



“The City With a Heart”

Jim Ruane, Mayor
Michael Salazar, Vice Mayor
Ken Ibarra, Councilmember
Rico E. Medina, Councilmember
Irene O'Connell, Councilmember

AGENDA
SAN BRUNO CITY COUNCIL – SPECIAL MEETING – CLOSED
SESSION

June 9, 2015

6:00 p.m.

Meeting Location: San Bruno Senior Center, 1155 Crystal Springs Rd., San Bruno

City Council meetings are conducted in accordance with Roberts Rules of Order Newly Revised and City Council Rules of Procedure. You may address any agenda item by standing at the microphone until recognized by the Council. All regular Council meetings are recorded and televised on CATV Channel 1 and replayed the following Thursday, at 2:00 pm. You may listen to recordings in the City Clerk's Office, purchase CD's, access our web site at www.sanbruno.ca.gov or check out copies at the Library. We welcome your participation. In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office 650-616-7058.

1. CALL TO ORDER:

2. ROLL CALL:

3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: Individuals allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, ask the City Clerk to request that the Council consider your comments earlier. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendized pursuant to State Law.

4. CLOSED SESSION:

Conference with Legal Counsel, Anticipated Litigation, Initiation of Litigation Pursuant to Government Code Section 54956.9(d)(4): Two Cases.

5. ADJOURNMENT:

The next regular City Council Meeting will be held on June 9, 2015 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



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AGENDA

SAN BRUNO CITY COUNCIL

June 9, 2015

7:00 p.m.

Meeting Location: San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno, CA

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Thank the **San Bruno Garden Club** for providing the beautiful floral arrangement.

1. CALL TO ORDER:

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

3. ANNOUNCEMENTS:

The San Bruno City Council will be holding a Budget Study Session on June 10, beginning at 6:00 p.m. at San Bruno City Hall, 567 El Camino Real, San Bruno, CA.

4. PRESENTATIONS:

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Regular Council Meeting of May 26, 2015.

7. CONSENT CALENDAR: All items are considered routine or implement an earlier Council action and may be enacted by one motion; there will be no separate discussion unless requested by a Councilmember or staff.

a. **Approve:** Accounts Payable of May 26 and June 1, 2015.

b. **Approve:** Payroll of May 22, 2015.

c. **Waive:** Second Reading, and Adopt Ordinance Adding Provisions to the San Bruno Municipal Code Related to Emergency Shelters for the Homeless and Amending the Zoning Map of the San Bruno Municipal Code Identifying an Emergency Shelter Overlay District.

d. **Adopt:** Resolution Authorizing the Purchase of a Hurst Extrication Tool (“Jaws of Life”) from L.N. Curtis Co. for the Total Amount of \$44,973.

e. **Adopt:** Resolution Authorizing the Closure of Whitman Way Between the Hours of 9:00 AM to 3:30 PM during certain weeks in June and July 2015 for the San Francisco Public Utilities Commission Peninsula Pipeline Seismic Upgrade Project.

8. PUBLIC HEARING:

Hold Public Hearing, Waive First Reading, and Introduce an Ordinance Repealing Chapter 4.40 (Massage Establishments) and Enacting New Chapter 4.40 (Massage Businesses).

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: Individuals allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, ask the City Clerk to request that the Council consider your comments earlier. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendaized pursuant to State Law.

10. CONDUCT OF BUSINESS:

- a. Adopt Resolution Approving the San Bruno Community Foundation 2015-16 Budget.
- b. Authorize Fireworks Stand Permits for 2015 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolution 2008-59 and Ordinance No. 1700.
- c. Receive Report on Sewer Lateral Repair and Replacement Policies and Programs in San Mateo County Cities.
- d. Adopt Resolution Authorizing the City Manager to Execute a Contract with Eisen Letunic for the Development of the Bicycle and Pedestrian Master Plan in an Amount Not to Exceed \$197,671.
- e. Adopt Resolution Authorizing the Purchase of Twelve Vehicles, Including Two Ford Transit Vans, One Ford Flex Crossover Utility Vehicle, One Ford F-150 Truck, Two Ford F-350 Trucks, One Ford Escape, One Ford Taurus Police Sedan, and Four Ford Explorer Police Vehicles from Towne Ford of Redwood City, California in the Total Amount of \$405,336.
- f. Adopt Resolution Authorizing the City Manager to Execute a Design Contract with BKF Engineers, Inc. for Design of the El Camino Real and Angus Avenue Intersection Improvements Project in an Amount Not to Exceed \$59,612.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on June 23, 2015 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



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AGENDA
SAN BRUNO CITY COUNCIL – SPECIAL MEETING

June 10, 2015

6:00 p.m.

Meeting Location: San Bruno City Hall, Room 115, 567 El Camino Real, San Bruno

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1. CALL TO ORDER:

2. ROLL CALL:

3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: Individuals allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, ask the City Clerk to request that the Council consider your comments earlier. It is the Council’s policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendaized pursuant to State Law.

4. CONDUCT OF BUSINESS:

Conduct Study Session to Review the Proposed 2015-16 Operating and Capital Improvement Program Budgets.

5. ADJOURNMENT:

The next regular City Council Meeting will be held on June 23, 2015 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



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MINUTES SAN BRUNO CITY COUNCIL

May 26, 2015

7:00 p.m.

1. **CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on May 12, 2015 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 7:03 p.m. **Mayor Ruane** thanked the San Bruno Garden Club for the flowers.
2. **ROLL CALL/PLEDGE OF ALLEGIANCE:**
Presiding was Mayor Ruane, Vice Mayor Salazar, Councilmembers Ibarra, Medina and O'Connell. **Marty Medina** led the Pledge of Allegiance. Recording by City Clerk Bonner.
3. **ANNOUNCEMENTS:**
 - a. **Mayor Ruane** said the 75th Annual Posy Parade will take place on Sunday, June 7, 2015 at 1:00 p.m. to include City Parkway for a car show and lots of events. He said on the same day from 8:30 a.m. to 11:30 a.m. the Fire Department on El Camino Real is having their pancake breakfast with proceeds going to the Burn Foundation.
 - b. The San Bruno Community Foundation is conducting community outreach to gather input on community needs and interests. The Foundation is hosting Town Hall meetings on May 28 at Bell Air School and on June 3 at the San Bruno Senior Center beginning at 6:30 p.m.
 - c. The San Bruno City Council will be holding Budget Study Sessions on June 8 and 10, beginning at 5:30 p.m. at San Bruno City Hall, 567 El Camino Real, San Bruno, CA.
4. **PRESENTATIONS:** None.
5. **REVIEW OF AGENDA:** No changes.
6. **APPROVAL OF MINUTES:** Regular Council Meeting of May 12, 2015, approved as submitted.
7. **CONSENT CALENDAR:**
 - a. **Approve:** Accounts Payable of May 11 and 18, 2015.
 - b. **Approve:** Payroll of May 8, 2015.
 - c. **Accept:** Reconciliation of the General Ledger to the Bank Report and the Monthly Investment Report, Dated April 30, 2015.
 - d. **Waive:** Second Reading and Adopt Ordinance Imposing a 1.652% Rate Increase for Recology San Bruno Garbage and Recycling Services to be Effective July 1, 2015.
 - e. **Waive:** Second Reading, and Adopt an Ordinance Amending Chapter 8.24, Section 8.24.200 of the San Bruno Municipal Code Relating to Private Sewer Laterals.
 - f. **Adopt:** Resolution Authorizing the City Manager to Execute an Agreement with Turbo Data Systems, Inc. for Parking Citation Processing and Adjudicating Services for a Five (5) Year Term Expiring June 30, 2020.

g. **Adopt:** Resolution Accepting the Sidewalk Repair Project as Complete, Authorizing the Filing of a Notice of Completion with the San Mateo County Recorder's Office, and Authorizing Release of the Construction Contract Retention in the Amount of \$17,867.

Councilmember Ibarra pulled 7.e.

M/S Medina/O'Connell to approved the remainder of the consent calendar and passed with all ayes.

Councilmember Ibarra said he felt it was wrong that we take this responsibility and place it on the homeowners. He said we have placed the responsibility of lower sewer laterals on all our residents. He said for one hundred years we have been taking care of the lower sewer laterals.

Councilmember Ibarra said there are members of the public who would like to speak on this.

Mike McGuirk, Santa Lucia asked if something happens to the lower lateral am I responsible or are we in limbo?

City Attorney Zafferano if this ordinance is adopted tonight the City will continue to provide emergency services and the City will continue to provide maintenance services on your lower lateral if you have a clean-out. If the lateral is damaged or needs to be repaired or replaced, the new ordinance would put that obligation on the owner. **City Manager Jackson** said this ordinance would not take affect for 30 days. **Councilmember O'Connell** said right now 75% of the people's responsibility of the lateral, both lower and upper is on them, whether it is passed or not. The only time the City can take responsibility for the lower lateral is when you have a City-approved clean-out. That is the change. **McGuirk's** concern was beyond the clean-out. He said some of the clean-outs go beyond the individual's property; i.e., the neighbor's driveway. Does that become the individual's problem, **Councilmember O'Connell** said yes if the lower lateral fails and maintenance has not been done on it.

Mayor Ruane said there are a lot of cases in San Bruno where there are co-mingled laterals, and these need to be handled on a per-case basis.

Marty Medina, Garden Ave. said he was against the change. 75% of the people are not affected. If you put in a clean-out tomorrow, the City will take over from the clean-out to the street.

Russ Stines, Reid Ave. said he doesn't see anything being changed but he does see the rates being increased. **Mayor Ruane** said those repairs have been done and Public Services have been asked for an update.

Zafferano said staff will come back at the next meeting to address some of the questions asked.

Perry Peterson, Scenic Ct. said since 1986, have paid millions of dollars to be covered by this ordinance. If a clean-out is put in, the City will take care of the lower lateral from the clean-out to the main. He said if that provision were included in the utility bill, then they would know it and there is a possibility they would consider it. He urged Council to not abandon 1986-64.

Councilmember Ibarra said if a clean-out is put in tomorrow, the City will maintain the lower lateral and until this ordinance passes, the City will not replace the lower lateral. But today, until this ordinance is passed, the City will take care of that lateral no matter what happens. There are cities who have proactively come up with programs to place clean-outs on properties with the provision if the lower lateral is in good shape the City will still maintain it. He said that is what he believed the City should be responsible for. What's next, repairing potholes in the street?

M/S O’Connell/Salazar, to pass Item 7.e., three ayes, O’Connell, Salazar and Ruane and two no’s, Medina and Ibarra.

8. PUBLIC HEARING:

Hold Public Hearing, Adopt Resolution Amending the General Plan to Allow Emergency Shelters for the Homeless in the Industrial Land Use Classification and Waive First Reading and Introduce Ordinance Adding Provisions to the San Bruno Municipal Code Related to Emergency Shelters for the Homeless and Amending the Zoning Map of the San Bruno Municipal Code Identifying an Emergency Shelter Overlay District.

Councilmember Medina and **Vice Mayor Salazar** recused themselves because of the conflict of where they live. **Councilmember O’Connell** also has a conflict but in a previous meeting a straw poll was taken and she was picked to stay on the dias.

Housing and Redevelopment Manager Sullivan gave an overview of the staff report and asked for questions.

Councilmember Ibarra asked how size is determined. **Sullivan** said there are a number of restrictions. He said there is a safety compatibility zone that runs through that area and those types of uses are not allowed in that zone.

Mayor Ruane opened the public hearing.

Russ Stines, Reid Ave. said he didn’t get the mailer from the City and suggested distributions/notices should be within 600 feet of where the change is taking place.

A lady from 101 Atlantic Ave. said they have a mixed-use property. The capacity, generation, the age, the date of completion, what constitutes an emergency. She was concerned about the value of their property. **Mayor Ruane** said there have been no applications put in, there are no drawings, we are mandated by State to do this, but there have been no definitive plans. **Sullivan** said this is an emergency shelter for homeless people, there is no distinction between age or sex, the criteria is a homeless person.

Councilmember O’Connell said the States make the City find a property where they can build a shelter. If someone comes to San Bruno and wants to build a shelter, this is the area designated.

Pinali, Montgomery Street said it is so busy she didn’t understand how an emergency home shelter could be put there.

Sullivan gave a recap of what was done to find the property. **Mayor Ruane** said they are required to designate a spot, but there has been no-one that has shown an interest.

119 Montgomery Street said this area has no services, nothing but trucks and businesses that are industrial or repairing cars.

Councilmember Ibarra asked if the Samaritan House was looking for a 32 bed homeless shelter they would probably come forward to look at an existing building to convert. He said everyone would get noticed.

M/S Ibarra/O’Connell to close the Public Hearing and passed with three ayes, Councilmembers Ibarra and O’Connell and Mayor Ruane, two councilmembers unable to vote, Salazar and Medina.

M/S O’Connell/Ibarra to waive the first reading and passed with three ayes, Councilmembers O’Connell and Ibarra and Mayor Ruane, two councilmembers unable to vote, Salazar and Medina.

Councilmember O'Connell introduced the resolution for adoption and passed with three ayes, Councilmembers O'Connell and Ibarra and Mayor Ruane, two councilmembers unable to vote, Salazar and Medina.

Councilmember O'Connell introduced the ordinance for adoption and passed with three ayes, Councilmembers O'Connell and Ibarra and Mayor Ruane, two councilmembers unable to vote, Salazar and Medina.

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Robert Barnett, Williams Ave. made statements regarding the hotel at the Crossing. He said it appears the builder wants to make underground parking and they have been asked to reduce the number of rooms down to 150. He said the accessing for underground parking is not going to be secure which creates criminal activity. He also understood the builder has come to the City for additional funding because of downsizing the number of rooms. He talked about the impact that would take place.

Marty Medina, Garden Ave. thanked Mayor Ruane for the tickets to the Giants which were used as their number one prize at the picnic on May 3 put on for the school system. They raised \$4,000.

Robert Riechel, 7th Ave. said they have rescheduled the helicopter treatment for mosquitos to Thursday.

10. CONDUCT OF BUSINESS:

a. Adopt Resolution Submitting a Measure to the Voters of San Bruno at the November 3, 2015 General Municipal Election to Determine Whether the Positions of City Clerk and City Treasurer Should be Changed from Elected to Appointive; Directing the City Attorney to Prepare an Impartial Analysis of Said Measure; and Authorizing Submission of Ballot Arguments Supporting the Measure on Behalf of the City Council.

City Attorney Zafferano gave an overview of the staff report and asked for questions.

Vice Mayor Salazar asked if the clerk and treasurer could be voted on separately.

Councilmember Ibarra asked why this change. What is wrong with the current situation? He didn't believe the resolution should handle both offices.

Mayor Ruane said we have been very fortunate to have people that are responsible, willing to learn and who are qualified. He said other cities have to hire an outside person to do the work.

Councilmember O'Connell echoed what Mayor Ruane said. She said she had experience with several other cities that have the same thing happen to them. She said a friend who is a financial advisor was hired by a City near to us for over two years to help out but they had to return to their regular job and the Treasurer that was elected, finally quit because they did not know what they were supposed to do. The positions are getting more complicated.

Councilmember Medina asked if they are appointed by the City Council does it become more political. If there is an election every two years and the makeup of the City Council changes does that mean by three votes we can oust the City Clerk and City Treasurer? There is a City that just filed a recall and are we going to have the impartial clerk who was appointed by the City Council to deal with a potential recall as the elections officer. I like the neutrality, the independence. If the City Treasurer had a concern with something he or she felt that is under the direction of us for the day-

to-day operations of the City Manager, would they be free to come forward at the podium to say they have a concern. Would the City Treasurer resign because they thought their things could have been different or better? There was a time that a City Manager said they wanted something done and the City Clerk said no and said they were responsible for the keeping of the books, the resolutions and the minutes. If appointed, that City Clerk could have been subject to insubordination. He said we are the only City in the County with an elected mayor. He expressed his concern of loss of independence if the Clerk is appointed.

Vice Mayor Salazar said there is not a lot of latitude. He said it has become a lot more technical, more and more regulations. There is a need to have more qualifications around the position and he believed this was a good time to put it to the voters.

Councilmember O'Connell said one of the options is to have the clerk appointed by the City Council. She also pointed out our Treasurer was appointed due to the elected Treasurer leaving office and we were lucky to get someone so knowledgeable.

Councilmember Ibarra said the question came from the dias with no opportunity to the public. He said he felt the public should have the opportunity to react to this before it goes on the ballot.

Marty Medina, Garden Ave. asked if Carol would have this seat if it were appointed. It has been shying away from the independence of that position. It is a take away from the people.

Russ Stines, Reid Ave. he said it isn't a great idea.

Councilmember Ibarra said if you appoint you are not obligated to fill the position with a resident. Because it is elected, you must be a resident of the City.

Mayor Ruane said we are giving the public a chance to say what they want and there is nothing to say that she couldn't apply to be appointed.

Carol Bonner, Glen Ave. said before she became City Clerk she had an extensive background in lots of things and thought she knew everything. After winning the position in 2005, she discovered she knew nothing. There is really a lot to the job and a person with a background in government can more readily adapt.

Perry Peterson, Scenic Ave. said the vote should be divided for one vote for the Treasurer and one vote for the City Clerk. The Treasurer he would expect to have both study and practice behind them. The clerk is a key function in making information available to the public at all times. He said with a past clerk and present clerk the information has been that way. He said if the clerk is appointed it introduces a substantial political aspect into whether the way or the speed or the kind of information available is going to be completely there. He said from time to time when he asks for information he can get it very quickly, other times when submitting a relatively simple request through the formal informational act procedure, the information is not received timely and the information he does get doesn't answer the question.

Russ Stines, Reid Ave. asked whether qualifications could be stated for an elected official. **Zafferano** said the answer no, the State law prohibits the City from imposing any qualifications on those positions when they are elective.

John Marty, Glen Ave. said he was appointed. He said in the future a Councilmember and Treasurer could be in an awkward spot if the position is appointed because the Treasurer is an internal auditor which puts them in a position to be at odds with the people who appointed them. The voters vote in the Council and the Mayor so you can trust the voters to put in the right people to do the vetting process. He wanted to make the conflict of interest clear.

Mayor Ruane confirmed they could not put qualifications on an elected City Clerk or Treasurer; however, if that position was appointed those qualifications can be specified. **Zafferano** concurred.

Councilmember O'Connell introduced the resolution with the caveat that each position be listed separately on the ballot. Three ayes, Councilmember O'Connell, Mayor Ruane and Vice Mayor Salazar, two no's, Councilmembers Ibarra and Medina.

b. Receive Staff Report and Consider Ordinance Repealing Chapter 4.40 (Massage Establishments) and Enacting New Chapter 4.40 (Massage Businesses.)

City Attorney Zafferano gave an overview of the staff report and asked for questions. He said this ordinance is similar to what was adopted before with more uniformity and coordinated efforts between the cities and counties.

Councilmember Ibarra said his only concern was illegal activity.

Council agreed this should come back.

c. Adopt Resolution Authorizing the City Manager to Execute a Contract with Moffatt & Nichol to Provide Technical Assistance for the FEMA San Francisco Bay Coastal Study in the Amount of \$25,160 and Appropriating Funds in this Amount from the General Fund.

Public Services Director Tan gave an overview of the staff report in a powerpoint presentation and asked for questions.

Councilmember Ibarra asked how many properties are being discussed. **Tan** said approximately 400.

Councilmember O'Connell said if you get flood insurance before it is mandated, it is much less expensive and if it is not mandated, the insurance can be cancelled.

City Manager Jackson said FEMA intends to begin to notify.

Councilmember O'Connell said everyone needs to be notified.

Councilmember Ibarra said no one wants to be in a flood zone.

Councilmember O'Connell introduced the resolution for adoption and passed with a unanimous vote.

d. Authorize the City Manager to Enter Into a Second Exclusive Negotiating Rights Agreement with OTO Development, LLC.

City Attorney Zafferano gave an overview of the staff report and asked for authority to enter into a second exclusive negotiating rights agreement with OTO Development, LLC.

Vice Mayor Salazar asked about language in the agreement. **Zafferano** said he will go over it.

Councilmember Ibarra asked if we are locked into the Marriott name, or can they sell it. **Zafferano** said if they should get some sort of a windfall from a sale we should get part of that grand slam.

Marty Medina, Garden Ave. said it is amazing that we sold this property for \$1.00. How much is the property worth? How did that relationship develop?

Councilmember Ibarra said we have been dealing with this property for over ten years and yes there is an education on how we invest. This hotel has been wanted for a long time and we knew there would be an investment. This is creative financing, at the best.

Mayor Ruane said our community wants this as well as needing it.

Councilmember O’Connell said they had a plan and it went on the ballot and people voted for it.

M/S O’Connell/Medina to approve authorization to the City Manager to move into a second exclusive negotiating rights agreement with OTO Development and passed with all eyes.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES: None.

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION: None.

14. ADJOURNMENT:

Mayor Ruane closed the Council meeting at 8:55, The next regular City Council Meeting will be held on June 9, 2015 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

Respectfully submitted for approval
at the City Council Meeting of
June 9, 2015

Carol Bonner, City Clerk

Jim Ruane, Mayor

05/26/15

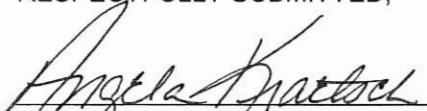
CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$69,506.84
121	FEDERAL/STATE GRANTS	\$6,075.20
132	AGENCY ON AGING	\$2,057.77
133	RESTRICTED DONATIONS	\$536.28
190	EMERGENCY DISASTER FUND	\$4,359.48
201	PARK AND FACILITIES CAPITAL	\$8,200.00
207	TECHNOLOGY CAPITAL	\$2,795.00
611	WATER FUND	\$53,170.69
621	STORMWATER FUND	\$3,921.50
631	WASTEWATER FUND	\$588,432.39
641	CABLE TV FUND	\$71,798.31
701	CENTRAL GARAGE	\$22,839.53
702	FACILITY MAINT. FUND	\$7,081.94
703	GENERAL EQUIPMENT REVOLVING	\$10,862.50
707	TECHNOLOGY DEVELOPMENT	\$7,854.26
711	SELF INSURANCE	\$133,398.00
891	S.B. GARBAGE CO. TRUST	\$579,883.59
TOTAL FOR APPROVAL		\$1,572,773.28

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 3 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 155108 THROUGH 155238 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,572,773.28 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,


FINANCE DIRECTOR 5/29/15
DATE

7.2.

Document group: dliu Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0096852 ABAG PLAN CORPORATION	155108	5/26/2015	98,000.00
0000858 ADECCO EMPLOYMENT SERVICES	155109	5/26/2015	5,922.96
0001170 AIRGAS USA, LLC	155110	5/26/2015	389.25
0000163 AIRPORT AUTO PARTS INC.	155111	5/26/2015	40.97
0102355 AMAZON	155114	5/26/2015	835.75
0096700 ANDY'S WHEELS & TIRES	155115	5/26/2015	1,092.85
0015636 ANNA MARIE JONES	155171	5/26/2015	7.64
0106199 ARAGON VETERINARY CLINIC	155116	5/26/2015	1,439.67
0001202 ARAMARK UNIFORM SERVICES	155117	5/26/2015	696.47
0000118 ART'S PENINSULA LOCKSMITH	155118	5/26/2015	33.52
0016123 AT&T	155119	5/26/2015	590.29
0017191 AT&T	155120	5/26/2015	1,455.70
0018363 AT&T LONG DISTANCE	155121	5/26/2015	17.47
0018465 AT&T MOBILITY	155122	5/26/2015	46.50
0018583 AT&T MOBILITY	155123	5/26/2015	63.02
0000345 BAKER & TAYLOR BOOKS	155124	5/26/2015	1,251.53
0105553 BELLECCI & ASSOCIATES, INC.	155127	5/26/2015	22,167.60
0106204 BLUE LINE CANINE LLC	155128	5/26/2015	10,862.50
0017361 BOETHING TREELAND FARMS, INC.	155129	5/26/2015	536.28
0000378 BROADMOOR LANDSCAPE SUPPLY	155130	5/26/2015	98.10
0096420 BSN SPORTS	155131	5/26/2015	917.73
0098281 CANDACE WHOOLEY	155232	5/26/2015	100.00
0105248 CARLOS FISHBURN	155155	5/26/2015	400.00
0100631 CHING MAN WONG	155235	5/26/2015	9.79
0016324 CINTAS CORPORATION	155132	5/26/2015	149.07
0000386 CITY OF SOUTH SAN FRANCISCO	155133	5/26/2015	458,470.88
0100780 CONSUELO MARTINEZ	155177	5/26/2015	19.83
0015857 COUNTY OF SAN MATEO	155135	5/26/2015	3,561.17
0017967 COUNTY OF SAN MATEO- AIRPORT COMMUN.ROUN	155112	5/26/2015	750.00
0014338 CREST/GOOD MANUFACTURING CO.	155136	5/26/2015	47.47
0100748 CRYSTAL WIGGINS	155233	5/26/2015	16.33
0016604 CUMMINS PACIFIC, LLC	155139	5/26/2015	1,457.32
0016604 CUMMINS PACIFIC, LLC	155140	5/26/2015	923.40
0101040 DAHAI XING	155237	5/26/2015	9.79
0100558 DANIEL OROZCO	155189	5/26/2015	21.98
0105866 DEKRA-LITE	155142	5/26/2015	419.95
0018169 DELL MARKETING L.P.	155143	5/26/2015	1,203.54
0093479 DEPARTMENT OF JUSTICE	155144	5/26/2015	593.00
0100788 DEVIN CROCKER	155137	5/26/2015	29.03
0106210 DIGITAL FEAST, INC.	155145	5/26/2015	5,500.00
0018779 DUDLEY PERKINS CO	155146	5/26/2015	1,032.89
0105977 E.M. HUNDLEY	155147	5/26/2015	1,403.67
0105820 EAST BAY TIRE CO	155149	5/26/2015	1,007.96
0001707 EMPLOYMENT DEVELOPMENT DEPT	155150	5/26/2015	5,098.00
0017300 ENVIRONMENTAL HEALTH FEE	155153	5/26/2015	906.00
0016920 ENVIRONMENTAL SCIENCE ASSOCIATES (ESA)	155209	5/26/2015	6,221.50
0000944 FEDEX	155154	5/26/2015	46.01
0106208 FLAHERTY BROTHERS CONSTRUCTION	155156	5/26/2015	8,200.00
0018117 FLYERS ENERGY, LLC	155157	5/26/2015	13,146.49
0105960 GARRATT CALLAHAN	155158	5/26/2015	1,897.67
0016363 GCS ENVIRONMENTAL & EQUIPMENT SVC.	155152	5/26/2015	2,709.64
0105554 GLOBAL SUN LANDSCAPE	155159	5/26/2015	4,045.88
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	155224	5/26/2015	1,426.13

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Vendor Code & Name	Check #	Check Date	Amount
0000162 GRAINGER	155160	5/26/2015	1,643.35
0095966 GREATAMERICA FINANCIAL SVCS.	155161	5/26/2015	577.51
0017914 GSWAW INC.	155162	5/26/2015	265.49
0099781 HAPPY FOREVER SALON	155163	5/26/2015	18.11
0017882 HOME BOX OFFICE	155164	5/26/2015	2,560.49
0105378 HOME MAID RAVIOLI COMPANY INC.	155165	5/26/2015	240.90
0001786 IN DEMAND-NYC	155167	5/26/2015	358.26
0015644 INDUSTRIAL WIPER & SUPPLY,INC.	155168	5/26/2015	521.11
0015531 INTERSTATE BATTERY SYS. OF SF	155169	5/26/2015	50.93
0098930 J.M. VINAL	155170	5/26/2015	349.06
0099024 JACK WEEKS	155229	5/26/2015	107.86
0094025 JAMES RUANE	155206	5/26/2015	575.20
0101320 JEFFREY L. AMANTE	155113	5/26/2015	16.19
0093434 JT2 INTEGRATED RESOURCES	155172	5/26/2015	30,000.00
0000075 K-119 TOOLS OF CALIFORNIA INC.	155173	5/26/2015	70.81
0100520 KELLY MC'LOUGHLIN	155178	5/26/2015	24.72
0100948 LEILANI CRUZ	155138	5/26/2015	21.10
0104424 LIDIA'S ITALIAN DELICACIES	155175	5/26/2015	1,562.50
0098858 LING WU	155236	5/26/2015	100.00
0014330 LUIS RIOS	155204	5/26/2015	315.05
0017026 LYNX TECHNOLOGIES, INC.	155176	5/26/2015	2,795.00
0097200 MARIA PEREZ	155193	5/26/2015	100.00
0000389 MATRISHA PERSON	155194	5/26/2015	1,586.54
0018393 MAUREEN BALESTRA	155125	5/26/2015	8.92
0098546 MENG LI	155174	5/26/2015	100.00
0016041 METROMOBILE COMMUNICATIONS	155179	5/26/2015	2,474.32
0100208 MICHELLE T EASLEY	155148	5/26/2015	37.99
0016863 MIDWEST TAPE, LLC	155180	5/26/2015	95.17
0001709 MILLBRAE LOCK	155181	5/26/2015	269.78
0096800 MOBILE CALIBRATION SVCS. LLC	155182	5/26/2015	225.08
0106173 MOFFATT & NICHOL	155183	5/26/2015	3,860.00
0103600 MOMENTUM TELECOM, INC.	155184	5/26/2015	20,780.72
0000333 MOSS RUBBER & EQUIP. CORP.	155185	5/26/2015	156.38
0000902 NATIONAL PEN CO. LLC	155186	5/26/2015	283.81
0092263 OFFICE DEPOT INC	155187	5/26/2015	833.44
0000210 OLE'S CARBURETOR &ELECTRIC INC	155188	5/26/2015	465.98
0000012 PACIFIC GAS & ELECTRIC	155190	5/26/2015	13,192.28
0000101 PACIFIC NURSERIES	155191	5/26/2015	228.90
0106156 PENGUIN RANDOM HOUSE LLC	155192	5/26/2015	26.16
0095538 POP MEDIA NETWORKS, LLC	155195	5/26/2015	767.39
0000285 PREFERRED ALLIANCE, INC.	155196	5/26/2015	327.52
0018501 PRISM PAK INC.	155197	5/26/2015	108.43
0104869 PURSUIT NORTH	155198	5/26/2015	28,728.89
0000071 R & B COMPANY	155199	5/26/2015	5,351.75
0000175 RECOLOGY SAN BRUNO	155200	5/26/2015	579,883.59
0094546 RECORDED BOOKS, INC.	155201	5/26/2015	39.23
0106207 RFO SOLUTIONS	155202	5/26/2015	4,818.88
0016729 RICOH AMERICAS CORPORATION	155203	5/26/2015	328.19
0096772 ROBERT MIGUEL	155205	5/26/2015	92.64
0100410 RYAN DALY	155141	5/26/2015	5.68
0000569 SAN BRUNO AUTO CENTER, INC.	155207	5/26/2015	75.00
0104437 SCELZI ENTERPRISES, INC.	155208	5/26/2015	1,795.82
0018461 SERRAMONTE FORD, INC.	155210	5/26/2015	865.45
0000216 SHOWTIME NETWORKS INC.	155211	5/26/2015	6,510.20

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Vendor Code & Name	Check #	Check Date	Amount
0018546 SO. CITY FIRE PROTECTION	155212	5/26/2015	340.86
0017339 SOUTH CITY REFRIGERATION	155213	5/26/2015	560.00
0096817 SPEEDO CHECK	155214	5/26/2015	495.00
0097079 SPRINT	155215	5/26/2015	544.45
0017036 STEVEN'S BAY AREA DIESEL SER., INC.	155126	5/26/2015	987.83
0000801 STEWART AUTOMOTIVE GROUP	155216	5/26/2015	288.54
0105796 SUNRISE FOOD DISTRIBUTOR INC.	155217	5/26/2015	254.37
0099844 SUSAN HSU	155166	5/26/2015	297.00
0096932 TASC	155218	5/26/2015	270.00
0015671 TECHNOLOGY, ENGINEERING & CONSTRUCTION, II	155134	5/26/2015	160.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	155151	5/26/2015	2,465.00
0096616 TENNANT SALES AND SERVICE CO.	155219	5/26/2015	1,245.82
0000241 THE ADAM-HILL COMPANY	155220	5/26/2015	9.60
0018717 THE E GROUP LLC	155221	5/26/2015	300.00
0103559 THE MLB NETWORK, LLC	155222	5/26/2015	1,931.04
0017527 TIFCO INDUSTRIES INC.	155223	5/26/2015	807.94
0105953 TRIIO, LLC	155225	5/26/2015	5,700.00
0103736 TURF STAR, INC.	155226	5/26/2015	219.65
0018618 UNITED SITE SERVICES INC.	155227	5/26/2015	43.60
0095749 VERIZON WIRELESS	155228	5/26/2015	2,219.20
0104660 WEST YOST ASSOCIATES, INC.	155230	5/26/2015	30,055.22
0000612 WESTVALLEY CONSTRUCTION CO.INC	155231	5/26/2015	116,307.64
0013841 WITMER-TYSON IMPORTS INC	155234	5/26/2015	722.36
0104033 ZCORUM, INC.	155238	5/26/2015	22,660.20
		GrandTotal:	1,572,773.28
		Total count:	131

06/01/15

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$186,084.42
122	SOLID WASTE/RECYCL.	\$6,568.93
132	AGENCY ON AGING	\$123.27
190	EMERGENCY DISASTER FUND	\$35,545.69
201	PARKS AND FACILITIES CAPITAL	\$4,152.00
203	STREET IMPROVE. PROJECTS	\$1,695.00
611	WATER FUND	\$421,282.51
621	STORMWATER FUND	\$1,372.39
631	WASTEWATER FUND	\$871,444.68
641	CABLE TV FUND	\$297,076.96
701	CENTRAL GARAGE	\$14,274.14
702	FACILITY MAINT. FUND	\$3,952.41
707	TECHNOLOGY DEVELOPMENT	\$446.84
880	PROJECT DEVELOP. TRUST	\$12,086.07
891	S.B. GARBAGE CO. TRUST	\$40,000.00
TOTAL FOR APPROVAL		\$1,896,105.31

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 3 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 155239 THROUGH 155362 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,896,105.31 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,


FINANCE DIRECTOR

6/2/15
DATE

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Vendor Code & Name	Check #	Check Date	Amount
0018540 3M COMPANY	155239	6/1/2015	4,345.45
0000858 ADECCO EMPLOYMENT SERVICES	155240	6/1/2015	1,974.32
0001170 AIRGAS USA, LLC	155241	6/1/2015	308.83
0000163 AIRPORT AUTO PARTS INC.	155242	6/1/2015	228.42
0096700 ANDY'S WHEELS & TIRES	155243	6/1/2015	3,315.18
0001965 ARISTA BUSINESS	155244	6/1/2015	144.20
0016123 AT&T	155245	6/1/2015	19.12
0017191 AT&T	155246	6/1/2015	225.85
0000345 BAKER & TAYLOR BOOKS	155247	6/1/2015	1,224.78
0106155 BANK OF MARIN	155248	6/1/2015	12,475.00
0105271 BOTTOM LINE/PERSONAL	155251	6/1/2015	39.00
0000378 BROADMOOR LANDSCAPE SUPPLY	155252	6/1/2015	207.93
0102737 BURKE, WILLIAMS & SORENSEN,LLP	155254	6/1/2015	165.00
0014739 CAL-STEAM	155255	6/1/2015	334.85
0104049 CAROL COSTAKIS	155261	6/1/2015	20.80
0016324 CINTAS CORPORATION	155256	6/1/2015	302.76
0013595 CITY OF SAN BRUNO	155257	6/1/2015	830.40
0000386 CITY OF SOUTH SAN FRANCISCO	155258	6/1/2015	798,208.75
0018911 COMCAST CABLE COMMUNICATIONS	155259	6/1/2015	28,375.56
0104508 COMCAST SPORTSNET CALIFORNIA	155260	6/1/2015	20,651.40
0018480 COSTCO MEMBERSHIP	155262	6/1/2015	165.00
0014338 CREST/GOOD MANUFACTURING CO.	155263	6/1/2015	114.45
0106209 CROSBY GROUP	155264	6/1/2015	3,645.00
0018331 CSG CONSULTANTS INC.	155265	6/1/2015	15,549.42
0106160 DANIEL RONCO	155335	6/1/2015	410.80
0018188 DAU PRODUCTS	155266	6/1/2015	631.55
0104693 DEBBIE GRECH	155279	6/1/2015	110.00
0018529 DENCO SALES COMPANY, INC.	155268	6/1/2015	175.93
0106211 ED BARBERINI	155249	6/1/2015	1,000.00
0099670 EDUARDO DE ASIS	155267	6/1/2015	100.00
0093685 ERIC JACKSON	155285	6/1/2015	33.77
0102627 FASTRAK CUSTOMER SVC. CENTER	155272	6/1/2015	40.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	155273	6/1/2015	360.00
0018117 FLYERS ENERGY, LLC	155274	6/1/2015	11,596.06
0102869 FRANCHISE TAX BOARD	155275	6/1/2015	50.00
0099525 FRED GARCIA	155276	6/1/2015	5,016.96
0104771 GILLERAN ENERGY MANAGEMENT SERVICES	155270	6/1/2015	597.15
0017983 GLORIA DEETER	155277	6/1/2015	81.14
0000162 GRAINGER	155278	6/1/2015	856.64
0106054 HULA HALA 'O MAKALAPUA	155280	6/1/2015	99.20
0105735 HYDROSCIENCE ENGINEERS, INC.	155281	6/1/2015	45,097.50
0018838 INFOSEND, INC.	155282	6/1/2015	6,568.93
0104018 INTERSTATE TRAFFIC CONTROL PRODUCTS,INC.	155354	6/1/2015	965.60
0099054 INTERSTATE TRS FUND	155283	6/1/2015	441.15
0000291 IRENE M. O'CONNELL	155284	6/1/2015	198.00
0016347 JEFFREY MADONICH	155296	6/1/2015	717.60
0096838 JOHN MURPHY	155286	6/1/2015	119.90
0091522 JOHN PONZINI	155287	6/1/2015	130.39
0000075 K-119 TOOLS OF CALIFORNIA INC.	155288	6/1/2015	54.45
0000112 KAMAN INDUSTRIAL TECHNOLOGIES	155289	6/1/2015	118.87
0096379 KAREN OJAKIAN	155307	6/1/2015	365.30
0099794 KATHERINE DIAZ	155269	6/1/2015	400.00
0000132 KELLY-MOORE PAINT CO INC.	155290	6/1/2015	21.22

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Vendor Code & Name	Check #	Check Date	Amount
0103799 LDVALI LLC	155291	6/1/2015	319.80
0016034 LINDA RUSSELL	155336	6/1/2015	295.75
0017924 LORAL LANDSCAPING INC.	155292	6/1/2015	1,232.50
0017026 LYNX TECHNOLOGIES, INC.	155295	6/1/2015	1,950.00
0104916 MANDELL MUNICIPAL COUNSELING	155297	6/1/2015	208.00
0000376 MARILYN BENNETT	155250	6/1/2015	163.80
0094271 MARY TESSIER	155350	6/1/2015	500.00
0000389 MATRISHA PERSON	155319	6/1/2015	183.30
0103048 MAUREEN BROGGER	155253	6/1/2015	103.22
0102770 METLIFE	155299	6/1/2015	350.46
0000027 MEYERS NAVE PROFESSIONAL LAW	155300	6/1/2015	34,908.14
0015875 MG MEDIA S.A.R.L	155301	6/1/2015	27.42
0000333 MOSS RUBBER & EQUIP. CORP.	155302	6/1/2015	432.74
0000357 NATIONAL CABLE TV CO-OP, INC.	155303	6/1/2015	245,796.86
0092263 OFFICE DEPOT INC	155305	6/1/2015	429.52
0018284 OFFICEMAX INC.	155306	6/1/2015	176.89
0000210 OLE'S CARBURETOR &ELECTRIC INC	155308	6/1/2015	667.39
0097567 ONE HOUR DRY CLEANING	155309	6/1/2015	107.50
0001292 ORCHARD BUSINESS/SYNCB	155310	6/1/2015	184.86
0018483 P & D APPLIANCE	155311	6/1/2015	45.14
0000012 PACIFIC GAS & ELECTRIC	155312	6/1/2015	21,330.50
0103900 PACIFIC LIBRARY PARTNERSHIP	155313	6/1/2015	30.00
0106110 PACIFIC OFFICE AUTOMATION	155314	6/1/2015	304.87
0097906 PEADAR MCLAUGHLIN	155298	6/1/2015	1,000.00
0106156 PENGUIN RANDOM HOUSE LLC	155315	6/1/2015	40.88
0099433 PENINSULA CONCRETE CONTRACTORS	155316	6/1/2015	276.00
0001154 PENINSULA LIBRARY SYSTEM	155317	6/1/2015	165.00
0095148 PENINSULA MUNI.ENGINEERING	155318	6/1/2015	15,675.00
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	155347	6/1/2015	416.00
0017260 PETERSON TRUCKS, INC.	155320	6/1/2015	283.30
0105947 PLACEWORKS	155321	6/1/2015	3,159.45
0018094 PLAYBOY ENTERPRISES, INC.	155322	6/1/2015	25.17
0106097 PMC	155323	6/1/2015	45,343.75
0016770 PRAXAIR DISTRIBUTION INC -192	155324	6/1/2015	153.45
0102915 PRECISE PRINTING & MAILING	155325	6/1/2015	743.76
0098436 PROFESSIONAL LAND SERVICES	155326	6/1/2015	1,695.00
0102563 PROPET DISTRIBUTORS, INC.	155327	6/1/2015	720.35
0105548 PROVEN MANAGEMENT, INC.	155328	6/1/2015	6,768.00
0104869 PURSUIT NORTH	155329	6/1/2015	900.00
0091044 R.A. METAL PRODUCTS, INC	155330	6/1/2015	2,561.50
0000175 RECOLOGY SAN BRUNO	155331	6/1/2015	40,000.00
0018232 REED & GRAHAM INC.	155332	6/1/2015	1,929.30
0104548 RENNE SLOAN HOLTZMAN SAKAI LLP	155333	6/1/2015	2,296.13
0096458 RMC WATER AND ENVIRONMENT	155334	6/1/2015	13,311.50
0000022 ROBERT LOUIE	155293	6/1/2015	230.10
0018839 RYAN JOHANSEN	155337	6/1/2015	800.00
0105003 S & S PLUMBING CO.	155338	6/1/2015	420.00
0097113 SAMIR LUTVALIYEV	155294	6/1/2015	94.60
0106212 SAN BRUNO PLAZA INVESTORS, LLC	155339	6/1/2015	6,141.07
0017300 SAN MATEO COUNTY ENVIRONMENTAL HEALTH	155271	6/1/2015	1,129.00
0018597 SAN MATEO DAILY JOURNAL	155340	6/1/2015	720.00
0015324 SAPLING ENVELOPE & PRINTING	155341	6/1/2015	245.25
0102619 SCOTT NEWIGER	155304	6/1/2015	200.00
0018461 SERRAMONTE FORD, INC.	155342	6/1/2015	4,459.23

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Vendor Code & Name	Check #	Check Date	Amount
0000074 SFPUC - WATER DEPARTMENT	155343	6/1/2015	139,466.21
0001225 SIERRA PACIFIC TURF SUPPLY,INC	155345	6/1/2015	820.78
0099448 SKYLINE CONSTRUCTION	155346	6/1/2015	50,000.00
0017016 SUPERCO SPECIALTY PRODUCTS	155348	6/1/2015	1,339.88
0017802 SUPPLYWORKS	155349	6/1/2015	2,123.01
0000241 THE ADAM-HILL COMPANY	155351	6/1/2015	43.02
0000036 THOMSON WEST	155352	6/1/2015	218.00
0090792 TONY GRECH	155353	6/1/2015	500.00
0105824 TRIVAD, INC.	155355	6/1/2015	300.00
0018618 UNITED SITE SERVICES INC.	155356	6/1/2015	185.40
0102744 UNIVERSAL BUILDING SERVICES	155357	6/1/2015	163.00
0098625 UPS	155358	6/1/2015	2.64
0017083 VALI COOPER & ASSOCIATES INC	155359	6/1/2015	9,268.50
0102988 VANTAGEPOINT TRANSFER AGENTS	155360	6/1/2015	12,327.69
0100826 WEST BAY BUILDERS, INC.	155361	6/1/2015	237,025.00
0104660 WEST YOST ASSOCIATES, INC.	155362	6/1/2015	11,346.55
0091806 XIANG Z SHI	155344	6/1/2015	94.60
		GrandTotal:	1,896,105.31
		Total count:	124



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Angela Kraetsch, Finance Director
SUBJECT: Payroll Approval

City Council approval of the City payroll distributed May 22, 2015 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,369,370.13 for bi-weekly pay period ending May 17, 2015 is attached.

LABOR SUMMARY FOR PAY PERIOD ENDING : MAY 17, 2015

pyLaborDist	05/22/15
Fund: 001 - GENERAL FUND	1,047,251.50
Fund: 122 - SOLID WASTE/RECYCL.	1,634.28
Fund: 190 - EMERGENCY DISASTER FUND	9,267.13
Fund: 201 - PARKS AND FACILITIES CAPITAL	20.74
Fund: 203 - STREET IMPROVE. PROJECTS	8,160.37
Fund: 207 - TECHNOLOGY CAPITAL	579.17
Fund: 611 - WATER FUND	78,550.17
Fund: 621 - STORMWATER FUND	17,638.88
Fund: 631 - WASTEWATER FUND	60,440.30
Fund: 641 - CABLE TV FUND	87,078.14
Fund: 701 - CENTRAL GARAGE	10,556.70
Fund: 702 - FACILITY MAINT.FUND	24,867.57
Fund: 707 - TECHNOLOGY DEVELOPMENT	18,343.55
Fund: 711 - SELF INSURANCE	4,981.63
Total	1,369,370.13



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: David Woltering, Community Development Director

SUBJECT: Waive Second Reading and Adopt Ordinance Adding Provisions to the San Bruno Municipal Code Related to Emergency Shelters for the Homeless and Amending the Zoning Map of the San Bruno Municipal Code Identifying an Emergency Shelter Overlay District

BACKGROUND

The City Council held a public hearing, waived the first reading and introduced the attached ordinance amending Chapter 12.96.120 of Title 12 (Land Use) of the San Bruno Municipal Code on May 26, 2015. The ordinance will amend the zoning code to allow emergency shelters for the homeless as a permitted use in a portion of the M-1 Industrial zoning district, located in the northeast portion of the City, as required by State law. The ordinance is presented now for second reading and adoption. In accordance with the Municipal Code, this ordinance would go into effect 30 days after the second reading. The City has no plans, nor does any other agency, to build a shelter at this time.

The ordinance amends the following Sections of the Municipal Code:

- Amends Section 12.80.212 to add a definition for Emergency Shelters contained in Health and Safety Code Section 50801(e).
- Amends Section 12.96.010 to add Emergency Shelter Overlay District to the list of established zoning districts.
- Amends Section 12.96.150 to add emergency shelters for the homeless as a permitted use in the M-1 Zoning District.
- Adds Section 12.96.205 to add a new Emergency Shelter Overlay District with development and performance standards with a related map.

The City Council also adopted a resolution on May 26, 2015 to amend the General Plan to revise the Industrial Land Use Classification to include emergency shelters as a permitted use within an Emergency Shelter Overlay Zoning District, to achieve consistency between the General Plan and Zoning Ordinance.

Adoption of this ordinance would complete the last implementation action of the prior Housing Element required by the State. State Senate Bill 2 (SB-2) (California

Government Code Section 65583(a)(4)) mandates, and the prior Housing Element included Program 6-D to identify at least one zone where emergency homeless shelters may be permitted by right with sufficient capacity to accommodate the local need for emergency shelter beds. San Bruno's identified need is for an additional 32 emergency shelter beds, based on the San Mateo County Homeless Census conducted in 2009, as specified by SB-2. State law does not require the City to construct an emergency shelter.

On April 14, 2015, the City Council adopted a new Housing Element for the 2015-2023 planning period. The new Housing Element has received a "conditional" certification by the California Housing and Community Development Department (HCD) for compliance with State law. It will not be in full compliance until the City completes the required action to permit emergency shelters, and then HCD will grant full certification. A certified Housing Element is necessary to be eligible for several housing, community development and infrastructure funding programs, including the OneBayArea Grant Program.

On April 21, 2015, the Planning Commission conducted a public hearing to review the proposed Emergency Shelter Ordinance. The Planning Commission voted five to one in favor of recommending to the City Council adoption of the Emergency Shelter Ordinance. Attachment 2 contains Planning Commission Resolution No. 2015-03.

DISCUSSION

The proposed Emergency Shelter Overlay District is approximately 5.5 acres with a total of 45 assessor parcels. It is bounded by San Mateo Avenue to the east, the railroad tracks to the west, Tanforan Avenue to the north and Atlantic Avenue to the south (including twelve parcels south of Atlantic Avenue). The Overlay District is close to public transportation and commercial services. It is about one third of a mile from the BART station and SamTrans bus routes and the Shops at Tanforan, and about one half mile from San Bruno Avenue. The proposed location would have minimal impact on residential neighborhoods. The closest residential neighborhood is the Belle Air North neighborhood separated by the railroad tracks to the west.

The ordinance (Attachment 1) amends the Municipal Code by adding or revising the following Sections:

Section 12.80.212

Amends Section 12.80.212 to add a definition of Emergency Shelters contained in Health and Safety Code Section 50801(e)), as follows: "Emergency shelter is defined as housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay."

Section 12.96.010

Amends Section 12.96.010 to add "Emergency Shelter Overlay District" to the list of established districts.

Section 12.96.150

Amends Section 12.96.150, M-1 Industrial district, by adding "3. Emergency shelters; subject to the provisions set forth in Section 19.96.205" as a permitted use under B. Permitted Uses.

Section 12.96.205

Adds Section 12.96.205 to create a new Emergency Shelter Overlay District with development and performance standards, and Overlay District Map. The new Emergency Shelter Overlay District would allow permanent, year-round emergency shelters for the homeless to be developed in a manner which protects the health, safety, and general welfare of the community. State allows the City to require reasonable and objective standards for locating emergency shelters. Therefore, the ordinance incorporates development and performance standards for emergency shelters, as detailed in Section 3 of the Emergency Shelter Ordinance in Attachment 1.

Planning Commission Findings

The Planning Commission made the following findings of facts in support of the proposed Emergency Shelter Ordinance and resolution amending the General Plan:

1. The proposed Municipal Code Amendment is consistent with the General Plan of the City of San Bruno with the proposed General Plan text amendment.
2. The proposed Municipal Code amendment has been reviewed according to the standards and requirements of the California Environmental Quality Act (CEQA) and the San Bruno environmental review procedures (see below).
3. The proposed Municipal Code Amendment will not be detrimental to the health, safety, morals, comfort and general welfare of the Citizens of San Bruno.

Environmental Analysis

The proposed zoning ordinance amendment will implement Program 6-D of the 2009-2014 Housing Element to allow emergency shelters in at least one zone within the City. Pursuant to California Environment Quality Act (CEQA), the potential environmental impacts of implementing Housing Element programs were analyzed in an Initial Study and Negative Declaration, which determined that no adverse environmental impacts would result from implementation of the Housing Element programs. Any future individual development projects will be subject to additional environmental review.

Next Steps

If the City Council approves the second reading and adopts the attached Emergency Shelter Ordinance, the ordinance would go into effect on the 31st day after the second reading. The ordinance would then be forwarded to HCD. HCD has indicated that once it receives the adopted ordinance, it would lift its conditional certification, and the City's adopted 2015-2023 Housing Element would be fully certified.

FISCAL IMPACT

Adoption of the Emergency Shelter Ordinance does not commit the City to any action that would have a financial impact on the City. In the event that the City receives an application for development of an emergency shelter, construction and management would likely be undertaken by a non-profit entity using non-City funding sources. Planning approvals and building permits would occur through the City's normal development review process. Oversight of such a facility could also involve some City Staff time.

ALTERNATIVES

1. Do not approve proposed Emergency Shelter Ordinance
2. Propose changes to the Emergency Shelter Ordinance

RECOMMENDATION

Waive Second Reading and Adopt Ordinance Adding Provisions to the San Bruno Municipal Code Related to Emergency Shelters for the Homeless and Amending the Zoning Map of the San Bruno Municipal Code Identifying an Emergency Shelter Overlay District

ATTACHMENTS

1. Ordinance – Zoning Code Amendment (including Overlay District Map)
2. Planning Commission Resolution 2015-03

DATE PREPARED

May 29, 2015

REVIEWED BY

_____ CM

ORDINANCE NO. 2015-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ADDING PROVISIONS TO THE SAN BRUNO MUNICIPAL CODE RELATED TO EMERGENCY SHELTERS FOR THE HOMELESS AND AMENDING THE ZONING MAP OF THE SAN BRUNO MUNICIPAL CODE IDENTIFYING AN EMERGENCY SHELTER OVERLAY DISTRICT

WHEREAS, California State law requires that all local governments adopt a Housing Element as one of the seven mandated elements of the General Plan; and

WHEREAS, the City Council adopted the 2015-2023 Housing Element on April 14, 2015,

WHEREAS, in 2008, the State legislature passed Senate Bill 2 (California Government Code Section 65583(a)(4)), which requires jurisdictions to identify at least one zone where emergency homeless shelters may be permitted by right with sufficient capacity to accommodate the local need for emergency shelters; and

WHEREAS, the Housing Element carries forward Program 6-D from the prior 2009-2014 Housing Element, requiring amendment to Title 12 of the San Bruno Municipal Code related to provisions for emergency shelters, which must be completed in order to be in compliance with State law; and

WHEREAS, on April 21, 2015 the Planning Commission conducted a duly noticed public hearing and passed a resolution recommending that the City Council adopt said ordinance related to provisions for emergency shelters; and

WHEREAS, on May 26, 2015 the City Council conducted a duly noticed public hearing and the City Council introduced said Ordinance.

NOW, THEREFORE, the City Council of the City of San Bruno hereby ordains as follows:

SECTION 1: Section 12.80.212 [Emergency Shelter] is hereby added to Chapter 12.80 [Definitions] of Title 12 [Land Use] as follows:

Emergency shelter means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay. (Health and Safety Code Section 50801(e)).

SECTION 2: Section 12.96.010 [Established (districts)] is hereby amended to include; ***(ES) Emergency Shelter Overlay District.***

SECTION 3: Section 12.96.150 (M-1 industrial district) is amended by adding Subsection 12.96.150.B.3 as follows:

A. Purpose. To establish areas for warehousing, light manufacturing, and fabrication.

B. Permitted Uses. The following uses, conducted entirely within an enclosed structure, are permitted in the M-1 district:

1. Warehouses and storage;
2. Light manufacturing, fabricating.
3. ***Emergency shelters; subject to the provisions set forth in Section 12.96.205.***

[The remainder of Section 12.96.150 remains unchanged.]

SECTION 3: Section 12.96.205 [Emergency Shelter Overlay] is hereby added to Chapter 12.96 [Zoning] of Title 12 [Land Use] of the San Bruno Municipal Code (the San Bruno Zoning Code) to read as follows:

12.96.205 Emergency Shelter Overlay

A. Purpose. The purpose of this section is to ensure that the development of emergency shelters for the homeless do not adversely impact adjacent parcels or the surrounding neighborhood, and to ensure they are developed in a manner which protects the health, safety, and general welfare of the community.

B. Description of Area. The properties as shown in the Emergency Shelter Overlay zone map set out at the end of this chapter, are included within the Emergency Shelter Overlay (ES) district.

C. Permitted Uses. See Section 12.96.150(B)

D. Development Regulations. An emergency shelter for the homeless shall conform to all site development standards of Section 12.96.150(D), M-1 Industrial District, except as follows:

1. Property Development Standards. The construction of and/or renovation of a building for use as an emergency shelter shall conform to all applicable Building and Fire Code standards.

2. Off-street Parking. Emergency shelters shall provide one parking space for each employee or volunteer on duty when the shelter is fully open to clients, plus one parking space for every three beds dedicated for family sheltering, plus 0.35 parking spaces for each dedicated non-family bed. The Community Development Director may reduce the parking requirements if the emergency shelter can demonstrate a lower parking demand.

3. The emergency shelter shall also provide 0.2 bicycle parking spaces per bed.

E. Performance standards. A shelter for the homeless shall conform to all City performance standards.

1. Maximum number of persons/beds. No emergency shelter for the homeless shall contain more than 32 beds.

2. Waiting and client intake areas. The size of indoor waiting areas shall be sufficient to accommodate the expected number of clients without infringing upon the public right-of-way. Shelters shall provide 10 square feet of interior waiting and client intake space per bed. In addition, there shall be two offices or cubicles for shelters with fewer than 20 beds. For every additional bed there shall be an additional 0.1 office, rounded up. At least 25 percent of the offices, rounded up, shall be private. Waiting and intake areas may be used for other purposes as needed during operations of the shelter.

3. Facility Requirements. Each facility shall include a written management plan that uses best practices to address homeless needs (e.g., the latest Quality Assurance Standards developed by the San Mateo County HOPE Quality Improvement Project) and subject to review and approval by the Community Development Director.

4. On-site management. On site management shall be provided during the hours that the shelter is in operation. The emergency shelter provider shall submit a written operations plan that includes procedures for screening residents to ensure compatibility with services provided at the facility.

5. Hours of Operation. Clients shall only be on site and admitted to the facility between 5:00 p.m. and 10:00 a.m.

6. On-site security. Shelters must maintain a security and emergency plan and train staff about the plan. Shelters must install an indoor/outdoor video surveillance system for security purposes. Security plans shall be submitted to City staff for review and approval prior to issuance of an occupancy permit. Security plans shall be resubmitted to City staff on an annual basis.

7. Coordination. The shelter operator shall establish a liaison staff to coordinate with City, Police, School District officials, local businesses, and residents on issues related to the operation of the facility.

8. Length of stay. Temporary shelter shall be available to residents for no more than 60 days. Extensions up to a total stay of 180 days may be provided if no alternative housing is available.

9. Lighting. Adequate external lighting shall be provided for security purposes. The lighting shall be sufficient to provide illumination and clear visibility to all outdoor areas, with minimal spillover on adjacent properties. The lighting shall be stationary, directed away from adjacent properties and public rights-of-way, and of an intensity compatible with the neighborhood.

10. Nondiscretionary design review. In addition to non-discretionary design standards required for other housing in the zone, emergency shelters shall meet the following requirements:

a. *Shelters shall have designated smoking areas that are not visible from the street.*

b. *There shall be no space for outdoor congregating in front of the building adjacent to the street and no outdoor public telephones.*

c. *There shall be a refuse area screened from view.*

11. *Modification to a performance standard may be permitted subject to approval of a use permit by the Planning Commission.*

Section 5. Validity. The City Council of the City hereby declares that should any section, paragraph, sentence or work of this code as adopted and amended herein be declared for any reason to be invalid, it is the intent of the City Council of the City that it would have passed all other portions or provisions of this Ordinance independent of the elimination here from any such portion or provision as may be declared invalid.

Section 6. This Ordinance has been reviewed with respect to applicability of the California Environmental Quality Act (CEQA). The proposed zoning ordinance amendment is an Implementation Actions contained in the current Housing Element to carry out housing programs, as required by State law. The potential environmental impacts of implementation of the Housing Element programs were reviewed as a part of the Negative Declaration prepared for the Housing Element. This document determined that no adverse environmental impacts would result from implementation of the policies and programs outlined in the Housing Element, and the Negative Declaration and Housing Element were approved by the City Council on April 14, 2015.

Section 7. This Ordinance shall be published as required by law and shall be in force 30 days after its adoption.

Dated:

Mayor

ATTEST:

APPROVED AS TO FORM:

City Clerk

Marc Zafferano, City Attorney

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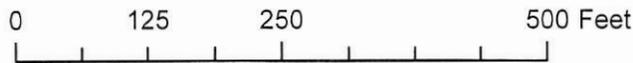
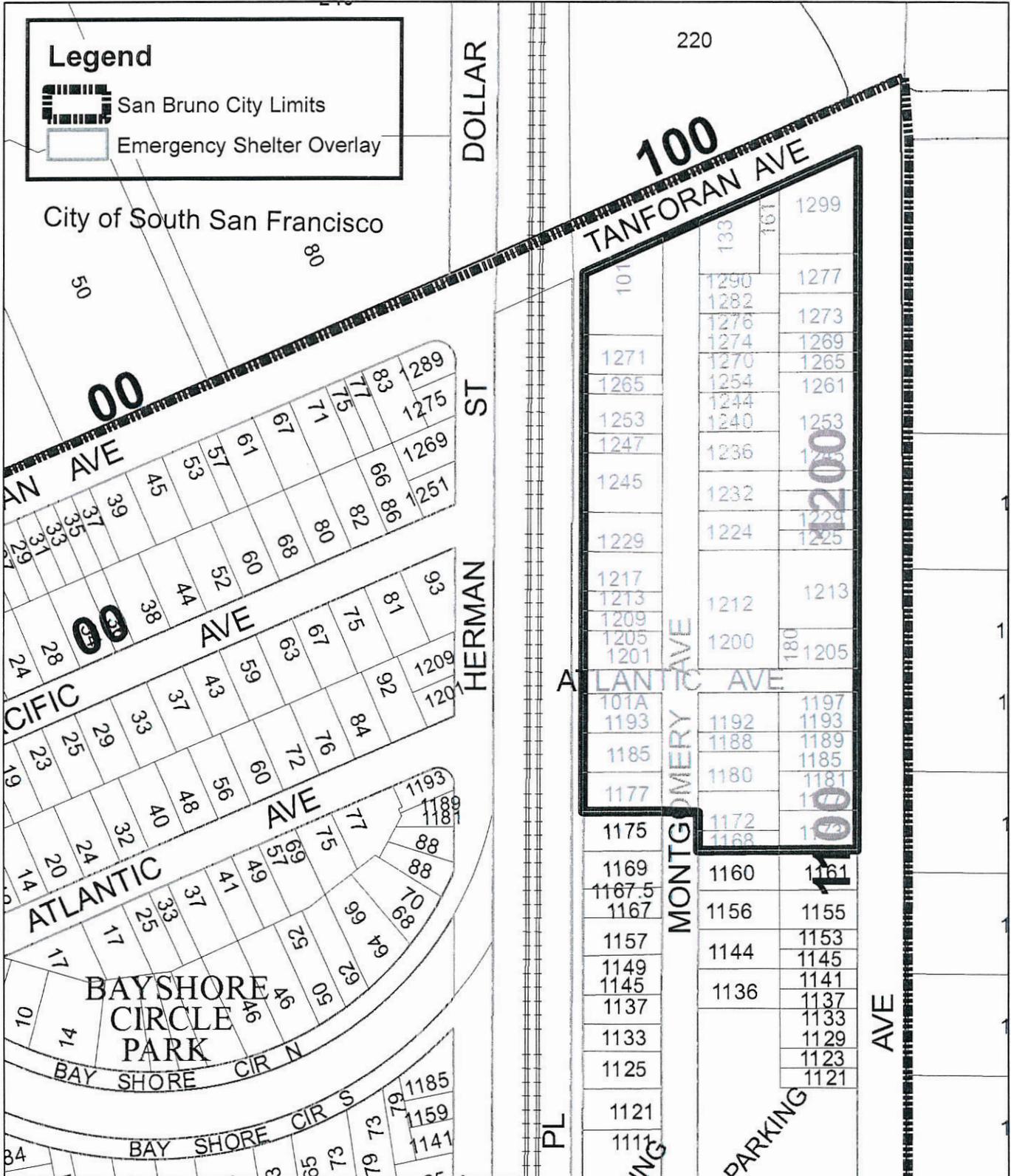
I hereby certify that the foregoing Ordinance No. XXXX was introduced on May 26, 2015 and adopted at a regular meeting of the San Bruno City Council on _____, 2015, by the following vote:

AYES: COUNCILMEMBERS: _____
NOES: COUNCILMEMBERS: _____
ABSENT: COUNCILMEMBERS: _____

City Clerk

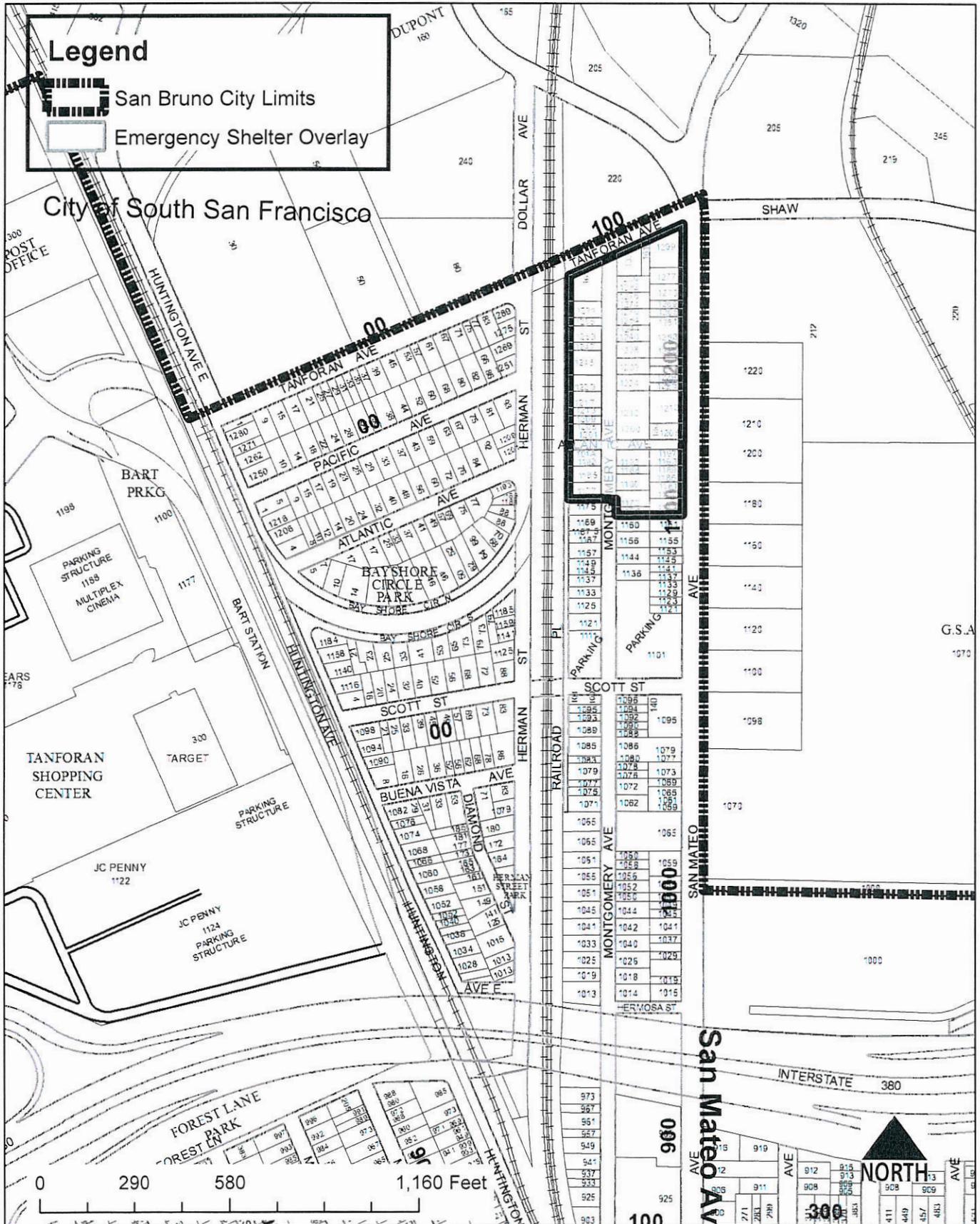


Proposed Emergency Shelter Overlay District (M-1) Industrial Zoning District City of San Bruno





Proposed Emergency Shelter Overlay District (M-1) Industrial Zoning District City of San Bruno



RESOLUTION NO. 2015 – 03

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
SAN BRUNO RECOMMENDING CITY COUNCIL ADOPTION OF AN
ORDINANCE ADDING PROVISIONS TO THE SAN BRUNO MUNICIPAL
CODE RELATED TO EMERGENCY SHELTERS FOR THE HOMELESS
AND AMENDING THE ZONING MAP OF THE SAN BRUNO MUNICIPAL
CODE IDENTIFYING AN EMERGENCY SHELTER OVERLAY DISTRICT**

WHEREAS, the City Council adopted the 2015-2023 Housing Element on April 14, 2015; and

WHEREAS, Housing Element Program 6-D was carried forward from the prior 2009-2014 Housing Element, which requires the City to identify at least one zone where emergency shelters for the homeless may be permitted by right with sufficient capacity to accommodate the local need for emergency shelters in order to be in compliance with State law California Government Code Section 65583(a)(4); and

WHEREAS, the City has prepared a draft Ordinance amending Title 12 (Land Use) of the San Bruno Zoning Code to add the Emergency Shelter Overlay District to implement Housing Element Program 6-D; and

WHEREAS, the Initial Study and Negative Declaration prepared for adoption of the Housing Element found that implementation the programs outlined in the Housing Element, including Program 6-D related to emergency shelters for the homeless, would not result in adverse effects on the environment; and

WHEREAS, the Planning Commission finds that the proposed Ordinance to allow emergency shelters will be consistent with the San Bruno 2009 General Plan with the approval of a General Plan amendment adding emergency shelters as a permitted land use within the Industrial District; and

WHEREAS, on April 21, 2015 the Planning Commission conducted a duly noticed public hearing to review and make a recommendation to the City Council on the proposed Ordinance, attached hereto, and on said date the public hearing was opened, held and closed.

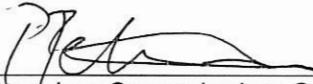
NOW, THEREFORE, BE IT RESOLVED that the Planning Commission, based on the facts in the Staff Report, written and oral testimony, and exhibits presented, makes the following findings of facts in support of the proposed Ordinance amendment and resolution amending the General Plan related to provision for emergency shelters:

1. The proposed Municipal Code Amendments will be consistent with the General Plan of the City of San Bruno with the proposed General Plan amendment.

2. The request to amend the San Bruno Municipal Code has been reviewed according to the standards and requirements of the California Environmental Quality Act (CEQA) and the San Bruno environmental review procedures. The proposed amendment is an Implementation Action contained in the current Housing Element to carry out housing programs. The potential environmental impacts of implementation of the Housing Element programs were reviewed as a part of the Negative Declaration prepared for the Housing Element. This document determined that no adverse environmental impacts would result from implementation of the policies and programs outlined in the Housing Element, and the Negative Declaration and Housing Element were approved by the City Council on April 14, 2015.
3. The proposed Municipal Code Amendment to implement the adopted Housing Element will not be detrimental to the health, safety, morals, comfort and general welfare of the Citizens of San Bruno.

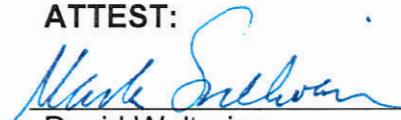
BE IT FURTHER RESOLVED that the Planning Commission of the City of San Bruno recommends that the attached ordinance and resolution be adopted by the City Council.

Dated: 21 May 2015



Planning Commission Chair

ATTEST:



David Woltering,
Planning Commission Secretary

APPROVED AS TO FORM:



Marc Zafferano, City Attorney

I, Mark Sullivan, standing in for David Woltering as Planning Commission Secretary, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of San Bruno on this 21st day of April, 2015 by the following vote:

AYES: Commissioners: Chair Johnson, Biasotti, Mishra, Peterson

NOES: Commissioners: Sammot

ABSENT: Commissioners: Vice Chair Chase



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2015
TO: Honorable Mayor and Members of the City Council
FROM: David Downing, Deputy Fire Chief
SUBJECT: Adopt Resolution Authorizing the Purchase of a Hurst Extrication Tool ("Jaws of Life") from L.N. Curtis for the Total Amount of \$44,973

BACKGROUND:

The approved 2014-15 Capital Improvement Program (CIP) budget which includes an appropriation for the purchase of a new extrication tool ("Jaws of Life") for the Fire Department. During emergencies it has been proven that every minute that can be saved during extrication has a direct correlation to the survival rate of the victim. The department has an extrication tool that is proposed to be replaced that is 10 years old and has maintenance, efficiency and reliability issues.

Purchasing a new extrication tool will enable fire staff to utilize new improved equipment with technological advances regarding strength and duration of batteries, maneuverability of equipment, less maintenance, standardization with neighboring jurisdictions, and overall reliability and efficiency in all areas of operational extrication. The new extrication tool will be placed on Fire Truck 51 which holds all Fire Department rescue tools. The older extrication tool will serve as a backup tool on Fire Engine 52.

DISCUSSION:

With a merged fire administration and the shared services agreement with the cities of Burlingame and Hillsborough (Central County Fire Department), and Millbrae, the San Bruno Fire Department continues to seek opportunities to be efficient in all divisions of operations. By participating in a joint purchase with Central County Fire, the Fire Department was able to bring multiple vendors who manufacture and distribute extrication tools (Holmatro, Hurst and Amkus) together for a comprehensive evaluation of their products. Truck and engine company personnel from both agencies observed and participated in multiple demonstrations and hands on operational drills by each vendor. A committee of representatives from San Bruno Fire and Central County Fire studied and evaluated the equipment's total performance and evaluated feedback from hands on demonstrations by all three tool companies. Although all three tool companies took part in the demonstrations, only Hurst and Holmatro provided bids on their light weight product and battery powered supply unit. Amkus only manufactures a gas operated supply unit. The selection committee unanimously recommended the Hurst tool as the safest most efficient and reliable tool on the market.

As part of the joint purchase process with Central County Fire Department and in compliance with the State Contract Code, Central County Fire received three acknowledgements from advertisements in September 2014. The bids are listed below:

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No.	Contractor	<u>Bid Proposal Amount</u>
1	Hurst tool (San Francisco)	\$44,973
2	Holmatro (Santa Ana)	\$41,221
3	Amkus (Temecula)	No bid received (gas powered only)

Although the cost of the Hurst tool was slightly higher (\$3,752) than the alternatives, the selection committee felt it was the far superior product due to reliability, power unit history, operational strength and maneuverability, standardization of equipment within the County and overall performance during live demonstrations. The total bid amount of \$44,973 is within the funds available in the 2014-15 Capital Improvement Program Equipment Reserve budget. If the City Council authorizes the purchase, delivery is guaranteed within 30 days.

FISCAL IMPACT:

The total cost of the Hurst extrication tool is \$44,973. The amount of \$45,000 was approved in the adopted FY 2014-15 Capital Improvement Program (CIP) Budget for the purchase of the Fire extrication tool.

ALTERNATIVES:

1. Do not purchase a new extrication tool. Staff would continue performing their responsibilities, and schedule the necessary repairs and on-going maintenance for the current aging tool.

RECOMMENDATION:

Adopt Resolution Authorizing the Purchase of a Hurst Extrication Tool ("Jaws of Life") from L.N. Curtis for the Total Amount of \$44,973.

ATTACHMENTS:

1. Resolution
2. 2014-15 Equipment Replacement CIP Budget Description

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015- ____

ADOPT RESOLUTION AUTHORIZING THE PURCHASE OF A HURST EXTRICATION TOOL (JAWS OF LIFE) FROM L.N. CURTIS, IN THE AMOUNT OF \$44,973

WHEREAS, the replacement of emergency equipment is necessary due to constant usage causing the equipment to become inefficient and unreliable; and

WHEREAS, the City Council appropriated \$45,000 for the purchase of a new extrication tool as part of the 2014-15 Capital Improvement Program Budget; and

WHEREAS, following an extensive evaluation process, staff identified the Hurst Extrication Tool as a suitable replacement for the Fire Departments existing equipment; and

WHEREAS, L.N. Curtis of San Francisco, California provided a competitive bid for the extrication tool; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the purchase of a Hurst Extrication tool, for fire department use during extrication emergencies in the total amount of \$44,973 from the equipment reserve account.

Dated: June 9, 2015

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of June 2015 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

2014-15 Equipment Replacement Acquisition Descriptions

General Fund Equipment

Police

Taser Guns (703-1560-8014) \$90,000

The existing forty Taser guns are no longer being supported by the vendor and are due for replacement. The Police Department seeks to purchase forty-seven through the TASER Assistance Program (TAP) to outfit all officers and to have additional spares in case repairs are needed.

Fire

Alerting System (703-1560-8014) \$60,000

The existing alerting system at the two fire stations is outdated. All agencies in San Mateo County will have their fire station alerting systems changed over during 2014-15. The City's current system will no longer function properly once the county-wide change over occurs. Replacement of the alerting system for both Station No. 51 and 52 is required.

Extrication Tool (Jaws of Life) (703-1560-8014) \$45,000

The existing extrication tool has exceeded its useful life and repair costs have increased over the past few years. The Fire Department recommends to replace the current extrication tool and the old item will either be donated to the College of San Mateo's Fire Science program or disposed of permanently.

Public Services – Admin/Engineering

Plotter Printer (703-1560-8014) \$20,000

The existing printer for large design plans and maps is over 15 years old. It is difficult to find service parts for maintenance and repairs. It is determined by staff the printer has reached the end of its useful life. Engineering intends to replace the old printer with a multi-purpose unit that can scan, copy, print, and make electronic versions. Electronic access will improve communication during project design and provide quick access to underground utility locations during maintenance activities. In addition, the new printer will enable Engineering to integrate the electronic versions of infrastructure design plans and basemaps with the City's GIS system.



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Ray Razavi, Interim Public Services Director
Jimmy Tan, Deputy Director/City Engineer

SUBJECT: Adopt Resolution Authorizing the Closure of Whitman Way Between the Hours of 9:00 AM to 3:30 PM during Certain Weeks in June and July 2015 for the San Francisco Public Utilities Commission Peninsula Pipeline Seismic Upgrade Project

BACKGROUND:

The City and County of San Francisco's Water System Improvement Program (WSIP) was developed with the goal to increase the reliability of the water system to withstand major seismic events. One project within the WSIP is the Peninsula Pipeline Seismic Upgrade Project (PPSU) which includes the repair and replacement of portions of the existing pipelines. The project includes six improvement components at five different locations in San Mateo County. The pipeline work areas are located in Colma, South San Francisco, San Bruno and Millbrae.

On March 24, 2015, the City Council adopted a resolution authorizing the City Manager to execute a Memorandum of Agreement (MOA) with the San Francisco Public Utilities Commission (SFPUC) for the Peninsula Pipeline Seismic Upgrade Project (PPSU). The MOA was executed for the relocation and reconnection of a portion of City's water pipeline within Whitman Way to alleviate the constructability issue. The work was completed and paid by City and County of San Francisco and constructed by their contractor, Ranger Pipelines.

SFPUC is requesting to close Whitman Way from the intersection at Shelter Creek Lane to the intersection at Courtland Drive to complete construction of the large diameter water pipelines (Attachment 2). Whitman Way is a local residential street with one travel lane in both the west and east direction with street parking.

DISCUSSION:

SFPUC is in the process of constructing two large diameter pipelines using the conventional open trench excavation method to replace approximately 2,200 feet of 66-inch and 54-inch diameter pipelines from Peninsula High School to Shelter Creek Condominiums.

Ranger Pipelines, Inc. has been contracted by City and County of San Francisco to perform the pipeline construction for the PPSU projects. The construction for the 54-inch diameter pipeline across Whitman Way is nearly completed with the exception of trench backfill and roadway restoration work. The contractor performed the work by providing one lane of

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traffic with personnel directing traffic along Whitman Way. The next phase of work is to construct the larger 66-inch diameter pipeline across Whitman Way. SFPUC has requested the City to approve the closure of a portion of Whitman Way from Shelter Creek Lane to Courtland Drive to safely construct the pipeline and expedite the construction activities. SFPUC anticipates the road closure will shorten the construction duration from more than four (4) weeks to approximately two (2) weeks. The roadway closure duration is between 9:00 AM to 3:30 PM, Monday through Friday, with the following anticipated closure dates:

- Trench backfill/roadway restoration for 54-inch pipe: June 15 - June 19, 2015
- Construction of 66-inch pipeline: June 29 – July 3, 2015 and July 14 - July 24, 2015

A road closure detour plan was developed by Ranger Pipelines as shown in Attachment 2. All residents and property owners within the area bounded by San Bruno Avenue, Shelter Creek Lane, Interstate 280 and State Route 35 will be provided with written notice of the proposed road closure in Whitman Way. The contractor will also provide message boards at two locations (Jenevein and Hawthorne Avenue; Whitman Way and Courtland Drive) to inform residents with advance notice of the road closure.

Residents driving west along Jenevein Avenue will be rerouted north along Shelter Creek Lane to San Bruno Avenue. Residents within Madison Avenue, Courtland Drive and Rosewood Drive will be rerouted to San Bruno Avenue through Princeton Drive.

FISCAL IMPACT:

The fiscal impact of this project for the City is limited to minimal staff-time for inspection. The City and County of San Francisco will pay for the cost associated with the road closure.

RECOMMENDATION:

Adopt resolution authorizing the closure of Whitman Way between the hours of 9:00 AM to 3:30 PM during certain weeks in June and July 2015 for the San Francisco Public Utilities Commission Peninsula Pipeline Seismic Upgrade Project.

ALTERNATIVES:

1. Do not approve the street closure.
2. Approve the road closure subject to additional conditions.

ATTACHMENTS:

1. Resolution
2. Road Closure Detour Plan

DATE PREPARED:

June 1, 2015

DISTRIBUTION:

None

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015 - _____

RESOLUTION AUTHORIZING THE CLOSURE OF WHITMAN WAY BETWEEN THE HOURS OF 9:00 AM TO 3:30 PM DURING CERTAIN WEEKS IN JUNE AND JULY 2015 FOR THE SAN FRANCISCO PUBLIC UTILITIES COMMISSION PENINSULA PIPELINE SEISMIC UPGRADE PROJECT

WHEREAS, the City and County of San Francisco's (CCSF) Water System Improvement Program (WSIP) was developed with the goal to increase the reliability of the water system to withstand major seismic events; and

WHEREAS, one project within the WSIP is the Peninsula Pipeline Seismic Upgrade Project (PPSU) which includes the repair and replacement of portions of the existing pipelines; and

WHEREAS, the PPSU project includes six improvement components at five different locations in San Mateo County with two of the five PPSU projects located in San Bruno; and

WHEREAS, SFPUC is requesting to close Whitman Way from the intersection of Shelter Creek Lane to the intersection of Courtland Drive to safely construct the large diameter pipeline and expedite the construction activities; and

WHEREAS, the roadway closure is between 9:00 AM to 3:30 PM, Monday through Friday with anticipated closure dates from June 15 through June 19, June 29 through July 3, and July 14 through July 24, 2015; and

WHEREAS, the cost associated with the road closure will be paid by CCSF.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby adopts resolution authorizing the closure of Whitman Way between the hours of 9:00 AM to 3:30 PM during certain weeks in June and July 2015 for the San Francisco Public Utilities Commission Peninsula Pipeline Seismic Upgrade Project.

Dated: June 9, 2015

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of June 2015 by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers _____
ABSENT: Councilmembers: _____



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Marc L. Zafferano, City Attorney
Ed Barberini, Police Chief

SUBJECT: Hold Public Hearing, Waive First Reading, and Introduce an Ordinance Repealing Chapter 4.40 (Massage Establishments) and Enacting New Chapter 4.40 (Massage Businesses)

BACKGROUND:

In 2008, the State Legislature adopted Section 4600 of the California Business and Professions Code, which created a nonprofit public benefit corporation, the California Massage Therapy Council (CAMTC), to regulate and standardize the issuance of massage therapist and practitioner certificates throughout the state. The policy behind the state law was to enable consumers to identify legitimate and professional massage workers/businesses, and also to relieve massage professionals from the burden of paying for increasingly costly and duplicative city-issued licenses throughout the state.

In 2009, the City of San Bruno amended its massage establishment ordinance to conform to state law, implementing a two-tier regulatory system for massage practitioners, depending on whether the massage practitioners were, or were not, CAMTC-certified.

In 2011, the State Legislature amended the CAMTC statute, further constraining local regulation, and preempting some provisions of those ordinances. Those changes were detailed in the staff report for the April 23, 2013 City Council meeting; the City Council ultimately adopted a new massage ordinance on May 28, 2013 (Attachment 1) that contained these key elements:

- Required all massage practitioners to become state-certified and all massage establishments to employ only state-certified massage practitioners;
- Required a background check for business owners that own 5% or more of a massage business and are not state-certified;
- Established an effective date of September 1, 2013, to provide time for businesses and workers to comply with the new regulations;
- Required massage businesses and practitioners to register with the city to verify possession of valid and current state-certifications and require zoning clearance letter and business license;
- Set renewal at every fiscal year;
- Exempted certain classes of persons and businesses as required by state law such as physicians, nurses, physical therapists, chiropractors, barbers, hospitals, and health clubs from requirement to obtain massage business Certificate of Registration;

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- Established health and safety requirements such as clean linens, sanitized equipment, and no closed shades or curtains on front windows and doors during business hours, which are established from 7:00 a.m. to 9:00 p.m.;
- Provided a right to enter during business hours to conduct reasonable inspections to enforce compliance with building, health, and other related codes; and
- Sunset on January 1, 2015, the current sunset date applicable to the state law.

On January 1, 2015, the Legislature significantly revised numerous provisions of the state massage ordinance (see Attachment 2), briefly summarized as follows:

- Restored zoning authority so that cities can now impose different land use regulations on massage establishments than on other personal service businesses;
- Imposed new and more extensive educational requirements on massage certificate holders;
- Prohibited suggestive advertising for massage services;
- Expanded the bases for CAMTC denial or revocation of massage certificates;
- Adopted more stringent requirements for massage schools; and
- Changed the structure of the CAMTC governing Board to include representatives from the League of California Cities, the Police Chief's Association, and the Association of Counties.

Over the past several months, staff has been working with representative from the League of Cities, city attorneys and city managers from other cities in San Mateo County, the Police Chief, and the San Mateo County Counsel's office to develop a standard template ordinance that would conform to the new state law. The Board of Supervisors has urged all San Mateo County cities to adopt a uniform ordinance, primarily because of evidence demonstrating that massage establishments that engage in illicit activities in one city can easily move to another city in the county that may have more lenient regulations. A standard county-wide ordinance would simplify enforcement and allow cities and the county to fully cooperate in police operations to uncover and prosecute massage establishments that are violating the law. Several other cities in San Mateo County have scheduled the uniform ordinance for introduction and adoption. The County has reported that the CAMTC supports the uniform ordinance.

Over the past several years, the number of massage establishments in San Bruno has remained relatively stable at thirteen. The proposed ordinance would not have a significant impact on existing businesses that engage in legitimate massage practices.

On May 26, 2015, the City Council reviewed the uniform ordinance and directed staff to prepare the ordinance for introduction.

DISCUSSION:

The ordinance attached as Attachment 1 reflects the proposed uniform San Mateo County ordinance and fully conforms to the new state law. The proposed ordinance carries forward unchanged many of the provisions of the current City ordinance in terms of regulation of conduct and operations, hours of operation (7:00 a.m.-9:00 p.m.), inspections, and issuance of City Certificates of Registration to massage businesses. The most significant change is the addition of a new enforcement mechanism that San Mateo County has used with some success: the creation of a License Board consisting of the Chief of Police, the Community Development Director, and the Finance Director that would hear any appeals from

administrative orders to pay fines, or to suspend or revoke the City-issued Certificates of Registration. After a hearing, the License Board could order closure for a massage business found to be in violation of the City's ordinance or state law; that decision would be reviewable only by filing a court action.

The County Counsel's office has reported that this mechanism, combined with police operations designed to uncover businesses that engage in illicit conduct, has been effective in permanently closing such businesses. The County stands ready to assist cities in these operations so that businesses that violate the law do not simply move from city to city. If adopted, the new ordinance would facilitate cooperation among all cities and the county to engage in joint enforcement efforts across jurisdictional lines. The Police Chief has indicated that the department is willing and able to partner with other agencies to accomplish this.

FISCAL IMPACT:

There are no direct costs associated with the Municipal Code amendments. There will be expenditures of staff time by the Police Department to enforce the ordinance. Staff time will also be required to conduct the administrative hearings, and additional expenditures may be necessary from the City Attorney's outside counsel budget for civil enforcement of the administrative orders.

ALTERNATIVES:

1. Provide direction to revise the ordinance prior to introduction. Substantive changes would require another public hearing.

RECOMMENDATION:

Hold Public Hearing, Waive First Reading and Introduce an Ordinance Repealing Chapter 4.40 (Massage Establishments) and Enacting New Chapter 4.40 (Massage Businesses)

DISTRIBUTION:

This staff report and attachment were mailed to all massage establishment owners and all property owners who lease to massage establishments.

ATTACHMENTS:

1. Ordinance for Introduction Repealing Chapter 4.40 (Massage Establishments) and Enacting New Chapter 4.40 (Massage Businesses)

DATE PREPARED:

May 29, 2015

REVIEWED BY:

_____ CM

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO
REPEALING EXISTING
CHAPTER 4.40 AND ENACTING NEW CHAPTER 4.40 (MESSAGE BUSINESSES)
TO TITLE 4, LICENSE AND REGULATIONS, OF THE
SAN BRUNO MUNICIPAL CODE,
RELATING TO THE REGULATION OF MESSAGE BUSINESSES**

The City Council of the City of San Bruno, State of California,
ORDAINS as follows:

SECTION 1. FINDINGS. In enacting these regulations the City Council recognizes that massage is a viable professional field offering the public valuable health and therapeutic services. The City Council finds and declares as follows:

(a) The registration and health and safety requirements imposed by this chapter are reasonably necessary to protect the health, safety and welfare of the citizens of the City.

(b) Massage businesses have been found to present opportunities for acts of prostitution and other unlawful activity, and, in fact, officers have made arrests for prostitution in massage businesses located within the City. Municipalities within the County have also reported instances where acts of prostitution have occurred in massage businesses.

(c) The California legislature and the courts have long recognized the necessity of imposing reasonable regulations and standards for the operation of massage businesses, including but not limited to minimum educational and experience requirements, passage of a practical examination of competence, sanitary conditions, hours of operation, and other operational regulations designed to minimize opportunities for illegal activities and to ensure the protection of the health, safety and welfare of citizens.

(d) There is a significant risk of injury to clients of massage businesses by improperly trained or poorly educated massage practitioners.

(e) The presence of businesses known or reputed to be places of prostitution or other illegal activity can have an adverse impact on surrounding properties and result in blight, foster further illegal activities, and generally become a public nuisance.

SECTION 2. Chapter 4.40 (Massage Establishments) of Title 4 (Licenses and Regulations) of the San Bruno Municipal Code, as presently written, is hereby repealed.

SECTION 3. New Chapter 4.40 (Massage Businesses) of Title 4 (Licenses and Regulations) of the San Bruno Municipal Code is adopted, to read as follows:

Chapter 4.40 MESSAGE BUSINESSES

4.40.010 PURPOSE AND INTENT.

(a) In enacting this chapter, the City Council recognizes that commercial massage therapy is a professional pursuit which can offer the public valuable health and therapeutic services. The City Council further recognizes that, unless properly regulated, the practice of massage therapy and the operation of massage businesses may be associated with unlawful activity and pose a threat to the quality of life in the local community. Accordingly, it is the purpose and intent of this chapter to protect the public health, safety, and welfare by providing for the orderly regulation of businesses providing massage therapy services, discouraging prostitution and related illegal activities carried on under the guise of massage therapy, and establishing certain sanitation, health, and operational standards for massage businesses.

(b) Furthermore, it is the purpose and intent of this chapter to address the negative impacts identified in the City Council's findings to reduce or prevent neighborhood blight and to protect and preserve the quality of City neighborhoods and commercial districts; and to enhance enforcement of criminal statutes relating to the conduct of operators and employees of massage businesses.

(c) It is the Council's further purpose and intent to rely upon the uniform statewide regulations applicable to massage practitioners and establishments that were enacted by the State Legislature in 2008 as Business and Professions Code sections 4600 *et seq.* by Senate Bill 731, and amended in 2011 by Assembly Bill 619 and in

2014 by Assembly Bill 1147, to restrict the commercial practice of massage in the City to those persons duly certified to practice by the California Massage Therapy Council, and to provide for the registration and regulation of massage businesses for health and safety purposes to the extent allowed by law.

4.40.020 DEFINITIONS.

For the purposes of this chapter, unless the particular provision or the context otherwise clearly requires, the definitions in this section shall govern the construction, meaning, and application of words and phrases used in this chapter:

(a) "Business" includes, but not by way of limitation, everything about which a person can be employed, and means that which occupies the time, attention, and labor of individuals for the purpose of producing a livelihood or profit, and connotes the efforts of individuals by varied and diverse methods of dealing with each other, to improve their individual economic conditions, and for the purposes of this chapter shall include, without limitation, the advertising and soliciting of massages. The term "business" includes, but is not limited to, a massage practitioner who is the sole owner, operator and employee of a massage business operating as a sole proprietorship, as well as a massage establishment which employs massage practitioners and therapists.

(b) "California Massage Therapy Council" or "CAMTC" means the Massage Therapy Organization formed pursuant to Business and Professions Code section 4600.5.

(c) "Certified Massage Practitioner" means any individual certified by the California Massage Therapy Council as a Certified Massage Therapist or as a Certified Massage Practitioner pursuant to California Business and Professions Code sections 4600 *et seq.*

(d) "Client" means the customer or patron who pays for or receives massage services.

(e) "Compensation" means the payment, loan, advance, donation, contribution, deposit, exchange, or gift of money or anything of value.

(f) "City Registration Certificate" means a registration certificate issued by the Certification Officer upon submission of satisfactory evidence that a massage business employs or uses only certified massage practitioners pursuant to this Chapter.

(g) "Certification Officer" means a representative of the San Bruno Police Department.

(h) "Employee" means any person employed by a massage business who may render any service to the business, and who receives any form of compensation from the business.

(i) "Health Officer" means a representative from the County Department of Environmental Health.

(j) "License Board" means the License Board of the City of San Bruno, which shall consist of the Chief of Police, the Community Development Director, and the Finance Director, or their designees.

(k) "Massage" or "massage therapy," means and refers to any method of treating the external parts of the body for remedial, health, or hygienic purposes for any form of compensation by means of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, or stimulating the external parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances; or with or without supplementary aids, such as rubbing alcohol, liniments, antiseptics, oils, powders, creams, lotions, ointments, or other similar preparations commonly used in this practice; or by baths, including but not limited to Turkish, Russian, Swedish, Japanese, vapor, shower, electric tub, sponge, mineral, fomentation, or any other type of bath.

(l) "Massage business" means any business that offers massage therapy in exchange for compensation, whether at a fixed place of business or at a location designated by the customer or client through outcall massage services. Any business that offers any combination of massage therapy and bath facilities – including, but not limited to, showers, baths, wet and dry heat rooms, pools and hot tubs – shall be deemed a massage business under this chapter. The term "massage business" includes a Certified Massage Practitioner who is the sole owner, operator and employee of a massage business operating as a sole proprietorship.

(m) "Operator" or "massage business operator" means any and all owners of a massage business.

(n) "Outcall massage" means the engaging in or carrying on of massage therapy for compensation in a location other than the business operations address set forth in the massage business's City Registration Certificate.

(o) "Owner" or "Massage business owner" means any of the following persons:

(1) Any person who is a general partner of a general or limited partnership that owns a Massage Business.

(2) Any person who has a five percent (5%) or greater ownership interest in a corporation that owns a Massage Business.

(3) Any person who is a member of a limited liability company that owns a Massage Business.

(4) Any person who has a five percent (5%) or greater ownership interest in any other type of business association that owns a Massage Business.

(p) "Person" means any individual, firm, association, partnership, corporation, joint venture, limited liability company, or combination of individuals.

(q) "Practitioner" or "Massage Practitioner" shall be used interchangeably and mean any person who administers Massage to another person, for any form of consideration (whether for the Massage, as part of other services or a product, or otherwise).

(r) "Reception and waiting area" means an area immediately inside the front door of the Massage Business dedicated to the reception and waiting of patrons of the Massage Business and visitors, and which is not a Massage Therapy room or otherwise used for the provision of Massage Therapy services.

(s) "Registration" means the registration required by this Chapter to operate a Massage Business.

(t) "School of massage" means any school or institution of learning that is recognized as an approved school pursuant to Business and Professions Code Division 2, Chapter 10.5, as currently drafted or as may be amended.

(u) "Sole proprietorship" means and includes any legal form of business organization where the business owner (sometimes referred to as the "sole proprietor") is the only person employed by that business to provide Massage services.

(v) "Solicit" means to request, ask, demand or otherwise arrange for the provision of services.

4.40.030 CAMTC CERTIFICATION AND LOCAL REGISTRATION REQUIRED

(a) Individuals. On and after the effective date of this Ordinance, it shall be unlawful for any individual to practice Massage Therapy for compensation as a Sole Proprietorship or employee of a massage business or in any other capacity within the City unless that individual is a Certified Massage Practitioner.

(b) Businesses. On and after the effective date of this Ordinance, it shall be unlawful for any business to provide Massage for compensation within the City unless all individuals employed by the Massage Business to perform Massage, whether as an employee, independent contractor, or sole proprietorship, are Certified Massage Practitioners and said business has obtained a valid City Registration Certificate as provided in this Chapter.

4.40.040 MESSAGE BUSINESS REGISTRATION

(a) Application. The registration application for a City Registration Certificate shall include all of the following:

- (1) Legal name of the massage business.
- (2) Address and telephone number of the massage business.
- (3) Legal names of all owners of the massage business.
- (4) A list of all of the massage business's employees and independent contractors who are performing massage and their CAMTC certification.
- (5) Residence address and telephone number of all owners of the massage business.

(6) Business address and telephone number of all owners of the massage business.

(7) The form of business under which the massage business will be operating (i.e., corporation, general or limited partnership, limited liability company, or other form).

(8) Each owner or operator of the massage business who is not a CAMTC-Certified Massage Practitioner shall submit an application for a background check, including the following: the individual's business, occupation, and employment history for the five (5) years preceding the date of the application; the inclusive dates of such employment history; the name and address of any Massage Business or similar business owned or operated by the individual whether inside or outside the County of San Mateo and its incorporated cities.

(9) For all owners, a valid and current driver's license and/or identification issued by a state or federal governmental agency or other photographic identification bearing a bona fide seal by a foreign government.

(10) For all owners, a signed statement that all of the information contained in the application is true and correct under penalty of perjury; that all owners shall be responsible for the conduct of the business's employees or independent contractors providing massage services; and acknowledging that failure to comply with the California Business and Professions Code sections 4600 *et seq.*, any local, state, or federal law, or the provisions of this Chapter may result in revocation of the business's City Registration Certificate.

(b) Issuance. Upon provision by the massage business of the foregoing documentation, the Certification Officer shall issue the massage business a City Registration Certificate, which shall be valid for two (2) years from the date of issuance. No reapplication will be accepted within one (1) year after an application or renewal is denied or a certificate is revoked. City Registration Certificates may not be issued to a Massage Business seeking to operate at a particular location if:

(1) another Massage Business is or was operating at that particular location and that Massage Business is currently serving a suspension or

revocation pursuant to Section 4.40.110, during the pendency of the suspension or one year following revocation;

(2) another Massage Business is or was operating at that particular location and that Massage Business has received a Notice of Suspension, Revocation or fine issued pursuant to Sections 4.40.100 and 4.40.110, during the ten day period following receipt of the Notice or while any appeal of a suspension, revocation or fine is pending.

(3) another Massage Business is or was operating at that particular location and that Massage Business has outstanding fines issued pursuant to Section 4.40.100 that have not been paid.

(c) Amendment. A massage business shall apply to the City to amend its City Registration Certificate within thirty (30) days after any change in the registration information, including, but not limited to, the hiring or termination of certified massage practitioners, the change of the business's address, or changes in the owner's addresses and/or telephone numbers.

(d) Renewal. A massage business shall apply to the City to renew its City Registration Certificate at least thirty (30) days prior to the expiration of said City Registration Certificate. If an application for renewal of a City Registration Certificate and all required information is not timely received and the certificate expires, no right or privilege to provide massage shall exist.

(e) Fees. There shall be no fee for the registration application or certificate, or any amendment or renewal thereof. The provisions of this section shall not prevent the City from establishing fees for safety inspections as may be conducted from time to time, and for the background checks, fingerprinting, and subsequent arrest notification for owners of a Massage Business who are not CAMTC-certified and who are subject to such background checks pursuant to this Chapter. There are certain fees for appeals as described below.

(f) Transfer. A City Registration Certificate shall not be transferred except with the prior written approval of the Certification Officer. A written request for such transfer shall contain the same information for the new ownership as is required for applications for registration pursuant to this section. In the event of denial, notification of the denial

and reasons therefore shall be provided in writing and shall be provided to the applicant by personal delivery or by registered or certified mail. A City Registration Certificate may not be transferred during any period of suspension or one year following revocation pursuant to Section 4.40.110, during the ten day period following a Massage Businesses' receipt of a Notice of Suspension, Revocation or fine issued pursuant to Sections 4.40.100 and 4.40.110 or while any appeal of a suspension, revocation or fine is pending. Further, a City Registration Certificate may not be transferred until all outstanding fines issued pursuant to Section 4.40.100 have been paid.

4.40.050 OPERATING REQUIREMENTS.

On or after the effective date of this Ordinance, no person shall engage in, conduct, carry on, or permit any Massage within the City unless all of the following requirements are met:

(a) CAMTC-certification shall be worn by and clearly visible on the Massage Practitioner's person during working hours and at all times when the Massage Practitioner is inside a massage business or providing outcall massage.

(b) Massage shall be provided or given only between the hours of 7:00 a.m. and 9:00 p.m. No massage business shall be open and no massage shall be provided between 9:00 p.m. and 7:00 a.m. A massage commenced prior to 9:00 p.m. shall nevertheless terminate at 9:00 p.m., and, in the case of a massage business, all clients shall exit the premises at that time. It is the obligation of the massage business, to inform clients of the requirement that services must cease at 9:00 p.m.

(c) A list of the services available and the cost of such services shall be posted in the reception area within the massage premises, and shall be described in readily understandable language. Outcall service providers shall provide such a list to clients in advance of performing any service. No owner, manager, operator, or responsible managing employee shall permit, and no massage practitioner shall offer or perform, any service other than those posted or listed as required herein, nor shall an operator or a massage practitioner request or charge a fee for any service other than those on the list of services available and posted in the reception area or provided to the client in advance of any outcall services.

(d) A copy of the CAMTC certificate of each and every Massage Practitioner employed in the business shall be displayed in the reception area or similar open public place on the premises. CAMTC certificates of former employees and/or contractors shall be removed as soon as those massage practitioners are no longer employed by or offering services through the massage business.

(e) For each Massage service provided, every massage business shall keep a complete and legible written record of the following information: the date and hour that service was provided; the service received; the name or initials of the employee entering the information; and the name of the Massage Practitioner administering the service. Such records shall be open to inspection and copying by police officers, or other City officials charged with enforcement of this chapter. These records may not be used by any Massage Practitioner or operator for any purpose other than as records of service provided and may not be provided to other parties by the Massage Practitioner or operator unless otherwise required by law. Such records shall be retained on the premises of the massage business for a period of two (2) years and be immediately available for inspection during business hours.

(f) Massage businesses shall at all times be equipped with an adequate supply of clean sanitary towels, coverings, and linens. Clean towels, coverings, and linens shall be stored in enclosed cabinets. Towels and linens shall not be used on more than one (1) client, unless they have first been laundered and disinfected. Disposable towels and coverings shall not be used on more than one (1) client. Soiled linens and paper towels shall be deposited in separate, approved receptacles.

(g) Wet and dry heat rooms, steam or vapor rooms or cabinets, toilet rooms, shower and bath rooms, tanning booths, whirlpool baths and pools shall be thoroughly cleaned and disinfected as needed, and at least once each day the premises are open, with a disinfectant approved by the Health Officer. Bathtubs shall be thoroughly cleaned after each use with a disinfectant approved by the Health Officer. All walls, ceilings, floors, and other physical facilities for the business must be in good repair, and maintained in a clean and sanitary condition.

(h) Instruments utilized in performing massage shall not be used on more than one (1) client unless they have been sterilized, using approved sterilization methods.

(i) All massage business operators and their employees, including Massage Practitioners, shall wear clean, non-transparent outer garments. Said garments shall not expose their genitals, pubic areas, buttocks, or chest, and shall not be worn in such manner as to expose the genitals, pubic areas, buttocks, or chest. For the purposes of this section, outer-garments means a garment worn over other garments and does not include garments like underwear, bras, lingerie or swimsuits.

(j) No person shall enter, be, or remain in any part of a massage business while in possession of an open container of alcohol, or consuming or using any alcoholic beverage or drugs except pursuant to a prescription for such drugs. The owner, operator, responsible managing employee, or manager shall not permit any such person to enter or remain upon such premises.

(k) No massage business shall operate as a school of massage, or use the same facilities as that of a school of massage.

(l) No massage business shall place, publish or distribute, or cause to be placed, published or distributed any advertising matter that depicts any portion of the human body that would reasonably suggest to prospective clients that any service is available other than those services listed as an available service pursuant to section 4.40.050(c), nor shall any massage business employ language in the text of such advertising that would reasonably suggest to a prospective client that any service is available other than those services as described in compliance with the provisions of this chapter.

(m) No massage shall be given unless the client's genitals are, at all times, fully covered. A Massage Practitioner shall not, in the course of administering any massage, make physical contact with the genitals, female breasts, or buttocks of any other person regardless whether the contact is over or under the persons clothing.

(n) Where the business has staff available to assure security for clients and massage staff are behind closed doors, the entry to the reception area of the massage business shall remain unlocked during business hours when the business is open for business or when clients are present.

(o) No massage business located in a building or structure with exterior windows fronting a public street, highway, walkway, or parking area shall, during business hours, block visibility into the interior reception and waiting area through the use of curtains,

closed blinds, tints, or any other material that obstructs, blurs, or unreasonably darkens the view into the premises. For the purpose of this sub-section, there is an irrebuttable presumption that the visibility is impermissibly blocked if more than 10 percent of the interior reception and waiting area is not visible from the exterior window.

(p) All signs shall be in conformance with the current ordinances of the City.

(q) Minimum lighting consisting of at least one (1) artificial light of not less than forty (40) watts shall be provided and shall be operating in each room or enclosure where massage services are being performed on clients, and in all areas where clients are present.

(r) Ventilation shall be provided in accordance with applicable building codes and regulations.

(s) Hot and cold running water shall be provided at all times.

(t) Adequate dressing, locker and toilet facilities shall be provided for clients.

(u) A minimum of one (1) wash basin for employees shall be provided at all times. The basin shall be located within or as close as practicable to the area devoted to performing of massage services. Sanitary towels shall also be provided at each basin.

(v) Pads used on massage tables shall be covered with material acceptable to the Health Officer.

(w) All massage businesses shall comply with all state and federal laws and regulations for handicapped clients.

(x) A Massage Practitioner shall operate only under the name specified in his or her CAMTC certificate. A massage business shall operate only under the name specified in its City Registration Certificate.

(y) No massage business shall allow any person to reside within the massage business or in attached structures owned, leased or controlled by the massage business.

(z) Other than custodial or maintenance staff, no persons shall be permitted within the premises of a massage business between the hours of 11:00 p.m. and 6:00 a.m.

4.40.060 INSPECTION BY OFFICIALS.

The investigating and enforcing officials of the City, including but not limited to representatives of the Police Department, County Health Officer, Community Development Director, and Building Official, or their designees, shall have the right to enter the premises from time to time during regular business hours for the purpose of making reasonable inspections to observe and enforce compliance with building, fire, electrical, plumbing or health regulations, and to enforce compliance with applicable regulations, laws, and statutes, and with the provisions of this chapter. The Building Division may charge a fee for any safety inspections.

4.40.070 NOTIFICATIONS.

(a) A massage business shall notify the Certification Officer, or his or her designee, of any changes described in Section 4.40.040 pursuant to the timelines specified therein.

(b) A registrant shall report to the Certification Officer any of the following within 96 hours of the occurrence:

(1) arrests of any employees or owners of the registrant's massage business for an offense other than a misdemeanor traffic offense;

(2) resignations, terminations, or transfers of practitioners employed by the registrant's massage business;

(3) any event involving the registrant's massage business or the massage practitioners employed therein that constitutes a violation of this ordinance or state or federal law.

c) This provision requires reporting to the Certification Officer even if the massage business believes that the Certification Officer has or will receive the information from another source.

4.40.080 EXEMPTIONS.

(a) The provisions of this chapter shall not apply to the following classes of individuals or businesses while engaged in the performance of their duties:

(1) Physicians, surgeons, chiropractors, osteopaths, nurses or any physical therapists who are duly licensed to practice their respective professions in the State of California and persons working directly under the supervision of or at the direction of such licensed persons, working at the same location as the licensed person, and administering massage services subject to review or oversight by the licensed person.

(2) Barbers and beauticians who are duly licensed under the laws of the State of California while engaging in practices within the scope of their licenses, except that this provision shall apply solely to the massaging of the neck, face and/or scalp, hands or feet of the clients.

(3) Hospitals, nursing homes, mental health facilities, or any other health facilities duly licensed by the State of California, and employees of these licensed institutions, while acting within the scope of their employment.

(4) Accredited high schools, junior colleges, and colleges or universities whose coaches and trainers are acting within the scope of their employment.

(5) Trainers of amateur, semi-professional or professional athletes or athletic teams while engaging in their training responsibilities for and with athletes; and trainers working in conjunction with a specific athletic event.

(6) Individuals administering massages or health treatment involving massage to persons participating in single-occurrence athletic, recreational or festival events, such as health fairs, road races, track meets, triathlons and other similar events; provided, that all of the following conditions are satisfied:

(A) The massage services are made equally available to all participants in the event;

(B) The event is open to participation by the general public or a significant segment of the public such as employees of sponsoring or participating corporations;

(C) The massage services are provided at the site of the event and either during, immediately preceding or immediately following the event;

(D) The sponsors of the event have been advised of and have approved the provisions of massage services;

(E) The persons providing the massage services are not the primary sponsors of the event.

4.40.090 VIOLATION; PENALTIES; UNLAWFUL BUSINESS PRACTICES MAY BE ENJOINED; REMEDIES CUMULATIVE.

Unless otherwise exempted by the provisions of this Chapter, every person, whether acting as an individual, owner, employee or agent of the owner, or operator who gives massages or conducts a massage business in violation of this Chapter shall be guilty of a misdemeanor. The City Attorney may reduce the penalty to an infraction.

Any massage business operated, conducted, or maintained contrary to the provisions of this chapter shall constitute an unlawful business practice pursuant to Business & Professions Code Section 17200 *et seq.*, and the City Attorney or District Attorney may, in the exercise of discretion, in addition to or in lieu of taking any other action permitted by this chapter, commence an action or actions, proceeding or proceedings in the Superior Court of San Mateo County, seeking an injunction prohibiting the unlawful business practice and/or any other remedy available at law, including but not limited to fines, attorneys' fees and costs. All remedies provided for in this chapter are cumulative.

4.40.100 ADMINISTRATIVE FINES.

(a) Violations. Upon a finding by the Chief of Police that a business has violated any provision of this chapter, the Chief of Police may issue an administrative fine of up to five hundred dollars (\$500).

(b) Separate Violations. Each violation of any provision of this Chapter shall constitute a separate violation. Each client to whom massage is provided or offered in violation of this chapter shall also constitute a separate violation. Each day upon which a massage business remains open for business in violation of this chapter shall also constitute a separate violation.

(c) Fine Procedures. Notice of the fine shall be served by certified mail with the legal violation and supporting facts. The notice shall contain an advisement of the right to file an appeal with the License Board contesting the imposition of the fine.

(d) Appeals. Appeals must be requested in writing, and shall provide facts disputing the violation and may be accompanied by declarations and exhibits. Appeals must be addressed to the License Board, and must be received within ten (10) days of the date appearing on the notice of the fine and a copy of the appeal and any supporting materials must be sent to the Chief of Police. The Chief of Police may respond to the appeal in writing within ten (10) days of receipt of the appeal and may provide additional evidence in support of the fine. The License Board may request, in writing, additional evidence from either the Appellant or the Chief of Police. The decision of the License Board shall be based solely on the materials submitted by the Appellant and the Chief of Police and be provided by certified mail. The License Board may sustain the fine, overrule the fine or decrease the amount of the fine. However the total fine shall not be reduced below \$500. The decision will constitute a final administrative order with no additional administrative right of appeal.

(e) Failure to Pay Fine. If said fine is not paid within thirty (30) days from the date appearing on the notice of the fine or of the notice of determination from the License Board after the decision, the fine may be referred to a collection agency within or external to the City. In addition, any outstanding fines must be paid prior to the issuance or renewal of any registration.

4.40.110 SUSPENSION AND REVOCATION OF CITY REGISTRATION CERTIFICATES

(a) Reasons. Certificates of registration may be suspended or revoked by the Chief of Police upon finding any of the following grounds:

(1) A Massage Practitioner is no longer in possession of current and valid CAMTC-certification. This subsection shall apply to a sole proprietor or a person employed or used by a massage business to provide massage.

(2) An owner or sole proprietor: is required to register under the provisions of California Penal Code section 290 (sex offender registration); is convicted of California Penal Code sections 266i (pandering), 315 (keeping or residing in a house of ill-fame), 316 (keeping disorderly house), 318 (prevailing upon person to visit a place for prostitution), 647(b) (engaging in or soliciting prostitution),

653.22 (loitering with intent to commit prostitution), 653.23 (supervision of prostitute); has a business permit or license denied, revoked, restricted, or suspended by any agency, board, city, county, territory, or state; is subject to an injunction for nuisance pursuant to California Penal Code sections 11225-11235 (red light abatement); is convicted of a felony offense involving the sale of a controlled substance; is convicted of any crime involving dishonesty, fraud, deceit, violence, or moral turpitude; or is convicted in any other state of an offense which, if committed in this state, would have been punishable as one or more referenced offenses in this subdivision.

(3) The City determines that a material misrepresentation was included on the application for a certificate of registration or renewal.

(4) Violations of any of the following occurred on the premises of a massage business or were committed by a Massage Practitioner: California Business and Professions Code sections 4600 *et seq.*; any local, state, or federal law; or the provisions of this chapter.

(b) Procedures. Written notice of the suspension or revocation shall be served on the sole proprietor or owners by certified mail with the legal violation and supporting facts. The notice shall contain an advisement of the right to request an appeal hearing before the License Board.

(c) Time Period of Suspension of Permit. The Chief of Police may suspend a registration for a period between five (5) days and the end of the license term, at his or her discretion.

(d) Effective Date of Suspension or Revocation. Suspension or revocation issued pursuant to subsection (b) will be effective ten (10) days from the date appearing on the order, unless a timely appeal is filed in accordance with subsection (e).

(e) Appeal.

(1) The decision of the Chief of Police is appealable to the License Board.

(2) An appeal must be in writing, and be hand-delivered or mailed to the License Board and accompanied by a filing fee of \$1000.

(3) An appeal must be received by the License Board on or before the effective date of suspension or revocation provided by subsection (d).

(4) The filing of a timely appeal will stay a suspension or revocation pending a decision on the appeal by the License Board.

(5) A hearing shall be scheduled before the License Board within thirty (30) days. Either the Appellant or the Police Chief may request, in writing directed to the Chair of the License Board, a continuance of the hearing. Such requests must be supported by good cause. The decision whether to grant a continuance is at the discretion of the Chair of the License Board, who shall consider whether granting the continuance poses a threat to public health or safety in light of the severity of the violations alleged.

(6) The decision of the License Board shall be a final administrative order, with no further administrative right of appeal or reconsideration. The License Board may sustain a suspension or revocation, overrule a suspension or revocation, reduce a revocation to a suspension and/or reduce the length of a suspension. However no revocation or suspension shall be reduced to a length of less than a five day suspension. Further the License Board may stay the effective date of any suspension for a reasonable time following a hearing.

(f) Reapplication. No reapplication will be accepted within one (1) year after a certificate is revoked.

(g) Evidence. The following rules shall apply to any hearing required by this section. All parties involved shall have the right to offer testimonial, documentary, and tangible evidence bearing on the issues, to be represented by counsel, and to confront and cross-examine witnesses. Any relevant evidence may be admitted if it is the sort of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. Formal rules of evidence and discovery do not apply to proceedings governed by this chapter. Unless otherwise specifically prohibited by law, the burden of proof is on the registrant in any hearing or other matter under this chapter.

4.40.120 OUTCALL MESSAGE PROHIBITED

It shall be unlawful for any person to engage in, conduct, or carry on outcall massage services.

4.40.130 PUBLIC NUISANCE

It shall be unlawful and a public nuisance for a massage business to be operated, conducted, or maintained contrary to the provisions of this chapter. The City may exercise its discretion, in addition to or in lieu of prosecuting a criminal action, to commence proceedings for the abatement, removal, and enjoinder of that business in any manner provided by law.

SECTION 4. SEVERABILITY. If any provision(s) of this ordinance is declared invalid by a court of competent jurisdiction, it is the intent of the City Council that such invalid provision(s) be severed from the remaining provisions of the ordinance so that regulation and control of massage may remain in place.

SECTION 5. CEQA. This ordinance is exempt from the provisions of the California Environmental Quality Act because it is not a project and because there is no possibility that the ordinance may have a significant effect on the environment.

SECTION 6. This ordinance shall be effective thirty (30) days from the date of passage thereof.

SECTION 7. The City Clerk shall publish this ordinance according to law.

* * * * *



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Marc Zafferano, City Attorney
SUBJECT: Adopt Resolution Approving the San Bruno Community Foundation 2015-16 Budget

BACKGROUND:

The San Bruno Community Foundation (SBCF) is the organization created by the City Council to invest, manage and expend the restitution settlement of \$70 million in cash and real property that the City received from PG&E after the gas line explosion in the Crestmoor neighborhood. The SBCF has received 501(c)(3) tax-exempt status from the federal government.

When it formed the SBCF and adopted its Bylaws, the City Council retained the power to approve certain major decisions of the organization, including approval of the SBCF's budget, as listed below in subsection (c) from Article XVI of the Bylaws:

The following actions are reserved by the City Council:

- (a) Approval of any change in the Articles of Incorporation or Bylaws of the Corporation;
- (b) Approval of adoption, amendment or repeal of the Corporation's investment policy and its spending policy;
- (c) Approval of the Corporation's annual budget;
- (d) Approval or amendment of the Corporation's grant policies;
- (e) Approval of election of officers of the Corporation;
- (f) Approval of any agreement for the management of the affairs of the Corporation;
- (g) Approval of the acquisition of real estate or of any project that would require the use of City property or resources;
- (h) Approval of incurrence of indebtedness by the Corporation in excess of \$25,000;
- (i) Affiliation of the Corporation with any other entity ("Affiliation" meaning any arrangement whereby the Corporation controls, is controlled by or is under common control with any other entity or any other similar arrangement); and/or
- (j) Appointment and removal of members of the Board of Directors.

M.Z.

At its regular meeting on May 21, 2015, the Board of Directors reviewed and unanimously approved a budget for the SBCF's 2015-16 fiscal year. Copies of the staff report, budget, and resolution are provided as Attachment 1.

DISCUSSION:

The attached SBCF staff report describes and explains all of the line items in the budget. In summary, the budget assumes that the City will transfer the remainder of the restitution funds during the 2015-16 fiscal year. With regard to expenses, the SBCF has not yet made any decisions about how to invest the funds, and it has not yet adopted grant making policies. Both of these decisions are subject to City Council approval. For this reason, the budget assumes no expenditures for investment management costs or grants. The SBCF will return to the City Council to present amendments for these items at a later date.

Leslie Hatamiya, the SBCF's Executive Director, will be available to answer any questions about the budget.

FISCAL IMPACT:

None.

ALTERNATIVES:

1. Provide direction to the SBCF regarding the budget line items.

RECOMMENDATION:

Adopt resolution approving the San Bruno Community Foundation 2015-16 budget

ATTACHMENTS:

1. City Council Resolution Approving 2015-16 Budget for SBCF
2. SBCF Staff Report, Budget, and Resolution dated May 21, 2015 approving 2015-16 budget.

DISTRIBUTION:

SBCF Board of Directors

DATE PREPARED:

May 29, 2015

RESOLUTION NO. 2015- ____

RESOLUTION APPROVING THE 2015-16 BUDGET FOR THE SAN BRUNO COMMUNITY FOUNDATION

WHEREAS, on March 12, 2012, the City entered into a Settlement Agreement with PG&E whereby PG&E would pay the City \$70 million in cash and real property to resolve claims arising out of the September 9, 2011, gas pipeline explosion in the Glenview/Crestmoor neighborhood; and

WHEREAS, the Settlement Agreement calls for the creation of a not-for-profit to manage, invest, and expend the funds to benefit the City and its residents; and

WHEREAS, on March 12, 2013, the City Council adopted Resolution 2013-26 authorizing the filing of the Articles of Incorporation for the newly-created San Bruno Community Foundation (SBCF) to effectuate the purposes of the Settlement Agreement; and

WHEREAS, on August 27, 2013, the City Council adopted Resolution 2013-72 approving the Bylaws of the SBCF, which reserve to the City Council certain powers, including the power to approve the budget of the SBCF; and

WHEREAS, the SBCF Board of Directors, which was appointed by the City Council, has reviewed, discussed, and approved a budget for 2015-16; and

WHEREAS, the budget will need to be amended at a later date to reflect costs associated with adopted investment and grant-making policies, and such policies will be subject to approval by the City Council;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the San Bruno Community Foundation's 2015-16 budget.

Dated: June 9, 2015

ATTEST:

Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of June 2015 by the following vote:

AYES: COUNCILMEMBERS: _____
NOES: COUNCILMEMBERS: _____
ABSENT: COUNCILMEMBERS: _____

SAN BRUNO

Community Foundation

Memorandum

DATE: May 18, 2015

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: 2015-2016 SBCF Budget

Under our Bylaws, the Foundation's fiscal year runs from July 1 to June 30, and its annual budget must be approved by the San Bruno City Council. With the current fiscal year soon coming to a close, at the May 21 Board meeting I will present to the Board for approval the 2015-2016 budget, which will then be submitted to the City Council for consideration at its June 9 meeting.

The Foundation is currently at the beginning of its strategic planning process with the launch of a community engagement and listening campaign that will conclude in late June. The data collected through the engagement and listening campaign will inform the Board's deliberations over the summer regarding its program and investment strategies. Given that no decisions have yet been made regarding how the restitution funds will be used, it is premature to estimate the Foundation's grant-making allocations for 2015-2016 and the costs associated with supporting the Foundation's program and investment strategies. As a result, the budget I outline below does not include a projection for Grants & Assistance, nor does it take into account any additional expenses associated with implementing the grant program (such as additional staff salaries, benefits, and related costs) or hiring an investment management firm. At the conclusion of its program strategy deliberations, the Foundation will present its grant-making policy to the City Council for approval, as required by the Bylaws. At the same time, we plan to submit a revised budget that reflects the new policy and its proposed implementation. If the investment policy is also ready, we will also present that to the City Council for approval at that time. If we need additional time in the fall to develop the investment policy, we will submit it later in the year.

In developing this budget, I am guided by the principles of transparency and economy. As prudent stewards of the restitution funds, we want to communicate our decisions and activities with the community and have accordingly provided ample budget to do so. At the same time, we will be cost-conscious in all categories of expenses and will add staff only once we have determined our programmatic and administrative needs and only to the extent necessary to meet those needs.

Below I briefly explain each line item in the budget. We expect to receive the balance of restitution funds in 2015-2016, resulting in a particularly large income projection (total

SAN BRUNO

Community Foundation

Memorandum

income is projected at nearly \$70 million). In future years (at least under current expectations of not actively fundraising), we expect to have minimal contributions and the vast majority of our income will be in the form of investment and interest income. We are currently projecting expenses of \$335,774, for a net surplus of \$69,291,884.

Income

- Restitution Funds: Once the Foundation Board develops its grant-making and investment policies and receives approval from the City Council, we expect to receive the balance of funds the City is holding on the Foundation's behalf. That amount is currently estimated at \$69,627,458 (\$68,383,896 in the custodial account as of April 30, 2015, and \$1,243,562 in proceeds from the sale of three parcels of land in the Crestmoor neighborhood that were part of the restitution settlement).
- Interest Income: We conservatively estimate \$200 in interest income based on holding a portion of the funds in our Wells Fargo operation accounts. That number will likely be adjusted in the revised budget based on decisions made about the Foundation's investment strategy. At this time, prior to making any decisions about investment strategy, it is difficult to make any projections about investment income.

Expenses

- Salaries & Wages: This line reflects the Executive Director's salary. It may be adjusted in the revised budget to reflect additional staff needed to implement the Foundation's grant-making strategy and support the Foundation's ongoing operations.
- Payroll Taxes & Benefits: This line reflects payroll taxes and benefits for the Executive Director. As with the previous line, it may be adjusted in the revised budget to reflect additional staff needed to implement the Foundation's grant-making strategy and support the Foundation's ongoing operations. Benefits include retirement plan contribution, life insurance, and vacation accruals.
- Grants & Assistance: This line item is left blank and will be adjusted in the revised budget based on the Foundation's grant-making strategy.
- Occupancy: This line reflects our current office lease rate of \$909 per month, with an estimated 5% increase for the final three months of the fiscal year. Our lease terminates on March 31, 2016, and we will need to renew the lease toward the end of the lease term.
- Insurance: This line is based on the Foundation's current commercial general liability, property, auto, and directors and officers liability insurance policies, which

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Community Foundation

Memorandum

have an annual renewal date of March 21, with a 5% projected increase for March-June (\$14,051). It also includes the crime insurance policy that the Board will consider at the May 21 meeting, with a 5% projected escalation for May-June (\$2,748). The insurance budget for 2015-2016 is lower than the projected actual for this fiscal year mainly because the current directors and officers policy (Philadelphia Insurance Companies) is less expensive than the previous year's policy (RSUI Indemnity Company).

- Telecommunications: This line includes the Executive Director's cell phone expenses (\$756), broadband Internet access for the office (\$900), and the installation of two landlines in the Foundation office (\$1,200).
- Postage & Shipping: This line includes office postage (\$300) as well as the projected postage required for a newsletter mailing (nonprofit rate) to all San Bruno addresses communicating the Foundation's program and investment strategy (\$3,887).
- Marketing & Communications: This line covers the projected printing costs associated with the above-mentioned newsletter (\$10,500). It also includes funds for other printing (such as business cards, flyers, posters, and banners - \$1,000), translation services (\$1,000), website management (\$500), and graphic design services (\$2,500), including development of a logo.
- Office Supplies: This line estimates \$200 monthly office supply expenses and includes computer backup expenses and QuickBooks accounting software fees.
- Office Equipment & Furniture: Under this line, we will finish furnishing the office and purchase a small-business landline phone system. This line may be adjusted in the revised budget to reflect additional technology and furniture needs to support additional staff needed to implement the Foundation's grant-making strategy and support the Foundation's ongoing operations.
- Legal Fees: We have budgeted \$20,000 as a placeholder in the event that we need to retain outside counsel to address any legal needs that may arise.
- Auditor & Payroll Fees: The payroll fees (\$1,381) are based on our current arrangement with our payroll vendor (Paychex). We have budgeted \$6,000 for a certified public accounting (CPA) firm to audit our financial statements and prepare our federal and state tax returns. This is an estimate, as we have not yet retained a CPA firm.
- Investment Consultant: This line is left blank, as we have not yet determined our investment strategy and have not hired an investment management firm to oversee

SAN BRUNO

Community Foundation

Memorandum

the funds. This line will need to be revised once we develop our investment policy and select an investment management firm.

- Other Consultants: This line includes \$15,000 for the accounting consultant/full charge bookkeeper and \$750 for a retirement plan administrator. It also includes \$30,000 in the event that we need to seek assistance from outside consultants to help with the development or implementation of our grant-making process and/or support additional community engagement efforts.
- Travel, Meetings & Conferences: This line is an estimate and will cover any costs associated with staff travel, board and community meetings (including room rental and refreshments), and professional conferences relevant to the Foundation's work.
- Miscellaneous: We have budgeted \$3,000 for miscellaneous expenses that may arise. This line covers such items as professional organization membership fees (such as the San Bruno Chamber of Commerce) and government/agency taxes and fees.

This budget presents a realistic view of the Foundation's expenses for 2015-2016 as projected at this time. As I stated earlier, once we make decisions about our program and investment strategies, we will be able to revise the budget to reflect those decisions. It is premature, if not impossible, to estimate our grant-making allocation and related program and personnel expenses prior to knowing our strategies.

For purposes of comparison, the attached budget provides the year-end projected actuals for the 2014-2015 fiscal year. Please note that 2014-2015 was not a typical year, with the Foundation fully functioning with staff for only the last five months, and the 2014-2015 figures include reimbursements to the City of San Bruno for costs incurred during the Foundation's formation beginning in January 2014.

I recommend that the Board adopt the attached resolution approving the 2015-2016 Foundation budget, with the intent of revising the budget once the Board makes decisions regarding the Foundation's program and investment strategies.

Attachments:

1. 2015-2016 Budget
2. Resolution Approving 2015-2016 Budget

SAN BRUNO

Community Foundation

2015-2016 Proposed Budget

	<u>2015-16</u> <u>Budget</u>	<u>2014-15</u> <u>Projected Actuals</u>	<u>Increase in</u> <u>Budget</u>
INCOME			
1 Restitution Funds	\$ 69,627,458	\$ 491,031	\$ 69,136,427
2 Interest Income	200	19	181
3 Total Income	<u>69,627,658</u>	<u>491,050</u>	<u>69,136,608</u>
 EXPENSES			
4 Salaries & Wages	175,000	72,917	102,083
5 Payroll Taxes & Benefits	25,191	15,739	9,452
6 Subtotal Personnel	<u>200,191</u>	<u>88,656</u>	<u>111,535</u>
7 Grants & Assistance	-	-	-
8 Occupancy	11,050	2,728	8,322
9 Insurance	16,799	24,073	(7,274)
10 Telecommunications	2,856	1,914	942
11 Postage & Shipping	4,187	1,795	2,392
12 Marketing & Communications	15,500	5,029	10,471
13 Office Supplies	2,760	1,000	1,760
14 Office Equipment & Furniture	3,300	4,414	(1,114)
15 Legal Fees	20,000	36,275	(16,275)
16 Auditor & Payroll Fees	7,381	600	6,781
17 Investment Consultant	-	-	-
18 Other Consultants	45,750	146,868	(101,118)
19 Travel, Meetings & Conferences	3,000	2,000	1,000
20 Miscellaneous	3,000	200	2,800
21 Subtotal Non-Personnel	<u>135,583</u>	<u>226,896</u>	<u>(91,313)</u>
 22 Total Expenses	<u>335,774</u>	<u>315,552</u>	<u>20,222</u>
23 Net Surplus	<u>\$ 69,291,884</u>	<u>\$ 175,498</u>	<u>\$ 69,116,386</u>

RESOLUTION NO. 2015-34

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING THE 2015-2016 BUDGET**

WHEREAS, the Foundation's next fiscal year will begin on July 1, 2015;

WHEREAS, prudent financial management of the Foundation's finances require the creation of an annual budget prior to the start of the fiscal year;

WHEREAS, Article XVI (a) of the Foundation's Bylaws require that the Foundation's annual budget be approved by the San Bruno City Council; and

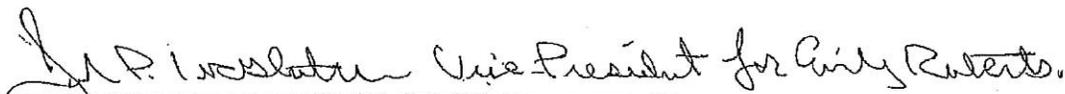
WHEREAS, the Foundation is in the middle of a community engagement and listening campaign and will make decisions about program and investment strategy over the summer and fall.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the 2015-2016 Foundation budget.

FURTHER BE IT RESOLVED that the Board of Directors directs the Executive Director to submit the budget to the San Bruno City Council for consideration and approval and to advise the City Council that the Foundation may submit a revised budget for consideration and approval once the Foundation Board has developed its program and investment strategies.

Dated: May 21, 2015

ATTEST:


Emily Roberts, Secretary

I, Emily Roberts, Secretary, do hereby certify that the foregoing Resolution No. 2015-34 was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 21st day of May, 2015, by the following vote:

AYES: Board members: Kraus, McGlothlin, Cohn, Bohm, Hedley, Stanback Stroud

NOES: Board members: None

ABSENT: Board members: Roberts



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Carol Bonner, City Clerk

SUBJECT: Authorize Fireworks Stand Permits for 2015 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolution 2008-59 and Ordinance No. 1700

BACKGROUND:

The City of San Bruno Municipal Code allows by special permit, the sale of "safe and sane" fireworks at temporary fireworks stands. The City Clerk has reviewed all fireworks stand permit applications for completeness and forwarded the applications for review by a City Council subcommittee for their recommendation to the full City Council.

DISCUSSION:

Only eighteen (18) fireworks stands are permitted, of which nine (9) are grandfathered status and the remaining are lottery status. As of the deadline, sixteen (16) applications were received for 2015. All 16 applications have been reviewed and are recommended for approval. Grandfathered permits were assigned to organizations with properly issued permits in effect on July 4, 1997. All permit applicants attended the mandatory fireworks safety meeting conducted by the City on June 4, 2015.

As part of the subcommittee review of this year's permit applications, the subcommittee noted that an important consideration in the permit approval process is participation by San Bruno residents in the non-profit organizations. This issue has also been discussed in previous years.

FISCAL IMPACT:

The total cost to the City for fireworks-related activities is recovered from fireworks stand permit holders. The City charges a permit fee of \$750 and allocates the additional cost of all services performed by the City to permit holders according to a formula based upon each group's gross sales. The costs incurred by the City include community and fireworks user education, enforcement of all fireworks regulations, and community clean up following July 4. For reference, the cost for 2014 was \$61,275.

ALTERNATIVES:

Take no action; however, the same local organizations are re-applying this year, with the exception of one local organization that was unable to find a spot for a fireworks stand. Unless new material facts are presented at the Council meeting the process for fireworks stand permit evaluation and issuance intends the issuance of permits to compliant applicants.

RECOMMENDATION:

Authorize Fireworks Stand Permits for 2015 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolution 2008-59 and Ordinance No. 1700.

DISTRIBUTION:

1. Non-profit groups submitting an application for a temporary fireworks stand.
2. Wholesalers of fireworks, TNT Fireworks and Phantom Fireworks.

ATTACHMENTS:

1. List of applicants with proposed locations.

DATE PREPARED:

June 2, 2015

REVIEWED BY:

_____ CM

SAN BRUNO – 2015

06/10/15

ALP #409/V.F.W. POST G

Vince Gigi
San Bruno, CA. 94066

Location

811 Cherry
San Bruno, CA 94066

AMERICAN YOUTH SOCCER ORG. G

Steve Harden
San Bruno, CA 94066

Western Furniture
601 El Camino Real

BOOSTERS 71

Angie Whigham
San Bruno, CA 94066

First Tongan United Methodist Church
560 El Camino Real
San Bruno, CA 94066

CAMP ST. ANDREWS

John Swan
San Bruno, CA 94066

Tanforan Mall Parking Lot
San Bruno, CA 94066

CAPUCHINO HIGH SCHOOL BOOSTERS G

Laura Davis
San Bruno, CA. 94066

799 El Camino Real
San Bruno, CA 94066

PARENT BOOSTERS 72 G

Mark Eschen
San Bruno, CA 94066

2801 San Bruno Ave.
San Bruno, CA 94066

PARKSIDE INTERMEDIATE BOOSTERS

Karin Cunningham
San Bruno, CA 94066

Tanforan Mall Parking Lot
San Bruno, CA 94066

SAN BRUNO COLTS BASEBALL G

Mike Palmer
San Bruno, CA 94066

Tanforan Mall Parking Lot
San Bruno, CA 94066

SAN BRUNO GIRLS SOFTBALL G

Tanya Borghello

So. San Francisco, CA 94080

Tanforan Mall Parking Lot
San Bruno, CA 94066

SAN BRUNO LIONS CLUB

Greg Pierce

San Bruno, CA 94066

1772 El Camino Real
San Bruno, CA 94066

SAN BRUNO LOWEN #83 G

Victor Montoya

San Bruno, CA. 94066

European Car Center
928 El Camino Real
San Bruno, CA 94066

SAN BRUNO PEE WEE BASEBALL

Lynn Berliner

San Bruno, CA. 94066

Towne Center
850 El Camino Real
San Bruno, CA 94066

SAN BRUNO POLICE ASSOCIATION

Marriane Lindblom

San Bruno, CA 94066

JC Penney Parking Lot
1122 El Camino Real
San Bruno, CA 94066

SAN BRUNO PONY BASEBALL G

Jim Thiel

San Bruno, CA. 94066

Tanforan Mall Parking Lot
San Bruno, CA 94066

SAN BRUNO ROTARY G

Frank Hedley

San Bruno, CA. 94066

Tanforan Mall Parking Lot
San Bruno, CA 94066

WEST BAY RAMS FOOTBALL

Ed Vanisi

San Bruno, CA 94066

Bayhill Shopping Center
851 Cherry Ave.
San Bruno, CA 94066



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Marc L. Zafferano, City Attorney
Jim Burch, Public Services Deputy Director

SUBJECT: Receive Report on Sewer Lateral Repair and Replacement Policies and Programs in San Mateo County Cities

BACKGROUND:

On May 26, 2015, the City Council adopted an ordinance amending Chapter 8.24, section 8.24.200 of the San Bruno Municipal Code relating to private sewer laterals. The new ordinance requires the approximately 25% of residential property owners who have City-approved cleanouts to repair or replace their lower sewer laterals if they are found to be defective. The City Council had previously voted to repeal Resolution 1986-64, which had placed the repair and replacement responsibility on the City, a policy that the City Council found to be fiscally unsustainable following a series of seven public meetings and two Infrastructure Subcommittee meetings dating to June 2014.

During these proceedings, the City Council requested that staff return with additional information about the following topics:

1. A survey of corresponding city ordinances in San Mateo County;
2. Alternatives to shifting repair and replacement responsibility to property owners;
3. Steps the City is taking to proactively reduce inflow and infiltration (I&I) from private laterals and City mains; and
4. The scope, schedule, cost, and rate impact of projects reflected in the City's adopted Sewer Master Plan.

DISCUSSION:

As previously reported at several public meetings, cities have implemented a variety of policies regarding ownership, maintenance, repair, and replacement of sewer laterals. The information below was compiled from the nineteen of twenty cities in San Mateo County from which staff was able to obtain information.

Ownership of laterals: Property owners in San Bruno and in fourteen other cities own the laterals. Four cities own the laterals.

Maintenance of laterals: San Bruno is one of two cities in which property owners receive routine scheduled maintenance. Eleven cities provide maintenance only upon request for those with conforming cleanouts, and six do not provide any maintenance at all.

10.c.

Repair/Replacement of laterals: Fourteen cities, now including San Bruno, require property owners to repair or replace defective sewer laterals. The remaining five cities perform this work at city expense; those cities have reported rapidly escalating costs for the program.

With respect to providing financial assistance to property owners to repair or replace their lower laterals, thirteen cities do not provide any funds beyond nominal waiver of permit fees or reimbursement of costs to video the line. Two cities provide up to \$1,000, and one city provides 50% of the repair/replacement cost up to \$5,000, all on a first-come first-served basis. San Bruno provided residents in the Sharp Park area an incentive of up to 50% of the repair/replacement cost up to \$1,700. Five property owners have utilized the program to date. The City also offered to replace lower laterals and/or reimburse a total of 374 property owners in the Crestmoor neighborhood using funds from the Trust funded by PG&E. To date, approximately 262 property owners have availed themselves of the program. If directed by the City Council, staff could explore establishing a city-wide grant program. Experience from the three cities that have such a program indicates that to provide a sufficient incentive, the grant amount must be a significant percentage of the total replacement cost. These cities allocate a total amount of funds per year, and those funds are usually exhausted very early in the process.

One alternative the City could consider is issuing a request for proposals to pre-qualify contractors for sewer lateral replacement projects and obtain bids for unit prices that are guaranteed for a certain period of time. Property owners could then choose from among these contractors to perform the work, whether the work is done at property owner expense or as part of a new grant program.

Over the past several years, the City Council has embarked on a comprehensive program of repairing and rehabilitating the City's sewer infrastructure by adopting and implementing a Sewer Master Plan. The program includes repairing damaged sections of main lines, upgrading pump stations, making capacity improvements, and replacing sewer mains. The program also includes significant operational efforts such as the purchase of a vactor truck to reduce the amount of effluent discharged in any sanitary sewer overflows (SSOs). The combined results of this program have dramatically reduced the number of SSOs. For example, the City has reduced SSO's from fifteen in 2011 to seven in 2014, numbers that are less than half of the total number of SSOs "allowed" in the Consent Decree between the City and the Regional Water Quality Control Board.

Staff has compiled information to establish the cause of each SSO. Since 2010, approximately 46% of the SSOs originated in the main line, 27% originated in the lower lateral, and 27% originated in the upper lateral. To address the impact that defective lower laterals can have on the operation of the main line, some of the City's main line replacement projects have proactively included replacement of the lower laterals at City expense.

The Sewer Master Plan identifies reducing inflow and infiltration (I&I) as one of several important goals of the overall rehabilitation program. The City's data show that I&I is responsible for less than 7% of the SSOs since 2010. I&I can be caused by high groundwater, rainfall, bad connections or joints, leaking storm water pipes, improper diversion of rain runoff, as well as defective mains and laterals. These causes are spread throughout the system, some affecting certain sections of pipe more than others, and in different locations. The 2014 Sewer Master Plan addresses I&I by recommending several cost-effective strategies that the City has implemented: 1) install flow meters in strategic locations throughout the system to measure I&I, thus identifying the basins in which I&I is particularly significant; 2) increase the capacity of

undersized trunk lines and pump stations in those basins and where necessary. Over time, the City's rehabilitation of sewer mains throughout the system will reduce I&I overall.

The City has completed over \$17 million in design and construction of approximately six miles of pipeline replacement projects identified in the Capital Improvement Program (CIP) as recommended in the 2000 Sewer Master Plan adopted by the City Council. There is an additional \$44 million allocated in the current CIP for design and construction of sewer projects (fourteen miles of pipelines and five pump stations) scheduled in the next five years as identified in the 2014 Sewer Master Plan. The City has an ongoing aggressive sewer CIP to complete the replacement and rehabilitation projects required by the Consent Decree by 2019.

FISCAL IMPACT:

There is no direct fiscal impact from this report. Staff will evaluate the fiscal impact of any proposals as directed by the City Council.

ALTERNATIVES:

1. Provide direction to discontinue exploring assistance programs for sewer lateral repair or replacement.

RECOMMENDATION:

Receive Report on Sewer Lateral Repair and Replacement Policies and Programs in San Mateo County Cities

ATTACHMENTS:

1. Spreadsheet of sewer lateral policies in San Mateo County Cities

DATE PREPARED:

June 5, 2015

Agency	Ownership	Maintenance	Repair Obligation	Grants	CIP/Replacement
Atherton/West Bay San	Homeowner	courtesy cleaning upon request w/cleanout	Homeowner	No - for \$50 fee they will CCTV	
Belmont	Homeowner	courtesy 2 - in 12 months w/cleanout	Homeowner	No	
Brisbane	Homeowner	CITY -Upon request w/cleanout	Homeowner	No - but certification program	provide cost from Contractor/staff decision
Burlingame	upper/lower	W/cleanouts >1960's	Lower	No	1986 P.O.S
Colma	Homeowner	Sometimes upon request/Home Owner	Homeowner/brick pavers	Have plans to start program	No
Daly City	Homeowner	Home Owner	Homeowner	No	
East Palo Alto					
Foster City	Homeowner	Home Owner	Homeowner	No	
Half Moon Bay	Homeowner	Home Owner	Homeowner	No	
Hillsborough	Homeowner	Home Owner	Homeowner	NO/but encouraged/waive fees/loans	2012 new ord. town insp/w repairs done by H.O's
Menlo Park	Homeowner	courtesy cleaning upon request w/cleanout	Homeowner	No - for \$50 fee they will CCTV	
Millbrae	upper/lower	After video/w/cleanout for Lower	After Acceptance/Lower	20% up to \$1,000 first come	
Pacifica	Homeowner	Home Owner	Homeowner	YES Provides CCTV \$1K FCFS	Provide Optional pricing.....pipe bursting \$3,000
Portia Valley	Homeowner	courtesy cleaning upon request w/cleanout	Homeowner	No - for \$50 fee they will CCTV	
Redwood City	upper/lower	Upon Request/wcleanout	Lower	No	
San Carlos	upper/lower	Lower/w/cleanout/Routine Program	Lower	No	
San Mateo	Homeowner	Home Owner	Homeowner	50%/\$5,000 First Come first served	
South San Francisco	upper/lower	Lower/w/cleanout	Lower w/cleanout	ended 2012	
Woodside/Fair Oaks	Homeowner	courtesy w/cleanout	notify if damaged/Homeowner	No	
San Bruno	Homeowner	Lower w/clean out routine program	Lower w/cleanout	Sharp Park only	



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: David Woltering, Community Development Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract with Eisen Letunic for the Development of the Bicycle and Pedestrian Master Plan in an Amount Not to Exceed \$197,671

BACKGROUND:

Developing new, and improving existing, pedestrian and bicycle networks are a major component of the City of San Bruno's Capital Improvement Program (CIP), General Plan, and Transit Corridors Plan. In coordination with the City's Bicycle and Pedestrian Advisory Committee, the City is working towards the objective of establishing a bicycle and pedestrian network that will promote safety, connectivity, efficiency and convenience for active transportation modes. The development of a city-wide, comprehensive Bicycle and Pedestrian Master Plan (Plan) is intended to articulate a vision, performance criteria and define a set of improvement projects and their priorities to develop this network. In addition, development of this Plan would increase the City's competitiveness for grant funding for related projects.

Staff performed a competitive Request for Proposals (RFP) process for the preparation of the San Bruno Bicycle and Pedestrian Master Plan. Six firms submitted proposals, and after initial review, four of the candidate firms were interviewed. These candidates were ranked based on how each of their proposals met the qualifications in the required Scope of Services in the RFP, resulting in a preferred candidate for City Council consideration. In addition to meeting the qualifications, the preferred candidate stood out among the other candidates in that: 1) the City would work directly with the firm principals; 2) a strong public engagement process was offered; and 3) there was a willingness to further refine the scope of the proposal to develop ten grant priority projects for the City. The complete set of proposals ranged in cost from \$169,460 to \$199,751.

The source of funding for the project is the City received a grant under the Metropolitan Transportation Commission (MTC) Transportation Development Act Article 3 grant program in the amount of \$100,000 to develop the Plan with a \$100,000 local match. Applications were evaluated competitively based on a number of factors, including the ability for the applicant to leverage local matching funds for their projects. In preparing the grant application, staff proposed a 100% matching amount in order for the City's application Plan to gain a competitive edge in the application process. The local match cannot include the expenses associated with the management of the project by the local agency, which are estimated to be \$40,000. These costs are included in the Capital Improvement Plan budget. The City Council adopted a Resolution on January 28, 2014 to accept the grant funding from

10d.

MTC and to appropriate the matching funds and staff project management cost from the City's Measure A funds.

DISCUSSION:

The objective of this project is to create a comprehensive and dynamic Plan that incorporates objectives and goals from existing planning documents, while also taking in consideration current City conditions and other city trends to develop an optimal strategy to enhance San Bruno's bicycle and pedestrian network. Staff issued a Request for Proposals (RFP) on March 27, 2015 seeking qualified firms to develop the Plan and received six (6) proposals. Based on a competitive selection process that included proposal reviews and in-person presentations and panel interviews, staff recommends awarding the contract to Eisen Letunic.

Development of the Plan will include multiple tasks and phases. The detailed work plan and strategy will include assessing current conditions, programs and facilities, needs/demands analyses, surveying and extensive public outreach. Once recommendations for new, and improving existing, bicycle and pedestrian networks are finalized, staff will work with the firm to formulize a comprehensive Plan that will lay out a strategic blueprint to implement the recommendations. It is anticipated that a final draft of the Plan will be brought before the City Council for approval by mid-2016.

FISCAL IMPACT:

The Bicycle and Pedestrian Master Plan and Improvements Project is listed in the 2014-19 Adopted CIP Budget and recommended to be carried over to the upcoming 2015-20 CIP proposed budget. The project listing includes the \$100,000 in MTC grant funds, \$100,000 in local matching Measure A funds and \$40,000 Measure A funds for staff project management. No additional fiscal impacts are anticipated from this contract award.

ALTERNATIVES:

1. Do not authorize award of this contract.
2. Select an alternative firm from the submitted proposals.
3. Request Staff to issue a new RFP.

RECOMMENDATION:

Adopt Resolution authorizing the City Manager to execute a contract with Eisen Letunic for the development of the Bicycle and Pedestrian Master Plan in an amount not to exceed \$197,671.

ATTACHMENTS:

1. Resolution
2. 2014-19 CIP Budget Sheet

DISTRIBUTION:

None

DATE PREPARED:

June 5, 2015

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015- _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH EISEN LETUNIC FOR THE DEVELOPMENT OF THE BICYCLE AND PEDESTRIAN MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$197,671

WHEREAS, the City received grant funding from the Metropolitan Transportation Commission's (MTC) TDA Article 3 program to develop a Bicycle and Pedestrian Master Plan in the amount of \$100,000; and

WHEREAS, the City has appropriated Measure A funds for a \$100,000 local match with an additional \$40,000 for staff project management; and

WHEREAS, the current 2014-19 Adopted Capital Improvement Program (CIP) Budget contains the Bicycle and Pedestrian Master Plan and Improvement Project; and

WHEREAS, the City received six (6) proposals in response to a Request for Proposals (RFP) released on March 27, 2015 to develop the Bicycle and Pedestrian Master Plan and evaluated them based on each firm's qualifications, experience, references, and innovative approach; and

WHEREAS, Eisen Letunic demonstrated the best overall approach to the project and is recommended to provide the services; and

WHEREAS, the scope of work includes a detailed work plan and strategy including assessing current conditions, programs and facilities, needs/demands analyses, surveying and extensive public outreach to form a comprehensive Master Plan that will lay out a strategic blueprint for future development of bicycle and pedestrian pathway projects.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Manager to execute a contract with Eisen Letunic for the development of the Bicycle and Pedestrian Master Plan in an amount not to exceed \$197,671.

Dated: June 9, 2015

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of June 2015 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

Bicycle and Pedestrian Master Plan and Improvement Project

PROJECT INFORMATION

Origination Year: 2013-14

Project Number: 82105

Projected Completion Date: 2017

Total Project Cost: \$ 380,000

Project Description:

In coordination with the City's Bicycle and Pedestrian Advisory Committee, the City is working towards the objective of establishing a bicycle and pedestrian network that will promote safety, connectivity, efficiency, and convenience for alternative transportation modes. The development of a Bicycle and Pedestrian Master Plan will provide vision, performance criteria, and define a set of improvement projects to achieve a framework and actions needed to improve the City's bicycle and pedestrian network. The plan will promote safety, connectivity, efficiency and convenience for alternative means of transportation. Key components of the project scope includes:

- Defining visions, goals and policy statements from the City's General Plan
- Assessing current conditions and identification of bike and pedestrian needs
- Identifying potential improvement projects to meet goals, which may include:
 - Modification of the transportation system gathered through surveys, studies, public input and/or other data collection techniques;
 - Development and application of criteria to identify and prioritize facility related improvements;
 - Promoting education, public outreach and law enforcement components to support facility developments and Plan goals;
 - Potential modifications to planning, design standards and City policies; and
 - Development and application of a Plan that accounts for statewide and adjacent local plans.
- Installing bicycle and pedestrian infrastructure, which may include: separated bicycle paths, signage, sidewalks, curb ramps, shared bicycle/vehicle lanes ("sharrows"), pavement markings, crosswalks, and street lighting.

2013-14 Status:

New Project. On January 28, 2014, the City Council accepted an MTC TDA Article 3 grant of \$100,000 and appropriated \$140,000 from Measure A for this project.

2014-15 Work Plan:

Begin preliminary project planning and award plan development contract. Project work will include assessing current conditions, identifying bicycle and pedestrian needs, developing short and long-range goals, and identifying potential improvement projects.

**Project Appropriations:
 Current Year Appropriations:**

Funding Source	Prior Approp.	Prior Expense	Carryover Approp.	2014-15 Funding Request	2014-15 Total Funds Available	Total Project Cost
MTC TDA Article 3 Grant	100,000	0	100,000	0	100,000	150,000
Measure A	140,000	0	140,000	0	140,000	230,000
Total	240,000	0	240,000	0	240,000	380,000

Five-Year Work Program Appropriations:

Funding Source	2014-15	2015-16	2016-17	2017-18	2018-19	Total Request
MTC TDA Article 3 Grant	0	50,000	0	0	0	50,000
Measure A	0	90,000	0	0	0	90,000
Total	0	140,000	0	0	0	140,000



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Jim Burch, Public Services Deputy Director, Utilities and Operations

SUBJECT: Adopt Resolution Authorizing the Purchase of Twelve Vehicles, Including Two Ford Transit Vans, One Ford Flex Crossover Utility Vehicle, One Ford F-150 Truck, Two Ford F-350 Trucks, One Ford Escape, One Ford Taurus Police Sedan, and Four Ford Explorer Police Vehicles from Towne Ford of Redwood City, California in the Total Amount of \$405,336

BACKGROUND:

The City maintains approximately 137 vehicles and large pieces of equipment. Central Garage staff reviews each vehicle request before it is included in the annual replacement list. Criteria used to evaluate a vehicle are: vehicle age, physical condition, maintenance history, state emission requirements, and opportunities to improve fleet efficiency and effectiveness. Improved fuel economy is considered for all new vehicles, including electric-gasoline hybrid, alternative fuel, and comparative technologies. The replacement list is then reviewed by Finance to verify sufficient funding.

Where possible, Central Garage staff reviewed opportunities to fully utilize vehicles, to share vehicles between departments, and transfer a vehicle to the general pool fleet to make it available to more City users.

DISCUSSION:

Eighteen vehicles were included in the 2014-15 Capital Improvement Program (CIP) Budget Vehicle Replacement List: one Fire Department utility truck was approved at the April 14, 2015 Council meeting; one Parks Division pickup truck will be purchased separately; four vehicles will be re-evaluated for a future year; and the remaining twelve vehicles are included in this purchase authorization request.

The Community Services Department has three vehicles on the 2014-15 replacement list. Two are 20 years old, a 1995 Chevrolet 2500 pickup with over 75,000 miles used for parks field maintenance, and a 1995 Chevrolet Lumina van with over 50,000 miles used to carry recreation program participants and staff. A third is a 1998 Chevrolet box truck, which is 17 years old with over 61,000 miles and used for facilities maintenance. Each vehicle has reached the end of its serviceable life with various maintenance problems and ever increasing repair costs. For example, the 1998 Chevrolet box truck is currently not in service. During early 2015 it had catastrophic engine failure at a cost of \$10,000 to repair. These three vehicles will be replaced with a Ford F-150 pickup truck, Ford Flex Crossover Utility vehicle, and a Ford Transit van.

10.e.

The Public Services Department has two vehicles scheduled for replacement: One Streets Division 2001 F350 pickup truck which is 14 years old with over 105,000 miles that has reached the end of its service life. One Water Division 2008 F350 pickup truck with over 106,000 miles which has not been in service since Fall 2014 when the Water truck had a catastrophic engine failure at a cost of \$10,000 to repair. These two vehicles will be replaced with two Ford F-350 heavy pickup trucks.

Community Development proposes to replace one 1997 Chevrolet S10 pickup truck used for building inspections. The truck is 18 years old with over 79,000 miles and has reached the end of its service life. The replacement for this vehicle will be added to the pool fleet for building inspector use. This vehicle will be replaced with a Ford Escape with an EcoBoost fuel economy engine.

The Cable Department proposes to replace two service vans. One 1997 Chevrolet Astro Van is 18 years old with over 68,000 miles. The other 2000 Chevrolet Astro Van is 15 years old with over 51,000 miles. These two vehicles will be replaced with two Ford Transit vans.

The Police Department has four vehicles on the replacement list. One 2009 Ford Crown Victoria patrol vehicle is 6 years old with over 95,000 miles. Due to their heavy use, patrol vehicles are generally replaced after 4 years. The Ford Motor Company no longer manufactures the Crown Victoria and beginning in 2013-14, the Ford Explorer was chosen as the primary patrol vehicle model. The other three Police vehicles include a 2002 Ford Crown Victoria with over 91,000 miles used by a Community Service Officer, a 2006 Ford Taurus with over 117,000 miles used as an undercover vehicle, and a 1997 Ford Crown Victoria with over 78,000 used as a detective vehicle. These four vehicles will be replaced with three Ford Explorers and one Ford Taurus with an EcoBoost fuel economy engine. The Police patrol vehicles require several customized features beyond the base model including rear-seat, enclosed dividers; gun racks; communication and electronic systems. Further details for each vehicle are located in Attachment 2.

In compliance with the State Contract Code and the City's local purchasing regulations, on May 13, 2015, a Notice to Bidders was sent to vehicle vendors, posted on the City's website, and advertised in the *San Mateo Daily Journal* newspaper. A total of two (2) bids were received and opened on May 27, 2015 as follows:

No.	Dealer	Bid Amount
1	Towne Ford (Redwood City)	\$405,336
2	Serramonte Ford (Colma)	\$408,725

The lowest responsive and responsible bidder, capable of delivering all of the needed vehicles, is Towne Ford of Redwood City, California. Their total bid amount of \$405,336 is within the funds available in the 2014-15 CIP Equipment Reserve budget. Delivery is guaranteed within 90 days following purchase authorization by the City Council.

ALTERNATIVES:

1. Do not purchase one or more of these vehicles. Staff would continue performing their responsibilities, and schedule the necessary repairs and on-going maintenance for the aging vehicles.

2. Delay the acquisition of one or more replacement vehicle(s) to a future year.

FISCAL IMPACT:

The total cost of these twelve vehicles is \$405,336 and overall is within the funds available in the 2014-15 CIP Equipment Reserve budget. The price includes customized equipment.

Division	Current Vehicle	Age (Years)	Replacement Vehicle	Purchase Price	2014-15 Budget
Cable	1997 Chevrolet Astro Van	18	Ford Transit van (148" wheelbase)	\$37,678	\$40,000
Cable	2000 Chevrolet Astro Van	15	Ford Transit van (148" wheelbase)	\$37,678	\$40,000
Community Development	1997 Chevrolet S10 truck	18	Ford Escape utility vehicle	\$27,029	\$25,000
Recreation Services	1995 Chevrolet Lumina van	20	Ford Flex Crossover	\$33,357	\$28,000
Parks	1995 Chevrolet 2500	20	Ford F-150 pickup truck	\$25,939	\$24,000
Facilities	1998 Chevrolet box truck	17	Ford Transit van (130" wheelbase)	\$27,858	\$45,000
Streets	2001 Ford F-350 truck	14	Ford F-350 pickup truck	\$25,913	\$33,000
Water	2008 Ford F-350 truck	7	Ford F-350 pickup truck	\$25,913	\$33,000
Police	2006 Ford Taurus	9	Ford Taurus sedan	\$28,593	\$22,000
Police	1997 Ford Crown Victoria	18	Ford Explorer (customized)	\$45,126	\$42,567
Police	2002 Ford Crown Victoria	13	Ford Explorer (customized)	\$45,126	\$42,567
Police	2009 Ford Crown Victoria	6	Ford Explorer (customized)	\$45,126	\$42,567
				\$405,336	\$417,701

RECOMMENDATION:

Adopt resolution authorizing the purchase of twelve vehicles, including two Ford Transit vans, one Ford Flex crossover utility vehicle, one Ford F-150 truck, two Ford F-350 trucks, one Ford Escape, one Ford Taurus police sedan, and four Ford Explorer police vehicles from Towne Ford of Redwood City, California in the total amount of \$405,336.

ATTACHMENTS:

1. Resolution
2. Approved 2014-15 Vehicle Replacement CIP Budget Description

DATE PREPARED:

June 1, 2015

DISTRIBUTION:

None

RESOLUTION NO. 2015- ____

RESOLUTION AUTHORIZING THE PURCHASE OF TWELVE VEHICLES, INCLUDING TWO FORD TRANSIT VANS, ONE FORD FLEX CROSSOVER UTILITY VEHICLE, ONE FORD F-150 TRUCK, TWO FORD F-350 TRUCKS, ONE FORD ESCAPE, ONE FORD TAURUS POLICE SEDAN, AND FOUR FORD EXPLORER POLICE VEHICLES FROM TOWNE FORD OF REDWOOD CITY, CALIFORNIA IN THE TOTAL AMOUNT OF \$405,336

WHEREAS, the replacement of City owned vehicles is necessary due to constant usage causing the vehicles to reach the end of their useful life; and

WHEREAS, the City Council appropriated funds for the replacement of these vehicles as part of the 2014-15 Capital Improvement Program Equipment Budget, and sufficient funds are available in the Equipment Reserve Fund; and

WHEREAS, staff has identified a need to replace the following vehicles in the City fleet: two Cable Chevrolet Astro vans, one Community Development Chevrolet S10 pickup truck, one Parks Chevrolet 2500 pickup truck, one Recreation Services Chevrolet Lumina van, one Facilities Chevrolet box truck, one Streets Ford F-350 heavy pickup truck, one Water Ford F-350 heavy pickup truck, one Ford Taurus Police sedan, and three Ford Crown Victoria Police vehicles; and

WHEREAS, staff identified the following as suitable replacement vehicles: two Ford Transit vans for Cable, one Ford Escape utility vehicle for the Pool fleet, one Ford F-150 pickup truck for Parks, one Ford Flex Crossover vehicle for Recreation Services, one Ford Transit van for Facilities, one Ford F-350 heavy duty pickup truck for Streets, one Ford F-350 heavy duty pickup truck for Water, one Ford Taurus sedan for Police, and three Ford Explorer Police vehicles; and

WHEREAS, in compliance with the State Contract Code and the City's local purchasing regulations, on May 13, 2015, a Notice to Bidders was sent to vehicle vendors, posted on the City's website, and advertised in the newspaper, a total of two bids were received on May 27, 2015; and

WHEREAS, Towne Ford of Redwood City, California provided the lowest responsible bid for the vehicles.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the purchase of twelve vehicles, including two Ford Transit vans, one Ford Flex crossover utility vehicle, one Ford F-150 truck, two Ford F-350 trucks, one Toyota Tacoma truck, one Ford Escape, one Ford Taurus police sedan, and four Ford Explorer police vehicles from Towne Ford of Redwood City, California in the total amount of \$405,336.

Dated: June 9, 2015

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of June 2015 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

2014-15 Vehicle Replacement List

The following list of proposed vehicle replacements is in priority order based on the current condition.

Department	Current Vehicle		Proposed Replacement Vehicle		Replacement Cost	Funding Source
Cable	1994	Chevrolet C3500 pickup	Ford	F-350 pickup truck	\$33,000	Cable Enterprise
Cable	1995	Chevrolet Bucket Truck		Bucket Truck	\$100,000	Cable Enterprise
Cable	1997	Chevrolet Astro Van	Ford	Transit Van	\$40,000	Cable Enterprise
Cable	2000	Chevrolet Astro Van	Ford	Transit Van	\$40,000	Cable Enterprise
Comm. Dev.	1997	Chevy Lumina sedan	Ford	Focus sedan	\$25,000	Equipment Reserve
Facilities	1998	Chevrolet C30 truck	Ford	Transit Van	\$45,000	Equipment Reserve
Parks	1990	Chevrolet 3500 pickup	Ford	F-350 pickup truck	\$33,000	Equipment Reserve
Parks	1995	Chevrolet 2500 pickup	Ford	F-350 pickup truck	\$33,000	Equipment Reserve
Parks	1998	Chevrolet S10 pickup	Ford	F-150 pickup truck	\$24,000	Equipment Reserve
Recreation Svc	1995	Chevrolet Lumina Van	Ford	Transit Connect Van	\$28,000	Equipment Reserve
Streets	2000	Ford F250 pickup	Ford	F-350 pickup truck	\$33,000	Equipment Reserve
Water	2008	Ford F350 pickup	Ford	F-350 pickup truck	\$33,000	Water Enterprise
Pool Vehicle	1998	Chevrolet Lumina	Ford	Focus sedan	\$25,000	Equipment Reserve
Fire	2001	Ford Crown Victoria	Ford	Pickup truck	\$40,000	Equipment Reserve
Police-unmarked	2006	Ford Taurus	Ford	Taurus Sedan	\$22,000	Equipment Reserve
Total Vehicle Request					\$554,000	

Police Black and White Patrol Car Replacement						
Police	1997	Ford	Crown Victoria	Ford	Explorer	General Fund, Police Operating
Police	2002	Ford	Crown Victoria	Ford	Explorer	General Fund, Police Operating
Police	2005	Ford	Crown Victoria	Ford	Explorer	General Fund, Police Operating
Total Police Patrol Vehicle Cost					\$120,000	
Budgeted in General Fund Operating					\$112,300	
Additional Budget Request					\$7,700	

Funding Summary	
Total General Fund Operations	\$7,700
Total Equipment Reserve	\$308,000
Total Water Fund	33,000
Total Cable Fund	\$213,000
Total Funding Source	\$561,700

2014-15 Vehicle Replacement Acquisition Descriptions

Cable

Service Truck (641-6470-8013) \$33,000

The Cable Department intends to replace one Chevrolet C3500 service truck, originally purchased in 1994, with over 51,000 miles. As a result of high repetitive usage and constant wear and tear damages, this vehicle and reached the end of its useful life. Cable intends to replace this vehicle with a Ford F-350 heavy-duty pickup truck. While the final selection has not been determined, the vehicle is estimated to be \$33,000, including sales tax, preparation and delivery.

Bucket Truck (641-6470-8013) \$100,000

The Cable Department has one bucket truck, originally purchased in 1995, with over 22,000 miles. Annual certification inspections have determined the current bucket truck is too small, narrow, and not adequately stable enough to perform required repair and inspection duties. Cable intends to replace the current bucket truck with a larger and more secure bucket truck that meets certification standards and can also be used as a cable splicing platform. The current smaller bucket truck will be transferred to Streets to replace a 1990 bucket truck used for traffic sign, tree, and light pole inspections and repair. Due to the age and condition of the 1990 Streets bucket truck, replacement parts are difficult to obtain and the 1995 Cable bucket truck can provide a few additional years of limited use for the Streets Division. While the final selection has not been determined, a replacement bucket truck is estimated to be \$100,000, including sales tax, preparation and delivery.

Service Vans 2 (641-6470-8013) \$80,000

The Cable Department intends to replace two Chevrolet service vans, one purchased in 1997 with over 68,000 miles, and another purchased in 2000 with over 40,000 miles. As a result of high repetitive usage and damages from constant wear and tear, this vehicle has reached the end of its useful life. Cable intends to replace these vehicles with two Ford Transit Vans. While the final selection has not been determined, the two vehicles are estimated to be \$40,000 each, including sales tax, preparation and delivery, for a total of \$80,000.

Community Development

Code Enforcement Vehicle (703-1560-8013) \$25,000

The Community Development Department has a 1997 Chevrolet Lumina sedan which is used primarily by Code Enforcement for inspections and determine code violations. The vehicle currently has over 37,000 miles and while it has limited mileage, due its age and condition has reached the end of its useful life and has already experienced high maintenance and repair costs. For 2014-15, the City intends to replace this vehicle with a Ford Focus sedan and add it to the City's pool vehicle fleet rather than dedicated solely to Code Enforcement. This change will provide Code Enforcement with one dedicated vehicle available for two inspectors along with three pool vehicles available for general use. While the final selection has not been determined, the vehicle is estimated to be \$25,000, including sales tax, preparation and delivery.

Community Services

Facilities Service Van (703-1560-8013) \$45,000

The Park Maintenance Division currently has a 1998 Chevrolet C30 heavy-duty truck, which is used daily for maintenance of City facilities. The vehicle has over 56,000 and has reached the end of its useful life. Community Services intends to replace this vehicle with a Ford Transit Van which is easier to park and maneuver, has better gas mileage, stores equipment more safely than the current truck model. While the final selection has not been made, the vehicle's estimated costs should not exceed \$45,000, which would include sales tax, preparation and delivery.

Parks Maintenance – Heavy-duty Pickup Trucks 2 (703-1560-8013) \$66,000

The Park Maintenance Division currently has two heavy-duty pickup trucks, a 1990 Chevrolet C3500 with over 79,000 miles and a 1995 Chevrolet 2500 pickup with over 75,000 miles, both of which have reached the end of their useful lives. These vehicles are used for daily maintenance for parks, sport fields, trees, including City's street trees, trees on City property and in open space trees, street median landscape, and to haul equipment. The Park Division intends to replace these vehicles with two Ford F-350 heavy-duty pickup trucks. While the final selection has not been the two vehicles are estimated to be \$33,000 each, including sales tax, preparation and delivery, for a total of \$66,000.

Parks Maintenance – Light-weight Pickup Truck (703-1560-8013) \$24,000

The Park Maintenance Division currently has a 1998 Chevrolet S10 pickup with over 63,000 miles which has reached the end of its useful life. This vehicle is used for daily maintenance for parks, sport fields, trees, including City's street trees, trees on City property and in open space trees, and street median landscape. The Park Division intends to replace this vehicle with one Ford F-150 pickup truck. While the final selection has not been the vehicle is estimated to be \$33,000, including sales tax, preparation and delivery.

Recreation Services – Service Van (703-1560-8013) \$28,000

Recreation Services currently has a 1995 Chevrolet Lumina Van with over 49,000 miles which has reached the end of its useful life. This vehicle is used to transport recreation participants and staff during field trips, between City recreation facilities and sport fields, and conferences. Recreation Services intends to replace this vehicles with one Ford Transit Connect Van. While the final selection has not been the vehicle is estimated to be \$28,000, including sales tax, preparation and delivery.

Streets

Service Truck (703-1560-8013) \$33,000

The Street Division currently has a 2000 Ford F-250 Pickup used to haul materials, debris and equipment to and from job sites, and occasionally used to tow equipment such as light towers thermoplastic machine and message board. The vehicle has over 89,000 miles and reached the end of its useful life. The Street Division intends to replace this vehicle with a Ford F-350 heavy-duty truck. While the final selection has not been determined, the vehicle is estimated to be \$33,000, including sales tax, preparation and delivery.

Water

Service Truck (611-6170-8013) \$33,000

The Water Division currently has a 2008 Ford F-350 heavy-duty pickup used to repair small leaks, haul materials, debris and equipment to and from job sites, and respond to customer service, utility billing and water usage requests. The vehicle has 110,000 miles and reached the end of its useful life. The Water Division intends to replace this vehicle with a Ford F-350 heavy-duty truck. While the final selection has not been determined, the vehicle is estimated to be \$33,000, including sales tax, preparation and delivery.

Pool Vehicle

Pool Vehicle (703-1560-8013) \$25,000

The City currently has a 1998 Chevrolet Lumina sedan which is used by City staff for project inspections, transportation between City facilities, interagency meetings, and conferences. The vehicle currently has 33,000 miles and while it has limited mileage, due its age and condition has reached the end of its useful life. For 2014-15, the Department intends to replace this vehicle with a Ford Focus sedan. While the final selection has not been determined, the vehicle is estimated to be \$25,000, including sales tax, preparation and delivery.

Fire

Pickup Truck (703-1560-8013) \$40,000

The Fire Department currently has a 2001 Ford Crown Victoria, which has reached the end of its useful life and requires excess maintenance time and expense. The Department is intended to replace this staff vehicle with a pickup truck to make the vehicle more usable. The costs include proper lighting response package and radios for emergency use. This vehicle will be assigned to fire prevention and public education.

Police

Unmarked Police Vehicle (703-1560-8013) \$22,000

The Police Department intends to replace a 2006 Ford Taurus unmarked police vehicle. This vehicle is used by command staff. It has over 105,000 miles and reached the end of its useful life. While the final selection has not been determined, the vehicle is estimated to be \$22,000, including sales tax, preparation and delivery.

Additional Funding for 3 Marked Police Vehicles (001-2010-6650) \$ 7,700

The Police Department requests for additional funding to replace three marked police vehicles. The Department, annually, replaces two or three of its fourteen marked vehicles based on the accumulated mileage of the vehicles – approximately 90,000 miles. For 2014-15, the Department has already budgeted and was approved to allocate \$112,300 for the purchases of three marked vehicles. Additional funding of \$7,700 is needed because the traditional Crown Victoria has been discontinued and the equivalent new models cost more and require additional cost for equipment.

Total Vehicle Replacement \$561,700



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: June 9, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Ray Razavi, Interim Public Services Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract with BKF Engineers, Inc. for Design of the El Camino Real and Angus Avenue Intersection Improvements Project in an Amount Not to Exceed \$59,612

BACKGROUND:

Improving the existing pedestrian and bicycle networks in the City is a major component of the City of San Bruno's Capital Improvement Program (CIP) and overall General Plan. The City's vision to establish a multimodal friendly environment is further defined in the Transit Corridors Plan and will be further developed in a comprehensive, city-wide Bicycle and Pedestrian Master Plan. With the support of the City's Bicycle and Pedestrian Advisory Committee (BPAC), the City is working to establish a bicycle and pedestrian network that will promote safety, connectivity, efficiency and convenience for alternative transportation modes.

In January 2014, the City Council authorized staff to submit a grant application to the San Mateo County Transportation Authority (SMCTA) in response to the Measure 'A' Pedestrian and Bicycle Call for Projects. This grant was approved for funding in the amount of \$300,000, with a local match of \$30,000, in June 2014. The grant provides funding for the design and construction of improvements to the El Camino Real and Angus Avenue intersection. In September 2014, the City Council approved the funding agreement with SMCTA for the project that committed \$300,000 in Measure 'A' Pedestrian and Bicycle grant funds to the design and construction phases of the project with a \$30,000 City match from Measure A Local Streets and Transportation funds. The project is included in the Adopted 2014-19 CIP Transit Corridor Pedestrian Connection Improvement Program.

DISCUSSION:

This project is consistent with the vision of the Grand Boulevard Initiative, a larger regional effort to revitalize the El Camino Real corridor. The El Camino Real/Angus Avenue intersection has a high volume of both vehicle and pedestrian traffic to the City Civic Center, Allen Elementary School, and SamTrans transit.

Staff will work with the designer to develop improvement alternatives to the intersection, including, but not limited to, evaluation of an additional crosswalk, optimizing pedestrian crossing countdown timers, improving median refuge areas, installing bulb-outs, and improving the ADA accessibility of curb ramps. Since El Camino Real is a State Route, staff

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will work with the designer to coordinate the design and obtain necessary permits through Caltrans to ensure compliance with their standards.

Staff issued a Request for Proposals in April 2015 for the design portion of the project and received two (2) proposals. Based on a panel review of proposal content, firm qualifications, and cost, staff recommends awarding the project to BKF Engineers, Inc., whose bid proposal amount was 17% lower than the other proposal. BKF has worked with the City on the Crestmoor Reconstruction Project and has extensive experience with designing a variety of intersection improvements in other jurisdictions such as San Carlos, Richmond, and Portola Valley that involved coordination with Caltrans. Design is expected to be finalized by the end of October 2015. After the design is completed and approved by the City, staff will proceed with project construction, which is expected to be completed by the end of June 2016.

FISCAL IMPACT:

The Project is listed in the 2014-19 adopted CIP Budget under the Transit Corridor Pedestrian Connection Improvement Project and recommended to be carried over to the upcoming 2015-20 CIP proposed budget. The project listing includes \$300,000 in Measure 'A' Pedestrian and Bicycle grant funds, \$30,000 in City matching Measure 'A' Local Roads and Transportation funds.

ALTERNATIVES:

1. Do not authorize award of this contract.
2. Select an alternative consultant firm from the submitted proposals.
3. Request Staff to issue a new RFP.

RECOMMENDATION:

Adopt resolution authorizing the City Manager to execute a contract with BKF Engineers, Inc. for design of the El Camino Real and Angus Avenue Intersection Improvements Project in an amount not to exceed \$59,612.

ATTACHMENTS:

1. Resolution
2. 2014-19 CIP Budget Sheet

DISTRIBUTION:

None

DATE PREPARED:

May 26, 2015

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015- ____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH BKF ENGINEERS, INC. FOR DESIGN OF THE EL CAMINO REAL AND ANGUS AVENUE INTERSECTION IMPROVEMENTS PROJECT IN AN AMOUNT NOT TO EXCEED \$59,612

WHEREAS, improving the existing pedestrian and bicycle networks in the City is a major component of the City's Capital Improvement Program (CIP) and overall General Plan; and

WHEREAS, the City submitted a grant application to the San Mateo County Transportation Authority (SMCTA) in response to the Measure A Pedestrian and Bicycle Call for Projects; and

WHEREAS, the SMCTA approved the City's application for \$300,000 in San Mateo County Measure A Pedestrian and Bicycle Program funds; and

WHEREAS, the City has appropriated Measure A Local Streets and Transportation funds for a \$30,000 local match; and

WHEREAS, the current 2014-19 Adopted Capital Improvement Program (CIP) Budget contains the Transit Corridors Pedestrian Connection Improvement Program; and

WHEREAS, the City received two (2) proposals in response to a Request for Proposals (RFP) released on April 13, 2015 for consultant services for the design of improvements to the El Camino Real and Angus Avenue intersection and evaluated them based on each firm's qualifications, experience, references, and innovative approach; and

WHEREAS, BKF Engineers, Inc. is recommended to provide the design services based on a qualified proposal, experience working in the City on the Crestmoor Reconstruction Project, and familiarity with Caltrans standards and requirements for intersection improvement projects; and

WHEREAS, the scope of work includes coordination with Caltrans and the design of various improvements to the intersection, including, but not limited to, evaluation of an additional crosswalk, optimizing pedestrian crossing countdown timers, enhancing medians, installing bulb-outs, and improving the ADA accessibility of curb ramps.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes the City Manager to execute a contract with BKF Engineers, Inc. for design of the El Camino Real and Angus Avenue Intersection Improvements Project in an amount not to exceed \$59,612.

Dated: June 9, 2015

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of June 2015 by the following vote:

AYES: Councilmembers: _____
NOES: Councilmembers _____
ABSENT: Councilmembers: _____

Transit Corridor Pedestrian Connection Improvement Program

PROJECT INFORMATION

Origination Year: 2010-11

Project Number: 82709

Projected Completion Date: 2016-17

Total Project Cost: \$ 1,844,350

Project Description:

The purpose of the Transit Corridor Pedestrian Connection Improvement program is to improve sidewalk conditions for pedestrians along El Camino Real, San Bruno Avenue, and Huntington Avenue. In accordance with the General Plan, this project will create a pedestrian-oriented environment, improve streetscape, and ensure access to and between public areas/transit stations and private developments. Improvements include the installation of street trees, irrigation systems, bus benches, pedestrian way finding signage, recycling/trash receptacles, construction of accessible curb ramps and pedestrian crossings, landscape improvements, and lighting and possible public art improvements near the I-380 over crossing of Huntington Avenue.

Currently, there are four improvement projects within the Transit Corridor Pedestrian Connection Improvement program, with two under construction and two in early stages of securing funding and preliminary design.

The first contract includes the construction of accessible curb ramps, sidewalk repairs, and the planting of street trees. The \$262,500 Transportation for Livable Communities Grant required that a final design for this phase be approved by Caltrans (the administrator of the grant) and submitted to the Metropolitan Transportation Commission (MTC). This project included a landscape improvement option enhancing the existing open area east of Huntington Avenue between the I-380 overpass and the BART station. The City did not complete this work due to lack of available funding.

The second construction project is funded by two additional grants recently obtained by the City: \$350,000 from the San Mateo County Bicycle and Pedestrian Program, and \$500,000 from the Safe Routes to Transit (SR2T) Grant. With \$850,000 funding both design and construction, this contract will include additional street trees, improvements near I-380, street furniture, bicycle signage and pavement markings, and the potential for pedestrian-scale lighting. Although local match is not required, both the San Mateo County Bicycle and Pedestrian Grant and the SR2T Grant do not fund agency overhead. Therefore, the City will need to fund the ineligible overhead cost, which is estimated to be \$15,000. Project construction is not scheduled to begin until after the completion of the Caltrain Grade Separation Project.

In December 2012, the City submitted a project to C/CAG in response to their call for projects for the Transportation for Livable Communities grant opportunity under the Metropolitan Transportation Commission OneBayArea Grant Program. This project is the third construction project within the overall Transit Corridor Pedestrian Connection Improvement program and will provide for the landscape improvement of the open area east of Huntington Avenue between the I-380 overpass and the BART station, which was excluded from the first contract. Upon MTC's funding approval, this project is eligible to receive \$265,000 for the cost of construction in FY 2014-15. The required local match is approximately \$34,350 in construction cost.

The fourth Transit Corridor Pedestrian Connection Improvement project will improve the intersection of El Camino Real and Angus Avenue. In January 2014, the City Council authorized a Measure A matching grant from the San Mateo Transportation Authority's (SMCTA) for pedestrian and bicycle improvement projects along El Camino Real. The grant commits SMCTA to contribute up to \$300,000 for the project with a City contribution of \$30,000. Project improvements include high-visibility crosswalks, new corner curb bulb-outs, median refuge areas and upgraded traffic signals to increase safety and accessibility. The El Camino Real/Angus Avenue intersection improvements are part of a larger regional effort to revitalize the El Camino Real corridor. This intersection has a high volume of both vehicle and pedestrian traffic to the City Civic Center, Allen Elementary School, and SamTrans transit connections.

2013-14 Status:

In September 2013, the City Council accepted project completion for construction of curb ramps, concrete curb connection to Centennial Trail, six tree wells, and irrigation systems along San Bruno Avenue. The \$850,000 in additional grant funding for construction of the second project phase was secured by the grant sponsors.

2014-15 Work Plan:

Complete design of the pedestrian and bicycle improvements and include the landscape improvements that were excluded from the first contract. Award construction contract by June 2015.

Formally accept \$300,000 in grant funding for the El Camino/Angus Intersection Improvements project from the SMCTA and prepare to proceed with design and construction. Design is tentatively scheduled to be completed by the end of 2014 and construction is planned for spring 2015.

Project Appropriations:

Current Year Appropriations:

Projects	Funding Source	Prior Approp.	Prior Expense	Carryover Approp.	2014-15 Funding Request	2014-15 Total Funds Available	Total Project Cost
Contract 1	Various	350,000	(339,959)	10,041	0	10,041	350,000
Contract 2	Various	865,000	(4,980)	860,020	0	860,020	865,000
Huntington Ave	Various	0	(8,509)	(8,509)	15,000	6,491	299,350
El Camino-Angus Intersection	Various	0	0	0	330,000	330,000	330,000
Total		1,215,000	(353,448)	861,552	345,000	1,206,552	1,844,350

Funding Source	Prior Approp.	Prior Expense	Carryover Approp.	2014-15 Funding Request	2014-15 Total Funds Available	Total Project Cost	
Streets Capital	87,500	(86,377)	1,123	0	1,123	87,500	
TLC Grant #1	262,500	(253,582)	8,918	0	8,918	262,500	
TLC Grant #2	0	0	0	0	0	265,000	
Safe Routes to Transit	500,000	0	500,000	0	500,000	500,000	
SMC Transportation Authority Grant #1	350,000	0	350,000	0	350,000	350,000	
SMC Transportation Authority Grant #2	0	0	0	300,000	300,000	300,000	
Measure A	15,000	(13,489)	1,511	45,000	46,511	79,350	
Total		1,215,500	(353,448)	861,552	345,000	1,206,552	1,844,350

Five-Year Work Program Appropriations:

Projects	Funding Source	2014-15	2015-16	2016-17	2017-18	2018-19	Total Request
Huntington Ave Landscape	TLC Grant #2	0	265,000	0	0	0	265,000
Huntington Ave Landscape	Measure A	15,000	19,350	0	0	0	34,350
El Camino-Angus Intersection	SMC TA Grant #2	300,000	0	0	0	0	300,000
El Camino-Angus Intersection	Measure A	30,000	0	0	0	0	30,000
Total		345,000	284,350	0	0	0	629,350