



# CITY of BRISBANE

## Council Subcommittee Update

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From December 6<sup>th</sup>, 2025, to January 9<sup>th</sup>, 2026

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### 1. Report Out on Subcommittees/Committees

#### A. Liaison to Park & Recreation Commission Subcommittee 12/8 Davis, Kern, P&R Chair T. Davis, P&R Vice-Chair Seawell

The liaisons discussed the commission's goals for the year and reviewing City facilities. Two main concerns for the commissioners are the kitchen at Mission Blue and the Community Center building. Councilmembers are aware and share the same sentiment; however, the council is waiting on potential impact fees to assist with these repairs. There is also a \$900K projected deficit that the City needs to manage. Specific to the community center, some of the Redwood trees will need to be removed and the ADA requirements will need to be brought into compliance by adding an elevator. Public Works Director has potential alternatives that he is exploring. The Park and Recreation department has also created a Park & Rec foundation that will work in unison with the department and commission to develop a volunteer group and create a fundraising mechanism that could benefit these projects in the future.

#### Next steps #1:

Facilities Subcommittee is scheduled to review all city properties in Q2.

#### Next steps #2:

Park and Recreation Director Leek will compile the department's project "dream list".

The commissioners also talked about other projects they are exploring, including: adding elements along the Crocker Trail, trail adoption and ambassadors and a trash pick-up volunteer program; Age Friendly initiatives, such as benches and workshops; new fitness equipment at Sierra Point Parkway; Youth Volunteer of the Year honors; and frog habitat stewardship support. They also mentioned that the bicentennial walkway will have its 50<sup>th</sup> anniversary in July 2026, which also happens to be Park and Rec Month and would benefit from volunteer fundraising for repairs. Councilmembers Davis and Kern would like the Park & Rec Commission to think about what they envision in the Baylands and consider having a Volunteer Spotlight in the Brisbane Star showing before and after highlights of projects.

#### Additional step #3:

Park and Recreation Chair and Vice-Chair will be invited to future Sierra Point Parkway Parks & Open Space Subcommittee to hear about City owned property (Parcel R) in the Brisbane Marina that the City owns and would like to utilize for public space in some way.

To view the meeting, please visit:

<https://www.brisbaneca.org/citycouncil/meeting/liaison-park-recreation-subcommittee>

**B. Housing Subcommittee****12/15****Davis, Kern (Alt)**

The Housing Endowment and Regional Trust (HEART) of San Mateo County discussed their response to the City's Request for Proposal regarding ownership and management of Visitacion Senior Housing. HEART was represented by Audrey Washington and Armando Sanchez. HEART originally was a lender, but they have now began specializing in renting out small developments (8–20-unit range). HEART would assume the debt and restructure the loan if needed. They project that it will be about 10 years when units will turn over and rent to debt ratio would equalize. They discussed how the waitlist would be managed, expectations of property management, and continued annual reporting to the City.

HEART will begin their due diligence regarding the property such as appraisal and repairs.

Next steps #1: HEART will send loan documents to staff for legal review in January.

Next steps #2: This is targeted to be brought to Council on February 5<sup>th</sup>.

To view the meeting page, please visit:

<https://www.brisbaneca.org/citycouncil/meeting/housing-subcommittee-meeting-1>

**C. Fiscal Policy Subcommittee****12/16****Mackin, O'Connell**

Finance Director Yuen gave the subcommittee a progress update on the Business License Fee study by analyzing the current tax registry, conducting a fee analysis and comparative study and reviewing modified tax structure options. The study includes comparisons of similar type cities to Brisbane, polling of businesses and their input on ballot language, structure changes for certain industries, and considerations between smaller and larger businesses. The subcommittee wants the ballot language for the voters to speak to quality-of-life issues to inform ballot initiatives.

Finance Director Yuen and representatives from Matrix Consulting then reviewed the Master Fee Study Results with the subcommittee. The general purpose of the study was to document the direct and indirect costs associated with fee-based city services. The study would also identify services currently provided for which fees could be assessed and understand how services and fees compare within the region. The Study recommends/suggests updates to the Master Fee Schedule, for example: There were several areas that were determined that departments could charge more in relation to the cost of service; Although many of the current fees are reflected as much less than the cost to provide the service, some departments have elected not to charge enough to cover the full cost, primarily due to competitive pricing to neighboring jurisdictions; The proposed Master Fee Schedule has been reorganized for clarity and ease of reference; There were several fees that were higher than service cost or higher than regulation and needed to be reduced; The City should continue to use CPI for annual adjustment determinations.

Within the study, it also reflects the feedback from each department and whether they support the recommendation. The subcommittee asked for more narrative for each line increase and also recommended that an application fee for a marina slip and the actual certification/verification fee be separated instead of the current single fee. When this comes to council, there needs to be a large discussion around Park and Recreation fees. They support the idea of subsidizing childcare, seniors and pool activities, but not for facility rentals.

It is recommended that if the fees are adopted, there is a phased in approach. Matrix Consulting also recommend reviewing the Master Fee Schedule every 5-7 years.

Next steps #1: Come back to the subcommittee with the suggested changes and updates completed and then go to council on February 5<sup>th</sup>.

To view the meeting page, please visit:

<https://www.brisbaneca.org/citycouncil/meeting/fiscal-policy-subcommittee-meeting>

#### **D. Emergency Preparation Subcommittee**

**12/16**

**Davis, Kern**

The City received notice from CalOES that our Local Hazard Mitigation Plan (LHMP) was expiring in December 2026. The County of San Mateo is taking the lead in coordinating a comprehensive LHMP for all San Mateo County cities. As a stakeholder, the City has assembled a planning team consisting of the City Manager’s Office, Public Works, Planning, Police, and Fire to participate in the County’s workshop.

The subcommittee discussed the outreach plan, especially those not on social media such as some older seniors, and work with current groups in town for feedback and information. The group brainstormed emergency refrigeration for medications, portable generators (Mission Blue equipped?) and continue to work with the City’s businesses for resources. Staff will continue to work on getting residents signed up for SMC Alert. It is recommended that when the annual EOC exercise is scheduled, that the office be closed so all staff participate.

Next steps #1: County workshop will be attended in February.

To view the meeting page, please visit:

<https://www.brisbaneca.org/citycouncil/meeting/emergency-preparedness-subcommittee-meeting-0>

#### **E. Sierra Point Pkwy Parks & Open Space Subcommittee**

**1/7/26**

**Kern, Lentz, P&R Chair T. Davis,  
P&R Vice-Chair Seawell**

The subcommittee focused on updating the Park and Recreation Commission Chair and Vice-Chair on the progress and next steps for City owned property Parcel R at Sierra Point Parkway. They discussed the current status of the project, including community feedback, environmental considerations, and funding for a potential first phase at Parcel R. They emphasized the importance of collaboration to develop recommendations for a park that enhances open space and public amenities. The Park and Recreation Chair and Vice-Chair will work to create a solid proposal for the council to adopt.

To view the meeting page, please visit:

<https://www.brisbaneca.org/citycouncil/meeting/sierra-point-parks-open-space-subcommittee-0>

## **2. Upcoming Subcommittees:**

Fiscal Policy Subcommittee	1/20	1:30pm	Mackin, O’Connell
Economic Vitality Subcommittee	1/22	2:00pm	Kern, Lentz

Public Art Advisory Committee	1/26	5:15pm	Davis, O'Connell
Quarry Subcommittee	1/29	10:30am	Lentz, O'Connell

**3. Proposed Subcommittees:**

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