibility to City Council and the Community to provide for services during the time of unknown economic circumstances while planning for the long-term recovery.

Recommendation

Adopt the attached resolutions to approve the budget for Fiscal Year 2023/24.

Background

On June 15, 2023, Staff presented an overview of the budget to the City Council. Staff also initiated reviews of departmental budgets. Council requested staff come back on June 29, 2023, with additional comparative information to review the budgets for following Departments: Finance, Human Resources, City Council, City Manager, Library, City Clerk, City Attorney, Fire, Police, Community Development, Parks and Recreation, Co-Sponsorships, Public Works (including Utilities), Marina, Open Space and Central Services.

Discussion

Any changes to the proposed budget are unknown at this time as reviews are scheduled for earlier in the same meeting.

Financial stability remains a high priority for the City of Brisbane. Staff looks forward to working with the Council and the community to address the financial challenges that lay ahead. Staff will continue to seek ways to provide services to the community as efficiently as possible. The City will continue to consider appropriate economic development and tax revenue generation projects that are viable for our City.

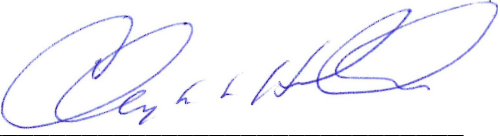
Fiscal Impact

The General Fund budget for Fiscal Year 2023/24 is balanced within available resources. The anticipated Net Use of Fund Balance is \$1,198,000.

Attachments

Resolution Adopting the Annual Budget for the Fiscal Year 2023/24
Resolution Adopting the GVMID Annual Budget for the Fiscal Year 2023/24
High Level Budget Summary for Fiscal Year 2023/24

Carolina Yuen
Carolina Yuen, Finance Director


Clay Holstine
Clay Holstine, City Manager

RESOLUTION NO. 2023-_____

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRISBANE
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR 2023-2024 AND
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED**

WHEREAS, a proposed annual budget for the City of Brisbane for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024 was submitted to the City Council

NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, that the proposed budget, as submitted is adopted as the annual budget for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024 and thereby appropriates the amounts budgeted.

PASSED, APPROVED AND ADOPTED this 29th day of June 2023.

Madison Davis
Mayor

I hereby certify that the foregoing **Resolution No. 2023-_____** was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 29th, 2023 by the following vote:

AYES:
NOES:
ABSENT:

Ingrid Padilla
City Clerk

RESOLUTION NO. GVMID 2023-_____

**A RESOLUTION OF GUADALUPE VALLEY
MUNICIPAL IMPROVEMENT DISTRICT (GVMID)
ADOPTING THE ANNUAL BUDGET
FOR THE FISCAL YEAR 2023-2024
MAKING APPROPRIATIONS FOR THE AMOUNTS BUDGETED**

WHEREAS, a proposed annual budget for the Guadalupe Valley Municipal District (GVMID) for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024 was submitted to the Board of Directors, and

WHEREAS, a public hearing and proceedings for the adoption of said budget have been duly held and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the GVMID that the proposed budget, as submitted, is adopted as the annual budget for the Fiscal Year commencing July 1, 2023 and ending June 30, 2024 and thereby appropriates the amounts budgeted.

PASSED, APPROVED AND ADOPTED this 29th day of June 2023.

Madison Davis
President of the Board

I hereby certify that the foregoing **Resolution No. GVMID 2023-_____** was duly and regularly adopted at a regular meeting of the Guadalupe Valley Municipal Improvement District on June 29th, 2023 by the following vote:

AYES:
NOES:
ABSENT:

Ingrid Padilla
District Secretary

City of Brisbane
Fiscal Year 23/24 Budget

Description	General Fund	Gas Tax Fund	SB1 Road Maint & Rehab Act	Meas A	Meas W	Sierra Point Lighting and Landscaping	National Pollution Discharge Elimination System	COPS - State Personnel Grant	Housing	Utility Fund	Water Maint Monitoring & Emergency Plan Fund	Marina Fund	Total w/o Interservice Funds	Dental Self Insurance	Self Insurance	Self Insured Workers Compensaton	Motor Vehicle Replacement
Revenues	26,695,707	120,983	75,585	395,197	91,100	590,000	54,000	140,000		6,479,499	60,000	1,923,075	36,625,146	152,963	943,169	877,690	376,447
Transfers In							392,581			45,000			437,581				
Total Current Year Resources	26,695,707	120,983	75,585	395,197	91,100	590,000	446,581	140,000	-	6,524,499	60,000	1,923,075	37,062,727	152,963	943,169	877,690	376,447
Expenditures:																	
City Council	307,940												307,940				
City Clerk	420,306												420,306				
City Manager	1,548,140												1,548,140				
Event Cosponsorship	25,894												25,894				
Open Space	530,663												530,663				
Finance	1,676,968												1,676,968				
Human Resources	851,613												851,613				
Legal Services-City Attorney	450,000												450,000				
Community Development	2,721,664												2,721,664				
Library	70,600												70,600				
Police--Administration & Personnel	1,037,697												1,037,697				
Police--Communications & Records	841,570												841,570				
Police--Police Patrol	4,470,024							140,000					4,610,024				
Fire	4,914,324												4,914,324				
Public Works--Admin. & Engineering	761,764												761,764				
Public Works--Streets & Storm Drains	1,034,745												1,034,745				
Public Works--Buildings & Grounds	401,220												401,220				
Public Works--Parks Maintenance	268,732												268,732				
Public Works--Landscape Maintenance	211,058												211,058				
Public Works - Sierra Point Lighting and Landscape						493,380							493,380				
Public Works- Water										2,264,342			2,264,342				
Public Works- Water Quality Monitoring											115,972		115,972				
Public Works- GVMID										2,084,559			2,084,559				
Public Works - NPDES							446,581						446,581				
Public Works - Sewer										2,344,650			2,344,650				
Public Works -- Office of Emergency Services	157,307												157,307				
Recreation--Admin & PB&R Comm.	770,918												770,918				
Recreation--Parks & Facility Maint.	427,488												427,488				
Recreation--Preschool, Youth & Teen	822,886												822,886				
Recreation--Adult Recreation	79,933												79,933				
Recreation--Senior Citizens	147,167												147,167				
Recreation--Special Events	128,277												128,277				
Recreation--Teen Activities	90,676												90,676				
Recreation--Aquatics	601,915												601,915				
Marina												1,379,195	1,379,195				
Non-Departmental/Central Services	1,273,291									1,567,823		380,769	3,221,883				
Debt Service	1,209,663									618,025		482,931	2,310,619				
Housing									95,000				95,000				
TRSF: Motor Vehicle Replacement	300,000									60,289		16,158	376,447				
Payments / other Transfers	45,000											180,000	225,000	152,963	943,169	877,690	75,000
Total Expenditures	28,599,443	-	-	-	-	493,380	446,581	140,000	95,000	8,939,688	115,972	2,439,053	41,269,117	152,963	943,169	877,690	75,000
Current Year Available (Net Use)	(1,903,736)	120,983	75,585	395,197	91,100	96,620	-	-	(95,000)	(2,415,189)	(55,972)	(515,978)	(4,206,390)	-	-	-	301,447
Recession Reserve	2,500,000												2,500,000				
Emergency Reserve	3,500,000												3,500,000				
Regular Reserve	2,764,758												2,764,758				

M.

File Attachments for Item:

M. Consider Adoption of Resolution adopting a Master Fee Schedule



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Carolina Yuen, Finance Director

Subject: Adoption of Resolution Amending the Master Fee Schedule
Adopted on June 16 and July 14, 2022.

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 fees by 4%.

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 therefore presents the Master Fee Schedule each fiscal year.

The attached Resolution is the annual revision recommended by staff. 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 7% 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 4% which was the inflation increase using the CPI-U through December 2022. Staff recommends we raise by the fully allowed rate of 4%, similar to last year, to keep up with increases in costs.

Fee increases go into effect 60 days after approval. Therefore, rates which are attached would go into effect on August 28, 2023.

Discussion

After seeking input from each department, the exception to the 4% increase was determined in some line items within Parks and Recreation, Finance, Planning and Public Works.

- Parks and Recreation: The aquatic daily rate did not change, therefore there was no reason to change the rate of monthly or 15-day punch passes which is directly related to the aquatic daily rate. Swim lessons were increased by 10% and private rentals increased by 15%. Daily Camp and Preschool fees were increased by 10% for residents and 15% for non-residents. Exceptions were made to stay in line with costs and surrounding agencies. Refundable Deposits were not previously included in the Master Fee Schedule although charged and are being added for full disclosure.
- Finance: Rates related to Utility Billing penalties were kept flat since the water and sewer rates will be increased starting in June 2023. Staff recommends revisiting next year after the impact of the water and sewer rate increases can be better evaluated.
- Planning and Public Works: Several rates tied to hourly wages had to be adjusted to correlate to current cost recovery.

Fiscal Impact

If all of the fees were adopted based on the current target recovery percentages, the City would see an increase of approximately \$56,000 based on the FY2023/24 proposed budget. The actual amount may differ based on the amount each individual service is used by our customers and residents.

Measure of Success

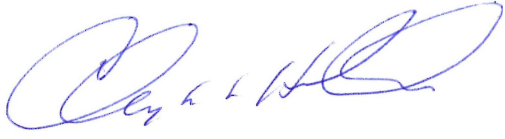
Users of City services pay for the appropriate portion of the cost of providing the service.

Attachments

Resolution Calling to Amend the Master Fee Schedule
Master Fee Schedule for FY 2023/24

Carolina Yuen

Carolina Yuen, Finance Director



Clay Holstine, City Manager

RESOLUTION NO. 2023-_____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
ADOPTING A MASTER FEE SCHEDULE**

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 June 29, 2023, the City Council conducted a public hearing to consider the proposed cost recovery percentages and Master Fee Schedule, 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.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-____ was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 29, 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ingrid Padilla, City Clerk

CITY OF BRISBANE
2023/24
MASTER FEE SCHEDULE

Proposed 6/29/2023
To be effective 8/28/23

Planning Fees	2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
Full Cost Hourly Rates by Staff Position:				
Director	\$254	\$259	\$267	expressed for 100% cost recovery; applicable cost recovery on a permit for which a fee is charged on an hourly basis
Principal Planner			\$204	
Senior Planner	\$164	\$167	\$172	
Associate Planner	\$138	\$141	\$145	
Building Permit Technician			\$110	
Planning Technician	\$104	\$107	\$110	
Administrative Assistant	\$102	\$104	\$108	
Office Specialist	\$96	\$98	\$101	
Accessory Dwelling Unit Permit:				
P1 Accessory Dwelling Units	\$329	\$352	\$366	
Use Permits:				
P2 Conditional uses listed in District Regulations not listed below	\$1,112	\$1,190	\$1,238	
P3a Transfer of development rights within the R- BA district	\$2,757	\$2,950	\$3,068	
P3b Clustered development within the R-BA district	\$2,757	\$2,950	\$3,068	
P4 Exceptions to Fence Regulations				
- Residential Uses	\$968	\$1,036	\$1,077	
- Retaining Walls	\$968	\$1,036	\$1,077	
- All Other Uses	\$1,289	\$1,379	\$1,434	
P5 Greenhouses on substandard lots	\$1,112	\$1,190	\$1,238	
P6 Horses in any district (with exceptions)	\$1,112	\$1,190	\$1,238	
P7 Public buildings, schools, parks, churches:				
- New Construction	\$1,112	\$1,190	\$1,238	
- Use Only	\$1,112	\$1,190	\$1,238	
P8 Hospitals, etc.	\$1,112	\$1,190	\$1,238	
P9 Philanthropic or charitable institutions				
- New Construction	\$1,112	\$1,190	\$1,238	
- Use Only	\$1,112	\$1,190	\$1,238	
P10 Public utilities in all districts	\$1,486	\$1,590	\$1,654	
P11 Temporary uses of not more than 45 days duration - all districts	\$1,164	\$1,245	\$1,295	
P12 Condominiums, cooperatives, new construction and conversion	\$1,491	\$1,595	\$1,659	
P13 Non conforming parking				
- in R and NCRO districts	\$1,245	\$1,332	\$1,385	
- in other districts	\$1,659	\$1,775	\$1,846	
P13a Use Permit to Expand Nonconforming Residential Uses	\$1,245	\$1,332	\$1,385	
Home Occupation Permits:				
P14 Home occupations in residential districts	\$39	\$42	\$44	
Design Permits				
P15a Design Permit for new construction: residential	\$1,832	\$1,960	\$2,038	
P15b Design Permit for new construction: non-residential or mixed use	\$3,059	\$3,273	\$3,404	

Planning Fees, cont.		2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
P16	Design Permit for remodeling existing structures	\$1,710	\$1,830	\$1,903	
P16a	Design Permit Extension	\$1,412	\$1,511	\$1,571	
Variances:					
P17	Variance to code provisions for new construction to all structures	\$1,381	\$1,478	\$1,537	
P18	Variance to code provisions for remodel of existing structures				
	- residential structures	\$1,035	\$1,107	\$1,151	
	- other structures	\$1,381	\$1,478	\$1,537	
Sign Permits:					
P19	Sign permits in all districts				
	- with Hearing	\$807	\$863	\$898	
	- without Hearing	\$339	\$363	\$378	
P20	Sign Programs	\$935	\$1,000	\$1,040	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	\$1,531	
P25b	Height limits per BMC 17.32.060.C	\$1,376	\$1,472	\$1,531	
	- residential structures	\$621	\$664	\$691	
	- other structures	\$829	\$887	\$922	
P60	Accessibility Improvement Permits	\$212	\$227	\$236	
P61aPC	Setback Exception Modification - residential properties	\$800	\$856	\$890	
P61aZA	Setback Exception Modification - residential properties	\$622	\$666	\$693	
P61bPC	Setback Exception Modification - all other properties	\$1,065	\$1,140	\$1,186	
P61bZA	Setback Exception Modification - all other properties	\$829	\$887	\$922	
Minor Modifications:					
P26	Minor modifications per BMC 17.56.090	\$548	\$586	\$609	
Grading Permits:					
P27	Grading Permit Review by Planning Commission	\$1,553	\$1,662	\$1,728	
Amendments:					
P28	General Plan Map	\$1,760	\$1,883	\$1,958	
P29	General Plan Text	\$1,760	\$1,883	\$1,958	
P30	Zoning Map	\$1,760	\$1,883	\$1,958	
P30a	Housing Development Permit		\$2,464	\$2,563	
P31	Zoning Ordinance Text	\$1,744	\$1,866	\$1,941	
Subdivisions:					
P32	Tentative Subdivision Map and Condominium Plans with 5 or more lots/units	\$3,048	\$3,261	\$3,391	Plus \$275 per lot

Planning Fees, cont.		2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
P34	Tentative Parcel Map and Condominium Plans with 4 or less lots/units	\$3,048	\$3,261	\$3,391	
P35a	Final Parcel Map				Please refer to PW11 (Public Works)
P35b	Final Subdivision Map				Please refer to PW14 (Public Works) [NEW]
P36	Time Extension for Approved Tentative Map	\$1,462	\$1,564	\$1,627	
P37	Amendment to Approved Tentative Map	\$1,377	\$1,473	\$1,532	
P38	Correction/ Amendment to Final Map	\$413	\$442	\$460	
P40	Modifications to Subdivision Provisions	\$1,516	\$1,622	\$1,687	
P41	Vesting Tentative Subdivision Map	\$6,103	\$6,530	\$6,791	
P42a	Certificate of Compliance per GC 66499.35(a) and (b)	\$1,062	\$1,136	\$1,181	
P42b	Certificate of Compliance per GC 66499.35 (c)	\$381	\$408	\$424	
P43	Lot Line Adjustment	\$1,015	\$1,086	\$1,129	
P43a	Parcel Map Waivers	\$1,015	\$1,086	\$1,129	
P44	Reversions to Acreage	\$924	\$989	\$1,029	
P45	Lot Merger	\$381	\$408	\$424	
Appeals:					
P46	Tie-vote at Planning Commission	\$0	\$0	\$0	
P47	All other appeals	\$398	\$426	\$443	
Environmental Review:					
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	\$3,001	reimbursement for peer review may be required
P50	Environmental Impact Reports	consult. cost +10%	consult. cost +10%	consult. cost +10%	deposit required
P51	Mitigation Monitoring-Inspections etc.	hourly	hourly	hourly	
Other Services:					
P52	Pre-application Review				
	- single family dwelling on lot of record	hourly	hourly	hourly	
	- all other applications	hourly	hourly	hourly	
P53	Administrative review subsequent documents from Con. of Appr.	hourly	hourly	hourly	
P54	Parking lot redesign/landscape plan review (per BMC section 15.70.030)	\$607	\$649	\$675	
P55	Research record search	hourly	hourly	hourly	
P56	Technical report review	consult. cost +10%	consult. cost +10%	consult. cost +10%	
P57	Zoning enforcement penalty	10x orig fee	10x orig fee	10x orig fee	
P59	Archiving of records	hourly	hourly	hourly	
P62a	Concept review (greater 20,000 sq. feet commercial or 10 units or more of residential)	hourly	hourly	hourly	
P62b	Concept review (less than 20,000 sq. feet or less than 10 residential units)	hourly	hourly	hourly	
P63	Telecommunications Administrative Permit	\$1,113	\$1,191	\$1,239	
P64	Alcohol Public Convenience Necessity (PCN)	\$413	\$442	\$460	
P65	Tree Removal Permit	\$348	\$372	\$387	
P66	Administrative Appeal (to City Manager)	\$100	\$107	\$111	
P67	Address Assignment	\$115	\$123	\$128	
P68	Construction Noise Exception Permit per BMC 8.28.080	\$688	\$736	\$765	
P69	Outdoor Sound Amplification Request	\$200	\$214	\$223	
P70	Short Term Rental Permit	\$323	\$346	\$360	
P71	C.3 Stormwater Review/Inspection	consult. cost + \$167	consult. cost + \$179	consult. cost + \$186	

Parks and Recreation Fees	2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
Facility Rentals:				
Alcohol Surcharge Fee (rental with 100 or more persons)			\$100	per event for any rental facility [NEW]
Athletic Fields				
Lights	\$27	\$28	\$29	per hour
Non Profit Closed to Public				
- Brisbane Non Profit	\$17	\$17	\$18	per hour
- Non Brisbane Non Profit	\$27	\$28	\$29	per hour
Residential	\$43	\$44	\$46	per hour
Non-Residential	\$74	\$77	\$80	per hour
Game Preparation	\$27	\$28	\$29	per game
Mission Blue Center				
Residential				
1 Room - Weekday	\$129-\$171	\$174	\$181	per hour
Entire Facility - Weekday	\$264	\$269	\$280	per hour
1 Room - Weekend	\$160-\$213	\$217	\$226	per hour
Entire Facility - Weekend	\$330	\$337	\$350	per hour
Non-Residential				
1 Room - Weekday	\$ 186-\$248	\$265	\$276	per hour
Entire Facility - Weekday	\$377	\$392	\$408	per hour
1 Room - Weekend	\$ 233-\$303	\$324	\$337	per hour
Entire Facility - Weekend	\$472	\$496	\$516	per hour
Refundable Deposit	\$500	\$500	\$500	
Community Center Rental: Resident	\$80	\$82	\$85	per hour
Community Center Rental: Non-Resident	\$96	\$100	\$104	per hour
Refundable Deposit	\$200	\$200	\$200	
Volleyball Courts: Resident	\$26	\$27	\$28	per hour
Volleyball Courts: Non-Resident	\$31	\$32	\$33	per hour
Community Park Rentals:				
Area 1, 2 and 3 (4 tables): Resident		\$100	\$104	per day
Area 1, 2 and 3 (4 tables): Non-Resident		\$200	\$208	per day
Refundable Deposit			\$50	[NEW]
Lawn Area: Resident under 50 people	\$9	\$45	\$47	per day (previously per hour with 3 hour minimum)
Lawn Area: Resident under 100 people	\$24	\$120	\$125	per day (previously per hour with 3 hour minimum)
Lawn Area: Resident over 100 people	\$43	\$225	\$234	per day (previously per hour with 3 hour minimum)
Lawn Area: Non-Resident under 50 people	\$30	\$90	\$94	per day (previously per hour with 3 hour minimum)
Lawn Area: Non-Resident under 100 people	\$71	\$240	\$250	per day (previously per hour with 3 hour minimum)
Lawn Area: Non-Resident over 100 people	\$129	\$450	\$468	per day (previously per hour with 3 hour minimum)
Gazebo Area: Resident	\$72	\$73	\$73	per hour
Gazebo Area: Non-Resident	\$86	\$90	\$94	per hour
Refundable Deposit	\$200	\$200	\$200	

Parks and Recreation Fees, cont.	2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
Aquatics:				
Daily Admission: Adult Resident	\$6	\$6	\$6	per person
Daily Admission: Adult Non-Resident	\$8	\$9	\$9	per person
Daily Admission: Adult Non-Resident Summer	\$10	\$11	\$11	per person
Monthly Pass: Adult Resident	\$60	\$60	\$60	per pass
Monthly Pass: Adult Non-Resident	\$84	\$90	\$90	per pass
Daily Admission: Youth/Senior Resident	\$4	\$4	\$4	per person
Daily Admission: Youth/Senior Non-Res.	\$6	\$6	\$6	per person
Monthly Pass: Senior Resident	\$37	\$40	\$40	per pass
Monthly Pass: Senior Non-Resident	\$58	\$60	\$60	per pass
Swim Lessons (8): Resident	\$72	\$73	\$80	per lesson package / \$10 per class
Swim Lessons (8): Non-Resident	\$87	\$93	\$96	per lesson package / \$12 per class
Semi-Private Swim Lessons (4): Resident	\$110	\$112	\$116	per lesson package
Semi-Private Swim Lessons (4): Non Resident	\$133	\$142	\$148	per lesson package
Private Swim Lesson (4): Resident	\$153	\$156	\$162	per lesson package
Private Swim Lesson (4): Non-Resident	\$185	\$198	\$206	per lesson package
Private Rentals: Resident (silver)	\$132	\$135	\$155	per party package
Private Rentals: Resident (gold)	\$268	\$273	\$314	per party package
Private Rentals: Non-Resident (silver)	\$161	\$172	\$198	per party package
Private Rentals: Non-Resident (gold)	\$323	\$346	\$398	per party package
Lifeguard Certification Class	\$204	\$208	\$216	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	\$1,783	per person, per 10 months
Club Rec Monthly: Non-Resident	\$2,016	\$2,097	\$2,181	per person, per 10 months
Daily Camp Fee	\$34	\$35	\$39	per person, per day
Daily Camp Fee: Non-Resident	\$41	\$42	\$48	per person, per day
Preschool:Resident	\$4	\$5	\$6	per person, per hour
Preschool:Non-Resident	\$4	\$7	\$8	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	\$75	\$78	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	\$22	Per class session or sport

Parks and Recreation Fees, cont.	2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
Adult Sports:				
Adult Softball	\$783	\$799	\$831	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
Seniors				
Senior Programs			\$5 - \$200	per person, per activity
Special Events:				
Derby Kit	\$27	\$28	\$29	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 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
F1	Deposit for Water and Service: Single/Commercial (\$20 non-refundable)				refundable deposit continues as 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	\$5	
F5	24 hour notice (tagging) - (within 24 month period): 10th	\$50	\$54	\$54	
F6	Water Turn On - After payment of delinquent account: 8a-4p	\$51	\$55	\$55	
F6	Water Turn On - After payment of delinquent account: after 4p	\$130	\$139	\$139	
F6a	Water Turn On - After 3rd notice for backflow recertification	\$287	\$307	\$307	
F7	Copy of Annual Budget	\$77	\$82	\$85	
F8	Annual Financial Report	\$17	\$18	\$19	
F9	Returned Check Charge (All Departments)	\$58	\$62	\$64	

City Clerk Fees		2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
C1	Agenda Packet Subscription: Regular	\$0	\$0	\$0	
C1	Agenda Only: Regular (no packet, SASE from subscriber)	\$0	\$0	\$0	
C1	Agenda by Email	\$0	\$0	\$0	
C1	Agenda Subscription: Seniors/Students	\$0	\$0	\$0	
C4	Copy of Election Documents	\$0	\$0	\$0	
C5	Copy of Municipal Code Book	\$0	\$0	\$0	
C6	Document Certification	\$2	\$2	\$2	in addition to per page fee
C7	Annual Minutes Subscription: Regular Mail	\$142	\$152	\$158	
C7	Minutes Subscription: Email	\$0	\$0	\$0	
C8	Photocopying	\$0.35	\$0.35	\$0.35	per page; no labor time allowed
C10	Tapes of Meetings (per tape)	\$17	\$18	\$19	
C11	Transcription of Minutes	\$6	\$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 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
PO1	Copies of Reports	\$0	\$0	\$0	
PO2	Alarm System Permits	\$0	\$0	\$0	
PO3	Bicycle Registration	\$0	\$0	\$0	
PO4	Booking Fee	\$0	\$0	\$0	Not charged to book suspects
PO5	Clearance & Good Conduct Letters: Resident	\$6	\$6	\$6	
PO5	Clearance & Good Conduct Letters: Non-Resident	\$35	\$37	\$38	
PO6	Subpoena Dues / Tecum Processing (per hour)	\$35	\$37	\$38	
PO7	Concealed Weapons Permit Process	\$65	\$70	\$73	
PO8	Concealed Weapons Renewal Fee	\$0	\$0	\$0	
PO9	Copies of Tape Recordings	\$33	\$35	\$36	plus actual cost
PO10	Court Appearance All Personnel	As per State law	As per State law	As per State law	\$275 deposit per day
PO14	False Alarms - Structure	\$0	\$0	\$0	
PO15	Fingerprinting Resident: Adult	\$32	\$34	\$35	
PO15	Fingerprinting Resident: Minor	\$0	\$0	\$0	
PO16	Fingerprinting Non-Resident	\$98	\$105	\$109	
PO17	Massage Certificate of Registration	\$119	\$127	\$132	
PO18	Massage Certificate of Registration Early Renewal	\$31	\$33	\$34	
PO19	Special Event Permit (per hour)	\$0	\$0	\$0	
PO20	Photograph Copies (plus actual costs)	\$90	\$96	\$100	
PO21	Photograph Enlargements (plus actual costs)	\$90	\$96	\$100	
PO22	Private Patrol Permit Fee	\$0	\$0	\$0	
PO23	Repeat Nuisance Call (per hour)	\$0	\$0	\$0	
PO24	Vehicle Releases / Enforcement	\$55	\$59	\$61	
PO25	Vehicle Releases / Abandonment	\$55	\$59	\$61	
PO26	Film Crew	\$546	\$584	\$607	
PO27	Reposessed Vehicle Release	\$15	\$15	\$15	Capped by State Law

Fire Fees		2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
"A" designates an Annual Permit; "EO" an Each Occurrence Permit; "A/EO" both					
FD1	Aerosol Products	\$246	\$263	\$274	A
FD4	Asbestos/Lead Coating Removal	\$378	\$404	\$420	
FD5	Automobile Wrecking Yard	\$254	\$272	\$283	A
FD6	Apartment House (incl. condos & congregate res.)				
	3 units to 10 units	\$254	\$272	\$283	A
	11 units to 20 units	\$320	\$342	\$356	A
	Greater than 20 units	\$320	\$342	\$356	A, plus \$1.30 per unit over 20
FD7	Battery system	\$126	\$135	\$140	A
FD8	Candles or Open Flames in Assembly Areas (may combine with assembly permit	\$126	\$135	\$140	A/EO
FD9	Carnivals or Fairs	\$378	\$404	\$420	EO
FD11	Cellulose Nitrate Storage	\$316	\$338	\$352	A
FD12	Combustible Fiber Storage	\$254	\$272	\$283	A
FD13	Combustible Material Storage	\$254	\$272	\$283	A
FD14	Compressed Gases (in excess of the amts. listed in CFC, Table 105-A)	\$254	\$272	\$283	A
FD15	Commercial Rubbish Handling Plant	\$368	\$394	\$410	A
FD16	Cryogen's (in excess of the amounts listed in CFC, Table 105-B)	\$378	\$404	\$420	A
FD17	Dry Cleaning Plants	\$254	\$272	\$283	A
FD18	Dust Producing Operations	\$254	\$272	\$283	A/EO
FD19	Explosives or Blasting Agents	\$378	\$404	\$420	EO
FD21	Fireworks Display (fees for standby Fire staff, when req'd, are add'l)	\$378	\$404	\$420	EO
FD22	Flammable or Combustible Liquid Pipeline	\$378	\$404	\$420	A
FD23	To Store, Handle or Use Flam/Combust. Liquids	\$189	\$202	\$210	A
FD24	Flammable or Combustible Liquids in Tanks, vessels > 60 gal. capacity); largest To 10,000 gallons tank size:	\$378	\$404	\$420	A
	1 tank	\$366	\$392	\$408	A
	2-3 tanks	\$366	\$392	\$408	A, plus \$125.00 per tank over the first
	3 + tanks	\$489	\$523	\$544	A, plus \$290.00 per tank over the first
	Over 10,000 to 100,000 gallons tank size:				
	1 tank	\$551	\$590	\$614	A
	2-3 tanks	\$551	\$590	\$614	A, plus \$290.00 per tank over the first
	3+ tanks	\$732	\$783	\$814	A, plus \$290.00 per tank over the first
	Over 100,000 gallons tank size:				
	1 tank	\$1,101	\$1,178	\$1,225	A
	2-3 tanks	\$1,101	\$1,178	\$1,225	A, plus \$312.00 per tank over the first
	3+ tanks	\$1,101	\$1,178	\$1,225	A, plus \$312.00 per tank over the first
FD26	Tank Vehicles	\$189	\$202	\$210	A
FD27	Install, Alter, Remove, Abandon, Place Temporarily Any	\$507	\$542	\$564	EO
FD30	Fumigation or Thermal Insecticidal Fogging:	\$189	\$202	\$210	
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	\$420	A
FD33	High-Rise Building Annual Inspection	\$378	\$404	\$420	A
FD34	Hot work operations:	\$190	\$203	\$211	A
FD35	Hotels, Motels and Lodging Houses	\$254	\$272	\$283	A

Fire Fees, cont.		2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	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	\$283	A
FD37	Liquid/Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$190	\$203	\$211	EO
FD38	Lumber Yards (over 100,000 board feet)	\$254	\$272	\$283	A
FD39	Magnesium Working	\$190	\$203	\$211	A
FD40	Mall, Covered	\$378	\$404	\$420	A
FD41	Motor vehicle fuel dispensing stations:	\$378	\$404	\$420	A
FD42	Occupant Load Increase	\$254	\$272	\$283	EO
FD43	Open Burning	\$254	\$272	\$283	EO
FD45	Ovens, Industrial Baking or Drying	\$254	\$272	\$283	A
FD47	Places of Assembly (churches, schools, NPOs permitted at no fee)	\$31	\$33	\$34	A
	A-1, A-2, A-2.1	\$299	\$320	\$333	A
	A-3, A-4	\$245	\$262	\$272	A
	Special Assembly events	\$245	\$262	\$272	EO
FD48	Pyrotechnic Special Effects Material (fees for standby Fire staff, when required,	\$374	\$400	\$416	EO
FD50	Refrigeration Equipment	\$190	\$203	\$211	A
FD51	Repair Garage	\$254	\$272	\$283	A
FD52	Spraying or Dipping	\$254	\$272	\$283	A
FD53	Temporary membrane structures, tents, and canopies	\$254	\$272	\$283	EO
FD54	Tire Storage	\$254	\$272	\$283	A
FD55	Wood Products (over 200 cu. ft.)	\$254	\$272	\$283	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	\$0.25	per square foot; \$330 minimum fee
	- Alteration (per sq. ft. of protected area,)	\$0.22	\$0.24	\$0.25	per square foot; \$206 minimum fee
FD57	One and Two-family dwellings:				
	- New (per sq. ft.)	\$0.22	\$0.24	\$0.25	per square foot; \$218 minimum fee
	- Alteration (per sq. ft. of protected area)	\$0.22	\$0.24	\$0.25	per square foot; \$136 minimum fee
FD 58	Fixed Extinguishing System Permit: New and Upgrade Installations	\$403	\$431	\$448	This includes one on site inspection
FD 59	Fire Plan Check and resubmittal				\$150 initial and each resubmittal
FD60	Fire Alarm Permit:	\$199	\$213	\$222	per 3,000 sq. ft.
FD61	Construction, Alteration & Renovation Permit				
	- Construction alteration	\$174	\$186	\$193	per 3,000 sq. ft.
FD62	Gas Piping System Installation Permit	\$316	\$338	\$352	
FD63	Underground Fire Protection Piping Permit	\$449	\$458	\$467	

Fire Fees, cont.		2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	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	\$56	per hour in addition to cost
FD67	Document Review (per hour)	\$126	\$135	\$140	per hour
FD68	Copy of Fire Report	\$19	\$20	\$21	
FD69	False Alarm in Excess of 3 per Calendar Year (accidental or equipment)	\$158	\$169	\$176	
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	\$627	
FD72	New Business Fire Inspection	\$192	\$205	\$213	
FD73	Other Services (per half hour and portion thereof)	\$63	\$67	\$70	per half-hour
FD74	Re-Inspection Fee (for each following second re-inspection)	\$129	\$138	\$144	
FD75	Standby Engine Company	\$324	\$347	\$361	for 1st hour; \$108 ea. add'l. 1/2 hr.
FD76	Standby Firefighter (1 hour minimum)	\$105	\$112	\$116	per hour
FD77	Work Performed after Normal Working Hours (Callback is a 3-hr min)	\$190	\$203	\$211	per hour
HM-1	Hazardous Materials Table Schedule:				
	Range Solids (pounds)				
	1 0 to 500	\$358	\$383	\$398	A
	2 >500 to 5,000	\$501	\$536	\$557	A
	3 >5,000 to 25,000	\$670	\$717	\$746	A
	4 >25,000 to 50,000	\$977	\$1,045	\$1,087	A
	5 >50,000 to 80,000	\$1,414	\$1,513	\$1,574	A
	6 >80,000 to 120,000	\$2,046	\$2,189	\$2,277	A
	7 >120,000	\$2,663	\$2,849	\$2,963	A
	Range Liquids (gallons)				
	1 0 to 55	\$358	\$383	\$398	A
	2 >55 to 550	\$501	\$536	\$557	A
	3 >550 to 2,750	\$669	\$716	\$745	A
	4 >2,750 to 5,500	\$977	\$1,045	\$1,087	A
	5 >5,500 to 10,000	\$1,414	\$1,513	\$1,574	A
	6 >10,000 to 15,000	\$2,046	\$2,189	\$2,277	A
	7 > 15,000	\$2,663	\$2,849	\$2,963	A
	Range Gas (cubic feet)				
	1 0 to 200	\$277	\$296	\$308	A
	2 >200 to 2,000	\$501	\$536	\$557	A
	3 >2,000 to 10,000	\$669	\$716	\$745	A
	4 >10,000 to 20,000	\$977	\$1,045	\$1,087	A
	5 >20,000 to 40,000	\$1,414	\$1,513	\$1,574	A
	6 >40,000 to 60,000	\$2,046	\$2,189	\$2,277	A
	7 >60,000	\$2,663	\$2,849	\$2,963	A

Public Works Fees		2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
"F/A" designates the need for a Force Account					
PW 1	Grading Permit Plan Check				
	- 6-50 cub. yds.	\$101	\$108	\$112	
	- 51-100 cub. yds.	\$101	\$108	\$112	
	- 101-1,000 cub. yds.	\$407	\$435	\$452	
	- 1,001-10,000 cub. yds.	\$814	\$871	\$906	
	- 10,001-100,000 cub. yds.	\$4,378	\$4,684	\$4,871	
	- 100,001-200,000 cub. yds.	\$7,297	\$7,808	\$8,120	
	- 200,000 or more cub. yds.	\$14,597	\$15,619	\$16,244	
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	\$449	
	- 51-100 cub. yds.	\$808	\$865	\$900	
	- 101-1,000 cub. yds.	\$14,491	\$15,505	\$16,125	or create a Force Account and billed on actual time
	- 1,001-10,000 cub. yds.	\$21,741	\$23,263	\$24,194	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	\$158	plus actual cost insp w/F/A min \$591
	Subdivision subject to Map Act Provisions (assessed every 2 reviews)	\$571	\$611	\$635	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	\$1,274	plus actual cost insp w/F/A = actual cost of erosion control plan
PW 3	Blasting Permit	\$814	\$871	\$906	
PW 4	Special Permit (after hours work), plus actual cost of inspection/work	\$204	\$218	\$227	F/A min \$500 for Inspection
PW 5	Grading Permit (paving), plus actual cost of inspection/work	\$204	\$218	\$227	F/A min \$500 for Inspection
PW 6	Grading Permit (drainage alteration), plus actual cost of inspect/work	\$204	\$218	\$227	F/A min \$500 for Inspection
PW 7	Truck Haul Permit	\$101	\$108	\$112	
PW 7a	Truck Haul Impact Fee (per cubic yard, \$90 minimum fee)	\$0.53	\$0.57	\$0.59	
PW 7b	Late Fee related to Truck Haul Permits	1%	1%	1%	per month on outstanding of more than 60 days
PW 8	Encroachment Permit (hourly inspect. cost)	\$101	\$108	\$112	plus actual cost insp w/F/A min \$500
PW 9	Site Work Permit - Engineering Review (assessed every 2 reviews)	\$405	\$433	\$450	
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	\$431	
PW 10	Tentative Parcel Map Review	\$551	\$590	\$614	
PW 11	Final Parcel Map Review	\$551	\$590	\$614	plus actual cost LS rewiw (requires \$1,500 F/A min)

Public Works Fees, cont.					
"F/A" designates the need for a Force Account		2021/22 Adopted Fee	2022/23 Adopted Fee	2023/24 Proposed Fee	Basis
PW 12	Water Installation - Inspection and Meter				
	- 5/8" meter	\$588	\$498	\$507	2 Hours PW Inspector time plus cost of meter
	- 3/4" meter	\$588	\$516	\$525	2 Hours PW Inspector time plus cost of meter
	- 1" meter	\$654	\$554	\$563	2 Hours PW Inspector time plus cost of meter
	- 1.5" Meter	\$1,001	\$908	\$917	2 Hours PW Inspector time plus cost of meter
	- 2" meter	\$1,428	\$1,416	\$1,434	4 Hours PW Inspector time plus cost of meter
	- 3" meter	\$2,888	\$2,557	\$2,575	4 Hours PW Inspector time plus cost of meter
	- 4" meter	\$3,388	\$2,986	\$3,004	4 Hours PW Inspector time plus cost of meter
PW 13	Sanitary Sewer Lateral Installation - Inspection				
	Single Family Unit	\$294	\$300	\$309	2 Hours PW Inspector time
	Multiple Unit Dwelling	\$588	\$600	\$618	4 Hours PW Inspector time
	Commercial, Industrial, Public & Other Uses	\$588	\$600	\$618	4 Hours PW Inspector time
PW 14	Final Subdivision Map	\$7,036	\$7,529	\$7,830	Plus \$500 per lot
PW 15	Fire Hydrant Flow Test			\$755	Cost of hydrant [NEW]
PW 16	Water, Sewer, Storm Drain system capacity modeling			\$450	Force Account minimum \$5,000 [NEW]

File Attachments for Item:

N. City of Brisbane Local Stormwater Program Fees

1. Open the Public Hearing and take public comment. Close the Public Hearing, and if appropriate, overrule any objections to the imposition of fees related to the National Pollutant Discharge Elimination System (NPDES)
2. Consider adoption Resolution, "A Resolution of the City Council of the City of Brisbane Imposing Charges for Funding the Local Brisbane Stormwater Program, Authorizing Placement of Said Charges on the 2023-2024 County Tax Roll and Authorizing the County Tax Collector to Collect Such Charges."



CITY COUNCIL AGENDA REPORT

Meeting Date: July 29, 2023

From: Keegan Black, Regional Compliance Program Manager

Subject: City of Brisbane Local Stormwater Program Fees

Community Goal/Result

Ecological Sustainability

Purpose

To provide a public hearing and consider imposition of annual tax roll charges that fund Brisbane's Local Stormwater Program, which minimizes discharge of pollutants to San Francisco Bay in accordance with federally mandated permit requirements.

Recommendation

1. Open the Public Hearing and take public comment. Close the Public Hearing, and if appropriate, address any objections to the imposition of fees related to the NPDES Program.
2. Adopt a "A Resolution of the City Council of the City of Brisbane Imposing Charges for Funding the Local Brisbane Stormwater Program, Authorizing Placement of Said Charges on the 2023-2024 County Tax Roll, and Authorizing the County Tax Collector to Collect Such Charges."

Background

In 1987, the Environmental Protection Agency, under amendments to the 1972 Clean Water Act, imposed regulations that mandate control and reduction of pollutants in stormwater runoff through the National Pollutant Discharge Elimination System (NPDES) permitting program. In the Bay Area, under the authority of the Porter-Cologne Water Quality Control Act, the San Francisco Bay Regional Water Quality Control Board (Water Board) issues and enforces municipal stormwater NPDES permits.

A revised Municipal Regional Stormwater Permit (MRP 3.0), which applies to all municipalities throughout San Mateo, Santa Clara, Alameda, and Contra Costa counties, as well as the cities of Fairfield, Suisun City, and Vallejo, was approved by the Water Board in late 2022. This permit mandates specific actions, implementation levels, and reporting requirements that each municipality must meet. Failure by municipalities to comply with these new permit requirements may result in significant enforcement action by the Water Board.

Discussion

There are two programs that provide stormwater management locally; the **Countywide Stormwater General Program** (which assesses Basic Fees and Additional Fees) overseen by the City/County Association of Governments of San Mateo County (C/CAG), and the City of Brisbane's own **Local Stormwater Program**.

The proposed Resolution imposes charges only for the City of Brisbane Local Stormwater Program, and authorizes the County Tax Collector to place such charges on the property tax roll.

City Council Resolution 2005-29 previously authorized the San Mateo County Flood Control District to collect the Basic Fees of the Countywide Stormwater General Program directly from property owners in Brisbane. These charges are also placed on the property tax roll.

The City Council elected to pay the Additional Fees of the Countywide Stormwater General Program directly to C/CAG when these fees were first imposed, rather than placing these charges on the property tax roll. (Since its inception, the Additional Fee amount increases annually based on the Consumer Price Index; this year's amount is expected to be approximately \$11,884)

The total fee assessment (charges) per the 2023 Engineer's Report is approximately \$52,000. The annual charge per parcel is not changed from previous years. Based on previous years' actual collections, the estimate of fees that will be collected is \$52,000.

For detailed information on both of these overall programs, including the calculation of charges, please see the 2023 Engineer's Report, included as Attachment 2.

Fiscal Impact

The city's recommended local NPDES program budget for 2023-2024 is: \$582,377

The 2023 Engineer's Report for Stormwater Management Fees estimated a previous years' actual property tax revenue for the City's Local Stormwater Program of approximately: \$52,000

Revenues from solid waste franchise fees \$100,000
(designated for trash capture activities, both increased street cleaning and sweeping and maintenance of trash capture devices)

Anticipated revenues from Measure M (\$10 vehicle registration fee) \$22,000

The budget shortfall for this program is therefore: \$408,377

The City's costs to maintain compliance with the various clean water requirements (frequently referred to as NPDES) have increased significantly since the Water Board's 2015 issuance of the Municipal Regional Permit (MRP 2.0).



The following general description indicates the large number of city employees who participate both in daily/weekly activities to comply with the MRP, and who also attend regular meetings with C/CAG to address permit requirements:

- Director of Public Works/City Engineer – overall permit compliance, illicit discharge control, construction controls, serves as Chairperson of C/CAG Stormwater Committee
- Regional Compliance/Maintenance Program Manager – facilities inspections, trash capture program, corporation yard site controls, and new MRP 3.0 requirements such as PCB and mercury regulations, green infrastructure requirements, unsheltered populations and additional cost and asset management reporting.
- Senior Planner – new development controls, copper controls, PCB controls
- Deputy Director of Public Works (Utilities) – monitoring potable water discharges, storm drain maintenance
- Deputy Director of Public Works – street sweeping
- Team Leader (Buildings & Grounds) – pesticides toxicity control
- Team Leader (Utilities) – trash capture device cleaning, potable water discharge monitoring
- Public Works Inspector – construction controls
- Administrative Assistant – assists with overall permit compliance, public information and outreach, compiles annual report

Pending implementation of the recently passed SB 231 Stormwater Capture bill (Herzberg, 2017), Council may wish to pursue increasing assessments to begin to address the above listed shortfall.

Measure of Success

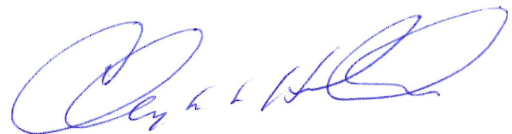
Approval of the Engineer's Report will allow for the ongoing compliance with the California State Water Resources Control Boards Municipal Regional Permit.

Attachments

1. Resolution No. 2023-XX
2. 2023 Engineer's Report for Stormwater Management Fees



Randy Breault, Director of Public Works/City Engineer



Clay Holstine, City Manager

RESOLUTION NO. 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE IMPOSING CHARGES FOR FUNDING THE LOCAL BRISBANE STORMWATER PROGRAM, AUTHORIZING PLACEMENT OF SAID CHARGES ON THE 2023-2024 COUNTY TAX ROLL, AND AUTHORIZING THE COUNTY TAX COLLECTOR TO COLLECT SUCH CHARGES

WHEREAS, the Environmental Protection Agency, under the 1987 amendments to the Federal Clean Water Act, imposed regulations that mandate local governments to control and reduce the amount of storm water pollutant runoff into receiving waters; and

WHEREAS, under the authority of the California Porter-Cologne Water Quality Control Act, the State Water Resources Control Board has delegated authority to its Regional Water Quality Control Boards to invoke permitting requirements upon counties and cities; and

WHEREAS, in 1993 and 1999, the San Francisco Bay Regional Water Quality Control Board issued countywide National Pollutant Discharge Elimination System (NPDES) stormwater permits to all municipalities within San Mateo County; and

WHEREAS, in fall of 2022, the San Francisco Bay Regional Water Quality Control Board issued a new NPDES stormwater permit, the Municipal Regional Stormwater Permit MRP 3.0 that applies to all municipalities within San Mateo County and other portions of the Bay Area; and

WHEREAS, the efforts for the control of stormwater pollution under the Municipal Regional Stormwater Permit require a Local Brisbane Stormwater Program; and

WHEREAS, Section 5471 of the California Health and Safety Code and Section 13.06.060 of the City’s Storm Water Ordinance authorize imposition of charges for a Local Brisbane Stormwater Program; and

WHEREAS, said Local Brisbane Stormwater Program has been submitted to the City Council pursuant to the 2023 Engineer's Report for Stormwater Management Fees, which includes mandated tasks and associated costs, and an estimated amount to be collected of \$52,000; and

WHEREAS, the City held a public hearing to consider imposition of annual tax roll charges that fund the Local Brisbane Stormwater Program; and

WHEREAS, the San Mateo County Tax Collector has agreed to place such charges on the 2023-2024 County Tax Roll.

NOW, THEREFORE, BE IT RESOLVED THAT

1. The City Council of the City of Brisbane hereby adopts the 2023 Engineer’s Report for Stormwater Management Fees as filed with the City Clerk and overrules any objections or protests to the Engineer’s estimate of costs and user fee structure, or to the implementation of the stormwater management program described therein.

- 2. The County Controller is hereby authorized to place the City of Brisbane Local Stormwater Management Fees on the fiscal year 2023-2024 County Tax Roll, and that the County Tax Collector be and hereby is authorized to collect such charges in the same manner, by the same person, and at the same time as, together with and not separately from, the general taxes applicable to real property in the City of Brisbane, as follows:

Single Family (R-1&2)	\$9.48
Multi Family (R-3)	\$21.64
Commercial/Industrial (1)	\$19.94
Commercial/Industrial (2)	\$254.20
Vacant Land (3)	\$18.34
Vacant Land (4)	\$55.16
Vacant Land (5)	\$212.18
Vacant Land (6)	\$927.80

- (1) Land use designation generally within Central Brisbane and Southwest Bayshore.
- (2) Land use designation generally within all other areas except areas included in (1).
- (3) Vacant land with an area less than 1 acre.
- (4) Vacant land with an area greater than 1 acre but less than 5 acres.
- (5) Vacant land with an area greater than 5 acres but less than 20 acres.
- (6) Vacant land with an area greater than 20 acres.

- 3. The cost for such service, \$1.35 per parcel, is hereby authorized to be retained by the County from such collections, the balance of which is to be remitted to the City of Brisbane.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to forward a copy of this Resolution to the San Mateo County Board of Supervisors.

Regularly passed and adopted this 29th day of June, 2023.

 Madison Davis
 Mayor

I hereby certify that the foregoing Resolution No. 2023-XX was duly and regularly adopted at a regular meeting of the Brisbane City Council on June 29th, 2023, by the following vote:

AYES:
 NOES:
 ABSENT:

 Ingrid Padilla
 City Clerk

2023 ENGINEER'S REPORT for STORMWATER MANAGEMENT FEES

Purpose

The purpose of this report is to define the City of Brisbane stormwater management program and the method utilized in determining the user fee structure to be applied by Assessor's Parcel Number (APN) and to appear on the County Tax Roll for Fiscal Year 2023-2024.

History

The Environmental Protection Agency, under the 1987 amendments to Section 402(p) of the Clean Water Act, imposed regulations mandating local governments manage stormwater discharges as a means of reducing pollution in public bodies of water. The California State Water Resources Control Board delegated enforcement authority to the Regional Water Quality Control Boards (RWQCB) to ensure compliance with the Clean Water Act. The San Francisco Bay RWQCB, under Section 13370 *et seq* of the California Water Code, requires the City of Brisbane and all other municipal stormwater dischargers in San Mateo, Santa Clara, Alameda, and Contra Costa counties, as well as the cities of Fairfield, Vallejo, and Suisun City to control significant sources of stormwater pollution as co-permittees under a Municipal Regional Stormwater Permit 3.0, referenced as Order R2-2015-0049 and National Pollutant Discharge Elimination System (NPDES) Permit No. CAS612008.

As a condition of the Municipal Regional Stormwater Permit, the City of Brisbane and other municipal stormwater dischargers are required to meet specific requirements in a variety of program areas that address the multiple potential pollutant sources that can impact a municipal storm drain system. Compliance efforts in San Mateo County are implemented in two ways: those that have countywide benefit or significance are implemented by the City/County Association of Governments of San Mateo County (C/CAG) through its San Mateo Countywide Water Pollution Prevention Program (Countywide Program), and those that are specific to a local jurisdiction are implemented through municipality-specific programs. Administration of Brisbane's local program is primarily managed by the City's Public Works Department.

STORMWATER MANAGEMENT PROGRAM

Background Information

The process of urbanization increases rainwater runoff. As trees and grass are cleared, pervious ground cover is frequently replaced by impervious concrete, asphalt, or brick. Rainwater can no longer seep into the ground. If this stormwater is not properly managed, flooding may result. Often, municipal drainage systems are designed for flows resulting from pre-development runoff, and become undersized when impervious area is increased by building structures, driveways, and parking lots. Further, increased stormwater runoff makes areas not covered by impervious materials more susceptible to erosion, and as a result, sediment may discharge to the storm drain system.

Stormwater runoff flowing over man-made surfaces such as roads and parking lots can also contribute to water quality degradation. The natural purification that occurs when water flows through the subsurface is lost. As rainwater flows over impervious surfaces, it can pick up pollutants such as engine oils, pesticides, fertilizers, and trace metals like lead, copper, or zinc. These contaminants are frequently toxic to humans and aquatic life.

Stormwater pollution can come from point and non-point sources. Point sources are attributable to a distinct point of discharge, such as a pipe into a water body. Point source pollution can include illegal storm drain connections at industrial facilities or cross connections between sanitary and storm sewer systems. Non-point source pollution, such as overland flow or sheet runoff, is not attributable to a distinct point of discharge, and is a major contributor to water quality degradation in California. Problems that magnify non-point source pollution include channel erosion, sedimentation due to construction and land development, hydrologic modification, physical habitat alteration, excessive or poorly timed application of pesticides and fertilizers, natural or engineered agricultural subsurface drainage, septic systems, livestock grazing, and urban runoff. Oil and grease from parking lots and driveways, nutrients, littering, animal waste, accidental spills, soil erosion and air pollution all contribute to non-point source discharges in urban areas. Urban runoff is the focus of stormwater pollution prevention regulations in Brisbane.

Program Structure

The Municipal Regional Permit requirements implemented at both the Countywide Program and municipality-specific levels fall into seven main program areas, the central focus of each being summarized as follows:

- 1. Municipal Government Maintenance Activities - Ensure development and implementation of appropriate Best Management Practices by all municipalities to control and reduce non-stormwater discharges and polluted stormwater to storm drains and watercourses during operation, inspection, and routine repair and maintenance activities of municipal facilities and infrastructure.
- 2. New Development and Construction Controls – Use planning authorities to include appropriate source control, site design, and stormwater treatment measures in new development and redevelopment projects to address both soluble and insoluble stormwater runoff pollutant discharges and prevent increases in runoff flows from new development and redevelopment projects. This goal is to be accomplished primarily through the implementation of low impact development techniques. Municipalities also implement a construction site inspection and control program at all construction sites, with follow-up and enforcement consistent with an enforcement response plan, to prevent construction site discharges of pollutants and impacts on beneficial uses of receiving waters.
- 3. Industrial, Commercial, and Illicit Discharge Controls
 - A. Industrial and Commercial Site Controls – Implement an industrial and commercial site control program at all sites which could reasonably be considered to cause or contribute to pollution of stormwater runoff, with inspections and effective follow-up

and enforcement to abate actual or potential pollution sources consistent with an enforcement response plan to prevent discharge of pollutants and impacts on beneficial uses of receiving waters.

- B. Illicit Discharge Detection and Elimination – Implement illicit discharge prohibitions and ensure illicit discharges are detected and controlled. Municipalities shall develop and implement an illicit discharge program that includes an active surveillance component and a centralized complaint collection and follow-up component to target illicit discharge and non-stormwater sources.
4. Public Information and Outreach – Increase the knowledge of the target audiences regarding the impacts of stormwater pollution on receiving water and potential solutions to mitigate the problems caused, change the waste disposal and runoff pollution generation behavior of the target audiences by encouraging implementation of appropriate solutions, and involve various citizens in mitigating the impacts of stormwater pollution.
5. Water Quality Monitoring – Perform water quality monitoring activities to address specific management questions related to the health of San Francisco Bay and local receiving waters, including status and trends monitoring and pollutants of concern/long-term trends monitoring. Additional specific monitoring projects are required, including projects addressing water quality stressor/source identification, Best Management Practices effectiveness evaluations for stormwater treatment or hydrograph modification control, and geomorphic analyses to identify how and where creeks can be restored or protected to cost-effectively reduce the impacts of pollutants, increased flow rates, and increased durations of urban runoff.
6. Pollutants of Concern
- A. Pesticides Toxicity Control – Implement control programs to prevent the impairment of urban streams by pesticide-related toxicity. The control programs addresses municipalities' and others' use of pesticides within municipal jurisdictions that pose a threat to water quality and have the potential to enter the municipal storm drain system. Pesticides of concern include organophosphorous pesticides, pyrethroids, carbamates, and fipronil.
- B. Trash Load Reduction – Implement control measures and other actions to reduce trash loads from municipal storm sewers by 70% by 2017, 90% by 2023 and 100% trash load reduction or no adverse impacts to receiving waters from trash by 2025. This includes developing and implementing Short and LongTerm Trash Load Reduction Plans, which includes installation and maintenance of trash capture devices within the storm drain system, enhanced street sweeping and targeted On-Land Cleanups and cleanup and abatement progress on trash hot spots.
- C. Mercury and Polychlorinated Biphenyls (PCBs) – Initiate control programs for mercury and PCBs to implement the urban runoff requirements of the San Francisco Bay mercury and PCBs Total Maximum Daily Loads (TMDLs) and reduce mercury and PCB loads to make substantial progress toward achieving the urban runoff load allocations established in the mercury and PCBs TMDLs. These programs include

- pilot projects to investigate and abate mercury and PCB sources in drainages, including public rights-of-way, and stormwater conveyances with accumulated sediment that contain elevated mercury and PCB concentrations, to evaluate and enhance municipal sediment removal and management practices, to evaluate on-site stormwater treatment via retrofit, and diversion of dry weather and first flush flows to publicly owned treatment works.
- D. Copper Controls – Implement control measures identified in the Regional Water Quality Control Board's Basin Plan to support approved copper site-specific objectives for San Francisco Bay. Control measures include managing waste generated from cleaning and treating copper architectural features, managing discharges from pools, spas, and fountains that contain copper-based chemicals, engage in efforts to reduce copper discharged from automobile brake pads to surface waters via urban runoff, and ensuring proper management of copper by industrial sources.
- E. Polybrominated Diphenyl Ethers (PBDEs), Legacy Pesticides, and Selenium – Implement programs to gather concentration and loading information for PBDEs, legacy pesticides, and selenium to identify, assess, and manage controllable sources of these pollutants in urban runoff, if any.
7. Exempted and Conditionally Exempted Discharges – Implement programs to ensure discharges to the storm drain system with minimal pollutant concern, such as uncontaminated groundwater, diverted stream flows, and pumped groundwater from foundation drains are properly managed and monitored to eliminate adverse impacts to receiving waters.

COUNTYWIDE PROGRAM

The Countywide Program centrally manages the efforts that provide overall benefits to the County and all cities and towns within the county involved with implementation of the Municipal Regional Permit requirements. The seven permit components described above delineate work tasks to be undertaken and completed during the 2023-2024 fiscal year.

The 2023-2024 NPDES Countywide Program Budget was adopted by C/CAG on June 8, 2023 in the amount of \$3,607,956. The City of Brisbane is required to contribute proportionate funding to the Countywide Program. This funding is divided into two categories, the Basic and the Additional Fees. The Basic Fee was established to fund the original Countywide Program activities when the NPDES permit was first adopted. The Additional Fees were established to fund additional Countywide Program activities required by the Regional Board subsequent to establishment of the Basic Fees.

The Basic and Additional Fees are calculated as follows:

Basic Annual Charges:

- Single Family Residence: \$3.44/parcel
- Miscellaneous, Agriculture, Vacant and Condominium: \$1.72/parcel
- All Other Land Uses: \$3.44/parcel for the first 11,000 square feet plus \$0.32 per 1,000 additional square feet of parcel area

Additional Annual Charge (Adjusted Annually by Consumer Price Index):

- Single Family Resident: \$4.16/parcel
- Miscellaneous, Agriculture, Vacant and Condominium: \$2.08/parcel
- All Other Land Uses: \$4.16/parcel for the first 11,000 square feet plus \$0.38 per 1,000 additional square feet of parcel area

The Countywide Program's Basic and Additional Fees for 2023-2024 that will be charged to the City of Brisbane are estimated at approximately \$9,115 and \$11,286, respectively. The City of Brisbane has historically authorized the Countywide Program to assess and collect the Basic Fees directly through separate property tax assessments, whereas the Additional Fees are paid to C/CAG out of the City's General Fund. This approach prevents the Additional Fees from being billed to property owners.

CITY OF BRISBANE LOCAL PROGRAM

City Facilities

The City of Brisbane is responsible for all public drainage facilities within its jurisdiction that collect stormwater and convey it to San Francisco Bay. Brisbane's facilities include the City's streets, curbs and gutters, catch basins, pipelines, culverts, and open channels.

Stormwater is collected from private property and public streets in two open channels; the Guadalupe Valley Municipal Improvement District (GVMID) Basin Channel and the Bayshore Storm Drain Basin Channel. This stormwater is generally conveyed through these channels to underground box culverts which ultimately outfall to the Bay. The GVMID Basin Channel outfall delivers stormwater via the Lagoon box culvert. This outfall receives water from most of Central Brisbane as well as the Guadalupe Valley and discharges this water into the Lagoon. Stormwater that enters the Lagoon eventually flows to the Bay through two box culverts under US 101. The Bayshore Storm Drain Basin Channel receives stormwater mainly from the undeveloped land in northern Brisbane as well as portions of Daly City and discharges this water to the Bay through a single box culvert under US 101. Stormwater from Sierra Point generally outfalls to the Bay through multiple culverts located along the perimeter of the Sierra Point Peninsula.

During normal rainfall, flooding potential in Brisbane is low. During heavy rains, however, localized flooding can and has occurred in some areas. Some trunk lines, drain pipes, catch basins and other structures are undersized, and additional catch basins are needed. The City's 2003 Storm Drainage Master Plan proposed Capital Improvement Projects to address these issues.

Local Program Elements

The following is a description of City-specific actions that will be implemented to meet the Municipal Regional Stormwater Permit requirements that were generally described previously in this report. These descriptions detail the City-specific efforts that will be performed to address these requirements. Following this description is a summary of the City's stormwater budget for 2023-2024.

1. Municipal Government Maintenance Activities - This program is intended to prevent pollution of stormwater runoff through improvements in municipal government maintenance activities and associated programs. This program focuses on preventing non-stormwater discharges or polluted stormwater associated with street and road repair and maintenance activities, sidewalk/plaza maintenance and pavement washing, bridge and structure maintenance and graffiti removal, and implementing management measures at the City corporation yard. This program includes contractual street sweeping services, development and implementation of a Stormwater Pollution Prevention Plan for the corporation yard, management of the City's maintenance contractors, and participation in Countywide Program subcommittees and activities related to municipal maintenance.

2. New Development and Construction Controls – This program focuses on controlling stormwater pollution from construction sites, new developments, and redevelopment areas. Tasks include developing and implementing planning, inspection, and enforcement procedures, developing and implementing requirements for post-construction controls, inspecting stormwater treatment measures to ensure proper operation and maintenance, and providing education and training to construction site operators. The Municipal Regional Stormwater Permit require municipalities to ensure applicable new and redevelopment projects manage stormwater runoff using Low Impact Development techniques, primarily focused on harvesting and use, evapotranspiration, and infiltration to groundwater. This program includes implementation of planning procedures to ensure all applicable projects incorporate appropriate site design, source control, and stormwater treatment measures.

3. Industrial, Commercial, and Illicit Discharge Controls
 - a. Industrial and Commercial Site Controls – This element of the program is designed to control pollutants discharged to municipal storm drains from commercial and industrial facilities. Specific focus is placed upon facility inspection, providing information and assistance to facility managers about reducing pollutants in stormwater from these facilities, and implementing escalating enforcement responses for instances of non-compliance. This program includes staff participation in Countywide Program subcommittees and compliance with the requirements to develop and implement an information/inspection program, in coordination with existing County Health department commercial/industrial inspection programs.

 - b. Illicit Discharge Detection and Elimination – This program element focuses on identifying and eliminating illicit discharges to the storm drain system by identifying major outfalls, conducting inspections of the storm drain system, identifying and eliminating illicit connections, inspecting for evidence of illegal dumping and tracking illicit discharges to their sources, providing information to the public about proper disposal alternatives, and implementing an effective enforcement response plan. This program includes staff participation in Countywide Program activities, City staff monitoring of illicit discharges in coordination with County Hazardous Waste Inspectors, and compliance with inspection procedures and enforcement activities.

4. Public Information and Outreach – This program is intended to inform the public about sources of stormwater pollution, how it reaches local waterways, types of common activities that contribute to stormwater pollution, its effects on receiving waters, and to encourage public involvement in reducing the amount of pollutants entering the City's storm drain system. The public information component of this program overlaps with other program elements described below. This program includes participation in Countywide Program activities, dissemination of educational materials, including the preparation of periodic notices to be placed in the local media, and the planning and implementation of local community volunteer activities.
5. Water Quality Monitoring – This element of the program on the City level is to support Countywide Program staff in performing required monitoring activities as part of a Regional Monitoring Collaborative with other Bay Area stormwater permittees. This program element includes participation in Countywide Program activities and providing input to Countywide Program staff on proposed monitoring activities and programs.
6. Pollutants of Concern
 - a. Pesticides Toxicity Control – This element of the program includes implementation of the City's adopted Integrated Pest Management resolution and ensuring less toxic methods of pest control in all City operations, including activities performed through contractors. City staff also provides outreach materials on less-toxic methods of pest control to the public. This program element includes participation in Countywide Program activities and supporting the Our Water Our World program implementation in local retailers selling pest control materials.
 - b. Trash Load Reduction – This element of the program includes developing and implementing Short and Long-Term Trash Load Reduction plans, identification and annual cleanup/assessment of one trash hot spot, and implementation of various control measures to reduce trash loadings in the City's storm drain system. This program also includes participation in Countywide Program's trash control subcommittee.
 - c. Mercury and Polychlorinated Biphenyls (PCBs) – This program element includes providing support to Countywide Program staff on implementation of the required programs and pilot projects for addressing mercury and PCBs. These program elements are primarily managed at the Countywide Program level; however this program element includes funding for City staff participation in relevant Pollutant of Concern subcommittees and activities. The City will investigate opportunities for Green Infrastructure installations to meet our portion of San Mateo County's mercury reduction goals.
 - d. Copper Controls – This program element includes participation and support of Countywide Program efforts directed at regional copper management issues, such as the statewide Brake Pad Partnership, and implementation of local planning, inspection, education, and enforcement efforts to address stormwater discharges

from any permitted architectural copper installations or pool, spa, and fountain discharges containing copper algaecides. This program includes City participation in Countywide Program subcommittees and activities related to copper controls.

e. Polybrominated Diphenyl Ethers (PBDEs), Legacy Pesticides, and Selenium – This program is primarily managed at the Countywide Program level and includes City staff participation in relevant Countywide Program subcommittees and activities.

7. Exempted and Conditionally Exempted Discharges – This program element includes management and oversight of exempted and conditionally exempted discharges to the City's storm drain system to ensure compliance with permit conditions. This includes City staff implementing management measures for potable water discharges to the storm drain system and ensuring appropriate conditions of approval on new and redevelopment projects to properly manage any exempted or conditionally exempted discharges. This program includes City participation in Countywide Program subcommittees and activities related to exempted and conditionally exempted discharges.

8. Establish Program and Collect Fees – Implementation of the program requires the City's Finance Department to manage the NPDES Fund and the County Flood Control District to collect the City's Local Program fee in the same manner as the Countywide Program fee. This program includes the Additional Annual Fee collected by C/CAG and funded from the City's General Fund.

Summary of Budget Department 6140 (NPDES)

1. Salaries and Benefits	\$ 346,980
2. Services and Supplies (excluding anticipated Additional Fees)	\$ 99,601
3. Annual C/CAG NPDES Additional Fees (from General Fund)	\$ 11,884
4. Indirect Costs	<u>\$ 123,912</u>
TOTAL	<u>\$ 582,377</u>

USER FEE FORMULA

Method

The City of Brisbane developed a formula for calculating stormwater fees that remains unchanged since it was first utilized after stormwater fees were authorized by the Council in July 1994. The user fee formula is based on two distinct concepts: (1) an administrative fee should be shared equally by all parcels to cover program administration costs; and (2) an assessment fee should be charged in proportion to the storm drainage service utilized and the amount of pollutants or sediment generated by each type of parcel. Average parcel square footage and assumptions explained below regarding the types of land uses for each zone were used to develop an equitable assessment fee structure.

Generally speaking, residential properties contribute equal amounts of water to the storm drain system. For this reason, the formula charges single-family residential properties a uniform user fee based on estimated runoff from an average single-family property. This practice is common in other cities and is equitable because these properties benefit equally from City-wide services such as public streets, sidewalks and parking.

On average, 50% impervious cover per parcel is generally accepted as the typical impervious area for a single-family residential dwelling. Using an average single-family parcel area of 4,823 square feet and 50% impervious cover, a standard impervious area of 2,411 square feet was defined as an Equivalent Single-family Unit (ESU). In determining the assessment portion of the stormwater user fee for the various parcels in the City, the following formula is used:

$$\text{User Fee} = \text{Single Family Fee} \times (\text{Number of ESUs})$$

The impervious area for non-residential properties and vacant land was devised by use of runoff area and general land characteristics and use. As shown on Exhibit A, entitled “Storm Drain Program Rate Analysis,” small commercial and industrial land uses are estimated to have approximately 100% runoff area, large commercial and industrial land uses are estimated to have approximately 80% runoff area, and vacant land is estimated to have 20-50% runoff area, as opposed to single family residential properties, which are estimated to have approximately 50% impervious area. These estimates, along with the other land use runoff area estimates on the attachment, are all consistent with the general runoff coefficients used in standard engineering practices.

For the storm drain user fee formula, current land use classifications are generally consolidated into the following four categories and further broken down to group commercial/industrial and vacant land by average lot size:

1. Single-Family Residential (R-1 and R-2) - This classification is based upon 50% impervious area which equate to a runoff coefficient of 0.5.
2. Multi-Family High Density (R-3) - All the remaining residential classifications are based upon the assumption that the higher density properties, which generally consist of the apartments along San Bruno and Visitacion Avenues and the trailer park, have approximately 100%

impervious surface area, as opposed to 50% for single-family properties. This 100% impervious surface area equates to a runoff coefficient of 1.0.

3. Commercial/Industrial (1) & (2) - These classifications are based upon the assumption that most small commercial/industrial land uses in Brisbane (Commercial (1)) have a 100% impervious surface area and larger commercial/industrial land uses, (Commercial (2)) have an 80% impervious surface area, as opposed to 50% for single-family properties. These impervious surface areas equate to runoff coefficients of 1.0 for Commercial (1) and 0.8 for Commercial (2).

4. Vacant Land (3), (4), (5) & (6) - Vacant Land (3) accounts for smaller lots with an area less than 1 acre and with increased runoff coefficients. Vacant Land (4) accounts for mid-sized lots with an area greater than 1 acre but less than 5 acres. Vacant Land (5) accounts for larger lots with an area greater than 5 acres but less than 20 acres. Vacant Land (6) accounts for larger lots with an area greater than 20 acres. These classifications are based upon the assumptions that the smaller parcels have higher runoff coefficients based upon their size and proximity and the larger parcels have little or no impervious surfaces and a typical runoff coefficient of 0.2 to 0.5, as opposed to 0.5 for single-family properties.

In developing the total ESUs, the following uses were designated exempt from fee collection: City Government Activities, Federal and State Government Activities, and Unclassified.

As previously indicated, the City’s user fee formula remains unchanged from inception. The charges per parcel include an administrative fee of \$4.50 and the additional fee per ESU of \$4.98. The following table details the total annual charges per parcel based on land use type, which remain unchanged from previous years:

	<u>ESU</u>	<u>Annual Charge</u> <u>Per Parcel**</u>
Single Family Residential	1.00	\$9.48
Multi-Family High Density Residential	3.44	\$21.64
Commercial/Industrial (1)	3.10	\$19.94
Commercial/Industrial (2)	50.14	\$254.20
Vacant Land (3)*	2.78	\$18.34
Vacant Land (4)*	10.17	\$55.16
Vacant Land (5)*	41.70	\$212.18
Vacant Land (6)*	185.40	\$927.80

- (1) Land use designation generally within Central Brisbane and Southwest Bayshore
- (2) Land use designation generally within all other areas except areas included in (1)
- (3) Vacant land with an area less than 1 acre.
- (4) Vacant land with an area greater than 1 acre but less than 5 acres.
- (5) Vacant land with an area greater than 5 acres but less than 20 acres.
- (6) Vacant land with an area greater than 20 acres.

* Additional vacant land designations were added to equally distribute charges based upon land area and runoff generated. The vacant land areas were divided into groups so that the average parcel size more closely reflected the parcel area and distribution within that designation.

This was done by creating new limits as identified in notes 3 through 6 inclusive so that a

parcel in the “Acres” was not charged the same as a parcel in the Baylands or in Northwest Bayshore sub-areas.

** Annual charge includes an administrative fee of \$4.50 per parcel.

Please note annual charges have been rounded by \$0.01 in some cases to allow fees to be evenly divided into semi-annual tax bills received by property owners.

Fee Summary

Exhibit A, entitled "User Classification Fee Summary," presents the anticipated fees to be collected for fiscal year 2023-2024. These fees remain unchanged from previous years. As shown, the anticipated income from special assessments is \$51,660.86 which funds more than half of the services and supplies category of the 2023-2024 NPDES budg

**EXHIBIT A to 2023 ENGINEER'S REPORT FOR STORMWATER MANAGEMENT FEES
STORM DRAIN PROGRAM RATE ANALYSIS**

CATEGORY	# OF PARCELS	TOT. AREA (ACRES)	AVG. AREA (SF)	RUNOFF COEFF.	RUNOFF AREA (SF)	ESU PER CATEGORY
SINGLE FAMILY RESIDENTIAL (R-1)	1,562	109.15	3,044	0.5	1,522	1.00
MULTI-FAMILY RESIDENTIAL (R-3)	45	6.48	6,273	1.0	6,273	3.44
COMMERCIAL/ INDUSTRIAL (1)	172	23.46	5,941	1.0	5,941	3.10
COMMERCIAL/ INDUSTRIAL (2)	72	238.45	144,262	0.8	115,410	50.14
VACANT LAND (3)	108	24.29	9,797	0.5	4,898	2.78
VACANT LAND (4)	36	37.76	45,690	0.4	18,276	10.17
VACANT LAND (5)	13	71.73	240,351	0.3	72,105	41.70
VACANT LAND (6)	8	277.95	1,513,438	0.2	302,688	185.40
TOTALS	2,016	789.27				

- (1) LAND USE DESIGNATION GENERALLY WITHIN CENTRAL BRISBANE, AND SOUTHWEST BAYSHORE
- (2) LAND USE DESIGNATION GENERALLY WITHIN ALL OTHER AREAS EXCEPT AREAS INCLUDED IN (1)
- (3) VACANT LAND WITH AN AREA LESS THAN 1 ACRE
- (4) VACANT LAND WITH AN AREA GREATER THAN 1 ACRE BUT LESS THAN 5 ACRES
- (5) VACANT LAND WITH AN AREA GREATER THAN 5 ACRES BUT LESS THAN 20 ACRES
- (6) VACANT LAND WITH AN AREA GREATER THAN 20 ACRES

CATEGORY	# OF PARCELS	ADMIN. FEE	ESU	TOTAL ESUs	ASSMT/ PARCEL	ASSMT. FEE TOT.	TOT. FEE/ PARCEL	TOTAL FEES
SINGLE FAMILY RESIDENTIAL (R-1)	1,562	\$7,029.00	1.00	1562.00	\$4.98	\$7,778.76	\$9.48	\$14,807.76
MULTI-FAMILY RESIDENTIAL (R-3)	45	\$202.50	3.44	154.80	\$17.14	\$771.30	\$21.64	\$973.80
COMMERCIAL/ INDUSTRIAL (1)	172	\$774.00	3.10	533.20	\$15.44	\$2,655.68	\$19.94	\$3,429.68
COMMERCIAL/ INDUSTRIAL (2)	72	\$324.00	50.14	3610.08	\$249.70	\$17,978.40	\$254.20	\$18,302.40
VACANT LAND (3)	108	\$486.00	2.78	300.24	\$13.84	\$1,494.72	\$18.34	\$1,980.72
VACANT LAND (4)	36	\$162.00	10.17	366.12	\$50.66	\$1,823.76	\$55.16	\$1,985.76
VACANT LAND (5)	13	\$58.50	41.70	542.10	\$207.68	\$2,699.84	\$212.18	\$2,758.34
VACANT LAND (6)	8	\$36.00	185.40	1483.20	\$923.30	\$7,386.40	\$927.80	\$7,422.40
TOTALS	2,016	\$9,072.00				\$42,588.86		\$51,660.86

TOTAL FEES = \$51,660.86
 CARRY OVER (estimated) = \$0.00

ADMIN. FEE / PARCEL = \$4.50
 ASSMT. FEE / ESU = \$4.98

File Attachments for Item:

O. Water Shortage Contingency Plan

1. Consider Approving a Resolution of the City of Brisbane Adopting a Water Shortage Contingency Plan
2. Consider Approving a Resolution of the GVMID Board of Directors Adopting a Water Shortage Contingency Plan
3. Consider Introduction of an Ordinance, First reading of Ordinance revising Chapter 8.41, revising the Water Shortage Contingency Plan

(If so approved, action taken on these Resolutions and introduction and adoption of the Ordinance is not subject to further environmental review because it is not a project under the California Environmental Quality Act (CEQA). CEQA Guidelines, section 15378 (b) (2).)



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023
From: Director of Public Works/City Engineer
Subject: Water Shortage Contingency Plan

Community Goal/Result - Ecological Sustainability

Purpose

To hold a Public Hearing regarding the proposed Water Shortage Contingency Plan for the City of Brisbane’s Water System.

Recommendation

1. Hold the Public Hearing.
2. After receiving and considering comments, consider approving a Resolution of the City of Brisbane Adopting a Water Shortage Contingency Plan

If so approved, action taken on this Resolution is not subject to further environmental review because it is not a project under the California Environmental Quality Act (CEQA). CEQA Guidelines, section 15378 (b) (2).

Background

Senate Bill No. 552 (Hertzberg, filed with Secretary of State 9/23/21), amended the California State Water Code (commencing with Section 1609.50) and requires the City of Brisbane as a water supplier to develop a Water Shortage Contingency Plan (WSCP). The WSCP is required to be updated every five years.

Discussion

Due to the size of our water system, the city was not previously required to develop a WSCP; however, we voluntarily chose to do so in 2014. The attached “Water Shortage Contingency Plan – 2023 Update” dated 6/6/23 incorporates new science and further complies with Water Code section 10609.

Environmental Review

Adoption of this Resolution is not a project under CEQA because it is a continuing administrative activity, such as general policy and procedure making, and not applied to any specific instance. CEQA Guidelines, Section 15378 (b)(5). Accordingly, no further environmental review is necessary.

Fiscal Impact

None as a direct result of the recommended actions. During declared droughts, water revenue does decrease; the city’s previously adopted drought contingency fee is anticipated to cover some or all of this lost revenue.

Measure of Success

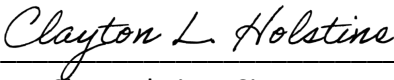
Compliance with California State Water Code §10609.50 et seq., and the greater purposes of ensuring sufficient water supplies to meet the basic needs of human consumption, sanitation and fire protection; and to protect the health, safety, welfare and economic vitality of the water supplier’s customers during drought events.

Attachments

- 1. Proposed Resolution of the City of Brisbane Adopting a Water Shortage Contingency Plan
- 2. Water Shortage Contingency Plan – 2023 Update dated 6/6/23



Randy Breault, Public Works Director



Clay Holstine, City Manager

RESOLUTION NO. 2023 - ____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE ADOPTING A WATER SHORTAGE CONTINGENCY PLAN**

WHEREAS, Section 10609 of the California Water Code requires the City of Brisbane ("City") to prepare and adopt an abridged Water Shortage Contingency Plan as the City of Brisbane meets the definition of "small water supplier" which serves 1,000 to 2,999 service connections under Water Code section 10609; and

WHEREAS, the City Council, after a notified public hearing, adopted Resolution No. 589 on August 21, 2014, approving a water conservation program and adding chapter 8.41 of the municipal code; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare of the City of Brisbane; and

WHEREAS, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, and installation and use of water-saving devices provide an effective and immediately-available means of conserving water for the City of Brisbane; and

WHEREAS, the Water Shortage Contingency Plan – 2023 Update dated June 6, 2023, attached hereto, will provide a substantial framework for complying with Water Code section 10609; and

WHEREAS, the adoption and enforcement of a Water Shortage Contingency Plan is intended to (1) ensure compliance with the voluntary and mandatory reductions requested by governing authorities, such as the San Francisco Public Utilities Commission and the City of Brisbane; (2) conserve the water supply of the City of Brisbane for the greatest public benefit, with particular regard to domestic use, human consumption, sanitation, and fire protection;

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

1. The City determines that the above recitals are true and are incorporated herein.
2. The Water Shortage Contingency Plan – 2023 dated June 6, 2023 is hereby adopted by the City Council.

Madison Davis, Mayor

I Ingrid Padilla, City Clerk of the City of Brisbane, certify that the foregoing Resolution was introduced at the special meeting of the Brisbane City Council on the 29th day of June 2023, and was adopted thereafter by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ingrid Padilla, City Clerk

0.

Attach Water Shortage Contingency Plan – 2023 dated June 6, 2023 here



Water Shortage Contingency Plan 2023 Update

City of Brisbane, Guadalupe Valley Municipal Improvement District

50 Park Place, Brisbane, CA 94005

CA4110002, CA4110005

June 6, 2023



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**Water Shortage Contingency Plan
2023 Update
City of Brisbane, GVMID**



APPENDICES

- Appendix A. Water System Profile
- Appendix B. Previous Drought Response Actions
- Appendix C. Drought Response Tool Results



ABBREVIATIONS

BAWSCA	Bay Area Water Supply and Conservation Agency
CA	California
CII	Commercial, Industrial, and Institutional
CWC	California Water Code
DRT	Drought Response Tool
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
FY	fiscal year
GPCD	gallons per capita per day
GVMID	Guadalupe Valley Municipal Improvement District
MG	million gallons
MGD	million gallons per day
MGY	million gallons per year
MOU	Memorandum of Understanding
R-GPCD	residential gallons per capita per day
RWS	Regional Water System
SFPUC	San Francisco Public Utilities Commission
SWRCB	State Water Resources Control Board
UWMP	Urban Water Management Plan
WSA	Water Supply Agreements
WSAP	Water Shortage Allocation Plan
WSCP	Water Shortage Contingency Plan



1. DECLARATION OF POLICY, PURPOSE, AND INTENT

CWC § 10609.60

(a) No later than July 1, 2023, and updated every five years thereafter, a small water supplier serving 1,000 to 2,999 service connections, inclusive, and a nontransient noncommunity water system that is a school shall each develop and maintain, onsite, an abridged Water Shortage Contingency Plan (WSCP) that includes, at a minimum, all of the following drought-planning elements:

(1) Drought-planning contacts, including all of the following:

(A) At least one contact at the water system for water shortage planning and response and the development of the plan.

(B) Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including, but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.

(C) State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.

(D) Regional water planning groups or mutual aid networks, to the extent they exist.

(2) Triggering mechanisms and levels for action, including both of the following:

(A) Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.

(B) Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A).

The City of Brisbane / Guadalupe Valley Municipal Improvement District (City/GVMID, also referred to herein as “the City”) has developed a Water Shortage Contingency Plan (WSCP) to provide a flexible framework of planned response measures to mitigate future water supply shortages. This WSCP builds upon and supersedes the WSCP that was adopted in 2014 to meet the requirements of California Water Code (CWC) §10609.60. Updates to the current WSCP reflect key lessons learned during the recent drought to improve the City’s ability to respond effectively and efficiently in the event of a future water shortage.

The City developed this WSCP based on the following guiding principle:

Eliminate water waste and prioritize reducing non-essential water uses, concentrating on the reduction of non-essential water uses such as landscape irrigation and other discretionary outdoor water use and giving the highest priority to preserving water uses that are essential to the health, safety, welfare, and economic vitality of the City’s customers.

Practically, this principle guides the City to ask for a need-based, shared contribution from all its customers towards meeting water use reduction goals during periods of water shortage. It further directs the City to focus its water conservation efforts on reducing discretionary water uses such as outdoor irrigation, while

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**Water Shortage Contingency Plan
2023 Update
City of Brisbane, GVMID**



attempting to preserve uses that are essential to health and safety such as drinking, cooking, and sanitary activities and minimizing economic and other impacts to its residential and commercial customers.

The City has developed this WSCP to address water shortage conditions resulting from any cause (e.g., droughts, impacted distribution system infrastructure, regulatory-imposed shortage restrictions, etc.). The WSCP identifies a variety of actions that the City will implement to reduce demands and further ensure supply reliability at various levels of water shortage.



2. WATER USE AND SUPPLIES

The City/GVMID collectively serve approximately 2,000 accounts and deliver 0.61 million gallons per day (MGD) of water¹. The City relies on the San Francisco Public Utilities Commission (SFPUC) Regional Water System (RWS) for all of its water supply. SFPUC RWS water is delivered to the City/GVMID through five turnouts off the Crystal Springs #1 and #2 Pipelines. The City/GVMID are operated as a combined distribution system comprised of ten pressure zones. In accordance with the SFPUC’s perpetual obligation to the City and GVMID’s Supply Assurance, the City and GVMID have a combined contractual allocation, or Supply Assurance, of 0.98 MGD (358 million gallons per year [MGY]), as documented in the 2009 Water Supply Agreement (WSA) with the City and County of San Francisco. The water system profile and water use characteristics are provided in **Appendix A**.

2.1 Current Water Use Characteristics

The City has among the lowest residential per capita water use of the Bay Area Water Supply and Conservation Agency (BAWSCA) member agencies and the State of California (State), and water use in the City has decreased over the last five years, primarily because of conservation during recent droughts (further described in **Appendix B**). The City’s low water use makes additional dry year cutbacks difficult to achieve without incurring significant impact at most cutback levels. The City’s pre-drought (FY 2019-20) baseline residential per capita water use is 44 gallons per capita per day (GPCD). By comparison, the average residential per capita water use for the BAWSCA region is 63.4 GPCD (BAWSCA, 2021). However, customer water use in the City does demonstrate seasonal variation, and approximately 45%² of the City’s overall water use is for outdoor use, primarily attributable to irrigation. Thus, it would appear that significant savings can be achieved by limiting outdoor irrigation, without significant impacts to the City’s already efficient residential and commercial indoor water use.

2.2 Water Supply Reliability

The City/GVMID’s supply reliability relies largely on the reliability of the SFPUC RWS. The SFPUC has committed to, among other things, meeting the retail and Wholesale Customers’ average annual water demand during non-drought years and meeting dry-year delivery needs while limiting rationing to a maximum 20% system-wide reduction in water service during extended droughts. However, several potential constraints have been identified on the future supply availability of the SFPUC RWS. One of the key constraints is the adoption of the 2018 Water Quality Control Plan for the San Francisco/Sacramento-San Joaquin Delta Estuary (Bay-Delta Plan Amendment). If the Bay-Delta Plan Amendment is implemented, the SFPUC is anticipated to have sufficient supplies to meet the projected water demands in normal years but would experience significant supply shortages in single dry years or multiple dry years.

¹ Based on fiscal year (FY) 2020-21 deliveries (BAWSCA, 2023).

² The outdoor water use proportion was estimated by the Drought Response Tool, and additional details are included in **Appendix C**. The 45% estimate was established by assuming that the lowest water use month in each sector represents indoor water use only, and that the indoor water use remains consistent throughout the year. The remaining water use is allocated to outdoor water use.



**Water Shortage Contingency Plan
2023 Update
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Based on the current allocation methodology³, the City’s current demand projections⁴, and SFPUC’s projected dry year cutbacks, the City is anticipated to experience up to a 145 million gallon (MG) (46%) supply shortfall in single dry years by 2045 and up to 171 MG (54%) supply shortfall in multiple dry years by 2045 if the Bay-Delta Plan Amendment is implemented.

However, numerous uncertainties remain in the implementation of the Bay-Delta Plan Amendment and the allocation of the available supply between the Wholesale Customers of the SFPUC’s RWS. Among these uncertainties are the ongoing Voluntary Agreement negotiations between SFPUC, the California State Water Resources Control Board (SWRCB), and other stakeholders and a Memorandum of Understanding (MOU) between SFPUC, Governor Newsom’s senior water policy officials, and the Modesto and Turlock Irrigation Districts, signed in November 2022. This MOU includes, among other things, protection of water supplies for RWS customers and a commitment by the parties for new flows in the Tuolumne River. Regardless of the recent progress made through the November 2022 MOU, a Voluntary Agreement has yet to be approved by the SWRCB as an alternative to the Bay-Delta Plan Amendment, and shortages and supply cutback values associated with this alternative are unknown. The resultant supply reliability and the frequency of supply shortfalls for the City cannot be known currently.

Considering the uncertainties on RWS reliability, the City has placed high priority on working with SFPUC and BAWSCA to better refine the estimates of RWS supply reliability. The SFPUC and BAWSCA have also been taking various actions to improve the reliability of the RWS supply, including implementing a number of dry year water supply projects, exploring alternative water supplies, and implementing Long-Term Reliable Water Supply Strategy recommendations.

³ The SFPUC and the Wholesale Customers have negotiated and adopted a plan to allocate the RWS supply during system-wide shortages of 20% or less. To address the instances where the supply shortfalls are projected to be greater than 20%, BAWSCA has developed a revised methodology to allocate the RWS supply. This allocation method is intended to serve as the preliminary basis for the 2020 Urban Water Management Plan (UWMP) supply reliability analysis and does not in any way imply an agreement by BAWSCA member agencies as to the exact allocation methodology.

⁴ Projected demands for the City are per City of Brisbane, 2022, DSS Model for the City of Brisbane, prepared by Maddaus Water Management, updated by the City of Brisbane August 2022. The DSS Model was updated to use 2017 as starting year for projections because 2017 is more representative of the City’s current water use trends. Per the DSS Model, projected demands for the City are 290 MGy in 2045.



3. AUTHORIZATION

The City / GVMID WSCP is adopted by City Resolution No. 2023- [redacted], and GVMID Resolution No. 2023- [redacted], resolutions of the City Council and GVMID Board adopting a Water Shortage Contingency Plan.

The City’s Public Works Director/City Engineer or his designee (referred to herein as “the Director”) is authorized to implement the applicable provisions of the WSCP upon determination that such implementation is necessary to protect public health, safety, and welfare. The Director has the authority to initiate or terminate drought or other water supply emergency response measures as described in the WSCP.

The Shortage Level will become effective after the Director declares a particular Shortage Level and has published notice of this determination. Once effective, the provisions of a water Shortage Level will stay in effect until (1) a different Shortage Level is declared; or (2) the Public Works Director/City Engineer determines that the water shortage condition no longer exists and the City has published notice of this determination.

The contact information for the Director is provided below:

City of Brisbane
Public Works Director/City Engineer
50 Park Place
Brisbane, CA 94005
(415) 508-2130
cityengineer@brisbaneca.org



4. APPLICATION

The provisions of the WSCP shall apply to all persons, customers, and property utilizing water provided by the City. The terms “person” and “customer” as used in the WSCP may include individuals, corporations, partnerships, associations, and all other legal entities.



5. SHORTAGE LEVELS AND RESPONSE ACTIONS

CWC § 10609.60 (a) (2)

Triggering mechanisms and levels for action, including both of the following:

(A) Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Water shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.

(B) Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A).

Consistent with the requirements of CWC §10609(a)(2), this WSCP is based on the six Shortage Levels shown in Table 5-1. These Shortage Levels are intended to address shortages caused by any condition, including the catastrophic interruption of water supplies. Table 5-1 summarizes the water supply reductions and supply conditions associated with each Shortage Level.

5.1 Shortage Levels

Table 5-3 describes the customer restrictions and prohibitions and consumption reduction methods (i.e., the actions to be taken by City staff) associated with each Shortage Level. Specific prohibitions and consumption reduction methods are discussed in more detail below. The monthly and cumulative annual water savings impacts associated with each restriction, prohibition, and consumption reduction method were quantitatively estimated using the Drought Response Tool (DRT) for each Shortage Level (see **Appendix C**).



Table 5-1 Water Shortage Contingency Plan Levels

Shortage Level	Estimated Water Shortage Range (a)	Trigger	Response Action
No Drought	N/A	N/A	Includes water waste prohibitions effective at all times as specified in Chapter 8.40 of the Brisbane Municipal Code.
1	Up to 10%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 10% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of up to 10%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).
2	Up to 20%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 20% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of up to 20%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).



Shortage Level	Estimated Water Shortage Range (a)	Trigger	Response Action
3	Up to 30%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 30% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City's water supply warrant the need for a reduction in water use of up to 30%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).
4	Up to 40%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 40% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City's water supply warrant the need for a reduction in water use of up to 40%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).



Shortage Level	Estimated Water Shortage Range (a)	Trigger	Response Action
5	Up to 50%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 50% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of up to 50%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).
6	>50%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of greater than 50% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of greater than 50%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).



5.2 Shortage Response Actions

This section describes the response actions the City will take to deal with the shortages associated with each of the six Shortage Levels. Shortage response actions for each Shortage Level are enumerated in Table 5-3.

5.2.1 Supply Augmentation

The City relies on the SFPUC RWS for its potable supplies. There are currently no supply augmentation actions planned in the City's shortage response actions. However, potential transfer and exchange opportunities exist within and outside of the SFPUC RWS.

The Water Shortage Allocation Plan (WSAP) adopted by all BAWSCA agencies and the SFPUC provides the basis for voluntary transfers of water among BAWSCA agencies during periods when mandatory rationing is in effect on the SFPUC RWS. Some BAWSCA agencies have the capacity to rely on groundwater or other sources during dry years and thus may be willing to transfer a portion of their wholesale water entitlement to other BAWSCA agencies in need of supply above their allocations. Securing water from willing sellers outside the SFPUC RWS is a more complex process than transfers within the RWS, which requires both a contract with the seller agency and approval by the SFPUC. BAWSCA has the authority to plan for and acquire supplemental water supplies and continues to evaluate the feasibility of water transfers as part of its implementation of its Long-Term Reliable Water Supply Strategy.

5.2.2 Demand Reduction Methods

As discussed above, Table 5-3 lists the demand reduction methods that the City will implement during each Shortage Level to reduce the City's own water consumption and encourage reduction in water use by its customers. The monthly and cumulative annual water saving impacts associated with each restriction, prohibition, and consumption reduction method were quantitatively estimated using the DRT for each Shortage Level (see **Appendix C**).

A focus of the City's planned consumption reduction measures is to increase public outreach and keep customers informed of the water shortage emergency and actions they can take to reduce consumption. The public outreach efforts that the City will implement to respond to a water shortage are described in Section 8.

5.2.3 Operational Changes

Table 5-3 lists the operational changes that the City will implement during each Shortage Level including measures to: (1) reduce system losses through a reduction in flushing of water distribution mains, (2) increase enforcement and customer service, and (3) implement the demand reduction methods.

5.2.4 Prohibitions on End Uses

Chapter 8.40 of the City's Municipal Code describes the following prohibited uses of water under all hydrologic conditions:



- Excessive irrigation of landscaping, defined as the irrigation of landscaping that allows water to accumulate on the surface and overflow into adjacent gutters, storm drains, driveways, sidewalks, streets, or other non-landscaped areas for a period of four or more consecutive hours.
- Excessive watering of impervious surfaces, defined as watering so that water falls directly onto impervious surfaces to the extent that running water leaves the property and flows into adjacent gutters, storm drains, driveways, sidewalks, streets, or other conveyance for a period of four or more consecutive hours.
- Failure to repair a water leak, defined as the leakage of water from any broken or defective plumbing, sprinklers, watering, or irrigation system for a period of forty-eight (48) hours, during which the leak should reasonably have been discovered and corrected.

On 24 May 2022, the SWRCB adopted an emergency water conservation regulation prohibiting the irrigation of “non-functional turf” in the commercial, industrial, and institutional (CII) sectors, which includes all ornamental turf except turf regularly used for human recreational purposes or civic/community events. This regulation took effect on 10 June 2022 and its expiration date was extended to June 4, 2024 by order of the Office of Administrative Law on 6/5/23 (refer to OAL Matter Number 2023-0526-01).

Restrictions and prohibitions associated with each Shortage Level are presented in Table 5-3. Consistent with the guiding principle for the WSCP, these responses focus on the reduction of non-essential water uses such as ornamental landscape irrigation, and preserve water uses that are vital to the health, safety, welfare, and economic vitality of the City’s customers. Lower Shortage Levels of the WSCP focus on guiding customer actions through prohibitions on end uses, while subsequent Shortage Levels of the WSCP include increasingly restrictive prohibitions and conformance with water allocations that will be assigned to each customer account.

The City anticipates assigning water allocations to each customer account during higher WSCP Shortage Levels (i.e., Shortage Levels 5 through 6). Table 5-2 further describes how the cutbacks will be distributed between water use sectors and end uses to collectively achieve the targeted water savings associated with each Shortage Level. The measures and prohibitions described for each Shortage Level in Table 5-3 are designed to assist customers in meeting their target reductions and water budgets.

As discussed in Section 2.1 above, the City serves water to residential, commercial, and dedicated irrigation customers. The City has among the lowest residential per capita water use in the State. Therefore, achieving the targeted demand reductions in Shortage Levels 5 and 6 would significantly impact the essential water use of the City’s residential and CII customers. The levels of rationing suggested in Table 5-3 for Shortage Levels 5 and 6 are intended to be implemented only during a short-term emergency such as a critical interruption lasting less than a week. The City will prioritize furnishing water transfers or alternative supplies in the event of a prolonged shortage condition and consult with its customers to identify alternative water saving actions.



Table 5-2 Potential Water Allocations by Customer Sector

Customer Category	Potential Water Allocations					
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Residential Allocation	--	--	-	-	25 GPCD	25 GPCD
Commercial Customer	--	--	-	-	55%	55%
Irrigation Customer	--	--	-	-	25%	0%

Notes:

(a) Water allocations for commercial and irrigation customers are presented as the percentage of water use allocated to each customer compared to the customer’s water use during the most recent non-drought year.



Table 5-3 Shortage Actions

Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
1	<ul style="list-style-type: none"> • City may implement social media campaigns, newspaper articles, and the City website to promote drought conservation. • City may host water efficiency workshops or other public events. • Enforce the water waste ordinance to the maximum extent. (a) • Coordinate with BAWSCA and the SFPUC. (a) • Convert to more frequent meter reading for high water users. (a) 	<ol style="list-style-type: none"> 1. Stop washing down paved surfaces, including but not limited to, sidewalks, driveways, parking lots, tennis courts or patios, except when necessary to address an immediate health, safety, or sanitation need. 2. Stop the application of potable water to outdoor landscapes in a manner that causes excessive runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or other hardscapes and structures. 3. Do not irrigate residential and commercial landscapes between the hours of 9:00 a.m. and 6:00 p.m. or during rain events. 4. Use a hand-held hose equipped with an automatic shut-off nozzle or bucket to water landscaped areas that are not irrigated by a landscape irrigation system. (a) 5. Irrigate nursery and commercial growers' products before 10:00 a.m. and after 6:00 p.m. Watering is permitted at any time with a hand-held hose equipped with an automatic shut-off nozzle, a bucket, or a drip/micro-irrigation system. Irrigation of nursery propagation beds is permitted at any time. Watering of livestock is permitted at any time. (a) 6. Use only re-circulated or recycled water to operate ornamental fountains. 7. Wash vehicles using a bucket, a hand-held hose with an automatic shut-off nozzle, a mobile high pressure/low volume wash system, or at a commercial site that re-circulates (i.e., reclaims) water on-site. 8. Serve and refill water in restaurants and other food service establishments only upon request. 9. Offer guests in hotels, motels, and other commercial lodging establishments the option of not laundering towels and linens daily. 10. Potable water shall not be used for street washing. 11. Potable water shall not be used to irrigate ornamental turf on public street medians. 12. Require repair of leaks, breaks, or malfunctions in lines, fixtures, or facilities within 1 day. 13. Use recycled water for construction purposes, if available. (a) 14. No new, non-residential water meters may be issued unless the Director determines that such issuance will not impede the City's compliance with the required water use reductions. (a) 	6%



Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
2	<ul style="list-style-type: none"> • Continue with actions and measures from Shortage Level 1 except where superseded by more stringent requirements. • Conduct inspection of the system and accelerate repairs to reduce water loss. • Decrease frequency and length of line flushing. • Conduct in-house training so City staff are prepared to respond to customer calls, reports and complaints, and to support enforcement actions. (a) • Inform local fire department of water supply status and request cooperation in reducing fire training exercises that use water. (a) 	<ol style="list-style-type: none"> 1. Continue with Shortage Level 1 restrictions and prohibitions except where superseded by more stringent requirements. 2. Limit irrigation to no more than three (3) days per week. Does not apply to commercial growers or nurseries. 3. Prohibit filling or re-filling ornamental of lakes or ponds except (1) as needed to sustain aquatic life (2) with or using recycled water, if available. 4. Prohibit use of potable water for construction and dust control. 5. Require pre-rinse spray valves for commercial kitchens. 6. Prohibit single-pass cooling systems. 7. Prohibit vehicle washing except at facilities using recycled or recirculating water. 	16%



Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
3	<ul style="list-style-type: none"> • Continue with actions and measures from Shortage Level 2 except where superseded by more stringent requirements. • Continue with media campaigns and other outreach events to enforce water conservation. • Inform local fire department of water supply status and request elimination of fire training exercises that use water. (a) • Suspend issuance of new potable water service, new temporary meters or permanent meters, and statements of immediate ability to serve except under the following circumstances: (a) <ul style="list-style-type: none"> ○ A valid, unexpired building permit has been issued; ○ The project to protect the public health and safety; ○ Enforceable commitment of water demand offset; or ○ Continuation or restore service interrupted < 1 year. 	<ol style="list-style-type: none"> 1. Continue with Shortage Level 2 restrictions and prohibitions except where superseded by more stringent requirements. 2. Prohibit outdoor watering with potable water more than 10 minutes per day and 1 day per week. Does not apply to commercial growers or nurseries. 	28%



Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
4	<ul style="list-style-type: none"> • Continue with actions and measures from Shortage Level 3 except where superseded by more stringent requirements. • Implement drought rate structure / water budgets. • Conduct surveys targeting high water users with CII, irrigation, and residential accounts. 	<ol style="list-style-type: none"> 1. Continue with Shortage Level 3 restrictions and prohibitions except where superseded by more stringent requirements. 2. Prohibit landscape irrigation with potable water, except crops and landscape products of commercial growers and nurseries. This restriction shall not apply to the following categories of use unless the Director has determined that recycled water is available and may be lawfully applied to the use. <ul style="list-style-type: none"> ○ Maintenance of trees and shrubs located on residential and commercial properties, no more than one (1) time per week by using a bucket, hand-held hose with an automatic shut-off nozzle, or low-volume non-spray irrigation on a schedule established by the Director and posted on the City’s website; ○ Maintenance of existing landscaping necessary for fire protection as specified by the Fire Marshal of the local fire protection agency having jurisdiction over the property to be irrigated; ○ Maintenance of existing landscaping for erosion control; ○ Maintenance of landscaping within active public parks and playing fields, daycare centers, and school grounds, cemeteries, and golf course greens, provided that such irrigation does not exceed two (2) days per week according to the schedule established by the Director and posted on the City’s website; ○ Watering of livestock; and ○ Public works projects and actively irrigated environmental mitigation projects. 	39%
5	<ul style="list-style-type: none"> • Continue with actions and measures from Shortage Level 4 except where superseded by more stringent requirements. • Increase enforcement and water waste patrols. • Reduce distribution system pressures. • Develop allotments for all accounts and notice those accounts appropriately. 	<ol style="list-style-type: none"> 1. Continue with Shortage Level 4 restrictions and prohibitions except where superseded by more stringent requirements. 2. All dedicated irrigation customers shall reach a water reduction of 75% from the water use of the most recent non-drought year. 3. All residential and CII customers shall reach a water reduction of 45% from the water use of the most recent non-drought year. The estimated allotment for residential customers is 25 GPCD. <ul style="list-style-type: none"> ○ New residential customers will receive an allotment based on the residential demand of 25 GPCD and person per household (and number of units for multi-family residence). 	44%



Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
6	<ul style="list-style-type: none"> Continue with actions and measures from Shortage Level 5 except where superseded by more stringent requirements. Increase staff enforcement to ensure customers comply with the assigned water budget. Increase public outreach, including establishment of a dedicated customer service hotline. Schedule staff for enforcement and customer service, including on weekends. May include hiring additional, temporary staff. Convert to more frequent meter reading and billing for all customers. 	<ol style="list-style-type: none"> Continue with Shortage Level 5 restrictions and prohibitions except where superseded by more stringent requirements. All dedicated irrigation customers shall reach a water reduction of 100% from the water use of the most recent non-drought year. 	53%

Notes:

(a) Measures were not modeled in the DRT and thus savings could not be quantified.



5.3 Catastrophic Supply Interruption

Catastrophic supply interruptions may be caused by a regional power outage, natural disaster, or national security/terrorism emergencies. Catastrophic interruptions may occur in the SFPUC RWS or in the City water distribution system. In the event of a catastrophic supply interruption, the response procedures that the City would follow are described in:

- SFPUC Emergency Operations Plan (EOP);
- San Mateo County's Operational Area EOP Potable Water Procurement and Distribution Annex (San Mateo County's EOP);
- City of Brisbane Emergency Operations Plan (Basic Plan); and
- City of Brisbane Emergency Response Plan (ERP).

In the event of a catastrophic supply interruption, the response procedures that the City would follow are described in the SFPUC EOP as well as the San Mateo County Operational Area EOP (County of San Mateo, 2004) and the Basic Plan (City of Brisbane, 2018) and those sections related to utility recovery in the Earthquake Annex to the Basic Plan. Actions described in the SFPUC EOP focus on maintaining flow within, and from, the RWS pipelines. SFPUC's emergency preparedness procedures are described in detail in the SFPUC EOP. The San Mateo County's EOP addresses San Mateo County's planned response to extraordinary emergency situations associated with natural disasters, man-made technological incidents, and national security emergencies. This EOP is a preparedness document that is designed to be read, understood, and exercised prior to an emergency. Each agency is responsible for ensuring the preparation and maintenance of appropriate and current Standard Operating Procedures, Emergency Operating Procedures, and alert lists that will support San Mateo County's EOP.

Together, these EOPs/ERP provide the framework for responding to major emergencies or disasters associated with natural disasters, technological incidents, and national security/terrorism emergencies. Sections of these EOPs/ERP outline specific strategies to prepare for, mitigate, respond to, and recover from an emergency or disaster that affects the water utilities that serve the population within San Mateo County.

The City is in the process of updating its ERP to address the City's response to catastrophic supply interruptions as well as other emergencies. The City's ERP will include information on key facilities, emergency response roles, communication methods, public notification information, response actions and procedures, mitigation actions, and detection strategies. The ERP will include incident action checklists for the possible water supply catastrophes including: contamination, cybersecurity, drought, earthquake, flooding, pandemic, power outage, and wildfire.

The City may evaluate and require appropriate WSCP response actions during a catastrophic supply interruption, such as end-use prohibitions and mandatory rationing, as well as implement the operational changes and communication protocols described herein.

When a shortage declaration appears imminent, the Director manages related activities and will serve as the Emergency Response Lead. In the absence of the Director, the Director's assigned proxy or other available supervisory personnel will serve as the Emergency Response Lead. If warranted, the City's EOP will be activated and information will be provided to Brisbane Police, North County Fire Authority, and San Mateo County. The Director will also provide essential information to the public, including coordinating information with other jurisdictions, if necessary, before releasing information to the news media.

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The City has sufficient facilities and infrastructure to reroute around most temporary water supply disruptions. The City also has emergency interties with the Cal Water – South San Francisco District and the City of Daly City. The City typically has three days of average daily water for emergency, fire, and operational needs in the City’s water tanks at all times.

The City may evaluate and require appropriate WSCP response actions during a catastrophic supply interruption, such as end-use prohibitions and mandatory rationing, as well as implement the operational changes and communication protocols described herein.



6. DROUGHT RESPONSE TRIGGERS, NOTIFICATION, AND TERMINATION PROCEDURES

The section describes the triggering mechanisms, customer notification procedures, monitoring, and termination procedures for the WSCP.

6.1 Water Shortage Declaration and Notification Procedures

The provisions of each drought Shortage Level are triggered upon the Director’s determination that a Governing Authority has required the City to achieve a voluntary or mandatory reduction in water use because of water shortage conditions.

For shortages due to drought on the RWS, the SFPUC allocates water under the WSAP, also known as the Tier One Plan, included in the WSA. The Wholesale Customers’ share is then apportioned among the individual Wholesale Customers, including the City/GVMID collectively, based upon a separate methodology adopted by the Wholesale Customers, known as the Tier Two Plan.⁵ Upon declaration by the SFPUC of a water shortage emergency and subsequent confirmation by BAWSCA and SFPUC of the City’s water supply allocation, the Director will compare the City’s allocation to its projected water demands for the following year to determine the required cutback and associated Shortage Level.

The Director will monitor water supply and/or demand conditions on a monthly basis to determine if a water shortage condition exists and the severity of any such water shortage condition. The Director shall implement the following notification procedures accordingly.

The Public Works Director, or designee, will notify the public by means of electronic notification and direct mailings to customers as necessary. Electronic notification includes website alerts, social media, and weekly and monthly electronic newsletters. Prepared materials from the Department of Water Resources’ “Save Our Water Toolkit” may be used as drought communication tools with the City logo added. The link for these materials is provided below:

<https://saveourwater.com/en/Partner-Toolkit>

Additional communications protocols are provided in Section 8.

The provisions for each Shortage Level will become effective five (5) days after the Director determines that a particular Shortage Level should be triggered and has published notice of this determination by mail to the City’s customers.

6.2 Monitoring Procedures

The City monitors water use through analysis of wholesale water purchases and customer meter readings. The City receives monthly water purchase totals directly from each of the turnout meters read by SFPUC to monitor wholesale water purchases. In addition, each customer account is metered. Some large

⁵ The Tier One Plan and Tier Two Plan only apply to RWS system-wide shortages of 20% or less. There is currently no methodology for sharing available water between SFPUC and the Wholesale Customers for system-wide shortages of greater than 20%

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landscape sites, including City parks and schools, have dedicated irrigation meters to monitor water use for landscape irrigation separately from indoor uses.

The City reads all customer meters on a bi-monthly basis. During a supply shortage, the City will continue to monitor water use on this schedule to determine the effectiveness of the customer response to the implementation of this WSCP. If necessary, the City may increase the frequency of meter readings and increase proactive leak checks and water audits based on customer consumption.

6.3 Water Shortage Termination Procedures

Once effective, the provisions of a Shortage Level will stay in effect until (1) the effective date of a different Shortage Level is triggered; or (2) the Director determines that the water shortfall condition no longer exists and has published notice of this determination electronically and, if necessary, by mail.

After the termination of the water shortage conditions, the Director will oversee any remaining termination and WSCP review activities. These activities could include:

- Restore water utility operations, organization, and services to pre-event levels.
- Document the event and response and compile applicable records for future reference.
- Collect cost accounting information, assess revenue losses and financial impact, and review deferred projects or programs.
- Debrief staff and partner agencies to review effectiveness of actions to identify lessons learned and to enhance response and recovery efforts in the future.
- Update the WSCP, as needed.

6.4 Refinement Procedures

The WSCP is implemented as an adaptive management plan. The City will evaluate revisions to its WSCP as needed. The evaluation will consider the effectiveness of WSCP actions and any anticipated water supply shortages. If the WSCP is revised, the Council will adopt a new resolution adopting the revised WSCP.



7. REGIONAL DROUGHT PLANNING COORDINATION AND CONTACTS

CWC § 10609.60(a)(1)

Drought-planning contacts, including all of the following:

(A) At least one contact at the water system for water shortage planning and response and the development of the plan.

(B) Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including, but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.

(C) State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.

(D) Regional water planning groups or mutual aid networks, to the extent they exist.

This section provides the regional drought planning coordination procedures and key contacts for public safety partners, state and local agency contacts, regional water planning groups, and state and local agencies.

The Public Works Director, or designee, will notify the following individuals and entities of restrictions or water shortages, as defined in the subsections below, as appropriate for each Shortage Level.



Table 7-1 Public Safety Contact

Organization or Department	Name & Position	Telephone	Email
Fire Department North County Fire Authority	Ron Myers, Fire Chief	(650) 991-8138	supportstaff@northcountyfire.org
Partnering Water Systems	-	-	-
San Mateo County Office of Emergency Services	Will Young, Bureau Lieutenant	(650) 363-4911	--
County Environmental Health Specialist	Heather Forshey, Director	(650) 372-6200	envhealth@smcgov.org
State Water Board District Engineer	Van Tsang, District Engineer	(510) 620-3602	DWPDIST17@waterboards.ca.gov
Wholesaler	Steve Ritchie, Assistant General Manager - Water, SFPUC	(415) 701-2311	sritchie@sflower.org
County Public Health	Louise Rogers, Chief	(650) 867-1661	press@smchealth.org
Critical Water Users (schools, hospitals, etc.)	Ronan Collver, Superintendent, Brisbane School District	(415) 467-0550	rcollver@brisbanesd.org
Regional Water Planning Contact	Nicole Sandkulla, Chief Executive Officer and General Manager, BAWSCA	(650) 349-3000	bawasca@bawasca.org
Mutual Aid Contact / CalWarn Contact	Paul Gilbert-Snyder, Steven Hancock, Chairs of CalWarn, Region II – Coastal Region	(510) 287-0432; (707) 292-1195	CWRegII@YourACS.org

Note: This notification section provides potential agencies that should be considered for coordination of water shortages. More specific contacts for each Shortage Level are provided below.



7.1.5 Support Services Contacts

The following is a listing of support services that may be appropriate for a water shortage emergency.

Table 7-2 Support Services Contact

Organization or Department	Name & Position	Telephone	Email
Water Operator	Dustin Cohn - Water Team Leader	415- 298-8644	dcohn@ci.brisbane.ca.us
Back-up Water Operator	Devin Gutierrez - Water Unit Leader	415-205-6957	dgutierrez@ci.brisbane.ca.us
Electric Utility Co.	PG&E Contact Number	800-743-5000	-
Electrician	Dan Charles - Charles Electric	650-766-1000	dancharleselectric@hotmail.com

Note: In the event of an emergency, the City's Logistics Section in its Emergency Operations Center can submit a request to the San Mateo County Operational Area for any supplies not sourceable locally.



8. COMMUNICATION PROTOCOLS

CWC § 10632 (a) (5)

Communication protocols and procedures to inform customers, the public, interested parties, and local, regional, and state governments, regarding, at a minimum, all of the following:

(A) Any current or predicted shortages as determined by the annual water supply and demand assessment described pursuant to Section 10632.1.

(B) Any shortage response actions triggered or anticipated to be triggered by the annual water supply and demand assessment described pursuant to Section 10632.1.

(C) Any other relevant communications.

Even before formal declaration of a water shortage, the City will activate a public information program to provide customers with as much advance notice as possible. Following declaration of a shortage, customers will be provided notice of water shortage rules and regulations via a variety of media and communications methods.

Coordination between City departments and with other public agencies can begin prior to formal declaration of a water shortage and can be accomplished through regular meetings, e-mail group updates, and presentations. In a regional water shortage scenario, the City will use the public outreach resources and materials provided by BAWSCA and/or SFPUC. In addition to these materials, the City may develop its own materials and use the following media and methods to communicate with customers:

- City of Brisbane website alerts.
- Social media (Instagram, Facebook, Nextdoor, Twitter).
- Monthly electronic newsletters.
- Community signboards.
- Direct mailings to customers.
- Utility bill messaging and inserts.
- Brochure racks distributed throughout the City (e.g., the Public Library and City Hall).
- Water Conservation phone hotline.
- Booths at community and corporate events.

The City currently has less than one full-time employee with responsibilities for water conservation. Staff time dedicated to water conservation and enforcement action will increase with the severity of a supply shortage. Additional duties may be assigned to current City employees, or the hiring of temporary staff may be considered to meet staffing needs during extreme water shortages.



9. ENFORCEMENT

Enforcement of the City’s water conservation regulations is focused on soliciting cooperation from water customers who are unaware of the restrictions or have failed to comply with the provisions of the City’s Water Shortage Ordinance and this WSCP. If discussions with the customer are unsuccessful in obtaining compliance, available enforcement mechanisms detailed in the City’s Water Shortage Ordinance include written warnings, fines, penalties, and enforcement provisions as set forth in Chapter 8.40.030 of the City’s Municipal Code. Enforcement actions are further described in Table 9-1.

During prior water shortage periods, the City implemented excess use fees for customers who consumed more water than their allocation. Similar excess water use charges may be implemented again if the City’s WSCP is implemented and if water use allocations are necessary (i.e., in Shortage Levels 5 and 6).

City employees and members of the public may register water waste complaints through a telephone hotline or bring the complaint directly to City staff. Staff will be available to provide information and respond to complaints. Staff may also seek assistance from other City departments in responding to complaints, including those received directly or via the State Water Waste Reporting Portal, and enforcing water use restrictions.

As mentioned in Section 8, staff time dedicated to water conservation and enforcement action will increase with the severity of a supply shortage. Enforcement duties may be assigned to current City employees, or the hiring of temporary staff may be considered to meet staffing needs for compliance during extreme water shortages.

Table 9-1 Enforcement of Water Use Restrictions and Prohibitions

Violation	Enforcement Action or Penalty
1 st	The City will attempt to educate the customers by contacting them and informing the customer about the violation, potential penalties, and compliance requirements.
2 nd	The City will send a written notice to the customer specifying the nature of the violation and the date and time of occurrence and request that the customer cease the violation and take prompt remedial action. The City will provide the customer with a copy of the Water Shortage Ordinance and inform the customer that failure to comply may result in fines or penalties.
3 rd	The City will make reasonable efforts to notify the customer of the violation and post a notice on the front door or other point of entry onto the property requiring the customer to cease the violation and take remedial action within 48 hours of the on-site notification. Any person who receives a notice of correction who fails to eliminate water waste as required by the notice may be subject to penalties, and enforcement provisions set forth in Chapters 1.14, 1.16, 1.18 and 8.40 of the City’s Municipal Code and may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days and/or by a fine not exceeding one thousand dollars (\$1,000.00) (as provided in Water Code Section 377). .



10. CONSEQUENCES OF WSCP

10.1 Financial Consequences

In the event of a drought, if the City anticipates significant loss in revenue due to decreased water consumption, the City may increase its water rates or modify the drought surcharge so that customers are charged for the actual cost of providing water during a shortage. Current rates and applicable drought surcharges are specified in the City’s adopted water rate schedule.

The City understands the projected ranges of water sales by Shortage Level and what the impact of reduced water sales would be on projected revenues.

The administration of the WSCP will also have an impact on the City’s general and administrative costs. Costs could include funding additional staff focused on high water consumption monitoring, water waste patrols, additional billing requirements, and customer outreach. Other costs could be related to funding additional rebate programs, print and mail costs for additional outreach, and expenses related to creating and enforcing customer water budgets. These costs will be considered whenever the City’s budget is next adopted. Revenue from potential excess use charges as a result of implementation of the water allocation program can also be applied towards the administration of the WSCP to help offset the revenue shortfalls.

10.2 Water Quality Consequences

The City’s primary water quality concerns during shortage are impacts to distribution system water quality. Reduced flushing and increased water age in storage tanks may pose water quality challenges with reduction in demands. The City will monitor water quality and may need to occasionally drain storage tanks if nitrification issues arise.

The City's wastewater is treated at the Southeast Treatment Plant, operated by the SFPUC, located in San Francisco, California. In the event of a substantial decrease in water supply to the City and other customers of the treatment plant, SFPUC may encounter various water quality challenges, including elevated levels of concentrated nitrate and total dissolved solids, that could impact the proper functioning of the wastewater treatment plant. To address the potential impacts of drought, water supply shortages, and water quality concerns, the City will work with the SFPUC as needed.



11. VARIANCES

The Director may grant, in writing, a temporary variance for existing water uses otherwise prohibited under this WSCP if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance, and if one or more of the following conditions are met:

- (a) Compliance with this WSCP cannot be technically accomplished during the duration of the water supply shortage or other condition for which the WSCP is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Water Shortage Ordinance shall file a petition for variance with the water system within 5 days after the WSCP or a particular Shortage Level has been invoked. All petitions for variances shall be reviewed by the Director and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the WSCP from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the WSCP adversely affects the petitioner or what damage or harm will occur to the petitioner or others if the petitioner complies with this Water Shortage Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this WSCP and the compliance date.
- (h) Other pertinent information.

A decision on the variance request will be returned to the customer within 10 days.



12. PLAN ADOPTION, SUBMITTAL, AND AVAILABILITY

The City informed the public of: (1) its intent to prepare a WSCP, (2) where the WSCP was available for public review, and (3) when the public hearing regarding the WSCP would be held.

Public notice was provided on the City’s website beginning on 17 May 2023. Notice was also provided to the City’s customers through the City’s Blast (weekly digital community updates) on 1 May, 24 May, 31 May, 7 June, and 14 June 2023. Additional notice was published in the Brisbane STAR monthly community newsletter on 1 June 2023.

A copy of the adopted 2023 WSCP will be available for public review in City Hall during normal business hours and on the City’s website by 1 July 2023.



REFERENCES

BAWSCA, 2021. *Bay Area Water Supply and Conservation Agency Annual Survey, FY 2019-2020*, March 2021.

BAWSCA, 2022. *Bay Area Water Supply and Conservation Agency Annual Survey FY 2020-21*, March 2022.

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County of San Mateo, 2004. *San Mateo County/ Operational Area Emergency Operations Plan, Potable Water Procurement and Distribution Annex*, 3rd Edition, July 2004.

County of San Mateo, 2016. *San Mateo County Hazard Mitigation Plan*, prepared by Tetra Tech, dated July 2016.



Appendix A: Water System Profile and Use Characteristics

The City of Brisbane is located in North San Mateo County, and it operates both the City of Brisbane Water District and the GVMID. The GVMID is an area within the Brisbane city limits composed of an industrial park development and a small residential enclave. The two districts are operated as a combined system with ten pressure zones, and various pressure reducing valve stations that allow for water to be distributed within the system. The only source of potable water for the combined system comes from the Crystal Springs Pipeline #1 and #2. The City of Brisbane Water District has 0.9 MG of local storage and the GVMID has 2.0 MG of local storage. Together the system can hold more than three days' worth of demand (BAWSCA, 2023). Table A-1 summarizes the key components of the combined water system.

The total demand for both districts has been decreasing between 2019 and 2023. This is primarily due to the City's response to the most recent drought (**Appendix B**). Table A-2 shows water demand by sector over the last four years, and in general, residential and commercial/industrial demand are the largest two sectors (BAWSCA, 2023).



Table A-1 System Profile

Area Size	3.4 square miles
Service Population (a)	4,851
Number of Accounts	2,041
Number of SFPUC RWS Connections	5 (3 for the City of Brisbane District, 2 for GVMID)
Connections To SF RWS Mains	Crystal Springs Pipeline #1 and #2
Avg. Day Demand (MGD)	0.61
Avg. Day Purchases From SF RWS (MGD)	0.61
% Demand Met With SF RWS Supplies	100.0%
Maximum Local Water Production (MGD)	0
Alternative Supply Sources	None
Interties With Other Agencies	California Water Service – South San Francisco, Daly City
Local Storage (MG)	2.9
Days of Storage	3 – Combined storage. All zones can meet the 8 hour criteria either separately or by pumping from zones with excess capacity.
Notes:	
(a) Service population is based on the 2020 U.S. Census data for the City of Brisbane.	



Table A-2 Average Daily Demand by Sector

Sector	FY 18-19		FY 19-20		FY 20-21		FY 21-22	
	(MGD)	Percent Total Demand	(MGD)	Percent Total Demand	(MGD)	Percent Total Demand	(MGD)	Percent Total Demand
Residential	0.20	30.1%	0.21	33.7%	0.22	35.8%	0.20	32.3%
Commercial/Industrial	0.21	32.0%	0.20	31.7%	0.15	24.4%	0.17	28.3%
Dedicated Irrigation	0.14	20.5%	0.16	25.8%	0.16	26.5%	0.15	23.8%
Non-Revenue Water	0.04	6.7%	0.00	0.6%	0.06	9.2%	0.02	3.4%
Other	0.07	10.8%	0.05	8.3%	0.03	4.1%	0.07	12.2%
Total	0.66	100%	0.64	100%	0.62	100%	0.61	100%



Appendix B: Prior Drought Actions

The City has historically developed different strategies for reducing water demand during water shortages. The City's actions in response to the drought that occurred in California between 2014 and 2017 and the most recent drought are discussed below.

2014 to 2017 Drought

From 2014 through 2017, the State of California experienced a severe drought that impacted availability of RWS water supply to the City. On 17 January 2014, Governor Brown issued a proclamation requesting all Californians to voluntarily reduce water use by 20%. SFPUC subsequently called for a voluntary 10% water use reduction from RWS customers. On 1 April 2015, due to worsening drought conditions, Governor Brown issued Executive Order B-29-15 regarding actions necessary to address California's severe drought conditions. In addition to imposing the first ever mandatory restrictions on urban water suppliers to achieve a statewide 25% reduction in potable urban water usage, the Executive Order also required CII users to implement water efficiency measures, prohibited irrigation with potable water of ornamental turf in public street medians, and prohibited irrigation with potable water outside newly constructed homes and buildings that were not delivered by drip or microspray systems, along with numerous other directives.

In response to the drought, the City developed a Water Shortage Ordinance and WSCP. On September 2, 2014, the City adopted Ordinance No. 589 declaring a water shortage emergency and adopting of the WSCP. In conjunction with the drought response, the City implemented a two day per week outdoor watering schedule. The City conducted customer outreach through a regional media campaign, bill inserts, and social media. The City also increased its water loss prevention program, limited system flushing, and reduced irrigation of City-owned landscape and/or parks. To support enforcement of these measures, the City provided a platform for reporting water waste and implemented an excessive water use warning and penalty system.

In April 2017, Governor Brown ended the drought State of Emergency.

2021 to 2023 Drought

On 8 July 2021, Governor Newsom requested a voluntary water use reduction of 15% in response to severe statewide drought conditions. In response to this request, the City determined on 15 July 2021 that a Shortage Level 1 Drought had been triggered, and imposed measures from its WSCP to achieve the required conservation.

On 10 June 2022, the SWRCB adopted an emergency water conservation regulation that bans CII accounts, including homeowners' associations, from watering certain kinds of ornamental or non-functional grass. The City enforced the state's emergency drought regulation by sending a demand letter to all CII water users, including homeowners' associations, that either have a separate irrigation meter or that irrigate a significant square footage of turf requiring the immediate cessation of irrigation of nonfunctional turf, with fines of up to \$500 for each day and for each violation.

On 24 March 2023, Governor Newsom issued Executive Order N-5-23 easing drought emergency provisions.



Ongoing Water Conservation Actions

Beyond drought response actions, the City has a strong record of encouraging water conservation, both in its own practices as a water user, and in communications with its customers, even in normal years. Specifically, the City has pursued the following actions:

- Offered financial rebates to its customers for replacing high-water use fixtures such as toilets and washing machines with water-efficient versions;
- Offered financial rebates to its customers for replacing irrigated turf with low-water use plantings;
- Designed its water rates to encourage water conservation; and
- Modified the irrigation systems and schedules at all City parks to reduce irrigation demand.

Furthermore, the City has incorporated into its municipal code the following sections that encourage water conservation:

- Chapter 15.72: Indoor Water Use Efficiency Requirements, which establish efficiency standards for all new development and major remodels;
- Chapter 15.70: Outdoor Water Use Efficiency Requirements, which establish landscape efficiency standards for all new development and major landscape renovations; and
- Chapter 8.40: Water Waste Prohibition, which describes certain prohibited uses of water under all hydrologic conditions.



Appendix C: Analysis of Shortage Response Action Effectiveness

To evaluate and ensure that effective actions will be implemented to achieve necessary cutbacks at each Shortage Level, the City employed the DRT, an Excel spreadsheet model developed by EKI Environment and Water, Inc. The DRT model calculates monthly savings anticipated by implementing each Shortage Level as detailed below.

1. Baseline Water Use Profile

Using the DRT, the City developed a baseline water use profile that reflects usage patterns within the City's service area by major water use sectors in FY 2020.⁶ The analysis of the baseline water use profile was used to guide development of the WSCP. Key findings from this analysis are presented below.

Residential Per Capita Demand

The City's baseline residential gallons per capita per day (R-GPCD) demand in 2020 was approximately 44 R-GPCD. As shown in Table C-1 and the associated chart, this R-GPCD is significantly lower than both the statewide average of 89 R-GPCD and the average of all BAWSCA agencies of 63.4 R-GPCD during the same period. The City's residential per capita water use was in the lower range of the BAWSCA agencies and across the State.

Proportion of Outdoor Water Use

As shown in Table C-2 and the associated charts, outdoor water use, which can generally be considered as a "discretionary water use", was estimated to be approximately 45% of the City's total consumption in 2020. The seasonal variation in baseline water use generally reflects increased irrigation demands during the summer and fall months. Therefore, the greatest potential for reductions in non-essential water use is expected during these months.

⁶ The 2020 baseline demand was selected as the most recent non-drought year. The 2020 baseline was adjusted to include the incremental demand from the large developments since 2020.



Table C-1 Baseline Residential Per Capita Water Demand

	Baseline Residential Per Capita Water Demand (R-GPCD)
Brisbane (a)	44
BAWSCA Agencies (b)	63.4
Statewide Average (c)	89

NOTES:
 (a) Brisbane R-GPCD calculated using FY 2020 consumption data.
 (b) Average BAWSCA R-GPCD obtained from master excel file BAWSCA Annual Survey FY 2019-2020 (BAWSCA, 2021).
 (c) State-wide R-GPCD for 2020 obtained from data provided at California State Water Resources Control Board Water Conservation Portal - Conservation Reporting, http://www.waterboards.ca.gov/water_issues/programs/conservation_portal/conservation_reporting.shtml, accessed May 2022.

Chart C1-A Baseline Residential Per Capita Water Demand

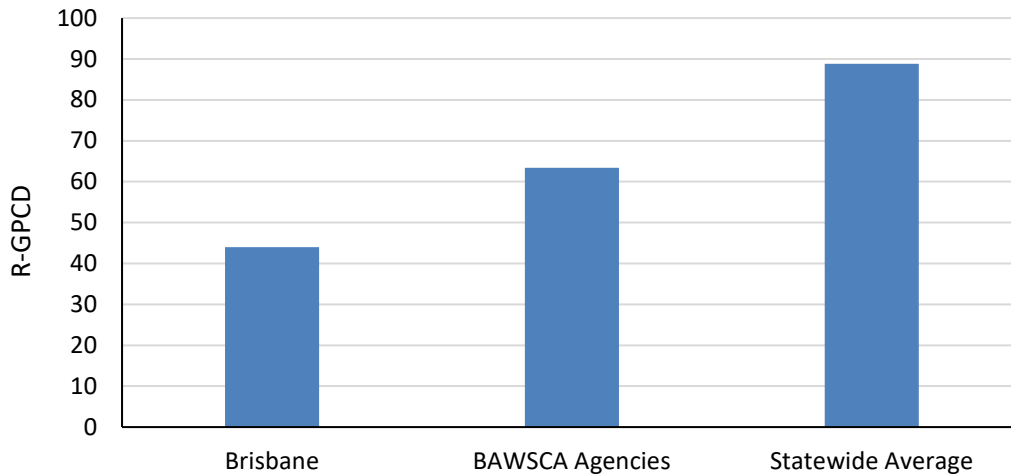




Table C-2 Baseline Water Use Profile

Sector	End-Use	Baseline (2020) Water Use													Annual % of Total by Sector
		July	August	September	October	November	December	January	February	March	April	May	June	Annual	
Residential	Indoor	5.1	5.1	4.9	5.1	4.9	5.1	5.1	4.6	5.1	4.9	5.1	4.9	59.7	77%
	Outdoor	1.4	1.7	1.7	1.6	1.4	0.0	1.1	1.9	0.7	1.3	2.1	3.4	18.2	23%
	<i>Subtotal Residential</i>	6.5	6.8	6.6	6.7	6.3	5.1	6.1	6.4	5.7	6.2	7.1	8.3	77.9	100%
CII	Indoor	4.1	4.1	4.0	4.1	4.0	4.1	4.1	3.7	4.1	4.0	4.1	4.0	48.2	63%
	Outdoor	3.6	3.9	3.9	3.8	3.4	1.9	1.8	2.5	1.1	1.7	0.0	0.8	28.3	37%
	<i>Subtotal CII</i>	7.7	8.0	7.9	7.9	7.4	6.0	5.9	6.2	5.2	5.7	4.1	4.8	76.6	100%
Dedicated Irrigation	Outdoor	8.2	8.6	8.9	9.0	4.6	3.7	0.7	0.8	2.3	2.5	6.3	7.3	62.9	100%
Non-Revenue	Non-Revenue	3.9	4.1	1.0	1.0	0.0	0.0	2.8	2.9	2.5	2.7	1.1	1.3	23.3	100%
Total	Indoor	9.2	9.2	8.9	9.2	8.9	9.2	9.2	8.3	9.2	8.9	9.2	8.9	108	45%
	Outdoor	13.2	14.2	14.4	14.4	9.4	5.6	3.6	5.1	4.1	5.5	8.4	11.6	109	45%
	Non-Revenue	3.9	4.1	1.0	1.0	0.0	0.0	2.8	2.9	2.5	2.7	1.1	1.3	23.3	10%
	Total	26.3	27.5	24.3	24.6	18.3	14.8	15.5	16.3	15.7	17.0	18.7	21.8	241	100%

NOTES:

- (a) Volumes are in units of MG.
- (b) Monthly water use is estimated based on bi-monthly billing and scaled by production amount. The CII and landscape irrigation demands were adjusted to include the new large development (i.e., 4.6 MG for CII and 4 MG for landscape irrigation, respectively).
- (c) Totals may not sum due to rounding.



Chart C2-A Baseline Year (2020) Monthly Total Water Use by Sector

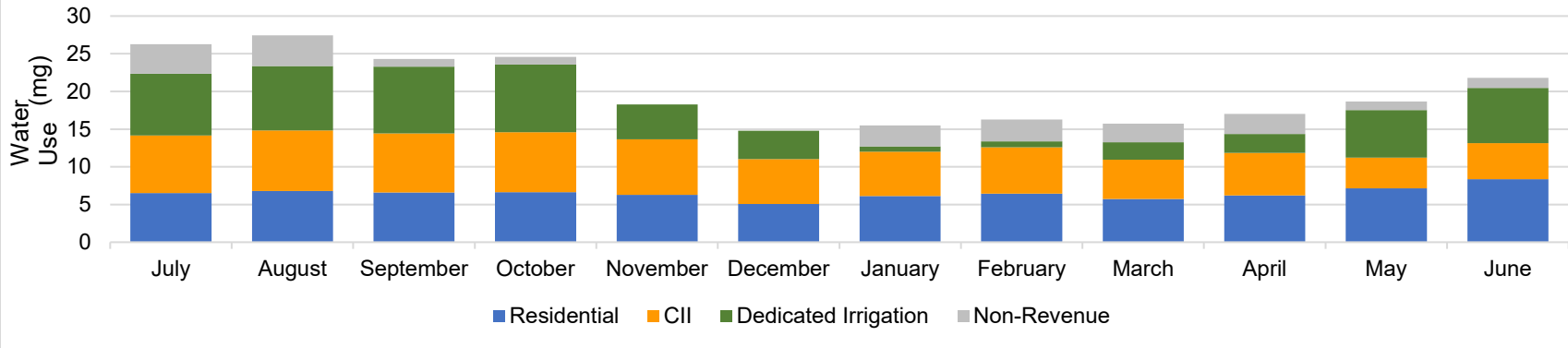
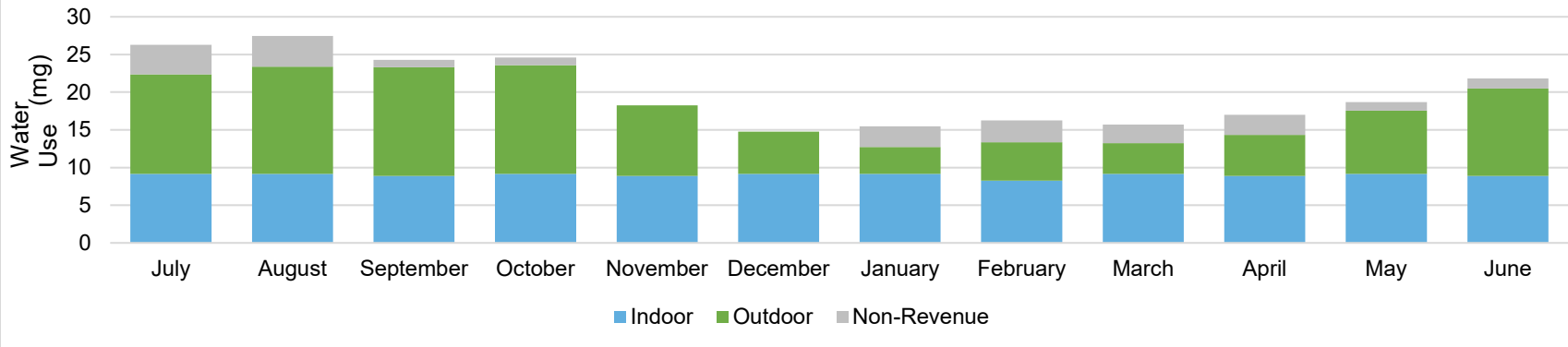


Chart C2-B Baseline Year (2020) Monthly Indoor vs. Outdoor Water Use





2. Shortage Response Action Effectiveness

The DRT provides a quantitative framework that allows the City to systematically estimate the monthly and cumulative annual demand reductions expected to result from particular combinations of drought response actions and associated implementation rates. Data inputs to the DRT include total production, class-specific water use, population, and assumptions regarding the split between indoor and outdoor water use for each customer class.

For each drought response action, the user specifies:

- The customer class(es) and end use(s) that are affected;
- The percent savings for that end use for each account that implements the action (based on evaluations reported in the literature, or where such studies are not available, on best estimates based on the City's experience); and
- The percentage of accounts assumed to implement the action, which is presumed to be the result of the intensity level of the City's program implementation, including but not limited to, marketing and enforcement activities.

An additional critical DRT user input is a set of constraints on demand reductions to ensure that usage levels do not endanger health and safety or result in unacceptable economic impacts. The DRT will not permit estimated usage reductions to violate these constraints, regardless of the demand reduction actions selected. The constraints are:

- A minimum residential indoor per capita daily usage of 25 gallons;
- A maximum residential outdoor usage reduction of 100%;
- A maximum CII indoor usage reduction of 30% except in the most extreme conditions (e.g., Shortage Levels 5 and 6); and
- A maximum CII outdoor usage reduction of 100%.

Based on the foregoing constraints, the DRT model calculates the resulting monthly savings. The City adjusted the combination of actions and implementation levels to achieve the targeted savings levels at each of the six Shortage Levels.

For each of the Shortage Levels, the modeling targeted the mid-range of the required demand reduction range, ergo:

- | | |
|-----------------------------|---------------------------------|
| • 5% for Shortage Level 1; | • 35% for Shortage Level 4; |
| • 15% for Shortage Level 2; | • 45% for Shortage Level 5; and |
| • 25% for Shortage Level 3; | • 53% for Shortage Level 6. |



GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT STAFF REPORT

Meeting Date: June 29, 2023
From: District Engineer
Subject: Water Shortage Contingency Plan

Community Goal/Result - Ecological Sustainability

Purpose

To hold a Public Hearing regarding the proposed Water Shortage Contingency Plan for the Guadalupe Valley Municipal Improvement District’s (GVMID) Water System.

Recommendation

1. Hold the Public Hearing.
2. After receiving and considering comments, consider approving a Resolution of the GVMID Board of Directors Adopting a Water Shortage Contingency Plan

If so approved, action taken on this Resolution is not subject to further environmental review because it is not a project under the California Environmental Quality Act (CEQA). CEQA Guidelines, section 15378 (b) (2).

Background

Senate Bill No. 552 (Hertzberg, filed with Secretary of State 9/23/21), amended the California State Water Code (commencing with Section 1609.50) and requires GVMID as a water supplier to develop a Water Shortage Contingency Plan (WSCP). The WSCP is required to be updated every five years.

Discussion

Due to the size of our water system, GVMID was not previously required to develop a WSCP; however, we voluntarily chose to do so in 2014. The attached “Water Shortage Contingency Plan – 2023 Update” dated 6/6/23 incorporates new science and further complies with Water Code section 10609.

Environmental Review

Adoption of this Resolution is not a project under CEQA because it is a continuing administrative activity, such as general policy and procedure making, and not applied to any specific instance. CEQA Guidelines, Section 15378 (b)(5). Accordingly, no further environmental review is necessary.

Fiscal Impact


None as a direct result of the recommended actions. During declared droughts, water revenue does decrease; the utility bill’s previously adopted drought contingency fee is anticipated to cover some or all of this lost revenue.

Measure of Success

Compliance with California State Water Code §10609.50 et seq., and the greater purposes of ensuring sufficient water supplies to meet the basic needs of human consumption, sanitation and fire protection; and to protect the health, safety, welfare and economic vitality of the water supplier’s customers during drought events.

Attachments

- 1. Proposed Resolution of GVMID Adopting a Water Shortage Contingency Plan
- 2. Water Shortage Contingency Plan – 2023 Update dated 6/6/23



Randy Breault, District Engineer



Clay Holstine, District Manager

RESOLUTION NO. 2023 - ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GUADALUPE VALLEY MUNICIPAL IMPROVEMENT DISTRICT
ADOPTING A WATER SHORTAGE CONTINGENCY PLAN**

WHEREAS, Section 10609 of the California Water Code requires the Guadalupe Valley Municipal Improvement District ("GVMID") to prepare and adopt an abridged Water Shortage Contingency Plan as GVMID meets the definition of "small water supplier" that serves 1,000 to 2,999 service connections under Water Code section 10609; and

WHEREAS, conservation of current water supplies and minimization of the effects of water supply shortages that are the result of drought are essential to the public health, safety and welfare of the customers of GVMID; and

WHEREAS, regulation of the time of certain water use, manner of certain water use, design of rates, method of application of water for certain uses, and installation and use of water-saving devices provide an effective and immediately available means of conserving water for GVMID; and

WHEREAS, the Water Shortage Contingency Plan – 2023 Update, dated June 6, 2023, attached hereto, will provide a substantial framework for complying with Water Code section 10609; and

WHEREAS, the adoption and enforcement of a Water Shortage Contingency Plan is intended to (1) ensure compliance with the voluntary and mandatory reductions requested by governing authorities, such as the San Francisco Public Utilities Commission and GVMID; (2) conserve the water supply of GVMID for the greatest public benefit, with particular regard to domestic use, human consumption, sanitation, and fire protection;

**NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the
Guadalupe Valley Municipal Improvement District:**

1. The District determines that the above recitals are true and are incorporated herein.
2. The Water Shortage Contingency Plan – 2023 dated June 6, 2023, is hereby adopted by the Board of Directors.

Madison Davis, Chair

0.

I Ingrid Padilla, District Secretary of the Guadalupe Valley Municipal Improvement District, certify that the foregoing Resolution was introduced at the special meeting of the GVMID Board of Directors on the 29th day of June 2023, and was adopted thereafter by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ingrid Padilla, District Secretary

O.

Attach Water Shortage Contingency Plan – 2023 dated June 6, 2023 here



Water Shortage Contingency Plan 2023 Update

City of Brisbane, Guadalupe Valley Municipal Improvement District

50 Park Place, Brisbane, CA 94005

CA4110002, CA4110005

June 6, 2023



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**Water Shortage Contingency Plan
2023 Update
City of Brisbane, GVMID**



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0.

**Water Shortage Contingency Plan
2023 Update
City of Brisbane, GVMID**



APPENDICES

- Appendix A. Water System Profile
- Appendix B. Previous Drought Response Actions
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ABBREVIATIONS

BAWSCA	Bay Area Water Supply and Conservation Agency
CA	California
CII	Commercial, Industrial, and Institutional
CWC	California Water Code
DRT	Drought Response Tool
EOP	Emergency Operations Plan
ERP	Emergency Response Plan
FY	fiscal year
GPCD	gallons per capita per day
GVMID	Guadalupe Valley Municipal Improvement District
MG	million gallons
MGD	million gallons per day
MGY	million gallons per year
MOU	Memorandum of Understanding
R-GPCD	residential gallons per capita per day
RWS	Regional Water System
SFPUC	San Francisco Public Utilities Commission
SWRCB	State Water Resources Control Board
UWMP	Urban Water Management Plan
WSA	Water Supply Agreements
WSAP	Water Shortage Allocation Plan
WSCP	Water Shortage Contingency Plan



1. DECLARATION OF POLICY, PURPOSE, AND INTENT

CWC § 10609.60

(a) No later than July 1, 2023, and updated every five years thereafter, a small water supplier serving 1,000 to 2,999 service connections, inclusive, and a nontransient noncommunity water system that is a school shall each develop and maintain, onsite, an abridged Water Shortage Contingency Plan (WSCP) that includes, at a minimum, all of the following drought-planning elements:

(1) Drought-planning contacts, including all of the following:

(A) At least one contact at the water system for water shortage planning and response and the development of the plan.

(B) Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including, but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.

(C) State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.

(D) Regional water planning groups or mutual aid networks, to the extent they exist.

(2) Triggering mechanisms and levels for action, including both of the following:

(A) Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.

(B) Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A).

The City of Brisbane / Guadalupe Valley Municipal Improvement District (City/GVMID, also referred to herein as “the City”) has developed a Water Shortage Contingency Plan (WSCP) to provide a flexible framework of planned response measures to mitigate future water supply shortages. This WSCP builds upon and supersedes the WSCP that was adopted in 2014 to meet the requirements of California Water Code (CWC) §10609.60. Updates to the current WSCP reflect key lessons learned during the recent drought to improve the City’s ability to respond effectively and efficiently in the event of a future water shortage.

The City developed this WSCP based on the following guiding principle:

Eliminate water waste and prioritize reducing non-essential water uses, concentrating on the reduction of non-essential water uses such as landscape irrigation and other discretionary outdoor water use and giving the highest priority to preserving water uses that are essential to the health, safety, welfare, and economic vitality of the City’s customers.

Practically, this principle guides the City to ask for a need-based, shared contribution from all its customers towards meeting water use reduction goals during periods of water shortage. It further directs the City to focus its water conservation efforts on reducing discretionary water uses such as outdoor irrigation, while

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attempting to preserve uses that are essential to health and safety such as drinking, cooking, and sanitary activities and minimizing economic and other impacts to its residential and commercial customers.

The City has developed this WSCP to address water shortage conditions resulting from any cause (e.g., droughts, impacted distribution system infrastructure, regulatory-imposed shortage restrictions, etc.). The WSCP identifies a variety of actions that the City will implement to reduce demands and further ensure supply reliability at various levels of water shortage.



2. WATER USE AND SUPPLIES

The City/GVMID collectively serve approximately 2,000 accounts and deliver 0.61 million gallons per day (MGD) of water¹. The City relies on the San Francisco Public Utilities Commission (SFPUC) Regional Water System (RWS) for all of its water supply. SFPUC RWS water is delivered to the City/GVMID through five turnouts off the Crystal Springs #1 and #2 Pipelines. The City/GVMID are operated as a combined distribution system comprised of ten pressure zones. In accordance with the SFPUC’s perpetual obligation to the City and GVMID’s Supply Assurance, the City and GVMID have a combined contractual allocation, or Supply Assurance, of 0.98 MGD (358 million gallons per year [MGY]), as documented in the 2009 Water Supply Agreement (WSA) with the City and County of San Francisco. The water system profile and water use characteristics are provided in **Appendix A**.

2.1 Current Water Use Characteristics

The City has among the lowest residential per capita water use of the Bay Area Water Supply and Conservation Agency (BAWSCA) member agencies and the State of California (State), and water use in the City has decreased over the last five years, primarily because of conservation during recent droughts (further described in **Appendix B**). The City’s low water use makes additional dry year cutbacks difficult to achieve without incurring significant impact at most cutback levels. The City’s pre-drought (FY 2019-20) baseline residential per capita water use is 44 gallons per capita per day (GPCD). By comparison, the average residential per capita water use for the BAWSCA region is 63.4 GPCD (BAWSCA, 2021). However, customer water use in the City does demonstrate seasonal variation, and approximately 45%² of the City’s overall water use is for outdoor use, primarily attributable to irrigation. Thus, it would appear that significant savings can be achieved by limiting outdoor irrigation, without significant impacts to the City’s already efficient residential and commercial indoor water use.

2.2 Water Supply Reliability

The City/GVMID’s supply reliability relies largely on the reliability of the SFPUC RWS. The SFPUC has committed to, among other things, meeting the retail and Wholesale Customers’ average annual water demand during non-drought years and meeting dry-year delivery needs while limiting rationing to a maximum 20% system-wide reduction in water service during extended droughts. However, several potential constraints have been identified on the future supply availability of the SFPUC RWS. One of the key constraints is the adoption of the 2018 Water Quality Control Plan for the San Francisco/Sacramento-San Joaquin Delta Estuary (Bay-Delta Plan Amendment). If the Bay-Delta Plan Amendment is implemented, the SFPUC is anticipated to have sufficient supplies to meet the projected water demands in normal years but would experience significant supply shortages in single dry years or multiple dry years.

¹ Based on fiscal year (FY) 2020-21 deliveries (BAWSCA, 2023).

² The outdoor water use proportion was estimated by the Drought Response Tool, and additional details are included in **Appendix C**. The 45% estimate was established by assuming that the lowest water use month in each sector represents indoor water use only, and that the indoor water use remains consistent throughout the year. The remaining water use is allocated to outdoor water use.

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Based on the current allocation methodology³, the City's current demand projections⁴, and SFPUC's projected dry year cutbacks, the City is anticipated to experience up to a 145 million gallon (MG) (46%) supply shortfall in single dry years by 2045 and up to 171 MG (54%) supply shortfall in multiple dry years by 2045 if the Bay-Delta Plan Amendment is implemented.

However, numerous uncertainties remain in the implementation of the Bay-Delta Plan Amendment and the allocation of the available supply between the Wholesale Customers of the SFPUC's RWS. Among these uncertainties are the ongoing Voluntary Agreement negotiations between SFPUC, the California State Water Resources Control Board (SWRCB), and other stakeholders and a Memorandum of Understanding (MOU) between SFPUC, Governor Newsom's senior water policy officials, and the Modesto and Turlock Irrigation Districts, signed in November 2022. This MOU includes, among other things, protection of water supplies for RWS customers and a commitment by the parties for new flows in the Tuolumne River. Regardless of the recent progress made through the November 2022 MOU, a Voluntary Agreement has yet to be approved by the SWRCB as an alternative to the Bay-Delta Plan Amendment, and shortages and supply cutback values associated with this alternative are unknown. The resultant supply reliability and the frequency of supply shortfalls for the City cannot be known currently.

Considering the uncertainties on RWS reliability, the City has placed high priority on working with SFPUC and BAWSCA to better refine the estimates of RWS supply reliability. The SFPUC and BAWSCA have also been taking various actions to improve the reliability of the RWS supply, including implementing a number of dry year water supply projects, exploring alternative water supplies, and implementing Long-Term Reliable Water Supply Strategy recommendations.

³ The SFPUC and the Wholesale Customers have negotiated and adopted a plan to allocate the RWS supply during system-wide shortages of 20% or less. To address the instances where the supply shortfalls are projected to be greater than 20%, BAWSCA has developed a revised methodology to allocate the RWS supply. This allocation method is intended to serve as the preliminary basis for the 2020 Urban Water Management Plan (UWMP) supply reliability analysis and does not in any way imply an agreement by BAWSCA member agencies as to the exact allocation methodology.

⁴ Projected demands for the City are per City of Brisbane, 2022, DSS Model for the City of Brisbane, prepared by Maddaus Water Management, updated by the City of Brisbane August 2022. The DSS Model was updated to use 2017 as starting year for projections because 2017 is more representative of the City's current water use trends. Per the DSS Model, projected demands for the City are 290 MGy in 2045.



3. AUTHORIZATION

The City / GVMID WSCP is adopted by City Resolution No. 2023- [redacted], and GVMID Resolution No. 2023- [redacted], resolutions of the City Council and GVMID Board adopting a Water Shortage Contingency Plan.

The City’s Public Works Director/City Engineer or his designee (referred to herein as “the Director”) is authorized to implement the applicable provisions of the WSCP upon determination that such implementation is necessary to protect public health, safety, and welfare. The Director has the authority to initiate or terminate drought or other water supply emergency response measures as described in the WSCP.

The Shortage Level will become effective after the Director declares a particular Shortage Level and has published notice of this determination. Once effective, the provisions of a water Shortage Level will stay in effect until (1) a different Shortage Level is declared; or (2) the Public Works Director/City Engineer determines that the water shortage condition no longer exists and the City has published notice of this determination.

The contact information for the Director is provided below:

City of Brisbane
Public Works Director/City Engineer
50 Park Place
Brisbane, CA 94005
(415) 508-2130
cityengineer@brisbaneca.org



4. APPLICATION

The provisions of the WSCP shall apply to all persons, customers, and property utilizing water provided by the City. The terms “person” and “customer” as used in the WSCP may include individuals, corporations, partnerships, associations, and all other legal entities.



5. SHORTAGE LEVELS AND RESPONSE ACTIONS

CWC § 10609.60 (a) (2)

Triggering mechanisms and levels for action, including both of the following:

(A) Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Water shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.

(B) Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A).

Consistent with the requirements of CWC §10609(a)(2), this WSCP is based on the six Shortage Levels shown in Table 5-1. These Shortage Levels are intended to address shortages caused by any condition, including the catastrophic interruption of water supplies. Table 5-1 summarizes the water supply reductions and supply conditions associated with each Shortage Level.

5.1 Shortage Levels

Table 5-3 describes the customer restrictions and prohibitions and consumption reduction methods (i.e., the actions to be taken by City staff) associated with each Shortage Level. Specific prohibitions and consumption reduction methods are discussed in more detail below. The monthly and cumulative annual water savings impacts associated with each restriction, prohibition, and consumption reduction method were quantitatively estimated using the Drought Response Tool (DRT) for each Shortage Level (see **Appendix C**).



Table 5-1 Water Shortage Contingency Plan Levels

Shortage Level	Estimated Water Shortage Range (a)	Trigger	Response Action
No Drought	N/A	N/A	Includes water waste prohibitions effective at all times as specified in Chapter 8.40 of the Brisbane Municipal Code.
1	Up to 10%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 10% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of up to 10%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).
2	Up to 20%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 20% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of up to 20%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).



Shortage Level	Estimated Water Shortage Range (a)	Trigger	Response Action
3	Up to 30%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 30% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of up to 30%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).
4	Up to 40%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 40% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of up to 40%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).



Shortage Level	Estimated Water Shortage Range (a)	Trigger	Response Action
5	Up to 50%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of up to 50% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of up to 50%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).
6	>50%	Declaration by the Public Works Director/City Engineer upon the determination that (1) the SFPUC or another governing authority (e.g., the SWRCB) has required a voluntary or mandatory reduction in water use of greater than 50% due to water supply shortages or an emergency or (2) local conditions impacting the quantity or quality of City’s water supply warrant the need for a reduction in water use of greater than 50%.	Includes implementation of mandatory restrictions on end uses as well as agency actions (see Table 5-3).



5.2 Shortage Response Actions

This section describes the response actions the City will take to deal with the shortages associated with each of the six Shortage Levels. Shortage response actions for each Shortage Level are enumerated in Table 5-3.

5.2.1 Supply Augmentation

The City relies on the SFPUC RWS for its potable supplies. There are currently no supply augmentation actions planned in the City's shortage response actions. However, potential transfer and exchange opportunities exist within and outside of the SFPUC RWS.

The Water Shortage Allocation Plan (WSAP) adopted by all BAWSCA agencies and the SFPUC provides the basis for voluntary transfers of water among BAWSCA agencies during periods when mandatory rationing is in effect on the SFPUC RWS. Some BAWSCA agencies have the capacity to rely on groundwater or other sources during dry years and thus may be willing to transfer a portion of their wholesale water entitlement to other BAWSCA agencies in need of supply above their allocations. Securing water from willing sellers outside the SFPUC RWS is a more complex process than transfers within the RWS, which requires both a contract with the seller agency and approval by the SFPUC. BAWSCA has the authority to plan for and acquire supplemental water supplies and continues to evaluate the feasibility of water transfers as part of its implementation of its Long-Term Reliable Water Supply Strategy.

5.2.2 Demand Reduction Methods

As discussed above, Table 5-3 lists the demand reduction methods that the City will implement during each Shortage Level to reduce the City's own water consumption and encourage reduction in water use by its customers. The monthly and cumulative annual water saving impacts associated with each restriction, prohibition, and consumption reduction method were quantitatively estimated using the DRT for each Shortage Level (see **Appendix C**).

A focus of the City's planned consumption reduction measures is to increase public outreach and keep customers informed of the water shortage emergency and actions they can take to reduce consumption. The public outreach efforts that the City will implement to respond to a water shortage are described in Section 8.

5.2.3 Operational Changes

Table 5-3 lists the operational changes that the City will implement during each Shortage Level including measures to: (1) reduce system losses through a reduction in flushing of water distribution mains, (2) increase enforcement and customer service, and (3) implement the demand reduction methods.

5.2.4 Prohibitions on End Uses

Chapter 8.40 of the City's Municipal Code describes the following prohibited uses of water under all hydrologic conditions:



- Excessive irrigation of landscaping, defined as the irrigation of landscaping that allows water to accumulate on the surface and overflow into adjacent gutters, storm drains, driveways, sidewalks, streets, or other non-landscaped areas for a period of four or more consecutive hours.
- Excessive watering of impervious surfaces, defined as watering so that water falls directly onto impervious surfaces to the extent that running water leaves the property and flows into adjacent gutters, storm drains, driveways, sidewalks, streets, or other conveyance for a period of four or more consecutive hours.
- Failure to repair a water leak, defined as the leakage of water from any broken or defective plumbing, sprinklers, watering, or irrigation system for a period of forty-eight (48) hours, during which the leak should reasonably have been discovered and corrected.

On 24 May 2022, the SWRCB adopted an emergency water conservation regulation prohibiting the irrigation of “non-functional turf” in the commercial, industrial, and institutional (CII) sectors, which includes all ornamental turf except turf regularly used for human recreational purposes or civic/community events. This regulation took effect on 10 June 2022 and its expiration date was extended to June 4, 2024 by order of the Office of Administrative Law on 6/5/23 (refer to OAL Matter Number 2023-0526-01).

Restrictions and prohibitions associated with each Shortage Level are presented in Table 5-3. Consistent with the guiding principle for the WSCP, these responses focus on the reduction of non-essential water uses such as ornamental landscape irrigation, and preserve water uses that are vital to the health, safety, welfare, and economic vitality of the City’s customers. Lower Shortage Levels of the WSCP focus on guiding customer actions through prohibitions on end uses, while subsequent Shortage Levels of the WSCP include increasingly restrictive prohibitions and conformance with water allocations that will be assigned to each customer account.

The City anticipates assigning water allocations to each customer account during higher WSCP Shortage Levels (i.e., Shortage Levels 5 through 6). Table 5-2 further describes how the cutbacks will be distributed between water use sectors and end uses to collectively achieve the targeted water savings associated with each Shortage Level. The measures and prohibitions described for each Shortage Level in Table 5-3 are designed to assist customers in meeting their target reductions and water budgets.

As discussed in Section 2.1 above, the City serves water to residential, commercial, and dedicated irrigation customers. The City has among the lowest residential per capita water use in the State. Therefore, achieving the targeted demand reductions in Shortage Levels 5 and 6 would significantly impact the essential water use of the City’s residential and CII customers. The levels of rationing suggested in Table 5-3 for Shortage Levels 5 and 6 are intended to be implemented only during a short-term emergency such as a critical interruption lasting less than a week. The City will prioritize furnishing water transfers or alternative supplies in the event of a prolonged shortage condition and consult with its customers to identify alternative water saving actions.



Table 5-2 Potential Water Allocations by Customer Sector

Customer Category	Potential Water Allocations					
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Residential Allocation	--	--	-	-	25 GPCD	25 GPCD
Commercial Customer	--	--	-	-	55%	55%
Irrigation Customer	--	--	-	-	25%	0%

Notes:

(a) Water allocations for commercial and irrigation customers are presented as the percentage of water use allocated to each customer compared to the customer’s water use during the most recent non-drought year.



Table 5-3 Shortage Actions

Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
1	<ul style="list-style-type: none"> • City may implement social media campaigns, newspaper articles, and the City website to promote drought conservation. • City may host water efficiency workshops or other public events. • Enforce the water waste ordinance to the maximum extent. (a) • Coordinate with BAWSCA and the SFPUC. (a) • Convert to more frequent meter reading for high water users. (a) 	<ol style="list-style-type: none"> 1. Stop washing down paved surfaces, including but not limited to, sidewalks, driveways, parking lots, tennis courts or patios, except when necessary to address an immediate health, safety, or sanitation need. 2. Stop the application of potable water to outdoor landscapes in a manner that causes excessive runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or other hardscapes and structures. 3. Do not irrigate residential and commercial landscapes between the hours of 9:00 a.m. and 6:00 p.m. or during rain events. 4. Use a hand-held hose equipped with an automatic shut-off nozzle or bucket to water landscaped areas that are not irrigated by a landscape irrigation system. (a) 5. Irrigate nursery and commercial growers' products before 10:00 a.m. and after 6:00 p.m. Watering is permitted at any time with a hand-held hose equipped with an automatic shut-off nozzle, a bucket, or a drip/micro-irrigation system. Irrigation of nursery propagation beds is permitted at any time. Watering of livestock is permitted at any time. (a) 6. Use only re-circulated or recycled water to operate ornamental fountains. 7. Wash vehicles using a bucket, a hand-held hose with an automatic shut-off nozzle, a mobile high pressure/low volume wash system, or at a commercial site that re-circulates (i.e., reclaims) water on-site. 8. Serve and refill water in restaurants and other food service establishments only upon request. 9. Offer guests in hotels, motels, and other commercial lodging establishments the option of not laundering towels and linens daily. 10. Potable water shall not be used for street washing. 11. Potable water shall not be used to irrigate ornamental turf on public street medians. 12. Require repair of leaks, breaks, or malfunctions in lines, fixtures, or facilities within 1 day. 13. Use recycled water for construction purposes, if available. (a) 14. No new, non-residential water meters may be issued unless the Director determines that such issuance will not impede the City's compliance with the required water use reductions. (a) 	6%



Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
2	<ul style="list-style-type: none"> • Continue with actions and measures from Shortage Level 1 except where superseded by more stringent requirements. • Conduct inspection of the system and accelerate repairs to reduce water loss. • Decrease frequency and length of line flushing. • Conduct in-house training so City staff are prepared to respond to customer calls, reports and complaints, and to support enforcement actions. (a) • Inform local fire department of water supply status and request cooperation in reducing fire training exercises that use water. (a) 	<ol style="list-style-type: none"> 1. Continue with Shortage Level 1 restrictions and prohibitions except where superseded by more stringent requirements. 2. Limit irrigation to no more than three (3) days per week. Does not apply to commercial growers or nurseries. 3. Prohibit filling or re-filling ornamental of lakes or ponds except (1) as needed to sustain aquatic life (2) with or using recycled water, if available. 4. Prohibit use of potable water for construction and dust control. 5. Require pre-rinse spray valves for commercial kitchens. 6. Prohibit single-pass cooling systems. 7. Prohibit vehicle washing except at facilities using recycled or recirculating water. 	16%



Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
3	<ul style="list-style-type: none"> • Continue with actions and measures from Shortage Level 2 except where superseded by more stringent requirements. • Continue with media campaigns and other outreach events to enforce water conservation. • Inform local fire department of water supply status and request elimination of fire training exercises that use water. (a) • Suspend issuance of new potable water service, new temporary meters or permanent meters, and statements of immediate ability to serve except under the following circumstances: (a) <ul style="list-style-type: none"> ○ A valid, unexpired building permit has been issued; ○ The project to protect the public health and safety; ○ Enforceable commitment of water demand offset; or ○ Continuation or restore service interrupted < 1 year. 	<ol style="list-style-type: none"> 1. Continue with Shortage Level 2 restrictions and prohibitions except where superseded by more stringent requirements. 2. Prohibit outdoor watering with potable water more than 10 minutes per day and 1 day per week. Does not apply to commercial growers or nurseries. 	28%



Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
4	<ul style="list-style-type: none"> • Continue with actions and measures from Shortage Level 3 except where superseded by more stringent requirements. • Implement drought rate structure / water budgets. • Conduct surveys targeting high water users with CII, irrigation, and residential accounts. 	<ol style="list-style-type: none"> 1. Continue with Shortage Level 3 restrictions and prohibitions except where superseded by more stringent requirements. 2. Prohibit landscape irrigation with potable water, except crops and landscape products of commercial growers and nurseries. This restriction shall not apply to the following categories of use unless the Director has determined that recycled water is available and may be lawfully applied to the use. <ul style="list-style-type: none"> ○ Maintenance of trees and shrubs located on residential and commercial properties, no more than one (1) time per week by using a bucket, hand-held hose with an automatic shut-off nozzle, or low-volume non-spray irrigation on a schedule established by the Director and posted on the City’s website; ○ Maintenance of existing landscaping necessary for fire protection as specified by the Fire Marshal of the local fire protection agency having jurisdiction over the property to be irrigated; ○ Maintenance of existing landscaping for erosion control; ○ Maintenance of landscaping within active public parks and playing fields, daycare centers, and school grounds, cemeteries, and golf course greens, provided that such irrigation does not exceed two (2) days per week according to the schedule established by the Director and posted on the City’s website; ○ Watering of livestock; and ○ Public works projects and actively irrigated environmental mitigation projects. 	39%
5	<ul style="list-style-type: none"> • Continue with actions and measures from Shortage Level 4 except where superseded by more stringent requirements. • Increase enforcement and water waste patrols. • Reduce distribution system pressures. • Develop allotments for all accounts and notice those accounts appropriately. 	<ol style="list-style-type: none"> 1. Continue with Shortage Level 4 restrictions and prohibitions except where superseded by more stringent requirements. 2. All dedicated irrigation customers shall reach a water reduction of 75% from the water use of the most recent non-drought year. 3. All residential and CII customers shall reach a water reduction of 45% from the water use of the most recent non-drought year. The estimated allotment for residential customers is 25 GPCD. <ul style="list-style-type: none"> ○ New residential customers will receive an allotment based on the residential demand of 25 GPCD and person per household (and number of units for multi-family residence). 	44%



Shortage Level	Agency Actions	Shortage Response Actions	Saving Estimate
6	<ul style="list-style-type: none"> Continue with actions and measures from Shortage Level 5 except where superseded by more stringent requirements. Increase staff enforcement to ensure customers comply with the assigned water budget. Increase public outreach, including establishment of a dedicated customer service hotline. Schedule staff for enforcement and customer service, including on weekends. May include hiring additional, temporary staff. Convert to more frequent meter reading and billing for all customers. 	<ol style="list-style-type: none"> Continue with Shortage Level 5 restrictions and prohibitions except where superseded by more stringent requirements. All dedicated irrigation customers shall reach a water reduction of 100% from the water use of the most recent non-drought year. 	53%

Notes:

(a) Measures were not modeled in the DRT and thus savings could not be quantified.



5.3 Catastrophic Supply Interruption

Catastrophic supply interruptions may be caused by a regional power outage, natural disaster, or national security/terrorism emergencies. Catastrophic interruptions may occur in the SFPUC RWS or in the City water distribution system. In the event of a catastrophic supply interruption, the response procedures that the City would follow are described in:

- SFPUC Emergency Operations Plan (EOP);
- San Mateo County’s Operational Area EOP Potable Water Procurement and Distribution Annex (San Mateo County’s EOP);
- City of Brisbane Emergency Operations Plan (Basic Plan); and
- City of Brisbane Emergency Response Plan (ERP).

In the event of a catastrophic supply interruption, the response procedures that the City would follow are described in the SFPUC EOP as well as the San Mateo County Operational Area EOP (County of San Mateo, 2004) and the Basic Plan (City of Brisbane, 2018) and those sections related to utility recovery in the Earthquake Annex to the Basic Plan. Actions described in the SFPUC EOP focus on maintaining flow within, and from, the RWS pipelines. SFPUC’s emergency preparedness procedures are described in detail in the SFPUC EOP. The San Mateo County’s EOP addresses San Mateo County’s planned response to extraordinary emergency situations associated with natural disasters, man-made technological incidents, and national security emergencies. This EOP is a preparedness document that is designed to be read, understood, and exercised prior to an emergency. Each agency is responsible for ensuring the preparation and maintenance of appropriate and current Standard Operating Procedures, Emergency Operating Procedures, and alert lists that will support San Mateo County’s EOP.

Together, these EOPs/ERP provide the framework for responding to major emergencies or disasters associated with natural disasters, technological incidents, and national security/terrorism emergencies. Sections of these EOPs/ERP outline specific strategies to prepare for, mitigate, respond to, and recover from an emergency or disaster that affects the water utilities that serve the population within San Mateo County.

The City is in the process of updating its ERP to address the City’s response to catastrophic supply interruptions as well as other emergencies. The City’s ERP will include information on key facilities, emergency response roles, communication methods, public notification information, response actions and procedures, mitigation actions, and detection strategies. The ERP will include incident action checklists for the possible water supply catastrophes including: contamination, cybersecurity, drought, earthquake, flooding, pandemic, power outage, and wildfire.

The City may evaluate and require appropriate WSCP response actions during a catastrophic supply interruption, such as end-use prohibitions and mandatory rationing, as well as implement the operational changes and communication protocols described herein.

When a shortage declaration appears imminent, the Director manages related activities and will serve as the Emergency Response Lead. In the absence of the Director, the Director’s assigned proxy or other available supervisory personnel will serve as the Emergency Response Lead. If warranted, the City’s EOP will be activated and information will be provided to Brisbane Police, North County Fire Authority, and San Mateo County. The Director will also provide essential information to the public, including coordinating information with other jurisdictions, if necessary, before releasing information to the news media.

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The City has sufficient facilities and infrastructure to reroute around most temporary water supply disruptions. The City also has emergency interties with the Cal Water – South San Francisco District and the City of Daly City. The City typically has three days of average daily water for emergency, fire, and operational needs in the City’s water tanks at all times.

The City may evaluate and require appropriate WSCP response actions during a catastrophic supply interruption, such as end-use prohibitions and mandatory rationing, as well as implement the operational changes and communication protocols described herein.



6. DROUGHT RESPONSE TRIGGERS, NOTIFICATION, AND TERMINATION PROCEDURES

The section describes the triggering mechanisms, customer notification procedures, monitoring, and termination procedures for the WSCP.

6.1 Water Shortage Declaration and Notification Procedures

The provisions of each drought Shortage Level are triggered upon the Director’s determination that a Governing Authority has required the City to achieve a voluntary or mandatory reduction in water use because of water shortage conditions.

For shortages due to drought on the RWS, the SFPUC allocates water under the WSAP, also known as the Tier One Plan, included in the WSA. The Wholesale Customers’ share is then apportioned among the individual Wholesale Customers, including the City/GVMID collectively, based upon a separate methodology adopted by the Wholesale Customers, known as the Tier Two Plan.⁵ Upon declaration by the SFPUC of a water shortage emergency and subsequent confirmation by BAWSCA and SFPUC of the City’s water supply allocation, the Director will compare the City’s allocation to its projected water demands for the following year to determine the required cutback and associated Shortage Level.

The Director will monitor water supply and/or demand conditions on a monthly basis to determine if a water shortage condition exists and the severity of any such water shortage condition. The Director shall implement the following notification procedures accordingly.

The Public Works Director, or designee, will notify the public by means of electronic notification and direct mailings to customers as necessary. Electronic notification includes website alerts, social media, and weekly and monthly electronic newsletters. Prepared materials from the Department of Water Resources’ “Save Our Water Toolkit” may be used as drought communication tools with the City logo added. The link for these materials is provided below:

<https://saveourwater.com/en/Partner-Toolkit>

Additional communications protocols are provided in Section 8.

The provisions for each Shortage Level will become effective five (5) days after the Director determines that a particular Shortage Level should be triggered and has published notice of this determination by mail to the City’s customers.

6.2 Monitoring Procedures

The City monitors water use through analysis of wholesale water purchases and customer meter readings. The City receives monthly water purchase totals directly from each of the turnout meters read by SFPUC to monitor wholesale water purchases. In addition, each customer account is metered. Some large

⁵ The Tier One Plan and Tier Two Plan only apply to RWS system-wide shortages of 20% or less. There is currently no methodology for sharing available water between SFPUC and the Wholesale Customers for system-wide shortages of greater than 20%



landscape sites, including City parks and schools, have dedicated irrigation meters to monitor water use for landscape irrigation separately from indoor uses.

The City reads all customer meters on a bi-monthly basis. During a supply shortage, the City will continue to monitor water use on this schedule to determine the effectiveness of the customer response to the implementation of this WSCP. If necessary, the City may increase the frequency of meter readings and increase proactive leak checks and water audits based on customer consumption.

6.3 Water Shortage Termination Procedures

Once effective, the provisions of a Shortage Level will stay in effect until (1) the effective date of a different Shortage Level is triggered; or (2) the Director determines that the water shortfall condition no longer exists and has published notice of this determination electronically and, if necessary, by mail.

After the termination of the water shortage conditions, the Director will oversee any remaining termination and WSCP review activities. These activities could include:

- Restore water utility operations, organization, and services to pre-event levels.
- Document the event and response and compile applicable records for future reference.
- Collect cost accounting information, assess revenue losses and financial impact, and review deferred projects or programs.
- Debrief staff and partner agencies to review effectiveness of actions to identify lessons learned and to enhance response and recovery efforts in the future.
- Update the WSCP, as needed.

6.4 Refinement Procedures

The WSCP is implemented as an adaptive management plan. The City will evaluate revisions to its WSCP as needed. The evaluation will consider the effectiveness of WSCP actions and any anticipated water supply shortages. If the WSCP is revised, the Council will adopt a new resolution adopting the revised WSCP.



7. REGIONAL DROUGHT PLANNING COORDINATION AND CONTACTS

CWC § 10609.60(a)(1)

Drought-planning contacts, including all of the following:

(A) At least one contact at the water system for water shortage planning and response and the development of the plan.

(B) Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including, but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.

(C) State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.

(D) Regional water planning groups or mutual aid networks, to the extent they exist.

This section provides the regional drought planning coordination procedures and key contacts for public safety partners, state and local agency contacts, regional water planning groups, and state and local agencies.

The Public Works Director, or designee, will notify the following individuals and entities of restrictions or water shortages, as defined in the subsections below, as appropriate for each Shortage Level.



Table 7-1 Public Safety Contact

Organization or Department	Name & Position	Telephone	Email
Fire Department North County Fire Authority	Ron Myers, Fire Chief	(650) 991-8138	supportstaff@northcountyfire.org
Partnering Water Systems	-	-	-
San Mateo County Office of Emergency Services	Will Young, Bureau Lieutenant	(650) 363-4911	--
County Environmental Health Specialist	Heather Forshey, Director	(650) 372-6200	envhealth@smcgov.org
State Water Board District Engineer	Van Tsang, District Engineer	(510) 620-3602	DWPDIST17@waterboards.ca.gov
Wholesaler	Steve Ritchie, Assistant General Manager - Water, SFPUC	(415) 701-2311	sritchie@sflower.org
County Public Health	Louise Rogers, Chief	(650) 867-1661	press@smchealth.org
Critical Water Users (schools, hospitals, etc.)	Ronan Collver, Superintendent, Brisbane School District	(415) 467-0550	rcollver@brisbanesd.org
Regional Water Planning Contact	Nicole Sandkulla, Chief Executive Officer and General Manager, BAWSCA	(650) 349-3000	bawasca@bawasca.org
Mutual Aid Contact / CalWarn Contact	Paul Gilbert-Snyder, Steven Hancock, Chairs of CalWarn, Region II – Coastal Region	(510) 287-0432; (707) 292-1195	CWRegII@YourACS.org

Note: This notification section provides potential agencies that should be considered for coordination of water shortages. More specific contacts for each Shortage Level are provided below.



7.1.5 Support Services Contacts

The following is a listing of support services that may be appropriate for a water shortage emergency.

Table 7-2 Support Services Contact

Organization or Department	Name & Position	Telephone	Email
Water Operator	Dustin Cohn - Water Team Leader	415- 298-8644	dcohn@ci.brisbane.ca.us
Back-up Water Operator	Devin Gutierrez - Water Unit Leader	415-205-6957	dgutierrez@ci.brisbane.ca.us
Electric Utility Co.	PG&E Contact Number	800-743-5000	-
Electrician	Dan Charles - Charles Electric	650-766-1000	dancharleselectric@hotmail.com

Note: In the event of an emergency, the City's Logistics Section in its Emergency Operations Center can submit a request to the San Mateo County Operational Area for any supplies not sourceable locally.



8. COMMUNICATION PROTOCOLS

CWC § 10632 (a) (5)

Communication protocols and procedures to inform customers, the public, interested parties, and local, regional, and state governments, regarding, at a minimum, all of the following:

(A) Any current or predicted shortages as determined by the annual water supply and demand assessment described pursuant to Section 10632.1.

(B) Any shortage response actions triggered or anticipated to be triggered by the annual water supply and demand assessment described pursuant to Section 10632.1.

(C) Any other relevant communications.

Even before formal declaration of a water shortage, the City will activate a public information program to provide customers with as much advance notice as possible. Following declaration of a shortage, customers will be provided notice of water shortage rules and regulations via a variety of media and communications methods.

Coordination between City departments and with other public agencies can begin prior to formal declaration of a water shortage and can be accomplished through regular meetings, e-mail group updates, and presentations. In a regional water shortage scenario, the City will use the public outreach resources and materials provided by BAWSCA and/or SFUC. In addition to these materials, the City may develop its own materials and use the following media and methods to communicate with customers:

- City of Brisbane website alerts.
- Social media (Instagram, Facebook, Nextdoor, Twitter).
- Monthly electronic newsletters.
- Community signboards.
- Direct mailings to customers.
- Utility bill messaging and inserts.
- Brochure racks distributed throughout the City (e.g., the Public Library and City Hall).
- Water Conservation phone hotline.
- Booths at community and corporate events.

The City currently has less than one full-time employee with responsibilities for water conservation. Staff time dedicated to water conservation and enforcement action will increase with the severity of a supply shortage. Additional duties may be assigned to current City employees, or the hiring of temporary staff may be considered to meet staffing needs during extreme water shortages.



9. ENFORCEMENT

Enforcement of the City’s water conservation regulations is focused on soliciting cooperation from water customers who are unaware of the restrictions or have failed to comply with the provisions of the City’s Water Shortage Ordinance and this WSCP. If discussions with the customer are unsuccessful in obtaining compliance, available enforcement mechanisms detailed in the City’s Water Shortage Ordinance include written warnings, fines, penalties, and enforcement provisions as set forth in Chapter 8.40.030 of the City’s Municipal Code. Enforcement actions are further described in Table 9-1.

During prior water shortage periods, the City implemented excess use fees for customers who consumed more water than their allocation. Similar excess water use charges may be implemented again if the City’s WSCP is implemented and if water use allocations are necessary (i.e., in Shortage Levels 5 and 6).

City employees and members of the public may register water waste complaints through a telephone hotline or bring the complaint directly to City staff. Staff will be available to provide information and respond to complaints. Staff may also seek assistance from other City departments in responding to complaints, including those received directly or via the State Water Waste Reporting Portal, and enforcing water use restrictions.

As mentioned in Section 8, staff time dedicated to water conservation and enforcement action will increase with the severity of a supply shortage. Enforcement duties may be assigned to current City employees, or the hiring of temporary staff may be considered to meet staffing needs for compliance during extreme water shortages.

Table 9-1 Enforcement of Water Use Restrictions and Prohibitions

Violation	Enforcement Action or Penalty
1 st	The City will attempt to educate the customers by contacting them and informing the customer about the violation, potential penalties, and compliance requirements.
2 nd	The City will send a written notice to the customer specifying the nature of the violation and the date and time of occurrence and request that the customer cease the violation and take prompt remedial action. The City will provide the customer with a copy of the Water Shortage Ordinance and inform the customer that failure to comply may result in fines or penalties.
3 rd	The City will make reasonable efforts to notify the customer of the violation and post a notice on the front door or other point of entry onto the property requiring the customer to cease the violation and take remedial action within 48 hours of the on-site notification. Any person who receives a notice of correction who fails to eliminate water waste as required by the notice may be subject to penalties, and enforcement provisions set forth in Chapters 1.14, 1.16, 1.18 and 8.40 of the City’s Municipal Code and may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days and/or by a fine not exceeding one thousand dollars (\$1,000.00) (as provided in Water Code Section 377). .



10. CONSEQUENCES OF WSCP

10.1 Financial Consequences

In the event of a drought, if the City anticipates significant loss in revenue due to decreased water consumption, the City may increase its water rates or modify the drought surcharge so that customers are charged for the actual cost of providing water during a shortage. Current rates and applicable drought surcharges are specified in the City’s adopted water rate schedule.

The City understands the projected ranges of water sales by Shortage Level and what the impact of reduced water sales would be on projected revenues.

The administration of the WSCP will also have an impact on the City’s general and administrative costs. Costs could include funding additional staff focused on high water consumption monitoring, water waste patrols, additional billing requirements, and customer outreach. Other costs could be related to funding additional rebate programs, print and mail costs for additional outreach, and expenses related to creating and enforcing customer water budgets. These costs will be considered whenever the City’s budget is next adopted. Revenue from potential excess use charges as a result of implementation of the water allocation program can also be applied towards the administration of the WSCP to help offset the revenue shortfalls.

10.2 Water Quality Consequences

The City’s primary water quality concerns during shortage are impacts to distribution system water quality. Reduced flushing and increased water age in storage tanks may pose water quality challenges with reduction in demands. The City will monitor water quality and may need to occasionally drain storage tanks if nitrification issues arise.

The City's wastewater is treated at the Southeast Treatment Plant, operated by the SFPUC, located in San Francisco, California. In the event of a substantial decrease in water supply to the City and other customers of the treatment plant, SFPUC may encounter various water quality challenges, including elevated levels of concentrated nitrate and total dissolved solids, that could impact the proper functioning of the wastewater treatment plant. To address the potential impacts of drought, water supply shortages, and water quality concerns, the City will work with the SFPUC as needed.



11. VARIANCES

The Director may grant, in writing, a temporary variance for existing water uses otherwise prohibited under this WSCP if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance, and if one or more of the following conditions are met:

- (a) Compliance with this WSCP cannot be technically accomplished during the duration of the water supply shortage or other condition for which the WSCP is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Water Shortage Ordinance shall file a petition for variance with the water system within 5 days after the WSCP or a particular Shortage Level has been invoked. All petitions for variances shall be reviewed by the Director and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the WSCP from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the WSCP adversely affects the petitioner or what damage or harm will occur to the petitioner or others if the petitioner complies with this Water Shortage Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this WSCP and the compliance date.
- (h) Other pertinent information.

A decision on the variance request will be returned to the customer within 10 days.



12. PLAN ADOPTION, SUBMITTAL, AND AVAILABILITY

The City informed the public of: (1) its intent to prepare a WSCP, (2) where the WSCP was available for public review, and (3) when the public hearing regarding the WSCP would be held.

Public notice was provided on the City’s website beginning on 17 May 2023. Notice was also provided to the City’s customers through the City’s Blast (weekly digital community updates) on 1 May, 24 May, 31 May, 7 June, and 14 June 2023. Additional notice was published in the Brisbane STAR monthly community newsletter on 1 June 2023.

A copy of the adopted 2023 WSCP will be available for public review in City Hall during normal business hours and on the City’s website by 1 July 2023.



REFERENCES

BAWSCA, 2021. *Bay Area Water Supply and Conservation Agency Annual Survey, FY 2019-2020*, March 2021.

BAWSCA, 2022. *Bay Area Water Supply and Conservation Agency Annual Survey FY 2020-21*, March 2022.

BAWSCA, 2023. *Member Agency Profiles: City of Brisbane/Guadalupe Valley Municipal Improvement District*, accessed on 18 May 2023.

City of Brisbane, 2018. *Emergency Operations Plan – Basic Plan*, November 2018.

County of San Mateo, 2004. *San Mateo County/ Operational Area Emergency Operations Plan, Potable Water Procurement and Distribution Annex*, 3rd Edition, July 2004.

County of San Mateo, 2016. *San Mateo County Hazard Mitigation Plan*, prepared by Tetra Tech, dated July 2016.



Appendix A: Water System Profile and Use Characteristics

The City of Brisbane is located in North San Mateo County, and it operates both the City of Brisbane Water District and the GVMID. The GVMID is an area within the Brisbane city limits composed of an industrial park development and a small residential enclave. The two districts are operated as a combined system with ten pressure zones, and various pressure reducing valve stations that allow for water to be distributed within the system. The only source of potable water for the combined system comes from the Crystal Springs Pipeline #1 and #2. The City of Brisbane Water District has 0.9 MG of local storage and the GVMID has 2.0 MG of local storage. Together the system can hold more than three days' worth of demand (BAWSCA, 2023). Table A-1 summarizes the key components of the combined water system.

The total demand for both districts has been decreasing between 2019 and 2023. This is primarily due to the City's response to the most recent drought (**Appendix B**). Table A-2 shows water demand by sector over the last four years, and in general, residential and commercial/industrial demand are the largest two sectors (BAWSCA, 2023).



Table A-1 System Profile

Area Size	3.4 square miles
Service Population (a)	4,851
Number of Accounts	2,041
Number of SFPUC RWS Connections	5 (3 for the City of Brisbane District, 2 for GVMID)
Connections To SF RWS Mains	Crystal Springs Pipeline #1 and #2
Avg. Day Demand (MGD)	0.61
Avg. Day Purchases From SF RWS (MGD)	0.61
% Demand Met With SF RWS Supplies	100.0%
Maximum Local Water Production (MGD)	0
Alternative Supply Sources	None
Interties With Other Agencies	California Water Service – South San Francisco, Daly City
Local Storage (MG)	2.9
Days of Storage	3 – Combined storage. All zones can meet the 8 hour criteria either separately or by pumping from zones with excess capacity.
Notes:	
(a) Service population is based on the 2020 U.S. Census data for the City of Brisbane.	



Table A-2 Average Daily Demand by Sector

Sector	FY 18-19		FY 19-20		FY 20-21		FY 21-22	
	(MGD)	Percent Total Demand	(MGD)	Percent Total Demand	(MGD)	Percent Total Demand	(MGD)	Percent Total Demand
Residential	0.20	30.1%	0.21	33.7%	0.22	35.8%	0.20	32.3%
Commercial/Industrial	0.21	32.0%	0.20	31.7%	0.15	24.4%	0.17	28.3%
Dedicated Irrigation	0.14	20.5%	0.16	25.8%	0.16	26.5%	0.15	23.8%
Non-Revenue Water	0.04	6.7%	0.00	0.6%	0.06	9.2%	0.02	3.4%
Other	0.07	10.8%	0.05	8.3%	0.03	4.1%	0.07	12.2%
Total	0.66	100%	0.64	100%	0.62	100%	0.61	100%



Appendix B: Prior Drought Actions

The City has historically developed different strategies for reducing water demand during water shortages. The City's actions in response to the drought that occurred in California between 2014 and 2017 and the most recent drought are discussed below.

2014 to 2017 Drought

From 2014 through 2017, the State of California experienced a severe drought that impacted availability of RWS water supply to the City. On 17 January 2014, Governor Brown issued a proclamation requesting all Californians to voluntarily reduce water use by 20%. SFPUC subsequently called for a voluntary 10% water use reduction from RWS customers. On 1 April 2015, due to worsening drought conditions, Governor Brown issued Executive Order B-29-15 regarding actions necessary to address California's severe drought conditions. In addition to imposing the first ever mandatory restrictions on urban water suppliers to achieve a statewide 25% reduction in potable urban water usage, the Executive Order also required CII users to implement water efficiency measures, prohibited irrigation with potable water of ornamental turf in public street medians, and prohibited irrigation with potable water outside newly constructed homes and buildings that were not delivered by drip or microspray systems, along with numerous other directives.

In response to the drought, the City developed a Water Shortage Ordinance and WSCP. On September 2, 2014, the City adopted Ordinance No. 589 declaring a water shortage emergency and adopting of the WSCP. In conjunction with the drought response, the City implemented a two day per week outdoor watering schedule. The City conducted customer outreach through a regional media campaign, bill inserts, and social media. The City also increased its water loss prevention program, limited system flushing, and reduced irrigation of City-owned landscape and/or parks. To support enforcement of these measures, the City provided a platform for reporting water waste and implemented an excessive water use warning and penalty system.

In April 2017, Governor Brown ended the drought State of Emergency.

2021 to 2023 Drought

On 8 July 2021, Governor Newsom requested a voluntary water use reduction of 15% in response to severe statewide drought conditions. In response to this request, the City determined on 15 July 2021 that a Shortage Level 1 Drought had been triggered, and imposed measures from its WSCP to achieve the required conservation.

On 10 June 2022, the SWRCB adopted an emergency water conservation regulation that bans CII accounts, including homeowners' associations, from watering certain kinds of ornamental or non-functional grass. The City enforced the state's emergency drought regulation by sending a demand letter to all CII water users, including homeowners' associations, that either have a separate irrigation meter or that irrigate a significant square footage of turf requiring the immediate cessation of irrigation of nonfunctional turf, with fines of up to \$500 for each day and for each violation.

On 24 March 2023, Governor Newsom issued Executive Order N-5-23 easing drought emergency provisions.



Ongoing Water Conservation Actions

Beyond drought response actions, the City has a strong record of encouraging water conservation, both in its own practices as a water user, and in communications with its customers, even in normal years. Specifically, the City has pursued the following actions:

- Offered financial rebates to its customers for replacing high-water use fixtures such as toilets and washing machines with water-efficient versions;
- Offered financial rebates to its customers for replacing irrigated turf with low-water use plantings;
- Designed its water rates to encourage water conservation; and
- Modified the irrigation systems and schedules at all City parks to reduce irrigation demand.

Furthermore, the City has incorporated into its municipal code the following sections that encourage water conservation:

- Chapter 15.72: Indoor Water Use Efficiency Requirements, which establish efficiency standards for all new development and major remodels;
- Chapter 15.70: Outdoor Water Use Efficiency Requirements, which establish landscape efficiency standards for all new development and major landscape renovations; and
- Chapter 8.40: Water Waste Prohibition, which describes certain prohibited uses of water under all hydrologic conditions.



Appendix C: Analysis of Shortage Response Action Effectiveness

To evaluate and ensure that effective actions will be implemented to achieve necessary cutbacks at each Shortage Level, the City employed the DRT, an Excel spreadsheet model developed by EKI Environment and Water, Inc. The DRT model calculates monthly savings anticipated by implementing each Shortage Level as detailed below.

1. Baseline Water Use Profile

Using the DRT, the City developed a baseline water use profile that reflects usage patterns within the City's service area by major water use sectors in FY 2020.⁶ The analysis of the baseline water use profile was used to guide development of the WSCP. Key findings from this analysis are presented below.

Residential Per Capita Demand

The City's baseline residential gallons per capita per day (R-GPCD) demand in 2020 was approximately 44 R-GPCD. As shown in Table C-1 and the associated chart, this R-GPCD is significantly lower than both the statewide average of 89 R-GPCD and the average of all BAWSCA agencies of 63.4 R-GPCD during the same period. The City's residential per capita water use was in the lower range of the BAWSCA agencies and across the State.

Proportion of Outdoor Water Use

As shown in Table C-2 and the associated charts, outdoor water use, which can generally be considered as a "discretionary water use", was estimated to be approximately 45% of the City's total consumption in 2020. The seasonal variation in baseline water use generally reflects increased irrigation demands during the summer and fall months. Therefore, the greatest potential for reductions in non-essential water use is expected during these months.

⁶ The 2020 baseline demand was selected as the most recent non-drought year. The 2020 baseline was adjusted to include the incremental demand from the large developments since 2020.



Table C-1 Baseline Residential Per Capita Water Demand

	Baseline Residential Per Capita Water Demand (R-GPCD)
Brisbane (a)	44
BAWSCA Agencies (b)	63.4
Statewide Average (c)	89

NOTES:
 (a) Brisbane R-GPCD calculated using FY 2020 consumption data.
 (b) Average BAWSCA R-GPCD obtained from master excel file BAWSCA Annual Survey FY 2019-2020 (BAWSCA, 2021).
 (c) State-wide R-GPCD for 2020 obtained from data provided at California State Water Resources Control Board Water Conservation Portal - Conservation Reporting, http://www.waterboards.ca.gov/water_issues/programs/conservation_portal/conservation_reporting.shtml, accessed May 2022.

Chart C1-A Baseline Residential Per Capita Water Demand

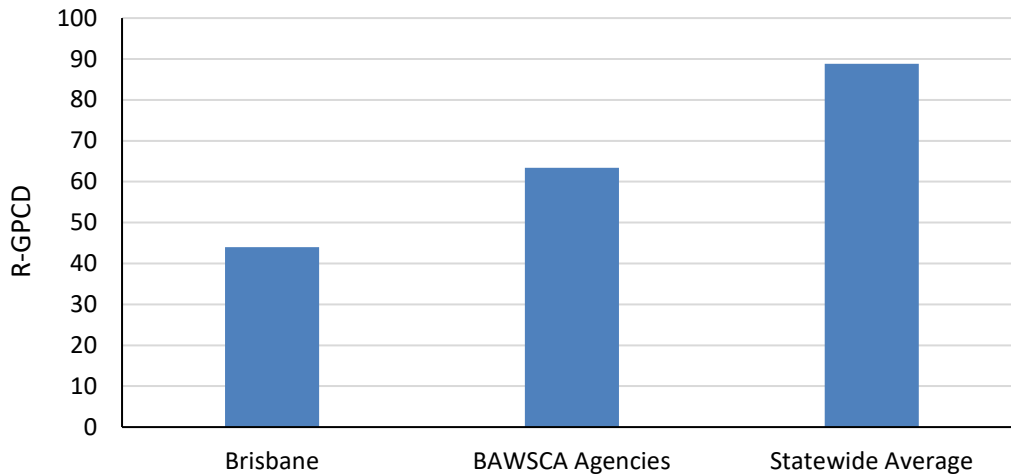




Table C-2 Baseline Water Use Profile

Sector	End-Use	Baseline (2020) Water Use													Annual % of Total by Sector
		July	August	September	October	November	December	January	February	March	April	May	June	Annual	
Residential	Indoor	5.1	5.1	4.9	5.1	4.9	5.1	5.1	4.6	5.1	4.9	5.1	4.9	59.7	77%
	Outdoor	1.4	1.7	1.7	1.6	1.4	0.0	1.1	1.9	0.7	1.3	2.1	3.4	18.2	23%
	<i>Subtotal Residential</i>	6.5	6.8	6.6	6.7	6.3	5.1	6.1	6.4	5.7	6.2	7.1	8.3	77.9	100%
CII	Indoor	4.1	4.1	4.0	4.1	4.0	4.1	4.1	3.7	4.1	4.0	4.1	4.0	48.2	63%
	Outdoor	3.6	3.9	3.9	3.8	3.4	1.9	1.8	2.5	1.1	1.7	0.0	0.8	28.3	37%
	<i>Subtotal CII</i>	7.7	8.0	7.9	7.9	7.4	6.0	5.9	6.2	5.2	5.7	4.1	4.8	76.6	100%
Dedicated Irrigation	Outdoor	8.2	8.6	8.9	9.0	4.6	3.7	0.7	0.8	2.3	2.5	6.3	7.3	62.9	100%
Non-Revenue	Non-Revenue	3.9	4.1	1.0	1.0	0.0	0.0	2.8	2.9	2.5	2.7	1.1	1.3	23.3	100%
Total	Indoor	9.2	9.2	8.9	9.2	8.9	9.2	9.2	8.3	9.2	8.9	9.2	8.9	108	45%
	Outdoor	13.2	14.2	14.4	14.4	9.4	5.6	3.6	5.1	4.1	5.5	8.4	11.6	109	45%
	Non-Revenue	3.9	4.1	1.0	1.0	0.0	0.0	2.8	2.9	2.5	2.7	1.1	1.3	23.3	10%
	Total	26.3	27.5	24.3	24.6	18.3	14.8	15.5	16.3	15.7	17.0	18.7	21.8	241	100%

NOTES:

- (a) Volumes are in units of MG.
- (b) Monthly water use is estimated based on bi-monthly billing and scaled by production amount. The CII and landscape irrigation demands were adjusted to include the new large development (i.e., 4.6 MG for CII and 4 MG for landscape irrigation, respectively).
- (c) Totals may not sum due to rounding.



Chart C2-A Baseline Year (2020) Monthly Total Water Use by Sector

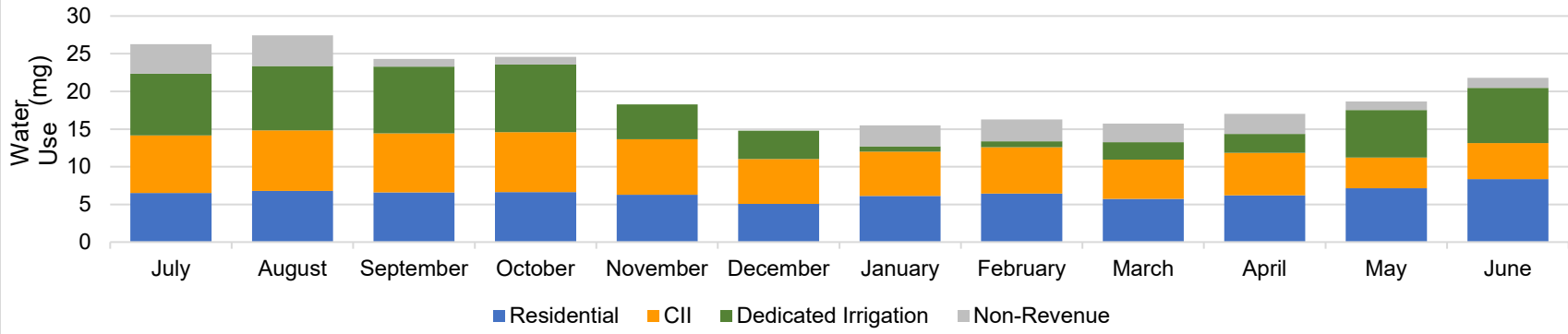
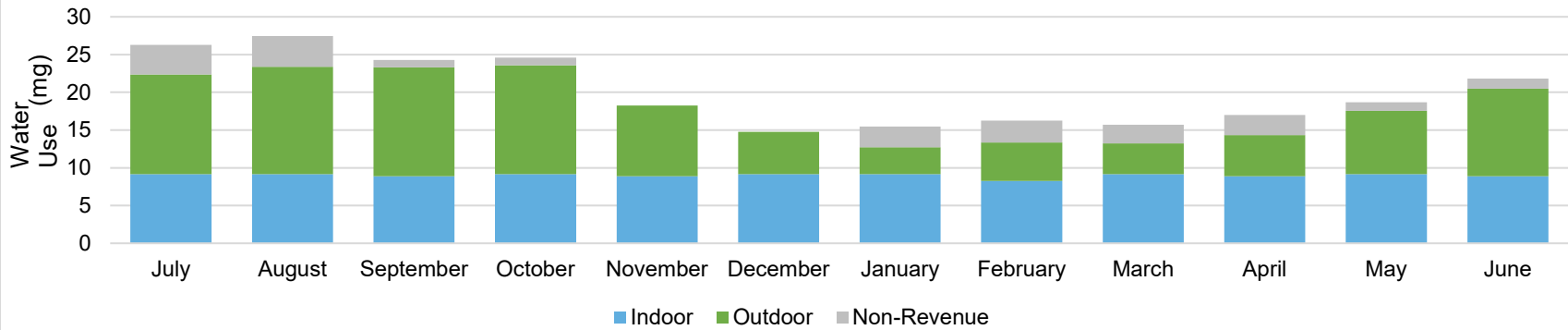


Chart C2-B Baseline Year (2020) Monthly Indoor vs. Outdoor Water Use





2. Shortage Response Action Effectiveness

The DRT provides a quantitative framework that allows the City to systematically estimate the monthly and cumulative annual demand reductions expected to result from particular combinations of drought response actions and associated implementation rates. Data inputs to the DRT include total production, class-specific water use, population, and assumptions regarding the split between indoor and outdoor water use for each customer class.

For each drought response action, the user specifies:

- The customer class(es) and end use(s) that are affected;
- The percent savings for that end use for each account that implements the action (based on evaluations reported in the literature, or where such studies are not available, on best estimates based on the City’s experience); and
- The percentage of accounts assumed to implement the action, which is presumed to be the result of the intensity level of the City’s program implementation, including but not limited to, marketing and enforcement activities.

An additional critical DRT user input is a set of constraints on demand reductions to ensure that usage levels do not endanger health and safety or result in unacceptable economic impacts. The DRT will not permit estimated usage reductions to violate these constraints, regardless of the demand reduction actions selected. The constraints are:

- A minimum residential indoor per capita daily usage of 25 gallons;
- A maximum residential outdoor usage reduction of 100%;
- A maximum CII indoor usage reduction of 30% except in the most extreme conditions (e.g., Shortage Levels 5 and 6); and
- A maximum CII outdoor usage reduction of 100%.

Based on the foregoing constraints, the DRT model calculates the resulting monthly savings. The City adjusted the combination of actions and implementation levels to achieve the targeted savings levels at each of the six Shortage Levels.

For each of the Shortage Levels, the modeling targeted the mid-range of the required demand reduction range, ergo:

- 5% for Shortage Level 1;
- 15% for Shortage Level 2;
- 25% for Shortage Level 3;
- 35% for Shortage Level 4;
- 45% for Shortage Level 5; and
- 53% for Shortage Level 6.



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023
From: Director of Public Works/City Engineer
Subject: Municipal Code Change to Chapter 8.41 – Water Conservation

Community Goal/Result:

Ecological Sustainability

Purpose

To modify a section of the city’s municipal code that is inconsistent with the revised Water Shortage Contingency Plan.

Recommendation

Introduce an Ordinance, waiving first reading, amending Chapter 8.41 of Title 8 of the Brisbane Municipal Code pertaining to “Water Conservation.”

Introduction and adoption of this Ordinance is not subject to further environmental review because it is not a project under the California Environmental Quality Act (CEQA). CEQA Guidelines, section 15378 (b) (2).

Background

Assuming that Council acting in its capacity as City Council for the City of Brisbane’s water system and as Board of Directors for the Guadalupe Valley Municipal Improvement District’s water system has approved the 2023 Water Shortage Contingency Plan (WSCP) in earlier action on this agenda, the item now under consideration is necessary to align the city’s municipal code with the revised WSCP.

Discussion

The primary changes to Chapter 8.41 include revising terms to align them with current State Water Resources Control Board (SWRCB) language, and to delete language referring to four water shortage stages as there are now six stages required for evaluation by SWRCB.

Also, in order to allow future changes to a WSCP to be completed more quickly than the two-step ordinance process, all references to drought stages in the WSCP are removed from the BMC, and the adoption of future WSCPs is only required by Council action (i.e., by resolution).

Environmental Review

Introduction and adoption of this Ordinance is not a project under CEQA because it is a continuing administrative activity, such as general policy and procedure making, and not applied to any specific instance. CEQA Guidelines, Section 15378 (b)(5). Accordingly, no further environmental review is necessary.

Fiscal Impact

None as a result of the recommended action.

Measure of Success

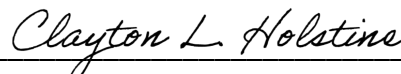
Consistency throughout the city’s municipal code and with the Water Shortage Contingency Plan.

Attachments

- 1. Proposed Ordinance
- 2. Redline of Chapter 8.41



 Randy Breault, Public Works Director



 Clay Holstine, City Manager

ORDINANCE NO. - - -**AN ORDINANCE OF THE CITY OF BRISBANE
REVISING CHAPTER 8.41 OF THE BRISBANE MUNICIPAL CODE
CONCERNING WATER CONSERVATION**

The City Council of the City of Brisbane hereby ordains as follows:

Section 1: Chapter 8.41 of the Brisbane Municipal Code is revised to read as follows:

"8.41.010 – Purpose, scope and notice.

The purpose of this chapter is to establish standards and procedures for water conservation; assure the maximum beneficial use of city water supplies; enable the implementation of the city's responsive actions to drought conditions and/or water supply shortages ("shortage response actions"); facilitate compliance with requirements for voluntary or mandatory reductions during water shortages promulgated by a governing authority; ensure sufficient water supplies to meet the basic needs of human consumption, sanitation and fire protection; and protect the health, safety, welfare, and economic vitality of the city's customers.

Nothing in this chapter is intended to limit the ability of the city to respond to an emergency, including declaring or enforcing a water shortage emergency pursuant to Water Code Section 350, or to comply with other requirements promulgated by a governing authority.

8.41.020 – Definitions.

The following definitions apply to this chapter:

A. "City" means the City of Brisbane and/or the Guadalupe Valley Municipal Improvement District.

B. "Director" means the director of the department of public works/city engineer of the city, or the director's designee.

C. "Shortage response actions" include the restrictions on water use in an adopted water shortage contingency plan. A reference to a particular stage of shortage response actions refers to the corresponding shortage level described in the water shortage contingency plan.

D. "Governing authority" means any entity — including, but not limited to, the SFPUC — that has the legal authority to limit the ability of the city to purchase and/or use water.

E. "Person" or "persons" means any natural person or persons, corporation, public or private entity, or any other user of water provided by the city.

F. "SFPUC" means the San Francisco Public Utilities Commission.

G. "Water shortage contingency plan" means a plan, as may be amended, to address water shortages, including a detailed description of increasingly restrictive shortage response actions, developed under the direction of the director and as amended.

8.41.030 - Water shortage contingency plan.

The specifics of the water use restrictions are listed as shortage response actions contained in the water shortage contingency plan. The water shortage contingency plan shall be developed under the direction of the director and approved by the City Council . The water shortage contingency plan may be amended as necessary, in the director's discretion, to better achieve the overall goals in this chapter or to comply with any terms of the water shortage contingency plan. The operative version of the water shortage contingency plan shall be posted as soon as possible on the city's website. The water shortage contingency plan is intended to comply substantially with the requirements of California Water Code Section 10609.60.

8.41.040 –Permanent water conservation measures.

Nothing in this chapter shall limit the requirements of Chapter 8.40 (Water Waste), Chapter 15.70 (Water Conservation in Landscaping), or Chapter 15.72 (Indoor Water Conservation Regulations) of the Brisbane Municipal Code. These water conservation requirements are in effect at all times.

8.41.050 – Enforcement.

The director shall enforce this chapter. When the director has declared a drought shortage level, failure to comply with the shortage response actions shall be a violation of this chapter and may be subject to administrative penalties (as provided in Chapter 1.16 of the Brisbane Municipal Code and Water Code Section 71590) and may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days and/or by a fine not exceeding one thousand dollars (\$1,000.00) (as provided in Water Code Section 377).

Prior to, or in addition to imposing penalties as described above, the director may, in the director's sole discretion, take any or all of the following actions:

A. **Written Warning:** If the director determines that a person is using water in violation of this chapter, the city may send a written warning to the person that lists the name and address of the person on the account, identifies the wasteful use of water that violates the restrictions on water use currently in effect, requests that the person stop such wasteful use, informs the person about the process for applying for an exception from the requirements of this chapter, and informs the person that failure to comply with this chapter may result in the termination of service.

B. **On-site Warning:** The director may conduct an on-site visit to ascertain whether wasteful use of water is occurring. In the event that waste of water that violates the restrictions on water use current in effect is observed, and no exception has been granted, the director will make reasonable efforts to notify an adult residing at the property if a residential account or an adult working on the property if a non-residential account, and will issue a written on-site warning of wasteful water use. This warning will include a written warning hand-delivered to the adult on the premises or posted on the premises.

C. **Termination of Water Service:** In the event that city personnel observe continued waste of water that violates the restrictions on water use currently in effect occurring on the person's premises more than forty-eight (48) hours after the on-site warning, it shall be

deemed to be a willful violation of the restrictions on water use currently in effect, and the director may authorize termination of water service.

D. **Restoring Water Service:** The reconnection charge established in the city's rate and fee schedule shall be paid before the city restores service. In addition, the person must have stopped the wasteful use of water and have paid all charges owed to the city under this chapter, and all other rates and fees owed, before the city restores water service.

E. **Installation of Flow Restricting Device:** The director may, in the director's sole discretion, install a water flow restricting device in the service line of a person who violates this chapter. Written notice will be provided to the person by hand delivery at least forty-eight (48) hours prior to installation of the flow restricting device. The flow restricting device will be up to one gallon per minute (1 GPM) capacity for services up to one and one-half (1.5) inch size and comparatively sized restrictors for larger services. The cost of installation of the flow restricting device shall be charged to the person.

These enforcement actions are in addition to any enforcement actions specified in the water shortage contingency plan.

8.41.060 –Relief from compliance.

Upon written application made to the director for an exception or adjustment to the requirements of this chapter, the director may grant, in the director's sole discretion, variances to a person who demonstrates that the person has adopted all reductions in water consumption that could practically be achieved. Any exception or adjustment shall not grant a special privilege inconsistent with the limitations placed upon similarly-situated persons. Exceptions or adjustments may also be granted if failure to do so would adversely affect the sanitation, fire protection, health, safety, or welfare of the public, or of the Person applying for an exception or adjustment. The information required with the variance application will be specified in the water shortage contingency plan.

The denial of an application for an exception or adjustment may be appealed in writing to the city manager within thirty (30) days of the date of the notice of the denial of the

application. The city manager shall grant or deny the appealed application within fifteen (15) days and shall mail notice thereof to the appellant as soon as practicable. The city manager's decision shall be final and non-appealable.”

Section 2: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Brisbane hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases may be held invalid or unconstitutional.

Section 3: This Ordinance shall be in full force and effect thirty days after its passage and adoption.

* * * *

The above and foregoing Ordinance was regularly introduced and after the waiting time required by law, was thereafter passed and adopted at a regular meeting of the City Council of the City of Brisbane held on the _____ day of _____, 2023, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Madison Davis, Mayor

ATTEST:

Ingrid Padilla, City Clerk

APPROVED AS TO FORM:

Thomas R. McMorrow, City Attorney

Title 8 - HEALTH AND SAFETY
Chapter 8.41 WATER CONSERVATION

Chapter 8.41 WATER CONSERVATION

8.41.010 Purpose, scope, and notice.

The purpose of this chapter is to establish standards and procedures for water conservation; assure the maximum beneficial use of city water supplies; enable the implementation of the city's [responsive actions to drought conditions and/or water supply shortages \("shortage response actions"\)](#); ~~stage response measures~~ [actions](#); facilitate compliance with requirements for voluntary or mandatory reductions during water shortages promulgated by a governing authority; ensure sufficient water supplies to meet the basic needs of human consumption, sanitation and fire protection; and protect the health, safety, welfare, and economic vitality of the city's customers.

~~This chapter establishes four stages of increasingly restrictive drought response actions to be implemented in times of water shortage. The provisions of each drought response stage are triggered upon the director's determination that a governing authority has required a voluntary or mandatory reduction in water use because of shortage conditions.~~

~~The provisions of each drought response stage will become effective five (5) days after the director determines that a particular stage should be triggered and has published notice of this determination by mail. Once effective, the provisions of a drought response stage will stay in effect until the effective date of a different drought response stage that is triggered or until the director determines that no drought response stages are required and has published notice of this determination by mail.~~

Nothing in this chapter is intended to limit the ability of the city to respond to an emergency, including declaring or enforcing a water shortage emergency pursuant to Water Code Section 350, or to comply with other requirements promulgated by a governing authority.

(Ord. No. 589, § 1, 9-2-14)

8.41.020 Definitions.

The following definitions apply to this chapter:

- A. "City" means the City of Brisbane and/or the Guadalupe Valley Municipal Improvement District.
- B. "Director" means the director of the department of public works/city engineer of the city, or the ~~director's~~ his or her designee.
- C. "Drought Shortage response measuresactions" ~~include~~ mean the measures-restrictions on water use in an adopted ~~the~~ water shortage contingency plan. A reference to a particular stage of drought-shortage response measures-actions refers to the corresponding stage-shortage level described in the water shortage contingency plan.
- D. "Governing authority" means any entity — including, but not limited to, the SFPUC — that has the legal authority to limit the ability of the city to purchase and/or use water.
- E. "Person" or "persons" means any natural person or persons, corporation, public or private entity, or any other user of water provided by the city.
- F. "SFPUC" means the San Francisco Public Utilities Commission.

G. "Water shortage contingency plan" means a plan, as may be amended, to address water shortages, including a detailed description of four (4) stages of increasingly restrictive drought-shortage response actions, developed under the direction of the director and as amended.

(Ord. No. 589, § 1, 9-2-14)

8.41.030 Water shortage contingency plan.

The specifics of the terms-water use restrictions of the are listed as drought-shortage response measures actions are contained in the water shortage contingency plan. The water shortage contingency plan shall be developed under the direction of the director and approved by the City Council Resolution. The water shortage contingency plan-During a declared drought the plan may be amended as necessary, in the director's discretion, to better achieve the overall goals in this chapter or to comply with any terms of a the water shortage contingency plan required of urban water suppliers, as defined by Water Code Section 10617. The operative version of the water shortage contingency plan shall be posted as soon as possible on the city's website. The water shortage contingency plan is intended to comply substantially with the requirements of California Water Code Section 10632-10609.60 and may be used as a framework through which to actually comply with the requirements of Water Code Section 10632 if the city is legally required to do so.

(Ord. No. 589, § 1, 9-2-14)

8.41.040 Permanent water conservation measures.

Nothing in this chapter shall limit the requirements of Chapter 8.40 (Water Waste), Chapter 15.70 (Water Conservation in Landscaping), or Chapter 15.72 (Indoor Water Conservation Regulations) of the Brisbane Municipal Code. These water conservation requirements are in effect at all times.

(Ord. No. 589, § 1, 9-2-14)

8.41.050 Stage 1 drought response measures.

Stage 1 drought response measures apply when a governing authority declares a need for its purchasers to voluntarily reduce consumption by at least ten percent (10%), and the director gives notice pursuant to Section 8.41.010 of his or her determination that the stage 1 drought response measures must be triggered.

The overall goal of the stage 1 drought response measures is to reduce water usage by the city and its water consumers by at least ten percent (10%) of the average annual use by the city and its water consumers over the most recent five (5) calendar years preceding the effective date of the stage 1 drought response measures, until such time as a governing authority determines that a voluntary reduction in consumption of at least ten percent ten percent (10%) is no longer necessary. The city will endeavor to increase its public education and outreach efforts to increase public awareness of the need for all persons to implement the stage 1 drought response measures.

{Ord. No. 589, § 1, 9-2-14}

8.41.060 Stage 2 drought response measures.

Stage 2 drought response measures apply when a governing authority imposes a mandatory requirement for its purchasers to reduce consumption system-wide by at least ten percent (10%), and the director gives notice pursuant to Section 8.41.010 of his or her determination that the stage 2 drought response measures must be triggered.

The overall goal of the stage 2 drought response measures is to reduce water usage by the city and its water consumers by at least ten percent (10%) of the average annual use by the city and its water consumers over the most recent five (5) calendar years preceding the effective date of the stage 2 drought response measures, until such time as a governing authority determines that a mandatory reduction in consumption of at least ten percent (10%) is no longer necessary. While the stage 2 drought response measures are effective, all persons shall also comply with the stage 1 drought response measures, which will be mandatory.

(Ord. No. 589, § 1, 9-2-14)

8.41.070 Stage 3 drought response measures.

Stage 3 drought response measures apply when a governing authority declares a need for its purchasers to voluntarily reduce consumption by at least twenty percent (20%), and the director gives notice pursuant to Section 8.41.010 of his or her determination that the stage 3 drought response measures must be triggered.

The overall goal of the stage 3 drought response measures is to reduce water usage by the city and its water consumers by at least twenty percent (20%) of the average annual use by the city and its water consumers over the most recent five (5) calendar years preceding the effective date of the stage 3 drought response measures, until such time as a governing authority determines that a voluntary reduction in consumption of at least twenty percent (20%) is no longer necessary. While the stage 3 drought response measures are effective, all persons shall also comply with the stage 1 and stage 2 drought response measures, both of which will be mandatory.

(Ord. No. 589, § 1, 9-2-14)

8.41.080 Stage 4 drought response measures.

Stage 4 drought response measures apply when a governing authority imposes a mandatory requirement for its purchasers to reduce consumption by at least twenty percent (20%), and the director gives notice pursuant to Section 8.41.010 of his or her determination that the stage 4 drought response measures must be triggered.

The overall goal of the stage 4 drought response measures is to reduce water usage by the city and its water consumers by at least twenty percent (20%) of the average annual use by the city and its water consumers over the most recent five calendar years preceding the effective date of the stage 4 drought response measures, until such time as a governing authority determines that a mandatory reduction in consumption of at least twenty percent (20%) is no longer necessary. While the stage 4 drought response measures are effective, all persons shall also comply with the stage 1, stage 2, and stage 3 drought response measures, all of which will be mandatory.

(Ord. No. 589, § 1, 9-2-14)

8.41.090 Enforcement.

The director shall enforce this chapter. When the director has declared a drought shortage level, failure to comply with the shortage response actions shall be a violation of this chapter and may be subject to administrative penalties (as provided in Chapter 1.16 of the Brisbane Municipal Code and Water Code Section 71590) and may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days and/or by a fine not exceeding one thousand dollars (\$1,000.00) (as provided in Water Code Section 377).

Prior to, or in addition to imposing administrative penalties as described above, the director may, in the director's his or her sole discretion, take any or all of the following actions:

- A. **Written Warning:** If the **directoreity** determines that a person is using water in violation of this chapter, the city may send a written warning to the person that lists the name and address of the person on the account, identifies the wasteful use of water that violates the restrictions on water use currently in effect, requests that the person stop such wasteful use, informs the person about the process for applying for an exception from the requirements of this chapter, and informs the person that failure to comply with this chapter may result in the termination of service.
- B. **On-site Warning:** The **directoreity** may conduct an on-site visit to ascertain whether wasteful use of water is occurring. In the event that waste of water that violates the restrictions on water use current in effect is observed, and no exception has been granted, the **directoreity** will make reasonable efforts to notify an adult residing at the property if a residential account or an adult working on the property if a non-residential account, and will issue a written on-site warning of wasteful water use. This warning will include a written warning hand-delivered to the adult on the premises or posted on the premises.
- C. **Termination of Water Service:** In the event that city personnel observe continued waste of water that violates the restrictions on water use currently in effect occurring on the person's premises more than forty-eight (48) hours after the on-site warning, it shall be deemed to be a willful violation of the restrictions on water use currently in effect, and the director may authorize termination of water service.
- D. **Restoring Water Service:** The reconnection charge established in the city's rate and fee schedule shall be paid before the city restores service. In addition, the **pPerson** must have stopped the wasteful use of water and have paid all charges owed to the city under this chapter, and all other rates and fees owed, before the city restores water service.
- E. **Installation of Flow Restricting Device:** The **directoreity** may, in **the director'sits** sole discretion, install a water flow restricting device in the service line of a person who violates this chapter. Written notice will be provided to the person by hand delivery at least forty-eight (48) hours prior to installation of the flow restricting device. The flow restricting device will be **at-leastup to** one gallon per minute (1 GPM) capacity for services up to one and one-half (1.5) inch size and comparatively sized restrictors for larger services. The cost of installation of the flow restricting device shall be charged to the person.

[These enforcement actions are in addition to any enforcement actions specified in the water shortage contingency plan.](#)

Formatted: Paragraph 1

(Ord. No. 589, § 1, 9-2-14)

8.41.060100 Relief from compliance.

Upon written application made to the director for an exception or adjustment to the requirements of this chapter, the director may grant, in **the director'shis or her** sole discretion, variances to a person who demonstrates that the person has adopted all reductions in water consumption that could practically be achieved. Any exception or adjustment shall not grant a special privilege inconsistent with the limitations placed upon similarly-situated persons. Exceptions or adjustments may also be granted if failure to do so would adversely affect the sanitation, fire protection, health, safety, or welfare of the public, or of the Person applying for an exception or adjustment. [The information required with the variance application will be specified in the water shortage contingency plan.](#)

The denial of an application for an exception or adjustment may be appealed in writing to the city manager within thirty (30) days of the date of the notice of the denial of the application. The city manager shall grant or deny the appealed application within fifteen (15) days and shall mail notice thereof to the appellant as soon as practicable. The city manager's decision shall be final and non-appealable.

(Ord. No. 589, § 1, 9-2-14)

File Attachments for Item:

P. Sierra Point Landscaping and Lighting District

1. Hear Statement of Engineer of Record, Read Mayor's Statement, Hear City Clerk Statement, Open Public Hearing to hear any testimony, Close Public Hearing
2. Consider adoption of Resolution overruling protests and ordering the improvements and confirming the diagram and assessments for Fiscal Year 23/24



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Karen Kinser, Deputy Director of Public Works

Subject: Public Hearing on Imposition of Fiscal Year 2023-2024 Tax Roll Charges for the Sierra Point Landscaping and Lighting District

Community Goal/Result - Economic Development

Purpose - To complete the process via a public hearing for the imposition of annual tax roll charges that fund Sierra Point's Landscape and Lighting Assessment District, which provides for maintenance of the landscaping, irrigation and lighting installed in 1989.

Recommendation - The following procedures and actions are recommended:

1. Statement of the Engineer of Record as to the nature of the project.
2. Mayor's statement and declaration that the Public Hearing is open (see Attachment 1).
3. Statement by the City Clerk verifying that the Certificate of Posting and the Resolution of Intention is on file (see Attachment 2), followed by the reading of any written protests by the City Clerk.
4. Hearing of oral testimony and comments.
5. Closure of Public Hearing.
6. If appropriate, adopt the proposed Resolution Addressing Objections and Ordering the Improvements and Confirming the Diagrams and Assessment for Fiscal Year 2023-2024 for the Sierra Point Landscaping and Lighting District.

Background

At its June 1st meeting, the City Council adopted Resolution No. 2023-27, a Resolution of Preliminary Approval of Engineer's Report, and Resolution No. 2023-28, a Resolution of Intention to Order the Levy and Collection of Assessments Pursuant to the Landscaping and Lighting Act of 1972, pertaining to the Sierra Point Landscaping and Lighting District, Fiscal Year 2023-2024. The fiscal year 2023–2024 Engineer's Report maintains the previous year's total assessment amount.

In accordance with state law, joint notice of both the public meeting and the public hearing was mailed to all affected property owners and was posted at City Hall, Brisbane Community

1

Public Hearing on Imposition of FY 23-24 Tax Roll Charges for the SPLLD

Center, Brisbane Public Library and Mission Blue Center. The preliminarily approved Engineer's Report is attached. As of June 16, 2023, no written protests had been received.

Discussion

In addition to the routine maintenance provided within the district, the revenue funds non-annual projects such as deep root watering trees in drought years. In the coming fiscal year, aging and rusting street light poles will be replaced and/or repaired and treated with rust inhibitor as needed.

Minor corrections to the Engineer’s Report may be made by staff after adoption of the resolution if final county assessor data received after this action differs from draft data.

Fiscal Impact

This is an annually occurring process that provides the funding mechanism for the work completed within the landscaping and lighting district. If the Council declines to order and levy the collection of assessments, there will be no identified revenue source for the work scheduled in this District. The FY 23-24 budget adopted by Council for Department 6035 (Sierra Point Landscaping and Lighting District) is in the amount of \$667,927. The assessments to be collected via the recommended action are \$591,719. The budgeted amount includes \$76,208 from fund reserves.

Measure of Success


Continuing acceptable maintenance levels in the Sierra Point Landscape and Lighting District.

Attachments

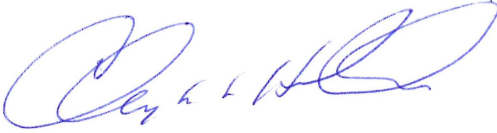
- 1. Opening Statement by the Mayor of the City of Brisbane
- 2. Clerk’s Statement
- 3. Proposed Resolution Addressing Objections, Ordering the Improvements and Confirming the Diagrams and Assessment for Fiscal Year 2023-24
- 4. Engineer’s Report, including Zone 1 and Zone 2 Assessment Diagrams



 Karen Kinser, Deputy Director of Public Works



 Randy Breault, Director of Public Works



 Clay Holstine, City Manager

**OPENING STATEMENT BY THE MAYOR
OF THE CITY OF BRISBANE**

JUNE 29, 2023

SIERRA POINT LANDSCAPING AND LIGHTING DISTRICT

This is the time and place set for hearing on the Engineer’s Report and the levy and collection of the proposed assessment for Fiscal Year 2023-2024 for the Sierra Point Landscaping and Lighting District. These proceedings were undertaken pursuant to the Landscaping and Lighting Act of 1972.

The Engineer’s Report prepared by the Engineer of Work consists of the proposed improvements, the boundaries of the Assessment District and any zones therein, the proposed diagram, the estimate of cost thereof and the proposed assessments upon assessable lots and parcels of land within the District. Any one of these items may be the subject of protests or endorsements.

You are asked to clearly identify yourself and the property owned by you so that your statements may be correctly recorded.

The hearing is declared open and I will ask the City Clerk to report on the various notices given in connection with the hearing.

CLERK'S STATEMENT

JUNE 29, 2023

**SIERRA POINT
LANDSCAPING AND LIGHTING DISTRICT**

Notices have been mailed and posted as required by the Landscaping and Lighting Act of 1972. Proofs of mailing and posting are on file in my office. A copy of the Engineer's Report prepared by the Engineer of Work was filed in my office on May 24, 2023 and has been open to public inspection since that time.

RESOLUTION NO. 2023-XX

A RESOLUTION OVERRULING PROTESTS AND ORDERING THE IMPROVEMENTS AND CONFIRMING THE DIAGRAM AND ASSESSMENTS

FISCAL YEAR 2023-2024

**SIERRA POINT
LANDSCAPING AND LIGHTING DISTRICT**

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

WHEREAS, the Engineer’s Report for Fiscal Year 2023-2024 for the Sierra Point Landscaping and Lighting District Pursuant to the Landscaping and Lighting Act of 1972 was duly made and filed with the Clerk of said City, whereupon said Clerk presented it to the City Council for its consideration;

WHEREAS, said Council thereupon duly considered said report and each and every part thereof and found that it contained all the matters and things called for by the provisions of said Act, including (1) plans and specifications of the existing improvements and the proposed new improvements; (2) estimate of costs; (3) diagram of the District; and (4) an assessment according to benefits; all of which were done in the form and manner required by said Act;

WHEREAS, said Council found that said report and each and every part thereof was sufficient in every particular detail and determined that it should stand as the report for all subsequent proceedings under said Act, and thereby Preliminarily Approved said report via Resolution 2023-27; whereupon said Council, pursuant to the requirements of said Act, appointed Thursday, the 29th day of June, 2023, at the hour of 7:30 p.m. of said day in the Brisbane Community Meeting Room, 50 Park Place, Brisbane, California, 94005 as the time and place for hearing protests in relation to the levy and collection of the proposed assessments for said improvements, including the maintenance or servicing, or both, thereof, for Fiscal Year 2023-2024 and directing said Clerk to give notice of said hearing as required by said Act;

WHEREAS, it appears that notices of said hearing were duly and regularly mailed, published and posted in the time, form and manner required by said Act, as evidenced by the Affidavits and Certificates on file with said Clerk, whereupon said hearing was duly and regularly held at the time and place stated in said notice;

WHEREAS, persons interested, objecting to said improvements, including the maintenance or servicing, or both, thereof, or to the extent of the assessment district, or any zones therein, or to the proposed assessment or diagram or to the Engineer’s estimate of costs thereof, filed written protests with the Clerk of said City at or before the conclusion of said hearing, and all persons interested desiring to be heard were given an opportunity to be heard, and all matters and things were pertaining to the levy and

collection of the assessments for said improvements, including the maintenance or servicing, or both, thereof, were fully heard and considered by said Council; and

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

1. That protests against said improvements, including the maintenance or servicing, or both, thereof, or to the extent of the assessment district or any zones therein, or to the proposed assessment or diagram, or to the Engineer's estimate of costs thereof, for Fiscal Year 2023-2024 be, and each of them are, hereby overruled.

2. That the public interest, convenience and necessity require and said Council does hereby order the levy and collection of assessments pursuant to said Act, for the construction or installation of the improvements, including the maintenance or servicing, or both, thereof, more particularly described in said Engineer's Report and made a part hereof by reference thereto.

3. That the Sierra Point Landscaping and Lighting District and the boundaries thereof benefited and to be assessed for said costs for the construction or installation of the improvements, including the maintenance or servicing, or both, thereof, are more particularly described by reference to a map thereof on file in the Office of the Clerk of said City. Said map indicates by a boundary line the extent of the territory included in said district and of any zone thereof and the general location of said District.

4. That the plans and specifications for the existing improvements and for the proposed improvements to be made within the assessment district or within any zone thereof contained in said report, be, and they are, hereby finally adopted and approved.

5. That the Engineer's estimate of the itemized and total costs and expenses of said improvements, maintenance and servicing thereof, and of the incidental expenses in connection therewith, contained in said report, be, and it is hereby, finally adopted and approved.

6. That the public interest and convenience require, and said Council does hereby order, the improvements to be made as described in and in accordance with said Engineer's Report, reference to which is hereby made for a more particular description of said improvements.

7. That the diagram showing the exterior boundaries of the assessment district referred to and described in said Resolution No. 2023-28, and also the boundaries of any zones therein and the lines and dimensions of each lot or parcel of land within said District as such lot or parcel of land is shown on the County Assessor's maps for the fiscal year to which it applies, each of which lot or parcel of land has been given a separate number upon said diagram, as contained in said report, be, and it is hereby, finally approved and confirmed.

8. That the assessment of the total amount of the costs and expenses of the said improvements upon the several lots or parcels of land in said District in proportion to the estimated benefits to be received by such lots or parcels, respectively, from said improvements, and the maintenance or servicing, or both, thereof and of the expenses incidental thereto contained in said report be, and the same is hereby, finally approved and confirmed.

9. That said Engineer's Report for Fiscal Year 2023-2024 be, and the same is, hereby finally adopted and approved as a whole.

10. That the City Clerk shall forthwith file with the Auditor of San Mateo County the said assessment, together with said diagram thereto attached and made a part thereof, as confirmed by the City Council, with the certificate of such confirmation thereto attached and of the date thereof.

11. That the order for the levy and collection of assessment for the improvements and the final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in said Report, as modified, as hereinabove determined and ordered, is intended to and shall refer and apply to said Report, or any portion thereof, as amended, modified, revised or corrected by, or pursuant to and in accordance with any resolution or order, if any, heretofore duly adopted or made by this Council.

12. That the San Mateo County Controller and the San Mateo County Tax Collector apply the Sierra Point Landscaping and Lighting District assessments to the tax roll and have the San Mateo County Tax Collector collect said assessments in the manner and form as with all other such assessments collected by the San Mateo County Tax Collector.

Madison Davis, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution No. 2023-XX was adopted at a regular meeting of the City Council of the City of Brisbane on the 29th day of June, 2023 by the following vote:

AYES:

NOES:

ABSENT:

Ingrid Padilla, City Clerk
City of Brisbane

CITY OF BRISBANE

SIERRA POINT

LANDSCAPING AND LIGHTING DISTRICT

ENGINEER'S REPORT

on the
Levy of an Assessment
for the
2023 - 2024 Fiscal Year

Prepared by

Karen Kinser, P.E.
Deputy Director of Public Works

June 16, 2023

I. BACKGROUND

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

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

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

This report was prepared as part of an annually occurring process to detail the assessment charges and district expenses covering the 2023 - 2024 fiscal year.

II. PLANS AND SPECIFICATIONS

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

III. ESTIMATE OF COSTS

The costs of this assessment district for the 2023 - 2024 fiscal year are estimated to be as follows:

ZONE 1 & 2 CONSTRUCTION & MAINTENANCE COSTS

		FY 23/24
	Employee costs	116,230
	Supplies and services	377,150
	Administrative costs	174,547
	TOTAL ZONE 1 & 2	\$667,927

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

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

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

Costs associated with this assessment district for the 2023 - 2024 fiscal year are to be paid as follows:

ZONE 1 & 2 FUNDING SOURCES

		FY 21/22
	Assessment charges	591,719
	Carryover from prior year	76,208
	TOTAL ZONE 1 & 2	\$667,927

IV. DIAGRAM

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

V. ASSESSMENT

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

Respectfully submitted,

Dated 06/16/29



Karen Kinser, P.E.
Deputy Director of Public Works

P.

Filed in the office of the City Clerk of the City of Brisbane, San Mateo County, California, this _____ day of _____, 2023.

Ingrid Padilla
City Clerk

Filed in the office of the County Controller-Auditor of the County of San Mateo, California, this _____ day of _____, 2023.

Juan Raigoza
County Controller

ASSESSMENT ROLL

<u>ASSESSMENT NUMBER</u>	<u>ASSESSOR'S PARCEL NUMBER</u>	<u>PARCEL AREA, AC.</u>	<u>ASSESSMENT</u>
<u>ZONE 1</u>			
A 1	007—165—210	4.41	\$24,570
A 2	007—165—230	8.97	49,976
A 3	007—165—110	3.44	19,166
A 4	007—165—050	6.13	34,153
A 5	007—164—020	5.66	31,534
A 6	007—164—010	10.20	56,828
A 7	007—165—130	9.78	54,488
A 8	007—165—140	7.13	39,724
A 9	007—165—150	5.93	33,038
A 10	007—163—030	3.52	19,619
A 11	007—163—040	3.08	17,160
A 12	007—165—120	4.56	25,406
C 1	015—011—090	Note ¹	0
C 2	015—011—100	6.92	38,554
C 3	015—011—110	8.57	47,747
C 4	015—011—120	8.56	47,691
C 5	015—011—140	2.41	13,427
Subtotal Zone 1		99.28	\$553,074

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

ZONE 2

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

METHOD OF ASSESSMENT SPREAD

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

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

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

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

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

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

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

NAMES AND ADDRESSES OF OWNERS

ASSESSMENT NUMBER	APN NUMBER	ASSESSEE
A-1 A-2	007-165-210 007-165-230	BP3 SF4 1000 Marina LLC 4380 La Jolla Village Dr. Suite 230 San Diego, CA 92122
A-3	007-165-110	SNH Brisbane Ca LLC 255 Washington St Newton, MA 02458
A-4	007-165-050	Grand Sierra Properties, Inc. 150 Executive Park Blvd. #4000 San Francisco, CA 94134
A-5 A-6	007-164-020 007-164-010	HCP Life Science REIT, Inc. 1920 Main St, Suite 1200 Irvine, CA 92614
A-7 A-8 A-9	007-165-130 007-165-140 007-165-150	Slough Brisbane LLC 1920 Main St. Suite 1200 Irvine, CA 92614
A-10	007-163-030	Summit Hospitality 114 LLC 12600 Hill Country Blvd., #R-100 Austin, TX 78738
A-11	007-163-040	Bre Sh Brisbane Owner LLC PO Box A-3956 Chicago, IL 60690-3956
A-12	007-165-120	PPF OFF 7000 Marina Blvd LP C/O Morgan Stanley Real Estate Advisor 555 California St. 21 st Floor San Francisco, CA 94101

B-2 B-3 B-4 B-5	005-162-430 005-162-300 005-162-400 005-162-410	Oyster Point Properties, Inc. 150 Executive Park Blvd. #4200 San Francisco, CA 94134-3332
--------------------------	--	---

B-6 B-7	005-162-390 005-162-420	City of Brisbane 50 Park Place Brisbane, CA 94005
C-1	015-011-090	State of California C/O State Lands Commission Attn: Title Unit 100 Howe Ave., Ste. 100 Sacramento, CA 95825
C-2	015-011-100	HCP Life Sciences REIT, Inc. 3000 Meridian Boulevard #200 Franklin, TN 37067
C-3	015-011-110	GI ETS Shoreline LLC Attn: Tony P. Lin 4 Embarcadero Suite 3200 San Francisco, CA 94111
C-4	015-011-120	DW LSP 5000 Shoreline LLC C/O Divco West Real Estate Group Attn: Sam Hamilton PO Box 130667 Carlsbad, CA 92013
C-5	015-011-140	GNS Shoreline LP C/O Altusgroup USINC/Ventas #6904 PO Box 71970 Phoenix, AZ 85050

Q.

File Attachments for Item:

Q. Consider Adoption of a Resolution Granting Consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District (SFPTMD) to Include the City of Brisbane



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Mitch Bull, Economic Development Director

Subject: Adoption of a Resolution Granting Consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District (SFPTMD) to Include the City of Brisbane

Community Goal/Result

Economic Development - Brisbane will work with the SFPTMD to boost tourism and provide marketing and visibility to the hospitality properties within Brisbane who participate in the program.

Purpose

The recommended action, adoption of the attached resolution (**Attachment 1**) granting consent to the City of Burlingame to form the SFPTMD to include the City of Brisbane in the SFPTMD, will enable the City of Burlingame and the San Mateo County/Silicon Valley Convention and Visitors Bureau dba The San Francisco Peninsula (SFP) to move forward with the SFPTMD formation process. Upon successful formation, the SFPTMD will be governed by SFP and by the Management District Plan and will be facilitated by the Burlingame City Council.

Recommendation

Adopt a Resolution granting consent to the City of Burlingame to form the San Francisco Peninsula Tourism Marketing District ("SFPTMD") to include the City of Brisbane in the SFPTMD. (**Attachment 1**)

Background

In 2001, the San Mateo County Tourism Business Improvement District (SMCTBID) was formed pursuant to the Parking and Business Improvement Area Law of 1989 (89 Law). Under the general administration of the City of Burlingame, SFP and San Mateo County lodging businesses seek to modernize the SMCTBID by forming a new District, the SFPTMD, pursuant to the Property and Business Improvement District Law of 1994. (**Attachment 2**)

Discussion

The SFPTMD is a benefit assessment district proposed to create a revenue source to help fund marketing and sales promotion efforts for San Francisco Peninsula area lodging businesses. This approach has been used successfully in other destination areas throughout the state to improve tourism and drive additional room nights to assessed lodging businesses. The proposed SFPTMD includes all lodging businesses located within the boundaries of the cities of Belmont, Brisbane, Burlingame, East Palo Alto, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and the unincorporated area of San Mateo County.

SFP and lodging business owners decided to pursue formation of the SFPTMD in order to create a revenue source devoted to marketing the San Francisco Peninsula area as a tourist, meeting and event destination. If established, the SFPTMD would generate approximately \$10,895,479 on an annual basis for promotion of travel and tourism specific to the San Francisco Peninsula area.

TOURISM MARKETING DISTRICTS

Tourism Marketing Districts (TMDs) utilize the efficiencies of private sector operation in the market-based promotion of tourism. These special assessment districts allow lodging business owners to organize their efforts to increase tourism. Lodging business owners within the TMD fund the TMD, and those funds are used to provide services that are desired by and benefit the lodging businesses within the TMD.

TMD benefits:

- Ø Funds cannot be diverted for other government programs;
- Ø They are customized to fit the needs of each destination;
- Ø They allow for a wide range of services; including: destination marketing, tourism promotion, and sales lead generation;
- Ø They are designed, created and governed by those who will pay the assessment; and
- Ø They provide a stable funding source for tourism promotion.

In California, TMDs are primarily formed pursuant to the Property and Business Improvement District Law of 1994 (94 Law). This law allows for the creation of a special benefit assessment districts to raise funds within a specific geographic area. The key difference between TMDs and other special benefit assessment districts is that funds raised are returned to the private non-profit corporation governing the TMD.

MANAGEMENT DISTRICT PLAN

The Management District Plan (**Attachment 3**) includes the proposed boundary of the SFPTMD, a service plan and budget and a proposed means of governance. The SFPTMD will include all lodging businesses located within the boundaries of the cities of Belmont, Brisbane, Burlingame, East Palo Alto, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and the unincorporated area of San Mateo County.

The annual assessment rate is one- and one-half percent (1.5%) of gross short-term sleeping room rental revenue for lodging businesses with 5,000 square feet or more of dedicated meeting space, and 0.75% for all other lodging businesses within the SFPTMD's boundaries. Based on the benefit received, assessments will not be collected on stays of more than thirty (30) consecutive days; stays provided to airline cockpit and/or cabin crews pursuant to an agreement between a hotel and an airline, which is in furtherance of or to facilitate such crews' performance of their jobs for the airline, including layovers between flights; employees of the state or federal government if room charges are paid directly by their employing agency and copies of official travel orders are submitted as applicable; and any properly credentialed officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.

The proposed SFPTMD will have a five (5) year life, beginning October 1, 2023, or as soon as possible thereafter, and ending five (5) years from its start date. The assessment will be implemented beginning October 1, 2023, or as soon as possible thereafter. Once per year beginning on the anniversary of SFPTMD formation there is a thirty (30) day period in which business owners paying

fifty percent (50%) or more of the assessment may protest and begin proceedings to terminate the SFPTMD.

The City of Burlingame shall be responsible for collecting the assessments on a monthly basis (including any delinquencies, penalties and interest) from each lodging business located in the boundaries of the SFPTMD. The City of Burlingame shall take all reasonable efforts to collect the assessments from each lodging business. The City of Burlingame shall be paid a fee equal to one percent (1%) of the amount of assessment collected or a flat fee of \$60,000, whichever is greater each year to cover its costs of collection and administration.

If City Council supports the formation and proposed administration of the SFPTMD, then it should adopt the attached resolution that would result in the inclusion of Brisbane in the SFPTMD.

Fiscal Impact

None immediately, but because the SFPTMD programs are intended to increase room night sales for assessed lodging businesses within the SFPTMD, there may be an increase in various tax collections.

All fees associated with the creation and operation of the SFPTMD will be collected through an assessment to the participating hotel properties within San Mateo County. There is no financial outlay on the part of the city. The city may benefit from increased tourism and revenue from the hospitality sector through increased sales tax, Transient Occupancy Tax (TOT) revenue, and hotel business license tax revenue.

Measure of Success

The success of the SFPTMD shall be measured by an increase in tourism dollars spent in the cities and properties that are participating in the SFPTMD. It is expected that the marketing and advertising efforts conducted by the SFPTMD will benefit the entire county through increased visibility, tourism, conference related events and an increase in the tax revenue collected throughout the county.

Attachments

1. Resolution Granting Consent to the City of Burlingame to Form the San Francisco Peninsula Tourism Marketing District to Include the City of Brisbane
2. City of Burlingame Resolution Requesting Consent from the cities of Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and the unincorporated area of San Mateo County
3. SFPTMD Management District Plan

Mitch Bull, Economic Development Director

Clayton L. Holstine

Clay Holstine, City Manager

RESOLUTION NO. ___XX__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE, STATE OF CALIFORNIA, GRANTING CONSENT TO THE CITY OF BURLINGAME TO FORM THE SAN FRANCISCO PENINSULA TOURISM MARKETING DISTRICT (SFPTMD)

WHEREAS, in 2001, the San Mateo County Tourism Business Improvement District (SMCTBID) was formed pursuant to the Parking and Business Improvement Area Law of 1989 (89 Law) by City of Burlingame Ordinance No. 1648; and

WHEREAS, the City of Brisbane granted consent to the City of Burlingame to be included within the boundaries of the SMCTBID by Brisbane City Council Resolution No. 2011-09; and

WHEREAS, the City of Burlingame, San Mateo County/Silicon Valley Convention and Visitors Bureau dba The San Francisco Peninsula (SFP), and San Mateo County lodging businesses seek to modernize the SMCTBID by forming a new District, the San Francisco Peninsula Tourism Marketing District (SFPTMD), pursuant to the Property and Business Improvement District Law of 1994; and

WHEREAS, the Property and Business Improvement Law of 1994, Streets and Highways Code § 36600 et seq., authorizes the City of Burlingame to establish business improvement districts for the purposes of driving increased business sales directly to payors; and

WHEREAS, the City Council of the City of Burlingame has requested consent to form the SFPTMD in the City of Brisbane with adoption of Burlingame City Council Resolution No. 050-2023, dated May 15, 2023.

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

Section 1: The above recitals are true and correct.

Section 2: The City of Burlingame is hereby granted consent to include the City of Brisbane in the SFPTMD, for the formation of the SFPTMD and future renewals.

Section 3: The Clerk of the City of Brisbane is hereby directed to transmit a certified copy of this Resolution to the Clerk of the City of Burlingame.

Section 4: This Resolution is effective upon its adoption.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Brisbane, State of California, held on this ___ day of _____, 2023 by the following vote:

Q.

AYES:
NOES:
ABSENT:
ABSTAIN:

Mayor

ATTEST: _____
City Clerk

Q.

RESOLUTION NO. 050-2023

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME REQUESTING CONSENT OF THE CITIES OF BELMONT, BRISBANE, EAST PALO ALTO, FOSTER CITY, HALF MOON BAY, MENLO PARK, MILLBRAE, PACIFICA, REDWOOD CITY, SAN BRUNO, SAN CARLOS, SAN MATEO, SOUTH SAN FRANCISCO, AND THE UNINCORPORATED AREA OF SAN MATEO COUNTY TO FORM THE SAN FRANCISCO PENINSULA TOURISM MARKETING DISTRICT

WHEREAS, the City Council of the City of Burlingame (the Council) desires to begin proceedings to form the San Francisco Peninsula Tourism Marketing District (SFPTMD); and

WHEREAS, certain lodging business owners have requested that the Council form the SFPTMD; and

WHEREAS, a portion of the territory proposed to be included in the SFPTMD lies within the boundaries of the cities of Belmont, Brisbane, Burlingame, East Palo Alto, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and the unincorporated area of San Mateo County (the Cities and County), as shown on the map attached hereto as Exhibit A and incorporated herein by such attachment; and

WHEREAS, the area of the Cities and County that lies within the boundaries of the proposed SFPTMD will, in the opinion of the Council, be benefited by the improvements and activities, and the purpose sought to be accomplished by the work can best be accomplished by a single comprehensive scheme of work.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BURLINGAME that:

Section 1: The above recitals are true and correct.

Section 2: Consent of the cities of Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and the unincorporated area of San Mateo County, through their City Councils and Board of Supervisors, is hereby requested to form the SFPTMD, and to grant to the Council of the City of Burlingame jurisdiction for all the purposes in connection with the creation, operation, and future renewals of the proposed SFPTMD.

Section 3: The Burlingame City Clerk is hereby directed to transmit a certified copy of this Resolution to the clerks of the Granting Cities and County.



Michael Brownrigg, Mayor

Q.

I, Meaghan Hassel-Shearer, City Clerk of the City of Burlingame, certify that the foregoing Resolution was introduced at a regular meeting of the City Council on the 15th day of May, 2023, and was adopted thereafter by the following vote:

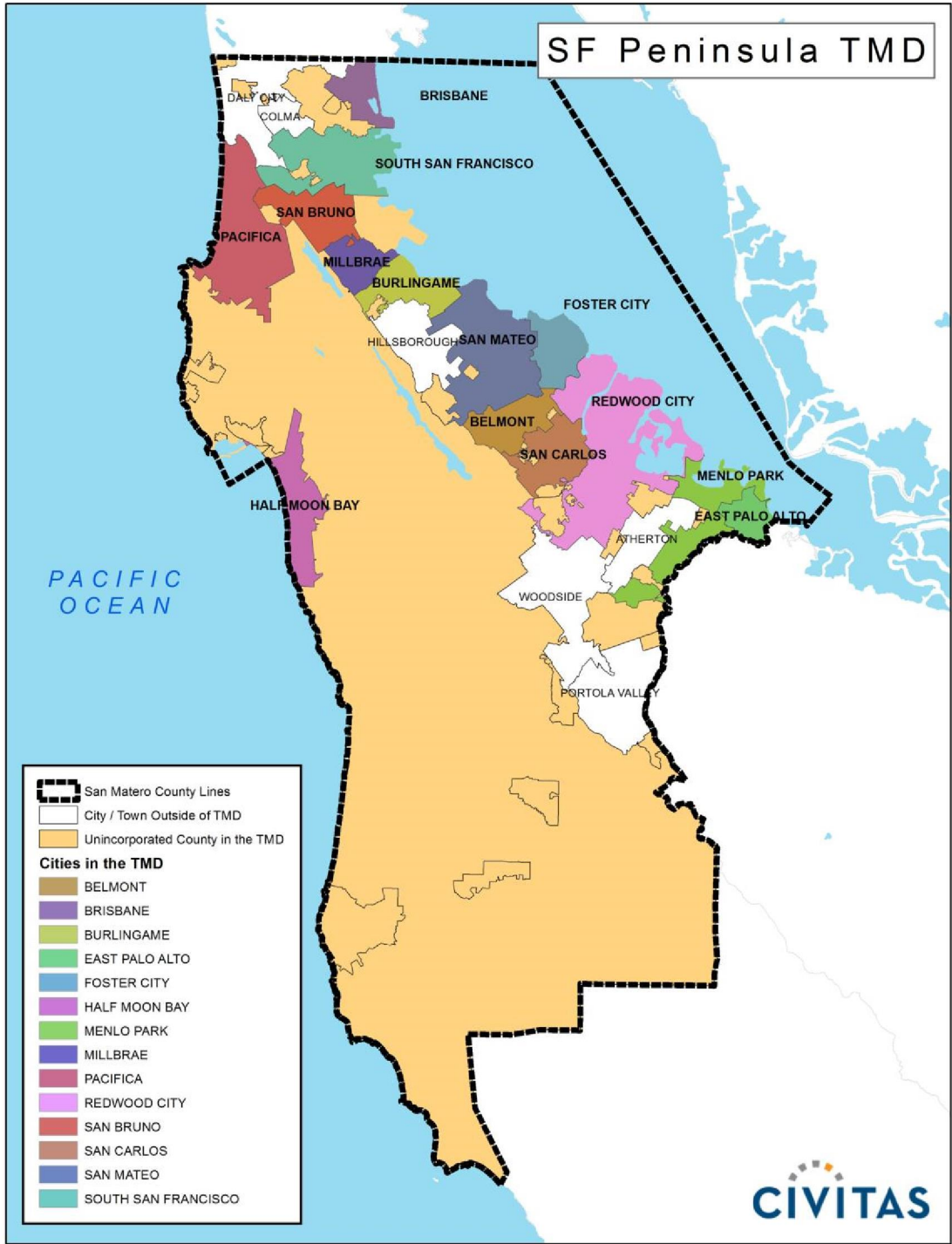
AYES: Councilmembers: BEACH, BROWNRIGG, COLSON, ORTIZ, STEVENSON
NOES: Councilmembers: NONE
ABSENT: Councilmembers: NONE

Meaghan Hassel-Shearer

Meaghan Hassel-Shearer, City Clerk

Q.

Exhibit A Boundary Map





**SAN FRANCISCO PENINSULA TOURISM
MARKETING DISTRICT
MANAGEMENT DISTRICT PLAN**

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Prepared by
Civitas



(800)999-7781

www.civitasadvisors.com

I. OVERVIEW

Developed by the San Mateo County/Silicon Valley Convention and Visitors Bureau dba The San Francisco Peninsula (SFP) and San Mateo County lodging businesses, the San Francisco Peninsula Tourism Marketing District (SFPTMD) is an assessment district proposed to provide specific benefits to payors, by funding marketing and sales promotion efforts for assessed businesses. This approach has been used successfully in other destination areas throughout the country to provide the benefit of additional room night sales directly to payors. In 2001, the San Mateo County Tourism Business Improvement District (SMCTBID) was formed pursuant to the Parking and Business Improvement Area Law of 1989 (89 Law). This effort seeks to modernize the SMCTBID by disestablishing the 89 Law District and forming a new District, the SFPTMD, pursuant to the Property and Business Improvement District Law of 1994 (94 Law).

Location: The SFPTMD includes all lodging businesses, existing and in the future, located within the boundaries of the cities of Belmont, Brisbane, Burlingame, East Palo Alto, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and the unincorporated area of San Mateo County, as shown on the map in Section III.

Services: The SFPTMD is designed to provide specific benefits directly to payors by increasing awareness and demand for room night sales, meetings, and conventions. Sales and marketing programs will increase demand for overnight tourism and market payors as tourist, meeting and event destinations, thereby increasing demand for room night sales, meetings, and conventions.

Budget: The total SFPTMD annual assessment budget for the initial year of its five (5) year operation is anticipated to be approximately \$10,895,479. A similar budget is expected to apply to subsequent years, but this budget is expected to fluctuate as room sales do.

Cost: The annual assessment rate is one- and one-half percent (1.5%) of gross short-term sleeping room rental revenue for lodging businesses with 5,000 square feet or more of dedicated meeting space, and 0.75% for all other lodging businesses within the SFPTMD’s boundaries. Based on the benefit received, assessments will not be collected on stays of more than thirty (30) consecutive days; stays provided to airline cockpit and/or cabin crews pursuant to an agreement between a hotel and an airline, which is in furtherance of or to facilitate such crews’ performance of their jobs for the airline, including layovers between flights; employees of the state or federal government if room charges are paid directly by their employing agency and copies of official travel orders are submitted as applicable; and any properly credentialed officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.

Collection: The City of Burlingame shall be responsible for collecting the assessments on a monthly basis (including any delinquencies, penalties and interest) from each lodging business located in the boundaries of the SFPTMD. The City shall take all reasonable efforts to collect the assessments from each lodging business.

Q.

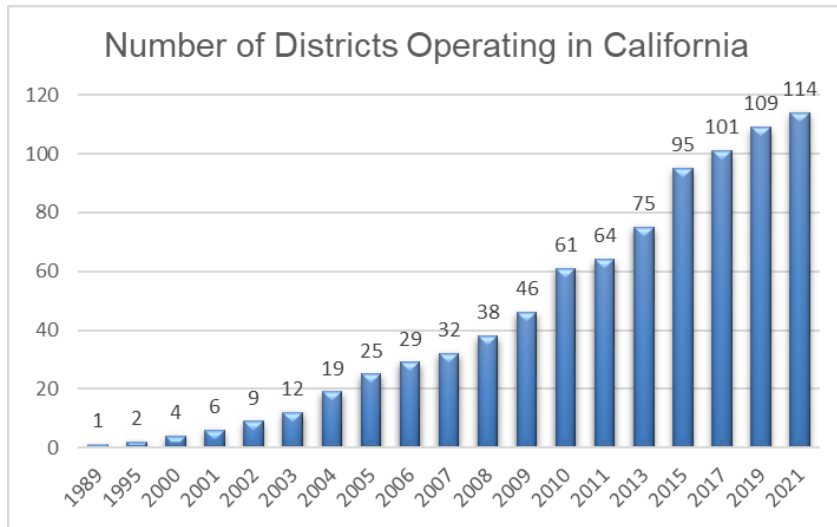
Duration: The SFPTMD will have a five (5) year life, beginning October 1, 2023, or as soon as possible thereafter, and ending five (5) years from its start date. After five (5) years, the SFPTMD may be renewed pursuant to the 94 Law if business owners support continuing the SFPTMD programs. Once per year, beginning on the anniversary of SFPTMD formation, there is a thirty (30) day period in which owners paying fifty percent (50%) or more of the assessment may protest and initiate a hearing on SFPTMD termination.

Management: The San Mateo County/Silicon Valley Convention and Visitors Bureau dba The San Francisco Peninsula (SFP) shall serve as the SFPTMD's Owners' Association. The Owners' Association is charged with managing funds and implementing programs in accordance with this Plan, and must provide annual reports to the Burlingame City Council.

The SFP shall create a SFPTMD Committee tasked with determining how SFPTMD funds are spent, within the designated programs in this Plan, subject to final approval by the SFP Board. The SFPTMD Committee shall include lodging business owners or representatives paying the SFPTMD assessment.

II. BACKGROUND

TMDs are an evolution of the traditional Business Improvement District. The first TMD was formed in West Hollywood, California in 1989. Since then, over 100 California destinations have followed suit. In recent years, other states have begun adopting the California model – Massachusetts, Montana, South Dakota, Washington, Colorado, Texas and Louisiana have adopted TMD laws. Several other states are in the process of adopting their own legislation. The cities of Wichita, Kansas and Newark, New Jersey used an existing business improvement district law to form a TMD. And, some cities, like Portland, Oregon and Memphis, Tennessee have utilized their home rule powers to create TMDs without a state law.



California’s TMDs collectively raise over \$300 million annually for local destination marketing. With competitors raising their budgets, and increasing rivalry for visitor dollars, it is important that San Francisco Peninsula tourism businesses invest in stable, commerce-specific marketing programs.

TMDs utilize the efficiencies of private sector operation in the market-based promotion of

tourism districts. TMDs allow tourism business owners to organize their efforts to increase commerce. Tourism business owners within the TMD pay an assessment and those funds are used to provide services that increase commerce.

In California, most TMDs are formed pursuant to the Property and Business Improvement District Law of 1994. This law allows for the creation of a benefit assessment district to raise funds within a specific geographic area. *The key difference between TMDs and other benefit assessment districts is that funds raised are returned to the private non-profit corporation governing the district.*

There are many benefits to TMDs:

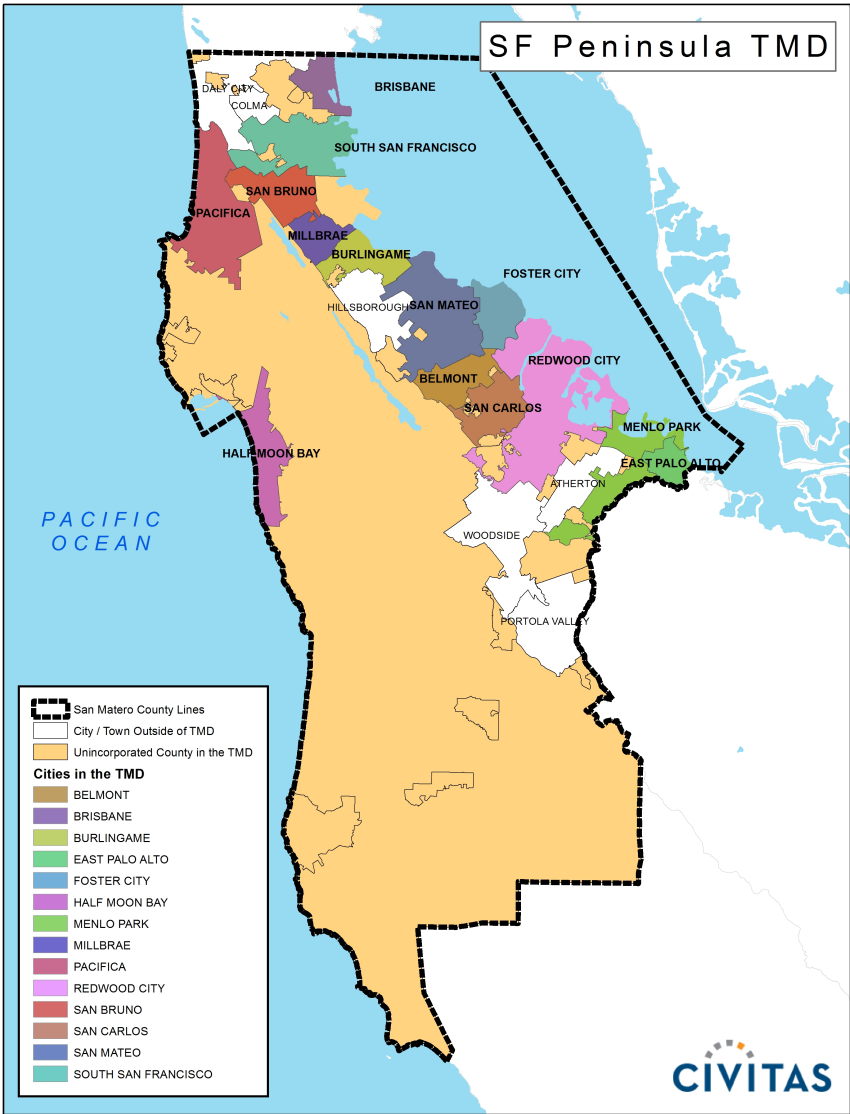
- Funds must be spent on services and improvements that provide a specific benefit only to those who pay;
- Funds cannot be diverted to general government programs;
- They are customized to fit the needs of payors in each destination;
- They allow for a wide range of services;
- They are ***designed, created and governed by those who will pay*** the assessment; and
- They provide a stable, long-term funding source for tourism promotion.

III. BOUNDARY

The SFPTMD includes all lodging businesses, existing and in the future, located within the boundaries of the cities of Belmont, Brisbane, Burlingame, East Palo Alto, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and the unincorporated area of San Mateo County, illustrated by the map below.

“Lodging business” means: any hotel, motel, inn, bed and breakfast, or other similar structure or portion thereof that is rented for dwelling, lodging, or sleeping purposes on a transient basis. Tourist home or house, studio hotel, bachelor hotel, lodginghouse, roominghouse, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, are not included in the definition of “lodging business.”

The boundary is shown on the map below. A list of lodging businesses proposed to be assessed in the SFPTMD can be found in Appendix 2.



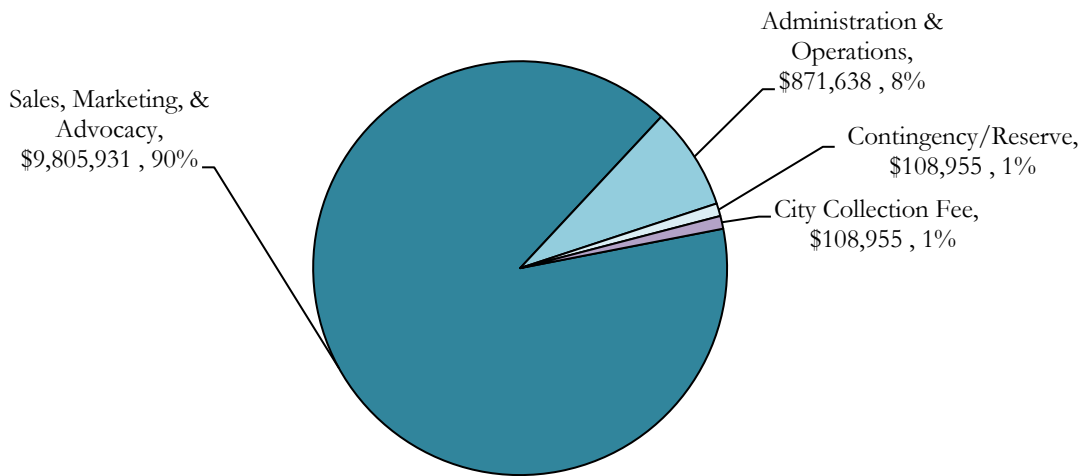
IV. ASSESSMENT BUDGET AND SERVICES

A. Annual Service Plan

Assessment funds will be spent to provide specific benefits conferred or privileges granted directly to the payors that are not provided to those not charged, and which do not exceed the reasonable cost to the City of conferring the benefits or granting the privileges. The privileges and services provided with the SFPTMD funds are sales and marketing programs available only to assessed businesses.

A service plan assessment budget has been developed to deliver services that benefit the assessed businesses. A detailed annual assessment budget will be developed and approved by the SFP. The table below illustrates the initial annual assessment budget allocations. These activities and allocations will also apply in subsequent years. The total initial assessment budget is \$10,895,479.

Initial Annual Assessment Budget: \$10,895,479



Although actual revenues will fluctuate due to market conditions, the proportional allocations of the budget shall remain the same. However, the City and the SFP board shall have the authority to adjust budget allocations between the categories by no more than twenty (20%) of the total budget per year. A description of the proposed improvements and activities for the initial year of operation is below. The same activities are proposed for subsequent years. In the event of a legal challenge against the SFPTMD, any and all assessment funds may be used for the costs of defending the SFPTMD. In the first year of operation, the costs of creating the SFPTMD may be repaid by deducting repayment funds proportionally from budget categories.

Each budget category includes all costs related to providing that service. For example, the sales and marketing budget includes the cost of staff time dedicated to overseeing and implementing the sales and marketing program. Staff time dedicated purely to administrative tasks is allocated to the administrative portion of the budget. The costs of an individual staff member may be allocated to multiple budget categories. The staffing levels necessary to provide the services below will be determined by the SFP Board on an as- needed basis.

Sales, Marketing, & Advocacy

A sales and marketing program will promote assessed businesses as tourist, meeting, and event destinations. The sales and marketing program will have a central theme of promoting San Francisco Peninsula as a desirable place for overnight visits. The program will have the goal of increasing overnight visitation and room night sales at assessed businesses, and may include the following activities:

- Funds to support group business to offset costs within the destination, thereby generating room nights for assessed businesses;
- Payment of bid fees, incentives or other costs associated with bringing large scale events to the destination that generate room nights for assessed businesses;
- Funds to support events and/or local partnerships that increase the public notoriety of the destination as a tourist, meetings, or event destination – thereby increasing consumer demand for assessed businesses;
- Support of public relation strategies that increase the profile of the destination as a tourist, meetings, or event destination – thereby increasing consumer demand for assessed businesses;
- Strategic partnerships, sponsorships, or other alliances that reinforce the destination within the travel marketplace and position the San Francisco Peninsula as a destination of choice for meetings, events, and leisure travel to assessed businesses;
- Internet marketing efforts to increase awareness and optimize internet presence to drive overnight visitation and room sales to assessed businesses;
- Print ads in magazines and newspapers, television ads, and radio ads targeted at potential visitors to drive overnight visitation and room sales to assessed businesses;
- Attendance of trade shows to promote assessed businesses;
- Familiarization tours of the destination and assessed businesses;
- Preparation and production of collateral promotional materials such as brochures, flyers and maps featuring assessed businesses;
- Attendance of professional industry conferences and affiliation events to promote assessed businesses;
- Lead generation activities designed to attract tourists and group events to assessed businesses;
- Director of Sales and General Manager meetings to plan and coordinate tourism promotion efforts for assessed businesses;
- Education of hospitality staff on service and safety (related to alcohol and food) designed to create a visitor experience that will bring repeat visits to assessed businesses;
- Education of lodging business management and the Owners' Association on advocacy and marketing strategies best suited to meet assessed businesses' needs; and
- Other activities that increase the profile and notoriety of The San Francisco Peninsula as an overnight travel destination and promote greater room night sales for assessed businesses.

Administration & Operations

The administration and operations portion of the budget shall be utilized for administrative staffing costs, office costs, and other general administrative costs such as insurance, legal, and accounting fees.

Contingency/Reserve

The budget includes a contingency line item to account for uncollected assessments, if any. If there are contingency funds collected, they may be held in a reserve fund or utilized for other program, administration or renewal costs at the discretion of the SFP Board. Policies relating to contributions to the reserve fund, the target amount of the reserve fund, and expenditure of monies from the reserve

fund shall be set by the SFP Board. Contingency/reserve funds may be spent on SFPTMD programs or administrative and renewal costs in such proportions as determined by the SFP Board. The reserve fund may be used for the costs of renewing the SFPTMD.

City Collection Fee

As lead agency, the City of Burlingame shall retain a fee equal to one percent (1%) of the amount of assessment collected or a flat fee of \$60,000, whichever is greater each year, to cover their costs of collection and administration.

B. Annual Budget

The total five (5) year improvement and service plan budget is projected at approximately \$10,895,479 annually, or \$64,132,237 through 2028. A similar budget is expected to apply to subsequent years, but this budget is expected to fluctuate as room sales do.

The following chart has been prepared based on a five-year projection developed by SMG Consulting. The full report can be found in Appendix 4.

Fiscal Year	Sales, Marketing, & Advocacy	Administration & Operations	Contingency / Reserve	City Collection Fee	Total
2023-24	\$9,805,931	\$871,638	\$108,955	\$108,955	\$10,895,479
2024-25	\$10,612,716	\$943,353	\$117,919	\$117,919	\$11,791,907
2025-26	\$11,437,986	\$1,016,710	\$127,089	\$127,089	\$12,708,873
2026-27	\$12,422,508	\$1,104,223	\$138,028	\$138,028	\$13,802,787
2027-28	\$13,439,872	\$1,194,655	\$149,332	\$149,332	\$14,933,191
Total	\$57,719,013	\$5,130,579	\$641,322	\$641,322	\$64,132,237

C. California Constitutional Compliance

The SFPTMD assessment is not a property-based assessment subject to the requirements of Proposition 218. Courts have found Proposition 218 limited the term ‘assessments’ to levies on real property.¹ Rather, the SFPTMD assessment is a business-based assessment, and is subject to Proposition 26. Pursuant to Proposition 26 all levies are a tax unless they fit one of seven exceptions. Two of these exceptions apply to the SFPTMD, a “specific benefit” and a “specific government service.” Both require that the costs of benefits or services do not exceed the reasonable costs to the City of conferring the benefits or providing the services.

1. Specific Benefit

Proposition 26 requires that assessment funds be expended on, “a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the

¹ *Jarvis v. the City of San Diego* 72 Cal App. 4th 230

privilege.”² The services in this Plan are designed to provide targeted benefits directly to assessed businesses, and are intended only to provide benefits and services directly to those businesses paying the assessment. These services are tailored not to serve the general public, businesses in general, or parcels of land, but rather to serve the specific businesses within the SFPTMD. The activities described in this Plan are specifically targeted to increase demand for room night sales for assessed lodging businesses within the boundaries of the SFPTMD, and are narrowly tailored. SFPTMD funds will be used exclusively to provide the specific benefit of increased demand for room night sales directly to the assessees. Assessment funds shall not be used to feature non-assessed lodging businesses in SFPTMD programs, or to directly generate sales for non-assessed businesses. The activities paid for from assessment revenues are business services constituting and providing specific benefits to the assessed businesses. Nothing in this Plan limits the ability of the SFP Corporation to enter into private contracts with non-assessed lodging businesses for the provision of services to those businesses.

The assessment imposed by this SFPTMD is for a specific benefit conferred directly to the payors that is not provided to those not charged. The specific benefit conferred directly to the payors is an increase in demand for room night sales. The specific benefit of an increase in demand for room night sales for assessed lodging businesses will be provided only to lodging businesses paying the district assessment, with marketing and sales programs promoting lodging businesses paying the SFPTMD assessment. The marketing and sales programs will be designed to increase room night sales at each assessed lodging businesses. Because they are necessary to provide the marketing and sales programs that specifically benefit the assessed lodging businesses, the administration and contingency services also provide the specific benefit of increased demand for room night sales to the assessed lodging businesses.

Although the SFPTMD, in providing specific benefits to payors, may produce incidental benefits to non-paying businesses, the incidental benefit does not preclude the services from being considered a specific benefit. The legislature has found that, “A specific benefit is not excluded from classification as a ‘specific benefit’ merely because an indirect benefit to a non-payor occurs incidentally and without cost to the payor as a consequence of providing the specific benefit to the payor.”³

2. Specific Government Service

The assessment may also be utilized to provide, “a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.”⁴ The legislature has recognized that marketing and promotions services like those to be provided by the SFPTMD are government services within the meaning of Proposition 26⁵. Further, the legislature has determined that “a specific government service is not excluded from classification as a ‘specific government service’ merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific government service to the payor.”⁶

3. Reasonable Cost

SFPTMD services will be implemented carefully to ensure they do not exceed the reasonable cost of such services. The full amount assessed will be used to provide the services described herein. Funds will be managed by the SFP, and reports submitted on an annual basis to the City. Only assessed

² Cal. Const. art XIII C § 1(e)(1)

³ Government Code § 53758(a)

⁴ Cal. Const. art XIII C § 1(e)(2)

⁵ Government Code § 53758(b)

⁶ Government Code § 53758(b)

lodging businesses will be featured in marketing materials, receive sales leads generated from SFPTMD-funded activities, be featured in advertising campaigns, and benefit from other SFPTMD-funded services. Non-assessed lodging businesses will not receive these, nor any other, SFPTMD-funded services and benefits.

The SFPTMD-funded programs are all targeted directly at and feature only assessed businesses. It is, however, possible that there will be a spill-over benefit to non-assessed businesses. If non-assessed lodging businesses receive incremental room nights, that portion of the promotion or program generating those room nights shall be paid with non-SFPTMD funds. SFPTMD funds shall only be spent to benefit the assessed businesses, and shall not be spent on that portion of any program which directly generates incidental room nights for non-assessed businesses.

D. Assessment

The annual assessment rate is one- and one-half percent (1.5%) of gross short-term sleeping room rental revenue for lodging businesses with 5,000 square feet or more of dedicated meeting space, and 0.75% for all other lodging businesses within the SFPTMD's boundaries. Based on the benefit received, assessments will not be collected on stays of more than thirty (30) consecutive days; stays provided to airline cockpit and/or cabin crews pursuant to an agreement between a hotel and an airline, which is in furtherance of or to facilitate such crews' performance of their jobs for the airline, including layovers between flights; employees of the state or federal government if room charges are paid directly by their employing agency and copies of official travel orders are submitted as applicable; and any properly credentialed officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.

The services provided in the SFPTMD are all targeted to benefit payors, however, not all programs benefit payors equally. The determination of the assessment rates of one- and one-half percent (1.5%) of gross short-term sleeping room rental revenue for lodging businesses with 5,000 square feet or more of dedicated meeting space, and 0.75% for all other lodging businesses within the SFPTMD's boundaries, was calculated based on benefit received by payors. SMG Consulting was engaged to conduct a Hotel Revenue Proportionality Estimate analysis to quantify the estimated benefit the lodging business types will receive from SFPTMD services. By analyzing the projected number of rooms sold and the total amount of revenue estimated to be generated from sales and marketing programs, SMG Consulting found that properties with 5,000 square feet or more of dedicated meeting space will receive approximately double the amount of benefit to all other lodging businesses. The SFPTMD Sales, Marketing, and Advocacy program included in the budget has services that are intended to drive convention and meetings to the SFPTMD. Since lodging businesses with 5,000 square feet or more of dedicated meeting space are uniquely suited to accommodate large conventions and will benefit from overnight stays as a result of SFPTMD services intended to bring such business activity to the SFPTMD, they are assessed at a higher rate than other lodging businesses in the SFPTMD.

The term "dedicated meeting space" as used herein means: a permanent room or space whose primary use is dedicated for group and social meetings, meals, and/or functions. The space has been designed for and is marketed and sold as group or event function space.

The term "gross sleeping room rental revenue" as used herein means: the consideration charged, whether or not received, for the occupancy of space in a lodging business valued in money, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits and property and services of any kind or nature, without any deduction therefrom whatsoever. Gross sleeping room rental revenue shall not include any federal, state, or local taxes collected, including but not

limited to transient occupancy taxes. Based on the benefit received, assessments will not be collected on stays of more than thirty (30) consecutive days; stays provided to airline cockpit and/or cabin crews pursuant to an agreement between a hotel and an airline, which is in furtherance of or to facilitate such crews' performance of their jobs for the airline, including layovers between flights; employees of the state or federal government if room charges are paid directly by their employing agency and copies of official travel orders are submitted as applicable; and any properly credentialed officer or employee of a foreign government who is exempt by reason of express provision of federal law or international treaty.

The assessment is levied upon and a direct obligation of the assessed lodging business. However, the assessed lodging business may, at its discretion, pass the assessment on to transients. The amount of assessment, if passed on to each transient, shall be disclosed in advance and separately stated from the amount of rent charged and any other applicable taxes, and each transient shall receive a receipt for payment from the business. If the SFPTMD assessment is identified separately it shall be disclosed as the "SFPTMD Assessment." As an alternative, the disclosure may include the amount of the SFPTMD assessment and the amount of the assessment imposed pursuant to the California Tourism Marketing Act, Government Code §13995 et seq. and shall be disclosed as the "Tourism Assessment." The assessment is imposed solely upon, and is the sole obligation of the assessed lodging business even if it is passed on to transients. The assessment shall not be considered revenue for any purpose, including calculation of transient occupancy taxes.

Bonds shall not be issued.

E. Penalties and Interest

The SFPTMD shall reimburse the City of Burlingame for any costs associated with collecting unpaid assessments. If sums in excess of the delinquent SFPTMD assessment are sought to be recovered in the same collection action by the City, the SFPTMD shall bear its pro rata share of such collection costs. Assessed businesses which are delinquent in paying the assessment shall be responsible for paying:

1. *Original Delinquency:* Any lodging business that fails to remit any assessment imposed within the time required shall pay a penalty of five percent (5%) of the amount of the assessment in addition to the amount of the assessment.
2. *Continued Delinquency:* Any lodging business that fails to remit any delinquent remittance on or before a period of fifteen (15) days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of five percent (5%) of the amount of the assessment in addition to the amount of the assessment and the five percent (5%) penalty first imposed. An additional penalty of five percent (5%) shall be paid for each fifteen (15) days thereafter which the remittance is delinquent.
3. *Fraud:* If the City determines that the nonpayment of any remittance due under this chapter is due to fraud, a penalty of twenty-five percent (25%) of the amount of the assessment shall be added thereto in addition to the penalties stated in subsections (1) and (2) of this section.
4. *Interest:* In addition to the penalties imposed, any lodging business that fails to remit any assessment imposed shall pay interest at the rate of one percent (1%) per month or fraction thereof on the amount of the assessment, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

F. Time and Manner for Collecting Assessments

The SFPTMD assessment will be implemented beginning October 1, 2023, or as soon as possible thereafter, and ending five (5) years from its start date. The City of Burlingame shall be responsible for collecting the assessment on a monthly basis, (including any delinquencies, penalties and interest) from each lodging business located in the boundaries of the SFPTMD. The City shall take all reasonable efforts to collect the assessments from each lodging business. The City shall forward the assessments collected to the Owners' Association.

V. GOVERNANCE

A. Owners' Association

The Burlingame City Council, through adoption of this Management District Plan, has the right, pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the SFPTMD as defined in Streets and Highways Code §36612. The San Francisco Peninsula (SFP) will serve as the SFPTMD's Owners' Association. The Owners' Association is charged with managing funds and implementing programs in accordance with the Management District Plan, and must provide annual reports to Burlingame City Council.

The SFP shall create a SFPTMD Committee tasked with determining how SFPTMD funds are spent, within the designated programs in this Plan, subject to final approval by the SFP Board. The SFPTMD Committee shall include lodging business owners or representatives paying the SFPTMD assessment.

B. Brown Act and California Public Records Act Compliance

An Owners' Association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. The Owners' Association is, however, subject to government regulations relating to transparency, namely the Ralph M. Brown Act and the California Public Records Act. These regulations are designed to promote public accountability. The Owners' Association acts as a legislative body under the Ralph M. Brown Act (Government Code §54950 et seq.). Thus, meetings of the SFP board and certain committees must be held in compliance with the public notice and other requirements of the Brown Act. The Owners' Association is also subject to the record keeping and disclosure requirements of the California Public Records Act. Accordingly, the Owners' Association shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

C. Annual Report

The SFP shall present an annual report at the end of each year of operation to the City Council pursuant to Streets and Highways Code §36650 (see Appendix 1). The annual report shall include:

- Any proposed changes in the boundaries of the improvement district or in any benefit zones or classification of businesses within the district.
- The improvements and activities to be provided for that fiscal year.
- An estimate of the cost of providing the improvements and the activities for that fiscal year.
- The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year.
- The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
- The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

APPENDIX 1 – LAW

*** THIS DOCUMENT IS CURRENT THROUGH THE 2022 SUPPLEMENT ***
(ALL 2021 LEGISLATION)

STREETS AND HIGHWAYS CODE DIVISION 18. PARKING PART 7. PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994

CHAPTER 1. General Provisions

ARTICLE 1. Declarations

36600. Citation of part

This part shall be known and may be cited as the “Property and Business Improvement District Law of 1994.”

36601. Legislative findings and declarations; Legislative guidance

The Legislature finds and declares all of the following:

- (a) Businesses located and operating within business districts in some of this state’s communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.
- (b) It is in the public interest to promote the economic revitalization and physical maintenance of business districts in order to create jobs, attract new businesses, and prevent the erosion of the business districts.
- (c) It is of particular local benefit to allow business districts to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that receive benefits from those improvements.
- (d) Assessments levied for the purpose of conferring special benefit upon the real property or a specific benefit upon the businesses in a business district are not taxes for the general benefit of a city, even if property, businesses, or persons not assessed receive incidental or collateral effects that benefit them.
- (e) Property and business improvement districts formed throughout this state have conferred special benefits upon properties and businesses within their districts and have made those properties and businesses more useful by providing the following benefits:
 - (1) Crime reduction. A study by the Rand Corporation has confirmed a 12-percent reduction in the incidence of robbery and an 8-percent reduction in the total incidence of violent crimes within the 30 districts studied.
 - (2) Job creation.
 - (3) Business attraction.
 - (4) Business retention.
 - (5) Economic growth.
 - (6) New investments.
- (f) With the dissolution of redevelopment agencies throughout the state, property and business improvement districts have become even more important tools with which communities can combat blight, promote economic opportunities, and create a clean and safe environment.
- (g) Since the enactment of this act, the people of California have adopted Proposition 218, which added Article XIII D to the Constitution in order to place certain requirements and restrictions on the formation of, and activities, expenditures, and assessments by property-based districts. Article XIII D of the Constitution provides that property-based districts may only levy assessments for special benefits.
- (h) The act amending this section is intended to provide the Legislature’s guidance with regard to this act, its interaction with the provisions of Article XIII D of the Constitution, and the determination of special benefits in property-based districts.
 - (1) The lack of legislative guidance has resulted in uncertainty and inconsistent application of this act, which discourages the use of assessments to fund needed improvements, maintenance, and activities in property-based districts, contributing to blight and other underutilization of property.
 - (2) Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed. Therefore, for special benefits to exist as a separate and distinct category from general benefits, the incidental or collateral effects of those special benefits are inherently part of those special benefits. The

mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.

(3) It is of the utmost importance that property-based districts created under this act have clarity regarding restrictions on assessments they may levy and the proper determination of special benefits. Legislative clarity with regard to this act will provide districts with clear instructions and courts with legislative intent regarding restrictions on property-based assessments, and the manner in which special benefits should be determined.

36602. Purpose of part

The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within property and business improvement districts, to ensure that those assessments conform to all constitutional requirements and are determined and assessed in accordance with the guidance set forth in this act. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

36603. Preemption of authority or charter city to adopt ordinances levying assessments

Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

36603.5. Part prevails over conflicting provisions

Any provision of this part that conflicts with any other provision of law shall prevail over the other provision of law, as to districts created under this part.

36604. Severability

This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

ARTICLE 2. Definitions

36606. “Activities”

“Activities” means, but is not limited to, all of the following that benefit businesses or real property in the district:

- (a) Promotion of public events.
- (b) Furnishing of music in any public place.
- (c) Promotion of tourism within the district.
- (d) Marketing and economic development, including retail retention and recruitment.
- (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
- (f) Other services provided for the purpose of conferring special benefit upon assessed real property or specific benefits upon assessed businesses located in the district.

36606.5. “Assessment”

“Assessment” means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and providing activities that will provide certain benefits to properties or businesses located within a property and business improvement district.

36607. “Business”

“Business” means all types of businesses and includes financial institutions and professions.

36608. “City”

“City” means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county, or the State of California.

36609. “City council”

“City council” means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

36609.4. “Clerk”

“Clerk” means the clerk of the legislative body.

36609.5. “General benefit”

“General benefit” means, for purposes of a property-based district, any benefit that is not a “special benefit” as defined in Section 36615.5.

36610. “Improvement”

“Improvement” means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

- (a) Parking facilities.
- (b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
- (c) Trash receptacles and public restrooms.
- (d) Lighting and heating facilities.
- (e) Decorations.
- (f) Parks.
- (g) Fountains.
- (h) Planting areas.
- (i) Closing, opening, widening, or narrowing of existing streets.
- (j) Facilities or equipment, or both, to enhance security of persons and property within the district.
- (k) Ramps, sidewalks, plazas, and pedestrian malls.
- (l) Rehabilitation or removal of existing structures.

36611. “Management district plan”; “Plan”

“Management district plan” or “plan” means a proposal as defined in Section 36622.

36612. “Owners’ association”

“Owners’ association” means a private nonprofit entity that is under contract with a city to administer or implement improvements, maintenance, and activities specified in the management district plan. An owners’ association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners’ association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners’ association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code), for all records relating to activities of the district.

36614. “Property”

“Property” means real property situated within a district.

36614.5. “Property and business improvement district”; “District”

“Property and business improvement district,” or “district,” means a property and business improvement district established pursuant to this part.

36614.6. “Property-based assessment”

“Property-based assessment” means any assessment made pursuant to this part upon real property.

36614.7. “Property-based district”

“Property-based district” means any district in which a city levies a property-based assessment.

36615. “Property owner”; “Business owner”; “Owner”

“Property owner” means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. “Business owner” means any person recognized by the city as the owner of the business. “Owner” means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

36615.5. “Special benefit”

“Special benefit” means, for purposes of a property-based district, a particular and distinct benefit over and above general benefits conferred on real property located in a district or to the public at large. Special benefit includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed. Special benefit excludes general enhancement of property value.

36616. “Tenant”

“Tenant” means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

ARTICLE 3. Prior Law**36617. Alternate method of financing certain improvements and activities; Effect on other provisions**

This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

CHAPTER 2. Establishment**36620. Establishment of property and business improvement district**

A property and business improvement district may be established as provided in this chapter.

36620.5. Requirement of consent of city council

A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

36621. Initiation of proceedings; Petition of property or business owners in proposed district

- (a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in

determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.

(b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:

- (1) A map showing the boundaries of the district.
- (2) Information specifying where the complete management district plan can be obtained.
- (3) Information specifying that the complete management district plan shall be furnished upon request.

(c) The resolution of intention described in subdivision (a) shall contain all of the following:

- (1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities, and the location and extent of the proposed district.
- (2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

36622. Contents of management district plan

The management district plan shall include, but is not limited to, all of the following:

(a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.

(b) The name of the proposed district.

(c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected property and businesses included, which may be made by reference to any plan or map that is on file with the clerk. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.

(d) The improvements, maintenance, and activities proposed for each year of operation of the district and the maximum cost thereof. If the improvements, maintenance, and activities proposed for each year of operation are the same, a description of the first year's proposed improvements, maintenance, and activities and a statement that the same improvements, maintenance, and activities are proposed for subsequent years shall satisfy the requirements of this subdivision.

(e) The total annual amount proposed to be expended for improvements, maintenance, or activities, and debt service in each year of operation of the district. If the assessment is levied on businesses, this amount may be estimated based upon the assessment rate. If the total annual amount proposed to be expended in each year of operation of the district is not significantly different, the amount proposed to be expended in the initial year and a statement that a similar amount applies to subsequent years shall satisfy the requirements of this subdivision.

(f) The proposed source or sources of financing, including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against his or her property or business. The plan also shall state whether bonds will be issued to finance improvements.

(g) The time and manner of collecting the assessments.

(h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years. Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.

- (i) The proposed time for implementation and completion of the management district plan.
- (j) Any proposed rules and regulations to be applicable to the district.
- (k)
 - (1) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof.
 - (2) In a property-based district, the proportionate special benefit derived by each identified parcel shall be determined exclusively in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the activities. An assessment shall not be imposed on any parcel that exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and a property-based district shall separate the general benefits, if any, from the special benefits conferred on a parcel. Parcels within a property-based district that are owned or used by any city, public agency, the State of California, or the United States shall not be exempt from assessment unless the governmental entity can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit. The value of any incidental, secondary, or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel.
- (l) In a property-based district, the total amount of all special benefits to be conferred upon the properties located within the property-based district.
- (m) In a property-based district, the total amount of general benefits, if any.
- (n) In a property-based district, a detailed engineer's report prepared by a registered professional engineer certified by the State of California supporting all assessments contemplated by the management district plan.
- (o) Any other item or matter required to be incorporated therein by the city council.

36623. Procedure to levy assessment

- (a) If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code.
- (b) If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with Section 54954.6 of the Government Code, except that notice shall be mailed to the owners of the businesses proposed to be assessed. A protest may be made orally or in writing by any interested person. Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business or the authorized representative. A written protest that does not comply with this section shall not be counted in determining a majority protest. If written protests are received from the owners or authorized representatives of businesses in the proposed district that will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50 percent, no further proceedings to levy the proposed assessment against such businesses, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.
- (c) If a city council proposes to conduct a single proceeding to levy both a new or increased property assessment and a new or increased business assessment, the notice and protest and hearing procedure for the property assessment shall comply with subdivision (a), and the notice and protest and hearing procedure for the business assessment shall comply with subdivision (b). If a majority protest is received from either the property or business owners, that respective portion of the assessment shall not be levied. The remaining portion of the assessment may be levied unless the improvement or other special benefit was proposed to be funded by assessing both property and business owners.

36624. Changes to proposed assessments

At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements, maintenance, and activities to be funded with the

revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements, maintenance, and activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

36625. Resolution of formation

(a) If the city council, following the public hearing, decides to establish a proposed property and business improvement district, the city council shall adopt a resolution of formation that shall include, but is not limited to, all of the following:

- (1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement on whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements need not be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities and the location and extent of the proposed district.
- (2) The number, date of adoption, and title of the resolution of intention.
- (3) The time and place where the public hearing was held concerning the establishment of the district.
- (4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.
- (5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.
- (6) A statement that the improvements, maintenance, and activities to be conferred on businesses and properties in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements, maintenance, or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district. Notwithstanding the foregoing, improvements and activities that must be provided outside the district boundaries to create a special or specific benefit to the assessed parcels or businesses may be provided, but shall be limited to marketing or signage pointing to the district.
- (7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements, maintenance, and activities funded by the proposed assessments, and, for a property-based district, that property within the district will receive a special benefit.
- (8) In a property-based district, the total amount of all special benefits to be conferred on the properties within the property-based district.

(b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

36627. Notice and assessment diagram

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625, the clerk shall record a notice and an assessment diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

36628. Establishment of separate benefit zones within district; Categories of businesses

The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

36628.5. Assessments on businesses or property owners

The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements, maintenance, and activities, provided that any property-based assessment conforms with the requirements set forth in paragraph (2) of subdivision (k) of Section 36622.

36629. Provisions and procedures applicable to benefit zones and business categories

All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a property and business improvement district.

36630. Expiration of district; Creation of new district

If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and the district may be renewed pursuant to this part.

CHAPTER 3. Assessments

36631. Time and manner of collection of assessments; Delinquent payments

The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part may be charged interest and penalties.

36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property

(a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.

(b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.

(c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

36633. Time for contesting validity of assessment

The validity of an assessment levied under this part shall not be contested in an action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36625. An appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

36634. Service contracts authorized to establish levels of city services

The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

36635. Request to modify management district plan

The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention
SFPTMD Management District Plan
January 23, 2023

(a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public hearings pursuant to this section shall comply with both of the following:

- (1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public hearing.
- (2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public hearing, to each business owner or property owner affected by the proposed modification.

(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

36637. Reflection of modification in notices recorded and maps

Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

CHAPTER 3.5. Financing

36640. Bonds authorized; Procedure; Restriction on reduction or termination of assessments

(a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.

(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.

(c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

CHAPTER 4. Governance

36650. Report by owners' association; Approval or modification by city council

(a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements, maintenance, and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.

(b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:

- (1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.
- (2) The improvements, maintenance, and activities to be provided for that fiscal year.

- (3) An estimate of the cost of providing the improvements, maintenance, and activities for that fiscal year.
- (4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.
- (5) The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
- (6) The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.

The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.

36651. Designation of owners' association to provide improvements, maintenance, and activities

The management district plan may, but is not required to, state that an owners' association will provide the improvements, maintenance, and activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

CHAPTER 5. Renewal

36660. Renewal of district; Transfer or refund of remaining revenues; District term limit

- (a) Any district previously established whose term has expired, or will expire, may be renewed by following the procedures for establishment as provided in this chapter.
- (b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.
- (c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

CHAPTER 6. Disestablishment

36670. Circumstances permitting disestablishment of district; Procedure

- (a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:
 - (1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.
 - (2) During the operation of the district, there shall be a 30-day period each year in which assesseses may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the district who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.
- (b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the

owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

36671. Refund of remaining revenues upon disestablishment or expiration without renewal of district; Calculation of refund; Use of outstanding revenue collected after disestablishment of district

(a) Upon the disestablishment or expiration without renewal of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished or expires. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.

(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

APPENDIX 2 – ASSESSED BUSINESSES

HOTEL NAME	SITE ADDRESS	CITY	ST	ZIP
AC HOTEL SAN FRANCISCO AIRPORT/OYSTER POINT WATERFRONT	1333 Veterans Blvd	So. San Francisco	CA	94080
AIRPORT INN	751 Airport Blvd	So. San Francisco	CA	94080
ALL SEASONS LODGE	800 El Camino Real	So. San Francisco	CA	94080
ALOFT SAN FRANCISCO AIRPORT	401 E. Millbrae Ave	Millbrae	CA	94030
AMERICANA INN MOTEL	760 El Camino Real	So. San Francisco	CA	94080
AMERICAS BEST VALUE INN - PACIFICA	2160 Francisco Blvd	Pacifica	CA	94044
ANCHOR INN PACIFICA	500 San Pedro Ave	Pacifica	CA	94044
ARISTOCRAT HOTEL, BW SIGNATURE COLLECTION	1410 Cabrillo Hwy S	Half Moon Bay	CA	94019
ATHERTON INN	1201 W Selby Lane	Redwood City	CA	94061
ATHERTON PARK INN & SUITES	2834 El Camino Real	Redwood City	CA	94061
BAY LANDING HOTEL	1550 Bayshore Hwy	Burlingame	CA	94010
BAYHILL INN	950 El Camino Real	San Bruno	CA	94066
BEACH HOUSE HOTEL	4100 Cabrillo Hwy N	Half Moon Bay	CA	94019
BELMONT PALMS	700 El Camino Real	Belmont	CA	94002
BEST WESTERN COYOTE POINT	480 N Bayshore Blvd	San Mateo	CA	94401
BEST WESTERN INN	316 El Camino Real	Redwood City	CA	94062
BEST WESTERN PLUS EXECUTIVE SUITES	25 5th Ave	Redwood City	CA	94063
BEST WESTERN PLUS GROSVENOR HOTEL	380 S Airport Blvd	So. San Francisco	CA	94080
BUDGET INN	2526 El Camino Real	Redwood City	CA	94061
CANYON RANCH WELLNESS RETREAT	16350 Skyline Blvd	Woodside	CA	94062
CAPRI MOTEL	2380 El Camino Real	Redwood City	CA	94063
THE CATRINA HOTEL	2110 S El Camino Real	San Mateo	CA	94403
COMFORT INN & SUITES - SAN BRUNO	611 San Bruno Ave E	San Bruno	CA	94066
COMFORT INN & SUITES SFO NORTH	121 E. Grand Ave	So. San Francisco	CA	94080
COSTANOA LODGE+CAMP+RESORT	2001 Rossi Rd	Pescadero	CA	94060
COUNTRY INN & SUITES BY RADISSON	251 El Camino Real	San Carlos	CA	94070
COURTYARD REDWOOD CITY	600 Bair Island Rd	Redwood City	CA	94063
COURTYARD SAN FRANCISCO AIRPORT	1050 Bayhill Dr	San Bruno	CA	94066
COURTYARD SAN MATEO FOSTER CITY	550 Shell Blvd	Foster City	CA	94404
CROWNE PLAZA FOSTER CITY-SAN MATEO	1221 Chess Dr	Foster City	CA	94404
CROWNE PLAZA S.F. AIRPORT	1177 Airport Blvd	Burlingame	CA	94010
CYPRESS INN ON MIRAMAR BEACH	407 Mirada Rd	Half Moon Bay	CA	94019
DAYS INN - REDWOOD CITY	2650 El Camino Real	Redwood City	CA	94061
DAYS INN S.F. AIRPORT-OYSTER POINT - SSF	1113 Airport Blvd	So. San Francisco	CA	94080
DELUXE INN - REDWOOD CITY	1402 Stafford St	Redwood City	CA	94062

DELUXE INN - SSF	920 El Camino Real	So. San Francisco	CA	94080
DOUBLETREE BY HILTON S.F. AIRPORT	835 Airport Blvd	Burlingame	CA	94010
DOUBLETREE BY HILTON S.F. AIRPORT NORTH	5000 Sierra Point Parkway	Brisbane	CA	94005
DOUBLETREE BY HILTON SF / SOUTH AIRPORT BLVD	275 S Airport Blvd	So. San Francisco	CA	94080
THE DYLAN HOTEL AT SFO	110 S El Camino Real	Millbrae	CA	94030
EMBASSY SUITES S.F. AIRPORT SOUTH SAN FRANCISCO	250 Gateway Blvd	So. San Francisco	CA	94080
EMBASSY SUITES S.F. AIRPORT - WATERFRONT	150 Anza Blvd	Burlingame	CA	94010
EXTENDED STAY AMERICA - BELMONT	120 Sem Lane	Belmont	CA	94002
EXTENDED STAY AMERICA - SAN CARLOS	3 Circle Star Way	San Carlos	CA	94070
EXTENDED STAY AMERICA - SAN MATEO	1830 Gateway Dr	San Mateo	CA	94404
FAIRFIELD INN & SUITES SAN FRANCISCO PACIFICA	500 Old County Rd	Pacifica	CA	94044
FAIRFIELD INN & SUITES SAN FRANCISCO SAN CARLOS	555 Skyway Rd	San Carlos	CA	94070
FAIRFIELD INN & SUITES SFO OYSTER POINT AREA	127 W. Harris Avenue	So. San Francisco	CA	94080
FOUR POINTS BY SHERATON HOTEL & SUITES	264 S Airport Blvd	So. San Francisco	CA	94080
FOUR SEASONS HOTEL SILICON VALLEY	2050 University Ave	East Palo Alto	CA	94303
GARDEN MOTEL	1690 Broadway	Redwood City	CA	94063
GATEWAY INN & SUITES	516 El Camino Real	San Bruno	CA	94066
GOOD LIVING INN	1562 El Camino Real	San Carlos	CA	94070
GOOD NITE INN	485 Veterans Blvd	Redwood City	CA	94063
GRAND BAY SAN FRANCISCO	223 Twin Dolphin Dr	Redwood City	CA	94065
GRAND HYATT AT SFO	55 S. McDonnell Road	San Francisco	CA	94128
HALF MOON BAY INN	401 Main St	Half Moon Bay	CA	94019
HALF MOON BAY LODGE	2400 Cabrillo Hwy S	Half Moon Bay	CA	94019
HAMPTON INN & SUITES SFO SOUTH - BURLINGAME	1755 Bayshore Hwy	Burlingame	CA	94010
HAMPTON INN & SUITES - SAN MATEO	2940 S. Norfolk St.	San Mateo	CA	94403
HAMPTON INN SFO NORTH - SSF	300 Gateway Blvd	So. San Francisco	CA	94080
HARBOR VIEW INN	51 Ave Alhambra	El Granada	CA	94018
HILTON GARDEN INN SAN MATEO	2000 Bridgepoint Circle	San Mateo	CA	94404
HILTON GARDEN INN SFO - BURLINGAME	765 Airport Blvd	Burlingame	CA	94010
HILTON GARDEN INN - SFO NORTH - SSF	670 Gateway Blvd	So. San Francisco	CA	94080
HILTON S.F. AIRPORT BAYFRONT	600 Airport Blvd	Burlingame	CA	94010
HOLIDAY INN & SUITES SAN MATEO-SF SFO	330 N Bayshore Blvd	San Mateo	CA	94401
HOLIDAY INN EXPRESS & SUITES BELMONT	1650 El Camino Real	Belmont	CA	94002
HOLIDAY INN EXPRESS REDWOOD CITY CENTRAL	1836 El Camino Real	Redwood City	CA	94063
HOLIDAY INN EXPRESS SFO NORTH - SSF	373 S Airport Blvd	So. San Francisco	CA	94080

HOLIDAY INN EXPRESS SFO SOUTH - BURLINGAME	1250 Bayshore Hwy	Burlingame	CA	94010
HOME2 SUITES BY HILTON SFO NORTH	550 Gateway Blvd	So. San Francisco	CA	94080
HOMEWOOD SUITES BY HILTON BELMONT	1201 Shoreway Road	Belmont	CA	94002
HOMEWOOD SUITES BY HILTON SFO AIRPORT NORTH	2000 Shoreline Court	Brisbane	CA	94005
HOTEL 1550	1550 El Camino Real	San Bruno	CA	94066
HOTEL ALUXOR	500 El Camino Real	San Bruno	CA	94066
HOTEL AURA SFO	190 El Camino Real	San Bruno	CA	94066
HOTEL BELMONT	560 El Camino Real	Belmont	CA	94002
HOTEL FOCUS SFO	111 Mitchell Ave	So. San Francisco	CA	94080
HOTEL NOVA SFO BY FAIRBRIDGE	410 S Airport Blvd	So. San Francisco	CA	94080
HOTEL V	222 S Airport Blvd	So. San Francisco	CA	94080
HYATT HOUSE BELMONT/REDWOOD SHORES	400 Concourse Dr	Belmont	CA	94002
HYATT PLACE SAN CARLOS	26 El Camino Real	San Carlos	CA	94070
HYATT REGENCY SAN FRANCISCO AIRPORT	1333 Bayshore Hwy	Burlingame	CA	94010
INN @ BAYSHORE	140 N Bayshore Blvd	San Mateo	CA	94401
INN AT MAVERICKS	346 Princeton Ave	El Granada	CA	94018
INN AT ROCKAWAY	200 Rockaway Beach Ave	Pacifica	CA	94044
INN BY THE SFO	701 Airport Blvd	So. San Francisco	CA	94080
LA QUINTA INN & SUITES S.F. AIRPORT WEST	1390 El Camino Real	Millbrae	CA	94030
LA QUINTA INN S.F. AIRPORT NORTH	20 Airport Blvd	So. San Francisco	CA	94080
LARKSPUR LANDING HOTEL SSF	690 Gateway Blvd	So. San Francisco	CA	94080
LIA HOTEL	950 El Camino Real	San Carlos	CA	94070
LIGHTHOUSE HOTEL	105 Rockaway Beach Ave	Pacifica	CA	94044
MARRIOTT FAIRFIELD INN & SUITES SFO	250 El Camino Real	Millbrae	CA	94030
MILL ROSE INN	615 Mill St	Half Moon Bay	CA	94019
MILLWOOD INN & SUITES	1375 El Camino Real	Millbrae	CA	94030
THE MIRAMAR INN & SUITES	3020 Cabrillo Hwy N	Half Moon Bay	CA	94019
MOTEL 6 - BELMONT	1101 Shoreway Rd	Belmont	CA	94002
NANTUCKET WHALE INN	779 Main St	Half Moon Bay	CA	94019
NICHE HOTEL	868 Main St	Redwood City	CA	94063
OCEAN VIEW INN	8425 Cabrillo Hwy	Montara	CA	94037
THE OCEANFRONT HOTEL	211 Mirada Rd	Half Moon Bay	CA	94019
OCEANO HOTEL & SPA	280 Capistrano Rd	Half Moon Bay	CA	94019
PACIFICA BEACH HOTEL	525 Crespi Dr	Pacifica	CA	94044
PARK POINTE HOTEL	245 S. Airport Blvd	So. San Francisco	CA	94080
PESCADERO CREEK INN	393 Stage Rd	Pescadero	CA	94060

QUALITY INN HALF MOON BAY	2930 Cabrillo Hwy N	Half Moon Bay	CA	94019
RAMADA LIMITED SUITES	721 Airport Blvd	So. San Francisco	CA	94080
REDWOOD CREEK INN	1090 El Camino Real	Redwood City	CA	94063
REDWOOD MOTOR COURT	3706 Rolison Rd	Redwood City	CA	94063
REGENCY INN SFO	411 San Bruno Ave E	San Bruno	CA	94066
RESIDENCE INN SAN FRANCISCO AIRPORT/MILLBRAE	161 N. Rollins Road	Millbrae	CA	94030
RESIDENCE INN REDWOOD CITY SAN CARLOS	800 E. San Carlos Ave	San Carlos	CA	94070
RESIDENCE INN SAN FRANCISCO AIRPORT/SAN MATEO	2000 Winward Way	San Mateo	CA	94404
THE RITZ-CARLTON, HALF MOON BAY	One Miramontes Point Rd	Half Moon Bay	CA	94019
RITZ INN	151 El Camino Real	San Bruno	CA	94066
ROYAL INN	120 Hickey Blvd	So. San Francisco	CA	94080
SAN BENITO HOUSE	356 Main St	Half Moon Bay	CA	94019
SAN CARLOS INN	1140 Morse Blvd	San Carlos	CA	94070
SAN FRANCISCO AIRPORT MARRIOTT WATERFRONT	1800 Old Bayshore Hwy	Burlingame	CA	94010
SAN MATEO MARRIOTT	1770 So. Amphlett Blvd	San Mateo	CA	94402
SEA BREEZE MOTEL	100 Rockaway Beach Ave	Pacifica	CA	94044
SEAL COVE INN	221 Cypress Ave	Moss Beach	CA	94038
SEQUOIA INN	526 El Camino Real	Redwood City	CA	94063
SFO AIRPORT HOTEL, EL RANCHO INN	1100 El Camino Real	Millbrae	CA	94030
SILICON VALLEY INN	630 El Camino Real	Belmont	CA	94002
SONESTA ES SUITES SFO SAN BRUNO	1350 Huntington	San Bruno	CA	94066
SONESTA ES SUITES SFO OYSTER POINT WATERFRONT	1350 Veterans Blvd	So. San Francisco	CA	94080
SONESTA SELECT SFO OYSTER POINT WATERFRONT	1300 Veterans Blvd	So. San Francisco	CA	94080
SPRINGHILL SUITES BELMONT REDWOOD SHORES	1401 Shoreway Rd	Belmont	CA	94002
SUPER 8 S.F. AIRPORT - SAN BRUNO	421 El Camino Real	San Bruno	CA	94066
TOWNEPLACE SUITES SAN MATEO FOSTER CITY	1299 Chess Drive	Foster City	CA	94404
TRAVELERS INN	100 Hickey Blvd	So. San Francisco	CA	94080
TRAVELODGE SFO NORTH	326 S Airport Blvd	So. San Francisco	CA	94080
VAGABOND INN EXECUTIVE S.F. AIRPORT BAYFRONT	1640 Old Bayshore Hwy	Burlingame	CA	94010
VILLA MONTES HOTEL, ASCEND HOTEL COLLECTION	620 El Camino Real	San Bruno	CA	94066
THE WESTIN S.F. AIRPORT	1 Old Bayshore Hwy	Millbrae	CA	94030
ZABALLA HOUSE BED & BREAKFAST	324 Main St	Half Moon Bay	CA	94019
Hotel Nia	200 Independence Drive	Menlo Park	CA	94025
Park James	1400 El Camino Real	Menlo Park	CA	94025
Rosewood Sand Hill	2825 Sand Hill Road	Menlo Park	CA	94025

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Stanford Park Hotel	100 El Camino Real	Menlo Park	CA	94025
Residence Inn	555 Glenwood Avenue	Menlo Park	CA	94025
Best Western Plus Riviera	15 El Camino Real	Menlo Park	CA	94025
Hotel Lucent	727 El Camino Real	Menlo Park	CA	94025
Menlo Park Inn	1315 El Camino Real	Menlo Park	CA	94025
Red Cottage Inn	1704 El Camino Real	Menlo Park	CA	94025

APPENDIX 3 – BENEFITS BY BUSINESS CATEGORY

Program	Service	Tier 1 (1.5%)	Tier 2 (0.75%)
General	Listing on www.thesanfranciscopeninsula.com with link to hotel booking page	X	X
General	Inclusion in Sales, Marketing and Promotional Opportunities	X	X
General	Inclusion in SFP's Consumer Brochures	X	X
General	Access to SFP's research reports and insights	X	X
General	Represented by SFP at industry conferences and events	X	X
General	Access to California Hotel Lodging Association's industry advocacy efforts and training materials	X	X
Consumer	Opportunity to participate in Consumer Marketing Campaigns	X	X
Consumer	Public Relations participation opportunities	X	X
Consumer	Familiarization Tour (Press and Influencer) Opportunities	X	X
Consumer	Inclusion Opportunity in Social Media Efforts	X	X
Consumer	Inclusion Opportunity in Destination Video and Photo Shoots	X	X
Consumer	New project and special event opportunities	X	X
Travel Trade	Trade Show Opportunities	X	X
Travel Trade	Sales Mission Opportunities	X	X
Travel Trade	Lead Opportunities	X	X
Travel Trade	Familiarization Tour Leads (Press and Travel Trade) Opportunities	X	X
Meetings	Lead Distribution	X	
Meetings	Site Inspections	X	
Meetings	Convention Services Support	X	
Meetings	Opportunity to participate in Sales Missions	X	
Meetings	Opportunity to participate in Client Events	X	
Meetings	Industry tradeshow participation	X	
Meetings	Participation in local industry chapter meetings and events	X	
Meetings	Familiarization Tours	X	
Meetings	Marketing Campaigns	X	
Meetings	Inclusion in Meetings Market Brochures	X	
Meetings	Opportunity for Sponsorship of Group Events	X	
Meetings	Custom Event Landing Page for Groups: Things To Do Nearby With Your Selected Venue (Itinerary)	X	

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Meetings	Distribution of hot rates and dates to planners	X	
Meetings	Co-op advertising opportunities in key meeting publications	X	
Meetings	Social media mentions/posts promoting groups space	X	
Meetings	Inclusion on Meeting Planner section of website	X	
Meetings	Opportunity to be highlighted in meeting planner newsletter	X	
Meetings	Access to SF Travel group leads via our alliance with SFT	X	

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APPENDIX 4 – SMG CONSULTING ANALYSIS

SF Peninsula

Tourism Business Improvement District Pro Forma Review

SMGConsulting

TAKE ANOTHER PATH.

Overview

In 2001, the Organization established a Tourism Business Improvement District (TBID) under the Parking and Business Improvement Area Law of 1989 ('89 Law) and now wishes to convert to a Tourism Marketing District (TMD) under the Property and Business Improvement District Law of 1994 ('94 Law).

The organization is moving forward with a Tourism Business Improvement District (TBID) transition that will increase its funding above \$6 million annually to be available for tourism promotion efforts. The TBID contribution is a significant budget increase for the organization. In developing the proposal for the TBID renewal and the subsequent approval of the lodging industry, the organization staff has prepared a TMD Benefits Proforma to estimate the potential return on investment from the new TBID funds.

This staff assessment includes the proposed allocation and use of new funds for different tourism promotion efforts (sales, advertising, public relations, social media, etc.) and the projected return on investment for those funds.

Proforma Review

The TMD Benefits Proforma review includes a review of the staff proforma to check the assumptions and estimates and make suggestions and recommendations.

Scope of Work

The following is a review of the proforma developed for the TBID renewal. The analysis was done using the information supplied by The San Francisco Peninsula CVB. Project elements include the following:

I. DEVELOP SMITH TRAVEL RESEARCH TRENDLINE AND ANNUAL GROWTH RATE FOR LODGING REVENUE. DEVELOP MULTI-YEAR FORECAST.

➤ DETERMINE THE PROJECTABLE RATE OF GROWTH.

• REVIEW STAFF DRAFT PROFORMA, INCLUDING ASSUMPTIONS AND FINAL ESTIMATES.

I. COMPARE PROFORMA ESTIMATES WITH TRENDLINE AND ASSESS WITH POTENTIALLY DIFFERENT SCENARIOS (HIGH, MEDIUM, AND LOW ESTIMATES).

Limiting Conditions

The following analysis and estimates are based on the best information and time available. The results and opinions provided are a guide for consideration, and we do not claim as to the accuracy of the final results.

Model Development

We developed an SF Peninsula Tourism Economic Model to develop lodging revenue and room night projections with the addition of new properties and the potential of Menlo Park Inclusion. The model was developed utilizing the past ten years of monthly lodging data from Smith Travel Research. The model measures a variety of economic activities, including the following:

II. LODGING REVENUE PROJECTIONS THROUGH 2027

III. ROOM NIGHT PROJECTION THROUGH 2027

IV. TBID REVENUE WITHOUT MENLO PARK

V. TBID REVENUE WITH MENLO PARK

VI. TBIB REVENUE WITH NEW PROPERTIES

VII. TBID REVENUE WITHOUT NEW PROPERTIES.

The SF Peninsula Tourism Economic Model can be adjusted to test or consider different scenarios.

Model Methodology

The future growth of ADR and room nights is using a Bayesian Structural Times Series (BSTS) model, a technique for fitting historical data and forecasting future trends (Scott and Varian, Predicting the Present with Bayesian Structural Time Series 2013). BSTS was chosen for its ability to forecast future trends, including seasonal variation, using robust time series data. In this case, data is available in monthly intervals from July 2012. This model was fit by specifying a semi-local linear trend. Confidence intervals bound a mean forecast to quantify the degree of uncertainty in the future (Scott, Fitting Bayesian structural time series with the bstS R package 2017).

Rather than having the pandemic disruption influence the forecasts, only data from July 2012 through December 2019 was taken as input. Revenue is simply forecast as the product of ADR and room nights.

Given the fact that the STR reports track all cities in San Mateo County, the revenue forecast is reduced in proportion to the number of room nights in the TMD (15,699/17,190) or 91.3 percent. TMD fee revenue is also forecast in proportion to available rooms, with 42 percent A-level property rooms paying 1.5 percent of gross room revenue. The balance is paid by B-level property rooms at 0.75 percent.

Construction of three new B-level properties is underway and will bring 451 rooms online. These rooms are assumed to be available from January 2023. There are 533 A-level property rooms and 338 B-level property rooms in Menlo Park. Potential gross room and TMD fee revenue is forecast on the basis of room count proportionality.

Model Assumptions

The model forecasts mean values of ADR and room nights along with 2.5 percent confidence intervals. This report is based on mean values. By constructing the model in this manner, we are

assuming that the conditions supporting ADR and room night growth prior to the pandemic will continue from 2023 forward.

Sources of variation include the impact of macroeconomic conditions, actual timing of new construction (planned and unplanned), promotions and policies such as airline crew waivers.

Model Limitations

The baseline SF Peninsula Tourism Economic Model provides a static look based on a given set of assumptions. Forecasts of future events are inherently uncertain as the recent pandemic reminded us. As noted above, the model can be adjusted to estimate specific scenarios in detail in which case the relative differences generally provide the most value.

Findings

Table 1 below summarizes Room Nights, Revenue, and Average Daily Rate (ADR) projections.

Table 1: Room Night, Revenue, and Average Daily Rate Projections 2021-2027

	2021	2022	2023	2024	2025	2026	2027
Room nights	3,201,672	3,273,894	3,356,784	3,470,192	3,592,148	3,720,575	3,824,263
RN annual growth		2.3%	2.5%	3.4%	3.5%	3.6%	2.8%
Revenue (thousands)	\$430,563	\$784,357	\$1,053,955	\$1,140,669	\$1,229,371	\$1,335,188	\$1,444,536
Rev annual growth		82.2%	34.4%	8.2%	7.8%	8.6%	8.2%
ADR	\$134	\$240	\$314	\$329	\$342	\$359	\$378
ADR annual growth		78.2%	31.1%	4.7%	4.1%	4.9%	5.3%

- A. THE MODEL INCLUDES GROWTH RATE PROJECTIONS FOR EACH OF THOSE CATEGORIES. NOTE THE SIGNIFICANT REVENUE GROWTH PROJECTION IN 2022 AND 2023, AFTER WHICH THE GROWTH SLOWS DOWN INTO A MORE CONSISTENT PATTERN AFTER 2023. (SEE TABLE 1 ABOVE)**
- B. THE TMD BENEFITS PROFORMA DEVELOPED BY STAFF HAS LODGING RATES BETWEEN \$200 AND \$293, WHICH IS WITHIN ESTIMATES OR THE PROJECTED AVERAGE DAILY RATE OF THE SF PENINSULA TOURISM ECONOMIC MODEL. (SEE TABLE 2)**
- A. REGARDING TBID REVENUE PROJECTION, THE TMD BENEFITS PROFORMA ANTICIPATES TBID REVENUE OF APPROXIMATELY \$6M. BASED ON THE SF PENINSULA TOURISM ECONOMIC MODEL'S ASSUMPTIONS, TBID COLLECTIONS COULD BE HIGHER STARTING IN 2022 (APPROXIMATELY \$8M). (SEE TABLE 2)**
- B. THE MODEL CONSIDERS THE NEW CONSTRUCTION OF HOTELS (451 UNITS) WHICH INCREASES THE POTENTIAL TBID REVENUE GENERATION BY APPROXIMATELY \$207,000. (SEE TABLE 2)**
- C. ADDITIONALLY, THE MODEL CONSIDERS THE POTENTIAL ADDITION OF MENLO PARK HOTELS BEING A PART OF THE TBID. THE ADDITION OF MENLO PARK HOTELS WOULD INCREASE TBID CONTRIBUTIONS BY APPROXIMATELY \$638,000 STARTING IN 2023. (SEE TABLE 2)**



Table 2: TMD Room Revenue and Fee Projections

		2021	2022	2023	2024	2025	2026	2027
A rooms	6607			Base Year				
Total available	15699			TBID Projection				
B rooms	9092							
	A Revenue	\$101,204,557	\$330,100,605	\$405,089,050	\$438,417,832	\$472,510,240	\$513,181,465	\$555,203,395
	1.50%	\$2,718,068	\$4,951,509	\$6,076,336	\$6,576,267	\$7,087,654	\$7,697,722	\$8,328,141
	B Revenue	\$249,358,533	\$454,256,803	\$557,449,620	\$603,313,899	\$650,229,026	\$706,197,349	\$764,032,666
	0.75%							
	Total TBID/TMD	\$4,588,257	\$8,358,435	\$10,257,208	\$11,101,122	\$11,964,371	\$12,994,202	\$14,058,366
New Construction								
New rooms 2023 (B)	451		Total w/new hotels	\$10,464,596	\$11,325,573	\$12,206,276	\$13,256,929	\$14,342,629
% increase in B	5.0%							
Menlo Park								
New rooms 2023 (A)	533							
% increase in A	8.1%							
New rooms 2023 (B)	338							
% increase in B	3.5%							
			Total w/Menlo	\$10,895,479	\$11,791,907	\$12,708,873	\$13,802,787	\$14,933,191

Inventory Notes:

Changes in Hotel Inventory

318 rooms lost to Project Home Key (housing the un-housed) during 2020/2021

Possibly December 15, 2022 or early 2023

Red Roof Inn, Burlingame

213 Rooms

Possibly in 2023

El Rancho Inn, Millbrae

219 Rooms

2023 (Buyer is getting financing together, no set month for demolishing.)

Holiday Inn Express, Burlingame

148 Rooms

Possibly 2023 (Entitlements approved Sept 2022. No word when developer will start work.)

Comfort Inn & Suites, South San Francisco

166 Rooms

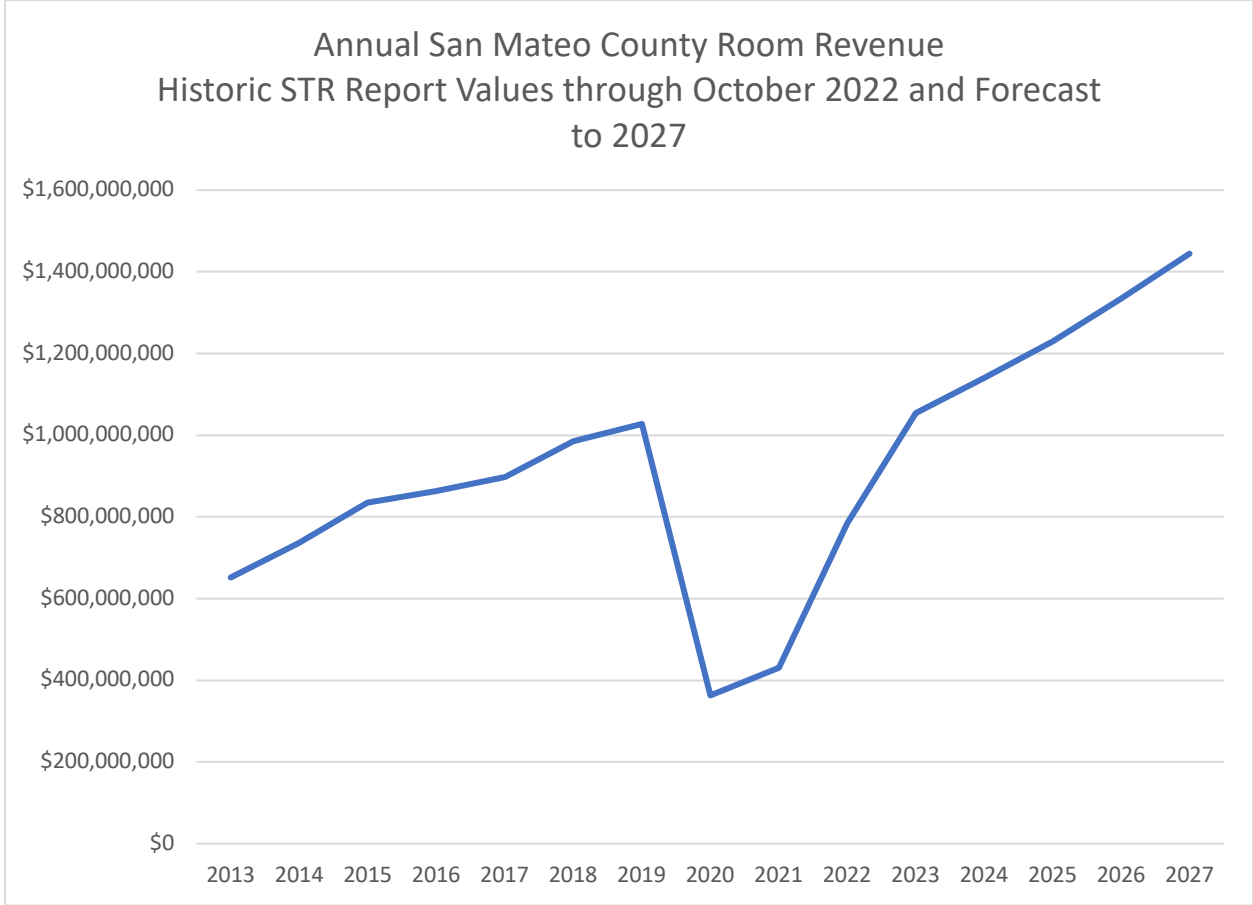
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Appendix



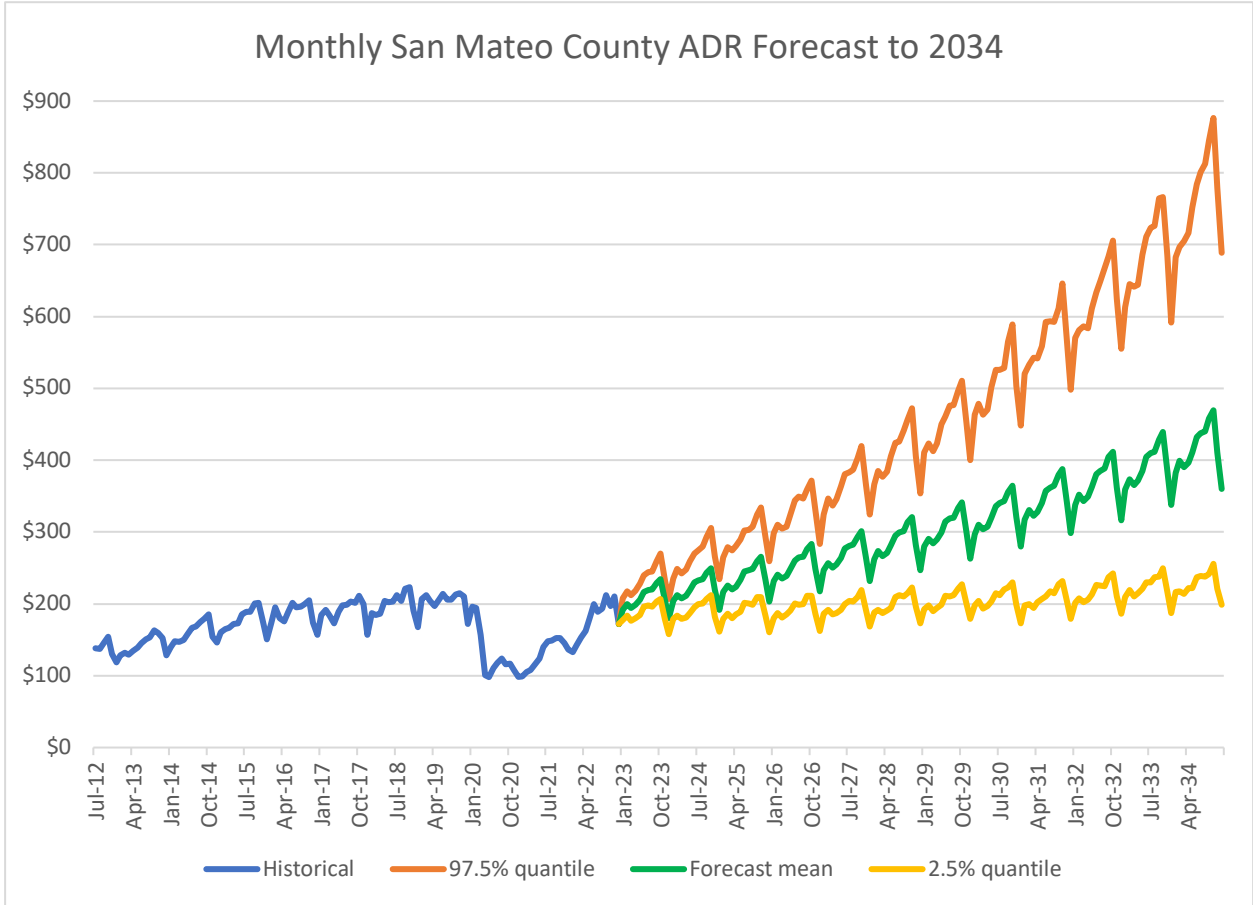
Appendix 1: San Mateo County Room Revenue



Source: STR Reports and Consulting Team.



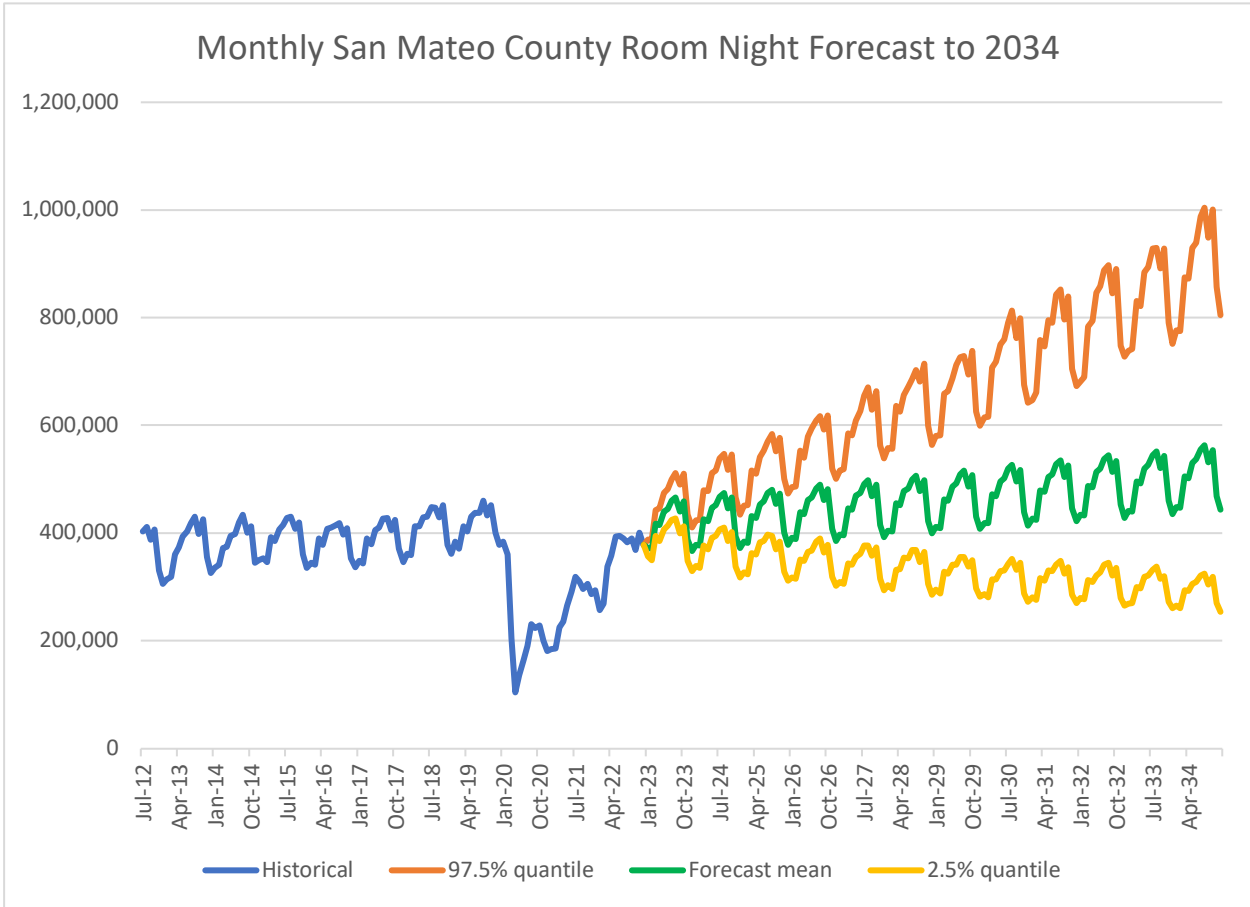
Appendix 2: San Mateo County ADR



Source: STR Reports and Consulting Team.



Appendix 3: San Mateo County Room Nights



Source: STR Reports and Consulting Team.

File Attachments for Item:

R. Consider Authorizing the City Manager to Sign Agreements for Funding and for Purchase and Installation of Fiber Optic Facilities

(If authorized, the funding agreement with the City/County Association of Governments of San Mateo County (C/CAG) will provide that C/CAG pays for 100% of the cost of installation, including any amendments found necessary during construction. The current cost estimate for the install of C/CAG's and Brisbane's "filled" Fiber Optic conduit is \$831,924)



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023

From: Director of Public Works/City Engineer

Subject: Authorize City Manager to Sign Agreements for Funding and for Purchase and Installation of Fiber Optic Facilities

Community Goal/Result - Safe Community

Purpose

The purpose of the recommended action is to grant the City Manager authority to execute a funding agreement for C/CAG to pay for fiber optic facilities, and a purchase and installation agreement for fiber optic facilities.

Recommendation

Authorize the City Manager to sign two agreements on the city’s behalf:

1. A funding agreement between the City/County Association of Governments of San Mateo County and the City of Brisbane for conduit purchase and fiber installation for the smart corridor extension project.
2. A bill of sale agreement between Intermountain Infrastructure Group and the City of Brisbane for purchase and installation of fiber optic conduits and dark fiber.

A condition precedent to the City Manager executing these agreements is the City Attorney’s review and approval of same.

Background

The City/County Association of Governments of San Mateo County has been leading the effort on a County Smart Corridor project that is designed to improve the mobility of local arterial streets by installing Intelligent Transportation System (ITS) equipment, such as an interconnected traffic signal system, close circuit television (CCTV) cameras, dynamic message signs, and vehicle detection system, on predefined designated local streets and state routes. The ITS infrastructure will provide local cities and Caltrans with day-to-day traffic management capabilities in addressing recurring and non-recurring traffic congestion.

A key aspect of this project is the installation of fiber optic (FO) lines to provide the telecommunication conduit backbone for the described ITS components. The Smart Corridor project is mostly complete in south and central San Mateo County, and the project that started in South San Francisco in 2021 is also complete.

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To complete the northern portion of San Mateo County ITS, C/CAG engaged an engineering firm to design the fiber optic conduit and the ITS components for Daly City, Colma, and Brisbane.

Somewhat in parallel with C/CAG’s efforts on the Smart Corridor, Intermountain Infrastructure Group (IIG) has been processing an encroachment permit application with Brisbane to run a new bank of fiber optic conduits in Bayshore Boulevard from the northern city limits to the southern city limits.

C/CAG recognized the advantage in “piggybacking” off IIG’s proposed project, and IIG willingly entered into 3-party negotiations as part of an effort to minimize the number of excavations in a single street for telecommunications facilities. While Brisbane does not have a “dig once” policy in effect, the mutually agreed upon negotiations generally follow the practices recommended by the Federal Highway Administration (FHWA).

Assuming these negotiations, the final agreements, and construction all come to fruition, at the end of this effort C/CAG and Brisbane will each own a fiber optic conduit with “dark fiber” in the new bank of FO conduits proposed to be installed in Bayshore by IIG.

Discussion

Staff and the City Attorney have reviewed and generally approved plans, specifications and the two agreements that are the subject of this staff report. The one issue that has delayed finalizing these agreements has been the tenuous nature of the public funds from which C/CAG hoped to fund its portion of the project. In early June, C/CAG was able to convince the California Transportation Commission to approve its requested allocation.

At this point in time, staff believes that final funding approval from C/CAG and final approval of IIG’s plans will occur during Council’s summer recess. IIG’s permit from the City is anticipated to be issued in the next 30-60 days; if Brisbane and C/CAG are to have their FO conduit and dark fiber installed by IIG, these two agreements must be finalized prior to August.

Fiscal Impact

The funding agreement with C/CAG will provide that C/CAG pays for 100% of the cost of installation, including any amendments found necessary during construction. The current cost estimate for the install of C/CAG’s and Brisbane’s “filled” FO conduit is \$831,924.

The city’s only contribution to this project is engineering and field inspection staffing to oversee the work in our jurisdiction.

Measure of Success

A backbone FO system installed at no cost to the city in Bayshore Boulevard and ready for connection to ITS network components.



Randy Breault, Public Works Director



Clay Holstine, City Manager

File Attachments for Item:

S. Consider Authorizing City Manager to sign a Storm Drain Cleaning Contract

(Council will consider Authorizing the City Manager to execute a contract to clean debris flow sediment deposited in the city's storm drain system as a result of the 2022 New Years Eve storm. The contract amount is estimated to be \$1.7M. A condition precedent to the City Manager executing this contract is the City Attorney's review and approval of same.)



CITY COUNCIL AGENDA REPORT

Meeting Date: June 29, 2023
From: Director of Public Works/City Engineer
Subject: Authorize City Manager to sign a Storm Drain Cleaning Contract

Community Goal/Result - Safe Community

Purpose

The purpose of the recommended action is to establish procurement authority so the City may publish and receive bids, and then enter into a contract for, storm drain cleaning during the Council’s summer recess.

Recommendation

Authorize the City Manager to execute a contract to clean debris flow sediment deposited in the city’s storm drain system as a result of the 2022 New Years Eve storm. The contract amount is estimated to be \$1.7M. A condition precedent to the City Manager executing this contract is the City Attorney’s review and approval of same.

Background

A significant quantity of debris was found in the City’s storm drain system after video inspection post the New Years Eve debris flows from Owl, Buckeye and Firth Canyons. This debris needs to be removed so that the City’s storm drain system operates efficiently.

City staff has filed claims with three entities to provide funding for this clean-up effort:

- Caltrans, for Emergency Relief funds from the Federal Highway Administration
- Federal Emergency Management Agency, for Category A emergency opening funds from the federally declared FEMA-4683-DR-CA disaster
- A claim with the County of San Mateo for the costs associated with the debris that came into Brisbane from County owned property.

At this time, none of the three entities listed above have agreed to or committed funds for the removal of the debris or other clean-up costs.

Discussion

Based on the length of time necessary to publish and award a contract and the need to complete this work before the next rainy season, staff intends to publish during the early part of the Council’s summer recess bid documents for this clean up work. Bid proposals would come in also during the time when Council is not meeting in regular session. With the project

cost estimated at \$1.7M and the City Manager’s procurement authority restricted by BMC §3.12.020 to \$200,000, under most circumstances, staff would bring the proposed construction contract to the City Council for approval. Here, however, because of the need to award the contract this summer in order to have the work completed before the rainy season, staff is recommending Council authorize the City Manager to sign a contract with the lowest responsible bidder for this work. All of the public contract bidding procedures will be followed and the City Attorney will approve the contract before it is signed

Fiscal Impact

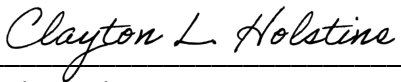
Initial funding for this work will come from the city’s reserve or other fund source. Staff does anticipate that at least one of the three identified funding sources will provide no less than 75% of the cost of this contract but notes that receipt of such funds may take a year or longer.

Measure of Success

A clean storm drain system that is restored to its full capacity so as to limit the possibility of localized flooding in winter rainstorm events.



Randy Breault, Public Works Director



Clay Holstine, City Manager