



“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 11-9-15)

SAN BRUNO CITY COUNCIL

November 10, 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 Newly Elected City Councilmembers will be installed into office at the Regular City Council Meeting on December 8, 2015 at 7:00 p.m. at the San Bruno Senior Center.
- b. The Annual Tree Lighting Event will be held on December 3, 2015 at 5:30 p.m. at the Veterans Memorial Recreation Center.
- c. There will be no City Council Meeting on December 22, 2015.

4. PRESENTATIONS:

Present 25-Year Services Awards to Police Department Lieutenant Tim Mahon and Public Services Department Wastewater Service Manager Dennis Bosch.

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Special Council Meeting of October 27, 2015 and Regular Council Meeting of October 27, 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 October 26, 2015.
- b. **Approve:** Payroll of October 9, 2015.
- c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated September 30, 2015.
- d. **Adopt:** Resolution Accepting the Pressure Regulating Stations on SFPUC Service Connections Project as Complete, Authorizing the Filing of a Notice of Completion with the San Mateo County Recorder's Office, and Authorizing Release of the Construction Contract Retention in the Amount of \$35,677.

- e. **Adopt:** Resolution Authorizing the Purchase of Cable Television Equipment in the Amount of \$95,000 to Replace Video on Demand Server.
- f. **Adopt:** Resolution Authorizing Out-of-State Travel for City Manager and City Councilmember Attendance at the Pipeline Safety Trust Annual Conference.

8. PUBLIC HEARING:

- 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. Receive Report on Crestmoor 1 Neighborhood Streetlight Outage and Provide Direction to Develop Options for Temporary and Permanent Solutions.
- b. Adopt Resolutions:
 - Approving the San Bruno Community Foundation's Grant Policy;
 - Approving Amendments to the San Bruno Community Foundation 2015-16 Budget;
 - Approving Restated Articles of Incorporation; and
 - Appointing Three Board Members for Four-Year Terms.
 - Receive Report and Provide Direction Regarding Near-Term Project Concepts.
- c. Adopt Resolution Accepting Amendments to the California Fire Assistance Agreement Regarding Responders to Emergency Incidents.

11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on November 24, 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
SAN BRUNO CITY COUNCIL – STUDY SESSION

October 27, 2015

5:30 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on October 27, 2015 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 5:30 p.m.

2. ROLL CALL:

Presiding was Mayor Ruane, Councilmembers Ibarra, Medina and O'Connell and Vice Mayor Salazar. Recording by City Clerk Bonner.

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

4. CONDUCT OF BUSINESS:

Conduct Study Session to Discuss the Proposed Zoning Code Update.

Council conducted a study session on the proposed zoning code update and while there was no reportable action, they agreed to meet to further discuss.

14. ADJOURNMENT:

Mayor Ruane closed the meeting at 7:00 p.m. The next regular City Council Meeting will be held on October 27, 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
November 10, 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 10/23/15

SAN BRUNO CITY COUNCIL

October 27, 2015

7:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on October 27, 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 garden club for the flower arrangement.

2. ROLL CALL:

Presiding was Mayor Ruane, Councilmembers Ibarra, Medina and O’Connell and Vice Mayor Salazar. **Dennis Sammut** led the pledge of allegiance. Recording by City Clerk Bonner.

3. ANNOUNCEMENTS:

- a. **Mayor Ruane** said on October 30, Halloween Happenings will take place at Tanforan Mall with a raffle at 4:30 p.m. downstairs in the center of the mall.
- b. **Mayor Ruane** announced this week San Bruno celebrates Red Ribbon Week.
- c. **Mayor Ruane** said the San Bruno VA Clinic will be celebrating ten years of service on November 23, 2015 on Sneath Lane.
- d. **Mayor Ruane** invited everyone to attend a thank you gathering for John Pieretti for the myriad of activities he has participated in over the years helping others, especially veterans. This Sunday, November 1 at the American Legion Post at 757 San Mateo Avenue from 3:30 to 5:30 p.m.

4. PRESENTATIONS:

a. **Mayor Ruane** Presented a Proclamation Supporting the “No Traffick Ahead” Program and Taking a Stand Against Human Trafficking in the Bay Area before the 2016 Super Bowl and Beyond which was received by Police Chief Barberini who introduced Mike Brosnan from the County Human Traffic Agency. He talked about stopping human trafficking and asked the Council join him on Friday, November 6, 2015 at 8:00 a.m. at the SSF Conference Center.

b. **Mayor Ruane** said we will a Receive Presentation Regarding the San Mateo County 21 Elements Affordable Housing Nexus Study from Josh Abrams who explained the background, trends, nexus study, impact fees and future plans.

5. REVIEW OF AGENDA: No changes.

6. APPROVAL OF MINUTES: Regular Council Meeting of October 13, 2015, approved as submitted.

7. CONSENT CALENDAR:

- a. **Approve:** Accounts Payable of October 12 and 19, 2015.
- b. **Approve:** Payroll of September 25, 2015.

c. **Declare:** Member Vacancy from the Citizens Crime Prevention Committee and Direct the City Clerk to Initiate the Recruitment Process of a New Member.

M/S Medina/Ibarra to approve the Consent Calendar and passed with all ayes.

8. PUBLIC HEARING:

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Dennis Sammut, Artichoke Joes spoke about the history of storms in San Bruno and the upcoming possible El Nino. He asked the City to be prepared for a major storm. He asked staff contact him and his fellow merchants to let him know what the plans are for a possible disaster.

City Manager Jackson said it will continue to be the City's practice to provide sand bags available for the restaurants.

Marty Medina, Garden Ave. talked about his campaigning efforts and the many needs of San Bruno.

Bonnie Balfour, Crystal Springs Ave. talked about rent control and the effects of rental increases. She asked the Council and Mayor address this issue.

Ryan Myrsny, Kains Ave. asked the Council why they didn't get an appraisal for the Crossing hotel site before offering to give our land to a billion dollar developer for \$1.00. Will the City's honest and unbiased appraisal include the appraisal of the land for use other than 152 room hotel and a 3,000 meeting space for friends of the Council? Google paid \$88 million dollars for two office buildings nearby. The voters approved that land for an office building in Measure E, will the appraisal take that into account. He talked about the comparison of the sale of the old El Camino Real theatre site and the Crossing site. He asked if the honest appraisal would include the use of an apartment building since the voters also approved the land for apartments. He asked to be shown where the people of San Bruno voted subsidizing a 3,000 square foot meeting space for friends of the Council or two levels of underground parking or letting a developer have that land for \$1.00.

Neil Wilde, Princeton Ave. talked about his grandmother's lateral sewer line on Atlantic and the red tape he has been put through in attempting to correct it.

10. CONDUCT OF BUSINESS:

a. Receive Oral Report on the City's Youth After School Programs and Summer and Holiday Camps.

Danielle Kranitz, Recreation Supervisor gave a powerpoint presentation of what makes up the after school programs and camps. She reviewed the history of these programs and the statistics of how they have grown since their inception.

Councilmember Medina said he liked the oral report and he would like to see the information on paper.

b. Adopt Resolution Authorizing the City Manager to Execute a Contract with West Yost Associates to Update the Urban Water Management Plan in the Amount not to exceed \$71,800.

Interim Public Services 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. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

12. COMMENTS FROM COUNCIL MEMBERS:

Councilmember O’Connell said the Beautification Task Force went around this weekend to take pictures of decorated Halloween houses and they will be shown on Channel 1.

Councilmember Medina said the new web site was rolled out today and he understood there were one or two items that need to be finalized. He wanted to acknowledge the City staff coming together in the various departments to take ownership. He said he would like to know who worked on this and helped make it a reality.

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on November 10, 2015 at 8:10 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

14. ADJOURNMENT:

Mayor Ruane closed the meeting at 8:07 p.m. The next regular City Council Meeting will be held on November 10, 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
November 10, 2015

Carol Bonner, City Clerk

Jim Ruane, Mayor

10/26/15

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$166,653.25
122	SOLID WASTE/RECYCL.	\$2,093.13
132	AGENCY ON AGING	\$3,310.32
133	RESTRICTED DONATIONS	\$91.56
190	DISASTER RECOVERY FUND	\$6,872.57
201	PARKS AND FACILITIES CAPITAL	\$2,832.66
611	WATER FUND	\$332,285.77
621	STORMWATER FUND	\$2,940.59
631	WASTEWATER FUND	\$40,223.17
641	CABLE TV FUND	\$56,911.02
701	CENTRAL GARAGE	\$4,699.17
702	FACILITY MAINT. FUND	\$13,314.00
707	TECHNOLOGY DEVELOPMENT	\$4,906.62
891	S.B. GARBAGE CO. TRUST	\$454,754.12
TOTAL FOR APPROVAL		\$1,091,887.95

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 158032 THROUGH 158171 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,091,887.95 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,

Angela Kratoch 10-27-15
FINANCE DIRECTOR DATE

T.a.

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0000368 ABCO PRINTERS	158033	10/26/2015	1,528.40
0104680 ACCESS 24 COMMUNICATIONS INC.	158034	10/26/2015	430.20
0000858 ADECCO EMPLOYMENT SERVICES	158035	10/26/2015	5,930.56
0018601 ADVANCED MEDIA TECH., INC.	158036	10/26/2015	9,081.93
0001170 AIRGAS USA, LLC	158038	10/26/2015	313.94
0000163 AIRPORT AUTO PARTS INC.	158039	10/26/2015	211.46
0096332 ALAN MASAMI HIMURO	158090	10/26/2015	650.00
0017459 ALL CITY MANAGEMENT SVC.INC.	158040	10/26/2015	2,549.39
0000372 ALLIED SECURITY ALARMS	158041	10/26/2015	951.00
0104542 ALTA LANGUAGE SERVICES, INC.	158042	10/26/2015	300.00
0102355 AMAZON	158043	10/26/2015	613.07
0000082 AMERICAN MESSAGING	158044	10/26/2015	44.64
0014890 AMERICAN WATER WORKS ASSN.	158045	10/26/2015	420.00
0106304 AN-WIL INC.	158046	10/26/2015	1,798.50
0001202 ARAMARK UNIFORM SERVICES	158047	10/26/2015	908.90
0001965 ARISTA BUSINESS	158048	10/26/2015	772.81
0000118 ART'S PENINSULA LOCKSMITH	158049	10/26/2015	21.80
0016123 AT&T	158050	10/26/2015	528.90
0017191 AT&T	158051	10/26/2015	715.18
0018363 AT&T LONG DISTANCE	158052	10/26/2015	19.15
0018583 AT&T MOBILITY	158053	10/26/2015	63.02
0000345 BAKER & TAYLOR BOOKS	158054	10/26/2015	917.56
0017431 BAY AREA AIR QUALITY MANAGEMENT DISTRICT	158136	10/26/2015	558.00
0015628 BAY AREA TREE CO., INC.	158055	10/26/2015	1,550.00
0001849 BAY AREA WATER SUPPLY & CONSERVATION AGEN	158158	10/26/2015	396.00
0105737 BAY CITIES PYROTECTOR, INC.	158056	10/26/2015	405.00
0018093 BBC AMERICA INC.	158057	10/26/2015	709.32
0018390 BEN'ZARA MINKIN	158058	10/26/2015	3,119.23
0017361 BOETHING TREELAND FARMS, INC.	158059	10/26/2015	91.56
0105983 BRIAN NOCE	158114	10/26/2015	1,379.10
0000378 BROADMOOR LANDSCAPE SUPPLY	158060	10/26/2015	98.10
0096798 BUSINESS PRODUCTS & SUPPLIES	158061	10/26/2015	2,288.51
0018531 CAL-STEAM, INC	158062	10/26/2015	435.20
0018048 CALLANDER ASSOCIATES LANDSCAPE ARCHITECT	158098	10/26/2015	2,832.66
0018977 CBS TELEVISION STATIONS	158063	10/26/2015	10,521.00
0017843 CENTRAL COUNTY FIRE DEPT.	158064	10/26/2015	62,919.83
0017284 CHEMSEARCHFE	158065	10/26/2015	1,381.03
0016324 CINTAS CORPORATION	158066	10/26/2015	573.68
0016324 CINTAS CORPORATION	158067	10/26/2015	845.90
0001889 CITY OF REDWOOD CITY	158068	10/26/2015	200.00
0104218 COIT	158069	10/26/2015	95.00
0104552 COLIN PAGE	158127	10/26/2015	413.03
0106239 CORPORATE WAREHOUSE SUPPLY	158070	10/26/2015	979.75
0015857 COUNTY OF SAN MATEO	158071	10/26/2015	1,990.38
0105811 CSAC EXCESS INSURANCE AUTHORITY	158032	10/20/2015	12,664.98
0105811 CSAC EXCESS INSURANCE AUTHORITY	158076	10/26/2015	12,649.46
0105977 E.M. HUNDLEY	158072	10/26/2015	212.78
0001646 ECOLAB INC.	158073	10/26/2015	262.47
0106036 EDGAR HERNANDEZ	158089	10/26/2015	36.00
0106312 EDWARD NICHOLLS	158113	10/26/2015	103.16
0093685 ERIC JACKSON	158094	10/26/2015	15.25
0000046 EWING IRRIGATION PRODUCTS INC	158075	10/26/2015	268.46
0013683 F. FERRANDO & CO.	158077	10/26/2015	10,395.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount	
0098866	FLASH RIBBONS	158078	10/26/2015	393.50
0001782	FLOWERS ELECTRIC & SVC.CO.INC.	158079	10/26/2015	920.00
0018117	FLYERS ENERGY, LLC	158080	10/26/2015	10,726.67
0102869	FRANCHISE TAX BOARD	158081	10/26/2015	50.00
0105960	GARRATT CALLAHAN	158082	10/26/2015	4,319.64
0104135	GLOBAL TRACKING COMMUNICATIONS, INC.	158162	10/26/2015	24.99
0016154	GOETZ BROTHERS SPORTING GOODS	158083	10/26/2015	1,152.13
0017454	GOLDEN STATE FLOW MEASUREMENT	158084	10/26/2015	42,946.40
0000162	GRAINGER	158085	10/26/2015	925.78
0095966	GREATAMERICA FINANCIAL SVCS.	158086	10/26/2015	866.82
0000385	HACH COMPANY	158087	10/26/2015	6,139.50
0018090	HOPKINS TECHNICAL PRODUCTS,INC	158091	10/26/2015	1,209.98
0001786	IN DEMAND-NYC	158092	10/26/2015	1,198.12
0018838	INFOSEND, INC.	158093	10/26/2015	11,616.84
0104018	INTERSTATE TRAFFIC CONTROL PRODUCTS,INC.	158163	10/26/2015	450.01
0000075	K-119 TOOLS OF CALIFORNIA INC.	158095	10/26/2015	354.78
0000317	L.N. CURTIS & SONS	158096	10/26/2015	768.46
0017774	LAKE TRAFFIC SOLUTIONS, LLC	158097	10/26/2015	2,070.07
0105034	LFP BROADCASTING, LLC	158100	10/26/2015	44.20
0104424	LIDIA'S ITALIAN DELICACIES	158101	10/26/2015	3,030.00
0095766	LIFE-ASSIST, INC.	158102	10/26/2015	111.63
0095668	LUIS AGUILAR	158037	10/26/2015	200.00
0103479	MCCUNE	158103	10/26/2015	310.00
0102770	METLIFE	158104	10/26/2015	350.46
0092285	MICROMARKETING LLC	158105	10/26/2015	80.93
0016863	MIDWEST TAPE, LLC	158106	10/26/2015	88.46
0093622	MIKE GULDNER	158107	10/26/2015	29.92
0001709	MILLBRAE LOCK	158108	10/26/2015	13.06
0096800	MOBILE CALIBRATION SVCS. LLC	158109	10/26/2015	334.08
0103600	MOMENTUM TELECOM, INC.	158110	10/26/2015	14,123.81
0105925	MONICA WALKER	158169	10/26/2015	729.47
0000333	MOSS RUBBER & EQUIP. CORP.	158111	10/26/2015	174.68
0104730	MUNICIPAL EMERGENCY SERVICES	158112	10/26/2015	982.23
0015839	NOR-CAL SIGNS	158115	10/26/2015	81.75
0105238	NORTHERN SERVICES INC.	158116	10/26/2015	814.05
0018157	OCLC INC	158117	10/26/2015	352.19
0092263	OFFICE DEPOT INC	158118	10/26/2015	595.10
0018284	OFFICEMAX INC.	158119	10/26/2015	364.38
0000210	OLE'S CARBURETOR &ELECTRIC INC	158120	10/26/2015	892.45
0097567	ONE HOUR DRY CLEANING	158121	10/26/2015	133.60
0018701	ORKIN PEST CONTROL	158122	10/26/2015	580.62
0104658	PACIFIC ACCESS	158123	10/26/2015	584.96
0000012	PACIFIC GAS & ELECTRIC	158124	10/26/2015	38,644.85
0103900	PACIFIC LIBRARY PARTNERSHIP	158125	10/26/2015	60.00
0000101	PACIFIC NURSERIES	158126	10/26/2015	134.89
0106156	PENGUIN RANDOM HOUSE LLC	158128	10/26/2015	69.49
0001154	PENINSULA LIBRARY SYSTEM	158129	10/26/2015	429.60
0095148	PENINSULA MUNI.ENGINEERING	158130	10/26/2015	20,625.00
0000294	PITNEY BOWES	158131	10/26/2015	2,218.02
0095538	POP MEDIA NETWORKS, LLC	158132	10/26/2015	787.33
0106309	PRECISION TREE CARE	158133	10/26/2015	1,300.00
0000285	PREFERRED ALLIANCE, INC.	158134	10/26/2015	390.52
0104869	PURSUIT NORTH	158135	10/26/2015	826.63
0000071	R & B COMPANY	158137	10/26/2015	19,409.66

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0091044 R.A. METAL PRODUCTS, INC	158138	10/26/2015	735.18
0000175 RECOLOGY SAN BRUNO	158139	10/26/2015	454,754.12
0094546 RECORDED BOOKS, INC.	158140	10/26/2015	90.98
0017059 RESCUE ROOTER	158141	10/26/2015	2,982.40
0100104 ROBERT HANKE	158088	10/26/2015	6,450.00
0095319 ROTO-ROOTER SERVICES CO.	158142	10/26/2015	490.00
0000081 SAN BRUNO CABLE TV	158143	10/26/2015	76.70
0099047 SAN MATEO CTY SHERIFF'S OFFICE	158144	10/26/2015	7,228.98
0017145 SAN MATEO LAWN MOWER SHOP	158145	10/26/2015	39.32
0018461 SERRAMONTE FORD, INC.	158146	10/26/2015	64.62
0000074 SFPUC - WATER DEPARTMENT	158147	10/26/2015	208,880.18
0101667 SHELL DOOR SERVICE	158148	10/26/2015	1,283.89
0016458 SIADAT ENTERPRISES INC.	158149	10/26/2015	17.65
0001225 SIERRA PACIFIC TURF SUPPLY,INC	158150	10/26/2015	540.64
0016002 SOUTHWESTERN PETROLEUM CORP.	158151	10/26/2015	281.54
0106108 SPECIAL SERVICES GROUP, LLC	158152	10/26/2015	600.00
0105992 SPOK, INC.	158153	10/26/2015	57.88
0097079 SPRINT	158154	10/26/2015	157.75
0014075 STATE BOARD OF EQUALIZATION	158155	10/26/2015	2,449.00
0000801 STEWART AUTOMOTIVE GROUP	158156	10/26/2015	191.16
0105796 SUNRISE FOOD DISTRIBUTOR INC.	158157	10/26/2015	280.32
0017802 SUPPLYWORKS	158159	10/26/2015	475.19
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	158074	10/26/2015	2,427.00
0103559 THE MLB NETWORK, LLC	158160	10/26/2015	1,887.12
0105932 THOMY LEDESMA	158099	10/26/2015	36.00
0097449 THYSSENKRUPP ELEVATOR CORP.	158161	10/26/2015	403.87
0018618 UNITED SITE SERVICES INC.	158164	10/26/2015	185.40
0105451 US SAWS, INC.	158165	10/26/2015	1,102.75
0102988 VANTAGEPOINT TRANSFER AGENTS	158166	10/26/2015	10,077.06
0095749 VERIZON WIRELESS	158167	10/26/2015	1,854.18
0105762 VUBIQUITY INC.	158168	10/26/2015	3,787.24
0016899 WECO INDUSTRIES LLC	158170	10/26/2015	10,056.67
0104660 WEST YOST ASSOCIATES, INC.	158171	10/26/2015	16,751.20
		GrandTotal:	1,091,887.95
		Total count:	140



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: November 10, 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 October 9, 2015 and October 23, 2015 is recommended. The Labor Summary reports reflecting the total payroll amount of \$1,406,924.87 for bi-weekly pay period ending October 4, 2015 and \$1,375,641.37 for bi-weekly pay period ending October 18, 2015 are attached.

LABOR SUMMARY FOR PAY PERIOD ENDING : October 4, 2015

pyLaborDist	10/09/15
Fund: 001 - GENERAL FUND	1,057,954.76
Fund: 122 - SOLID WASTE/RECYCL.	3,071.15
Fund: 190 - EMERGENCY DISASTER FUND	13,609.48
Fund: 201 - PARKS AND FACILITIES CAPITAL	63.18
Fund: 203 - STREET IMPROVE. PROJECTS	13,460.90
Fund: 207 - TECHNOLOGY CAPITAL	628.62
Fund: 611 - WATER FUND	85,671.73
Fund: 621 - STORMWATER FUND	10,213.84
Fund: 631 - WASTEWATER FUND	74,790.79
Fund: 641 - CABLE TV FUND	87,605.42
Fund: 701 - CENTRAL GARAGE	11,107.16
Fund: 702 - FACILITY MAINT.FUND	28,621.59
Fund: 707 - TECHNOLOGY DEVELOPMENT	17,315.72
Fund: 711 - SELF INSURANCE	2,810.53
Total	1,406,924.87

LABOR SUMMARY FOR PAY PERIOD ENDING : October 18, 2015

pyLaborDist	10/23/15
Fund: 001 - GENERAL FUND	1,031,626.01
Fund: 122 - SOLID WASTE/RECYCL.	2,217.74
Fund: 190 - EMERGENCY DISASTER FUND	14,868.10
Fund: 201 - PARKS AND FACILITIES CAPITAL	186.26
Fund: 203 - STREET IMPROVE. PROJECTS	8,817.77
Fund: 207 - TECHNOLOGY CAPITAL	1,259.68
Fund: 611 - WATER FUND	86,412.12
Fund: 621 - STORMWATER FUND	9,111.39
Fund: 631 - WASTEWATER FUND	73,642.43
Fund: 641 - CABLE TV FUND	87,990.04
Fund: 701 - CENTRAL GARAGE	10,727.08
Fund: 702 - FACILITY MAINT.FUND	29,038.07
Fund: 707 - TECHNOLOGY DEVELOPMENT	16,926.03
Fund: 711 - SELF INSURANCE	2,818.65
Total	1,375,641.37



City of San Bruno
 567 El Camino Real
 San Bruno, CA 94066

CITY OF SAN BRUNO
Portfolio Summary
September 30, 2015

Investments	CUSIP	Book Value	Interest Rate	Maturity Date	% of Portfolio
Investment Pools:					
Local Agency Investment Fund		\$ 14,319,896.61	0.28%		11%
Glenview Fire Local Investment Fund		3,046,727.98	0.28%		2%
San Mateo County Pool		20,017,955.34	0.95%		15%
Total Investment Pools		37,384,579.93			29%
Federal Agency Bonds:					
Federal Home Loan Mortgage Corp	3134G6ZX4	1,000,000.00	0.85%	August 25, 2017	1%
Federal Home Loan Bank Notes	3130A5HT9	1,000,000.00	0.75%	August 28, 2017	1%
Federal Home Loan Mortgage Corp	3134G5AU9	2,000,000.00	1.19%	December 26, 2017	2%
Federal Home Loan Bank	3130A5SW0	1,000,000.00	1.05%	January 22, 2018	1%
Federal Home Loan Mortgage Corp	3134G7FK2	1,000,000.00	1.10%	March 23, 2018	1%
Federal Home Loan Banks	3130A5S59	1,000,000.00	1.10%	March 29, 2018	1%
Federal Home Loan Mortgage Corp	3134G6U43	1,000,000.00	1.15%	May 25, 2018	1%
Federal Home Loan Mortgage Corp	3134G7EB3	1,000,000.00	1.25%	July 20, 2018	1%
Federal Home Loan Bank	3130A5SP5	1,000,000.00	1.25%	July 20, 2018	1%
Federal Farm Credit Bank	3133EFBQ9	1,000,000.00	1.37%	December 30, 2019	1%
Total Federal Agency Bonds		11,000,000.00			8%
Municipal Bonds:					
Cal State Federal Taxable	13063CKL3	2,015,100.00	2.22%	May 1, 2019	2%
Total Municipal Bonds		2,015,100.00			
Money Market:					
U.S. Government Money Market	23380W525	11,164,482.52	0.01%		9%
Total Money Market		11,164,482.52			
Custodial Account:					
City of San Bruno as Temporary Custodian		68,579,499.58	0.01%		53%
Total Custodial Account		68,579,499.58			
TOTAL INVESTMENTS		\$ 130,143,662.03			100%

T.C.

11/3/2015 11:34:47AM

City of San Bruno

Through period: 3

Through September 2015

	Cash	Investments	Fund Total
001 GENERAL FUND	(1,334,383.63)	53,765.62	(1,280,618.01)
002 GENERAL FUND RESERVE	9,164,148.89	0.00	9,164,148.89
003 ONE-TIME REVENUE	261,691.28	0.00	261,691.28
004 NEW CAP IMPROV/ONE-TIME INITIATIVE RSRV	7,193,542.78	0.00	7,193,542.78
101 GAS TAX	733,346.03	0.00	733,346.03
102 MEASURE A TRANSPORTATION TAX	1,266,317.46	0.00	1,266,317.46
103 STREET SPECIAL REVENUE	311,731.09	0.00	311,731.09
104 TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00
111 POLICE ASSET FORFEITURE	63,262.65	0.00	63,262.65
112 SAFETY AUGMENT. -PROP.172	0.00	0.00	0.00
113 POLICE SPECIAL REVENUE	35,028.79	0.00	35,028.79
114 TRAFFIC SAFETY GRANT	62,020.57	0.00	62,020.57
121 FEDERAL/STATE GRANTS	(11,090.09)	0.00	(11,090.09)
122 SOLID WASTE/RECYCL.	252,669.48	0.00	252,669.48
123 LIBRARY SPECIAL REVENUE	193,010.93	0.00	193,010.93
131 IN-LIEU FEES	3,544,969.27	0.00	3,544,969.27
132 AGENCY ON AGING	(37,081.37)	0.00	(37,081.37)
133 RESTRICTED DONATIONS	1,140,902.42	0.00	1,140,902.42
134 ED JOHNSON BEQUEST FUND	26,118.68	0.00	26,118.68
135 GLENVIEW FIRE DONATIONS	0.00	0.00	0.00
136 EMERGENCY DISASTER RESERVE	3,046,727.98	0.00	3,046,727.98
151 SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00
152 CITY OF SB AS SUCCESSOR HOUSING AGENCY	241,652.00	0.00	241,652.00
153 RDA OBLIGATION RETIREMENT FUND	420,247.45	649,992.40	1,070,239.85
190 DISASTER RECOVERY FUND	2,013,657.92	0.00	2,013,657.92
201 PARKS AND FACILITIES CAPITAL	1,577,209.17	0.00	1,577,209.17
203 STREET IMPROVE. PROJECTS	3,851,510.41	0.00	3,851,510.41
207 TECHNOLOGY CAPITAL	262,160.68	0.00	262,160.68
251 SUCCESSOR AGENCY TO THE SB RDA - CAPIT/	0.00	0.00	0.00
302 LEASE DEBT SERVICE	293,928.00	2.97	293,930.97
351 SUCCESSOR AGENCY TO THE SB RDA -2000 CC	0.00	0.00	0.00
611 WATER FUND	12,561,860.45	0.00	12,561,860.45
621 STORMWATER FUND	1,206,571.67	0.00	1,206,571.67
631 WASTEWATER FUND	11,031,179.51	1.32	11,031,180.83
641 CABLE TV FUND	(7,512,503.46)	200.00	(7,512,303.46)
701 CENTRAL GARAGE	607,205.04	0.00	607,205.04
702 FACILITY MAINT.FUND	815,461.52	0.00	815,461.52
703 GENERAL EQUIPMENT REVOLVING	4,776,310.13	0.00	4,776,310.13
707 TECHNOLOGY DEVELOPMENT	250,142.23	0.00	250,142.23
711 SELF INSURANCE	1,654,921.02	91,118.50	1,746,039.52
870 SAN BRUNO COMMUNITY FOUNDATION	69,823,062.27	0.00	69,823,062.27
880 PROJECT DEVELOP. TRUST	202,418.72	0.00	202,418.72
891 S.B. GARBAGE CO. TRUST	301,181.42	0.00	301,181.42
Grand Total:	130,291,109.36 *	795,080.81	131,086,190.17

* Reconciliation of Pooled Cash & Investments to Portfolio Book Value

Investment Portfolio Value	\$130,143,662.03
Cash on hand - Checking Accounts	3,233,435.40
Payroll and Accounts Payable Outstanding Checks	(3,101,763.21)
Deposits in Transit	15,775.14
General Ledger Cash Balance as of September 30, 2015	\$130,291,109.36

Totals are through period: 3



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: November 10, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Jimmy Tan, Acting Public Services Director

SUBJECT: Adopt Resolution Accepting the Pressure Regulating Stations on SFPUC Service Connections Project as Complete, Authorizing the Filing of a Notice of Completion with the San Mateo County Recorder's Office, and Authorizing Release of the Construction Contract Retention in the Amount of \$35,677

BACKGROUND:

On May 13, 2014, the City Council awarded the construction contract for the Pressure Regulating Stations on SFPUC Service Connections Project to Casey Construction, Inc. in the amount of \$576,630 with a construction contingency of \$86,495. The project consisted of the installation of pressure regulating stations at service connections with the San Francisco Public Utilities Commission (SFPUC) Hetch Hetchy Transmission Mains. Two (2) pressure regulating stations were installed as part of the project: one at the vicinity of Sneath Lane and Cherry Avenue intersection and the other on Bayhill Drive near the rear of the Bayhill Shopping Center. The existing water pressure from the SFPUC connections at these locations previously fluctuated at around 160 psi, which is well above the normal operating pressure of 80 to 100 psi. The installation of the pressure regulation stations has alleviated the stress placed on the City's distribution system by reducing the higher pressure water so it enters the City system at a lower pressure. The regulators also provide residents with a more reliable water system that better prevents sudden spikes or drops in water pressure.

On March 24, 2015, the City Council adopted a resolution to increase the construction budget by \$55,000 for the installation of a Supervisory Control and Data Acquisition (SCADA) component at both regulating stations. The SCADA components were installed at both pressure regulating stations and are currently used by staff to monitor the upstream pressure from SFPUC and downstream pressure into the City's water distribution system. The SCADA component provides operators pressure information and triggers an alarm if the downstream City's pressure spikes above the operation set point. This allows City's staff to quickly respond and immediately assess the issue.

DISCUSSION:

The City's contractor, Casey Construction, Inc., completed the project and there are no unresolved stop notices or outstanding construction claims for this project. Upon accepting the project, the Notice of Completion will be filed with the San Mateo County Recorder's Office. During the construction of the two (2) pressure regulating stations, the contractor encountered several unforeseen site conditions which were addressed through change

7d.

orders. Three (3) contract change orders were issued in the amount of \$136,898. The additional work in the contract change orders consisted of performing additional potholing and excavation, removing an existing catch basin, relocating relief pipeline to the median at Bayhill Drive, furnishing and installing 1-inch electrical conduits at both locations, furnishing and installing a fire hydrant at Sneath Lane, and installing two SCADA Units, one at each pressure regulating station. These contract change orders were needed due to unforeseen site conditions resulting from conflicts with existing utilities, inclusion of electrical service for the two SCADA units and an installation of a fire hydrant for fire protection and future flushing of the pipeline, if needed.

Staff recommends that the City Council accept the construction project as complete, authorize filing the Notice of Completion with the San Mateo County Recorder's Office, and approve release of the contract retention. The construction contract required a 5% retention, which totals \$35,676.37 withheld by the City.

FISCAL IMPACT:

The Pressure Regulating Stations on SFPUC Service Connections Project is an established Capital Improvement Program (CIP) project funded through Water Enterprise funds. Funding in the amount of \$936,885 was allocated in the 2014-19 CIP budget. During the construction phase of the project on March 24, 2015, the City Council authorized an additional appropriation of \$55,000 for the installation of the SCADA components bringing the total budget for the project to \$991,885. As detailed below the total of the project is \$930,986.

Expenditures

Design	\$	120,860
Construction Contract		576,630
Consultant Construction Inspection		17,946
Change Orders including SCADA installation		136,898
Testing, Permits, Reproduction and Advertising		33,484
<u>City Staff Project Management & Inspection</u>		<u>45,168</u>
Total Expenditures	\$	930,986

ALTERNATIVES

1. Do not accept the construction contract as complete and do not authorize filing of a Notice of Completion.

RECOMMENDATION

Adopt resolution accepting the Pressure Regulating Stations on SFPUC Service Connections Project as complete, authorizing the filing of a Notice of Completion with the San Mateo County Recorder's Office, and authorizing release of the construction contract retention in the amount of \$35,677.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution
2. Contract Acceptance and Release of Retention Information Form
3. Location Map
4. 2014-19 CIP Budget Sheet

DATE PREPARED:

October 25, 2015

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015 - ____

RESOLUTION ACCEPTING THE PRESSURE REGULATING STATIONS ON SFPUC SERVICE CONNECTIONS PROJECT AS COMPLETE, AUTHORIZING THE FILING OF A NOTICE OF COMPLETION WITH THE SAN MATEO COUNTY RECORDER'S OFFICE, AND AUTHORIZING RELEASE OF THE CONSTRUCTION CONTRACT RETENTION IN THE AMOUNT OF \$35,677

WHEREAS, the City's FY 2014-15 Capital Improvement Program (CIP) includes a water improvement project to install pressure regulators between the City's and San Francisco Public Utilities Commission's (SFPUC's) systems; and

WHEREAS, the 2014-19 Capital Improvement Program includes the Pressure Regulating Stations on SFPUC Service Connections Project; and

WHEREAS, that project has now been completed; and

WHEREAS, two pressure regulating stations were installed as part of the project: one at the vicinity of Sneath Lane at Cherry Avenue intersection and the other Bayhill Drive near the rear of the Bayhill Shopping Center; and

WHEREAS, the installation of the pressure regulation stations has alleviated the stress placed on the City's distribution system by reducing the higher pressure water from the SFPUC Hetch Hetchy system as it enters the City's system; and

WHEREAS, \$936,885 from Water Capital Fund had been appropriated in the 2014-19 adopted CIP budget for the project; and

WHEREAS, City Council awarded the construction contract for the project to Casey Construction, Inc. on May 13, 2014 in the amount of \$576,630 and authorized a construction contingency of \$86,495; and

WHEREAS, City Council authorized an additional budget appropriation for the Pressure Regulating Stations on SFPUC Service Connections Project on March 24, 2015 in the amount of \$55,000 for the installation of Supervisory Control and Data Acquisition components; and

WHEREAS, three (3) contract change orders were issued in the amount of \$136,898 to address unforeseen site conditions; and

WHEREAS, all construction work as part of this contract has been completed to the satisfaction of the City's project management team; and

WHEREAS, the construction contract requires the filing of a Notice of Completion of this project with the San Mateo County Recorder's Office and release of the construction contract retention in the amount of \$35,676.37 upon the acceptance of the project as complete.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the Pressure Regulating Stations on SFPUC Service Connections Project, as complete,

authorizes the filing of a Notice of Completion with the San Mateo County Recorder's Office, and authorizes release of the construction contract retention in the amount of \$35,677.

Dated: November 10, 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 10th day of November 2015 by the following vote:

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



Capital Improvement Program

Project Acceptance Information Form

As of Date: October 22, 2015

Project Information:

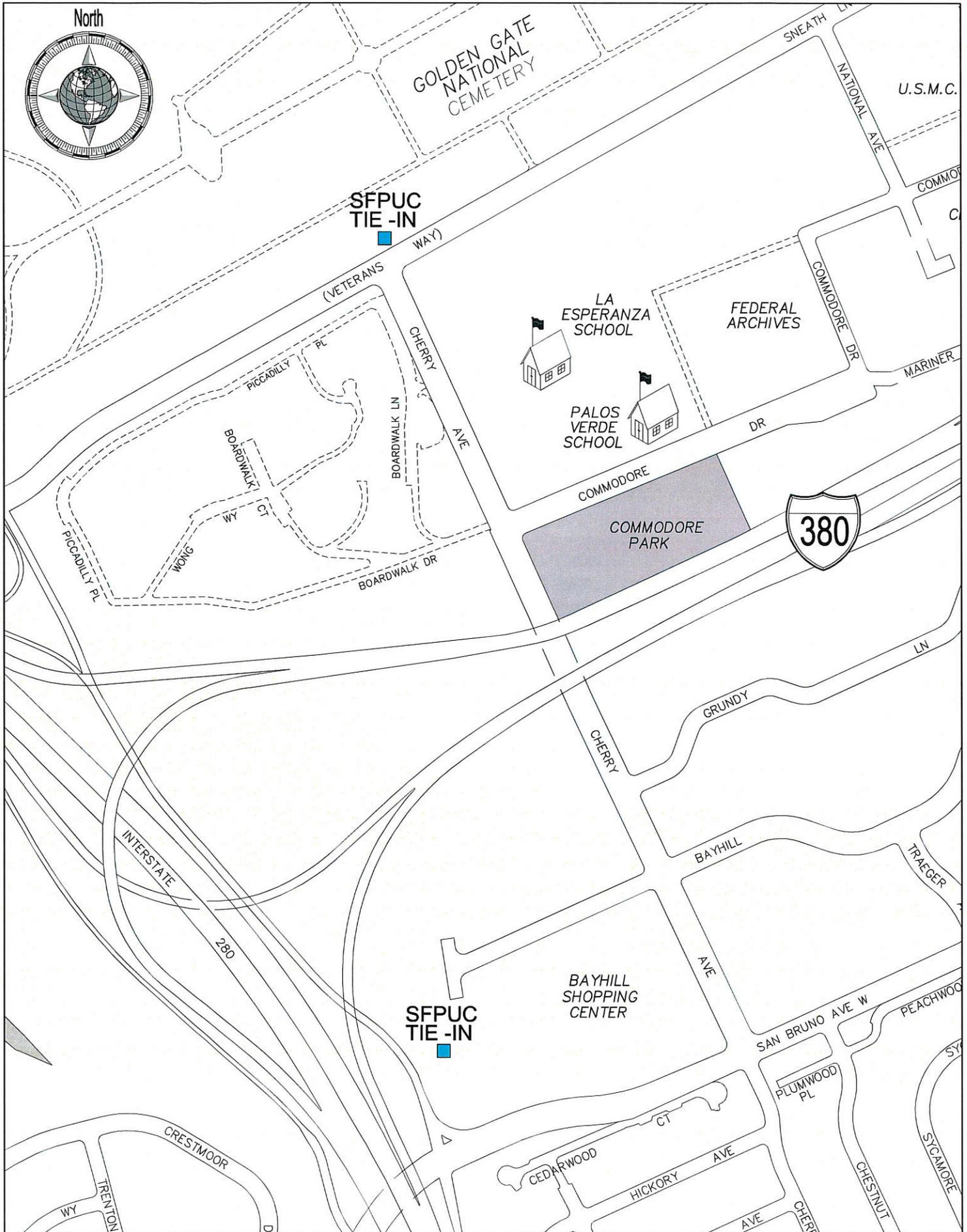
Contract Name	The Pressure Regulating Stations on SFPUC Service Connections Project	Contract Number	84100
Project Manager	Nader Dahu		
Consultant Design & Construction Support & Construction Inspection	West Yost & Associates	Construction Contractor	Casey Construction, Inc.
Design Contract Award Date:	January 8, 2013		
Construction Inspection Date:	May 13, 2014		
Construction Contract Award Date:	May 13, 2014		
Start of Construction:	September 30, 2014		
Contract Change Orders (CCO):	The additional work in the contract change order consisted of performing additional potholing, extra excavation, removing an existing catch basin, relocating relief pipeline to the median at Bayhill Drive, furnishing and installing 1-inch electrical conduits at both locations Sneath Lane and Bayhill Drive, furnishing and installing fire hydrant at Sneath Lane, and installing two SCADA Units one at each pressure regulating station.		
Substantial Completion:	August 3, 2015		
Final Completion:	October 21, 2015		
Notice of Completion:	Scheduled for filing on November 11, 2015		

Project Description:

The work done consisted, in general, but not limited to, furnishing and installing two (2) pressure-regulating stations one at the intersection of Sneath Lane with Cherry Avenue and the other at the rear of the Bayhill Shopping Center.; furnishing and installing two SCADA units one at each pressure regulating station; furnishing, installing and testing 8-inch, 10-inch, and 12-inch restrained joint ductile iron water pipelines; installing new valves, air relief valves, cathodic protection, and connections to the existing distribution system; furnishing, installing and testing package type pressure reducing valve stations, site improvements, site restoration, and removal abandonment of existing piping; providing traffic and erosion control systems at the site of work; flushing, disinfecting and testing pipelines; excavating, backfilling and compacting; and all other associated work such that the pipelines are ready for use in accordance with these plans and specifications.

Project Cost:

	Budget	Actual
TOTAL PROJECT	\$ 991,885	\$ 930,986
Design & Construction Support	\$ 120,860	\$ 120,860
Construction Inspection	\$ 52,900	\$ 17,946
Construction Contract	\$ 576,630	\$ 576,630
Contingency	\$ 86,495	\$ -
Change Orders	\$ -	\$ 136,898
Additional Budget Appropriation	\$ 55,000	\$ -
Staff Management and Inspection	\$ 100,000	\$ 45,168
Other Miscellaneous Expense	\$ -	\$ 33,484



CHERRY AVENUE AND BAYHILL DRIVE PRESSURE REGULATORS PROJECT

Regulators on SFPUC Service Connections

<u>PROJECT INFORMATION</u>	
Origination Year: 2009-10	Project Number: 84100
Projected Completion Date: April 2015	
Total Project Cost: \$ 936,885	

Project Description:

All water purchased from the San Francisco Public Utilities Commission (SFPUC) passes through four service connections before entering the City's distribution system. One of the four connections has a regulator moderating the water pressure between the City's and the SFPUC's systems – the other three do not. Of these three, one has low water pressure due to its high elevation and does not require a regulator. The other two connections require pressure regulation due to the high water flow pressures. The regulators would allow the City to reduce the higher incoming water pressure to the standard water pressure used by the City's residents and businesses. This will result in less stress placed on the City's distribution system, including the City's pumps, mains, tanks, and pipelines. Pressure regulators will also prevent sudden spikes or drops in pressure that could negatively impact the City's system, and would isolate the City's water system from potential outages experienced by the SFPUC's water lines during a catastrophic event. This critical safety investment increases redundancy and expands the City's ability to distribute water around the system to meet varying demand levels. The installation of the two regulators involves excavating around the service connections, turning off the water from both systems, installing the regulator, and reconnecting the water systems.

2013-14 Status:

Completed final design and awarded construction contract in May 2014. The City Council appropriated additional funding of \$136,885, for a total project appropriation of \$936,885, to provide sufficient funding for project management, inspection, and project close-out.

2014-15 Work Plan:

Estimated construction completion in April 2015.

Project Appropriations:

Current Year Appropriations:

Funding Source	Prior Approp.	Prior Expense	Carryover Approp.	2014-15 Funding Request	2014-15 Total Funds Available	Total Project Cost
Water Capital	936,885	(170,378)	766,507	0	766,507	936,885
Total	936,885	(170,378)	766,507	0	766,507	936,885

Five-Year Work Program Appropriations:

Funding Source	2014-15	2015-16	2016-17	2017-18	2018-19	Total Request
Water Capital	0	0	0	0	0	0
Total	0	0	0	0	0	0



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 10, 2015

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Adopt Resolution Authorizing Purchase of Cable Television Equipment in the Amount of \$ \$95,000 to Replace Video On Demand Server.

BACKGROUND:

San Bruno Municipal Cable has offered a Video-On-Demand service product since 2005. As the name implies, Video-On-Demand (VOD) service makes available video programs such as older movies, cable channel series, new movie releases, sporting events, children's programming, news and information, and many more categories of programming available upon request. VOD programs are available to customers, when they want it, with full VCR-like functionality. This is accomplished when customers use their remote control and digital converter to request programming content through a menu.

The programs are first downloaded from the content provider, a company named Vubiquity, and stored locally in the headend facility on a computer server. The content remains on the server's hard drive to distribute programs to customers upon request and is deleted automatically when the program license expires. The current unit stores 5,000 hours of standard-definition programming and offers 1,000 streams at any one time, which means that at any given time 1,000 subscribers can stream a video.

The server was originally purchased over ten years ago, and was last updated in 2010. As of January 2016, it will no longer be serviced or supported by the manufacturer. Over the past several years, staff has experienced difficulty obtaining replacement parts for the server. There is no backup server available in the event that the server goes down for repair or parts replacement. Because many programs are now in HD format, additional storage space is required to meet the needs of the system subscribers.

DISCUSSION:

The computer server located at the Cable Department's headend facility is at the end of its useful life, and the Department's technical support group has recommended that it be replaced. A new replacement unit would allow for up to 10,000 hours of storage, which would increase storage for additional HD programming, and the streaming capability to serve 2,000 customers at one time. The extra streams will ensure enough capability to meet the demands of more VOD users as more content is added. In addition, the new server would include enhanced, quick-turnaround service that would allow replacement of critical components before they wear out, minimizing the risk that the system would fail.

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Because the server must operate in conjunction with other existing hardware and software components that make up the Video on Demand service, staff recommends purchasing the replacement unit directly from the manufacturer as a sole source purchase. San Bruno Municipal Code section 2.44.030(C) allows for sole source purchases when the commodity can only be obtained from one vendor. While Video on Demand servers could be purchased from several different vendors, the server must operate in conjunction with existing hardware and software. Other servers would not integrate with the current system and are not recommended for this reason. Maintenance of this new model unit in its entirety or at a component level during its useful life is fully warranted and covered in the support agreement.

FISCAL IMPACT:

The FY2015-16 Operating Budget includes \$95,000 for replacement of this Video on Demand product server, as staff anticipated the need to replace the server in this fiscal year.

ALTERNATIVES:

1. Direct staff not to purchase the Equipment.
2. Direct staff to provide other alternatives.

RECOMMENDATION:

Adopt Resolution Authorizing Purchase of Cable Television Equipment in the Amount of \$95,000 to Replace Video On Demand Server.

DISTRIBUTION:

None.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

October 28, 2015

REVIEWED BY:

_____ Finance

_____ CM

_____ CA

RESOLUTION NO. 2015-_____

ADOPT RESOLUTION AUTHORIZING THE PURCHASE OF CABLE EQUIPMENT IN THE AMOUNT OF \$95,000 TO REPLACE VIDEO ON DEMAND SERVER

WHEREAS, the Cable Department offer Video on Demand Services with free and Pay-Per-View Programming for its' TV subscribers,

WHEREAS, the Cable Department is recommending replacement of the server units to continue to offer the service with more programming and with the full support by the vendor,

WHEREAS, Video on Demand programming generates over \$50,000 worth of revenue annually and is a service that is not offered in the same capacity by competitors in the same market,

WHEREAS, the Cable Department is purchasing the server directly from the manufacturer of the equipment that it works in conjunction with,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of San Bruno Authorizes the Purchase of Cable Television Equipment in the Amount of \$95,000 to Replace Video On Demand Server

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 10th day of November, 2015 by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 10, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Adopt Resolution Authorizing Out of State Travel for City Manager and City Councilmember Attendance at the Pipeline Safety Trust Annual Conference

BACKGROUND:

The Pipeline Safety Trust (Trust) is a not for profit organization that was formed in Bellingham, Washington in 2003 following a tragic liquid gas explosion that occurred in that city in 1999. The mission of the Trust is to promote "pipeline safety through education and advocacy, increased access to information, and partnerships with residents, safety advocates, government, and industry, resulting in safer communities and a healthier environment". Since its formation, the Trust has been a very effective advocate for pipeline safety throughout the nation. Trust representatives are active in federal pipeline operation and safety rule-making and other proceedings and the Trust has effectively supported pipeline safety and awareness efforts nationally.

Since 2012, Mayor Ruane, Councilmember O'Connell and City Manager Jackson have had the opportunity to participate in the annual conference and have continued to represent San Bruno's safety advocacy efforts following the September 9, 2010 PG&E pipeline explosion and fire in San Bruno's Crestmoor Neighborhood.

DISCUSSION:

Among the Trust's significant activities is an annual conference that is held in New Orleans, Louisiana. This year the conference is scheduled for Thursday, November 19, 2015 and Friday, November 20, 2015. The conference attracts attendance by utility industry representatives and experts, federal and state regulators, pipeline safety advocates and experts, as well as interested citizens who have been impacted by pipeline disasters in their local areas. This year's conference program is titled "Pipeline Safety – Embrace the Conflict. Every Conflict is an Opportunity for Positive Change." and discussion will focus on pipeline safety and integrity management with presentations by the Pipeline and Hazardous Materials Safety Administration (PHMSA) and the National Transportation Safety Board (NTSB).

FISCAL IMPACT:

The registration fee for the conference is \$300 for government organization representatives. Additional costs for transportation and lodging are estimated at \$1,500 per person. One City Councilmember has expressed interested in attending the conference this year, along with

the City Manager. The conference registration and travel costs will be paid by the City's Pipeline and Hazardous Materials Safety Administration (PHMSA) Technical Assistance Grant.

ALTERNATIVES:

1. Do not authorize City attendance at the Pipeline Safety Trust annual conference.

RECOMMENDATION:

Adopt resolution authorizing out of state travel for City Manager and City Councilmember attendance at the Pipeline Safety Trust Annual Conference.

ATTACHMENTS:

1. Resolution
2. Tentative Conference Agenda

DISTRIBUTION:

None

DATE PREPARED:

October 30, 2015

RESOLUTION NO. 2015- ____

**ADOPT RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR CITY
MANAGER AND CITY COUNCILMEMBER ATTENDANCE AT THE PIPELINE
SAFETY TRUST ANNUAL CONFERENCE**

WHEREAS, the Pipeline Safety Trust is a not for profit organization that was formed in Bellingham, Washington in 2003; and

WHEREAS, Pipeline Safety Trust representatives are active in federal pipeline operation and safety rule-making and other proceedings and have effectively supported pipeline safety and awareness efforts; and

WHEREAS, the Pipeline Safety Trust will hold their annual conference in New Orleans, Louisiana on Thursday, November 19, 2015 and Friday, November 20, 2015; and

WHEREAS, San Bruno City Manager and City Councilmember have previously participated in the Pipeline Safety Trust annual conference and have represented San Bruno's safety advocacy efforts following the September 9, 2010 PG&E pipeline explosion and fire in San Bruno's Crestmoor Neighborhood; and

WHEREAS, conference registration and travel costs will be paid by the City's Pipeline and Hazardous Materials Safety Administration (PHMSA) Technical Assistance Grant.

NOW, THEREFORE, BE IT RESOLVED, that the San Bruno City Council hereby authorizes out of state travel for City Manager and City Councilmember attendance at the Pipeline Safety Trust annual conference.

Dated: November 10, 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 10th day of November
2015 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____



**Credible.
Independent.
In the public interest.**

[Pipeline Safety Trust](#) | [Trust Initiatives & Programs](#) | [Pipeline Safety Trust Annual Conferences](#) | [2015 Pipeline Safety Trust Conference](#) | [2015 Pipeline Safety Trust Conference Agenda](#)

**2015
Conference
General Info**

Register Here!

**2015
Conference Agenda**

Hotel Accommodations

Pipeline Safety – Embrace The Conflict

Every Conflict is an Opportunity for Positive Change
Royal Sonesta Hotel, New Orleans, Louisiana – November 19th & 20th, 2015
Conference Agenda

DAY ONE –Thursday, November 19th

9:00 – 9:10

Welcoming Comments – *Grand Ballroom*

- Carl Weimer, Executive Director, Pipeline Safety Trust

9:10 – 9:30

Opening Address – *Grand Ballroom*

- Marie Therese Dominguez, Administrator, Pipeline and Hazardous Materials Safety Administration

9:30 – 10:15

General Session – *The Past Year in Review – Grand Ballroom*

- Carl Weimer, Executive Director, Pipeline Safety Trust – Incidents and Industry, Public & Regulatory initiatives

10:15 – 10:30

Break

10:30 – 10:50

Food For Thought Session – *What are PHMSA’s Plans for all that New Money? – Grand Ballroom*

- Jeff Wiese, Associate Administrator, Pipeline and Hazardous Materials Safety Administration

10:50 – 12:05

Breakout Session – Turning to the States – Would more state authority and oversight improve safety? – A look at the issues from the perspective of state and federal regulators – *Grand Ballroom*

- Alan Rathbun, Pipeline Safety Director, Washington Utilities & Transportation Commission
- Zach Barrett, Director of State Programs, Pipeline and Hazardous Materials Safety Administration
- Toayoa Aldridge, Program Director, U.S. Dept. of Transportation, Office of Inspector General

Breakout Session – Pipelines 101 – A primer for beginners – *Evangeline Suite*

- The Pipeline Safety Trust staff will help beginners learn the basics. Industry and regulators will be given a chance to critique the PST presentation to enrich the discussion around safety issues.

12:05 – 1:30

Lunch – *Fleur de Lis & Courtyard*

1:30 – 2:00

Food For Thought Session – Why are Enforcement Hearings Closed? – *Grand Ballroom*

- Vasiliki Tsaganos, Deputy Chief Counsel, Pipeline and Hazardous Materials Safety Administration
- Katie Townshend, Litigation Director, Reporters' Committee on Freedom of the Press

2:00 – 3:15

Breakout Session – An Interactive Look at Meaningful Metrics – Can we find some that give an accurate picture of pipeline safety? Can we agree on what they are and how to measure them? – *Grand Ballroom*

- Carl Weimer, Pipeline Safety Trust
- Jim Donihee, CEPA
- Alan Mayberry, Deputy Associate Administrator for Policy & Programs, Pipeline and Hazardous Materials Safety Administration

Breakout Session – Who Pays For Pipeline Safety? Who Should? – *Evangeline Suite*

- Graham Hill, Ice Miller Strategies/ INGAA
- Monique Watson, FERC
- Rep. Lori Ehrlich, Massachusetts House of Representatives

3:15 – 3:30

Break

3:30 – 4:45

Breakout Session – What’s Wrong with Integrity Management? – Grand Ballroom

- Discussion of the NTSB recent report on gas IM and agency and industry responses
- Dr. Ivan Cheung, NTSB
- Chris McLaren, Pipeline and Hazardous Materials Safety Administration
- Terry Boss, INGAA

Breakout Session – Case Study – One Community’s Attempt to Make Pipelines Safer – Evangeline Suite

- Alamo Improvement Association – Roger Smith
- Contra Costa County – Michael Kent
- Kinder Morgan – Pete Murphy

5:30 – 7:00

Pipeline Safety Trust Board of Directors’ Reception for Attendees – Fleur de Lis Suite

DAY TWO – Friday, November 20th

8:00 – 9:00

Breakfast – Foyer

9:00 – 9:20

Keynote – Colette Honorable, FERC Commissioner – Grand Ballroom

9:20 – 10:20

Breakout Session – Should natural gas “spills” be treated like oil spills? What is the industry doing to plug the leaks and avoid the need for additional regulations? – Grand Ballroom

- Jonathan Peress, Environmental Defense Fund
- Dr. Subu R Subramanian, Carnegie Mellon University
- Morgan O’Brien – President and CEO, Peoples Natural Gas

Breakout Session – New API Recommended Practices on Pipeline Cracking and Leak Detection – Evangeline Suite

- Stuart Saulters, Policy Advisor, API
- Bruce Dupuis, TransCanada
- Ken Lee, Director, Engineering & Research, Pipeline and Hazardous Materials Safety Administration

10:20 – 10:30

Break

10:30 – 10:45

Food For Thought Session – Should Pipelines Have Permits to Operate that are Reviewed Periodically? – *Grand Ballroom*

- Sara Gosman, University of Arkansas School of Law, Pipeline Safety Trust Board Vice President

10:45 – 12:00

Breakout Session – How Old is Too Old? Who Makes That Decision?

- Carl Weimer, Pipeline Safety Trust
- Alan Mayberry, Deputy Associate Administrator for Policy & Programs, PHMSA
- John Stoodly, AOPL
- Wendy Wagster, INGAA

Breakout Session – 2014 Technical Assistance Grant Showcase – *Evangeline Suite*

- Tip of the Mitt, Jennifer McKay
- Blue Green Alliance, Rob McCulloch
- Jason Tieman, representing Greater Lafourche Port Commission, Louisiana

12:00 – 1:30

Lunch – On Your Own

1:30 – 2:45

General Session – The Cost/Benefit analysis that is part of Rulemaking – *Grand Ballroom*

- John Gale, Director, Standards & Rulemaking, Pipeline and Hazardous Materials Safety Administration
- Bill Byrd, President RCP, Inc.
- Sara Gosman, University of Arkansas School of Law, Pipeline Safety Trust Board member

2:45 – 3:00

General Session – Closing – *Grand Ballroom*

Pipeline Safety Trust • 300 N. Commercial Street, Suite B, Bellingham, WA 98225 • 360-543-5686



City Council Agenda Item

CITY OF SAN BRUNO

Item 10a:

Receive Report on Crestmoor I Neighborhood Streetlight Outage and Adopt Resolution Waiving the Competitive Bidding Process for Emergency Replacement of the City's Streetlights that are on Regulated Output (RO) Circuits

Report to Follow

10.a.



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 10, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Marc Zafferano, City Attorney
Connie Jackson, City Manager

SUBJECT: Adopt Resolutions:

- Approving the San Bruno Community Foundation's Grant Policy;
- Approving Amendments to the San Bruno Community Foundation 2015-16 Budget;
- Approving Restated Articles of Incorporation; and
- Appointing Three Board Members for Four-Year Terms
- Receive Report and Provide Direction Regarding Near-Term Project Concepts

BACKGROUND:

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

Since hiring its first Executive Director in early 2015, the SBCF has embarked on a work program aimed at distributing some of the restitution funds to the community by early 2016. In the past nine months, the SBCF developed and implemented a broadly-attended and successful community listening campaign to obtain input about how the funds should be used. In coordination with the City, the SBCF also obtained professional advice to estimate the costs of constructing new City facilities, including a library, swimming pool, and recreation center. The SBCF retained an accountant and auditor to ensure the efficient and proper management of the funds transferred to date from the City to the SBCF for operational expenses, and is currently considering adopting an investment policy, which would precede the transfer of the remaining funds from the City.

At its regular meeting on October 7, 2015, the SBCF adopted: 1) a Program Strategy Framework, which represents its grant policy; 2) a revised budget to reflect community grants and programs of up to \$1 million for fiscal year 2015-16; and 3) restated Articles of Incorporation to make minor technical amendments and maintain consistency with federal law, the intent of the City Council, and the Program Strategy Framework.

When it formed the SBCF and adopted its Bylaws, the City Council retained the power to approve certain major decisions of the organization, as listed below from Article XVI of the Bylaws:

“The following actions are reserved by the City Council:

- (a) Approval of any change in the Articles of Incorporation or Bylaws of the Corporation;

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

The City Council therefore has the power to approve the Program Strategy Framework (grant policy) per subsection (d), the revised budget per subsection (c), and the restated Articles of Incorporation per subsection (a). In addition, the 2-year terms of three members of the Board of Directors will be expiring at the end of this calendar year, and it is recommended that the City Council make appointments for those seats at tonight's meeting.

The SBCF has also been working to develop potential concepts to fund near-term projects. Following the completion of the community listening campaign earlier this year, a Committee of the Board met with a subcommittee of the City Council and with City staff to share and develop ideas for possible funding in 2016. The Board Committee then presented these project concepts to the full Board at its regular meeting on October 7, 2015. After discussion, the Board referred the projects concepts back to its Committee for further review and analysis, which will include additional meetings with City staff. In the meantime, these project concepts are presented tonight for City Council input, as several would require close collaboration and potential partnerships with the City to be implemented.

DISCUSSION:

Attached to this staff report as Attachments 1-4 are the complete SBCF staff reports, resolutions, and exhibits dated October 7, 2015 for each of the items requiring review and approval by the City Council. Each topic is discussed in turn below, and Leslie Hatamiya, the Foundation's Executive Director, will make a brief presentation and be available to answer questions.

Program Strategy Framework: Grant Policy

As described in the SBCF staff report (Attachment 1), the Program Strategy Framework provides the overall structure and outline of the SBCF's grant policy. The Framework is not designed to list specific programs, projects, or organizations that the Foundation would consider funding at any given time.

The Framework incorporates the general ideas that emerged from the Community Listening Campaign, such as publicly owned community facilities (including public places, parks, and open space), community health and safety, sports and recreation, education, youth activities, economic vitality, transit, and social services for all.

The SBCF proposes a “three-bucket” approach to grant making: 1) strategic grant making, which identifies and targets specific community needs; 2) responsive grant making, in which community groups can apply for programs and projects that fall within the Foundation’s mission; and 3) SBCF programs. An example of strategic grant making could be seeking out and partnering with other organizations, including the City, to fund an identified community need, such as a new community facility. An example of responsive grant making could be funding community groups that promote youth sports or activities for seniors. An example of a SBCF program could be offering scholarships to San Bruno high school graduates so they can afford to attend college.

If approved by the City Council, the Program Strategy Framework would guide the SBCF’s grant making activities as it implements its mission to benefit the San Bruno community.

Amendments to SBCF’s 2015-16 Budget

The SBCF originally adopted its fiscal year 2015-16 budget on May 21, 2015, which was approved by the City Council on June 9, 2015. At that time, the SBCF did not know precisely when it would finalize its grant making policies and begin plans for the first round of grants and program expenditures. With the adoption of the Program Strategy Framework on October 7, 2015, the SBCF also adopted a revised budget allocating \$1 million for community near-term projects (Attachment 2). Those projects will be discussed in further detail below. The amended budget also includes other minor amendments to reflect actual and anticipated income and expenditures.

Restated Articles of Incorporation

When the SBCF was in the process of drafting the Program Strategy Framework, it enlisted the assistance of outside counsel specializing in nonprofit law. In reviewing the Framework, as well as the SBCF’s formation documents such as the Articles of Incorporation, the attorney recommended that the Articles be amended to clarify that the SBCF is explicitly authorized to provide grants to other nonprofits that benefit the San Bruno community. This is consistent with the intent of the City Council. The amendment does not affect the prior federal or state approval of the SBCF’s tax-exempt status. The attorney also recommended minor technical changes, which are included in the document (Attachment 3).

Appointment of Three Board Members for Four-Year Terms

Section 6 of the SBCF Bylaws adopted by the City Council provides: “Terms [of directors] shall be four years, staggered so that a roughly equal number of terms ends every two years, with designated Directors having initial two-year terms where necessary. No Director shall hold office for longer than two consecutive terms. A Director may be re-appointed two years after serving two consecutive four year terms.”

When the City Council appointed the first Board of Directors for the Foundation two years ago, it appointed four Directors for four-year terms: Nancy Kraus, John McGlothin, Ben Cohn, and Emily Roberts. The City Council also initially selected these individuals to fill the officer positions of President, Vice-President, Treasurer, and Secretary, respectively, and then renewed those annual selections last year. The City Council also appointed three directors for two-year terms: Regina

Stanback Stroud, Frank Hedley, and Pat Bohm. As these three terms are now expiring, it is time for the City Council to reappoint some or all of those individuals, or make new appointments, to four year terms. All three have indicated a desire to continue serving on the Board.

Next month, City staff will return to the City Council with an item to select the Board officers for the next calendar year.

Review and Provide Direction Regarding Near-Term Project Concepts

At its October 7, 2015 regular meeting, the SBCF received and discussed a report (Attachment 4) that identified a total of six project concepts for potential funding of up to \$1 million in 2016. A Board committee consisting of Nancy Kraus, Frank Hedley, and Regina Stanback Stroud had previously developed the following criteria for these initial projects: high visibility, relatively low cost, responsiveness to themes heard from the community listening campaign, clear demonstration of the Foundation's program strategy, and geographic considerations. The Committee then met with a subcommittee of the City Council, consisting of the Mayor and Councilmember O'Connell, and with City staff to review these criteria, and to discuss potential programs that might be of interest.

The Committee recommended to the Board that it consider two SBCF-operated programs. The first would be a memorial scholarship program for post-secondary San Bruno students in honor of the Crestmoor neighborhood. The second would be to establish a community grants fund, whereby local community groups could apply for grants consistent with the SBCF's Program Strategy Framework.

The Committee also recommended that the Board consider four potential partnerships with the City. These would include funding for: 1) a comprehensive facilities master plan; 2) sponsoring Community Day in the Park; 3) installing lighted crosswalks (or possibly other pedestrian safety improvements) at certain high-traffic locations; and 4) development of a community park. Because these four concepts involve the City and its facilities, the SBCF seeks direction from the City Council for each item before proceeding with further discussion and analysis.

1. The idea for a comprehensive facilities master plan arose in part because the SBCF's Community Listening Campaign identified several community facilities in need of renovation and/or replacement, including the library, pool, recreation center, City Hall, and various parks and sports fields across town, not all of which are owned by the City. The \$70 million restitution fund will not be sufficient to fully remodel or replace these facilities, and in addition, the City owns other facilities such as fire stations and corporation yards that may also need renovation and/or replacement. Working together, the City and the SBCF will need to determine the best way to address the community's needs over the long term, analyze how to make the most efficient use of the available funds to remodel or replace these facilities, and prioritize the projects. The City does not currently have a comprehensive master plan to guide this process, nor a budgeted amount to begin such a plan. Staff recommends that the City Council provide direction to the City to prepare a request for qualifications or request for proposals to solicit consultants for this task.
2. The Centennial Community Day in the Park last year, and the Community Day in the Park this year, were very successful. The SBCF has indicated that it could contribute to the sponsorship of the event annually if the City Council is interested in hosting the event as it has for the past two years.
3. The Community Listening Campaign identified pedestrian safety as one priority for use of the restitution funds. The SBCF could fund improvements such as lighted crosswalks or

other safety features at high-traffic intersections and crossings in the downtown and Bayhill to enhance the walkability and safety of these locations. If the City Council so directs, staff could work with the SBCF and the Traffic Safety and Parking Committee to identify appropriate locations and suggested improvements for future City Council consideration.

4. Parks continue to be a high priority for the community, and funds to improve and/or construct new parks remain limited. The SBCF could fund the development or improvement of a small park project relatively quickly that would benefit the community. For example, the City recently acquired property at 324 Florida Ave., and is in the process of clearing and preparing it for potential future park use. The SBCF could partner with the City to fund this particular improvement, or others in the community.

After the City Council provides direction on these four concepts, the SBCF Board Committee can begin performing additional research, which would include additional meetings and coordination with the City. The Board Committee would return to the Board with a further report at an upcoming SBCF meeting, likely in early 2016.

FISCAL IMPACT:

There is no direct fiscal impact associated with the action items in this staff report. Authorizing City staff to prepare an RFQ or RFP for a facilities master plan would involve some expenditure of staff time.

ALTERNATIVES:

1. Request additional information before approving the Program Strategy Framework, amended budget, and/or restated Articles of Incorporation.

RECOMMENDATION:

Adopt Resolutions:

- Approving the San Bruno Community Foundation's Grant Policy;
- Approving Amendments to the San Bruno Community Foundation 2015-16 Budget;
- Approving Restated Articles of Incorporation; and
- Appointing Three Board Member for Four-year Terms
- Receive Report and Provide Direction Regarding Near-Term Project Concepts.

ATTACHMENTS:

1. SBCF staff report and resolution adopting Program Strategy Framework
2. SBCF staff report and resolution approving 2015-16 revised budget
3. SBCF staff report and resolution adopting restated Articles of Incorporation
4. SBCF staff report and resolution regarding near-term project concepts
5. Resolution approving SBCF's grant policy
6. Resolution approving amendments to SBCF's 2015-16 budget
7. Resolution approving SBCF's restated Articles of Incorporation
8. Resolution appointing three SBCF Board members for four-year terms

DISTRIBUTION:

SBCF Board of Directors

DATE PREPARED:

November 2, 2015

SAN BRUNO

Community Foundation

Memorandum

DATE: October 1, 2015

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Adoption of Program Strategy Framework

At the July 29 special meeting, the Board created an Ad Hoc Committee on Program Strategy Development, charged with helping me develop the Foundation's over-arching program strategy framework that the Foundation, as required by the Bylaws, will submit to the City Council for approval. The Committee consists of Chair Nancy Kraus and Committee Members Frank Hedley and Dr. Regina Stanback Stroud.

The Committee has met several times over the past two months to develop the Program Strategy Framework document. At the August 24 Board meeting, Committee Chair Kraus reported on the Committee's deliberations, provided highlights of the developing Framework, and received feedback from the Board and community members on the framework. The Committee considered the feedback received on August 24 as it refined the Framework and prepared the final draft, which will be presented to the Board for approval on October 7.

A relatively self-explanatory document, the Program Strategy Framework provides the structure and outline of the Foundation's charitable programs and will serve as the guiding document for accomplishing the Foundation's mission. The Framework is meant to be a flexible, high-level document that clearly articulates the Foundation's programmatic intentions and vision and provides direction as the Foundation develops specific programs to carry out these intentions and vision. It includes an explanatory preamble and four main sections: (1) Purpose, Vision, Mission, (2) Guiding Principles, (3) Funding Criteria, and (4) Program Categories: The "Three-Bucket" Approach.

The first section, "Purpose, Vision, Mission," includes the Foundation's purpose, vision, and mission statements as the driving forces behind what the Foundation does and how it operates.

The second section sets forth eight "Guiding Principles" that guide the Foundation's operations, activities, and programs. These precepts reflect the values most important to the Foundation and the Foundation's unique role in the San Bruno community.

The third section, "Funding Criteria," describes *what* and *who* the Foundation may fund through its programs. The section defines the following: (1) What the Foundation Funds

SAN BRUNO

Community Foundation

Memorandum

(three main types of support), (2) What the Foundation Does Not Fund (including activities that the Foundation is legally prohibited from funding), (3) Eligible Funding Recipients (as well as a description of entities not eligible for Foundation funding), and (4) Focus Areas (which were derived from a combination of what the Foundation heard during this past spring's Community Listening Campaign, San Bruno demographics, and "Ten Key Components of Healthy, Equitable Communities in San Mateo County" compiled by the San Mateo County Health System).

The fourth section articulates the three-bucket program strategy approach that I introduced to the Board in July. It identifies three categories, or buckets, of program activities that the Foundation may operate: (1) Strategic Grantmaking, (2) Responsive Grantmaking, and (3) Foundation Programs.

As an over-arching policy document, the Program Strategy Framework does not include the nuts and bolts of any specific program. Such specifics will be spelled out in operating policies for particular programs that the Board decides to establish. For example, if the Foundation were to create a community grants program to which community organizations can apply for funding, we would create specific guidelines, criteria, and operating procedures for that program.

On October 7, I recommend that the Board adopt the attached resolution approving the Program Strategy Framework. The Framework would then be submitted to the City Council for approval at its October 27 meeting.

Attachments:

1. Resolution Approving the San Bruno Community Foundation Program Strategy Framework
2. San Bruno Community Foundation Program Strategy Framework

RESOLUTION NO. 2015-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING SAN BRUNO COMMUNITY FOUNDATION PROGRAM STRATEGY
FRAMEWORK**

WHEREAS, consistent with the City of San Bruno's restitution settlement agreement with Pacific Gas & Electric Co. in the aftermath of the devastating 2010 gas pipeline explosion in the Crestmoor neighborhood, the City established the San Bruno Community Foundation to administer the \$70 million in restitution funds;

WHEREAS, Article III of the Foundation's Bylaws sets forth the Foundation's purpose as "to benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly owned community facilities, over the long term";

WHEREAS, in Article XVI of the Bylaws, the San Bruno City Council has reserved the power to approve the Foundation's "grant policies";

WHEREAS, the Foundation has surveyed the San Bruno community through a Community Listening Campaign to solicit input on community needs and ways in which the Foundation could use the restitution funds to address those needs;

WHEREAS, the Foundation has also examined demographic and community health and well-being data on San Bruno;

WHEREAS, in light of both the input received during the Community Listening Campaign and San Bruno community data, the Foundation's Ad Hoc Committee on Program Strategy Development has drafted the Program Strategy Framework, which is attached as Exhibit A, to provide the structure and outline of the Foundation's charitable programs and to serve as the guiding document for accomplishing the Foundation's mission; and

WHEREAS, the Program Strategy Framework clearly articulates the Foundation's purpose and mission, guiding principles, funding criteria, and "three-bucket" program strategy approach, all which will direct the development and implementation of the Foundation's programs as it carries out its purpose and mission.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the Program Strategy Framework attached as Exhibit A.

FURTHER BE IT RESOLVED that the Board of Directors directs the Executive Director to submit the Program Strategy Framework attached as Exhibit A to the San Bruno City Council for consideration and approval.

Dated: October 7, 2015

ATTEST:

Emily Roberts, Secretary

I, Emily Roberts, Secretary, do hereby certify that the foregoing Resolution No. 2015-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 7th day of October, 2015, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

Program Strategy Framework

Adopted by the SBCF Board of Directors, October __, 2015

Approved by the San Bruno City Council, October __, 2015

The San Bruno Community Foundation was established by the San Bruno City Council to administer, for the long-term benefit of the San Bruno community, the \$70 million in restitution funds resulting from the devastating 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood.

This document articulates the over-arching conceptual framework for the Foundation's program strategy for using the restitution funds to benefit the community. It includes the Foundation's mission, vision, and purpose statements; guiding principles; funding criteria; and a "three-bucket" program strategy approach. The framework recognizes the Foundation's unique position in San Bruno to invest in community programs, projects, and facilities in an effort to enhance the quality of life for all members of the community.

In creating this program strategy framework, particularly the funding criteria and focus areas, the Foundation considered feedback from the Community Listening Campaign it conducted in the spring of 2015, San Bruno demographics, and the "Ten Key Components of Healthy, Equitable Communities in San Mateo County" compiled by the San Mateo County Health System.

This framework envisions the Foundation as a nimble, flexible, and transparent institution that is responsive to the needs of the community and dedicated to building and supporting a vibrant, healthy, and equitable San Bruno for years to come.

I. Purpose, Vision, Mission

The San Bruno Community Foundation's Purpose, Vision, and Mission Statements drive what the Foundation does and how it operates.

A. Purpose Statement in SBCF Bylaws

Approved by the San Bruno City Council, October 2013:

The primary purpose of the Foundation is to benefit the San Bruno Community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly owned community facilities, over the long term.

B. Vision Statement

Adopted by the SBCF Board of Directors, October 2014:

The SBCF is a resource dedicated to enhancing the quality of life for the San Bruno Community.

C. Mission Statement

Adopted by the SBCF Board of Directors, October 2014:

The SBCF serves the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, the SBCF assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

II. Guiding Principles

The Foundation's Guiding Principles include:

- A. The Foundation focuses on projects, programs, and initiatives that promote a healthy, vibrant, and equitable San Bruno community, especially where it can serve as a catalyst for significant enhancements in the quality of life for those who live and work in San Bruno.
- B. Through the collective impact of all of its programs, the Foundation seeks to address the needs of the various and diverse components of the San Bruno community.
- C. The San Bruno Community Foundation is committed to open and transparent communication with the community and maintaining the highest ethical standards in all areas of its operations.
- D. To maximize the impact of its work, the Foundation collaborates with the City of San Bruno and other appropriate organizations to enhance and/or leverage projects, programs, and initiatives being undertaken or considered by the City or other organizations, thereby pooling resources and avoiding duplication of effort on projects of common interest.
- E. The Foundation strives to use its resources effectively and prudently in all its activities.
- F. The Foundation recognizes its role as a partner, convener, and facilitator toward the goal of enhancing the quality of life in San Bruno.
- G. The Foundation encourages giving from other sources and has a stake in encouraging and developing philanthropy generally.
- H. The Foundation wishes to remain flexible, maintaining the ability to respond to unforeseen circumstances, the evolving needs of the community, and emerging opportunities in a timely fashion.

III. Funding Criteria

Generally speaking, the Foundation adheres to the following funding guidelines, while retaining the discretion to modify or amend them if circumstances require.

A. What the Foundation Funds

The Foundation provides three main types of support:

1. Programs and Project Support

The Foundation may fund programs and projects that fall within one or more of its focus areas and further its mission. This support is targeted to a specific program or project that provides direct benefits to the community. This support may be used to pay for all costs directly related to the operation of the program or project, including staff costs.

In the case of providing “seed” funding for new or expanded programs and projects, the Foundation may require a business plan that outlines long-term maintenance and self-sustainability.

2. Support for Capital Projects for Community Facilities

The Foundation may provide funding for the new construction, expansion, renovation, or replacement of community facilities in San Bruno. To ensure long-term success, these projects require a partnership with the appropriate public or nonprofit entity that owns and would provide continuing maintenance for the community facility. They also may require the community facility entity to have in place a viable business plan to ensure proper maintenance, care, upkeep, and usage of the facility over the long term.

3. Capacity-Building

The Foundation may provide funding to help nonprofits and other organizations carry out their missions more effectively. Capacity building can take many forms, including strategic planning, business planning, and organizational assessment; board and staff development; fundraising, marketing, and communications planning and implementation; improving financial management; and initiating collaboration with other organizations. This support is targeted to a specific capacity-building activity over a set period of time.

B. What the Foundation Does Not Fund

The Foundation generally does not fund the following items:

1. Existing deficits
2. Direct contributions to restricted endowments
3. Unsolicited requests for direct aid to individuals
4. Lobbying or political activity
5. Religious activity that government agencies are legally prohibited from funding

C. Eligible Funding Recipients

Generally speaking, the Foundation may fund organizations that provide a significant benefit to the San Bruno community. They include:

1. Tax-exempt nonprofit organizations
2. Governmental entities (*e.g.*, City of San Bruno, school districts that serve San Bruno youth)
3. Individuals, but only if the Foundation has specifically established a program to provide assistance to recipients based on articulated guidelines and qualifications (*e.g.*, a college scholarship program)

Entities that are not eligible for Foundation funding include political organizations and any organization that unlawfully discriminates in violation of state or federal law, including on the basis of race, ethnicity, nationality, gender, disability, sexual orientation, gender identity, age, or religion

The Foundation may not use public funds to fund any organization in violation of state or federal law.

D. Focus Areas

The Foundation focuses its funding on **enhancing the quality of life in San Bruno**, with an emphasis on enduring and long-term benefits. These areas of priority include:

- Publicly owned community facilities
- Community health and safety
- Sports and recreation
- Education
- Youth activities
- Public spaces, parks, and open space
- Community-building
- Human and social services for all
- Economic vitality
- Intra-San Bruno transit
- Healthy, stable, and affordable housing

IV. Program Categories: The “Three-Bucket” Approach

The Foundation’s programs fall into three categories, or buckets, of activity. Under the first two buckets, the Foundation operates as a grantmaker, providing grant funding to eligible organizations. Under the third bucket, the Foundation actively runs its own programs and projects in furtherance of its mission.

A. Strategic Grantmaking

One of the Foundation’s primary roles is as a strategic grantmaker, identifying a specific community need and proactively charting a course to address that need, with specific outcomes in mind.

The Foundation’s strategic grantmaking activities can take various forms, including:

- *Proactive Grantmaking:* The Foundation seeks out and identifies organizations and programs that target specific issues the Foundation wants to address.
- *Initiative Grantmaking:* The Foundation assumes a leadership role to focus on specific issue areas. This form of grantmaking may involve convening and collaborating with key partners.
- *Collaborative Grantmaking:* The Foundation works with other funders on specific areas of interest that all mutually agree to support.

It is anticipated that many of the Foundation's larger grants will be strategic grants, where the Foundation, in partnership with other key stakeholders, identifies a specific community need and proactively reaches out to the organizations best suited to address that need to develop a course of action.

B. Responsive Grantmaking

As a responsive grantmaker, the Foundation may distribute grants in response to requests from community groups for programs and projects that fall within the Foundation's mission and the guidelines it establishes for the funding. The Foundation may accept unsolicited grant applications from these community groups and will consider them for funding based on established guidelines.

C. Foundation Programs

In addition to grantmaking, the Foundation may run its own programs and projects. Such activities will most likely be limited to programs involving disbursements of funds and/or honorary recognition to individuals following articulated guidelines (*e.g.*, scholarship or awards program) or hosting of events. In the future, Foundation programs may include research, consulting (*e.g.*, advising nonprofits), and mission-related investment opportunities.

SAN BRUNO

Community Foundation

Memorandum

DATE: October 1, 2015

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: 2015-2016 SBCF Revised Budget

Under our Bylaws, the Foundation's fiscal year runs from July 1 to June 30, and its annual budget must be approved by the San Bruno City Council. The Board of Directors approved the Foundation's 2015-2016 budget on May 21, 2015, and the City Council approved the budget on June 9, 2015.

When the budget was originally approved, the Foundation was just beginning its strategic planning process with the launch of the Community Listening Campaign. At that time, the Board indicated that it might revise the budget in the fall, once the Foundation developed its program strategy and began plans for the first round of grants and program expenditures.

With the Board considering approval of the Program Strategy Framework and the development of the first set of project concepts on October 7, now is the appropriate time for the Board to consider a revised budget. The revised budget also includes adjustments based on current information about income and operating expenses.

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

Below I briefly explain those budget line items that include changes in the revised budget. The revised budget currently projects income of \$69,678,944 and expenses of \$1,432,539, for a net surplus of \$68,246,605.

Income

- Restitution Funds: This line is being adjusted to reflect the August 31, 2015, balance of the restitution funds currently being held by the City of San Bruno. The original

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budget included the April 30, 2015, balance. The relatively minor change reflects the increase in market value of the custodial accounts between April and August.

Expenses

- Salaries & Wages: I have increased this line by \$50,000 to allow for the possible hiring of one additional staff member. If the Foundation begins implementation of a scholarship program and/or a community grants program (as being recommended by the Program Strategy Development Committee), I may decide that we need to hire an additional staff member, whose duties may include both administrative and program activities. This may be a part-time or full-time position, depending on the Foundation's needs. We may also be able to cover these additional duties by using an independent contractor. The line increase would allow me to hire a staff member at a full-time equivalent annual salary of \$75,000 as early as this November.
- Payroll Taxes & Benefits: The increase in this line reflects payroll taxes and benefits associated with the above-referenced potential staff member. Benefits include retirement plan contribution, life insurance, and vacation accruals.
- Grants & Assistance: This line now reflects the Program Strategy Development Committee's recommendation to allocate up to \$1 million for near-term projects.
- Office Equipment & Furniture: The \$1,000 increase in this line is to cover the cost of purchasing an additional computer and necessary software for a potential second staff member.
- Legal Fees: Legal fees related to vetting our Program Strategy Framework were greater than expected. I have added an additional \$10,000 to this line in the event that other unanticipated legal issues arise this year.
- Auditor & Payroll Fees: I increased this line by \$400 to account for the fees we have contracted to pay the accounting firm preparing the Foundation's audited financial statements and tax returns.
- Investment Consultant: In the event that the Ad Hoc Committee on Investment Strategy seeks expert assistance in evaluating proposals from investment management firms and I am unable to secure these services pro bono, I have budgeted \$15,000.
- Travel, Meetings & Conferences: The move to the San Bruno Senior Center for board meetings has resulted in an increase in meeting-related costs. The increase in this line includes the room rental fees and the costs associated with audio-

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recording or televising Board meetings, which the Board will discuss on October 7. The increase allows for the Board to begin televising meetings in November.

The proposed changes total \$1,096,765 in additional expenses, including \$1 million in grant support for near-term projects. The \$1 million in grants and assistance represents 70% of total expenses, which demonstrates, even at such an early stage, that the Foundation is operating very efficiently in terms of overhead. Of the remaining increase in expenses, nearly two-thirds is associated with the possible hiring of an additional staff member.

I recommend that the Board adopt the attached resolution approving the 2015-2016 revised budget. Upon approval, the revised budget will be forwarded to the San Bruno City Council, for consideration at its October 27, 2015, meeting.

Attachments:

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

RESOLUTION NO. 2015-__

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

WHEREAS, the San Bruno Community Foundation's current fiscal year began on July 1, 2015;

WHEREAS, the Foundation's 2015-2016 budget was approved by the Board of Directors on May 21, 2015, and by the San Bruno City Council on June 9, 2015;

WHEREAS, at the time the Board approved the 2015-2016 budget, it indicated that it might revise the budget in the fall, once the Foundation developed its program strategy and began plans for the first round of grants and program expenditures;

WHEREAS, the Foundation Board of Directors has adopted the Program Strategy Framework and approved investigation of a number of near-term projects for implementation in 2016; and

WHEREAS, the Foundation also has better visibility as to its expected expenses in 2015-2016 and has produced an updated budget for the current fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves the 2015-2016 revised budget, which is attached as Exhibit A.

FURTHER BE IT RESOLVED that the Board of Directors directs the Executive Director to submit the revised budget, which is attached as Exhibit A, to the San Bruno City Council for consideration and approval.

Dated: October 7, 2015

ATTEST:

Emily Roberts, Secretary

I, Emily Roberts, Secretary, do hereby certify that the foregoing Resolution No. 2015-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 7th day of October, 2015, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

EXHIBIT A

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2015-2016 Proposed Revised Budget

	Approved 2015-16 Budget	Proposed Changes	Revised 2015-16 Budget
INCOME			
1 Restitution Funds	\$ 69,627,458	\$51,486	\$ 69,678,944
2 Interest Income	200	-	200
3 Total Income	<u>69,627,658</u>	<u>51,486</u>	<u>69,679,144</u>
EXPENSES			
4 Salaries & Wages	175,000	50,000	225,000
5 Payroll Taxes & Benefits	25,191	13,365	38,556
6 Subtotal Personnel	<u>200,191</u>	<u>63,365</u>	<u>263,556</u>
7 Grants & Assistance	-	1,000,000	1,000,000
8 Occupancy	11,050	-	11,050
9 Insurance	16,799	-	16,799
10 Telecommunications	2,856	-	2,856
11 Postage & Shipping	4,187	-	4,187
12 Marketing & Communications	15,500	-	15,500
13 Office Supplies	2,760	-	2,760
14 Office Equipment & Furniture	3,300	1,000	4,300
15 Legal Fees	20,000	10,000	30,000
16 Auditor & Payroll Fees	7,381	400	7,781
17 Investment Consultant	-	15,000	15,000
18 Other Consultants	45,750	-	45,750
19 Travel, Meetings & Conferences	3,000	7,000	10,000
20 Miscellaneous	3,000	-	3,000
21 Subtotal Non-Personnel	<u>135,583</u>	<u>1,033,400</u>	<u>1,168,983</u>
22 Total Expenses	<u>335,774</u>	<u>1,096,765</u>	<u>1,432,539</u>
23 Net Surplus	<u>\$ 69,291,884</u>	<u>\$ (1,045,279)</u>	<u>\$ 68,246,605</u>

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Community Foundation

Memorandum

DATE: October 1, 2015

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Restated Articles of Incorporation

At the July 29 special meeting, the Board created an Ad Hoc Committee on Program Strategy Development, charged with helping me develop the Foundation's over-arching program strategy framework that the Foundation, as required by the Bylaws, will submit to the City Council for approval. As the Committee developed the draft policy document, I sought review by outside legal counsel (the NEO Law Group) to ensure that the document was in compliance with relevant tax and nonprofit law.

When it granted the Foundation tax-exempt status, the Internal Revenue Service (IRS) classified the Foundation as a Type 1 supporting organization, with the City of San Bruno as the supported organization. In its review of the Program Strategy Framework, the NEO Law Group called to my attention the IRS regulations limiting the groups and individuals to which a supporting organization can provide cash grants and raised the question of whether the Foundation, as a supporting organization, could provide grants to nonprofit community organizations and government entities beyond the City.

Because the City Council's original vision for the Foundation – and the Board's understanding of that vision – included the making of grants to nonprofit community organizations and other government entities beyond the City, such as the two main school districts serving San Bruno, I sought additional legal advice from the Manatt law firm, which has a team of lawyers who are experts in the niche area of nonprofit law related to supporting organizations. To ensure that the Foundation is able to carry out the City Council's vision – that is, being able to award grants to nonprofit community organizations and government entities, including but not limited to the City, to benefit the San Bruno community – while also ensuring compliance with the tax laws and regulations related to supporting organizations, the Manatt lawyers recommended that the Foundation amend its Articles of Incorporation to state that the Foundation supports a *class* of supported organizations – in lay terms, nonprofit organizations and government agencies that benefit the San Bruno community – including but not limited to the City of San Bruno. With this change, the Foundation would be fully in compliance with the supporting organization regulations when providing grants to nonprofits and government agencies that are within the Foundation's class of supported organizations.

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As a result, I recommend that the Board approve the attached resolution adopting the Amended and Restated Articles of Incorporation to define the class of supported organizations.

The expanded purpose statement in Article II of the Restated Articles, which defines the Foundation's class of supported organizations, is the main substantive change in the document. However, I had counsel review the Articles in their entirety, and we are taking this opportunity to make a number of other minor changes to the Articles. These changes, as the redline version shows, are technical and formatting revisions. In addition, in accordance with the California Secretary of State's guidelines regarding Restated Articles, we have deleted the section listing the Foundation's agent for service of process. This information has been updated with the Secretary of State's Office through the Statement of Information (Form SI-100), which all nonprofits must file annually and which the Foundation last did in July, listing the Executive Director as the agent for service of process and updating the Foundation's office address.

The attached resolution directs the Executive Director to forward the approved Amended and Restated Articles of Incorporation to the City Council for consideration and approval. Assuming the Board approves the resolution, the City Council will consider the Amended and Restated Articles on October 27.

Filing the Restated Articles does not affect the prior federal or state approvals for the Foundation's tax-exempt status.

Attachments:

1. Resolution Adopting the San Bruno Community Foundation's Amended and Restated Articles of Incorporation to Define Class of Supported Organizations
2. Restated Articles of Incorporation Certificate
3. Redlined Version of Restated Articles of Incorporation

RESOLUTION NO. 2015-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
ADOPTING THE SAN BRUNO COMMUNITY FOUNDATION'S AMENDED AND
RESTATED ARTICLES OF INCORPORATION TO DEFINE CLASS OF SUPPORTED
ORGANIZATIONS**

WHEREAS, the Internal Revenue Service (IRS) determined that The San Bruno Community Foundation is an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code;

WHEREAS, the IRS also determined that the Foundation is a Type I supporting organization under Internal Revenue Code section 509(a)(3) having the City of San Bruno as the supported organization;

WHEREAS, the Foundation, as envisioned by the San Bruno City Council at the Foundation's creation, may provide grants to a wide range of governmental entities and nonprofit community organizations that benefit the San Bruno community, including but not limited to the City of San Bruno;

WHEREAS, the Board of Directors seeks to define, by an amendment to the Foundation's Articles of Incorporation, the class of organizations that the Foundation supports in a manner consistent with the vision of the City Council; and

WHEREAS, Article XVI of the Foundation's Bylaws reserves in the City Council the right to approve changes to the Foundation's Articles of Incorporation.

NOW, THEREFORE, BE IT RESOLVED, that the proposed amendment to the Foundation's Articles of Incorporation is hereby approved by the Board; and

RESOLVED FURTHER, that the Foundation's staff shall present the proposed amendment to the Foundation's Articles of Incorporation to, and seek approval of the same from, the City Council; and

RESOLVED FURTHER, that, subject to approval by the City Council:

1. the Foundation's Articles of Incorporation shall be amended to read in full in the form presented to the Board, a copy of which shall be attached to the minutes of this meeting;

2. the President and the Secretary of the Foundation be, and they hereby are, authorized and directed to restate the Foundation's Articles of Incorporation consistent with the amendment adopted pursuant to these resolutions and to execute and file the said restated Articles of Incorporation with the California Secretary of State; and

3. the officers of the Foundation be, and they hereby are, authorized and directed, for and on behalf of the Foundation, to take such other actions as the officers deem necessary or advisable to effectuate the intent of the preceding resolutions.

Dated: October 7, 2015

ATTEST:

Emily Roberts, Secretary

I, Emily Roberts, Secretary, do hereby certify that the foregoing Resolution No. 2015-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 7th day of October, 2015, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

Restated Articles of Incorporation

The undersigned certify that:

1. They are the President and the Secretary, respectively, of The San Bruno Community Foundation, a California nonprofit public benefit corporation (the “Corporation”).
2. The Articles of Incorporation of the Corporation are amended and restated to read as follows:

I

The name of the corporation is The San Bruno Community Foundation (the “Corporation”).

II

(A) This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and/or charitable purposes.

(B) The specific purpose of this Corporation is to benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly owned community facilities, over the long term. In furtherance of that purpose, this Corporation is organized and shall be operated exclusively for charitable purposes (within the meaning of Internal Revenue Code Section 501(c)(3)) by conducting or supporting activities for the benefit, or to carry out the purposes, of organizations: (i) that are described in Internal Revenue Code Sections 501(c)(3) and 509(a)(1) or (a)(2), and (ii) that benefit the San Bruno community, including but not limited to, the City of San Bruno.

III

It is intended that this Corporation shall have the status of a corporation which is exempt from federal income tax under Internal Revenue Code Section 501(a) as an organization described in Internal Revenue Code Section 501(c)(3), and which is other than a private foundation by reason of being described in Internal Revenue Code Section 509(a)(3). These Articles shall be construed accordingly, and all powers and activities of this Corporation shall be limited accordingly.

IV

The Corporation shall have no members. References to “members” are to the Board of Directors as provided in Section 5310 of the Nonprofit Corporation Law. Each director shall be entitled to one vote.

V

(A) Notwithstanding any other provision in these Articles, the Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation, and the Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under Internal Revenue Code Section 501(c)(3); or (b) a corporation, contributions to which are deductible under Internal Revenue Code Sections 170(b), 170(c)(2), 2055(a)(2), or 2522(a).

(B) No substantial part of the activities of this Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of (or in opposition to) any candidate for public office.

VI

(A) The property of this Corporation is irrevocably dedicated to public and/or charitable purposes, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

(B) Upon the dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for public and/or charitable purposes and which has established its tax exempt status under Internal Revenue Code Section 501(c)(3).

All references in these Articles to sections of the Internal Revenue Code shall be deemed to be references to the Internal Revenue Code of 1986, as amended, and to the corresponding provisions of any similar law subsequently enacted.

3. The foregoing amendment to and restatement of the Articles of Incorporation have been duly approved by the board of Directors of the Corporation in accordance with Section 5812 of the California Corporations Code.
4. The Corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: October 7, 2015

Nancy Kraus, President

Emily Roberts, Secretary

Restated Articles of Incorporation
ARTICLES OF INCORPORATION
of
THE SAN BRUNO COMMUNITY FOUNDATION

I

The name of the corporation is The San Bruno Community Foundation (the “Corporation”).

II

(A) This eCorporation is a nonprofit Ppublic Bbenefit Ccorporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and/or charitable purposes.

(B) The specific purpose of this eCorporation is to benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly-owned community facilities, over the long term. In furtherance of that purpose, this Corporation is organized and shall be operated exclusively for charitable purposes (within the meaning of Internal Revenue Code Section 501(c)(3)) by conducting or supporting activities for the benefit, or to carry out the purposes, of organizations: (i) that are described in Internal Revenue Code Sections 501(c)(3) and 509(a)(1) or (a)(2), and (ii) that benefit the San Bruno community, including but not limited to, the City of San Bruno.

III

~~The name and address in the State of California of this corporation's initial agent for service of process is:~~

~~—— Name: Marc L. Zafferano
—— Address: 567 El Camino Real
—— San Bruno, California 94066~~

It is intended that this Corporation shall have the status of a corporation which is exempt from federal income tax under Internal Revenue Code Section 501(a) as an organization described in Internal Revenue Code Section 501(c)(3), and which is other than a private foundation by reason of being described in Internal Revenue Code Section 509(a)(3). These Articles shall be construed accordingly, and all powers and activities of this Corporation shall be limited accordingly.

IV

The eCorporation shall have no members. References to “members” are to the Board of Directors as provided in Section 5310 of the Nonprofit Corporation Law. Each director shall be entitled to one vote.

V

(A) ~~This corporation is organized and operated exclusively for public and/or charitable purposes within the meaning of Internal Revenue Code Section 501(c)(3). Despite~~ Notwithstanding any other provision in these ~~a~~Articles, the eCorporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that ~~do are not in~~ furtherance of the purposes of this eCorporation, and the eCorporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under Internal Revenue Code Section 501(c)(3); or (b) a corporation, contributions to which are deductible under Internal Revenue Code Sections 170(c)(2), 2055(a)(2), or 2522(a).

(B) No substantial part of the activities of this eCorporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the eCorporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of (or in opposition to) any candidate for public office.

VI

(A) The property of this eCorporation is irrevocably dedicated to public and/or charitable purposes and no part of the net income or assets of this eCorporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

(B) Upon the dissolution or winding up of the eCorporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this eCorporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for public and/or charitable purposes and which has established its tax exempt status under Internal Revenue Code Section 501(c)(3).

All references in these Articles to sections of the Internal Revenue Code shall be deemed to be references to the Internal Revenue Code of 1986, as amended, and to the corresponding provisions of any similar law subsequently enacted.

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Community Foundation

Memorandum

DATE: October 2, 2015

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Near-Term Project Concepts

At the July 29 special meeting, the Board created an Ad Hoc Committee on Program Strategy Development, charged with helping me develop the Foundation's over-arching program strategy framework that the Foundation, as required by the Bylaws, will submit to the City Council for approval. The Committee was also charged with identifying a small number of near-term projects for the Foundation to consider undertaking in the 2015-2016 time frame. The Committee consists of Chair Nancy Kraus and Committee Members Frank Hedley and Dr. Regina Stanback Stroud.

The idea for identifying a short list of near-term projects addresses the Board's desire to begin using the restitution funds to benefit the community in 2016. Many of the projects identified in the spring's Community Listening Campaign are large capital projects that will take considerable time – perhaps several years, in some cases – to research, develop, and execute. In the meantime, both the Board and the public have expressed an interest in beginning the Foundation's programs in the near future, at least with some smaller projects that can be accomplished in a short time frame.

At the August 24 Board meeting, Committee Chair Kraus reported on the Committee's deliberations, including a preliminary list of project concepts the Committee was developing for Board consideration. As Chair Kraus explained, the concepts are for projects that would be able to realize considerable progress by end of 2016 and would be funded out of the corpus of the restitution funds (vs. investment income). The Committee identified the following criteria for identifying project concepts:

- High visibility
- Relatively low cost
- Responsive to themes heard from community
- Clear examples of our program strategy
- Geographic considerations

On October 7, the Committee will present to the Board a list of six project *concepts* and request that the Board pass a resolution directing the Program Strategy Development Committee (with the support of the Executive Director) to research each of the options over the next several months. This Board action would approve *investigation* of the

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project concepts only, which may involve consultation with relevant City staff or entities, community organizations, and experts in the field, as appropriate. To the extent Advisory Committees may be useful in the development of these projects, the Committee ask the Board to create such Advisory Committees at a future Board meeting. If, after further research and deliberation, the Committee decides that a particular concept is a viable project for the Foundation to accomplish in 2016, it will return to the full Board by early 2016 with concrete proposals, including timeline, budgets, and guidelines, for consideration and approval.

The Committee's list of proposed project concepts falls into two categories:

1. Foundation-Operated Programs

The first two project concepts are programs that would be developed and administered by the Foundation. The Foundation Board would have final decision-making authority to create these programs.

- Memorial scholarship: Create a significant scholarship program for post-secondary studies for San Bruno residents (likely high school seniors), in honor of the Crestmoor neighborhood. Such a scholarship would, with one of the Foundation's first programs, recognize the tragedy that led to the Foundation's establishment as well as reflect the community's desire to support educational opportunities for San Bruno's young adults. Research may include convening a group of local education leaders and experts, Crestmoor neighborhood residents, and other community members to discuss the appropriate criteria, guidelines, and monetary award for such a scholarship program.
- Community grants fund: Create a responsive grant-making program through which local community groups can apply for Foundation grants to support projects that benefit the San Bruno community, consistent with the focus areas identified in the Foundation's Program Strategy Framework. Such a fund would enable the Foundation to leverage work already being done to benefit the community and to invest in effective community organizations.

2. Partnerships with the City of San Bruno

Four project concepts would involve facilities and programs of the City of San Bruno and require a close partnership with the City. Successful implementation of these projects would require the agreement of the City Council and significant support from City staff. In some cases, the City may also serve as a funding partner. Next steps in pursuing these projects would likely involve ongoing consultation with the City Council (starting on October 27, when the Council considers a package of Foundation-related

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matters), key City staff members, and, as appropriate, City commissions, boards, and committees.

- Facilities master plan: Partner with the City to underwrite the development of a master plan for the City's community facilities. Such a master plan would be undertaken with the assistance of an experienced architectural or construction firm, involve meaningful community engagement in the planning process, and result in a long-term blueprint for meeting the City's community facility needs. The master plan would provide meaningful guidance to the City in charting a course for addressing its community facility needs as well as to the Foundation in its consideration of which community facility projects it might want to support.
- Community Day sponsorship: Contribute to the sponsorship of the City's 2016 annual Community Day in the Park. Such support is consistent with the call for more events that bring the local community together that the Foundation heard in the Community Listening Campaign.
- Lighted crosswalks: Partner with the City to underwrite installation of lighted crosswalks at high-traffic locations on San Mateo Avenue and Cherry Avenue to increase pedestrian safety in the downtown and Bayhill areas, respectively. Improving safety through infrastructure improvements was a theme heard during the Community Listening Campaign.
- Community park development: Partner with the City to develop or improve small City park project(s) that are in need of immediate attention. Although most capital projects would benefit from the facilities master planning process, there may be some smaller park development projects that could be accomplished in the next year, and such timely attention would greatly benefit the community.

The Committee proposes that the total allocation for all near-term projects to be no more than \$1 million.

On October 7, I recommend that the Board adopt the attached resolution directing the Ad Hoc Committee on Program Strategy Development to research the six near-term project concepts listed above.

Attachments:

1. Resolution Directing the Executive Director and the Ad Hoc Committee on Program Strategy Development to Research Proposed Near-Term Project Concepts

RESOLUTION NO. 2015-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
DIRECTING THE AD HOC COMMITTEE ON PROGRAM STRATEGY
DEVELOPMENT TO RESEARCH NEAR-TERM PROJECT CONCEPTS**

WHEREAS, the San Bruno Community Foundation has adopted its Program Strategy Framework, providing the structure and outline of the Foundation's charitable programs;

WHEREAS, the Board of Directors seeks to begin using the restitution funds in 2016 to benefit the community by funding a group of smaller projects, while concurrently researching the viability of larger projects, including large-scale community facility capital projects;

WHEREAS, the Ad Hoc Committee on Program Strategy Development has outlined the following criteria for identifying near-term project concepts: high visibility; relatively low cost; responsive to themes heard from community; clear examples of the Foundation's program strategy; and geographic considerations;

WHEREAS, the Committee has identified six potential concepts for near-term projects for the Foundation to consider undertaking, in no particular order:

1. Memorial scholarship
2. Community grants fund
3. Facilities master plan
4. Community Day sponsorship
5. Lighted crosswalks
6. Community park development

WHEREAS, the first two concepts – creation of a memorial scholarship and creation of a community grants program – would be developed and administered by the Foundation;

WHEREAS, the other four concepts – facilities master plan, Community Day sponsorship, lighted crosswalks, and community park development – would involve facilities and programs of the City of San Bruno and require a close partnership with the City, including the agreement of the City Council and significant support from City staff;

WHEREAS, these project concepts require additional research before being developed into concrete project proposals with a budget, timeline, and guidelines; and

WHEREAS, the Committee has proposed that the total allocation for all near-term projects to be no more than \$1 million.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors directs the Ad Hoc Committee on Program Strategy Development to research the above-listed project concepts and, if the Committee decides that a particular concept is a viable project for the Foundation to undertake in 2016, to return to the full Board by early 2016 with concrete proposals, including timeline, budgets, and guidelines, for consideration and approval.

RESOLVED FURTHER, that, with regard to the four project concepts involving City of San Bruno facilities and programs, the Board of Directors directs the Ad Hoc Committee on Program Strategy Development to begin the research phase by presenting the project concepts to the City Council and key City staff and seeking their assistance in developing the concepts into concrete project proposals.

Dated: October 7, 2015

ATTEST:

Emily Roberts, Secretary

I, Emily Roberts, Secretary, do hereby certify that the foregoing Resolution No. 2015-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 7th day of October, 2015, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2015- ____

RESOLUTION APPROVING THE SAN BRUNO COMMUNITY FOUNDATION'S GRANT POLICY

WHEREAS, consistent with the City of San Bruno's restitution settlement agreement with Pacific Gas & Electric Co. in the aftermath of the devastating 2010 gas pipeline explosion in the Crestmoor neighborhood, the City established the San Bruno Community Foundation to administer the \$70 million in restitution funds;

WHEREAS, Article III of the Foundation's Bylaws sets forth the Foundation's purpose as "to benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly owned community facilities, over the long term";

WHEREAS, Article XVI of the Foundation's Bylaws reserves in the San Bruno City Council the right to approve the Foundation's grant policies;

WHEREAS, the Foundation has surveyed the San Bruno community through a Community Listening Campaign to solicit input on community needs and ways in which the Foundation could use the restitution funds to address those needs;

WHEREAS, the Foundation has also examined demographic and community health and well-being data on San Bruno;

WHEREAS, in light of both the input received during the Community Listening Campaign and San Bruno community data, the Foundation's Ad Hoc Committee on Program Strategy Development has drafted the Program Strategy Framework to provide the structure and outline of the Foundation's charitable programs and to serve as the guiding document for accomplishing the Foundation's mission; and

WHEREAS, the Program Strategy Framework clearly articulates the Foundation's purpose and mission, guiding principles, funding criteria, and "three-bucket" program strategy approach, all which will direct the development and implementation of the Foundation's programs as it carries out its purpose and mission.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the Program Strategy Framework attached as Exhibit A as the Foundation's grant policy.

Dated: November 10, 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 10th day of November 2015 by the following vote:

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

SAN BRUNO

Community Foundation

Program Strategy Framework

Adopted by the SBCF Board of Directors, October __, 2015

Approved by the San Bruno City Council, October __, 2015

The San Bruno Community Foundation was established by the San Bruno City Council to administer, for the long-term benefit of the San Bruno community, the \$70 million in restitution funds resulting from the devastating 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood.

This document articulates the over-arching conceptual framework for the Foundation's program strategy for using the restitution funds to benefit the community. It includes the Foundation's mission, vision, and purpose statements; guiding principles; funding criteria; and a "three-bucket" program strategy approach. The framework recognizes the Foundation's unique position in San Bruno to invest in community programs, projects, and facilities in an effort to enhance the quality of life for all members of the community.

In creating this program strategy framework, particularly the funding criteria and focus areas, the Foundation considered feedback from the Community Listening Campaign it conducted in the spring of 2015, San Bruno demographics, and the "Ten Key Components of Healthy, Equitable Communities in San Mateo County" compiled by the San Mateo County Health System.

This framework envisions the Foundation as a nimble, flexible, and transparent institution that is responsive to the needs of the community and dedicated to building and supporting a vibrant, healthy, and equitable San Bruno for years to come.

I. Purpose, Vision, Mission

The San Bruno Community Foundation's Purpose, Vision, and Mission Statements drive what the Foundation does and how it operates.

A. Purpose Statement in SBCF Bylaws

Approved by the San Bruno City Council, October 2013:

The primary purpose of the Foundation is to benefit the San Bruno Community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly owned community facilities, over the long term.

B. Vision Statement

Adopted by the SBCF Board of Directors, October 2014:

The SBCF is a resource dedicated to enhancing the quality of life for the San Bruno Community.

C. Mission Statement

Adopted by the SBCF Board of Directors, October 2014:

The SBCF serves the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, the SBCF assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

II. Guiding Principles

The Foundation's Guiding Principles include:

- A. The Foundation focuses on projects, programs, and initiatives that promote a healthy, vibrant, and equitable San Bruno community, especially where it can serve as a catalyst for significant enhancements in the quality of life for those who live and work in San Bruno.
- B. Through the collective impact of all of its programs, the Foundation seeks to address the needs of the various and diverse components of the San Bruno community.
- C. The San Bruno Community Foundation is committed to open and transparent communication with the community and maintaining the highest ethical standards in all areas of its operations.
- D. To maximize the impact of its work, the Foundation collaborates with the City of San Bruno and other appropriate organizations to enhance and/or leverage projects, programs, and initiatives being undertaken or considered by the City or other organizations, thereby pooling resources and avoiding duplication of effort on projects of common interest.
- E. The Foundation strives to use its resources effectively and prudently in all its activities.
- F. The Foundation recognizes its role as a partner, convener, and facilitator toward the goal of enhancing the quality of life in San Bruno.
- G. The Foundation encourages giving from other sources and has a stake in encouraging and developing philanthropy generally.
- H. The Foundation wishes to remain flexible, maintaining the ability to respond to unforeseen circumstances, the evolving needs of the community, and emerging opportunities in a timely fashion.

III. Funding Criteria

Generally speaking, the Foundation adheres to the following funding guidelines, while retaining the discretion to modify or amend them if circumstances require.

A. What the Foundation Funds

The Foundation provides three main types of support:

1. Programs and Project Support

The Foundation may fund programs and projects that fall within one or more of its focus areas and further its mission. This support is targeted to a specific program or project that provides direct benefits to the community. This support may be used to pay for all costs directly related to the operation of the program or project, including staff costs.

In the case of providing “seed” funding for new or expanded programs and projects, the Foundation may require a business plan that outlines long-term maintenance and self-sustainability.

2. Support for Capital Projects for Community Facilities

The Foundation may provide funding for the new construction, expansion, renovation, or replacement of community facilities in San Bruno. To ensure long-term success, these projects require a partnership with the appropriate public or nonprofit entity that owns and would provide continuing maintenance for the community facility. They also may require the community facility entity to have in place a viable business plan to ensure proper maintenance, care, upkeep, and usage of the facility over the long term.

3. Capacity-Building

The Foundation may provide funding to help nonprofits and other organizations carry out their missions more effectively. Capacity building can take many forms, including strategic planning, business planning, and organizational assessment; board and staff development; fundraising, marketing, and communications planning and implementation; improving financial management; and initiating collaboration with other organizations. This support is targeted to a specific capacity-building activity over a set period of time.

B. What the Foundation Does Not Fund

The Foundation generally does not fund the following items:

1. Existing deficits
2. Direct contributions to restricted endowments
3. Unsolicited requests for direct aid to individuals
4. Lobbying or political activity
5. Religious activity that government agencies are legally prohibited from funding

C. Eligible Funding Recipients

Generally speaking, the Foundation may fund organizations that provide a significant benefit to the San Bruno community. They include:

1. Tax-exempt nonprofit organizations
2. Governmental entities (*e.g.*, City of San Bruno, school districts that serve San Bruno youth)
3. Individuals, but only if the Foundation has specifically established a program to provide assistance to recipients based on articulated guidelines and qualifications (*e.g.*, a college scholarship program)

Entities that are not eligible for Foundation funding include political organizations and any organization that unlawfully discriminates in violation of state or federal law, including on the basis of race, ethnicity, nationality, gender, disability, sexual orientation, gender identity, age, or religion

The Foundation may not use public funds to fund any organization in violation of state or federal law.

D. Focus Areas

The Foundation focuses its funding on **enhancing the quality of life in San Bruno**, with an emphasis on enduring and long-term benefits. These areas of priority include:

- Publicly owned community facilities
- Community health and safety
- Sports and recreation
- Education
- Youth activities
- Public spaces, parks, and open space
- Community-building
- Human and social services for all
- Economic vitality
- Intra-San Bruno transit
- Healthy, stable, and affordable housing

IV. Program Categories: The “Three-Bucket” Approach

The Foundation’s programs fall into three categories, or buckets, of activity. Under the first two buckets, the Foundation operates as a grantmaker, providing grant funding to eligible organizations. Under the third bucket, the Foundation actively runs its own programs and projects in furtherance of its mission.

A. Strategic Grantmaking

One of the Foundation’s primary roles is as a strategic grantmaker, identifying a specific community need and proactively charting a course to address that need, with specific outcomes in mind.

The Foundation’s strategic grantmaking activities can take various forms, including:

- *Proactive Grantmaking:* The Foundation seeks out and identifies organizations and programs that target specific issues the Foundation wants to address.
- *Initiative Grantmaking:* The Foundation assumes a leadership role to focus on specific issue areas. This form of grantmaking may involve convening and collaborating with key partners.
- *Collaborative Grantmaking:* The Foundation works with other funders on specific areas of interest that all mutually agree to support.

It is anticipated that many of the Foundation's larger grants will be strategic grants, where the Foundation, in partnership with other key stakeholders, identifies a specific community need and proactively reaches out to the organizations best suited to address that need to develop a course of action.

B. Responsive Grantmaking

As a responsive grantmaker, the Foundation may distribute grants in response to requests from community groups for programs and projects that fall within the Foundation's mission and the guidelines it establishes for the funding. The Foundation may accept unsolicited grant applications from these community groups and will consider them for funding based on established guidelines.

C. Foundation Programs

In addition to grantmaking, the Foundation may run its own programs and projects. Such activities will most likely be limited to programs involving disbursements of funds and/or honorary recognition to individuals following articulated guidelines (*e.g.*, scholarship or awards program) or hosting of events. In the future, Foundation programs may include research, consulting (*e.g.*, advising nonprofits), and mission-related investment opportunities.

RESOLUTION NO. 2015- ____

RESOLUTION APPROVING AMENDMENTS TO THE SAN BRUNO COMMUNITY FOUNDATION'S 2015-16 BUDGET

WHEREAS, the San Bruno Community Foundation's current fiscal year began on July 1, 2015;

WHEREAS, the Foundation's 2015-2016 budget was approved by the Foundation's Board of Directors on May 21, 2015, and by the San Bruno City Council on June 9, 2015;

WHEREAS, at the time the Board approved the 2015-2016 budget, it indicated that it might revise the budget in the fall, once the Foundation developed its program strategy and began plans for the first round of grants and program expenditures;

WHEREAS, the Foundation Board of Directors has adopted the Program Strategy Framework as its grant policy and approved investigation of a number of near-term projects for implementation in 2016;

WHEREAS, the Foundation has produced an updated budget for the current fiscal year to reflect the potential allocation of up to \$1 million for near-term projects, and also reflects other minor changes to actual anticipated revenues and expenditures;

WHEREAS, Article XVI of the Foundation's Bylaws reserve in the City Council the right to approve the Foundation's budget;

NOW, THEREFORE, BE IT RESOLVED that the City Council approves amendments to the San Bruno Community Foundation's 2015-2016 budget, which is attached as Exhibit A.

Dated: November 10, 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 10th day of November 2015 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

EXHIBIT A

SAN BRUNO

Community Foundation

2015-2016 Proposed Revised Budget

	Approved <u>2015-16 Budget</u>	Proposed <u>Changes</u>	Revised <u>2015-16 Budget</u>
INCOME			
1 Restitution Funds	\$ 69,627,458	\$51,486	\$ 69,678,944
2 Interest Income	200	-	200
3 Total Income	<u>69,627,658</u>	<u>51,486</u>	<u>69,679,144</u>
EXPENSES			
4 Salaries & Wages	175,000	50,000	225,000
5 Payroll Taxes & Benefits	25,191	13,365	38,556
6 Subtotal Personnel	<u>200,191</u>	<u>63,365</u>	<u>263,556</u>
7 Grants & Assistance	-	1,000,000	1,000,000
8 Occupancy	11,050	-	11,050
9 Insurance	16,799	-	16,799
10 Telecommunications	2,856	-	2,856
11 Postage & Shipping	4,187	-	4,187
12 Marketing & Communications	15,500	-	15,500
13 Office Supplies	2,760	-	2,760
14 Office Equipment & Furniture	3,300	1,000	4,300
15 Legal Fees	20,000	10,000	30,000
16 Auditor & Payroll Fees	7,381	400	7,781
17 Investment Consultant	-	15,000	15,000
18 Other Consultants	45,750	-	45,750
19 Travel, Meetings & Conferences	3,000	7,000	10,000
20 Miscellaneous	3,000	-	3,000
21 Subtotal Non-Personnel	<u>135,583</u>	<u>1,033,400</u>	<u>1,168,983</u>
22 Total Expenses	<u>335,774</u>	<u>1,096,765</u>	<u>1,432,539</u>
23 Net Surplus	<u>\$ 69,291,884</u>	<u>\$ (1,045,279)</u>	<u>\$ 68,246,605</u>

RESOLUTION NO. 2015- ____

**RESOLUTION APPROVING RESTATED ARTICLES OF INCORPORATION FOR THE
SAN BRUNO COMMUNITY FOUNDATION**

WHEREAS, the Internal Revenue Service (IRS) determined that The San Bruno Community Foundation is an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code;

WHEREAS, the IRS also determined that the Foundation is a Type I supporting organization under Internal Revenue Code section 509(a)(3), having the City of San Bruno as its supported organization;

WHEREAS, the Foundation, as envisioned by the San Bruno City Council at the Foundation's creation, may provide grants to a wide range of governmental entities and nonprofit community organizations that benefit the San Bruno community, including but not limited to the City of San Bruno;

WHEREAS, the Board of Directors has defined, by an amendment to the Foundation's Articles of Incorporation, the class of organizations that the Foundation supports in a manner consistent with the vision of the City Council; and

WHEREAS, Article XVI of the Foundation's Bylaws reserves in the City Council the right to approve changes to the Foundation's Articles of Incorporation.

NOW, THEREFORE, BE IT RESOLVED, that the proposed amendments to the Foundation's Articles of Incorporation reflected in Exhibit A are hereby approved by the City Council.

Dated: November 10, 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 10th day of November 2015 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

EXHIBIT A

Restated Articles of Incorporation

The undersigned certify that:

1. They are the President and the Secretary, respectively, of The San Bruno Community Foundation, a California nonprofit public benefit corporation (the "Corporation").
2. The Articles of Incorporation of the Corporation are amended and restated to read as follows:

I

The name of the corporation is The San Bruno Community Foundation (the "Corporation").

II

(A) This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and/or charitable purposes.

(B) The specific purpose of this Corporation is to benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly owned community facilities, over the long term. In furtherance of that purpose, this Corporation is organized and shall be operated exclusively for charitable purposes (within the meaning of Internal Revenue Code Section 501(c)(3)) by conducting or supporting activities for the benefit, or to carry out the purposes, of organizations: (i) that are described in Internal Revenue Code Sections 501(c)(3) and 509(a)(1) or (a)(2), and (ii) that benefit the San Bruno community, including but not limited to, the City of San Bruno.

III

It is intended that this Corporation shall have the status of a corporation which is exempt from federal income tax under Internal Revenue Code Section 501(a) as an organization described in Internal Revenue Code Section 501(c)(3), and which is other than a private foundation by reason of being described in Internal Revenue Code Section 509(a)(3). These Articles shall be construed accordingly, and all powers and activities of this Corporation shall be limited accordingly.

IV

The Corporation shall have no members. References to "members" are to the Board of Directors as provided in Section 5310 of the Nonprofit Corporation Law. Each director shall be entitled to one vote.

V

(A) Notwithstanding any other provision in these Articles, the Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Corporation, and the Corporation shall not carry on any other activities not permitted to be carried on by: (a) a corporation exempt from federal income tax under Internal Revenue Code Section 501(c)(3); or (b) a corporation, contributions to which are deductible under Internal Revenue Code Sections 170(b), 170(c)(2), 2055(a)(2), or 2522(a).

(B) No substantial part of the activities of this Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of (or in opposition to) any candidate for public office.

VI

(A) The property of this Corporation is irrevocably dedicated to public and/or charitable purposes, and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

(B) Upon the dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for public and/or charitable purposes and which has established its tax exempt status under Internal Revenue Code Section 501(c)(3).

All references in these Articles to sections of the Internal Revenue Code shall be deemed to be references to the Internal Revenue Code of 1986, as amended, and to the corresponding provisions of any similar law subsequently enacted.

3. The foregoing amendment to and restatement of the Articles of Incorporation have been duly approved by the board of Directors of the Corporation in accordance with Section 5812 of the California Corporations Code.
4. The Corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: October 7, 2015

Nancy Kraus, President

Emily Roberts, Secretary

RESOLUTION NO. 2015- ____

RESOLUTION APPOINTING THREE BOARD MEMBERS OF THE SAN BRUNO COMMUNITY FOUNDATION FOR FOUR-YEAR TERMS

WHEREAS, the City Council appointed the seven members of the San Bruno Community Foundation’s Board of Directors on October 9, 2013, and those Directors took office at the SBCF’s first regular meeting on December 12, 2013; and

WHEREAS, the City Council appointed four Board members for four-year terms, and three Board members for two-year terms, consistent with Section 6 of the SBCF’s Bylaws adopted by the City Council; and

WHEREAS, the terms of the three Board members appointed for two-year terms (Regina Stanback Stroud, Frank Hedley, and Pat Bohm) are due to expire;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby appoints the following three individuals to serve four-year terms on the SBCF Board of Directors:

_____, _____, _____.

Dated: November 10, 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 10th day of November 2015 by the following vote:

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



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 10, 2015

TO: Honorable Mayor and Members of the City Council

FROM: David Downing, Deputy Fire Chief

SUBJECT: Adopt Resolution Accepting Amendments to the California Fire Assistance Agreement Regarding Responders to Emergency Incidents

BACKGROUND:

The State of California Office of Emergency Services (Cal OES) maintains and administers an agreement for state and local fire and emergency responders which regulates resources through the California Fire and Rescue Mutual Aid System.

Cal OES recently adopted an updated version of the California Fire Assistance Agreement (CFAA) which regulates how agencies are reimbursed for their responses to large scale wildfire and other catastrophic emergencies by Federal Fire, Cal OES, Cal Fire, and local municipal agencies. After a number of annual renewals to the agreement, a Cal OES Committee conducted a comprehensive review of the agreement and its exhibits related to the rates, methodologies and formulas regulating reimbursement.

DISCUSSION:

Cal OES adopted amendments to the CFAA on January 1, 2015. In order to receive reimbursement through the California Fire and Rescue Mutual Aid System for the City's participation in out of area deployments to support response, the City is required to approve the new agreement by resolution of the City Council. The City was not aware of this requirement until the Fire Department received notice from Cal OES after a recent Strike Team deployment that it would not receive reimbursement funds by the State until an adopted resolution and a verified salary schedule is filed with Cal OES.

The agreement amends sections outlining or requiring:

- 1) Memorandum of Understanding (MOU) or Governing Body Resolution (GBR). *Agencies will be reimbursed according to hours worked as outlined in current MOU or adopted resolution.*
- 2) Assigned compensation rate and base rate calculation formulas. *Establishes base rate formulas for agencies who seek reimbursement higher than rates set by the committee and for those who do not file salary surveys with the state.*
- 3) Classification of ranks to be included in salary surveys. *Defines the ranks included in salary survey questionnaire.*

- 4) Reimbursement for personnel "portal to portal". *Agencies will now be reimbursed from time of dispatch to time personnel return to their agency and are ready to respond.*
- 5) Documentation standardization. *A new standardized activity record form will be utilized for all reimbursements.*

The most important amendment to the agreement effecting local fire agencies calls for personnel reimbursement from "portal to portal". Previously agencies were dispatched to the fire incident with a 12-hour "free" period that did not reimburse agencies while personnel traveled to their requested assignment or during transport after their release from the incident.

The updated and adopted agreement permits agencies to recoup the entire cost of actual personnel time spent from the time dispatched to their return when equipment and personnel are in service and available for agency response. The new term of the agreement is from January 1, 2015 through December 31, 2019.

FISCAL IMPACT:

The amended agreement includes a new provision for the City to be reimbursed for out of area deployments "portal to portal" as described above. In addition, the agreement provides an update to the base rate for reimbursement of personnel costs for emergency response deployment based on a 2015 salary survey.

ALTERNATIVES:

1. Do not adopt resolution. The City would be reimbursed based upon the Cal OES "base rate" which is less than the actual personnel costs incurred when strike teams are deployed.

RECOMMENDATION:

Adopt resolution accepting amendments within the California Fire Assistance Agreement regarding responders to emergency incidents.

ATTACHMENTS:

1. Resolution

REVIEWED BY:

_____ CM

_____ ACM

_____ FD, Other

RESOLUTION NO. 2015- ____

ADOPT RESOLUTION ACCEPTING AMENDMENTS TO THE CALIFORNIA FIRE ASSISTANCE AGREEMENT REGARDING RESPONDERS TO EMERGENCY INCIDENTS

WHEREAS, the San Bruno Fire Department responds to emergencies as part of a San Mateo County Strike Team per the California Fire and Rescue Mutual Aid System; and

WHEREAS, the State of California Office of Emergency Services has adopted an updated California Fire Assistance Agreement which reimburses agency's for all resources used during mutual aid assignments; and

WHEREAS, it is the City Councils desire to provide fair and legal payment to all its employees for time worked according to its current Memorandum of Understanding; and

WHEREAS, the City of San Bruno has in its employment, Fire Department response personnel which includes: Fire Chief, Battalion Chief, Fire Captain, Firefighter/Paramedic and Firefighter/EMT; and

WHEREAS, the Fire Department will compensate its employees portal to portal while away from their official duty station in the course of their employment and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response according to the California Fire Assistance Agreement; and

WHEREAS, based on the updated California Fire Assistance Agreement, the State of California Office of Emergency Services will reimburse the San Bruno Fire Department employees for their response to emergency incidents under the California Fire and Rescue Mutual Aid system.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the amendments to the California Fire Assistance Agreement regarding Responders to Emergency Incidents.

Dated: November 10, 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 10th day of November 2015 by the following vote:

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