

# City Council Meeting

## July 25, 2023

### Responses to City Council Agenda Questions

#### 7:00pm Regular Meeting

#### 6. Consent Calendar

**6.b** What specifically was done for the West Valley charges of \$204,638.44 on the Accounts Payable register for July 18?

West Valley Co. is utilized by the Wastewater Division and Water Division for planned and emergency utility repairs. Fifteen sewer repairs found by CCTV and two large emergency water main repairs on Sneath Lane were repaired.

**6.d CFO...** what can we do now to obtain higher returns on our cash balances? Will the responsibilities of the CFO also have included recommending updates to the City's Investment Policy?

The Finance Department routinely reviews rates of return for the City's investments, and actively manages the reserve portfolio consistent with the City's Investment Policy (Resolution 2020-97, dated 12/8/2020). Based on staff's review of current investments and bank accounts, there is adequate cash flow and maturity of investments to meet the City's needs. Currently, the City is in the process of switching its primary banking institution to Wells Fargo Bank. In June 2023, a portion of the cash balance in Tri Counties Bank was moved to a Wells Fargo Bank Government Money Market Fund with a current yield of 4.98%. Staff will continue the practice of actively monitoring the current rates across multiple investment vehicles.

Finally, the CFO will prepare an update to the City's Investment Policy that will be presented to the City Council in the fall for review and action. Modifications may be considered to allow for further diversification of the City's investments without compromising safety or liquidity. The City Council may also consider changes and provide additional options for various investment timelines (e.g., less than one year, one-to-five years).

**6.e How are customer service surveys currently promoted?**

One of the comments asked if inspectors could use tablets... are inspections records still being issued via hand?

The Building Division customer service surveys are available from the City's website, on e-mail signatures for Building Division staff, on QR codes on the back of Building Division staff and Building Division staff verbally requests customers provide feedback through the surveys. It has been noted since the launch of these surveys that response rates are very low, and that the new online system will be developed to have the survey capability built in to allow more prompting of customers for feedback. This feature is planned for launch in July 2024.

The Building Inspectors have tablets, but the existing TrakIt system is dated and not well suited for tablet use. The new online system will have full tablet integration. At this time, inspections

done for permits in the TrakIt system are with paper, and inspections that are through the new online system are digital with the option for the applicant to print if the applicant chooses.

**6.f Bike routes...** Are any parking spaces being removed?

This project is not removing any parking spaces.

**6.g Inspection services.**

**Attachment 3**

What is the status for these projects? Are they all complete?

Please see project status in the attached spreadsheet. One project has been completed. The remaining projects are in progress.

**Attachment 4**

What is the status for the projects listed in Attachment 4?

The projects listed in Attachment 4 are currently not active until a project manager can be assigned.

I have received a number of complaints regarding the Avenues 3-1, regarding:

- Cleanliness
- Communication
- Detour closures and signage
- Work quality

Complaints and concerns regarding the Avenues 3-1 Sewer and Water Replacement Project should be sent to the Public Works Department at 650-616-7065 or email to [pwengineering@sanbruno.ca.gov](mailto:pwengineering@sanbruno.ca.gov)

A master schedule would be beneficial to keep everyone updated with contact numbers of consultants and city project managers. Following is the current list on the city's website... it is unclear what is being done and when.

<https://sanbruno.ca.gov/DocumentCenter/View/977/2020-to-2021-City-Project-List-PDF>

Staff are working on a process for sharing project progress. The list is outdated and will be removed from the website.

**6.h Vehicle Procurement** What consideration has been made to utilize hybrid and electrical vehicles? What needs to be done to review installation of EV chargers?

The City continues to evaluate the possibility of replacing older fleet vehicles with electrical or hybrid models when possible. Three of the twelve proposed vehicles are hybrid models. For the remaining nine proposed vehicles, there were no electric or hybrid models that could meet the

task requirements or specifications for which the vehicles are needed. The City also continues to research the possibilities, grants, and costs of installing electric vehicle charging infrastructure. Currently the City is exploring the incentives of the Peninsula Clean Energy's EV Ready Program to install EV Chargers. However, to obtain those incentives, the City submitted applications to PG&E for electrical service extensions from nearby transformers to apply for PG&E's Electric Vehicle Infrastructure Rule 29 Program where PG&E will pay for and coordinate the design and deployment of electrical service extensions for EV Chargers.

**6.m Newsracks** First, thank you for the long overdue removal of the abandoned newsracks.

- What legal requirements does the City have to provide newspaper racks?

San Bruno Municipal Code [8.32.010](#) states that *"The streets, sidewalks and public rights-of-way are historically associated with the sale and distribution of newspapers and other publications, and that access to and use of these areas for such purposes is not to be denied except where such use unreasonably interferes with the use of these areas by pedestrians or traffic, or where such use presents a hazard to persons or property."* Thus, the City is legally required to permit newspaper racks in a manner consistent with the Ordinance and the First Amendment to the United States Constitution. The Municipal Code governs the permitting, design, placement, standards, maintenance, abatement of violation, and amortization requirements. These regulations promote the public health, safety and welfare and the aesthetic qualities of the City by controlling the placement, size, construction, and appearance of news racks.

- How much does each newsrack costs? 2-bin and 4-bin? The total budget is \$106,433. How much of the budget is projected to be spent?

The fixed pedestal news racks are estimated to cost approximately \$10,000 for the five locations described below. The total anticipated budget for material, labor, installation, and project management time is estimated at \$80,000. Any savings will be refunded to the original CIP funding source/s once the project is complete.

- Existing locations.
  - 1) 424 San Mateo Avenue – 2-bin rack
  - 2) 466 San Mateo Avenue – 2-bin rack
  - 3) 487 San Mateo Avenue – 4-bin rack
  - 4) 500 San Mateo Avenue – 1-bin rack
  - 5) 501 San Mateo Avenue – 1-bin rack

Five permitted locations provide for ten distinct bins. Based on current City records these permitted vendors are Bay Classifieds, San Francisco Chronicle, San Mateo Daily Journal, and San Francisco Examiner. The City also provides additional bins for potential future vendors.

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- 1) 424 San Mateo Avenue – 2-bin rack
- 2) 466 San Mateo Avenue – 2-bin rack
- 3) 487 San Mateo Avenue – 4-bin rack
- 4) 500 San Mateo Avenue – 2-bin rack
- 5) 501 San Mateo Avenue – 4-bin rack

With the transition of digital newspaper subscriptions five newsrack locations seem to be too many for two blocks of our downtown. Perhaps there should be three locations with 4 racks?

400 Block - 4bin

500 Block - 4bin

600 Block - 4bin

Or can there be two-six bin racks of six?

400 Block - 6bin

500 Block - 6bin

Upon analysis, the City staff recommends the installation of five fixed pedestal news racks in the currently permitted locations where demand appears to be the highest based on the current vendors. Staff recommends adding four additional bins to allow for an increase in additional permitted vendors who may seek to distribute their publication in San Bruno. Thus, the City could meet any additional demand without having to make any further installations and modifications to the newspaper racks and enclosures.