



“The City With a Heart”

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

AGENDA – AMENDED to reflect different location SAN BRUNO CITY COUNCIL – SPECIAL MEETING

July 28, 2015

6:30 p.m.

Meeting Location: San Bruno Senior Center, 1555 Crystal Springs Road, 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 agendaized pursuant to State Law.

4. CONDUCT OF BUSINESS:

5. CLOSED SESSION:

Conference with Labor Negotiators Pursuant to Gov’t Code Section 54957.6; Agency Designated Representatives: City Manager, Assistant City Manager, Employee Organizations: Miscellaneous Bargaining Unit and Mid-Management Bargaining Unit.

5. ADJOURNMENT:

The next regular City Council Meeting will be held on July 28, 2015 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



“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

July 28, 2015

7:00 p.m.

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

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.

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

1. CALL TO ORDER:

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

3. ANNOUNCEMENTS:

- a. The Regular City Council Meeting of August 11, 2015 is cancelled.
- b. The Beautification Task Force is accepting nominations for the Annual Beautification Awards Program. Applications can be found on the website as well as in the City Clerk’s office. The deadline is Friday, August 14, 2015 at 5:00 p.m.

4. PRESENTATIONS:

- a. Receive Presentation from the General Manager of the San Mateo County Mosquito Abatement District.
- b. Present Proclamation for 32nd Annual National Night Out on August 4, 2015.
- c. Receive Introduction of San Bruno Park School District Newly Appointed Superintendent Cheryl Olson.

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Special Council Meetings of May 26, June 9 and 23 and Regular Council Meeting of July 14, 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.

- a. **Approve:** Accounts Payable of July 13 and 20, 2015.
- b. **Approve:** Payroll of June 19 and July 17, 2015.
- c. **Adopt:** Resolution Approving Out of State Travel for Cable Department Staff to Attend Cable Television Industry Conferences in FY 2015-16.

- d. **Adopt:** Resolution Authorizing the Closure of 200 Linear Feet of the 200 Block of Santa Inez Avenue on Friday August 14, 2015 Between the Hours of 10:00 AM and 7:00 PM for Happy Hall School's 64th Anniversary Party.
- e. **Receive:** Report on the Pavement Management Program.
- f. **Adopt:** Resolution Authorizing the Purchase of Cable Television High Definition and High Definition Digital Video Recorder (HD/DVR) Set-top Boxes and Internet Modem Equipment in the amount of \$203,650.

8. PUBLIC HEARING:

Hold Public Hearing, Waive First Reading and Introduce Ordinance Adding Chapter 11.34 to the San Bruno Municipal Code Relating to Expedited Permitting Procedures for Small Residential Rooftop Solar Systems.

- 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 agendized pursuant to State Law.

10. CONDUCT OF BUSINESS:

- a. Waive Second Reading and Re-Adopt an Ordinance Amending Chapter 8.24, Section 8.24.200 of the San Bruno Municipal Code Relating to Private Sewer Laterals.
- b. Adopt Resolution Authorizing the City Manager to Execute a Contract Amendment with HB Consulting Group, Inc. to Provide Overall Project Management, Engineering Services, Construction Contract Administration, and Construction Inspection Services for the Crestmoor Neighborhood Reconstruction Project in an Amount Not to Exceed \$1,847,500.
- c. Adopt Resolution Approving Template Bylaws for City Boards, Commissions and Committees.
- d. Adopt Resolution Approving Service Level Enhancements for the FY 2015-16 Operating Budget.
- e. Receive Report and Provide Direction Regarding Appointment to the Vacant Planning Commissioner Position.
- f. Adopt Resolution Authorizing Appropriation of \$13,500 from the Equipment Reserve Fund for Purchase of Replacement Furniture for the Police Department Patrol Watch Commander's Office.

11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

Receive Annual Report from the Senior Citizens Advisory Board

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on August 25, 2015 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



“The City With a Heart”

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

**MINUTES - SPECIAL MEETING CLOSED SESSION
SAN BRUNO CITY COUNCIL**

May 26, 2015

6:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on May 26, 2015 at San Bruno’s Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 6:05 p.m.

2. ROLL CALL:

Presiding was Mayor Ruane, Councilmembers Ibarra, Medina and O’Connell and Vice Mayor Salazar.

3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: None.

4. CLOSED SESSION:

Mayor Ruane said they would be going into closed session. Conference with Legal Counsel, Anticipated Litigation, Initiation of Litigation pursuant to Government Code section 54956.9(d)(4): One Case.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 7:00 p.m. with no reportable action. The next regular City Council Meeting will be held on May 26, 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
July 28, 2015

Carol Bonner, City Clerk

Jim Ruane, Mayor



“The City With a Heart”

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

MINUTES - SPECIAL MEETING CLOSED SESSION

SAN BRUNO CITY COUNCIL

June 9, 2015

6:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on June 9, 2015 at San Bruno’s Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 6:05 p.m.

2. ROLL CALL:

Presiding was Mayor Ruane, Councilmembers Ibarra, Medina and O’Connell and Vice Mayor Salazar.

3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: None.

4. CLOSED SESSION:

Mayor Ruane said they would be going into closed session. Conference with Legal Counsel, Anticipated Litigation, Initiation of Litigation Pursuant to Government Code section 54956.9(d)(4): One Case.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 7:00 p.m. with no reportable action. 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
July 28, 2015

Carol Bonner, City Clerk

Jim Ruane, Mayor



“The City With a Heart”

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

MINUTES
SAN BRUNO CITY COUNCIL – SPECIAL MEETING – CLOSED
SESSION

June 23, 2015

6:30 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on June 23, 2015 at San Bruno’s Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 6:30 p.m.

2. ROLL CALL:

Presiding was Mayor Ruane, Councilmembers Ibarra, Medina and O’Connell and Vice Mayor Salazar.

3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: None.

4. CLOSED SESSION:

Mayor Ruane said they would be going into a Conference with Legal Counsel for Existing Litigation Pursuant to Government Code Section 54956.9(d)(1) Regarding Pending Workers’ Compensation Appeal Case (one case): ADJ9873353, ADJ9873408, ADJ9873354

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 7:00 p.m. with no reportable action. 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.

Respectfully submitted for approval
at the City Council Meeting of
July 28, 2015

Carol Bonner, City Clerk

Jim Ruane, Mayor



"The City With a Heart"

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

MINUTES – AMENDED 07/14/2015
Additional information on title for 10.e.

SAN BRUNO CITY COUNCIL

July 14, 2015

7:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on July 14, 2015 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 7:00 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. **Robert Riechel** led the Pledge of Allegiance. Recording by City Clerk Bonner.

3. ANNOUNCEMENTS:

a. **Mayor Ruane** announced the Regular City Council Meeting of August 11 is cancelled.

b. **Mayor Ruane** said the Beautification Task Force is accepting nominations for the Annual Beautification Awards Program. Applications can be found on the website as well as in the City Clerk's office and the deadline is Monday, August 31 at 5:00 p.m. **Councilmember O'Connell** encouraged everyone to get their nominations in.

4. PRESENTATIONS: None.

5. REVIEW OF AGENDA: No changes.

6. APPROVAL OF MINUTES: Regular Council Meeting of June 23, 2015, approved as submitted.

7. CONSENT CALENDAR:

a. **Approve:** Accounts Payable of June 22, 29 and July 6, 2015.

b. **Approve:** Payroll of June 19 and July 2, 2015.

c. **Appoint:** Councilmember Irene O'Connell as the Voting Delegate to the Annual League of California Cities Conference September 30-October 2, San Jose, CA.

M/S O'Connell/Ibarra to approve the Consent Calendar and passed with all ayes.

8. PUBLIC HEARING: None.

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: None.

10. CONDUCT OF BUSINESS:

a. Receive Oral Report on the Fourth of July Firework Activities.

Police Chief Barberini and **Deputy Fire Chief Downing** gave overviews as well as statistics from the activities during the week of the 4th of July.

Mayor Ruane asked how the groups were charged and **Clerk Bonner** explained the costs incurred by the Police, Fire and Public Works are divided between each of the groups on a pro rata basis. **City Manager Jackson** added those booths that make more are charged more to cover costs.

Councilmember Ibarra asked about the complaints he got for the use of illegal fireworks and what is the police response as well as the success rate in being able to catch the violators. **Barberini** said every fireworks' related call is responded to. He said the citations written this year were slightly more than in previous years, so the enforcement is there.

Councilmember Medina asked if the booths could be closed earlier on July 4th. **City Attorney Zafferano** explained it would require amending the ordinance that states they can stay open until 9:00 p.m. **Councilmember Medina** also asked that a staff report be provided by staff to have a point of reference from one year to the next. **City Manager Jackson** concurred that a staff report can be provided.

b. Receive Report and Provide Direction on Proposed Expedited Permitting Procedures for Small Residential Rooftop Solar Systems.

Community Development Director Woltering gave an overview of the staff report and asked for questions.

Councilmember Ibarra asked about the cost for inspection and commented on a panel change inspection costing \$600. **Woltering** said it is not only the inspection, it is the plan review, the review in house of the plan submitted and the field inspection combined. He said it is a fee that has been in place for some time and is comparative to other cities.

Councilmember Ibarra asked about the mandate for rooftop solar systems. **Woltering** said the State sees a huge opportunity in terms of energy efficiency to incentivize/encourage individual homeowners to come in and place solar collectors on their homes to do a variety of things for energy conservation. Their plan is to have consistent standards throughout the State. **Councilmember Ibarra** said he was not familiar with this type of inspection.

Councilmember O'Connell asked how many applications we receive. **Woltering** said it is anticipated to be two or three a week. He said his entire staff is completely certified.

c. Adopt Resolution Authorizing the Acceptance and Use of a Grant Funded Mobile Automated License Plate Reader in the City of San Bruno.

Police Chief Barberini gave an overview of the staff report and asked for questions.

Councilmember Ibarra asked how this would be used. **Barberini** said it would be installed on a vehicle

Councilmember Medina introduced the resolution for adoption and passed with a unanimous vote.

Mayor Ruane asked the **Chief** to come back to Council in four months with an update.

d. Adopt Resolution Approving a Public Works Mutual Aid Agreement with County of San Mateo and Neighboring Cities within the County.

Deputy Director Tan gave an overview of the staff report and asked for questions.

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

e. Adopt Resolution Waiving the Competitive Bidding Process and Authorizing the City Manager to Execute a Contract *with Ranger Pipelines, Inc.* for Emergency Replacement of the Water Main for the Shelter Creek Condominiums *in the amount of \$100,310; Authorizing a Project Contingency of \$15,000; and Appropriating \$115,310 from the Water Fund.*

Deputy Director Tan gave an overview of the staff report and asked for questions.

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

11. COMMENTS FROM COUNCIL MEMBERS:

Councilmember Medina said in tonight’s packet, we received two staff reports on the Monday before the meeting, and an additional report tonight. He said the changes are not always uploaded on the web. He asked that all reports that go in the packet be delivered in full.

12. CLOSED SESSION:

13. ADJOURNMENT:

Mayor Ruane closed the meeting at 8:00 p.m. with a moment of silence for Deewit Dee Samora. This meeting will adjourn to a Special Study Session. The next regular City Council Meeting will be held on July 28, 2015 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

14. STUDY SESSION:

Mayor Ruane, Council and Staff adjourned to the partitioned room at the front of the Senior Center and held a study session on the following two items:

a. Receive Report on the City's Pavement Management Program and Discuss Options for Rehabilitation of Neighborhood Streets.

b. Receive Report to Review the 2015-16 Operating Budget Proposed Service Level Enhancements.

Extensive discussion took place regarding the pavement management program. The Operating budget was discussed as well. No Council action was taken at this study session. The meeting ended at 9:30 p.m.

14. ADJOURNMENT:

Mayor Ruane closed the meeting at 9:40 p.m. The next regular City Council Meeting will be held on July 28, 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
July 28, 2015

Carol Bonner, City Clerk

Jim Ruane, Mayor

07/13/15

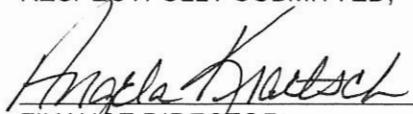
CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$46,334.35
003	ONE-TIME REVENUE	\$793.00
132	AGENCY ON AGING	\$5,370.41
133	RESTRICTED DONATIONS	\$563.40
190	EMERGENCY DISASTER FUND	\$357,865.11
201	PARKS AND FACILITIES CAPITAL	\$34,053.80
203	STREET IMPROVE. PROJECTS	\$6,028.77
207	TECHNOLOGY CAPITAL	\$76.89
611	WATER FUND	\$828,473.39
621	STORMWATER FUND	\$114.45
631	WASTEWATER FUND	\$12,822.11
641	CABLE TV FUND	\$80,588.95
702	FACILITY MAINT. FUND	\$1,944.06
703	GENERAL EQUIPMENT REVOLVING	\$36,622.66
707	TECHNOLOGY DEVELOPMENT	\$4,869.06
880	PROJECT DEVELOP. TRUST	\$825.00
TOTAL FOR APPROVAL		\$1,417,345.41

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 155998 THROUGH 156138 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,417,345.41 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

7-14-15
DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0017341 AARONSON DICKERSON, COHN & LANZONE	156033	7/13/2015	684.50
0104680 ACCESS 24 COMMUNICATIONS INC.	155998	7/13/2015	332.45
0001170 AIRGAS USA, LLC	155999	7/13/2015	255.41
0017459 ALL CITY MANAGEMENT SVC.INC.	156000	7/13/2015	1,180.73
0018953 ALLIANT INSURANCE SVC. INC.	156001	7/13/2015	48,000.00
0103662 ALTERNATV INTERNATIONAL CORP.	156002	7/13/2015	126.92
0101438 AMANDA REALYVASQUEZ	156103	7/13/2015	110.57
0105815 APPSENSE INCORPORATED	156003	7/13/2015	2,152.80
0104925 ASIA TV USA, LTD.	156005	7/13/2015	2,358.19
0016123 AT&T	156006	7/13/2015	1,658.29
0017191 AT&T	156007	7/13/2015	473.79
0000345 BAKER & TAYLOR BOOKS	156008	7/13/2015	833.47
0105737 BAY CITIES PYROTECTOR, INC.	156011	7/13/2015	405.00
0018390 BEN'ZARA MINKIN	156012	7/13/2015	1,629.93
0106204 BLUE LINE CANINE LLC	156013	7/13/2015	250.00
0094055 BRIAN WEATHERS	156133	7/13/2015	663.80
0000378 BROADMOOR LANDSCAPE SUPPLY	156014	7/13/2015	95.92
0102737 BURKE, WILLIAMS & SORENSEN,LLP	156015	7/13/2015	1,169.48
0096798 BUSINESS PRODUCTS & SUPPLIES	156016	7/13/2015	1,300.70
0103670 CALIFORNIA BUILDING STANDARDS COMMISSION	156115	7/13/2015	849.00
0017843 CENTRAL COUNTY FIRE DEPT.	156018	7/13/2015	1,226.61
0103854 CHRISTINE HOPKINS	156056	7/13/2015	222.95
0106039 CHRISTOPHER WETTSTEIN	156136	7/13/2015	85.00
0016324 CINTAS CORPORATION	156019	7/13/2015	131.49
0000227 CITY OF SAN BRUNO	156020	7/13/2015	709.36
0000508 CLEARLITE TROPHIES	156022	7/13/2015	161.87
0105187 CONCERN	156023	7/13/2015	682.08
0015857 COUNTY OF SAN MATEO	156025	7/13/2015	76.00
0018331 CSG CONSULTANTS INC.	156026	7/13/2015	825.00
0105109 DANIEL BARROS	156009	7/13/2015	500.00
0106080 DATALINK CORPORATION	156028	7/13/2015	5,400.00
0018188 DAU PRODUCTS	156029	7/13/2015	2,798.37
0000197 DEMCO SUPPLY INC.	156030	7/13/2015	33.44
0013926 DEPARTMENT OF CONSERVATION	156031	7/13/2015	2,992.33
0093479 DEPARTMENT OF JUSTICE	156032	7/13/2015	708.00
0104678 DIVISION OF THE STATE ARCHITECT	156082	7/13/2015	350.40
0013683 F. FERRANDO & CO.	156037	7/13/2015	2,928.00
0000944 FEDEX	156038	7/13/2015	21.34
0017335 FIBER INSTRUMENT SALES INC	156039	7/13/2015	396.77
0013714 FIRST NATIONAL BANK	156040	7/13/2015	18,434.43
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	156041	7/13/2015	742.50
0017720 FOX TELEVISION STATIONS, INC.	156042	7/13/2015	21,616.14
0099068 FRANCIA ECHEVERRIA	156034	7/13/2015	27.15
0105960 GARRATT CALLAHAN	156043	7/13/2015	3,075.21
0018842 GBH POLYGRAPH SERVICES	156044	7/13/2015	250.00
0093710 GILBERTO CORONADO	156024	7/13/2015	276.00
0017983 GLORIA DEETER	156045	7/13/2015	445.00
0096311 GOL TV, INC.	156046	7/13/2015	755.74
0104764 GOLDEN ASSOCIATES	156047	7/13/2015	6,007.43
0016969 GOLDEN IDEAS	156048	7/13/2015	1,500.25
0018251 GOLDENBAY FENCE+IRON WORKS INC	156049	7/13/2015	34,053.80
0000162 GRAINGER	156050	7/13/2015	730.26
0106162 GRANITE BROADCASTING COMPANY	156051	7/13/2015	2,375.40

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount	
0095966	GREATAMERICA FINANCIAL SVCS.	156052	7/13/2015	404.33
0097342	GULLIE CARMONA	156017	7/13/2015	51.96
0098283	HAIM EREZ	156036	7/13/2015	44.15
0017968	HOLLY NELSON	156054	7/13/2015	85.00
0017882	HOME BOX OFFICE	156055	7/13/2015	2,347.20
0018838	INFOSEND, INC.	156059	7/13/2015	3,957.21
0105751	INNOVATIVE USERS GROUP	156060	7/13/2015	100.00
0000581	IRVINE & JACHENS INC.	156061	7/13/2015	688.16
0097018	JESSICA SALAMON	156109	7/13/2015	163.09
0103342	JMB CONSTRUCTION, INC.	156062	7/13/2015	259,967.34
0097746	JOE VALIENTE	156130	7/13/2015	622.72
0097025	JOHN F. KELLEHER	156063	7/13/2015	20.98
0018498	KONICA MINOLTA	156064	7/13/2015	960.01
0104994	KRON 4/BAY AREA NEWS STATION	156065	7/13/2015	11,284.58
0000317	L.N. CURTIS & SONS	156066	7/13/2015	1,532.54
0018561	LANCE BAYER	156067	7/13/2015	912.50
0098143	LAURA BAUTISTA	156010	7/13/2015	42.33
0099018	LESHA WUNG	156137	7/13/2015	14.73
0105752	LEVEL 3 COMMUNICATIONS, LLC	156068	7/13/2015	4,527.96
0018777	LEXISNEXIS RISK DATA MANAGEMENT	156107	7/13/2015	107.20
0104424	LIDIA'S ITALIAN DELICACIES	156069	7/13/2015	3,462.50
0016034	LINDA RUSSELL	156108	7/13/2015	171.60
0018177	LOWE'S	156070	7/13/2015	92.77
0097296	MAI HURT	156058	7/13/2015	16.78
0104677	MAKE ME A PRO SPORTS	156071	7/13/2015	153.00
0098226	MARIA CRISTINA CUSIO	156027	7/13/2015	19.64
0091743	MARIO ARRIOLA	156004	7/13/2015	18.14
0000389	MATRISHA PERSON	156094	7/13/2015	138.45
0102616	MATTHEW NEUEBAUMER	156081	7/13/2015	500.00
0103657	MBC AMERICA	156072	7/13/2015	97.43
0016041	METROMOBILE COMMUNICATIONS	156073	7/13/2015	173.55
0015875	MG MEDIA S.A.R.L	156074	7/13/2015	75.97
0106216	MICHAEL CLARKE	156021	7/13/2015	493.95
0092285	MICROMARKETING LLC	156075	7/13/2015	72.93
0098530	MISAC	156076	7/13/2015	160.00
0000333	MOSS RUBBER & EQUIP. CORP.	156077	7/13/2015	1,213.11
0104730	MUNICIPAL EMERGENCY SERVICES	156078	7/13/2015	595.30
0105725	NATIONAL ACADEMY OF ATHLETICS	156079	7/13/2015	125.45
0000357	NATIONAL CABLE TV CO-OP, INC.	156080	7/13/2015	395.31
0092263	OFFICE DEPOT INC	156083	7/13/2015	2,625.93
0018519	OFFICETEAM	156084	7/13/2015	445.55
0097567	ONE HOUR DRY CLEANING	156085	7/13/2015	121.10
0001292	ORCHARD BUSINESS/SYNCB	156086	7/13/2015	85.99
0018701	ORKIN PEST CONTROL	156087	7/13/2015	517.69
0000012	PACIFIC GAS & ELECTRIC	156088	7/13/2015	739.93
0103900	PACIFIC LIBRARY PARTNERSHIP	156089	7/13/2015	8,641.00
0106110	PACIFIC OFFICE AUTOMATION	156090	7/13/2015	109.38
0106227	PATRICK HUNT	156057	7/13/2015	1,000.00
0106156	PENGUIN RANDOM HOUSE LLC	156091	7/13/2015	32.70
0001154	PENINSULA LIBRARY SYSTEM	156092	7/13/2015	13,374.00
0015163	PENINSULA SPORTS OFFICIALS ASSOC.INC.	156113	7/13/2015	322.00
0014961	PENINSULA UNIFORMS & EQUIPMENT	156093	7/13/2015	45.62
0106229	PET FOOD EXPRESS	156095	7/13/2015	270.23
0095780	PHOENIX SATELLITE TELEVISION (US) INC.	156112	7/13/2015	183.66

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0018094 PLAYBOY ENTERPRISES, INC.	156096	7/13/2015	25.17
0104960 POWER SYSTEMS DESIGN	156097	7/13/2015	35,460.00
0097558 PURCHASE POWER	156098	7/13/2015	350.00
0013981 QUILL CORPORATION	156099	7/13/2015	133.74
0000071 R & B COMPANY	156100	7/13/2015	277.56
0091044 R.A. METAL PRODUCTS, INC	156101	7/13/2015	114.45
0098057 REALTY WORLD ADVANCE GROUP	156102	7/13/2015	76.75
0000229 REEVES CO., INC.	156104	7/13/2015	94.61
0103531 RICOH USA, INC.	156106	7/13/2015	280.70
0103712 RUEL REGUDON	156105	7/13/2015	629.44
0096234 SAN BRUNO POLICE ASSN	156110	7/13/2015	250.00
0018597 SAN MATEO DAILY JOURNAL	156111	7/13/2015	480.00
0097079 SPRINT	156114	7/13/2015	79.98
0105796 SUNRISE FOOD DISTRIBUTOR INC.	156116	7/13/2015	190.87
0017254 SUPERIOR COURT-SOUTHERN BRANCH	156117	7/13/2015	5,000.00
0017802 SUPPLYWORKS	156118	7/13/2015	1,179.62
0101086 T-MOBILE	156124	7/13/2015	95.47
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	156035	7/13/2015	449.28
0098021 THE SAN MATEO MEDICAL CENTER	156119	7/13/2015	700.00
0018088 THE UPS STORE #810	156120	7/13/2015	132.70
0100826 THOMPSON BUILDERS CORPORATION	156121	7/13/2015	751,212.50
0017748 TIMOTHY J WALLACE	156122	7/13/2015	491.80
0106230 TJM PROMOTIONS INC.	156123	7/13/2015	1,236.00
0104282 TOWNE FORD SALES	156125	7/13/2015	35,662.65
0000665 TSQ SOLUTIONS INC.	156126	7/13/2015	325.00
0001362 TV GUIDE MAGAZINE, LLC	156127	7/13/2015	227.94
0102744 UNIVERSAL BUILDING SERVICES	156128	7/13/2015	326.00
0105133 UTILITY TELEPHONE, INC.	156129	7/13/2015	614.62
0018771 VAVRINEK TRINE DAY & CO LLP	156131	7/13/2015	20,000.00
0095749 VERIZON WIRELESS	156132	7/13/2015	769.20
0104660 WEST YOST ASSOCIATES, INC.	156134	7/13/2015	24,677.30
0000612 WESTVALLEY CONSTRUCTION CO.INC	156135	7/13/2015	13,968.20
0099678 YVONNE HIDALGO	156053	7/13/2015	24.64
0104033 ZCORUM, INC.	156138	7/13/2015	22,415.30
	GrandTotal:		1,417,345.41
	Total count:		141

07/20/15

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$221,353.02
132	AGENCY ON AGING	\$2,254.75
133	RESTRICTED DONATIONS	\$514.45
190	EMERGENCY DISASTER FUND	\$270.00
611	WATER FUND	\$84,142.02
621	STORMWATER FUND	\$27.56
631	WASTEWATER FUND	\$400,463.68
641	CABLE TV FUND	\$51,025.16
701	CENTRAL GARAGE	\$6,402.10
702	FACILITY MAINT. FUND	\$5,407.39
707	TECHNOLOGY DEVELOPMENT	\$3,395.32
711	SELF INSURANCE	\$92,829.49
880	PROJECT DEVELOP. TRUST	\$495.00

TOTAL FOR APPROVAL \$868,579.94

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 156139 THROUGH 156279 INCLUSIVE, TOTALING IN THE AMOUNT OF \$868,579.94 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

7-23-15
DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0105950 A2Z BUSINESS SYSTEMS	156139	7/20/2015	1,144.58
0016499 ACTION SPORTS	156140	7/20/2015	1,607.63
0000858 ADECCO EMPLOYMENT SERVICES	156141	7/20/2015	2,761.04
0001170 AIRGAS USA, LLC	156142	7/20/2015	81.42
0000163 AIRPORT AUTO PARTS INC.	156143	7/20/2015	186.22
0001269 ALDRAN CHEMICAL INC.	156144	7/20/2015	1,262.50
0100059 ALEX DINO	156178	7/20/2015	31.67
0000372 ALLIED SECURITY ALARMS	156145	7/20/2015	951.00
0105963 AM CONSERVATION GROUP, INC.	156146	7/20/2015	940.42
0095597 AMITA PATEL	156237	7/20/2015	150.00
0001202 ARAMARK UNIFORM SERVICES	156148	7/20/2015	215.61
0001965 ARISTA BUSINESS	156149	7/20/2015	317.54
0103094 ASTRO JUMP OF SAN MATEO	156150	7/20/2015	425.00
0016123 AT&T	156151	7/20/2015	2.44
0018363 AT&T LONG DISTANCE	156152	7/20/2015	18.05
0000345 BAKER & TAYLOR BOOKS	156153	7/20/2015	1,248.30
0104016 BANK OF SACRAMENTO	156154	7/20/2015	13,570.00
0102745 BAY AREA NEWS GROUP	156155	7/20/2015	107.00
0016099 BAY REPROGRAPHIC SUPPLY	156156	7/20/2015	78.08
0100086 BENNY FREISTADT	156187	7/20/2015	22.82
0105558 BETSY HALABY ART EVENTS	156158	7/20/2015	400.00
0102737 BURKE, WILLIAMS & SORENSEN,LLP	156159	7/20/2015	495.00
0105324 CAINE COMPUTER CONSULTING, LLC	156160	7/20/2015	3,705.00
0017679 CDW GOVERNMENT, INC	156162	7/20/2015	68.70
0017843 CENTRAL COUNTY FIRE DEPT.	156163	7/20/2015	2,800.00
0017284 CHEMSEARCHFE	156164	7/20/2015	386.50
0016324 CINTAS CORPORATION	156167	7/20/2015	891.09
0016324 CINTAS CORPORATION	156166	7/20/2015	551.09
0000227 CITY OF SAN BRUNO	156168	7/20/2015	4,799.38
0000386 CITY OF SOUTH SAN FRANCISCO	156169	7/20/2015	3,713.49
0018911 COMCAST CABLE COMMUNICATIONS	156170	7/20/2015	28,132.22
0100087 CRYSTAL GHOSH	156189	7/20/2015	8.39
0105811 CSAC EXCESS INSURANCE AUTHORITY	156182	7/20/2015	12,520.50
0018331 CSG CONSULTANTS INC.	156174	7/20/2015	495.00
0106160 DANIEL RONCO	156245	7/20/2015	439.40
0098844 DANNY TALBERT	156261	7/20/2015	18.39
0018449 DARLENE WONG	156279	7/20/2015	327.95
0099981 DAWN KWOK	156209	7/20/2015	322.00
0104693 DEBBIE GRECH	156193	7/20/2015	110.00
0104744 EARTH WALK	156179	7/20/2015	531.11
0001646 ECOLAB INC.	156180	7/20/2015	118.49
0097569 ERIKA DELK	156176	7/20/2015	16.78
0106116 EVERBANK COMMERCIAL FINANCE, INC.	156171	7/20/2015	376.62
0000046 EWING IRRIGATION PRODUCTS INC	156181	7/20/2015	254.32
0106234 FASTRAK TRAK INVOICE PROCESSING DEPT.	156269	7/20/2015	7.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	156184	7/20/2015	3,137.60
0018117 FLYERS ENERGY, LLC	156185	7/20/2015	12,235.97
0102869 FRANCHISE TAX BOARD	156186	7/20/2015	50.00
0100394 FRANK SERRESSEQUE	156250	7/20/2015	1,263.25
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	156267	7/20/2015	304.90
0103985 GOVERNMENT FINANCE OFFICERS ASSOCIATION	156183	7/20/2015	305.00
0000162 GRAINGER	156190	7/20/2015	1,442.03
0000541 GRANITE ROCK COMPANY	156191	7/20/2015	8,577.16

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0095966 GREATAMERICA FINANCIAL SVCS.	156192	7/20/2015	577.51
0017914 GSWAW INC.	156194	7/20/2015	610.40
0105067 HADRONEX, INC.	156195	7/20/2015	2,461.80
0096344 HUNT & SONS, INC.	156196	7/20/2015	718.51
0018838 INFOSEND, INC.	156197	7/20/2015	2,074.58
0018557 INTERSTATE SALES	156198	7/20/2015	874.18
0104018 INTERSTATE TRAFFIC CONTROL PRODUCTS,INC.	156268	7/20/2015	1,373.40
0017763 J.J.R. CONSTRUCTION, INC	156199	7/20/2015	17,867.03
0099860 JACQUES CHIRAMBERRO	156165	7/20/2015	11.19
0100244 JANE GAMA	156188	7/20/2015	21.14
0098964 JARVIS,FAY,DOPORTO&GIBSON, LLP	156200	7/20/2015	821.50
0097692 JINNY SAKUMOTO	156247	7/20/2015	44.00
0000771 JT2 INTEGRATED RESOURCES	156201	7/20/2015	33,712.57
0018376 JT2 INTEGRATED RESOURCES	156202	7/20/2015	5,582.72
0093434 JT2 INTEGRATED RESOURCES	156203	7/20/2015	53,534.20
0097702 JUAN CARABEZ	156161	7/20/2015	11.19
0000075 K-119 TOOLS OF CALIFORNIA INC.	156205	7/20/2015	9.32
0096586 K.J. WOODS CONSTRUCTION, INC.	156204	7/20/2015	22,078.05
0018050 KAISER FOUNDATION HEALTH PLAN	156206	7/20/2015	4,899.37
0000132 KELLY-MOORE PAINT CO INC.	156207	7/20/2015	315.40
0017947 KEVIN MCMULLAN	156217	7/20/2015	500.00
0100168 KIM ANASOULIS	156147	7/20/2015	11.68
0097206 LEARN IT!	156210	7/20/2015	3,000.00
0104424 LIDIA'S ITALIAN DELICACIES	156211	7/20/2015	2,127.50
0091101 LIEBERT CASSIDY WHITMORE	156212	7/20/2015	5,310.00
0018177 LOWE'S	156214	7/20/2015	2,146.43
0106107 MCGUIRE AND HESTER	156216	7/20/2015	257,830.00
0102770 METLIFE	156218	7/20/2015	350.46
0106061 MICHAEL COOK	156173	7/20/2015	494.49
0092285 MICROMARKETING LLC	156219	7/20/2015	45.98
0016863 MIDWEST TAPE, LLC	156220	7/20/2015	39.89
0001709 MILLBRAE LOCK	156221	7/20/2015	82.96
0000333 MOSS RUBBER & EQUIP. CORP.	156222	7/20/2015	208.04
0104730 MUNICIPAL EMERGENCY SERVICES	156223	7/20/2015	5,951.40
0018196 NADER DAHU	156175	7/20/2015	500.00
0105725 NATIONAL ACADEMY OF ATHLETICS	156224	7/20/2015	650.65
0000357 NATIONAL CABLE TV CO-OP, INC.	156225	7/20/2015	162.39
0100156 NIPIN SRAMBIKKAL	156256	7/20/2015	6.99
0105238 NORTHERN SERVICES INC.	156226	7/20/2015	492.55
0018157 OCLC INC	156227	7/20/2015	341.07
0092263 OFFICE DEPOT INC	156229	7/20/2015	1,897.14
0018284 OFFICEMAX INC.	156230	7/20/2015	303.98
0018519 OFFICETEAM	156231	7/20/2015	469.00
0000210 OLE'S CARBURETOR &ELECTRIC INC	156232	7/20/2015	190.53
0097567 ONE HOUR DRY CLEANING	156233	7/20/2015	102.90
0103933 OWEN EQUIPMENT SALES	156234	7/20/2015	1,781.61
0000012 PACIFIC GAS & ELECTRIC	156235	7/20/2015	18,052.12
0000101 PACIFIC NURSERIES	156236	7/20/2015	114.45
0096038 PATRICIA KIRTH	156208	7/20/2015	151.00
0097377 PAUL BELTRAMI	156157	7/20/2015	142.00
0106156 PENGUIN RANDOM HOUSE LLC	156238	7/20/2015	28.61
0001154 PENINSULA LIBRARY SYSTEM	156239	7/20/2015	54,481.00
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	156254	7/20/2015	416.00
0095538 POP MEDIA NETWORKS, LLC	156240	7/20/2015	760.30

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0102915 PRECISE PRINTING & MAILING	156241	7/20/2015	727.75
0016828 PRECISION AUTO SERVICE	156242	7/20/2015	79.95
0104869 PURSUIT NORTH	156243	7/20/2015	283.16
0098670 RADIOSHACK 013293	156244	7/20/2015	6.99
0017712 RECALL SECURE DESTRUCTION SERVICES, INC.	156177	7/20/2015	93.21
0000022 ROBERT LOUIE	156213	7/20/2015	152.10
0013581 ROVI GUIDES, INC.	156246	7/20/2015	10,082.33
0099047 SAN MATEO CTY SHERIFF'S OFFICE	156248	7/20/2015	3,190.49
0093191 SCOTT LUCIANO	156215	7/20/2015	500.00
0018461 SERRAMONTE FORD, INC.	156249	7/20/2015	1,082.56
0100798 SHARON STEFANIUK	156257	7/20/2015	119.85
0104726 SHARPS SOLUTIONS, LLC	156251	7/20/2015	144.00
0098030 SHRED-IT USA - SAN FRANCISCO	156252	7/20/2015	43.31
0018690 SMCBA - DUES	156253	7/20/2015	265.00
0097079 SPRINT	156255	7/20/2015	141.36
0000801 STEWART AUTOMOTIVE GROUP	156258	7/20/2015	90.43
0105796 SUNRISE FOOD DISTRIBUTOR INC.	156259	7/20/2015	127.25
0017802 SUPPLYWORKS	156260	7/20/2015	3,920.89
0096932 TASC	156262	7/20/2015	270.00
0017659 THE CALIFORNIA CHANNEL	156263	7/20/2015	118.06
0103559 THE MLB NETWORK, LLC	156264	7/20/2015	1,914.48
0018275 THE REGENTS OF THE UNIVERSITY OF CA	156228	7/20/2015	382.30
0000036 THOMSON WEST	156265	7/20/2015	512.08
0100186 TOM CONNER	156172	7/20/2015	5.68
0106203 TOWILL, INC.	156266	7/20/2015	48,359.46
0016966 TROY FRY	156270	7/20/2015	500.00
0103095 TUTV	156271	7/20/2015	107.30
0099592 UNIVISION COMMUNICATIONS, INC.	156272	7/20/2015	6,222.06
0096844 USA BLUE BOOK	156273	7/20/2015	536.83
0018502 VALLEY POWER SYSTEMS, INC.	156274	7/20/2015	25,222.21
0102988 VANTAGEPOINT TRANSFER AGENTS	156275	7/20/2015	13,154.25
0016899 WECO INDUSTRIES LLC	156276	7/20/2015	479.16
0104660 WEST YOST ASSOCIATES, INC.	156277	7/20/2015	74,881.35
0000612 WESTVALLEY CONSTRUCTION CO.INC	156278	7/20/2015	54,197.26
	GrandTotal:		868,579.94
	Total count:		141



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: July 28, 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 July 17, 2015 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,475,309.04 for bi-weekly pay period ending July 12, 2015 is attached.

LABOR SUMMARY FOR PAY PERIOD ENDING : JULY 12, 2015

pyLaborDist	07/17/15
Fund: 001 - GENERAL FUND	1,118,215.11
Fund: 122 - SOLID WASTE/RECYCL.	1,625.65
Fund: 190 - EMERGENCY DISASTER FUND	40,562.41
Fund: 203 - STREET IMPROVE. PROJECTS	6,763.28
Fund: 207 - TECHNOLOGY CAPITAL	380.61
Fund: 611 - WATER FUND	85,035.85
Fund: 621 - STORMWATER FUND	18,193.06
Fund: 631 - WASTEWATER FUND	61,738.72
Fund: 641 - CABLE TV FUND	85,038.44
Fund: 701 - CENTRAL GARAGE	10,685.31
Fund: 702 - FACILITY MAINT.FUND	25,096.45
Fund: 707 - TECHNOLOGY DEVELOPMENT	16,847.74
Fund: 711 - SELF INSURANCE	5,126.41
Total	1,475,309.04



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Steve Firpo, CATV Business Manager
SUBJECT: Adopt Resolution Approving Out of State Travel for Cable Department Staff to Attend Cable Television Industry Conferences in FY 2015-16

BACKGROUND:

As the operator of an independent cable system, Cable Department staff members are required to maintain a current knowledge of industry trends and practices as well as information on new cable industry products and services. Staff also uses information from trade magazines and periodicals as one way to obtain this critical awareness. Attending these industry conferences is an important opportunity to gain first-hand product knowledge, get insights into planning and design and resource sourcing for the execution and successful implementation of the Cable Department's work program. Seminars also serve as valuable training opportunities and projections of future products and services in the industry. In addition, these conferences provide staff with professional development and networking opportunities.

The FY 2015-16 Cable Department budget includes funding for Cable staff to attend cable television industry conferences during the year. Last year staff members only attended local conferences with the Society of Cable Television Engineers and no out-of-state conferences. This fiscal year staff is considering attending several out of state conferences and require prior City Council approval should staff decide to attend.

- National Cable Television Cooperative – Independent Operators Winter Educational Conference (NCTC - WEC) in Tampa FL (February 2016)
- National Cable Television Association – (NCTA) INTX in Denver, CO (May 2016)
- Society of Cable Engineers (SCTE) – New Orleans, LA. Cable Tec Expo (October 2015)

DISCUSSION:

These annually held industry conferences cover a variety of topics affecting the cable industry, including new technology, competition and regulations. Industry leaders and key executives participate on discussion panels and share information about the

changes and experiences their companies are undergoing or how new services impacts their businesses.

The NCTC Cable Shows are conferences of the Co-op members where information about new technology, new legislative and regulatory developments impacting small independent operators, and best practices are discussed. Co-op members collaborate, network and share information with each other in paneled sessions during the conference. Companies attending this conference are limited to member companies, such as small to mid-sized cable operators, municipalities, and several larger operators such as Astound. Programmers are also available to showcase new channel options and services. This conference focuses on small operators concerns regarding rising programming costs and marketing strategies to gain subscribers.

At the NCTA Cable Show, now called INTX the Internet and Television Expo, executives from major cable companies such as Comcast, Time Warner, Charter, Cablevision and Cox share their best practices and forecast future products and industry trends. The various cable networks and equipment vendors also roll out new products and services at these conferences.

The SCTE conference is targeted to technical personnel in the Cable industry. Showcased at this event are new technologies, new cable related products and troubleshooting tools for digital services offered today.

FISCAL IMPACT:

The registration fee for these shows vary from \$100 - \$800 per attendee. One staff member will attend each of these conferences to participate in meetings, meet with programmers, stay current with industry trends and look at hardware options. Staff conscientiously manages the costs of attending these conferences, and has maintained costs within the budgeted amounts in previous years. The FY 2015-16 budget appropriates \$5,000 for staff attendance of conferences including out-of-state conferences.

ALTERNATIVES:

1. Direct staff not to attend a particular out of state conference.
2. Direct staff not to attend any out of state conferences.
3. Direct staff to attend other conferences.

RECOMMENDATION:

Adopt resolution approving out of state travel for Cable Department staff to attend cable television industry conferences in FY 2015-16

DISTRIBUTION:

None.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

July 13, 2015

REVIEWED BY:

_____ CM

_____ FD, Other

RESOLUTION NO. 2015-_____

**RESOLUTION APPROVING OUT OF STATE TRAVEL FOR CABLE
DEPARTMENT STAFF TO ATTEND CABLE TELEVISION INDUSTRY
CONFERENCES IN FY 2015-16**

WHEREAS, the City owns a Cable Television system operated by City of San Bruno staff.

WHEREAS, staff maintains a current understanding of industry trends and practices with its membership in various cable organizations; and

WHEREAS, staff continually seeks to stay informed of new Cable TV products, services and revenue streams via periodicals and magazines; and

WHEREAS, staff maintains relationships with programmers and hardware developers by networking at industry conferences; and

WHEREAS, staff is considering attending the National Cable Television Cooperative Independent Operators Winter Educational Conference (NCTC - WEC) in Tampa FL (February 2016) and/or The National Cable Television Association – (NCTA) INTX in Denver, CO (May 2016) and /or The Society of Cable Engineers (SCTE) – New Orleans, LA. Cable Tec Expo (October 2015)

WHEREAS, attendance at these conferences gives staff first-hand knowledge of new products, trends, new technologies and services for Cable TV operators

NOW THEREFORE, BE IT RESOLVED that City Council of the City of San Bruno adopts a resolution approving out of state travel for Cable Department staff to attend cable television industry conferences in FY 2015-16.

--oOo--

I hereby certify that foregoing Resolution No. 2015-_____ was introduced and adopted by the San Bruno City Council at a regular meeting on July 28, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Carol Bonner, City Clerk



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Adopt Resolution Authorizing the Closure of 200 Linear Feet of the 200 Block of Santa Inez Avenue on Friday August 14, 2015 Between the Hours of 10:00 AM and 7:00 PM for Happy Hall School's 64th Anniversary Party

BACKGROUND:

Happy Hall School is celebrating their 64th anniversary and annual end of the school year bash. They have scheduled this special event at 233 Santa Inez Avenue on Friday, August 14, 2015. This special event is limited to Happy Hall families and their neighbors across from the school. In all, approximately 400 people are estimated to attend the event. In order to accommodate this large group of individuals, Happy Hall has applied for a Special Event Permit and Encroachment Permit to close the portion of the Santa Inez Avenue immediately in front of the school property. The length of the closure is approximately 200 linear feet. Attachment 2 is the Site Plan submitted along with the application package.

The Special Event Permit application has been reviewed by the Community Development Department with collaboration between the Police, Fire and Public Services Departments and will be approved subject to various permit conditions. Separate action by the City Council is necessary to authorize the requested road closure.

A Special Event Permit was issued to Happy Hall in 2014 for their 63rd Anniversary with the same terms and conditions, road closures and detours. Community Development and Public Services did not receive any neighborhood complaints regarding the event.

DISCUSSION:

The celebratory event is scheduled to take place between the hours of 1:00 PM and 6:00 PM. The proposed road closure would occur between the hours of 10:00 AM and 7:00 PM on Friday, August 14, 2015. The street closure time period includes three hours for set-up prior to the event and one hour to clean up after the event. The Special Event will include games, bounce houses, face painting, and children's performances. Happy Hall will also be serving food and non-alcoholic beverages to their guests. Staff has reviewed the conditions for the Special Event Permit with Happy Hall and they acknowledge the obligation to comply with these conditions in order to mitigate potential impacts to the community.

J.d.

In order to accommodate the road closure, a detour and notification plan has been developed. A copy of this plan is included as Attachment 3. The actual closure will be near the center of the 200 block of Santa Inez Avenue in front of house numbers 217, 225, and 233.

All residents and property owners within the 200 block of Santa Inez Avenue between San Antonio and San Anselmo Avenues have been provided written notice of the requested road closure and that the City Council would be considering this matter at the July 28, 2015 City Council meeting.

Staff believes that the special event, including the road closure, may be accommodated with minimal impact to the community subject to the following closure conditions:

1. The street closure involves closing 200 linear feet of Santa Inez Avenue between San Antonio and San Anselmo Avenues. The closure is between the hours of 10:00 AM and 7:00 PM. Local traffic will be allowed to access their residences; no thru traffic will be allowed.
2. Detour and road closure signs shall be posted as described on Detour Route plan included as Attachment 3.
3. Party attendees will utilize existing parking on neighboring streets such as San Antonio Avenue, San Anselmo Avenue, 100 block of Santa Inez Avenue, and El Camino Real.
4. Happy Hall shall provide courtesy notices to the neighboring residences on Santa Inez Avenue.
5. Happy Hall is responsible for setting up and cleaning up prior to and after the event, including the installation of barricades and all detours signs.
6. Happy Hall shall obtain a Special Event Permit from the Community Development Department and an Encroachment Permit from the Public Services Department.

FISCAL IMPACT:

The street closure will have no fiscal impact. Happy Hall will be responsible for all costs associated with setting up and removal of road closure and detour signs, and site cleanup.

ALTERNATIVES:

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

RECOMMENDATION:

Adopt a resolution authorizing the closure of 200 linear feet of the 200 block of Santa Inez Avenue on Friday August 14, 2015 between the hours of 10:00 AM and 7:00 PM for Happy Hall School's 64th Anniversary Party.

DISTRIBUTION:

1. Happy Hall School

ATTACHMENTS:

1. Resolution
2. Site Plan
3. Detour Route Plan

DATE PREPARED:

July 16, 2015

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015 -

RESOLUTION AUTHORIZING THE CLOSURE OF 200 LINEAR FEET OF THE 200 BLOCK OF SANTA INEZ AVENUE ON FRIDAY AUGUST 14, 2015 BETWEEN THE HOURS OF 10:00 AM AND 7:00 PM FOR HAPPY HALL SCHOOL'S 64th ANNIVERSARY PARTY

WHEREAS, Happy Hall School has requested a Special Event Permit involving the closure of 200 feet of the 200 block of Santa Inez Avenue on Friday August 14, 2015, between the hours of 10:00 AM and 7:00 PM; and

WHEREAS, the San Bruno City Council finds and declares, pursuant to California Vehicle Code Section 21101, that the closing of a certain street in connection with such event is necessary for the safety and protection of persons who are to use certain portions of such street during such closing; and

WHEREAS, the Police Department, the Fire Department, the Community Development Department, and the Public Services Department have reviewed the requested road closure and have identified specific detour plan and conditions of approval that will mitigate community impacts associated with the proposed road closure; and

WHEREAS, residents and property owners on Santa Inez Avenue between San Antonio Avenue and San Anselmo Avenue have been provided written notice that a road closure is proposed, and that the City Council will consider the requested road closure at its City Council meeting on July 28, 2015; and

WHEREAS, on July 28, 2015, the City Council heard all public comments and considered the requested road closure.

NOW, THEREFORE, BE IT RESOLVED by the San Bruno City Council that the 200 feet of the 200 block of Santa Inez Avenue shall be closed to vehicular traffic on Friday August 14, 2015, between the hours of 10:00 AM and 7:00 PM subject to the following conditions:

1. The street closure involves closing 200 linear feet of Santa Inez Avenue between San Antonio and San Anselmo Avenues. The closure is between the hours of 10:00 AM and 7:00 PM. Local traffic will be allowed to access their residences; no thru traffic will be allowed.
2. Detour and road closure signs shall be posted as described on Detour Route plan included as Attachment 3.
3. Party attendees will utilize existing parking on neighboring streets such as San Antonio Avenue, San Anselmo Avenue, 100 block of Santa Inez Avenue, and El Camino Real.

4. Happy Hall School shall provide courtesy notices to the neighboring residences on Santa Inez Avenue.
5. Happy Hall School is responsible for setting up and cleaning up prior to and after the event, including the installation of barricades and all detours signs.

Dated: July 28, 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 28th day of July 2015 by the following vote:

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



To see all the details that are visible on the screen, use the "Print" link next to the map.



Activities will take place directly in front of the school, as highlighted above.



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Jimmy Tan, Deputy Public Services Director/City Engineer
SUBJECT: Receive Report on the Pavement Management Program

BACKGROUND:

The City's Capital Improvement Program (CIP) includes the Street Rehabilitation Project to repair and apply preventative maintenance treatment to local, collector, and arterial streets. The City's street network consists of approximately 89 centerline miles which includes 15 miles of arterials, 23 miles of collectors and 51 miles of local roads. Similar to other cities throughout the Bay Area, the City utilizes the Metropolitan Transportation Commission's (MTC) Pavement Management Program (PMP) Streetsaver to analyze pavement data by identifying a schedule for maintenance and reconstruction of City streets in order to extend the overall life-expectancy in the most efficient and economical manner.

The City has implemented and completed paving projects throughout the years; however, the citywide pavement condition is continuing to deteriorate. On July 14, 2015, the City held a Study Session to discuss the pavement management program and funding alternatives to perform both preventative maintenance as well as to mitigate the failed/poor street segments.

The City Council requested that staff return with additional information about the following topics:

1. Pavement Condition Index (PCI) from 1998 - 2014.
2. List of poor and failed street segments.
3. List of streets on the recently awarded paving project.
4. Staff recommendations on the paving program

In order to address the continuing need for investment to rehabilitate streets to an acceptable condition throughout the community, the City Council conducted a preliminary discussion of options to supplement the annual allocation of \$800,000 to the street rehabilitation program and requested staff to complete further analysis and report back at a later time with alternatives for the City Council's consideration. As a near term alternative, the City Council identified its intent to use approximately \$3,000,000 in available one time funds to increase street rehabilitation funding by \$1,000,000 annually each of next three years. These funds come from reimbursement to the General Fund for staff costs associated with response to and recovery from the 2010 PG&E gas line explosion.

7.e.

DISCUSSION:

The following information responds to questions and comments from the July 14 Study Session.

Pavement Condition Index (PCI) from 1998- 2014

The PCI is a numerical index between 0 and 100 where 0 is the worst possible condition and 100 is the best. The PCI measures the extent and severity of pavement surface distresses and the index can be used to determine the lifespan of the pavement or when treatment shall be applied. The City's current PCI rating for the entire network in 2014 is 63 which is within the "Fair" category.

Although the City has been using Streetsaver since 1998, staff was unable to extract the PCI information for 1998 and 1999 since Streetsaver is limited to keeping records for only fifteen years. However, the average PCI for the entire City's street network from 2000 until 2014 is available and is shown in the following table.

The PCI averages approximately 63 from 2000 to 2014 and doesn't show a significant overall trend toward decline but rather indicates that the funding allocated for the pavement rehabilitation program in the past was sufficient to maintain overall PCI at approximately 63 but not to improve it. In addition, it should be noted that material costs in the past were overall much lower than today. For example, the cost for a ton of asphalt in 2000 was approximately \$52 whereas in the 2015 Street Rehabilitation Project bid, it ranges from \$95 to \$110. Therefore, the City was able to perform more preventative maintenance and reconstruction in the past with the existing allocated budget of \$800,000 than is possible today, given cost increases.

Year	PCI
2000	63
2001	65
2002	66
2003	64
2004	63
2005	67
2006	64
2007	64
2008	64
2009	63
2010	61
2011	61
2012	58
2013	66
2014	63

List of poor and failed street segments

Staff generated a list of poor and failed street segments through Streetsaver and it is attached for reference with the associated cost for reconstruction/rehabilitation of each street segment. The street list shown in the table is in the order which Streetsaver prioritized to provide the best return for funds spent. The summary of the poor and failed street segments are shown in the following table.

Condition	PCI Range	Number of Streets	Estimated Cost
Poor	26-50	73	\$21,270,000
Failed	0-25	37	\$9,880,000

During the Study Session, staff presented total costs for the poor and failed streets that are lower than the cost indicated in the above table. The difference between the costs is based on alternative pavement treatment. The cost for poor street condition in the table is for typical overlay which has a higher cost than the alternative treatment of cold-in place recycling (CIR) cost shown during the study session. The CIR is a method of pavement rehabilitation that consists of milling the existing asphalt concrete pavement to a depth between 2 to 4 inches and reusing it. The existing asphalt is mixed with emulsified recycling agent and other additives as needed then spread and compacted back on the surface which becomes a new layer of hot mix asphalt. Since the materials are recycled and reused, the cost is much lower than the traditional overlay application.

The cost indicated in the table for failed street condition is for typical street reconstruction which has a higher cost than the alternative treatment of full-depth reclamation (FDR) cost shown during the Study Session. The slightly lower cost is due to the similar recycle and reuse process as CIR. The FDR process recycles the existing asphalt concrete pavement material including a portion of the base for reuse without the need to haul in aggregate or haul out old material for disposal.

Since the City hasn't used either CIR or FDR, staff is evaluating the treatments for use at certain street sections, as applicable, in future paving projects. By using a different pavement treatment process, more street segments can be reconstructed with the limited available budget.

List of streets on the recently awarded paving project

On June 23, 2015, the City Council awarded a construction contract to Oliver DeSilva Inc. dba Gallagher & Burk, Inc. for the 2015 Street Rehabilitation Project. The project will rehabilitate 18 streets with a total construction cost of \$2,170,219. The project consists of repaving the roadway surface with asphalt overlays, slurry seals, rubber cape seals, base repair of failed pavement structures, installation of accessible curb ramps, and new traffic striping. The street locations are included as an attachment.

The streets within the 2015 Street Rehabilitation were derived from the existing 5-year paving program from years 2014 to 2015. Staff evaluated the streets by conducting field reconnaissance, assessing pavement treatments and construction budget. Since there were additional carryover funds from FY 14-15, staff elected to add more street segments and included streets from year 2016 as well as some other deteriorated street segments.

Staff recommendations on the paving program

Staff conducted an evaluation to determine the impacts to PCI based on different funding scenarios which were presented during the Study Session. Currently, the City has allocated \$800,000 per year in the Capital Improvement Program for the Street Rehabilitation Program which is funded through Measure A and Gas Tax funds. With the current pavement conditions and material cost escalation, the existing funding is inadequate to reconstruct/rehabilitate the street segments while preserving the segments that are in good/very good conditions and sustaining the PCI at its current level. In order to sustain the PCI at a minimum of 63, it is recommended that an additional \$1,000,000 be allocated to the Street Rehabilitation Program for a total budget of \$1,800,000. The City Council has identified its intent to use up to \$3,000,000 from the reimbursement to the General Fund for staff costs associated with the response to and recovery from the 2010 PG&E gas line explosion. This additional funding will be equally allocated for the next three years. A portion of the additional allocated funds can be used for reconstruction/rehabilitation for some of the poor/failed street segments.

Staff is currently recommending to proceed with evaluating the streets list generated by Streetsaver for the next five years and determining which of the failed streets can be incorporated every year. Streets will be grouped based on a combination of performing preventative maintenance to preserve the streets that are in good condition, rehabilitation and reconstruction. The street list will also be evaluated to determine whether there are any utility work that needs to be performed prior to paving the street. The five year list will be shared and discussed with the Infrastructure Subcommittee to finalize the street selection for the paving program.

FISCAL IMPACT:

There is no fiscal impact for review of the Pavement Management Program.

ALTERNATIVES:

1. None.

RECOMMENDATION:

Receive Report on the Pavement Management Program

ATTACHMENTS:

1. List of Poor Streets
2. List of Failed Streets
3. 2015 Street Rehabilitation Project Street List
4. 2015 Street Rehabilitation Project Map

DISTRIBUTION:

None.

DATE PREPARED:

July 20, 2015

REVIEWED BY:

_____ CM

Attachment 1
Summary of 'Poor' Streets - (PCI 26 to 50)

Priority	Street Name	Begin Location	End Location	Current PCI	Cost
1	HUNTINGTON AVENUE	SNEATH LANE	NOOR AVENUE (N. CITY LIMITS)	28	\$370,000
2	SAN BRUNO AVENUE EB	CRESTMoor DRIVE	SKYLINE BLVD	36	\$350,000
3	SAN BRUNO AVENUE EB	60' E/O HUNTINGTON AVENUE	SEVENTH AVENUE	39	\$450,000
4	PARKG LOT @520 MASTICK	EAST DRIVEWAY	WEST DRIVEWAY	39	\$200,000
5	SAN BRUNO AVENUE WB	GLENVIEW DRIVE	SKYLINE BLVD	43	\$70,000
6	COLLEGE DRIVE WB	SKYLINE BLVD.	SUSAN DRIVE	45	\$130,000
7	SHARP PARK ROAD EB	SKYLINE BLVD	PACIFIC HEIGHTS BLVD W/X-WALK	45	\$380,000
8	SAN MATEO AVENUE	KAINS AVENUE	290' N/O KAINS AVENUE	45	\$60,000
9	SAN ANTONIO AVENUE	SANTA HELENA AVENUE	SAN FELIPE AVENUE	33	\$480,000
10	SAN FELIPE AVENUE	SAN ANTONIO AVENUE	EL CAMINO REAL	33	\$220,000
11	SNEATH LANE	MONTEREY DRIVE	RIVERSIDE DRIVE	33	\$420,000
12	OAKMONT DRIVE	EVERGREEN	N. CITY LIMITS	39	\$950,000
13	TRAEGER AVENUE SB	SAN BRUNO AVENUE	BAYHILL DRIVE	42	\$60,000
14	SNEATH LANE	SKYLINE BLVD	MONTEREY DRIVE	40	\$110,000
15	HUNTINGTON AVENUE	FLORIDA AVENUE	SAN FELIPE AVENUE	42	\$340,000
16	CHERRY AVENUE	PARK AVENUE	SAN BRUNO AVENUE	44	\$240,000
17	FLEETWOOD DRIVE	ROLLINGWOOD DRIVE	BERKSHIRE DRIVE	44	\$600,000
18	GARDEN AVENUE	MASTICK AVENUE	TEXAS PLACE	26	\$50,000
19	HIGHLAND DRIVE	PACIFIC HEIGHTS BLVD	YSABEL DRIVE	26	\$210,000
20	ALCOTT DRIVE	BENNINGTON DRIVE	ROSEWOOD DRIVE	28	\$150,000
21	LINDEN AVENUE	KAINS AVENUE	ELM AVENUE	28	\$140,000
22	KEEFE COURT	ROSEWOOD DRIVE	CUL-DE-SAC	27	\$40,000
23	RIVERSIDE DRIVE	SNEATH LANE	MORELAND DRIVE	29	\$100,000
24	KENSINGTON AVENUE	TEXAS PLACE	MASTICK	30	\$50,000
25	CHERRY AVENUE	NILES AVENUE	JENEVEIN AVENUE	30	\$170,000
26	EUCALYPTUS WAY	ROLLINGWOOD DRIVE	SEQUOIA AVENUE	30	\$230,000
27	POPLAR AVENUE	SANTA LUCIA AVENUE	CRYSTAL SPRINGS AVENUE	31	\$320,000
28	HAMILTON AVENUE	TRENTON DRIVE	CRESTMoor DRIVE	32	\$150,000
29	WILLIAMS AVENUE	CYPRESS AVENUE	CHESTNUT AVENUE	32	\$120,000
30	BUENA VISTA AVENUE	EAST HUNTINGTON AVENUE	HERMAN STREET	32	\$70,000
31	MASSON AVENUE	ANGUS AVENUE	SAN BRUNO AVENUE	33	\$220,000
32	MADERA WAY	CORONADO WAY	COLBY WAY	33	\$190,000
33	PALOMAR COURT	DONNER AVENUE	DEAD END	34	\$120,000
34	FIFTH AVENUE	SEVENTH AVENUE	SAN BRUNO AVENUE	34	\$330,000
35	SAN ANSELMO AVENUE	SAN FELIPE AVENUE	GEORGIA AVENUE	34	\$110,000
36	HAZEL AVENUE	CRYSTAL SPRINGS AVENUE	PARK AVENUE	34	\$390,000
37	PEACHWOOD COURT	CHESTNUT AVENUE	CUL-DE-SAC	34	\$150,000
38	MADISON AVENUE	PIEDMONT AVENUE	ROSEWOOD DRIVE	47	\$530,000
39	DE SOTO WAY	BAYVIEW AVENUE	SANTA LUCIA AVENUE	35	\$120,000
40	MORELAND DRIVE	CITY LIMITS	RIVERSIDE DRIVE	35	\$60,000
41	ELDER COURT	EUCALYPTUS WAY	CUL-DE-SAC	35	\$40,000
42	CAMINO PLAZA	KAINS AVENUE	SAN BRUNO AVENUE	48	\$130,000
43	LONDON COURT	CRESTMoor DRIVE	CUL-DE-SAC	36	\$150,000
44	ENGVALL ROAD	SNEATH LN	END	36	\$170,000
45	PIEDMONT AVENUE	CRESTMoor DRIVE	MADISON AVENUE	36	\$210,000
46	SUSAN DRIVE	COLLEGE DRIVE	FASMAN DRIVE	48	\$120,000
47	COTTONWOOD DRIVE	ROLLINGWOOD DRIVE	FLEETWOOD DRIVE	37	\$370,000
48	SANTA MARIA AVENUE	SAN ANTONIO AVENUE	EL CAMINO REAL	37	\$190,000
49	HIGHLAND DRIVE	ELSTON DRIVE	PACIFIC HEIGHTS BLVD	37	\$160,000
50	FLEETWOOD DRIVE	CATALPA WAY	ROLLINGWOOD DRIVE	45	\$470,000
51	BAYSHORE CIRCLE EB	HUNTINGTON AVE EAST	HERMAN STREET	38	\$70,000
52	VALLEYWOOD DRIVE	OAKMONT DRIVE	WILLOW WAY	38	\$240,000
53	GREEN AVENUE	SYLVAN AVENUE	SAN BRUNO AVENUE	39	\$340,000
54	INYO COURT	SNEATH LANE	CUL-DE-SAC	40	\$60,000
55	PEPPER DRIVE	CEDAR AVENUE	CEDAR AVENUE	40	\$250,000
56	SCOTT STREET	MONTGOMERY AVENUE	HERMAN STREET	40	\$60,000
57	OAK AVENUE	CRYSTAL SPRINGS AVENUE	PARK AVENUE	41	\$470,000
58	GREEN AVENUE	SAN BRUNO AVENUE	FOREST LANE	42	\$240,000
59	SEACLIFF WAY	PACIFIC HEIGHTS BLVD	END	42	\$210,000

60	SPYGLASS DRIVE	WEST END	EAST END	43	\$290,000
61	SAN LUIS AVENUE	SAN ANTONIO AVENUE	EL CAMINO REAL	44	\$250,000
62	ROSS WAY	ALLEN DRIVE	CUL-DE-SAC	44	\$180,000
63	SCOTT STREET	HERMAN STREET	HUNTINGTON AVENUE EAST	45	\$80,000
64	SCOTT STREET	SAN MATEO AVENUE	HERMAN STREET	45	\$40,000
65	FOREST LANE	EL CAMINO REAL	HUNTINGTON AVENUE	45	\$300,000
66	HENSLEY AVENUE	SAN BRUNO AVENUE	FOREST LANE	45	\$240,000
67	ACACIA AVENUE	CRYSTAL SPRINGS AVENUE	ANGUS AVENUE	46	\$430,000
68	CARMEL DRIVE	COTTONWOOD DRIVE	WILLOW WAY	47	\$260,000
69	ELDORADO COURT	CRESTMOR DRIVE	CUL-DE-SAC	47	\$70,000
70	MAYWOOD DRIVE	EVERGREEN DRIVE	WILLOW WAY	47	\$350,000
71	ST. CLOUD DRIVE	N. CITY LIMITS	FLEETWOOD DRIVE	47	\$260,000
72	MARTIN PLACE	TAYLOR AVENUE	SAN ANSELMO AVENUE NORTH	48	\$30,000
73	SHERWOOD DRIVE	EVERGREEN DRIVE	MAYWOOD DRIVE	48	\$280,000
74	WILLOW WAY	COTTONWOOD DRIVE	EVERGREEN DRIVE	48	\$300,000
75	PLUMWOOD PLACE	CHESTNUT AVENUE	END	48	\$30,000
76	MUIRFIELD CIRCLE	OAKMONT (N)	OAKMONT (S)	49	\$380,000
77	SUSAN DRIVE	FASMAN DRIVE	SUMMIT ROAD	26	\$690,000
78	ELM AVENUE	CRYSTAL SPRINGS AVENUE	ANGUS AVENUE	26	\$700,000
79	ELM AVENUE NB	SAN BRUNO AVENUE	BAYHILL DRIVE	30	\$160,000
80	OXFORD LANE	NORTH END	SOUTH END	24	\$130,000
81	OXFORD LANE	CRESTMORE DRIVE (S)	OXFORD LANE (S)	24	\$70,000
82	OXFORD LANE	CRESTMORE DRIVE (N)	OXFORD LANE (N)	24	\$100,000
83	COLBY WAY	PACIFIC HEIGHTS BLVD	HIGHLAND DRIVE	25	\$370,000
84	SUNSET DRIVE	MOULTON DRIVE	YSABEL DRIVE	25	\$370,000
85	MARYLAND PLACE	SYLVAN AVENUE	MASTICK AVENUE	25	\$60,000
86	SYLVAN AVENUE	SAN MATEO AVENUE	EL CAMINO REAL	25	\$160,000
87	EUCLID AVENUE	EL CAMINO REAL	HUNTINGTON AVENUE	26	\$300,000
88	LEXINGTON WAY	KINGSTON AVENUE	CRESTMOR DRIVE	27	\$280,000
89	COLLEGE DRIVE EB	SKYLINE BLVD	SUSAN DRIVE	27	\$270,000
90	CITY HALL PARKING LOT	SOUTH DRIVEWAY	END OF MIDDLE AISLE (e/b)	27	\$440,000

Total Cost: \$21,270,000

Attachment 2
Summary of 'Failed' Streets - (PCI 0 to 25)

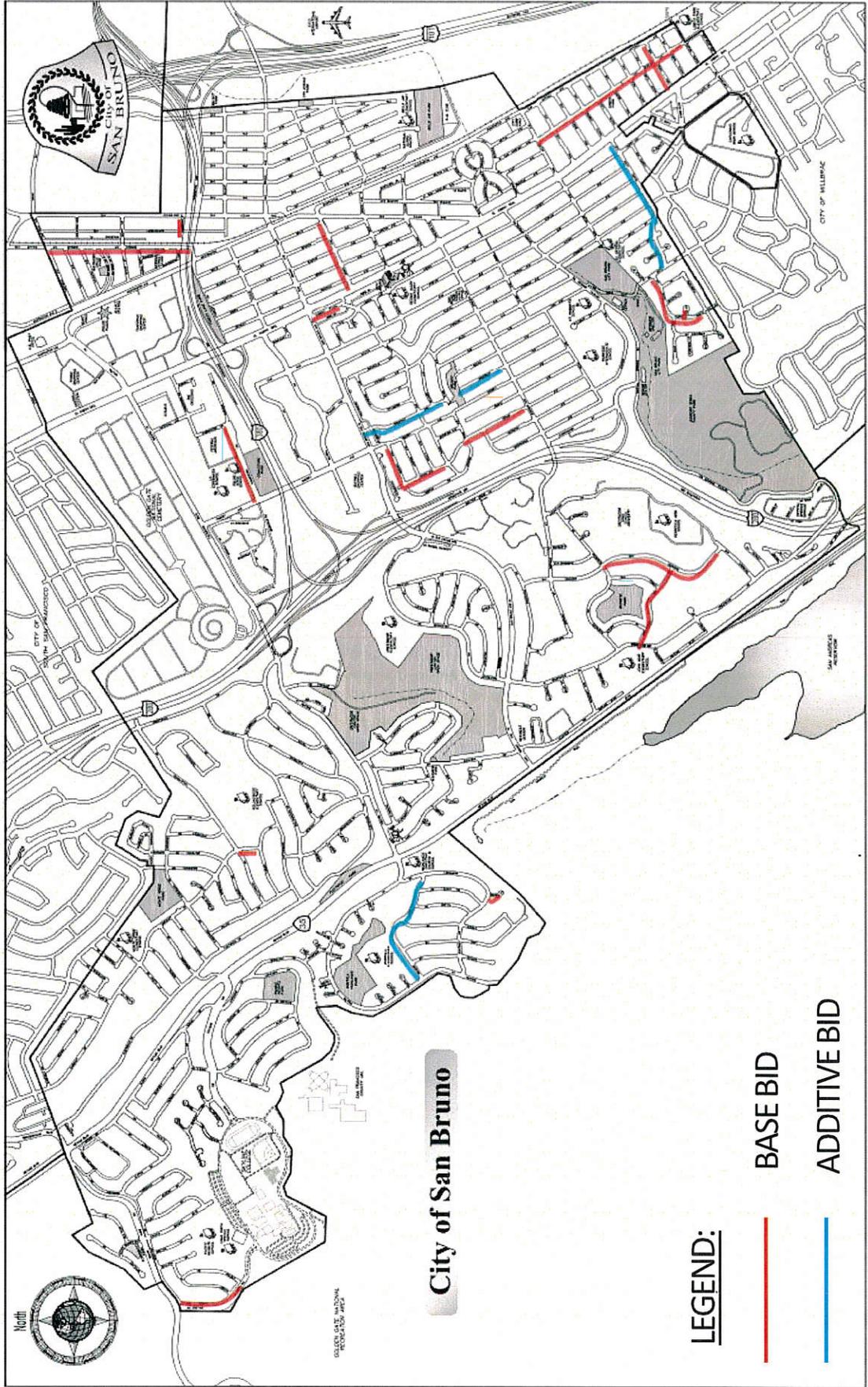
Priority	Street Name	Begin Location	End Location	Current PCI	Cost
1	BAYHILL DRIVE	CHERRY AVENUE	END	22	\$300,000
1	ELM AVENUE	ANGUS AVENUE	SAN BRUNO AVENUE	19	\$460,000
1	MORELAND DRIVE	RIVERSIDE DRIVE	LONGVIEW DRIVE	17	\$310,000
1	OLYMPIC DRIVE	N. CITY LIMITS	OAKMONT	23	\$220,000
1	SYLVAN AVENUE	HUNTINGTON AVENUE	SAN MATEO AVENUE	0	\$180,000
2	ATLANTIC AVENUE	SAN MATEO AV	RR TRACKS	3	\$90,000
2	BAYSHORE CIRCLE WB	HUNTINGTON AVE EAST	HERMAN STREET	0	\$120,000
2	BRYANT WAY	SKYLINE BLVD	CUL-DE-SAC	17	\$160,000
2	CARLTON AVENUE	TEXAS PLACE	CUPID ROW	9	\$120,000
2	CHAPMAN AVENUE	TEXAS PLACE	EL CAMINO REAL	1	\$230,000
2	CHILTON LANE	HIGHLAND DRIVE	END	5	\$180,000
2	DARBY PLACE	CRESTMoor	END	22	\$170,000
2	EASTBURN COURT	WHITMAN WAY	CUL-DE-SAC	20	\$90,000
2	ESSEX COURT	TRENTON DRIVE	END	20	\$80,000
2	EXETER DRIVE	SUNSET DRIVE	YSABEL DRIVE	20	\$310,000
2	FIFTH AVENUE	SAN BRUNO AVENUE	END	11	\$240,000
2	FOURTH AVENUE	SAN BRUNO AVENUE	END	13	\$240,000
2	LOMITA AVENUE	LINDEN AVENUE	CITY LIMITS	0	\$150,000
2	LOWELL AVENUE	BENNINGTON DRIVE	ROSEWOOD DRIVE	18	\$270,000
2	LINDEN COURT	LINDEN AVENUE	CUL-DE-SAC	4	\$60,000
2	MILLS AVENUE	SAN BRUNO AVENUE	FOREST LANE	13	\$360,000
2	MONTGOMERY AVENUE	WALNUT STREET	SCOTT STREET	13	\$340,000
2	MONTGOMERY AVENUE	SCOTT STREET	NORTH CITY LIMITS	21	\$320,000
2	OLIVE COURT	KAINS AVENUE	CUL-DE-SAC	12	\$130,000
2	POPLAR AVENUE	CRYSTAL SPRINGS AVENUE	DECIMA ALLEN SCHOOL	12	\$410,000
2	PARKVIEW COURT	PARKVIEW DRIVE	END	2	\$100,000
2	PINE STREET	FIRST AVENUE	THIRD AVENUE	11	\$130,000
2	PINE STREET	THIRD AVENUE	SEVENTH AVENUE	10	\$290,000
2	REID AVENUE	LINDEN AVENUE	ELM AVENUE	0	\$100,000
2	SECOND AVENUE	SAN BRUNO AVENUE	WALNUT STREET	3	\$170,000
2	SECOND AVENUE	WALNUT STREET	NORTH END	16	\$80,000
2	SIXTH AVENUE	SAN BRUNO AVENUE	FIFTH AVENUE	6	\$310,000
2	SYCAMORE AVENUE	KAINS AVENUE	MAGNOLIA AVENUE	23	\$330,000
2	SCENIC COURT	PARKVIEW DRIVE	END	2	\$70,000
2	TERRACE AVENUE	TEXAS PLACE	CUPID ROW	20	\$100,000
2	TOYON WAY	ROLLINGWOOD DRIVE	CATALPA WAY	16	\$320,000
2	WENTWORTH DRIVE	N. CITY LIMITS	OLYMPIC DRIVE	0	\$190,000
2	WALNUT STREET	WEST END	SAN MATEO AVENUE	6	\$40,000
2	WHITE WAY	ANGUS AVENUE WEST	KAINS AVENUE	15	\$110,000
2	WHITE WAY	KAINS AVENUE	SAN BRUNO AVENUE	15	\$100,000
2	YSABEL DRIVE	HIGHLAND DRIVE	END	22	\$350,000
3	PARKG LOT @382 ANGUS	WEST DRIVEWAY	EAST DRIVEWAY	22	\$250,000
3	PARKG LOT @414 MASTICK	SOUTH DRIVEWAY	NORTH DRIVEWAY	21	\$160,000
3	PARKG LOT @464 MASTICK	SOUTH DRIVEWAY, OUT CTR D/W	NORTH DRIVEWAY, IN @ BANK	19	\$340,000
3	PARKG LOT @494 MASTICK	EAST DRIVEWAY	NORTH DRIVEWAY	0	\$150,000
3	PARKG LOT @570 MASTICK	SOUTH DRIVEWAY	NORTH DRIVEWAY	0	\$300,000
4	MILLS AVENUE	KAINS AVENUE	SAN BRUNO AVENUE	9	\$350,000

Total Cost: \$9,880,000

Attachment 3 - 2015 Street Rehabilitation Project Street List

Street	Begin	End	Approx Area (SF)
Cedar Avenue	Jenevein Avenue Hickory Avenue	Park Avenue Kains Avenue	4" Mill with 4" HMA Overlay Rubber Cape Seal
Hickory Avenue	Cedar Avenue	Cherry Avenue	2" Mill with 2.5" HMA Overlay
Bennington Drive	Crestmoor Drive	Madison Avenue	Slurry Seal with Crack Seal
Camino Plaza	Kains Avenue	San Bruno Avenue	Slurry Seal with Crack Seal
Commodore Drive	Cherry Avenue	Commodore Drive	1.5" HMA Overlay with Base Repair
Hermosa Street	Montgomery Avenue	San Mateo Avenue	Slurry Seal with Crack Seal
Kains Avenue	El Camino Real	San Mateo Avenue	Slurry Seal with Crack Seal
Lucia Court	Santa Lucia Avenue	End	Slurry Seal with Crack Seal
Oakmont Drive	Carmel Drive	Valleywood Drive	Slurry Seal with Crack Seal (Clean, Seal and Fill Pavement Seam)
San Anselmo Avenue	Santa Helena Avenue	San Felipe Avenue	1.5" Mill with 1.5" RHMA Overlay
San Diego Avenue	El Camino Real	San Antonio Avenue	3.0" Mill with 4.5" HMA Overlay
Santa Lucia Avenue	De Soto Way	Parkview Drive	Slurry Seal with Crack Seal
Tehama Court	Cul-De-Sac	Monterey Court	Slurry Seal with Crack Seal
College Road	Skyline College	Sharp Park Road	Slurry Seal with Base Repair (Clean, Seal and Fill Pavement Seam)
Herman Street	Huntington Avenue	Tanforan Avenue	Rubber Cape Seal with Base Repair
Madison Avenue	Rosewood	Piedmont Avenue	Slurry Seal with Crack Seal
Amador Avenue	Sneath Lane	Monterey Drive	Rubber Cape Seal
Chestnut Avenue	San Bruno Avenue Jenevein Avenue	Park Avenue Grundy Park	4" Mill with 4" HMA Overlay 4" Mill with 4" HMA Overlay
Santa Lucia Avenue	El Camino Real	De Soto Way	2" Mill with 2" HMA Overlay

Attachment 4 - 2015 Street Rehabilitation Project Map





City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Steve Firpo, Cable Business Manager
Al Johnson, Cable System Engineer

SUBJECT: Adopt Resolution Authorizing the Purchase of Cable Television High Definition and High Definition Digital Video Recorder (HD/DVR) Set-top Boxes and Internet Modem Equipment in the Amount of \$203,650.

BACKGROUND:

The San Bruno Cable Department must replenish its inventory of High Definition (HD) and High Definition / Digital Video Recorder (DVR) set top boxes for the current fiscal year. This equipment is used to deliver High Definition channels and the DVR model also has the ability to record both High Definition and Standard Definition programming in customer homes. Modems are required to receive Residential and Business Internet Services distributed on the cable system.

DISCUSSION:

There is a continuing need to maintain inventory of HD and HD/DVR units for customers as San Bruno Cable high definition channels are offered in all video packages. In addition, subscribers are replacing their older TV sets with High Definition TV's and some subscribers now have multiple HD TV sets in their home and prefer the HD set-top boxes. The rapidly changing technologies including larger hard drives and one box recording for all units in the house are requested by customers as their needs change.

These HD/DVR boxes have the ability to display HD programs and to record programs which can be viewed from one room to another, similar to the City's competitors. These newer model boxes also replace older generations of boxes with less features. For example, new TV sets come with High Definition Multimedia Interface (HDMI) connections while older HD boxes do not have that feature. In addition, these boxes may need to be replaced every 5 years depending on hard drive usage. The new recorders also have two to three times the hard drive space over the older units.

Each year the Cable Department evaluates the needs for replenishment of inventory based on the previous year. There continues to be growth in HD and HD/DVR deployment. Of the original 250 HD/DVR's purchased last year for our subscribers, 98 converters were deployed in the field to new subscriptions. The current total number of HD/DVR converters in the field is 2131 units in use compared to 2033 units in use as in

November of last year. About 125 boxes were used to replace DVR boxes in customer homes over 4 years old and the balance are in stock.

HD subscriptions are also steadily climbing. Of the 300 new HD converters purchased in November 2014, 214 units were deployed for new subscriptions to bring the total to 3461 units in use. The balance have been used to replace boxes purchased over 6 – 10 years old. High Definition set-top equipment is still the best way to receive HD channels as digital TV sets have not been standardized. There will be a continuing need to acquire new inventory to meet customer demands and changes to technology.

As Internet Modem technologies evolve, San Bruno Cable has positioned itself to purchase the latest technologies to take full advantage of available resources. The current Cable Modem DOCSIS platform is 3.0. The department has been purchasing these units for two years and is poised to replace older 2.0 versions in the field by purchasing a larger quantity of these units at one time for a better cost savings. The new Internet equipment recently installed by the department allows for better performance of modems with 3.0 technology, therefore replacement of older modems will mean better performance of Internet surfing for customers.

FISCAL IMPACT:

This request is to purchase 325 HD Boxes, 250 HD/DVR set-top boxes and 2200 DOCSIS 3.0 Modems . This purchase would be made through the National Cable Television Cooperative (NCTC) or other vendor to achieve the best pricing. The cost to replenish the HD box inventory at this time is \$52,250 including tax and shipping. Funding for this purchase is budgeted in the 2015-16 Operations Budget with an allocation of \$80,400 for HD/DVR equipment. \$71,000 has been identified in the same line item for the modem purchases.

HD boxes provide a source of revenue at \$7.95/mo. per unit and DVR's generate \$11.57/mo. per unit. HD monthly revenues exceed \$48,000. Payback on each HD box is achieved after 18 months and DVR's after 24 months.

ALTERNATIVES:

1. Do not authorize equipment purchase.
2. Authorize purchase of fewer units to stock.
3. Direct staff to request a bid from another vendor.

RECOMMENDATION:

Adopt Resolution Authorizing the Purchase of Cable Television High Definition and High Definition Digital Video Recorder (HD/DVR) Set-top Boxes and Internet Modem Equipment in the Amount of \$203,650.

DISTRIBUTION:

None.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

July 17, 2015

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015-_____

**ADOPT RESOLUTION AUTHORIZING PURCHASE OF CABLE TELEVISION
HIGH DEFINITION AND HIGH DEFINITION DIGITAL VIDEO RECORDERS,
HD/DVR SET-TOP BOX AND INTERNET MODEM EQUIPMENT IN THE
AMOUNT OF \$203,650**

WHEREAS, the Cable Department currently deploys over 3000 HD set-boxes and over 2000 HD/DVR units to subscribers with HD services; and

WHEREAS, the Cable Department is in need of replenishing stock of these units to deploy to new customers or replace older units; and

WHEREAS, the units have a useful lifespan of 4 - 6 years and a payback over a two year period for the purpose replacing units at end of life; and

WHEREAS, the rapidly changing technologies for Internet service requires upgrading customer Internet modem equipment for better performance of Internet services and to maintain inventory to provide this equipment to customers; and

WHEREAS, the payback each modem purchased is within two months;
and

WHEREAS, the Cable Department is purchasing units through its membership in the National Cable Television Cooperative or other vendor to achieve the lowest pricing.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of San Bruno Adopt Resolution Authorizing the Purchase of Cable Television High Definition and High Definition Digital Video Recorder (HD/DVR) Set-top Boxes and Internet Modem Equipment in the Amount of \$203,650.

--oOo--

I hereby certify that foregoing Resolution No. 2015-_____ was introduced and adopted by the San Bruno City Council at a regular meeting on July 28, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Carol Bonner, City Clerk



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: July 28, 2015

TO: Honorable Mayor and Members of the City Council

FROM: David Woltering, Community Development Director

SUBJECT: Hold Public Hearing, Waive First Reading and Introduce Ordinance Adding Chapter 11.34 to the San Bruno Municipal Code Relating to Expedited Permitting Procedures for Small Residential Rooftop Solar Systems

BACKGROUND

The purpose of this item is for the City Council to consider approval of an ordinance to establish the Small Solar System Permitting Program, an expedited application process for small residential rooftop solar systems in accordance with State law. In 2014, the state legislature passed Assembly Bill 2188 (AB 2188), the Expedited Solar Permitting Act (Government Code Section 65850.5) that requires each city or county to adopt expedited solar permitting procedures by September 30, 2015. AB 2188 is intended to implement consistent statewide standards to achieve timely and cost-effective installation of solar energy systems and to remove obstacles to their use by minimizing the permitting costs of such systems.

The City currently accepts solar roof top applications at the Community Development Customer Service Counter, which are reviewed within 10 business days from time of submittal, followed by issuance of a building permit. Upon completion of the installation of a rooftop solar system, inspections are typically performed on the next day (within 24 hours) from the time of request. The City building inspector typically performs two inspections: one inspection after installation of the roof top module track, and a second inspection after installation of all electrical components and safety signage.

On July 14, 2015, the City Council received a report and reviewed the new State requirements for local jurisdictions to establish an expedited application process for small residential rooftop solar systems. The City Council expressed support for staff's approach to establishing procedures to expedite approval of small rooftop residential solar systems in conformance with the state mandate, and directed staff to return with the draft ordinance for consideration of approval.

DISCUSSION

The proposed ordinance would amend the Municipal Code to add Section 11.34, The Small Solar System Permitting Program (Attachment 1). San Bruno's proposed ordinance conforms to the expedited, streamlined permitting process recommendations contained in the most current version of the California Solar Permitting Guidebook adopted by the Governor's Office of Planning and Research (OPR), as required by AB 2188. Adoption of the attached ordinance would allow the following process to be implemented:

- Implement an Expedited Permitting Process for solar photo voltaic (PV) and solar thermal systems, including required permit application paperwork, review process, and the inspection procedure.
- Create a checklist for expedited plan review.
- Offer same-day "over the counter" plan reviews.
- Reduce field inspections to one inspection. Inspections will be done in a timely manner and according to best practices, which include scheduling an inspection within 24 hours of request.
- Post requirements and forms online including a checklist of all requirements that must be met by an applicant for a system to be eligible for expedited review and for an application to be considered complete and application forms.
- Train Permitting Staff in review of Solar Systems

Although AB 2188 does not require that permits be processed online, the use of online permitting is a best practice. AB 2188 does require that jurisdictions allow electronic submittal (web, email, or fax) of a permit application and associated documentation. It also requires allowing electronic signatures on all forms, applications, and other documentation in lieu of a wet signature, unless the City is unable to accept electronic signatures. In that circumstance, the City must state the reasons for the inability to accept electronic signatures in the ordinance. San Bruno's permit tracking system does not currently have the capability of accepting electronic signatures; however, the City is in the process of upgrading the system to allow this.

In conclusion, the City is required to adopt an expedited residential rooftop solar permitting ordinance in accordance with AB 2188. The attached ordinance is based on model ordinance language by the Center for Sustainable Energy, adapted for specific conditions and needs of San Bruno. The ordinance codifies the requirements of Section 65850.5(g)(1), such as accepting and approving applications electronically, directing the City's Building Official to develop a checklist of all requirements with which small rooftop solar energy systems shall comply to be eligible for expedited review, and authorizing the Building Official to administratively approve such applications.

If the City Council approves the ordinance, the second reading could occur on August 25, 2015. The ordinance would become effective 30 days after the second reading on September 25, 2015.

FISCAL IMPACT

Implementation of an expedited permitting process for small residential rooftop solar system projects is not expected to result in any significant fiscal impacts to the City because Building Division staff has received training to process these applications and the City has a fee structure in place for these applications. Current permit fees of \$261 for plan review, and inspection is \$673.26, if a new electrical panel upgrade is required, are expected to cover costs for services. However, the expedited review of these projects may cause some delay for other projects. Staff will monitor this situation to minimize and, as possible, avoid any adverse impacts to overall service levels.

ALTERNATIVES

1. Direct staff to provide more information before considering the ordinance
2. Direct staff to make changes to the draft ordinance

RECOMMENDATION

Hold public hearing, waive first reading and introduce ordinance adding Chapter 11.34 to the San Bruno Municipal Code relating to expedited permitting procedures for small residential rooftop solar systems.

ATTACHMENTS

1. Ordinance – The Small Solar System Permitting Program

DATE PREPARED

July 17, 2015

REVIEWED BY

_____ CM

DRAFT

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SAN BRUNO ADDING CHAPTER 11.34 TO THE SAN BRUNO MUNICIPAL CODE RELATING TO EXPEDITED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS

WHEREAS, the City Council of the City of San Bruno seeks to implement AB 2188 (Chapter 521, Statutes 2014) through the creation of an expedited, streamlined permitting process for small residential rooftop solar energy systems; and

WHEREAS, California State law, California Government Code Section 65850.5(g)(1), provides that, on or before September 30, 2015, every city, county, or city and county shall adopt an ordinance, consistent with the goals and intent of subdivision (a) of Section 65850.5, that creates an expedited, streamlined permitting process for small residential rooftop solar energy systems.

WHEREAS, the City Council of the City of San Bruno wishes to advance the use of solar energy by all of its citizens, businesses and industries, and to meet the climate action goals set by the City and the State; and

WHEREAS, on July 14, 2015, the City Council of the City of San Bruno held a public meeting to review the Small Solar System Permitting Program, and recognizes that rooftop solar energy provides reliable energy and pricing for its residents and businesses; and

WHEREAS, solar energy creates local jobs and economic opportunity; and

WHEREAS, it is in the interest of the health, welfare and safety of the people of San Bruno to provide an expedited permitting process to assure the effective deployment of solar technology; and

WHEREAS, on July 28, 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: Chapter 11.34 [Small Solar System Permitting Program] is hereby added Title 11 [BUILDING CONSTRUCTION AND FIRE PROTECTION] as follows:

Sections:

- 11.34.010 Purpose.
- 11.34.020 Applicability.
- 11.34.030 Definitions.
- 11.34.040 Solar Energy System Requirements.
- 11.34.050 Duties of Building Department and Building Official.
- 11.34.060 Permit Review and Inspection Requirements.

Small Solar System Permitting Program

11.34.010 Purpose.

The purpose of the Ordinance is to adopt an expedited, streamlined solar permitting process that complies with the Solar Rights Act and AB 2188 (Chapter 521, Statutes 2014) to achieve timely and cost-effective installations of small residential rooftop solar energy systems. The Ordinance encourages the use of solar systems by removing unreasonable barriers, minimizing costs to property owners and expanding the ability of property owners to install solar energy systems. The Ordinance allows the City Council of the City of San Bruno to achieve these goals while protecting the public health and safety.

11.34.020 Applicability.

A. This Ordinance applies to the permitting of all small residential rooftop solar energy systems in the City of San Bruno.

B. Small residential rooftop solar energy systems legally established or permitted prior to the effective date of this Ordinance are not subject to the requirements of this Ordinance unless physical modifications or alterations are undertaken that materially change the size, type, or components of a small rooftop energy system in such a way as to require new permitting. Routine operation and maintenance or like-kind replacements shall not require a permit.

11.34.030 Definitions.

A. A "Solar Energy System" means either of the following:

1. Any solar collector or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, space cooling, electric generation, or water heating.

2. Any structural design feature of a building, whose primary purpose is to provide for the collection, storage, and distribution of solar energy for electricity generation, space heating or cooling, or for water heating.

B. A "small residential rooftop solar energy system" means all of the following:

1. A solar energy system that is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal.

2. A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the City Council of the City of San Bruno and all state and City health and safety standards.

3. A solar energy system that is installed on a single or duplex family dwelling.

4. A solar panel or module array that does not exceed the maximum legal building height as defined by ordinance by the City of San Bruno

C. "Electronic submittal" means the utilization of one or more of the following:

1. Email.

2. The Internet.

D. An "association" means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.

Small Solar System Permitting Program

E. A “common interest development” means any of the following:

1. A community apartment project.
2. A condominium project.
3. A planned development.
4. A stock cooperative.

F. “Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

G. “Reasonable restrictions” on a solar energy system are those restrictions that do not significantly increase the cost of the system or significantly decrease its efficiency or specified performance, or that allow for an alternative system of comparable cost, efficiency, and energy conservation benefits.

H. “Restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance” means:

1. For Water Heater Systems or Solar Swimming Pool Heating Systems: an amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.

2. For Photovoltaic Systems: an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.

11.34.040 Solar Energy System Requirements.

A. All solar energy systems shall meet applicable health and safety standards and requirements imposed by the state, the City Council of the City of San Bruno, local fire and the Community Development Department.

B. Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.

C. Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

11.34.050 Duties of Building Department and Building Official.

A. All documents required for the submission of an expedited solar energy system application shall be made available on the publicly accessible City of San Bruno Website.

B. Electronic submittal of the required permit application and documents by [email, the Internet, or facsimile] shall be made available to all small residential rooftop solar energy system permit applicants.

Small Solar System Permitting Program

C. Wet signatures shall be required on all forms, applications, and other documents because San Bruno's permit tracking system does not currently have the capability of accepting electronic signatures; however, at the time the City upgrades the system to allow this, an applicant's electronic signature shall be accepted on all forms, applications, and other documents in lieu of a wet signature.

D. The City's Community Development Department shall adopt a standard plan and checklist of all requirements with which small residential rooftop solar energy systems shall comply to be eligible for expedited review.

E. The small residential rooftop solar system permit process, standard plan(s), and checklist(s) shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the California Solar Permitting Guidebook adopted by the Governor's Office of Planning and Research.

F. All fees prescribed for the permitting of small residential rooftop solar energy system must comply with Government Code Section 65850.55, Government Code Section 66015, Government Code Section 66016, and State Health and Safety Code Section 17951.

11.34.060 Permit Review and Inspection Requirements.

A. The City Community Development Department shall adopt an administrative, nondiscretionary review process to expedite approval of small residential rooftop solar energy systems within 30 days of the adoption on this Ordinance. [Note: A jurisdiction must create their permitting process on or before September 30, 2015.] The Community Development Department shall issue a building permit or other nondiscretionary permit the same day for over-the-counter applications or within 1-3 business days for electronic applications of receipt of a complete application and meets the requirements of the approved checklist and standard plan. A building official may require an applicant to apply for a use permit if the official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the City, Planning Commission.

B. Review of the application shall be limited to the building official's review of whether the application meets local, state, and federal health and safety requirements.

C. If a use permit is required, a building official may deny an application for the use permit if the official makes written findings based upon substantive evidence in the record that the proposed installation would have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the City, Planning Commission.

D. Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.

E. "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the City on another similarly situated application in a prior successful application for a permit. The City shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of

Small Solar System Permitting Program

the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.

F. A City shall not condition approval of an application on the approval of an association, as defined in Section 4080 of the Civil Code.

G. If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.

H. Only one inspection shall be required and performed by the Building Department for small residential rooftop solar energy systems eligible for expedited review.

I. The inspection shall be done in a timely manner and should include consolidated inspections. An inspection will be scheduled within one (1) business days of a request and provide an A.M. or P.M. inspection window.

J. If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized but need not conform to the requirements of this Ordinance.

SECTION 2: 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 3: The project is exempt from environmental review per CEQA Guidelines under the General Rule (Section 15061(b)(3)). The project involves updates and revisions to existing regulations. The proposed code amendments are consistent with California Law, specifically Government Code section 65850.5 and Civil Code section 714. It can be seen with certainty that the proposed Municipal Code text amendments will have no significant negative effect on the environment.

SECTION 4: This Ordinance shall be published as required by law and shall be in force 30 days after its adoption.

Dated:

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

Marc Zafferano, City Attorney

Small Solar System Permitting Program

---o0o---

I hereby certify that the foregoing Ordinance No. XXXX was introduced on July 28, 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

DRAFT



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Marc L. Zafferano, City Attorney
Carol Bonner, City Clerk

SUBJECT: Waive Second Reading and Re-Adopt Ordinance Amending Chapter 8.24, Section 8.24.200 of the San Bruno Municipal Code Relating to Private Sewer Laterals

BACKGROUND:

On May 12, 2015, the City Council waived the first reading, held a public hearing, and introduced an ordinance amending Section 8.24.200 of the San Bruno Municipal Code relating to private sewer laterals. On May 26, 2015, the City Council waived the second reading and adopted the ordinance. For those properties with a conforming cleanout, the ordinance would transfer the responsibility to repair or replace the lateral from the City to the property owner. The ordinance was scheduled to go into effect on June 25, 2015, but due to an inadvertent oversight, the ordinance was not submitted to the newspaper for publication after adoption, as required by state law. The City Clerk's office has implemented procedures to prevent that situation from reoccurring. To be in effect and valid, the ordinance must now be re-adopted and then published within 15 days.

DISCUSSION:

The action requested is to waive the second reading and re-adopt the ordinance. The ordinance would then become effective within 30 days, or on August 27, 2015, and will be published in the San Mateo Daily Journal on or before August 12, 2015.

Between June 25, 2015 and the date of this staff report, approximately sixteen property owners contacted staff to inquire about obtaining a point-of-sale inspection and potential repair or replacement of their sewer lateral. Of those, approximately ten could potentially have installed a conforming cleanout and then qualified for repair or replacement of their lower lateral at City expense, but they were told that the lateral was their responsibility under the new ordinance. Staff will contact these property owners to offer City repair or replacement services as appropriate to their individual circumstances.

Between June 25, 2015 and the date of this staff report, no property owners outside of the point-of-sale program who had previously installed conforming cleanouts have contacted the City to request repair or replacement of their lower lateral. Prior to June 25, the City had received fifteen such requests for lateral repairs or replacements, which the City had properly committed to performing at its expense.

10.a.

If the ordinance is re-adopted, staff will continue to offer the lower lateral repair and replacement services to property owners at City expense until the new effective date of the ordinance, or August 27, 2015.

FISCAL IMPACT:

Staff estimates that the cost of providing repair and replacement services to the approximately ten properties for the time between June 25 and July 28 will be \$50,000-\$70,000. Depending on whether additional property owners come forward between July 28 and August 27 to request these services, the City may incur additional costs of \$5,000-\$7,000 for each lateral replacement.

ALTERNATIVES:

1. Decline to re-adopt the ordinance.

RECOMMENDATION:

Waive Second Reading and Re-Adopt an Ordinance Amending Chapter 8.24, Section 8.24.200 of the San Bruno Municipal Code Relating to Private Sewer Laterals

ATTACHMENTS:

1. Proposed revised and amended ordinance for re-adoption: San Bruno Municipal Code section 8.24.200

DATE PREPARED:

July 24, 2015

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SAN BRUNO AMENDING CHAPTER 8.24, SECTION 8.24.200 OF THE SAN BRUNO MUNICIPAL CODE

The City Council of the City of San Bruno does ordain as follows:

Section 1: Chapter 8.24, section 8.24.200 is hereby amended as follows:

SECTION 8.24.200
SEWER LATERALS

Section 8.24.200 Sewer Laterals

It is the exclusive responsibility of the property owner to maintain, repair, and/or replace the property sewer laterals from the building to the sewer collector mains. The City will continue to respond to requests for emergency sewer service from residents. Where a City-approved cleanout is accessible, operable, and will not damage City equipment, staff will provide ongoing maintenance services as necessary. In circumstances where the private lateral is damaged, staff will direct homeowners to repair or replace the lateral at their expense. Sewer collector mains shall be maintained by the city.

Section 2: This amendment is not a project subject to and is thus exempt from environmental review under CEQA pursuant to the General Rule expressed in CEQA Guidelines Section 15061(b)(3). This amendment involves minor text amendments to an existing ordinance and it can be seen with certainty that the proposed amendments will have no significant negative effect on the environment.

Section 3: If any section, subsection, clause or phrase of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion or section of the Ordinance. The City Council of the City of San Bruno hereby declares that it would have adopted the Ordinance and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

Section 4. The Ordinance shall take effect and be in force thirty days from adoption.

Section 5. The City Clerk shall publish this Ordinance according to law.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

---o0o---

I hereby certify that the foregoing Ordinance No. _____ was introduced on _____, 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



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract Amendment with HB Consulting Group, Inc. to Provide Overall Project Management, Engineering Services, Construction Contract Administration, and Construction Inspection Services for the Crestmoor Neighborhood Reconstruction Project in an Amount Not to Exceed \$1,847,500

BACKGROUND:

In July of 2011, almost one year after the September 9, 2010 PG&E gas pipeline explosion and fire, the City entered into a contract with HB Consulting Group (HBCG) to provide project management and engineering services for the reconstruction of the Crestmoor Neighborhood. The contract amount was \$350,000. At that time, full extent of the scope of the rebuilding of the infrastructure was not yet fully defined. Subsequently, the scope of the reconstruction was expanded to include the replacement of the backbone infrastructure (roads, utilities, streetlights, etc.) in the entire neighborhood. In September of 2012, an amendment to this contract, in the amount of \$1,570,000, was made to expand HBCG's scope of work to include construction contract administration and inspection services. Since this time, the duration, scope, and conditions of certain projects have changed. Additionally, new projects have been added to the overall neighborhood reconstruction program resulting in an expansion of required services. Staff recommends amending the scope and budget of the contract with HBCG to provide these services for the completion of the currently envisioned future phases of the reconstruction work.

DISCUSSION:

The reconstruction of the Crestmoor Neighborhood has been a longer and more complex process than originally envisioned. In addition to the challenging physical constraints of replacing entire infrastructure systems in an existing occupied neighborhood, the City has purposely been very thoughtful in the approach to minimize the direct and indirect impacts to the community. While this has been overall fairly successful, it has also resulted in a longer reconstruction effort than originally envisioned. Additionally, new elements to the project's scope have been added (e.g., Upper Sewer Lateral Replacement, etc.). Attached is a detailed letter from HBCG that outlines the expansion of the project's scope as well as the additional projects that have been added. In summary, these elements include:

- Additional construction inspection efforts due to the increase in contractor personnel (crews) in the field and the need to have full-time oversight of this work, particularly as it involved work in and around existing PG&E gas pipelines.

10.6.

- Significantly lengthier construction contract timelines to complete the underground utility replacement in the neighborhood due to the tight constraints and some differing below ground site conditions in the field.
- The addition of the Upper Sanitary Sewer Lateral Replacement project involving over 325 of the homes in the neighborhood. The expanded work includes not only the management of the reimbursement program for residents, but also the preparation of a bid package for a City contract to replace 200+ laterals using a contractor. HBCG is currently providing contract administration and construction inspection. As this work is all within private property and includes the replacement of surface features at each home, extra care and coordination is required with each resident.
- The inclusion of a new waterline to replace the existing aging "Skyline" waterline west of the neighborhood.
- Assistance and coordination of the selection of Castle Company as the preferred builder for the ten replacement homes in the neighborhood. Ongoing coordination and management through the completion of the homes in early 2016.
- Project management, design development, and project definition services related to potential additional projects that may be added (e.g., Fire Station #52 replacement, Crestmoor Canyon improvements, etc.).
- The expansion HBCG's role as a City liaison with the Crestmoor community related to the overall reconstruction efforts.

In addition to the items described above, HBCG's scope will continue to include the various overall project management activities related to the neighborhood reconstruction. These include items such as updates to the Rebuild Crestmoor website, preparation of written updates and notices, preparing and making public presentations, attendance of public and neighborhood meetings, and other miscellaneous tasks as directed by the City.

A revised project schedule illustrating the assumed timelines to complete the neighborhood reconstruction is included as Exhibit "B" in the attached letter from HBCG.

Estimated Fees

A breakdown of HBCG's estimated fees to complete the work proposed is as follows:

Crestmoor Neighborhood Reconstruction Project

Sanitary Sewer Upper Lateral Replacement Project

<i>Design/Bid Package</i>	\$	182,000*
<i>Construction Inspection and Contract Administration</i>	\$	233,000*
<i>Overall Program Management</i>	\$	175,000*

Phase IV Surface Improvements Project

<i>Constructability Review/Design Mgmt./Bid Package</i>	\$	87,500*
<i>Construction Inspection and Contract Administration</i>	\$	720,000*

Overall Project Management

<i>Ongoing overall project coordination</i>	\$	100,000*
---	----	----------

Additional Projects (Fire Station 52, Crestmoor Canyon,
etc.) \$ 350,000*

TOTAL \$ 1,847,500

**These estimated fees have already been budgeted and projected into the overall project cost estimates previously provided to the City Council for the corresponding projects.*

Staff has reviewed the estimated fees proposed and they are in conformance with the expected tasks proposed as well as standard industry norms. This project is not typical. It requires much more public interface, coordination, and liaison with the community. Given their history and track record on the project, staff believes that HBCG is best qualified to perform these services going forward and recommends that the City Council amend their contract accordingly.

It should also be noted that HBCG has recently incorporated as HB Consulting Group, Inc. and the contract amendment will also include this minor entity change.

FISCAL IMPACT:

Staff recommends a contract term through December 2017, the current estimated date for the completion of the reconstruction projects currently identified. The total amount of this contract amendment is \$1,847,500. The costs of this contract and the associated construction work are being covered through the Trust Fund established by the City and funded by PG&E for work to rebuild the Crestmoor Neighborhood.

ALTERNATIVES:

1. Do not amend the current contract with HBCG.
2. Seek proposals from other firms to provide these services. This will result in further delays to project delivery due to unfamiliarity with the project and the neighborhood.

RECOMMENDATION:

Adopt resolution authorizing the City Manager to execute a contract amendment with HB Consulting Group, Inc. to provide overall project management, engineering services, construction contract administration, and construction inspection services for the Crestmoor Neighborhood Reconstruction Project in an amount not to exceed \$1,847,500.

ATTACHMENTS:

1. Resolution
2. June 24, 2015 Letter from HBCG w/ attachments.

DISTRIBUTION:

None

DATE PREPARED:

July 20, 2015

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015-___

ADOPT RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH HB CONSULTING GROUP, INC. TO PROVIDE OVERALL PROJECT MANAGEMENT, ENGINEERING SERVICES, CONSTRUCTION CONTRACT ADMINISTRATION, AND CONSTRUCTION INSPECTION SERVICES FOR THE CRESTMOOR NEIGHBORHOOD RECONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$1,847,500

WHEREAS, as part of the tragic effects caused by the September 9, 2010 Glenview Fire, public infrastructure in the Glenview neighborhood was significantly damaged and reconstruction of the damaged public infrastructure is necessary to facilitate rebuilding and occupancy of homes; and

WHEREAS, the City selected HB Consulting Group (HBCG) to provide overall project management and engineering services for the Glenview Neighborhood Reconstruction Project and in July 2011 entered into an initial contract in the amount of \$350,000 to perform such work; and

WHEREAS, in September 2012 the City and HBCG entered into an amended contract to provide expanded services including construction contract administration and construction inspection in an amount of \$1,570,000; and,

WHEREAS, the scope and timeline of the reconstruction project has expanded to include the entire Crestmoor Neighborhood and the addition of numerous new projects and elements; and

WHEREAS, the City has determined a need to continue to provide fulltime construction inspection and contract administration services for the reconstruction project as well as additional project management and engineering services for the expanded project scope; and

WHEREAS, the City has negotiated a scope of services and compensation schedule with HBCG to provide project management, engineering, construction contract administration and construction inspection services for the completion of the Glenview Neighborhood Reconstruction Project; and

WHEREAS, HBCG has the knowledge, experience, personnel, and appropriate licenses to perform the work; and

WHEREAS, the cost of overall services for this project are estimated not to exceed \$1,847,500; and

WHEREAS, the costs of this contract and construction work are being covered through the Trust Fund established by the City and funded by PG&E for work to rebuild the Crestmoor Neighborhood.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby Authorizes the City Manager to Execute a Contract Amendment with HB Consulting Group, Inc. to provide Overall Project Management, Engineering Services, Construction Contract

Administration, and Construction Inspection Services for the Crestmoor Neighborhood Reconstruction Project in an Amount Not to Exceed \$1,847,500.

--oOo--

I hereby certify that foregoing Resolution No. 2015-_____ was introduced and adopted by the San Bruno City Council at a regular meeting on July 28, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Carol Bonner, City Clerk



HB CONSULTING GROUP

ENGINEERING

PROJECT MANAGEMENT

CONSTRUCTION

PROJECT ENTITLEMENT & FACILITATION

June 24, 2015

Connie Jackson
City Manager
City of San Bruno
567 El Camino Real
San Bruno, CA 94066

Re: Request for Amendment to Contract for Professional Services
Crestmoor Neighborhood Reconstruction Project

Dear Ms. Jackson,

HB Consulting Group (HBCG) has prepared this letter to outline the additional scope of work and budget required to complete the proposed projects as part of the Crestmoor Neighborhood Reconstruction Project. HBCG initially entered into a contract with the City in July of 2011 for Project Management services. At that point in time, the exact scope of the ultimate reconstruction work proposed was undefined. Assisting the City in helping defining the extent of the improvements was part of this original scope. In August of 2012, the contractor performing utility replacement work in the neighborhood struck a recently installed new PG&E gas pipeline. Unfortunately, this event rekindled some of the uneasiness of many residents in the community. This incident illuminated to the City that full-time construction inspection was needed, particularly given the sensitive nature of the work in the neighborhood. Until this time, inspection had been provided on a part-time basis by a City inspector. In September of 2012, the City and HBCG entered into an amendment to the original contract to provide construction inspection and contract administration services for the ongoing re-construction of the infrastructure in the neighborhood.

Numerous assumptions regarding the build out of the project were made when the scope and budget was established for the first contract amendment. At that time, it was optimistically anticipated that the remaining aspects of the reconstruction project within the neighborhood would be completed by the fall of 2014. A copy of the project schedule prepared at that time is attached (Exhibit A). The estimated fee budget for the project was prepared based on this schedule. Since then, the commencement, duration and circumstances of certain projects have changed and evolved. Additionally, many new project elements have been added and the project's scope has expanded considerably.

Project Scope

The following is a summary of the notable conditions that have affected the scope of work. Also provided is a description of the remaining items currently identified to be completed as part of the Crestmoor Neighborhood reconstruction.

- As indicated above, the first amendment to our contract was to add full-time project inspection and construction contract administration services starting with the *Phase II Utility Replacement Project* with Shaw Pipeline Company as the contractor. The direction from the City was to have full-time inspection and observation for any work being performed, particularly when it involved construction in and around existing PG&E gas facilities. Shaw was operating two crews concurrently and thus two full-time construction personnel were budgeted and supplied. The *Phase II Utility Replacement Project* was completed and accepted approximately 3 months later than originally scheduled.
- Many of the observations and lessons learned from the *Phase II Utility Replacement Project* were then incorporated into the *Phase III Utility Replacement Project's* specifications and bid package. The bidding and award process was prolonged by bid anomalies and then the postponement of the issuance of the Notice to Proceed pending an inquiry into the low bidder's (JMB Construction) puncturing of a gas line in the City of Burlingame. The City understandably had concerns about issuing a contract to a bidder who did not understand the unique and sensitive nature of work within the neighborhood. Ultimately, the *Phase III Utility Replacement Project* started construction in August of 2013, almost nine months later than was anticipated.

During the course of the *Phase III Utility Replacement Project*, JMB operated three separate construction crews (sewer, water, storm drain) during a 6 to 7 month period. To ensure that there was oversight and observation for all of the work, HBCG added a third temporary inspector during this period. The third inspector was only utilized when needed and once JMB reduced to two crews, HBCG reduced the manpower accordingly. However, the addition of this extra inspection effort was neither initially planned for nor budgeted by HBCG.

Further complicating and delaying the construction schedule was the compound nature of the Phase III work. Besides the replacement of three separate utility systems in an occupied neighborhood, the underground soil conditions were not ideal. Unanticipated differing site conditions in several critical locations slowed JMB's work and delayed the project.

- In October of 2013, the City Council approved an *Upper Sanitary Sewer Lateral Replacement Program* for the Crestmoor Neighborhood. The City tasked HBCG with the overall project management of the program involving, 1) the reimbursement of lateral replacement by individual owners, and 2) a City project to replace laterals for owners not wanting to hire contractors directly to perform the work. The City solicited a proposal from BKF to prepare plans, specifications, and bid package for the City project. BKF's proposal was deemed excessive. Given HBCG's familiarity with the neighborhood, the extent of the work required and expected design effort of about one-half of BKF's proposed budget, HBCG was authorized to proceed with the design and bid package preparation. HBCG prepared project plans, specifications, and engineer's estimates and managed the bidding and award process. This project is currently in construction and HBCG is performing project inspection and construction contract administration services for the replacement of over 210 upper laterals

as part of this City project. Concurrently, HBCG continues to act as the overall program manager for the private lateral replacement performing review and processing of reimbursement requests, tracking of payments and status, and performing as a liaison to the residents and owners in the neighborhood. The lateral replacement project was not envisioned at the time the previous contract amendment was executed and none of the effort described herein was included in HBCG's scope or budget.

- Ongoing and future work related to the reconstruction of the Crestmoor Neighborhood includes:

Phase IV Surface Improvement Project – This project, involving the reconstruction of all of the curb, gutter, sidewalks, streetlight system replacement, and streetscape improvements is currently in final design. This project will be the most disruptive of any of the projects to date. It will involve tremendous presence and coordination throughout its entirety to keep residents informed and minimize inconvenience and disruptions to a minimum. The *Phase IV Surface Improvement Project* is anticipated to start in October 2015 and will take approximately 14 months to complete. Concurrent with this project's final design, HBCG is also managing the design of waterline improvements ("*Skyline waterline*") to be included as part of this project. HBCG will provide project inspection, construction contract administration, and neighborhood liaison services for this project.

Vacant Lot Home Reconstruction (Castle) – As project manager, HBCG was involved in the authoring of the initial RFP for solicitation of qualified homebuilder/developers, the analysis and selection of a preferred builder, the negotiation of a Development Agreement and Purchase Agreement. HBCG was also involved in the process of the home design refinement and presentations to the Crestmoor community. HBCG is continuing to provide project management services related to the re-construction of homes on the ten vacant lots within the neighborhood until their completion and occupancy.

Glenview/Earl Replacement Park – The project's scope includes the management of the reconstruction of the *Glenview/Earl Park*. This work will be done in close coordination with the Community Development and Community Services departments. The scope includes the coordination of the "visioning process" to shape the parks conceptual design, selection of a landscape architect to prepare plans and specification to construct the park, and to provide construction inspection, oversight, and contract administration for the construction of the park. Also included is the ongoing role of providing updates, communication, and information to the public and others during the design and construction process.

Additional Reconstruction Projects – As requested by the City, HBCG proposes to perform project management services for the design development and project definition phases for the additional projects identified by the City Council for possible construction should additional funds be available at the completion of the improvements within the neighborhood. These potential projects include:

- Replacement of Fire Station #52
- Crestmoor Canyon Slope Stability, Fire Safety, and Trail Improvements
- Sneath Lane Corridor Tree Replacement
- Opticom Signal Pre-emption System – San Bruno Ave and Sneath Lane

HBCG's scope will include oversight and management of various consultants performing initial scoping and feasibility analyses, staff coordination and interface, cost estimating and refinements, and other tasks related to defining the ultimate projects the City may choose to proceed.

- HBCG's role as a City liaison for the Crestmoor neighborhood residents has greatly evolved and expanded as the project has progressed. The liaison functions originally performed by City staff has primarily been absorbed by HBCG staff. Some of these functions include:
 - Providing a constant physical presence in the neighborhood to represent the City of San Bruno
 - Serving as a central point for the residents to share concerns and comments regarding the neighborhood
 - Providing information and updates to residents in a formal and informal basis (including in person visits and telephone calls)
 - Helping facilitate the resolution of many issues that go beyond the neighborhood reconstruction efforts.

HBCG will continue to provide these expanded liaison tasks for the duration of the neighborhood reconstruction.

- In addition to the items described above, HBCG's scope will include continuing the various overall project management activities related to the neighborhood reconstruction. These include items such as updates to the Rebuild Crestmoor website, preparing and making public presentations, attendance of public and neighborhood meetings, acting as a liaison between the City and the neighborhood related to reconstruction activities, and other miscellaneous tasks as directed by the City.

A revised project schedule illustrating the assumed project timelines to complete the neighborhood reconstruction is attached as Exhibit B.

Estimated Fees

Based upon the work as described above, and the ongoing and future services for the current and planned projects, HBCG is requesting an amendment to our contract as outlined below:

Crestmoor Neighborhood Reconstruction Project

Sanitary Sewer Upper Lateral Replacement Project

<i>Design/Bid Package</i>	\$ 182,000*
<i>Construction Inspection and Contract Administration</i>	\$ 233,000*
<i>Overall Program Management</i>	\$ 175,000*

Phase IV Surface Improvements Project

<i>Constructability Review/Design Mgmt./Bid Package</i>	\$ 87,500*
<i>Construction Inspection and Contract Administration</i>	\$ 720,000*

Overall Project Management

<i>Ongoing overall project coordination</i>	\$ 100,000*
<i>Additional Projects (Fire Station 52, Crestmoor Canyon, etc.)</i>	\$ 350,000*

TOTAL \$ 1,847,500

**These estimated fees have already been budgeted and projected into the overall project cost estimates previously provided to the City Council for the corresponding projects.*

HBCG will perform the above work on a Time and Materials basis in accordance with these estimated fees. HBCG will only bill for actual time expended on the projects, not a fixed fee.

We appreciate the opportunity to continue our work with the City of San Bruno and look forward to the ultimate completion of these important projects. Please let us know if you have any questions or comments.

Sincerely,
HB Consulting Group



Harry Burrowes, P. E.
Principal

Attachments



10.c.

City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015
TO: Honorable Mayor and Members of the City Council
FROM: Marc L. Zafferano, City Attorney
SUBJECT: Adopt Resolution Approving Template Bylaws for City Boards, Commissions, and Committees

BACKGROUND:

The City is currently served by a total of nine Boards, Commissions, and Committees, comprised of community volunteers:

- Bicycle and Pedestrian Advisory Committee
- Citizen's Crime Prevention Committee
- Community Preparedness Committee
- Culture and Arts Commission
- Parks and Recreation Commission
- Personnel Board
- Planning Commission
- Senior Citizen's Advisory Board
- Traffic Safety and Parking Committee

Each entity has adopted bylaws that describe the general purpose and work of the entity, govern the conduct of meetings, and reflect the duties of their members and the role of City staff. In 2004, the City Attorney prepared a revised bylaws template for all of the entities to use. However, since that time, two of the entities (the Senior Citizen's Advisory Board and the Planning Commission) have not amended their bylaws. The remaining entities amended their bylaws with the approval of the City Council at different times in the years 2004-2012, but the amendments did not completely conform to the original template, with each set of bylaws varying in terms of numbering, structure, and content.

More recently, the City's liason staff to the Citizen's Crime Prevention Committee and the Senior Citizen's Advisory Board approached the City Attorney to inquire about amending the bylaws for their respective entities. Liason staff indicated that the bylaws were outdated and requested that they be reviewed and amended to reflect current law and practices. The City Attorney's office compiled the most recent set of bylaws for each entity and has developed a new template for the City Council's review and approval.

DISCUSSION:

If approved and then adopted by each entity, the new template would result in substantially similar bylaws for each of the City's Boards, Committees, and Commissions, which would

10.c.

ensure consistency in practice and procedure among all of the entities. The new template retains all of the key provisions of the most recently-approved sets of bylaws, while standardizing rules of process and procedure, provisions regarding vacancies in office and appointments, and ensuring consistency with state law and best practices. The City Attorney's office would work with each Department Director to customize the template for each entity.

The template reflects that the Planning Commission and the Senior Citizen's Advisory Board are different from the other entities. The Planning Commission is a decision-making body that holds public hearings in accordance with state law, and the Senior Citizen's Advisory Board's members are not appointed by the City Council, although the City Council has removal authority. The customized bylaws for these entities will reflect these differences.

FISCAL IMPACT:

None.

ALTERNATIVES:

1. Provide direction to revise the template bylaws.

RECOMMENDATION:

Adopt Resolution Approving Template Bylaws for City Boards, Commissions, and Committees.

DISTRIBUTION:

Department Directors.

ATTACHMENTS:

1. Sample template bylaws.

DATE PREPARED:

July 28, 2015

REVIEWED BY:

_____ CM

- T E M P L A T E -
COMMISSION/COMMITTEE/BOARD BY-LAWS

1. **Purpose and Intent.** The membership and duties of the **{add name}** Commission/Committee/Board (the “Commission/Committee”) are prescribed in Chapter **{add applicable code section}** of the San Bruno Municipal Code. These Bylaws set forth the procedural rules for the conduct of Commission/Committee/Board meetings.

2. **Meetings.** The Commission/Committee/Board shall conduct its business in accordance with Chapter **{add applicable code section}** of the San Bruno Municipal Code, these Bylaws, the Ralph M. Brown Act (Government Code Section 54950 *et seq.*) and the Code of Conduct adopted by the City Council by way of Resolution No. 01-2604.
 - 2.1 **Regular Meetings.** The Commission/Committee/Board shall hold regular meetings at **{add time}** on the **{add day of the week}** of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the **{add location}**.

 - 2.2 **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the Commission/Committee/Board, by delivering written notice to each member of the Commission/Committee/Board (hereinafter “member” or “members”) and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.

 - 2.3 **Adjourned Meetings.** All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all members are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.

 - 2.4 **Study Sessions.** The Commission/Committee/Board may, from time to time, as part of a regular, adjourned or special meeting, meet in study session to focus on a particular matter within its jurisdiction. Action shall not be taken during a study session but direction may be provided.

2.5 Public Meetings. All meetings and study sessions of the Commission/Committee/Board shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.

2.6 Cancellation of Regular Meetings. The Commission/Committee/Board may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

3. Organization of the {Commission/Committee/Board}.

3.1 Establishment. There is established a {enter name of Commission/Committee/Board}. The Commission/Committee/Board shall consist of {enter number} residents of the City, but not employees of the City. Members shall be appointed by and serve at the pleasure of the Mayor with the majority approval of the City Council, subject to removal at any time, pursuant to City Council procedures. {The members of the Senior Citizen's Advisory Board shall consist of five at-large members who are San Bruno Residents and over the age of 50, one member over the age of 50 appointed by the San Bruno AARP #2895, and one member appointed by the San Bruno Senior Nutrition Council.}

3.2 Term. The term of office of each member is {enter number} years.

3.3 Compensation. No person shall receive compensation for service as a member, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties for payment for service as a proctor during administration of employment examinations.

3.4 Officers. The Commission/Committee/Board shall elect from its membership a Chair, who shall preside over meetings. The Commission/Committee/Board shall also elect a Vice-Chair, who shall preside in the absence of the Chair. The Chair and Vice-Chair are sometimes referred to herein as the "presiding officer." The Chair shall have the following powers:

3.4.1 To call to order the meeting and to conduct the order of business as set forth in the agenda.

3.4.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Commission/Committee/Board;

3.4.3 To move, second, debate and vote;

- 3.4.4 To rule motions in or out of order;
- 3.4.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;
- 3.4.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;
- 3.4.7 To sign all resolutions and other documents necessitating his or her signature;
- 3.4.8 To call a brief recess during a meeting;
- 3.4.9 To appoint members to subcommittees with the approval of the Commission/Committee/Board; and
- 3.4.10 To maintain decorum.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the members present.

- 3.5 **Organizational Meeting.** At its first meeting in **{insert month}**, the members shall elect a Chair and Vice-Chair from among its members.
- 3.6 **Term of the Chair and Vice-Chair.** The term of office of the Chair and Vice Chair shall be one year. A member may serve more than one consecutive term as Chair or Vice-Chair. Nothing shall prevent the Commission/Committee/Board from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.
- 3.7 **Vacancy in the Office of Chair or Vice-Chair.** A vacancy in the office of Chair or Vice-Chair shall be filled for the remainder of the unexpired term by election at the next meeting provided the election has been noticed on the agenda.
- 3.8 **Vacancy of a Member's Seat.** A member may resign by submitting his or her resignation in writing to the Chair. The resignation is effective and irrevocable when submitted. In the event of an unscheduled vacancy of any member's seat prior to the expiration of his or her term, the City Council (or in the case of an individual appointment, the applicable Councilmember) may appoint a member to serve the remainder of the unexpired term. The newly appointed member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.

- 3.9 Quorum.** A majority of the total membership of the Commission/Committee/Board shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Commission/Committee/Board shall announce that no meeting will be held due to lack of a quorum, and shall announce the date of the next regular or adjourned meeting. When a member is disqualified due to a financial conflict of interest, his or her presence shall not be considered in determining the presence of a quorum. Any decision of the Commission/Committee/Board shall require a vote of the majority of the members present and qualified to vote.
- 3.10 Subcommittees.** The Commission/Committee/Board may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (that have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Commission/Committee/Board may refer matters to a subcommittee to report back to the full Commission/Committee/Board at a future date. The subcommittee report will be considered advisory and its recommendations are subject to action by the full Commission/Committee/Board.
- 3.11 {Architectural Review Committee.}** The Architectural Review Committee shall be held to meet as needed, but generally the Thursday of the week between scheduled Planning Commission meetings, commencing at 6:00 p.m. at City Hall, or other designated regular meeting place and time.
- 3.11.1** The Architectural Review Committee shall consist of three Planning Commissioners who volunteer month to month. The duties consist of reviewing projects requiring architectural review. After reviewing the proposed projects, the Committee may prepare a report and recommend conditions to the Planning Commission.
- 3.11.2** Applicants and/or designers for the project requiring architectural review and approval should be encouraged to attend the Architectural Review Meeting.
- 3.11.2** Staff assistance may be provided to the Architectural Review Committee as needed.
- 3.11.3** The Architectural Review Committee takes final action on architectural review permits and minor modification permits or such other matters as set forth in the San Bruno Municipal Code.

3.11.4 The Architectural Review Committee shall forward to the Planning Commission a recommendation on all other matters.

3.12 **Absences from meetings.** If a member of the {add Commission/Committee/Board} is absent from three successive regular meetings without being excused by the Commission/Committee/Board, or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such member shall be vacated and the Chair shall immediately notify the Secretary, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as adopted by Council Policy on July 26, 1976. In order to request an excused absence, a member must notify the Chair or the Secretary of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting, and is subject to denial by the Commission/Committee/Board.

3.13 **Oath of Office.** Newly appointed members shall take and subscribe to the oath of office before assuming their duties. The oath may be given by a City official authorized to do so by State law.

4. **Powers and Duties.**

4.1 Serve in an advisory capacity to the City Council and City Manager;

4.2 {insert topics specific to Commission/Committee/Board/committee/Board};
and

4.3 Provide other assistance as requested by the City Council or the City Manager.

5. **The Commission/Committee/Board Agenda.**

5.1 **Preparation of the agenda.** The Secretary of the Commission/Committee/Board shall formulate and prepare the agenda for meetings.

5.2 **Posting of the agenda.** The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas of special meetings shall be posted

and provided along with the notice of the meeting as provided in paragraph 2.2 above.

5.3 Affidavit of posting. Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting, and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.

5.4 Order of Business. Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Commission/Committee/Board may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular meeting shall be as follows:

1. Call to Order/Roll call
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of Minutes (unless approved on the Consent Calendar)
5. Public Comments on Consent Calendar and Matters Not on the Agenda
6. Consent Calendar
7. **{Public Hearing(s)}**
8. New Business
9. Unfinished Business
10. Excluded Consent
11. Items from Staff
12. Public Comments on Matters Not on the Agenda (remaining comments not heard during previous comment period)
13. Items from Members and Subcommittee Reports
14. Adjournment

5.5 Description of Matters on the Agenda. All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken.

5.6 Adding Items of Business to the Agenda. The Commission/Committee/Board shall not discuss or take action on any item of business not listed on the posted agenda except:

5.6.1 Upon a majority determination of the existence of an “emergency” as that term is defined in the Brown Act.

5.6.2 Upon a determination by a two-thirds vote of the members present, or if less than two-thirds of the membership is present, upon a unanimous vote, that there is an immediate need to take action and that the need to take action came to the attention of the City subsequent to the posting of the agenda. If the Commission/Committee/Board makes this determination, the minutes of the meeting shall reflect what circumstances gave rise to the need to take action after the posting of the agenda.

5.6.3 Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Commission/Committee/Board occurring not more than five calendar days prior to the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.

5.7 **Adding Items of Business to a Future Agenda.** Any member may during “Items from Members” request that an item of business within the Commission/Committee/Board’s subject matter jurisdiction be added to a future agenda. Such requests are subject to approval of the Commission/Committee/Board.

5.8 **Public Comments.** Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the Commission/Committee/Board. Each speaker shall have a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the Commission/Committee/Board may lengthen or shorten the three-minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration. The “Public Comments” item shall be limited to items on the Consent Calendar (and not pulled therefrom) and matters not on the agenda but within the subject matter jurisdiction of the Commission/Committee/Board. An individual may speak only once during “Public Comments,” either at the first or second public comment period.

5.9 **Notification.** Upon written request on an annual basis and payment of the fee required by the City’s fee resolution, the Secretary will mail agendas or agenda packets to any person.

6. **Minutes.** The minutes of meetings shall be kept by the Secretary in accordance with the following policy:

- 6.1 Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion, not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting.
 - 6.2 All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second, and the roll call vote.
 - 6.3 Minutes of public hearings shall list when available the names and City of residence of all persons who speak during the hearing, and the position they took on the matter. The minutes need not include detailed or verbatim transcriptions of public comments.
 - 6.4 An audiotape recording of all meetings shall be made and said recording tapes shall be kept for a period not less than thirty days following approval of the minutes, and shall be subject to disclosure during that time.
7. **Annual Report.** The Commission/Committee/Board shall provide a report to the City Council concerning its actions, activities, and achievements during the preceding year, its goals for the subsequent year and any recommendations for improvement in providing service to the City. A summary of the annual report shall be presented orally at a regular City Council meeting.
 8. **Secretary.** The City Manager or applicable Department Director or his/her designee shall serve as the Secretary for the Commission/Committee/Board. The Secretary shall:
 - 8.1 Keep the minutes of all meetings and transmit approved minutes to the City Clerk;
 - 8.2 Give or serve all notices required by law or by these rules;
 - 8.3 Formulate and prepare the agenda for all meetings;
 - 8.4 Be custodian of Commission/Committee/Board records;
 - 8.5 Inform the Commission/Committee/Board of correspondence relating to business of the Commission/Committee/Board and attend to such correspondence;
 - 8.6 Handle funds allocated to the Commission/Committee/Board, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and
 - 8.7 Sign official documents of the Commission/Committee/Board.

9. Conduct of Meetings.

9.1 Action by the Commission/Committee/Board. The Commission/Committee/Board shall proceed by way of motion. Any member, including the Chair, may make a motion and any member may second the motion except that the same person who made the motion cannot second it. A member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

9.2 Adoption by Majority Vote. A motion shall be adopted by an affirmative vote of a majority of the members present provided a quorum is determined to exist. Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the member declares:

9.2.1 The existence of a conflict of interest or other disqualification from voting; or

9.2.2 A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

Abstentions are not counted in the vote tally.

9.3 Public Hearings {applicable only to Planning Commission}. Whenever the law requires the Planning Commission to hold a public hearing, such hearing shall be held in accordance with the following rules and procedures:

9.3.1 The Presiding Officer shall open the public hearing and orally summarize the procedures used by the Planning Commission during a public hearing or shall refer the audience to the agenda, wherein the procedures will be summarized.

9.3.2 The order of the hearing shall be as follows unless otherwise required by law or determined by the Planning Commission in the interest of assuring a fair hearing:

- a. Opening of the Public Hearing
- b. Disclosures of any ex parte communications
- c. Presentation of Staff Report
- d. Presentation of Subcommittee Reports, if any
- e. Questions of Staff from the Planning Commission
- f. Presentation by Applicant and/or Appellant
- g. Testimony of Public
- h. Rebuttal by Applicant and/or Appellant

- i. Closure of the Public Testimony Portion of Hearing
- j. Response of Staff
- k. Discussion by Planning Commission - further questions to staff
- l. Action
- m. Close of Public Hearing

9.3.3 Public Record. During the public hearing the Planning Commission may receive both oral and written testimony relevant to the matter being considered, which shall become part of the public record. In addition, the staff report, all exhibits, maps, papers and other physical evidence submitted to the Planning Commission shall be retained and become part of the public record. Disclosures of pertinent information obtained by a Planning Commissioner outside the hearing shall also be part of the record. Planning Commissioners shall not receive private notes, telephone calls or emails regarding the public hearing while it is being conducted.

Planning Commissioners shall avoid acquiring information outside the hearing of matters being heard solely on the basis of the record of a proceeding by a subordinate body or officer.

9.3.4 Continuation. At any time that it appears to the Presiding Officer or a majority of the Planning Commission that inadequate or insufficient evidence has been presented to afford judicious consideration of any matter at the time of a public hearing, or for other just cause, and as long as a continuance is permissible under State law, the hearing may be continued to afford the applicant, the public, or City staff adequate time to assemble additional evidence for consideration. The Planning Commission may also continue a public hearing on a matter being heard de novo for purposes of conducting a field trip collectively to view the property that is the subject of the hearing.

9.3.5 Presentation by Applicant/Appellant and Public Testimony. The Presiding Officer shall recognize the applicants and/or appellants in the case, who shall be permitted five (5) minutes to present evidence related to the matter under consideration.

The Presiding Officer shall then recognize members of the public who wish to speak on the issue. No person may speak without first being recognized by the Presiding Officer. Members of the Planning Commission who wish to ask questions of the speakers or each other during the Public Hearing may do so. The Presiding Officer shall conduct the hearing in such a manner as to afford the due process as required by law to all affected persons. Comments

from the public shall be limited to three (3) minutes per speaker; time cannot be ceded to another speaker. The Chair may increase or reduce the time limit for speakers in the manner and for the reasons described in Paragraph 5.8.

Following public testimony, the applicant and/or appellants may present a wrap-up or rebuttal statement, not to exceed two (2) minutes in length.

- 9.3.6 Termination of Public Testimony.** The Presiding Officer shall terminate public testimony when no members of the public who have not yet spoken wish to speak, or if after hearing substantial testimony on both sides of the matter, due to the lateness of the hour or the press of business, the Chair determines that additional testimony would be redundant and would not contribute materially to the consideration of the matter. Termination of public testimony does not close the public hearing.
- 9.3.7 Deliberations.** No Planning Commissioner shall begin deliberations on the matter until the public portion of the hearing has been closed and the time has come for deliberation.
- 9.3.8 Reopening the Public Testimony Portion of the Hearing.** Once the public testimony portion of a public hearing on any matter has been closed, no further public testimony shall be allowed unless the Presiding Officer determines that all persons who were present when the public testimony was heard are still present. Nothing herein however is intended to prevent or prohibit the reopening of public testimony at any subsequent regular or special meeting provided that due and proper notice is given designating the time and place of said re-opening.
- 9.3.9 Public Hearings - Decision.** The Planning Commission shall consider all evidence properly before it in accordance with these procedures and then act upon the item. A Planning Commissioner who was absent from all or a significant part of a Public Hearing shall abstain from participating unless he or she has listened to the audiotape or viewed the videotape of the portion of the hearing missed and reviewed all submitted documents and other material. The Planning Commission may deny a project without prejudice if it so specifies. In that instance, the Planning Commission may specify whether the applicant shall incur new fees, which shall generally apply for a substantial revision or resubmittal of the project.

9.4. Rules of Decorum.

9.4.1 Rules for Members. Members of the Commission/Committee/Board shall conduct themselves in an orderly and businesslike manner to ensure that the business of the City shall be attended to efficiently and thoroughly and to ensure that the integrity of the deliberative process is maintained at all times. Members shall maintain a polite, respectful and courteous manner when addressing one another, City staff and members of the public during meetings. Members shall speak clearly into the microphone so that they can be heard by the audience.

a. Communication with Members

- 1) Members should request the floor of the Presiding Officer before speaking.
- 2) A member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Members should express their views without engaging in lengthy debates.
- 3) When one member is speaking, other members shall not interrupt or otherwise disturb the speaker.

b. Communication with Members of the Public Addressing the Commission/Committee/Board.

- 1) Members may question a person addressing the Commission/Committee/Board at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.
- 2) Members shall not engage the person addressing the Commission/Committee/Board in a dialogue with the Commission/Committee/Board or City staff, but shall confine communication to a question and answer format conducted through the Presiding Officer.
- 3) If a member of the audience has addressed the Commission/Committee/Board on matters that are not on the agenda, members shall refrain from discussion of the matter. If a member so wishes, the member may, if appropriate, during the "Items from Members" portion of the meeting, direct the Secretary to place the matter on the next agenda, subject to the approval of the Commission/Committee/Board.

9.4.2 Rules for City Staff.

- a. Decorum. City staff shall not engage in public dialogue or debate with members of the public during public meetings. When addressed by the Commission/Committee/Board, staff shall respond in a polite and respectful manner.
- b. Role of the Secretary. The Secretary's duties during the meetings include keeping a record of concerns raised by the Commission/Committee/Board regarding staff matters and directions for future staff action.

9.4.3 Rules for the Public

- a. Members of the Audience. Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the meeting infeasible. A member of the audience repeatedly or continuously engaging in any such conduct shall, at the discretion of the Presiding Officer or a majority of the Commission/Committee/Board, be subject to ejection from that meeting.
- b. Persons Addressing the Commission/Committee/Board.
 - 1) Any person wishing to speak in connection with any item of business on the agenda shall first be invited to voluntarily complete a speaker request slip and submit the slip to the Secretary, although completion of the speaker's slip is not required to speak.
 - 2) No person shall address the Commission/Committee/Board without first being recognized by the Presiding Officer.
 - 3) No person addressing the Commission/Committee/Board shall make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Commission/Committee/Board, be subject to ejection from that meeting.

9.4.4 Enforcement.

a. The Chair shall follow the following procedure to maintain decorum:

- 1) Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person persists in the violation, the Presiding Officer shall order the person to leave the meeting. If the person does not leave the meeting, the Presiding Officer may order a law enforcement officer to remove the person from the chambers.
- 2) Removal. A law enforcement officer shall carry out the orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum. Upon instruction of the Presiding Officer, it shall be the duty of the law enforcement officer to remove from the meeting any person who is disturbing the proceedings.
- 3) Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any member of may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Commission/Committee/Board shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Commission/Committee/Board, the majority may designate another member to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.
- 4) Clearing the Room. If a meeting is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer or a majority of the Commission/Committee/Board may exercise the authority granted in California Government Code Section 54957.9 by ordering the meeting room cleared and continuing in session in the manner authorized by Section 54957.9 of the Government Code. Members of the press shall be permitted to remain unless they have participated in the disruption.

9.5 Adjournment of Meetings. Meetings shall adjourn not later than 10:30 p.m., or as soon thereafter as the Commission/Committee/Board completes the item of business on the table at that hour, in which event items of business not yet addressed shall be continued to the next regular meeting or to an adjourned meeting. The Commission/Committee/Board

may by majority vote extend the meeting beyond 10:30 p.m. in order to complete more of its agenda.

10. General

10.1 The Commission/Committee/Board and its activities are completely distinct from the **{insert name}** Department.

10.2 No member shall use any public resources including **{insert name}** Department, City, and/or Commission/Committee/Board letterhead and paper in any private activity.

10.3 The **{insert department name}** Director shall approve and release any and all publicity releases, public information, pamphlets and other public relations. The purpose is to ensure that no release or programs will conflict with policies or programs of the City.

11. Robert's Rules of Order. If a matter arises that is not covered by these rules, the Brown Act or the San Bruno Municipal Code, the procedures of the Commission/Committee/Board shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.

12. Amendments to By-Laws. These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 28, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Angela Kraetsch, Finance Director

SUBJECT: Adopt Resolution Approving Service Level Enhancements for the FY 2015-16 Operating Budget

BACKGROUND

The Adopted FY 2015-16 Operating and Capital Improvement Program Budgets were approved by the City Council at the June 23, 2015 meeting. At that time the City Council deferred consideration of the FY 2015-16 Proposed Service Level Enhancements and requested that this item be brought back to the City Council at a Study Session in order to discuss in more detail.

A Study Session was held on July 14, 2015 where the enhancements were discussed and staff was directed to bring the proposed Service Level Enhancements back to the City Council for consideration of approval. Also at this Study Session, the City Council indicated that they intended to approve all of the one-time service level enhancements but would be discussing the on-going enhancements in more detail.

DISCUSSION

For the third consecutive year General Fund revenues are projected to exceed expenditures. The FY 2015-16 General Fund Budget projects a surplus of \$484,000. This surplus allows the City Council to consider limited, service level enhancements with the reasonable expectation for on-going funding capacity.

The FY 2015-16 Operating Budget identified several proposed on-going and one-time supplemental enhancement requests for City Council's review and decision making. A complete list of the Proposed Service Level Enhancements by Fund is attached to this report.

Total ongoing costs equal approximately \$823,000, with the General Fund portion making up \$699,000 of this amount. Total one-time costs totals \$1,220,000, with the General Fund costs equaling \$504,000. Based on the direction received from the City Council at the July 14th study session, the proposed funding of \$700,000 for the Fire Truck has been removed from the FY 2015-16 Operating Budget and replaced with \$389,000 which will be used for a down payment for the replacement of a Fire Engine.

10.d.

Staff is requesting the authorization to order both the Fire Truck and Engine this fiscal year. Quotes provided by vendors for these vehicles have indicated that by ordering both the Fire Truck and Engine at the same time it is estimated that the City would save up to \$80,000. Funding for the Fire Truck is not required this fiscal year and will be included in the FY 2016-17 Operating Budget.

The attached Resolution as drafted includes all proposed enhancements and will be adjusted to reflect the City Council's decision.

FISCAL IMPACT

Proposed Service Level Enhancements for all funds equals \$2,032,000. New ongoing costs totals \$823,000, one-time costs equals \$1,220,000, and new revenue is \$11,000.

ALTERNATIVES

1. Amend the 2015-16 Operating Budget Proposed Service Level Enhancements.
2. Do not approve the 2015-16 Operating Budget Proposed Service Level Enhancements.

RECOMMENDATION

Adopt Resolution Approving Recommended Service Level Enhancements for the FY 2015-16 Operating Budget.

ATTACHMENTS

1. 2015-16 Operating Budget Proposed Service Level Enhancements.
2. Proposed Service Level Enhancements Summary.
3. Resolution Approving an Amendment to the 2015-16 Operating Budget to include Service Level Enhancements.

DATE PREPARED

July 16, 2015

2015-16 Operating Budget Proposed Service Level Enhancements

Dept	Description	Ongoing Costs	One Time Costs	Y/N
General Fund				
CD	Associate Planner	\$ 134,000	\$ -	
CD	Executive Assistant	106,000	-	
CD	Assistant Planner Contract Services	-	132,000	
CM	Reclassify Management Analyst II to Assistant to City Manager	28,000	-	
CS	Add Librarian 1/Eliminate Assistant Community Service Director/Reclassify Library Service Manager to Community Services Superintendent	(69,000)	-	
CS	Part-time Facility Attendant – Senior Services	21,000	-	
FD	Fire Inspector	-	20,000	
FIN	Reclassify an Accounting and Customer Service Representative from level II to level III	10,000	-	
PD	Management Analyst 0.5	64,000	-	
PD	Police Officer	151,000	-	
CD	Contract Services for Zoning Code Update		85,000	
CS	Parks and Facilities Manager	78,000	-	
CS	Community Day in the Park	40,000	-	
CS	Annual supply of soil for fields	9,000	-	
CS	E-books and E-audiobooks	5,000	-	
CS	Install Gate behind City Park	-	5,000	
CS	Install engineered wood playground fiber	-	24,000	
CS	Top Dresser Trailer Attachment	-	13,000	
CS	Automated Payment Machine	-	11,000	
CS	Tables and chairs for Senior Center	-	6,000	
CS	Stage Curtain	-	5,000	
CS	Wildland Fire Hazard Mitigation	50,000	-	
FIN	Development Impact Fee Study	-	100,000	
-	General Fund portion of Internal Service Allocations	72,000	103,000	
General Fund Total		\$ 699,000	\$ 504,000	
Internal Service Funds				
IT	Part-time Staff	\$ -	\$ 21,000	
IT	Storage Space	-	25,000	
	Total Technology Fund	-	46,000	
CS	Parks and Facilities Manager	78,000	-	
CS	Generator for Recreation Center	-	70,000	
	Total Building and Facilities Fund	78,000	70,000	
FD	Fire Engine	-	389,000	
	Total Equipment Replacement Fund	-	389,000	
Total Internal Service Fund		\$ 78,000	\$ 505,000	
Water Enterprise Fund				
Water	.50 Engineering Technician	\$ 59,000	\$ -	
Water	Groundwater Sustainability Plan	-	40,000	
Water	5-year Urban Water Mgmt Plan	-	60,000	
Water	Residual Control Units (2)	-	140,000	
Water	Tank mixers (2)	-	74,000	
Water Enterprise Fund Total		\$ 59,000	\$ 314,000	
Wastewater Enterprise Fund				
Waste	.50 Engineering Technician	\$ 59,000	\$ -	
Wastewater Enterprise Fund Total		\$ 59,000	\$ -	

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Administration				
City Manager				
Reclassify Management Analyst II position to Assistant to City Manager to perform a variety of complex assignments within the City Manager's Office, including analysis, policy document and report preparation, supervise administrative operations, and assigned projects.	27,515			27,515
City Manager Total	27,515	0	0	27,515
Finance				
Reclassify an Accounting / Customer Service Representative from Level II to Level III to reflect the additional responsibility and complexity of work, and to provide backup for critical Finance positions such as payroll.	10,000			10,000
Development Impact Fee study to support development of a citywide impact fee program to assure that new development pays its own way. The study would identify the proportionate share of infrastructure and other improvements required to support the project.		100,000		100,000
Finance Total	10,000	100,000	0	110,000
Technology				
Part-time staff to assist with front line desktop support while IT staff manages, maintains, and completes current and upcoming capital improvement projects and technology upgrades, including City website rebuild, technology support for the Digital Permit and Management System improvement project, Engineering Division's scanning and digitizing project, Stormwater CMMS implementation, and radio-read meter replacement program.		21,530		21,530
Storage space (15 TB), including three-year warranty, to accommodate newly introduced city department technology initiatives, including the Wastewater CCTV sewer video inspection program.		24,700		24,700
Technology Total	0	46,230	0	46,230
General Fund Impact				37,909

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
General Administration (Cont.)				
Public Safety				
Police				
Add a Police Officer position to enhance proactive police patrols in the community. Officers not on a call for service are able to conduct patrols in the community primarily for criminal activity, and traffic enforcement and identify roadway hazards, abandoned vehicles, graffiti, and other conditions requiring City response.	151,050			151,050
Add 0.5 FTE Management Analyst position to prepare annual budget, manage accounts payable, perform crime analysis, track grant funding, and manage departmental recruitment processes and support the Chief's office with telephone inquiries, file management, and event planning.	64,205			64,205
Police Total	215,255	0	0	215,255
Fire				
Replace Fire Truck T51. Downpayment of \$700,000 funded by the Equipment Reserve Fund, and the remaining \$635,000 balance financed through a capital lease.		700,000		700,000
Hire a part-time Fire Inspector to assist current staff in the technical workload associated with new construction projects and the increase in construction inspections, plan check's and general planning meetings related to development in the Transit Corridor Plan Area.		20,000		20,000
Fire Total	0	720,000	0	720,000
General Fund Impact				20,000
Public Services				
Water Supply				
0.50 Engineering Technician to assist with asset management and inventory (GIS/CMMS/Field Data Collection), maintain as-built drawings, critical data analysis, project coordination, and update City website with project information. This position is shared with Wastewater Fund.	59,322			59,322
Develop South Westside Basin Groundwater Sustainability Plan to comply with the 2014 Sustainable Groundwater Management Act in coordination with Daly City, and CalWater.		40,000		40,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Public Services (Cont.)				
Water Supply (Cont.)				
Update 5-Year Urban Water Management Plan (UWMP). This plan is required to be updated every five years and must be completed by the end of FY 2015-16.		60,000		60,000
Purchase two Residual Control System (RCS) units for Tanks No. 4 San Bruno Avenue and 9/10 College in order to improve water conservation. These units automatically maintain chlorine and other water purification chemical levels.		140,000		140,000
Two tank mixers for both holding tanks at Well 17 Corporation Yard as part of ongoing water conservation efforts. Tank mixers maintain chlorine consistency throughout the 90,000 gallon water holding tank.		74,000		74,000
Water Total	59,322	314,000	0	373,322
Wastewater				
0.50 Engineering Technician to assist with asset management and inventory (GIS/CMMS/Field Data Collection), maintain as-built drawings, critical data analysis, project coordination, and update City website with project information. This position is shared with Water Fund.	59,322			59,322
Wastewater Total	59,322	0	0	59,322
Community Development				
Planning				
Add an Associate Planner position to respond to an ongoing increase in development activity and to support processing of new development applications for projects such as conversion of an existing office development to 220+ housing units, redevelopment of another existing office complex with a new two story building, and the 152-room hotel project within the Navy Site Specific Plan area. The position will also support the Bicycle and Pedestrian Advisory Committee and provide Planning and Zoning information to citizens at the counter and over the phone.	134,000			134,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Development (Cont.)				
Planning (Cont.)				
Add an Executive Assistant position to assist with general administrative tasks within the Community Development Department to support Planning, Building, and Code Enforcement operations. These tasks include research assignments to respond to questions and informational requests from the public and other departments, assisting with budget preparation, file management, scheduling meetings/event planning, preparing correspondence, and preparation of Planning Commission and BPAC packets.	105,700			105,700
Contract services to complete the comprehensive Zoning Code, the Subdivision Ordinance, and complete an Initial Study/Negative Declaration for both updates. Services include all graphic design and website intergration.		85,000		85,000
Add Assistant Planner contract services to support overall Planning efforts, checking Building Permit application plans for compliance with Planning and Zoning requirements, providing significant counter and telephone informational support, processing Home Occupation Permits and Business Compliance Permits, processing minor Use Permits, and providing graphics support services.		132,000		132,000
Planning Total	239,700	217,000	0	456,700
Community Services				
Recreation				
Funding to provide an annual Community Day in the Park, including materials, supplies, contract services, and staff overtime. The annual Community Day in the Park continues the successful Centennial event held on September 27, 2014 with activities for all age groups and an opportunity for community organizations to collaborate in delivering a special community gathering.	40,000			40,000
Recreation Total	40,000	0	0	40,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Services (Cont.)				
Parks				
0.50 Parks & Facilities Services Manager to supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks & facilities capital improvement projects, and proactively address parks and facilities needs. Position shared 50% each between Parks Maintenance and Building & Facilities Fund.	78,016			78,016
Install gate behind City Park to limit vehicle access to the roadway and parking area.		5,000		5,000
Install engineered wood playground fiber to large playground areas located at parks throughout the City. This material maintains fall protection material in the playbox area and ensures equal distribution and coverage.		24,160		24,160
Increase funding for Wildland Fire Hazard Mitigation program to identify and mitigate the hazards associated with vegetation and wildland fires in City open space areas.	50,000			50,000
Purchase top dresser trailer attachment for field maintenance equipment and an annual supply of soil to maintain a safe playing environment and fill field divots and holes. This service is currently provided periodically by renting equipment.	9,100	12,500		21,600
Parks Total	137,116	41,660	0	178,776
Senior Services				
Add part-time facility attendant to perform basic facility set up and break down of tables, chairs, and moving the multi-use room wall partition when needed for classes. This position will also perform light custodial duties as needed.	21,000			21,000
Purchase light weight tables, light weight card tables, and sturdy chairs. Many of the tables are beginning to deteriorate and need to be replaced. The chairs are currently in good condition but new chairs that have a higher maximum weight limit are needed.		6,000	6,000	0
The 25 year old stage curtain is damaged beyond repair or cleaning. The curtain can no longer be opened and closed with the cord and it is necessary to use a long stick to close the curtains.		5,000	5,000	0
Senior Services Total	21,000	11,000	11,000	21,000

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Community Services (Cont.)				
Library				
Eliminate vacant Assistant Community Services Director position (decrease of \$184,557), reclassify one Library Services Manager to a Community Services Superintendent (increase of \$12,088), and add a Librarian I position (increase of \$103,035). The Community Services Superintendent will manage the day-to-day activities and functions of the Library. These responsibilities include: strategic planning, personnel management, budget development and oversight, and serving as a member of the Peninsula Library System (PLS) Executive Council. The Librarian will oversee development of an adult literary collection and provide front counter coverage. The position will maintain the existing total level of staffing at the Library with the elimination of the Assistant Community Services Director and assure sufficient staff presence during all hours of Library operation.	(69,434)			(69,434)
Expand Library's E-book and e-audiobooks collection.	4,700			4,700
Replace Automated Payment Machine (APM) that accepts debit and credit card payments. The current machine is 15 years old, regularly goes offline, and only takes cash payments.		11,220		11,220
Library Total	(64,734)	11,220	0	(53,514)
Building and Facilities				
0.50 Parks & Facilities Services Manager to supervise line staff and projects, provide administrative oversight and coordination, assure timely delivery of parks & facilities capital improvement projects, and proactively address parks and facilities needs. Position shared 50% each between Parks Maintenance and Building & Facilities Fund.	78,016			78,016
Backup generator for the San Bruno Veterans Memorial Recreation Center. The backup generator will power the gymnasium, meeting areas, and administrative offices to support full function of the facility during a power outage and as an emergency shelter in the event of a disaster.		70,000		70,000
Building and Facilities Total	78,016	70,000	0	148,016
General Fund Impact				137,655

Proposed Service Level Enhancements Summary

Budget Change Request	New Ongoing Cost	One-Time Costs	New Revenue / Allocation	Net Impact on Fund
Total Supplemental Requests	822,512	1,531,110	11,000	2,342,622
Total General Fund Costs	698,407	503,889	11,000	1,191,295
Total 2015-16 General Fund Budget Impact	521,267			
<i>Ongoing Costs net of Revenue</i>	<i>698,407</i>			

RESOLUTION NO. 2015-_____

**RESOLUTION APPROVING AN AMENDMENT TO THE FY 2015-16 OPERATING BUDGET
TO INCLUDE SERVICE LEVEL ENHANCEMENTS**

WHEREAS, the City Council approved Resolution no. 2015-58 adopting the 2015-16 Operating Budget on June 23, 2015; and

WHEREAS, the City Council may amend the budget as necessary to account for changing conditions; and

WHEREAS, amendments for expenditures impacting the various funds should be approved consistent with the operating requirements and previous City Council actions and consistent with the information provided with the Service Level Enhancement report received by the City Council on July 28, 2015:

Dept	Description	Ongoing Costs	One Time Costs
General Fund			
CD	Associate Planner	\$ 134,000	\$ -
CD	Executive Assistant	106,000	-
CD	Assistant Planner Contract Services	-	132,000
CM	Reclassify Management Analyst II to Assistant to City Manager	28,000	-
CS	Add Librarian 1/Eliminate Assistant Community Service Director/Reclassify Library Service Manager to Community Services Superintendent	(69,000)	-
CS	Part-time Facility Attendant – Senior Services	21,000	-
FD	Fire Inspector	-	20,000
FIN	Reclassify an Accounting and Customer Service Representative from level II to level III	10,000	-
PD	Management Analyst 0.5	64,000	-
PD	Police Officer	151,000	-
CD	Contract Services for Zoning Code Update		85,000
CS	Parks and Facilities Manager	78,000	-
CS	Community Day in the Park	40,000	-
CS	Annual supply of soil for fields	9,000	-
CS	E-books and E-audiobooks	5,000	-
CS	Install Gate behind City Park	-	5,000
CS	Install engineered wood playground fiber	-	24,000
CS	Top Dresser Trailer Attachment	-	13,000
CS	Automated Payment Machine	-	11,000
CS	Tables and chairs for Senior Center	-	6,000
CS	Stage Curtain	-	5,000
CS	Wildland Fire Hazard Mitigation	50,000	-
FIN	Development Impact Fee Study	-	100,000
-	General Fund portion of Internal Service Allocations	72,000	103,000
	General Fund Total	\$ 699,000	\$ 504,000

Dept	Description	Ongoing Costs	One Time Costs
Internal Service Funds			
IT	Part-time Staff	\$ -	\$ 21,000
IT	Storage Space	-	25,000
	Total Technology Fund	-	46,000
CS	Parks and Facilities Manager	78,000	-
CS	Generator for Recreation Center	-	70,000
	Total Building and Facilities Fund	78,000	70,000
FD	Fire Engine	-	389,000
	Total Equipment Replacement Fund	-	389,000
Total Internal Service Fund		\$ 78,000	\$ 505,000
Water Enterprise Fund			
Water	.50 Engineering Technician	\$ 59,000	\$ -
Water	Groundwater Sustainability Plan	-	40,000
Water	5-year Urban Water Mgmt Plan	-	60,000
Water	Residual Control Units (2)	-	140,000
Water	Tank mixers (2)	-	74,000
Water Enterprise Fund Total		\$ 59,000	\$ 314,000
Wastewater Enterprise Fund			
Waste	.50 Engineering Technician	\$ 59,000	\$ -
Wastewater Enterprise Fund Total		\$ 59,000	\$ -

NOW THEREFORE, the City Council of the City of San Bruno hereby resolves to amend the FY 2015-16 Operating Budget and that specific expenditures enumerated are hereby amended.

—o0o—

I hereby certify that foregoing Resolution No. 2015-____ was introduced and adopted by the San Bruno City Council at a regular meeting on July 28, 2015 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk



CITY COUNCIL AGENDA ITEM STAFF REPORT

CITY OF SAN BRUNO

DATE: July 28, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Receive Report and Provide Direction Regarding Appointment to the Vacant Planning Commissioner Position

BACKGROUND:

The Planning Commission currently has a vacancy due to the resignation of one of the Commission's seven members. In recognition of the unique and important function of the Planning Commission to oversee implementation of the City's General Plan, to review and make decisions on land use issues and plans for development and to make recommendations on long-range planning issues, the City Council directed that a joint subcommittee of the City Council and the Planning Commission review and recommend a process to solicit and evaluate applicants for the vacant Commissioner position.

The process developed by the joint subcommittee was reviewed and approved by the City Council at the meeting on June 23, 2015. The deadline for submittal of applications was July 17, 2015. As of that date the City had received two applications. An additional application was received by the City Clerk's office on Monday morning, July 20th.

DISCUSSION:

In light of the small number of applicants, staff consulted with the City Council subcommittee members (O'Connell and Salazar) and recommended that the City Council might want to consider extending the application period and providing some additional outreach to solicit applications. Outreach that has been provided to date by the City Clerk's office includes mailed notice of the opening on the Planning Commission to each of the persons who previously submitted an application for any of the City advisory Boards and Commission openings, placement of information in the Daily Journal newspaper about the vacancy and placement of a notice on the home page of the City website.

The subcommittee recommends that the application period be extended until August 31st and that staff take the following additional steps to advertise the vacancy: outreach to all of the City's current Board and Commission appointees that the vacancy exists and soliciting their assistance to identify persons who might be interested, posting a notice of the vacancy on public bulletin boards in the Library and at the Recreation Center, City Hall and the Senior Center and submitting additional information to the newspaper.

J.O.E.

According to the process previously recommended by the joint subcommittee and approved by the City Council, interested applicants are required to complete an application and to respond to supplemental questions that are intended to assist the City Council in understanding the applicant's knowledge and abilities related to land use issues generally and to specific current land use and development issues in San Bruno. This information will be used to assist the City Council in assessing the applicant's understanding and preparation to assume the responsibilities of the Planning Commissioner position. Following initial review of the applications, applicants will be invited to participate in an oral interview with the City Council.

Using the proposed August 31st application deadline date, the following schedule could be used leading to the appointment of a new Planning Commissioner prior to the September Planning Commission meeting on September 15, 2015:

June 26 – August 30	Advertise vacancy and receive applications
August 31	Application due date
September 1-4	Review applications and hold interviews
September 8	Appoint new Commissioner
September 15	New Commissioner attends first Planning Commission meeting

In order to meet this fairly tight timeline for City Council review and interview of applicants and to advise applicants, staff recommends that the City Council set a special meeting date now for the interviews. Suggested dates are September 2 or September 3 at 6:00 pm.

FISCAL IMPACT:

None

ALTERNATIVES:

1. Provide alternative direction regarding the process or the schedule to select a new Planning Commissioner.

RECOMMENDATION:

Receive Report and Provide Direction Regarding Appointment to the Vacant Planning Commissioner Position

ATTACHMENTS:

None

DISTRIBUTION:

None

DATE PREPARED:

July 24, 2015



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: July 28, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Ed Barberini, Chief of Police

SUBJECT: Adopt Resolution Authorizing Appropriation of \$13,500 from the Equipment Reserve Fund for Purchase of Replacement Furniture for the Police Department Patrol Watch Commanders' Office.

BACKGROUND:

The purpose of this acquisition is to replace the furniture in the Patrol Watch Commanders' Office that has been in continual use since the Police Department moved into the Police Plaza building in 2002. Funding for this acquisition is identified in the Police Department Equipment Reserve Fund.

DISCUSSION:

The Patrol Watch Commanders' Office is one of the most frequently used offices in the Police Department. It is utilized by the Patrol Watch Commanders, including sergeants and corporals, on a twenty-four hour basis to handle a variety of departmental duties. These duties include, but are not limited to, report approval, citizen contacts, suspect interviews, meetings, shift debriefings, etc. Additionally, all sergeants have two file drawers assigned to them to maintain personal files, equipment, etc. therein. The Traffic Division maintains its needed equipment, including RADAR/LIDAR guns, Intoxilizer Units, collision reconstruction computer, tools, paperwork, and notifications in this office as well. All court issued subpoenas for Police Department staff and San Bruno residents, as well as arrests warrants, are logged and maintained in this office.

During its thirteen year life span, the majority of the furniture in this office has broken down beyond repair. Nearly all of the file cabinets have ceased to adequately operate. The two work station chairs need to be replaced, and the desks are inadequate for the purpose they were originally intended. Last fall the office experienced significant water damage. The cause of that damage has been remedied, the carpet has been replaced, and the office has been repainted. The condition of the furniture further deteriorated when it was removed to facilitate the replacement of the carpet. This office has been unavailable for use since September of 2014, requiring the Patrol Watch Commanders to temporarily use office space in the Officers' report writing room.

The office was originally designed to include two work stations in the center of the room surrounded by storage cabinets. This was recognized early on to be inadequate for the

10.6

amount of use the room experiences. At times, three to four supervisors are using this office at the same time. Four work stations are required to accommodate the demands of this office.

The space has been re-evaluated by Department personnel. The recommended configuration is to replace the two work stations with four, and install stronger, more durable file cabinets. The task chairs for the work stations also need to be replaced. Replacement furniture will be consistent with style and quality of furnishings in the rest of the building.

FISCAL IMPACT:

The total purchase and installation cost of the replacement furniture is \$13,500. Police Department Staff reviewed funding alternatives and identified available funds designated for office furniture replacement in the Police Department Equipment Reserve.

ALTERNATIVES:

1. Do not proceed with the replacement of the furniture. This alternative would require the attempt to repair the broken furniture by Buildings and Facilities personnel. This alternative would likely lead to a continued break down of the existing furniture, as well as additional cost for the replacement parts.

RECOMMENDATION:

Adopt resolution authorizing appropriation of \$13,500 from the Equipment Reserve Fund for purchase of replacement furniture for the Police Department Patrol Watch Commanders' Office.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

July 28, 2015

REVIEWED BY:

____ City Manager

____ Finance Department

RESOLUTION NO. 2015-_____

**ADOPT RESOLUTION AUTHORIZING APPROPRIATION OF THE
\$13,500 FROM THE EQUIPMENT RESERVE FUND FOR PURCHASE
OF REPLACEMENT FURNITURE FOR THE POLICE DEPARTMENT
PATROL WATCH COMMANDERS' OFFICE**

WHEREAS, the Police Department front line supervisors utilize the furniture in the Patrol Watch Commanders' Office on a twenty-four hour basis; and

WHEREAS, the office furniture currently in use by the Department is inoperable and has reached its serviceable lifespan; and

WHEREAS, Bay Office Interiors offers a replacement via the manufacturer of the furniture originally purchased for the Department; and

WHEREAS, the Police Department is seeking to replace the existing furniture via the Open Market Procedure thus allowing for more usable space in the office by its first line supervisors; and

WHEREAS, the FY2015-16 Police Department Equipment Reserve budget contains adequate funding for the replacement of the existing furniture.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of San Bruno authorizes the appropriation of the \$13,500 from the Equipment Reserve Fund for purchase of replacement furniture for the Police Department Patrol Watch Commanders' Office.

--oOo--

I hereby certify that foregoing Resolution No. 2015-_____ was introduced and adopted by the San Bruno City Council at a regular meeting on July 28, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Carol Bonner, City Clerk