



“The City With a Heart”

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

AGENDA

SAN BRUNO CITY COUNCIL

November 24, 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:

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Regular Council Meeting of November 10, 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 November 2, 9 and 16, 2015.
- b. **Approve:** Payroll of November 6, 2015.
- c. **Adopt:** Adopt Resolution Authorizing Temporary Closure of 1900 Block of Glen Avenue for Annual Santa Arrival on Sunday, December 13, 2015 from 5:00 p.m. to 9:00 p.m.
- d. **Adopt:** Resolution Authorizing the Purchase of One Chevrolet Tahoe Fire Command Vehicle from Caldwell Country Chevrolet of Caldwell, Texas and Authorizing the Purchase of Equipment and Installation Services from 911-Vehicle of Anaheim, California in the Total Amount of \$114,500 and Appropriating \$7,500 from the Fire Department Equipment Reserve Fund.

- e. **Adopt:** Resolutions: 1) Authorizing the Transfer from the City's Custodial Account to the San Bruno Community Foundation of \$206,000 for Operational Expenses; and 2) Ratifying San Bruno Community Foundation Officers for 2016.

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 agendaized pursuant to State Law.

10. CONDUCT OF BUSINESS:

- a. Receive Oral Report on the Status of the Crestmoor Neighborhood Street Light Outage Repairs.
- b. Receive the First Quarter Financial Report as of September 30, 2015, and Adopt Resolution Amending the Fiscal Year 2015-16 Operating and Capital Improvement Program Budgets to Re-Appropriate Fiscal Year 2014-15 Carryover Encumbrances.
- c. Receive Report on Preparation for El Nino Winter Storm Season.
- d. Resolution to Approve: 1) Appointment of an Interim Fire Chief Pursuant to California Government Code Section 21221(h) and, 2) Appointment of an Interim Battalion Chief Pursuant to California Government Code Section 21221(h).
- e. Adopt Resolution Authorizing Acceptance of a Technical Assistance Grant from the Federal Pipeline and Hazardous Materials Safety Administration for Pipeline Safety Advocacy Initiatives in the Amount of \$90,000 and Authorizing the City Manager to Execute a Contract with the Pipeline Safety Coalition in the Amount of \$35,000 for Grant Administration.

11. REPORT OF COMMISSIONS, BOARDS & COMMITTEES:

Receive Annual Report from the Parks and Recreation Commission.

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on December 8, 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 (AMENDED 11-9-15)

SAN BRUNO CITY COUNCIL

November 10, 2015

7:00 p.m.

1. **CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on November 10, 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. **Police Officer Hoyer** led the pledge of allegiance. Recording by City Clerk Bonner.

3. ANNOUNCEMENTS:

a. **Mayor Ruane** announced 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. **Mayor Ruane** said The Annual Tree Lighting Event will be held on December 3, 2015 at 5:30 p.m. at the Veterans Memorial Recreation Center.

c. **Mayor Ruane** gave a reminder that there will be no City Council Meeting on December 22, 2015.

4. PRESENTATIONS:

Mayor Ruane Presented 25-Year Services Awards to Police Department Lieutenant Tim Mahon and Public Services Department Wastewater Service Manager Dennis Bosch. He gave the background of each recipient and they in turn thanked the City and introduced and acknowledged members of their families and friends.

5. **REVIEW OF AGENDA:** **Mayor Ruane** moved Item 10.b. to follow Item 10.a.

6. **APPROVAL OF MINUTES:** Special Council Meeting of October 27, 2015 and Regular Council Meeting of October 27, 2015, approved as submitted.

7. CONSENT CALENDAR:

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.

Vice Mayor Salazar pulled Item e.

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

Vice Mayor Salazar said his first concern around this item was the cost which seemed expensive for a server; however, after speaking with staff he found this was part of a larger system. He also questioned the popularity of video on demand now that people can streamline so many different sources. He said after staff provided some figures, it looks like we are still generating enough money where this would pay for itself. He said since our clients are declining, he wanted to make sure we are meticulous in the investments that are made in making a distinction between television and internet and hope those investments reflect the ongoing demand from the customers.

City Manager Jackson said all expenditures are carefully evaluated with an eye to make sure that the infrastructures remains viable and capable to serve the customers we have and to continue the efforts to grow the subscriber base. She said as part of the analysis that was previously requested, there has been an increasing demand within the community having to do with the need to deploy new technology to better meet the demand for faster internet speeds with a larger capacity. They are looking into entrance in their service area into multi-family dwellings such as Shelter Creek.

Councilmember Medina asked when that would come forward. **City Manager Jackson** said it is their intent to meet with the subcommittee by the first part of December. Hopefully they will be able to have a full council study by the end of the year, if not the first of the year.

M/S Salazar/Medina to approve Item d. and passed with all ayes.

8. **PUBLIC HEARING:** None.

9. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:**

Jeffrey Tong talked about the need for high speed internet.

10. **CONDUCT OF BUSINESS:**

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.

City Attorney Zafferano reviewed the staff report and gave an overview of the previous decisions made by the Council.

Executive Director Hatamiya explained the Foundation's Grant Making policy. She said at the conclusion of their community listening campaign, they heard from more than 1,000 San Bruno community members. From this campaign a committee was formed to develop the program strategy framework which will serve as a guiding document for accomplishing the Foundation's mission. It includes four main sections: (1) purpose, vision, mission; (2) guiding principles; (3) funding criteria, and (4) program categories: The "Three Bucket" approach.

Councilmember Ibarra asked the general response to grant making and the Foundation's programs at their last meeting. **Hatamiya** said this was approved in October for the overall framework that was presented. She said the study session that Councilmember Ibarra attended was an examination of the life-span of the foundation and how much of the funds they want to spend immediately or in the short term on some of the larger capital projects and what portion of the restitution funds they might want to set aside in an endowment where the funds would be invested with a long-term investment strategy and the investment income would be used to fund operations and programs.

Councilmember Ibarra said the second bucket is the one that the entire community can be a part of. He asked what sort of feedback has the Foundation received from that. **Hatamiya** said people are supportive of using these funds or some portion to invest in our community's local organizations. She said she would be talking about the establishment of that program.

City Attorney Zafferano said there are four resolutions to be adopted. He pointed out the directors that are currently up for appointment are Dr. Regina Stanback Stroud, Pat Bohm and Frank Hedley who all want to continue.

Councilmember Ibarra introduced the resolution approving the San Bruno Community Foundation's Grant Policy and approved with a unanimous vote.

Councilmember O'Connell introduced the resolution approving amendments to the San Bruno Community Foundation 2015-16 Budget and passed with a unanimous vote.

Councilmember Ibarra introduced the resolution approving restated Articles of Incorporation and passed with a unanimous vote.

Vice Mayor Salazar introduced the resolution appointing the three Board Members for Four-Year Terms (Stanback Stroud, Bohm and Hedley) and passed with a unanimous vote.

Mayor Ruane congratulated the **Hatamiya** and the entire Board for the extraordinary job of working together in putting this Foundation together for the community.

City Attorney Zafferano explained the Foundation has discussed and developed six separate project concepts, two foundation run programs, a memorial scholarship and a community grants fund which fall into the second and third buckets of the grant making policy which the Council does not have reserve powers to approve. The four projects that fall in the first bucket of strategic grant making involved the City as a partner. He said three projects came to mind in involving the City as a partner. The first would be projects involving construction on City property. The second is projects that involve City-sponsored programs and the third are projects that involve a significant commitment of City staff time to either implement or maintain.

City Attorney Zafferano asked what circumstances would the City be involved as a partner and for tonight's purposes, the staff would be interested in getting direction from Council as to whether the City Council is interested in further exploring the particular project and working cooperatively with the Foundation to develop a process, returning to the City Council with additional information.

They are not looking for direction to approve any of these things, just a direction to do more research on a particular project so they can come back and give more information.

Hatamiya said the community and the Foundation members believe it is in the best interest to begin with some small projects that can be accomplished in a shorter time frame. Determining factors included high visibility, relatively low cost, responsiveness to the things heard from the community, clear examples of their program strategy and taking into account geographic considerations in the City. She said it is the hope the Board will come back to the City in early 2016 with proposals for consideration and approval. She there are two proposals which can be run by the Foundation, 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.

Hatamiya said the Board has been asked to consider four potential partnerships with the City, 1) a comprehensive facilities master plan; 2) sponsoring Community Day in the Park; 3) installing lighted crosswalks; 4) development of a community park. She said they would need direction from the City for each item before proceeding with further discussion and analysis.

Councilmember O'Connell asked scholarships not be limited to high school students but to extend to junior college students as well.

Councilmember Ibarra said he thought it was very clear what the community wants and asked that a consultant not have a free-for-all with all the facilities as we know where to focus and give that consultant that direction.

City Attorney Zafferano asked Council for direction.

Streamline, not bog the process down, lighted sidewalks and wider walkways could have grant opportunities. Community day of sponsorship. Leslie said to partner.

a. Receive Report on Crestmoor 1 Neighborhood Streetlight Outage and Provide Direction to Develop Options for Temporary and Permanent Solutions.

Street Storm Management Chapman gave an overview of the status of the situation.

Public Services Director Tan gave further information regarding the outage.

City Manager Jackson said they are seeking Council approval to increase the City Manager expenditure authority to address this issue to as much as \$100,000. She said adding an item to the agenda cannot be acted on without Council taking an unusual step of adding it by emergency action to the agenda tonight.

City Attorney Zafferano said the Brown Act does allow the City Council to put an item on the agenda for discussion. He said there are two findings that need to be made, 1) a need for immediate action and 2) the need for that action arose after the agenda was posted. He said based on what has been heard, the City Council can take these actions if they so wish. If Council wishes to add this item to the agenda for further discussion right now, that staff would entertain a motion to place it on the agenda and if there are four affirmative votes in favor of that motion then it would be placed on the agenda for further discussion.

Councilmember Ibarra understood this to be a temporary measure.

M/S Salazar/Ibarra to make a motion to bring this for further discussion and passed with all ayes.

Vice Mayor Salazar said maybe we should look into what the neighborhood needs, and find out what the neighborhood would like, then look into the other solutions. He said we don't want to inconvenience them, we want to help them.

Councilmember O'Connell asked if solar energy has been considered. Mayor Ruane said he believed that was what we are going to do, find out what can be done on a temporary basis and then on a permanent basis in the long run. **City Manager Jackson** said they certainly can explore the solar further.

Scott Hart, PG&E said they are totally on board and committed to working with staff to find viable solutions.

M/S Ibarra/O'Connell to authorize expenditures not to exceed \$100,000. and passed with all ayes.

b. Adopt Resolution Accepting Amendments to the California Fire Assistance Agreement Regarding Responders to Emergency Incidents.

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:

13. CLOSED SESSION:

14. ADJOURNMENT:

Mayor Ruane closed the meeting at 8:40 p.m. 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.

Respectfully submitted for approval
at the City Council Meeting of
November 24, 2015

Carol Bonner, City Clerk

Jim Ruane, Mayor

11/02/15

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

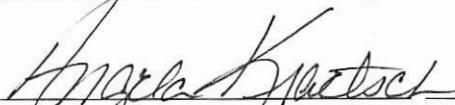
FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$88,246.71
132	AGENCY ON AGING	\$2,125.12
153	RDA OBLIGATION RETIREMENT FUND	\$172.00
190	DISASTER RECOVERY FUND	\$355,221.44
201	PARKS AND FACILITIES CAPITAL	\$5,715.00
203	STREET IMPROVE. PROJECTS	\$26,043.81
207	TECHNOLOGY CAPITAL	\$17,533.75
611	WATER FUND	\$236,175.56
621	STORMWATER FUND	\$329.21
631	WASTEWATER FUND	\$728,151.40
641	CABLE TV FUND	\$102,940.01
701	CENTRAL GARAGE	\$11.17
702	FACILITY MAINT. FUND	\$11,044.86
703	GENERAL EQUIPMENT REVOLVING	\$734.43
711	SELF INSURANCE	\$21,325.57
880	PROJECT DEVELOP. TRUST	\$11,753.50
891	S.B. GARBAGE CO. TRUST	\$40,000.00

TOTAL FOR APPROVAL \$1,647,523.54

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 158172 THROUGH 158290 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,647,523.54 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,


FINANCE DIRECTOR 11/4/15
DATE

T.Q.

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0016499 ACTION SPORTS	158172	11/2/2015	254.69
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0106158 ANGELA KRAETSCH	158228	11/2/2015	1,000.00
0094683 ARBORIST NOW	158177	11/2/2015	594.00
0001965 ARISTA BUSINESS	158178	11/2/2015	217.89
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0104016 BANK OF SACRAMENTO	158182	11/2/2015	34,740.00
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0000098 BRODART CO.	158184	11/2/2015	178.18
0096420 BSN SPORTS	158185	11/2/2015	1,588.73
0100130 CARLA TEEHANKEE	158277	11/2/2015	1,000.00
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0102572 CINTAS FIRE PROTECTION	158190	11/2/2015	288.23
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0018911 COMCAST CABLE COMMUNICATIONS	158193	11/2/2015	27,730.18
0104508 COMCAST SPORTSNET CALIFORNIA	158194	11/2/2015	20,181.70
0100132 CORAZON MARQUEZ	158233	11/2/2015	150.00
0106209 CROSBY GROUP	158198	11/2/2015	3,075.00
0018331 CSG CONSULTANTS INC.	158199	11/2/2015	24,426.01
0106160 DANIEL RONCO	158262	11/2/2015	834.38
0095494 DAVID HICKS	158209	11/2/2015	75.00
0104669 DAVID LEWIS	158230	11/2/2015	4,545.00
0101178 DISCOUNT PLUMBING	158200	11/2/2015	8,000.00
0106313 DMITRY VAYNTRUB	158286	11/2/2015	5,742.00
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0000944 FEDEX	158202	11/2/2015	16.77
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	158203	11/2/2015	2,022.58
0018155 GEMPLER'S	158205	11/2/2015	664.43
0017454 GOLDEN STATE FLOW MEASUREMENT	158206	11/2/2015	74,451.05
0000162 GRAINGER	158208	11/2/2015	176.77
0106317 HIRED HANDS LLC	158210	11/2/2015	227.05
0017882 HOME BOX OFFICE	158211	11/2/2015	1,851.68
0099521 HOWARD HOYER	158214	11/2/2015	36.29
0105735 HYDROSCIENCE ENGINEERS, INC.	158215	11/2/2015	29,671.38
0106303 IMAGINE COMMUNICATIONS CORP.	158216	11/2/2015	16,559.60
0001786 IN DEMAND-NYC	158217	11/2/2015	1,562.38
0105931 INNOTRANS	158218	11/2/2015	13,263.50
0015531 INTERSTATE BATTERY SYS. OF SF	158219	11/2/2015	260.95
0018261 INTL MEDIA DISTRIBUTION, LLC	158220	11/2/2015	2,107.68
0100231 IRENE FRANCO	158204	11/2/2015	4,647.50
0104784 JD CESARE CONSTRUCTION	158221	11/2/2015	1,000.00
0099191 JIM MURPHY	158238	11/2/2015	2,300.00
0103342 JMB CONSTRUCTION, INC.	158222	11/2/2015	323,130.09
0106314 JOHN MICHAEL SPOONER	158272	11/2/2015	71.00
0000771 JT2 INTEGRATED RESOURCES	158224	11/2/2015	21,325.57

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Vendor Code & Name	Check #	Check Date	Amount	
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0018764	NATIONAL LEARNING CORP.	158240	11/2/2015	37.45
0018692	NHK COSMOMEDIA AMERICA, INC.	158241	11/2/2015	381.25
0015839	NOR-CAL SIGNS	158242	11/2/2015	61.80
0000522	NORTH COAST COUNTY WATER DISTRICT(NCCWD);	158197	11/2/2015	23,710.42
0105238	NORTHERN SERVICES INC.	158243	11/2/2015	7,300.00
0092263	OFFICE DEPOT INC	158244	11/2/2015	534.41
0018284	OFFICEMAX INC.	158245	11/2/2015	43.59
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0106110	PACIFIC OFFICE AUTOMATION	158249	11/2/2015	107.10
0106133	PAMELA GRADNEY	158207	11/2/2015	10.40
0096651	PAX WATER TECHNOLOGIES, INC.	158250	11/2/2015	23,944.00
0106156	PENGUIN RANDOM HOUSE LLC	158251	11/2/2015	49.05
0001154	PENINSULA LIBRARY SYSTEM	158252	11/2/2015	6,270.00
0015163	PENINSULA SPORTS OFFICIALS ASSOC.INC.	158273	11/2/2015	648.00
0105574	PHYSIO-CONTROL, INC.	158253	11/2/2015	12,465.70
0018094	PLAYBOY ENTERPRISES, INC.	158254	11/2/2015	17.98
0102915	PRECISE PRINTING & MAILING	158255	11/2/2015	817.88
0000071	R & B COMPANY	158256	11/2/2015	6,404.06
0105850	RANEY PLANNING&MANAGEMENT INC.	158257	11/2/2015	7,254.75
0000175	RECOLOGY SAN BRUNO	158258	11/2/2015	40,000.00
0016729	RICOH AMERICAS CORPORATION	158259	11/2/2015	328.19
0096458	RMC WATER AND ENVIRONMENT	158260	11/2/2015	602.50
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0096772	ROBERT MIGUEL	158261	11/2/2015	185.99
0016213	ROZZI REPRODUCTION&SUPPLY INC.	158263	11/2/2015	1,638.82
0018839	RYAN JOHANSEN	158264	11/2/2015	156.98
0096659	SAN BRUNO PET HOSPITAL	158265	11/2/2015	405.52
0098129	SCOTT ZAYAC	158289	11/2/2015	95.00
0106311	SEQUOIA ELECTRIC CO.	158266	11/2/2015	2,640.00
0103732	SFO MEDICAL CLINIC	158268	11/2/2015	65.00
0098030	SHRED-IT USA - SAN FRANCISCO	158269	11/2/2015	42.50
0103492	SMITHSONIAN NETWORKS	158270	11/2/2015	276.30
0017508	SOUTH CITY LUMBER AND SUPPLY	158271	11/2/2015	160.59
0106231	STANTEC CONSULTING SERVICES	158274	11/2/2015	25,224.40
0099175	STEVEN CHUNG	158188	11/2/2015	630.00
0105796	SUNRISE FOOD DISTRIBUTOR INC.	158275	11/2/2015	100.12
0017802	SUPPLYWORKS	158276	11/2/2015	3,066.92
0100826	THOMPSON BUILDERS CORPORATION	158278	11/2/2015	46,312.50
0000036	THOMSON WEST	158279	11/2/2015	512.08

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0000665 TSQ SOLUTIONS INC.	158280	11/2/2015	325.00
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0018618 UNITED SITE SERVICES INC.	158282	11/2/2015	1,269.76
0102744 UNIVERSAL BUILDING SERVICES	158283	11/2/2015	163.00
0102865 UNIVERSAL SERVICE ADMINISTRATIVE CO.	158267	11/2/2015	4,619.25
0105133 UTILITY TELEPHONE, INC.	158284	11/2/2015	189.78
0017083 VALI COOPER & ASSOCIATES INC	158285	11/2/2015	14,654.25
0104256 VIBO MUSIC CENTER	158287	11/2/2015	115.20
0097198 WAI CHAN	158187	11/2/2015	595.37
0104660 WEST YOST ASSOCIATES, INC.	158288	11/2/2015	5,364.00
0096001 YENIS COTUA DE GALINDO	158196	11/2/2015	110.40
0000578 ZEE MEDICAL, INC.	158290	11/2/2015	297.35
		GrandTotal:	1,647,523.54
		Total count:	119

11/09/15

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$137,791.41
132	AGENCY ON AGING	\$5,761.19
133	RESTRICTED DONATIONS	\$111.80
190	DISASTER RECOVERY FUND	\$75.11
201	PARKS AND FACILITIES CAPITAL	\$4,209.51
203	STREET IMPROVE. PROJECTS	\$13,048.00
207	TECHNOLOGY CAPITAL	\$8,350.00
611	WATER FUND	\$61,988.73
621	STORMWATER FUND	\$103.56
631	WASTEWATER FUND	\$236.00
641	CABLE TV FUND	\$91,048.84
702	FACILITY MAINT. FUND	\$4,451.20
707	TECHNOLOGY DEVELOPMENT	\$652.89
711	SELF INSURANCE	\$9,686.03
TOTAL FOR APPROVAL		\$337,514.27

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 158291 THROUGH 158406 INCLUSIVE, TOTALING IN THE AMOUNT OF \$337,514.27 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,

 11-10-15
FINANCE DIRECTOR DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0001170 AIRGAS USA, LLC	158292	11/9/2015	218.77
0094027 ALEX HOGUE	158331	11/9/2015	24.46
0101438 AMANDA REALYVASQUEZ	158375	11/9/2015	276.65
0093062 ANDREA REPETTO	158376	11/9/2015	43.15
0106185 ARIS KORON	158344	11/9/2015	595.00
0001965 ARISTA BUSINESS	158293	11/9/2015	285.76
0104925 ASIA TV USA, LTD.	158294	11/9/2015	1,209.29
0014617 AT&T	158295	11/9/2015	15.61
0016123 AT&T	158296	11/9/2015	2,490.07
0095529 BELINDA WONG	158406	11/9/2015	71.92
0106320 BRIAN PALAND	158365	11/9/2015	675.00
0000378 BROADMOOR LANDSCAPE SUPPLY	158298	11/9/2015	226.72
0105324 CAINE COMPUTER CONSULTING, LLC	158300	11/9/2015	3,120.00
0018048 CALLANDER ASSOCIATES LANDSCAPE ARCHITECT	158345	11/9/2015	4,131.13
0018977 CBS TELEVISION STATIONS	158302	11/9/2015	10,746.00
0103854 CHRISTINE HOPKINS	158333	11/9/2015	63.70
0016324 CINTAS CORPORATION	158303	11/9/2015	150.70
0097464 CINTAS FIRST AID & SAFETY	158304	11/9/2015	359.77
0098588 CITY OF BURLINGAME	158305	11/9/2015	500.00
0000227 CITY OF SAN BRUNO	158306	11/9/2015	769.57
0013595 CITY OF SAN BRUNO	158307	11/9/2015	1,041.87
0097202 CITY OF SAN MATEO	158308	11/9/2015	3,735.00
0105187 CONCERN	158309	11/9/2015	687.96
0105811 CSAC EXCESS INSURANCE AUTHORITY	158314	11/9/2015	3,880.00
0018759 DENNIS MOLLOY	158355	11/9/2015	595.00
0101178 DISCOUNT PLUMBING	158312	11/9/2015	6,640.00
0106285 EISEN LETUNIC	158313	11/9/2015	10,597.50
0000944 FEDEX	158315	11/9/2015	9.35
0000913 FERMA CORPORATION	158316	11/9/2015	393.64
0013714 FIRST NATIONAL BANK	158317	11/9/2015	22,236.85
0018117 FLYERS ENERGY, LLC	158318	11/9/2015	8,868.51
0017720 FOX TELEVISION STATIONS, INC.	158320	11/9/2015	31,893.68
0102869 FRANCHISE TAX BOARD	158321	11/9/2015	50.00
0105960 GARRATT CALLAHAN	158322	11/9/2015	2,857.42
0095666 GLOBAL TELECOM&TECHNOLOGY INC.	158324	11/9/2015	2,263.71
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	158394	11/9/2015	24.99
0096311 GOL TV, INC.	158325	11/9/2015	1,105.26
0000162 GRAINGER	158327	11/9/2015	59.65
0106162 GRANITE BROADCASTING COMPANY	158328	11/9/2015	3,504.80
0017900 GREAT LAKES DATA SYSTEMS INC	158329	11/9/2015	1,450.00
0095966 GREATAMERICA FINANCIAL SVCS.	158330	11/9/2015	404.33
0105378 HOME MAID RAVIOLI COMPANY INC.	158332	11/9/2015	230.65
0103336 HUB INTERNATIONAL SERVICE INC.	158334	11/9/2015	359.36
0018838 INFOSEND, INC.	158335	11/9/2015	421.81
0018261 INTL MEDIA DISTRIBUTION, LLC	158336	11/9/2015	1,072.50
0000836 INTOXIMETERS INC	158337	11/9/2015	246.69
0000581 IRVINE & JACHENS INC.	158338	11/9/2015	372.78
0100199 JOHN DAVID	158339	11/9/2015	220.14
0096838 JOHN MURPHY	158340	11/9/2015	125.00
0093232 JOYCE BRUMBLES	158299	11/9/2015	51.65
0018376 JT2 INTEGRATED RESOURCES	158341	11/9/2015	5,806.03
0018050 KAISER FOUNDATION HEALTH PLAN	158342	11/9/2015	4,239.99
0096379 KAREN OJAKIAN	158361	11/9/2015	204.75

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0102274 LAURENTINO PADILLA	158364	11/9/2015	313.80
0104424 LIDIA'S ITALIAN DELICACIES	158346	11/9/2015	2,100.00
0091101 LIEBERT CASSIDY WHITMORE	158347	11/9/2015	28.00
0105608 LINDA PERRY	158367	11/9/2015	1,000.00
0016034 LINDA RUSSELL	158379	11/9/2015	527.80
0093274 LINDSTROM CO	158348	11/9/2015	3,010.00
0018177 LOWE'S	158349	11/9/2015	298.64
0017026 LYNX TECHNOLOGIES, INC.	158350	11/9/2015	4,615.00
0095503 MAKRAS REAL ESTATE	158351	11/9/2015	68.77
0100874 MARIA MARTINEZ	158352	11/9/2015	30.58
0106316 MARIE KAYAL	158343	11/9/2015	51.43
0000389 MATRISHA PERSON	158368	11/9/2015	1,340.63
0106044 MAYCROFT INVESTIGATION AGENCY	158353	11/9/2015	4,300.00
0093091 MEI BANG	158297	11/9/2015	67.89
0102770 METLIFE	158354	11/9/2015	350.46
0105925 MONICA WALKER	158403	11/9/2015	846.42
0000333 MOSS RUBBER & EQUIP. CORP.	158356	11/9/2015	1,715.05
0000357 NATIONAL CABLE TV CO-OP, INC.	158357	11/9/2015	1,473.20
0105855 NBATV, LLC	158358	11/9/2015	8,121.60
0103301 NHL NETWORK US, LP	158359	11/9/2015	1,496.45
0092263 OFFICE DEPOT INC	158360	11/9/2015	1,103.07
0000012 PACIFIC GAS & ELECTRIC	158362	11/9/2015	50,194.51
0000101 PACIFIC NURSERIES	158363	11/9/2015	148.79
0106269 PENINSULA PET RESORT INC.	158366	11/9/2015	132.30
0106315 PETER CAREY	158301	11/9/2015	61.18
0103618 PETERSON POWER SYSTEMS, INC.	158369	11/9/2015	15,548.46
0097558 PURCHASE POWER	158370	11/9/2015	350.00
0000071 R & B COMPANY	158371	11/9/2015	5,941.36
0091044 R.A. METAL PRODUCTS, INC	158372	11/9/2015	436.00
0106274 RAI CONTENT DISTRIBUTION LLC	158373	11/9/2015	189.62
0095620 REAL PROPERTY MANAGEMENT	158374	11/9/2015	44.57
0103531 RICOH USA, INC.	158378	11/9/2015	2,884.00
0098019 ROSE GONZALEZ	158326	11/9/2015	55.13
0093051 RUBY AGUILAR	158291	11/9/2015	98.12
0013918 SAN MATEO COUNTY TAX COLLECTOR	158380	11/9/2015	1,927.10
0018597 SAN MATEO DAILY JOURNAL	158381	11/9/2015	480.00
0018763 SAN MATEO POLICE DEPT.	158382	11/9/2015	900.00
0095711 SAPUNA GILL-SARUP	158323	11/9/2015	45.00
0106068 SCOTT'S PPE RECON, INC.	158383	11/9/2015	284.37
0106319 SERVICEMASTER DISASTER RESTORATION	158311	11/9/2015	2,368.53
0000216 SHOWTIME NETWORKS INC.	158384	11/9/2015	6,514.70
0098030 SHRED-IT USA - SAN FRANCISCO	158385	11/9/2015	82.45
0093543 SMPCSA	158386	11/9/2015	500.00
0097079 SPRINT	158387	11/9/2015	79.98
0106231 STANTEC CONSULTING SERVICES	158388	11/9/2015	2,450.50
0018028 STATE WATER RESOURCES CONTROL BOARD(SWF	158377	11/9/2015	5,953.06
0105813 SUNDANCE LLC	158389	11/9/2015	2,778.49
0105796 SUNRISE FOOD DISTRIBUTOR INC.	158390	11/9/2015	260.30
0017802 SUPPLYWORKS	158391	11/9/2015	1,669.17
0018073 TEAMSTERS LOCAL 350	158392	11/9/2015	2,380.00
0015691 TEAMSTERS LOCAL 856	158393	11/9/2015	14,025.00
0017133 TURBO DATA SYSTEMS INC	158395	11/9/2015	2,229.70
0001362 TV GUIDE MAGAZINE, LLC	158396	11/9/2015	151.97
0000462 TVC COMMUNICATIONS L.L.C.	158397	11/9/2015	1,582.10

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Vendor Code & Name	Check #	Check Date	Amount
0098625 UPS	158398	11/9/2015	55.04
0105133 UTILITY TELEPHONE, INC.	158399	11/9/2015	623.42
0102988 VANTAGEPOINT TRANSFER AGENTS	158400	11/9/2015	11,312.86
0104256 VIBO MUSIC CENTER	158401	11/9/2015	115.20
0105762 VUBIQUITY INC.	158402	11/9/2015	2,452.50
0104233 WAVE	158404	11/9/2015	8,822.50
0000612 WESTVALLEY CONSTRUCTION CO.INC	158405	11/9/2015	15,956.36
0093259 WILLIAM FORESTER	158319	11/9/2015	395.00
0096001 YENIS COTUA DE GALINDO	158310	11/9/2015	552.00
		GrandTotal:	337,514.27
		Total count:	116

11/16/15

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$65,389.89
132	AGENCY ON AGING	\$2,852.32
133	RESTRICTED DONATIONS	\$107.52
190	DISASTER RECOVERY FUND	\$270.00
201	PARKS AND FACILITIES CAPITAL	\$5,400.00
611	WATER FUND	\$15,794.76
621	STORMWATER FUND	\$28.23
631	WASTEWATER FUND	\$745.44
641	CABLE TV FUND	\$295,411.81
701	CENTRAL GARAGE	\$6.80
702	FACILITY MAINT. FUND	\$4,418.33
703	GENERAL EQUIPMENT REVOLVING	\$17,082.39
707	TECHNOLOGY DEVELOPMENT	\$96.33
880	PROJECT DEVELOP. TRUST	\$405.00

TOTAL FOR APPROVAL \$408,008.82

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 158407 THROUGH 158520 INCLUSIVE, TOTALING IN THE AMOUNT OF \$408,008.82 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,


FINANCE DIRECTOR 11-17-15
DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0016499 ACTION SPORTS	158407	11/16/2015	6,668.34
0001170 AIRGAS USA, LLC	158408	11/16/2015	279.93
0000163 AIRPORT AUTO PARTS INC.	158409	11/16/2015	20.90
0000372 ALLIED SECURITY ALARMS	158411	11/16/2015	345.00
0000096 AMERICAN LIBRARY ASSOCIATION	158413	11/16/2015	120.00
0000082 AMERICAN MESSAGING	158414	11/16/2015	16.03
0001965 ARISTA BUSINESS	158415	11/16/2015	342.81
0016123 AT&T	158416	11/16/2015	396.79
0000345 BAKER & TAYLOR BOOKS	158417	11/16/2015	4,516.07
0106279 BAY OFFICE INTERIORS	158420	11/16/2015	17,082.39
0018093 BBC AMERICA INC.	158421	11/16/2015	705.38
0018770 BMI GENERAL LICENSING	158423	11/16/2015	298.80
0017361 BOETHING TREELAND FARMS, INC.	158424	11/16/2015	91.56
0098181 BORIS PANICH	158485	11/16/2015	20.18
0105988 BRENDAN POWER	158493	11/16/2015	60.00
0000378 BROADMOOR LANDSCAPE SUPPLY	158426	11/16/2015	521.02
0096420 BSN SPORTS	158427	11/16/2015	269.76
0096550 CABLECOM	158428	11/16/2015	1,609.32
0018317 CANNON DESIGN GROUP	158429	11/16/2015	405.00
0097948 CARDINAL RULES	158430	11/16/2015	1,332.00
0105248 CARLOS FISHBURN	158445	11/16/2015	400.00
0018977 CBS TELEVISION STATIONS	158431	11/16/2015	10,440.00
0094750 CHARLES MORGAN	158471	11/16/2015	400.00
0016324 CINTAS CORPORATION	158433	11/16/2015	131.49
0106048 CIT	158434	11/16/2015	426.89
0000227 CITY OF SAN BRUNO	158435	11/16/2015	4,878.75
0094242 CLAUDIA TIFFER	158511	11/16/2015	69.84
0018331 CSG CONSULTANTS INC.	158437	11/16/2015	542.50
0018188 DAU PRODUCTS	158438	11/16/2015	56.00
0093479 DEPARTMENT OF JUSTICE	158439	11/16/2015	384.00
0095680 DESIGN SCIENCE CONSULTING,INC.	158440	11/16/2015	39.75
0098419 DOLORES DIELEANORA	158442	11/16/2015	56.00
0106211 ED BARBERINI	158418	11/16/2015	222.00
0106036 EDGAR HERNANDEZ	158454	11/16/2015	48.00
0095687 ETC BUILDING & DESIGN INC.	158443	11/16/2015	11.50
0018272 GALE/CENGAGE LEARNING	158449	11/16/2015	31.49
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	158513	11/16/2015	394.87
0016969 GOLDEN IDEAS	158450	11/16/2015	4,881.00
0000162 GRAINGER	158451	11/16/2015	648.26
0106321 GRI-REGENCY	158452	11/16/2015	1,125.81
0093953 HAO CHEN	158432	11/16/2015	7.65
0018523 HARRY BROWN TRAINING	158453	11/16/2015	1,250.00
0105378 HOME MAID RAVIOLI COMPANY INC.	158456	11/16/2015	187.90
0105961 JEFF FYFE	158448	11/16/2015	48.00
0104708 JEREMY BRANDENBURG	158425	11/16/2015	110.74
0097746 JOE VALIENTE	158516	11/16/2015	48.00
0001846 JOHN WHITLINGER	158520	11/16/2015	1,517.85
0105682 JOSH BARROWS	158419	11/16/2015	145.00
0000075 K-119 TOOLS OF CALIFORNIA INC.	158457	11/16/2015	280.37
0017947 KEVIN MCMULLAN	158466	11/16/2015	192.00
0000732 KRAFT INDUSTRIAL SUPPLY	158459	11/16/2015	190.75
0000317 L.N. CURTIS & SONS	158460	11/16/2015	1,449.70
0095580 LEANDRO ALVES	158412	11/16/2015	12.36

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0105752 LEVEL 3 COMMUNICATIONS, LLC	158461	11/16/2015	4,527.96
0104424 LIDIA'S ITALIAN DELICACIES	158462	11/16/2015	2,425.00
0018177 LOWE'S	158463	11/16/2015	3,584.06
0106010 MAINTENANCE DESIGN GROUP,LLC	158464	11/16/2015	5,400.00
0098161 MARGARET PIAZZA	158489	11/16/2015	77.00
0000376 MARILYN BENNETT	158422	11/16/2015	340.60
0092285 MICROMARKETING LLC	158467	11/16/2015	29.93
0016863 MIDWEST TAPE, LLC	158468	11/16/2015	140.76
0103600 MOMENTUM TELECOM, INC.	158470	11/16/2015	14,150.61
0017289 MUNISERVICES, LLC	158472	11/16/2015	112.48
0093545 NAMITHA PILLAI	158490	11/16/2015	14.61
0002107 NANCY HERNANDEZ	158455	11/16/2015	54.60
0000357 NATIONAL CABLE TV CO-OP, INC.	158473	11/16/2015	244,852.21
0098122 NET WIZARDS	158474	11/16/2015	9.17
0104655 NICHOLAS OLIVERA	158480	11/16/2015	595.00
0105238 NORTHERN SERVICES INC.	158476	11/16/2015	3,009.82
0092263 OFFICE DEPOT INC	158477	11/16/2015	647.13
0018284 OFFICEMAX INC.	158478	11/16/2015	98.45
0000210 OLE'S CARBURETOR &ELECTRIC INC	158479	11/16/2015	5.89
0094519 OLGA WAGGONER	158518	11/16/2015	14.61
0097567 ONE HOUR DRY CLEANING	158481	11/16/2015	150.85
0018701 ORKIN PEST CONTROL	158482	11/16/2015	517.69
0000012 PACIFIC GAS & ELECTRIC	158483	11/16/2015	9,838.01
0106156 PENGUIN RANDOM HOUSE LLC	158486	11/16/2015	433.28
0001154 PENINSULA LIBRARY SYSTEM	158487	11/16/2015	2,245.00
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	158505	11/16/2015	648.00
0018721 PETER J. SPEROS	158488	11/16/2015	168.94
0018861 PITNEY BOWES	158491	11/16/2015	6,000.00
0095538 POP MEDIA NETWORKS, LLC	158492	11/16/2015	784.62
0102915 PRECISE PRINTING & MAILING	158494	11/16/2015	775.90
0018598 QUALITY CODE PUBLISHING LLC	158495	11/16/2015	1,712.09
0000071 R & B COMPANY	158496	11/16/2015	2,308.21
0091044 R.A. METAL PRODUCTS, INC	158497	11/16/2015	7,150.40
0094357 RANDALL CRUZ	158436	11/16/2015	26.98
0017712 RECALL SECURE DESTRUCTION SERVICES, INC.	158441	11/16/2015	166.56
0094546 RECORDED BOOKS, INC.	158498	11/16/2015	39.23
0090749 RED WING SHOE STORE	158499	11/16/2015	323.71
0013581 ROVI GUIDES, INC.	158501	11/16/2015	9,906.40
0097606 SAAD ALASH	158410	11/16/2015	18.56
0106323 SAM SUKHU	158506	11/16/2015	400.00
0099047 SAN MATEO CTY SHERIFF'S OFFICE	158502	11/16/2015	6,939.28
0017145 SAN MATEO LAWN MOWER SHOP	158503	11/16/2015	473.23
0092896 SCOTT KIMBALL	158458	11/16/2015	125.00
0095154 SEANNA NORDMAN	158475	11/16/2015	120.00
0098135 SHARON FIRPO	158444	11/16/2015	112.80
0017508 SOUTH CITY LUMBER AND SUPPLY	158504	11/16/2015	753.04
0106322 SOUTH SAN FRANCISCO POLICE ASSOCIATION	158446	11/16/2015	70.00
0100595 STELLA FUNG	158447	11/16/2015	1,000.00
0105796 SUNRISE FOOD DISTRIBUTOR INC.	158507	11/16/2015	239.42
0101086 T-MOBILE	158512	11/16/2015	96.33
0096932 TASC	158508	11/16/2015	270.00
0017659 THE CALIFORNIA CHANNEL	158509	11/16/2015	116.00
0094569 THOMAS/DANELLE MANN	158465	11/16/2015	30.96
0097449 THYSSENKRUPP ELEVATOR CORP.	158510	11/16/2015	403.87

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0103095 TUTV	158514	11/16/2015	105.85
0099592 UNIVISION COMMUNICATIONS, INC.	158515	11/16/2015	6,098.04
0095749 VERIZON WIRELESS	158517	11/16/2015	963.30
0106289 WANDZIA ROSE	158500	11/16/2015	150.00
0106287 WATERWORKS - SOUTH BAY	158519	11/16/2015	475.00
0096620 YELENA MIRENSKY	158469	11/16/2015	18.87
0097378 YUGANDHAR PAMIDIMUKKULA	158484	11/16/2015	13.76
		GrandTotal:	408,008.82
		Total count:	114



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 24, 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 November 6, 2015 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,359,706.71 for bi-weekly pay period ending November 1, 2015 is attached.

LABOR SUMMARY FOR PAY PERIOD ENDING : November 1, 2015

pyLaborDist	11/06/15
Fund: 001 - GENERAL FUND	1,025,327.55
Fund: 122 - SOLID WASTE/RECYCL.	2,089.75
Fund: 190 - EMERGENCY DISASTER FUND	12,083.52
Fund: 201 - PARKS AND FACILITIES CAPITAL	211.74
Fund: 203 - STREET IMPROVE. PROJECTS	10,959.70
Fund: 207 - TECHNOLOGY CAPITAL	1,463.79
Fund: 611 - WATER FUND	83,699.30
Fund: 621 - STORMWATER FUND	9,160.64
Fund: 631 - WASTEWATER FUND	71,081.43
Fund: 641 - CABLE TV FUND	86,020.01
Fund: 701 - CENTRAL GARAGE	10,900.88
Fund: 702 - FACILITY MAINT.FUND	27,974.58
Fund: 707 - TECHNOLOGY DEVELOPMENT	15,923.28
Fund: 711 - SELF INSURANCE	2,810.54
Total	1,359,706.71

RESOLUTION NO. 2015 - XX

**RESOLUTION AUTHORIZING TEMPORARY CLOSURE OF THE
1900 BLOCK OF GLEN AVENUE FOR THE ANNUAL SANTA ARRIVAL
ON SUNDAY, DECEMBER 13, 2015 FROM 5:00 P.M. TO 9:00 P.M.**

WHEREAS, the annual Glen Avenue Block Christmas lighting and Santa arrival will be held Sunday, December 13, 2015 between the hours of 5:00 p.m. and 9:00 pm; and

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

NOW, THEREFORE, BE IT RESOLVED by the San Bruno City Council that Glen Avenue shall be closed to vehicular traffic, except those units participating in such event, on December 13th between the hours of 5:00 p.m. and 9:00 p.m., except under such circumstances in which the Chief of Police or his designated representative(s) or authorized personnel find that vehicular traffic may use such street or portions thereof without interfering with the safety or functioning of the units participating in such event.

1. 1900 Block of Glen Ave

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I hereby certify that foregoing **Resolution No. 2015 - XX** was introduced and adopted by the San Bruno City Council at a regular meeting on November 24, 2015, by the following vote:

AYES: Councilmembers: Ibarra, Medina, O'Connell, Salazar, Mayor Ruane

NOES: Councilmembers: None

ABSENT: Councilmembers: None

Carol Bonner, City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 24, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Dave Downing, Fire Department Deputy Chief
Jim Burch, Public Services Department Deputy Director

SUBJECT: Adopt Resolution Authorizing the Purchase of One Chevrolet Tahoe Fire Command Vehicle from Caldwell Country Chevrolet of Caldwell, Texas and Authorizing the Purchase of Equipment and Installation Services from 911-Vehicle of Anaheim, California in the Total Amount of \$114,500 and Appropriating \$7,500 from the Fire Department Equipment Reserve Fund

BACKGROUND:

The City of San Bruno has shared fire services with the City of Millbrae since 2005 which has resulted in the departments sharing both personnel and equipment under the terms of a shared services agreement. San Bruno has relied exclusively on a Fire Command Vehicle owned and operated by Millbrae, with an older San Bruno vehicle serving as the backup Command Vehicle. Millbrae began contractual fire services with the Central County Fire Department (CCFD) on December 29, 2014 and transferred all fire vehicles to the CCFD fleet. Based on the CCFD Fire Board decision to cease consolidated fire services with the City of San Bruno, San Bruno will end shared fire services with CCFD on December 31, 2015. As San Bruno transitions to a stand-alone department it will no longer rely on shared equipment and vehicles with CCFD for front line response equipment. As a result, San Bruno will no longer share a Command Vehicle as of January 1, 2016.

A Command Vehicle operates as a mobile office and incident command center during an emergency event with the necessary computer, communication, and safety equipment. The Command Vehicle becomes the Command Post during incidents and is an essential component of the Incident Command System (ICS) that is utilized by fire personnel to mitigate all types of emergencies.

DISCUSSION:

The current San Bruno 2000 Ford Expedition Fire Command Vehicle is 15 years old with over 60,000 miles. The electrical system is consistently unreliable and communications equipment is out of date. The vehicle has only been used as a backup vehicle while primarily using CCFD's command vehicle. Replacement of the Fire Command Vehicle was included as part of the 2015-16 Operating Budget Vehicle Replacement list as shown in Attachment 2.

After a comprehensive study of command vehicles throughout the state and county, the San Bruno Fire Department has recommended purchase of a 2016 Chevrolet Tahoe with communication and safety equipment standards being installed by 911 Vehicles of Anaheim,

7.d.

California in compliance with safety recommendations by the National Fire Protection Agency (NFPA).

To acquire the Fire Command Vehicle, and in compliance with the State Contract Code and the City's purchasing regulations, the City worked with a national, government purchasing cooperative, Houston-Galveston Area Council (HGAC), a political subdivision of the State of Texas. Vendors participating with HGAC are screened and pre-approved by the cooperative and prices come from a competitive bid process sponsored by HGAC. Many cities across the country participate with HGAC, with over 200 in California, including Daly City, South San Francisco, Foster City, Hillsborough, and San Mateo.

Public Services and Fire Department staff reviewed and selected a company from the HGAC vendor list to finalize the appropriate vehicle. Caldwell Country Chevrolet of Caldwell, Texas, has provided similar vehicles to various agencies throughout the country.

To acquire services to install all of the communication and safety equipment in the Fire Command vehicle, and in compliance with the State Contract Code and the City's purchasing regulations, on October 13, 2015, a Notice to Bidders was sent to vehicle equipment installation companies, posted on the City's website, and advertised in the *San Mateo Daily Journal* newspaper. A total of one bid was received and opened on October 27, 2015, from 911-Vehicle of Anaheim, California, in the amount of \$62,460. The bid from 911-Vehicle is both responsive and responsible. The company has provided quality service for other fire departments in the Bay Area including the City of Woodside, Town of Hillsborough, and the City of San Jose. The bid also includes a three-year limited manufacturer's warranty.

ALTERNATIVES:

1. Delay the acquisition of this vehicle to a future year and reinstate the 2000 Explorer as the front-line command vehicle.

FISCAL IMPACT:

The total cost is \$114,500 and the price includes the vehicle and all specialized equipment. The 2015-16 Vehicle Equipment Budget allocated a preliminary purchase amount of \$107,000. An additional \$7,500 is available to be appropriated from the Equipment Reserve Fund for the remaining amount of the vehicle and equipment costs.

RECOMMENDATION:

Adopt resolution authorizing the purchase of one Chevrolet Tahoe Fire Command Vehicle from Caldwell Country Chevrolet of Caldwell, Texas and authorizing the purchase of equipment and installation services from 911-Vehicle of Anaheim, California in the total amount of \$114,500 and appropriating \$7,500 from the Fire Department Equipment Reserve Fund.

ATTACHMENTS:

1. Resolution
2. Approved 2015-16 Vehicle Replacement Operating Budget Description

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015- ____

**RESOLUTION AUTHORIZING THE PURCHASE OF
ONE CHEVROLET TAHOE FIRE COMMAND VEHICLE FROM
CALDWELL COUNTRY CHEVROLET OF CALDWELL, TEXAS AND AUTHORIZING
THE PURCHASE OF EQUIPMENT AND INSTALLATION SERVICES FROM
911-VEHICLE OF ANAHEIM, CALIFORNIA IN THE TOTAL AMOUNT OF \$114,500 AND
APPROPRIATING \$7,500 FROM THE FIRE DEPARTMENT EQUIPMENT RESERVE FUND**

WHEREAS, the City of San Bruno has shared fire services, personnel, and equipment with the City of Millbrae since 2005; and

WHEREAS, the City of Millbrae will cease consolidated fire services December 31, 2015, and San Bruno will transition to a stand-alone fire department and no longer rely on shared equipment and vehicles, including a Fire Command Vehicle operated by the City of Millbrae; and

WHEREAS, a Command Vehicle operates as a mobile office and incident command center during an emergency event with the necessary computer, communication, and safety equipment, and is an essential component of the Incident Command System (ICS) that is utilized by fire personnel to mitigate all types of emergencies; and

WHEREAS, San Bruno has relied exclusively on a Fire Command Vehicle owned and operated by Millbrae, with an older San Bruno vehicle serving as the backup Command Vehicle, and after a comprehensive review, the older San Bruno vehicle does not fully comply with National Fire Protection Agency safety recommendations due to its consistently unreliable electrical system and an outdated communications system; and

WHEREAS, the 2015-16 Operating Equipment Budget allocated funding of \$107,000; and

WHEREAS, an additional \$7,500 is needed for the total purchase amount of \$114,500, which price includes the vehicle and all specialized equipment; and

WHEREAS, in compliance with the State Contract Code and the City's local purchasing regulations, staff worked with Houston-Galveston Area Council (HGAC), a national purchasing cooperative and a political subdivision of the State of Texas. This cooperative operates similar to other regional government purchasing cooperatives across the country. Vendors are screened and pre-approved by HGAC and prices come from a competitive bid process sponsored by HGAC. Participating cities then coordinate directly with HGAC and the vendor to select the appropriate equipment; and

WHEREAS, Caldwell Country Chevrolet of Caldwell, Texas was selected after an approval process from the Houston-Galveston Area Council (HGAC), and has provided similar vehicles to municipalities across the country and in California; and

WHEREAS, in compliance with the State Contract Code and the City's local purchasing regulations, on October 13, 2015, a Notice to Bidders was sent to vehicle vendors, posted on the City's website, and advertised in the newspaper, one bid was received on October 27, 2015; and

WHEREAS, the bid provided by 911-Vehicle of Anaheim, California was responsible and responsive to install all of the communication and safety equipment for the Fire Department Command Vehicle.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the purchase of one Chevrolet Tahoe Fire Command Vehicle from Caldwell Country Chevrolet of Caldwell, Texas and authorizing the purchase of equipment and installation services from 911-Vehicle of Anaheim, California in the total amount of \$114,500.

BE IT FURTHER RESOLVED that the City Council hereby authorizes appropriation of \$7,500 from the Fire Department Equipment Reserve Fund for purchase of the Fire Command Vehicle.

Dated: November 24, 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 24th day of November 2015 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

2015-16 Vehicle Replacement Acquisition Descriptions

Community Services

Parks Maintenance – Heavy-duty Pickup Trucks 2 (703-1560-8013) \$70,000

The Park Maintenance Division currently has two heavy-duty pickup trucks, a 1997 Chevrolet C30 with over 71,000 miles and a 1999 Chevrolet 3500 pickup with over 51,000 miles, both of which have reached the end of their useful lives. These vehicles are used for daily maintenance for parks, sport fields, trees, including City's street trees, trees on City property and in open space trees, street median landscape, and to haul equipment. The Park Division intends to replace these vehicles with two Ford F-350 heavy-duty pickup trucks. While the final selection has not been determined the two vehicles are estimated to be \$35,000 each, including sales tax, preparation and delivery, for a total of \$70,000.

Parks Maintenance – Aerial Bucket Truck (703-1560-8013) \$110,000

The Park Maintenance Division currently has a 1999 General Motors aerial bucket truck which has reached the end of its useful life. This vehicle is used for daily maintenance for tree and brush trimming on City property and in open space areas, light replacement, and maintenance to City parks, facilities, and sport fields. The Parks Division intends to replace this vehicle with a similar aerial bucket truck. While the final selection has not been determined the vehicle is estimated to be \$110,000, including sales tax, preparation and delivery.

Wastewater

Service Truck (631-6370-8013) \$33,000

The Water Division currently has a 1998 Chevrolet S10 pickup used to repair small leaks, haul materials, debris and equipment to and from job sites, and respond to customer service requests. The vehicle has 52,000 miles and has reached the end of its useful life. The Wastewater Division intends to replace this vehicle with a Ford F-150 light pickup truck. While the final selection has not been determined, the vehicle is estimated to be \$33,000, including sales tax, preparation and delivery.

Fire

Fire Truck (703-1560-8013) \$700,000

The Fire Department currently has a 2001 Fire Truck, which has reached the end of its useful life and requires excess maintenance time and expense. The Department intends to replace this fire truck with a new truck for an estimated purchase cost of \$1.35 million, which includes the costs to equip the fire truck with proper lighting response package, radios, and other equipment needed for emergency use. The down payment for the purchase is expected to be \$700,000, funded by the equipment reserve fund, and the remaining balance will be financed through a five-year capital lease funded by the General Fund.

Fire Command Vehicle (703-1560-8013) \$107,000

The Fire Department intends to replace a 2000 Ford Expedition which operates as a mobile command center. It will be replaced with a similar vehicle and outfitted with a command box, radios, and other equipment needed to operate as a command center.

Police

Community Service Officer Pickup Truck (703-1560-8013) \$35,000

The Police Department intends to replace a 1998 Ford Ranger pickup truck. This vehicle is used by the Community Service Officers (CSO) to transport the Department's radar equipped traffic trailer as well as evidence too large to fit in a standard Police vehicle. It is also used by the CSO assigned to the processing of abandoned vehicles. It has over 84,000 miles and reached the end of its useful life. The Department intends to replace this vehicle with a Ford F-150 or similar light pickup truck. The costs include proper lighting response package and radio equipment. While the final selection has not been determined, the vehicle is estimated to be \$35,000, including sales tax, preparation and delivery.

Total Vehicle Replacement \$1,055,000



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 24, 2015

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Adopt Resolutions: 1) Authorizing the Transfer from the City's Custodial Account to the San Bruno Community Foundation of \$206,000 for Operational Expenses; and 2) Ratifying San Bruno Community Foundation Officers for 2016

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 2010 gas line explosion in the Crestmoor neighborhood. The funds have been held in a City custodial account for the benefit of the SBCF while it completes its formation process.

In January 2015, the SBCF hired its first Executive Director, Leslie Hatamiya, and in February 2015, the City Council transferred \$350,000 from the City's custodial account to the SBCF for operational expenses. Among many other accomplishments, Ms Hatamiya has secured accounting and other financial professionals to assist the Foundation in its operational and policy decisions, and has guided the Board through its first independent audit, which resulted in an unqualified audit opinion regarding the SBCF's financial management.

At the City Council meeting of November 10, 2015, the City Council considered and ratified several important SBCF policy decisions, including approval of its grant policies. The City Council also provided direction to study and potentially fund four near-term project concepts: a plan for upgrading City facilities, an annual Community Day in the Park, pedestrian safety improvements, and a new park, possibly at 324 Florida Ave. The City Council also reappointed, for four-year terms, three directors whose initial 2-year terms were about to expire: Dr. Regina Stanback Stroud, Frank Hedley, and Pat Bohm. In so doing, the City Council cited the importance of continuity in leadership as the Foundation considers its first community grants of up to \$1 million, which it plans to make in 2016.

Before accepting transfer of the remaining restitution funds from the City, the SBCF must develop a policy to invest the funds wisely and in accordance with its recently-adopted grant policy. The investment policy, and the choice of an investment advisor, will also be determined by whether the SBCF wishes to create an endowment, which would set aside some or all of the principal to produce long-term income. Over the past several months, the SBCF Board has heard several presentations and discussed its investment philosophy in the context of whether the City Council, and the public, would like the restitution funds spent primarily in the short and medium term to renovate and/or replace community facilities and fund community programs, in the much longer

term over many decades, or a combination of both. The investment policy adopted by the SBCF will then be presented to the City Council for approval pursuant to its reserved powers.

DISCUSSION:

At a special meeting on November 18, 2015, the SBCF will continue deliberating regarding its investment policy, which must also be approved by the City Council when adopted. In the meantime, the SBCF needs additional operating capital. The SBCF's accountant has indicated that \$206,000 would be sufficient to meet the organization's needs at this time, not including the \$1 million in anticipated grants that the Foundation has programmed for 2016. Accordingly, staff recommends that the City transfer \$206,000 from its custodial account to the Foundation's account at the San Bruno branch of Wells Fargo Bank to be used for SBCF operations. This will provide sufficient funds for SBCF operations until the end of its fiscal year on June 30, 2016, and is consistent with the estimated budget previously approved by the SBCF and the City Council.

At its November 18 special meeting, the SBCF Board appointed officers for 2016. Nancy Kraus was selected president, Frank Hedley Vice President, Emily Roberts Secretary, and Ben Cohn Treasurer. Staff requests that the City Council consider ratifying these officers as required pursuant to its reserved powers in Article XVI(e) of the Bylaws.

FISCAL IMPACT:

The City's custodial account held for the benefit of the SBCF will be debited in the amount of \$206,000.

ALTERNATIVES:

1. Transfer a different amount from the City's custodial account to the SBCF for its operational expenses.
2. Do not ratify the SBCF's selection of officers for 2016 and provide additional direction regarding the City Council's interests regarding the Board's officers.

RECOMMENDATION:

Adopt Resolutions: 1) Authorizing the Transfer from the City's Custodial Account to the San Bruno Community Foundation of \$206,000 for Operational Expenses; and 2) Ratifying San Bruno Community Foundation Officers for 2016

ATTACHMENTS:

1. Resolution
2. Resolution

DISTRIBUTION:

SBCF Board of Directors

RESOLUTION NO. 2015-_____

RESOLUTION AUTHORIZING THE TRANSFER FROM THE CITY'S CUSTODIAL ACCOUNT TO THE SAN BRUNO COMMUNITY FOUNDATION OF \$206,000 FOR OPERATIONAL EXPENSES

WHEREAS, the City has been holding the approximately \$70 million in restitution funds recovered from PG&E following the explosion in the Crestmoor neighborhood in a custodial account for the benefit of the San Bruno Community Foundation; and

WHEREAS, in February 2015, the City Council transferred \$350,000 from that account to the SBCF for operational and formation expenses; and

WHEREAS, the SBCF's accountant has determined that the SBCF needs an additional \$206,000 to continue its operations through June 30, 2016;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of San Bruno adopts a resolution authorizing the transfer from the City's custodial account to the San Bruno Community Foundation of \$206,000 for operational expenses.

---oOo---

I hereby certify that foregoing **Resolution No.** _____
was introduced and adopted by the San Bruno City Council at a regular meeting on
November 24, 2015, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

RESOLUTION NO. 2015-____

**RESOLUTION RATIFYING SAN BRUNO COMMUNITY FOUNDATION OFFICERS FOR
2016**

WHEREAS, on November 18, 2015, the San Bruno Community Foundation selected officers to hold the positions of President, Vice-President, Secretary, and Treasurer for 2016; and

WHEREAS, the San Bruno City Council has reserved powers to approve the officers pursuant to Article XVI(e) of the Bylaws;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of San Bruno adopts a resolution ratifying the SBCF officers for 2016 as follows:

President:	Nancy Kraus
Vice-President:	Frank Hedley
Secretary:	Emily Roberts
Treasurer:	Ben Cohn

---oOo---

I hereby certify that foregoing **Resolution No. ____**
was introduced and adopted by the San Bruno City Council at a regular meeting on
November 24, 2015, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

RESOLUTION NO. 2015-_____

RESOLUTION RATIFYING SAN BRUNO COMMUNITY FOUNDATION OFFICERS FOR 2016

WHEREAS, the San Bruno Community Foundation has selected officers to hold the positions of President, Vice-President, Secretary, and Treasurer for 2016; and

WHEREAS, the San Bruno City Council has reserved powers to approve the officers pursuant to Article XVI(e) of the Bylaws;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of San Bruno adopts a resolution ratifying the SBCF officers for 2016 as follows:

President: _____
Vice-President: _____
Secretary: _____
Treasurer: _____

---oOo---

I hereby certify that foregoing Resolution No. _____ was introduced and adopted by the San Bruno City Council at a regular meeting on November 24, 2015, by the following vote:

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



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 24, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Angela Kraetsch, Finance Director

SUBJECT: Receive the First Quarter Financial Report as of September 30, 2015, and Adopt Resolution Amending the Fiscal Year 2015-16 Operating and Capital Improvement Program Budgets to Re-Appropriate Fiscal Year 2014-15 Carryover Encumbrances

BACKGROUND

The City Council approved the 2015-16 Operating and Capital Improvement Program Budgets on June 23, 2015. The City's budget is the annual plan and resource allocation that guides and ensures the implementation of City Council policies and priorities. The budget implements the vision and direction for the broad range of services that meet the needs of the community in accordance with City Council policy.

This financial review as of September 30, 2015 provides the first quarter budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through September 30, 2015 measures the level of adherence to the established resource allocation plan.

The purpose of the City's First Quarter budget review is to:

- Provide a reconciliation of the expected and actual General Fund balance for Fiscal Year 2015-16.
- Recommend the re-appropriation (carryovers) of prior year budgets for services/projects that were begun, but not completed as of June 30, 2015.
- Conduct a review of City funds to identify and recommend budgetary changes if needed.

DISCUSSION

The attached 2015-16 Quarterly Financial Report as of September 30, 2015 provides the revenue and expenditure summary for the General Fund, Enterprise Funds, and Internal Service Funds. Staff has adjusted the format of the Quarterly Financial Report in order to make the document easier to read and with the intent to make this report available to the public on the City's website.

Additionally, staff has included a spreadsheet titled "Fund Balance/Net Position" which includes all City Funds. This spreadsheet shows the unaudited beginning balance as of July 1, 2015, the adopted budget, and any adjustments that have been made during the fiscal year. The last column on the spreadsheet shows the estimated balance at year-end if all revenues are received and if all expenditures finish at 100% as budgeted.

FISCAL IMPACT

The Quarterly Financial Report as of September 30, 2015 provides the City Council with a periodic update on the 2015-16 budget.

The resolution appropriating outstanding encumbrances at the end of fiscal year 2014-15 to the 2015-16 fiscal year will increase the adopted budgets in each fund as summarized in the attached report.

ALTERNATIVES:

Do Not Adopt Resolution Amending the Fiscal Year 2015-16 Budget to Re-Appropriate Fiscal Year 2014-15 Carryover Encumbrances.

RECOMMENDATION

Receive First Quarter Financial Update Report as of September 30, 2015, and Adopt Resolution Amending the Fiscal Year 2015-16 Operating and Capital Improvement Program Budgets to Re-Appropriate Fiscal Year 2014-15 Carryover Encumbrances.

ATTACHMENTS

1. Resolution
2. Outstanding Purchase Orders By Fund at June 30, 2015
3. Quarterly Financial Report as of September 30, 2015

DATE PREPARED

November 9, 2015

REVIEWED BY

____ CM

RESOLUTION NO. 2015-___

RESOLUTION AMENDING THE FISCAL YEAR 2015-16 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGETS TO RE-APPROPRIATE FISCAL YEAR 2014-15 CARRYOVERS

WHEREAS, at year-end there are ongoing Capital Improvement Program projects that cross fiscal years and require re-appropriation in the subsequent year; and

WHEREAS, at the end of each fiscal year, outstanding encumbrances (purchase orders) are reported as Reservations of Fund Balances which requires re-appropriation in the subsequent year; and

WHEREAS, at the end of fiscal year 2014-15, the Carryovers for purchase orders and Capital Improvement Program projects by fund were as follows:

General Fund:	\$ 188,263
Restricted Donations:	7,134
Disaster Recovery Fund:	10,176,378
Parks and Facilities Capital Fund:	1,387,187
Streets Capital Fund:	6,428,289
Technology Capital Fund:	276,785
Water Fund:	14,206,260
Stormwater Fund:	544,848
Wastewater Fund:	8,953,138
Cable Fund:	1,843,244
General Equipment Revolving Fund:	191,917

WHEREAS, the re-appropriation ensures that previously authorized funds are available in the current year budget to cover the cost of uncompleted projects and continuing obligations; and

NOW THEREFORE, the City Council of the City of San Bruno hereby resolves to amend the fiscal year 2015-16 Budget to Re-Appropriate fiscal year 2014-15 Carryovers.

—oOo—

I hereby certify that foregoing Resolution No. 2015 - __ was introduced and adopted by the San Bruno City Council at a regular meeting on November 24, 2015 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk

PO Number	[C]onstruction [S]ervice [G]oods	Vendor #	Vendor	PO Description	Account Number	Outstanding Amount at June 30, 2015
001 General Fund						
3010-00319	S	0106173	MOFFATT & NICHOL	TECHNICAL ASSISTANCE FOR FEMA SF BAY COASTAL STUDY - STORMWATER PROOF	001-3010-6401	24,579.50
1510-00027	S / G	0104869	PURSUJIT NORTH	INSTALLATION OF COMPONENTS FOR 3 POLICE VEHICLES	001-2010-6650	14,570.94
4110-00089	C	0106180	ALANIZ CONSTRUCTION INC.	SYLVAN AVE PAVING PROJECT	001-4110-6411	17,160.00
1250-0005	S	0018425	REVENUE & COST SPECIALISTS LL	CAP & COSTING SOFTWARE AND ASSISTANCE	001-1250-6401	4,000.00
2010-00043	G/S	0104869	PURSUJIT NORTH	INSTALL COMPONENTS FOR 3 PD SUVs 14/15 CIP EQUIPMENT BUDGET	001-2010-6650	26,201.92
2010-00044	G/S	0104282	TOWNE FORD SALES	PURCHASE 12 VEHICLES 14/15 CIP	001-2010-6650	85,837.50
3310-00018	S	0104141	DC & E	PROFESSIONAL SERVICES RELATED TO ZONING CODE AND SUBDIVISION ORDINANCE	001-3310-6401	11,145.85
3310-00021	S	0016920	SCIENCE ASSOCIATES (ESA), ENVIRONMENTAL	CROSSING HOTEL CEQA STUDY & EIR	001-3310-6401	4,767.72
						188,263.43
133-3330 City Art Fund						
5510-00019	S	0105907	MARGARITA SOYFERTIS	CENTENNIAL ART PROJECT MURAL	133-3330-6419	7,134.00
						7,134.00
190 Emergency Disaster Fund						
3010-00171	S	0104705	HB CONSULTING GROUP	GLENVIEW RECONSTRUCTION PROJECT MANAGEMENT	190-9010-6403	22,577.50
3010-00268	S	0103342	JMB CONSTRUCTION, INC.	CONSTRUCTION SERVICES FOR CRESTMOOR PHASE 3 UTILITY PROJECT	190-9010-8020	411,291.45
3010-00280	S	0103780	TREADWELL & ROLLO, INC	GEOTECHNICAL ENGINEERING AND SOILS TESTING FOR CRESTMOOR RECONSTRUC	190-9010-8020	14,071.72
3010-00294	S	0104960	POWER SYSTEMS DESIGN	DESIGN SERVICES FOR NEW STREETLIGHT SYSTEM CRESTMOOR SITE	190-9010-8020	12,700.00
3010-00301	S	0103780	TREADWELL & ROLLO, INC	GEOTECH ENGINEERING SRVCS FIRE STA 52 & CRESTMOOR CANYON	190-9010-6401	60,870.64
3010-00311	C	0103342	JMB CONSTRUCTION, INC.	CRESTMoor PHASE 5 UPPER SEWER LATERAL REPLACEMENT PROJECT	190-9010-8020	496,149.37
3010-00174	S	0017624	BKF ENGINEERS	ENGINEERING SERVICES FOR GLENVIEW RECONSTRUCTION PROJECT	190-9010-6401	335,214.76
3320-00006	S	0104771	GILLERAN ENERGY MANAGEMENT SERVICES	REBUILD IT GREEN PROGRAM	190-9010-6401	2,536.72
						1,355,412.16
201 Parks and Facilities Capital						
3010-00167	S	0104699	KEMA INC.	CLIMATE ACTION PLAN CONSULTING SERVICES	201-1801-6401	2,723.08
5110-00004	C	0105981	FIELDTURF	LIONS FIELD REPAIR PROJECT	201-1801-8020	20,156.00
3010-00298	S	0106010	MAINTENANCE DESIGN GROUP, LLC	DESIGN CONSULTANT SERVICES FOR CORP YARD MASTER PLAN	201-1801-6401	55,650.00
						78,529.08
203 Streets Capital						
3010-00133	S	0000430	DKS ASSOCIATES	TRAFFIC ENGINEERING DESIGN BELLE AIR SCHOOL & PARKING LOT	203-4810-8020	8,464.77
3010-00314	S	0017612	NICHOLS CONSULTING ENGINEERS	ENGINEERS TECHNICAL DESIGN STREET REHAB PROJECT 2015	203-4810-6401	4,350.00
3010-00285	S	0104704	WHITLOCK & WEINBERGER TRANSPORTATION INC.	TRAFFIC ENGINEERING SERVICES FOR THREE SAN BRUNO SCHOOLS	203-4810-8020	2,090.48
3010-00316	S	0104764	GOLDEN ASSOCIATES	LANDSCAPE DESIGN SERVICES - TRANSIT CORRIDOR PEDESTRIAN IMPROVEMENT P	203-4810-6401	2,162.57
3010-00274	S	0092223	CORRIDOR JOINT POWERS BOARD	JPB GRADE SEPARATION ARCHWAY CONSTRUCTION	203-4810-8020	630,305.17
3010-00320	S	0106231	STANTEC CONSULTING SERVICES	ENGINEERING DESIGN SVCS - LOWER SAN BRUNO AVE MEDIANS PROJECT	203-4810-6401	83,946.00
3010-00234	S	0096456	PB AMERICAS, INC	GRADE SEPARATION CONSTRUCTION MNGMT SERVICES	203-4810-6401	10,779.77
3010-00284	S	0017083	VALI COOPER & ASSOCIATES INC	VALI COOPER PROJECT MANAGEMENT SUPPORT	203-4810-8020	5,455.00
						747,553.76

Outstanding Purchase Orders FY 14-15

PO Number	[C]onstruction [S]ervice [G]oods	Vendor #	Vendor	PO Description	Account Number	Outstanding Amount at June 30, 2015
207 Technology Fund						
1530-00033	S	0106167	CIVICA SOFTWARE, INC	CITY WEBSITE REDESIGN & HOSTING	207-3710-6401	52,601.25
						52,601.25
611 Water Fund						
3010-00275	S	0105822	LEE & RO, INC.	ENGINEERING DESIGN SERVICES - WATER TANK #1 PROJECT	611-6180-6401	66,117.15
3010-00291	S	0105968	ROADRUNNER DRILLING & PUMPCO	CONSTRUCTION SERVICES ACAPPELLA/COMMODORE TEST SITES	611-6180-8020	118,060.00
3010-00302	S	0017083	VALI COOPER & ASSOCIATES INC.	CONSTRUCTION INSPECTION SERVICES GLENVIEW TANK #3 PROJECT	611-6180-6401	100,258.12
6110-00090	G, S	0017454	GOLDEN STATE FLOW MEASUREMENT	ADVANCED WATER METER PROJECT	611-6180-8020	3,146,866.22
3010-00303	C	0100826	THOMPSON BUILDERS CORPORATION	CONSTRUCTION SERVICES FOR GLENVIEW TANK #3 REPLACEMENT PROJECT	611-6180-8020	2,721,168.00
3010-00304	S	0105553	BELLECCI & ASSOCIATES, INC.	ENGINEERING DESIGN SERVICES - CRYSTAL SPRINGS ROAD WATER/SEWER PROJECT	611-6180-6401	96,823.33
3010-00309	S	0104680	WEST YOST ASSOCIATES	ENGINEERING DESIGN SRVCS SAN MATEO AVE WATER/SEWER PROJECT	611-6180-6401	136,343.08
3010-00310	S	0104680	WEST YOST ASSOCIATES	ENGINE SRVC ZONE 1/4 EMERGENCY STORAGE ANALYSIS	611-6180-6401	14,483.50
3010-00313	S	0094788	ENGE INC	ENGE, INC. ENGINEERING SRVCS CONSTRUCT SUPPORT TANK #3 PROJ	611-6180-6401	2,113.75
3010-00315	S	0104680	WEST YOST ASSOCIATES	ENGINEERING SERVICES TO DEVELOP COORDINATED INFRASTRUCTURE WORK PLAN	611-6180-6401	12,891.51
3010-00317	S	0106203	TOWILL, INC.	SURVEYING SERVICES SHELTER CREEK WATER MAIN REPLACEMENT PROJECT	611-6180-6401	380.54
3010-00299	S	0096458	RMC WATER AND ENVIRONMENT	CONSULTANT SERVICES SO, WESTSIDE GROUNDWATER BASIN	611-6180-6401	79,489.74
3010-00239	S	0104680	WEST YOST ASSOCIATES, INC.	ENGINEERING DESIGN SERVICES FOR WATER TANK NO. 3	611-6180-6401	54,312.41
3010-00253	S	0017152	ERLER & KALINOWSKI, INC	ENGINEERING SERVICES WELL 15 REPLACEMENT	611-6180-6401	332,950.12
3010-00254	S	0104680	WEST YOST ASSOCIATES, INC.	HYDRAULIC ENGINEERING SERVICES FOR SFPUC REGULATOR PROJECT	611-6180-6419	34,314.96
3010-00308	S	0104680	WEST YOST ASSOCIATES, INC.	ENGINEERING DESIGN SRVCS JENEVEIN WATER/SEWER REPLACE PROJECT	611-6180-6401	80,387.21
2010-00044	G/S	0104282	TOWNE FORD SALES	PURCHASE 12 VEHICLES 14/15 CIP	611-6170-8013	25,907.87
						7,022,867.51
621 Stormwater Fund						
3010-00318	S	0016311	V & A CONSULTING ENGINEERS INC.	ENGINEERING DESIGN SERVICES FOR MASSON AVE BOX CULVERT REPAIR PROJECT	621-6280-6401	70,971.58
3010-00325	S	0105553	BELLECCI & ASSOCIATES, INC.	ENGINEERING DESIGN SERVICES FOR CITY PARK WAY STORM DRAIN PROJECT	621-6280-6401	21,542.00
						92,513.58
631 Wastewater Fund						
3010-00305	S	0105735	HYDROSCIENCE ENGINEERS, INC.	ENGINEER DESIGN SERVICES FOR SPY GLASS PUMP STATION	631-6380-6401	249,386.00
3010-00306	C	0106107	MCGUIRE AND HESTER	CONSTRUCTONG SERVICES OLYMPIC PUMP STATION REPAIR PROJECT	631-6380-8020	1,753,464.00
3010-00307	S	0104680	WEST YOST ASSOCIATES	CONSTRUCT MANAGEMENT/INSPECT SRVCS OLYMPIC PUMP STATION PROJECT	631-6380-6419	181,571.17
3010-00308	S	0104680	WEST YOST ASSOCIATES	ENGINEERING DESIGN SRVCS JENEVEIN WATER/SEWER REPLACE PROJECT	631-6380-6401	80,387.21
3010-00309	S	0104680	WEST YOST ASSOCIATES	ENGINEERING DESIGN SRVCS SAN MATEO AVE WATER/SEWER PROJECT	631-6380-6401	136,343.09
3010-00304	S	0105553	BELLECCI & ASSOCIATES, INC.	ENGINEERING DESIGN SERVICES - CRYSTAL SPRINGS ROAD WATER/SEWER PROJECT	631-6380-6401	96,823.34
3010-00315	S	0104680	WEST YOST ASSOCIATES	ENGINEERING SERVICES TO DEVELOP COORDINATED INFRASTRUCTURE WORK PLAN	631-6380-8013	12,891.51
6370-00003	G	0106225	ARIES INDUSTRIES, INC.	WASTEWATER VIDEO INSPECTION TRUCK	631-6370-8013	249,983.94
6310-00106	S	0106151	CAUSEY CONSULTING	SSMP PLAN REVISIONS	631-6310-6401	11,985.00
3010-00246	S	0105553	BELLECCI & ASSOCIATES, INC.	KAINS-ANGUS SEWER ENGINEER DESIGN SERVICES	631-6380-6401	18,308.83
3010-00255	S	0104680	WEST YOST ASSOCIATES	ENGINEERING SERVICES TRENTON DR SEWER PROJECT	631-6380-6401	42,675.99
3010-00300	S	0017083	VALI COOPER & ASSOCIATES, INC	CONSTRUCT INSPECTION SRVC KAINS/SMA SWR IMPROVE PROJECT	631-6380-6419	27,606.90
6310-00098	S	0096347	LA LORICK ASSOCIATES	WASTEWATER ORGANIZATIONAL REVIEW	631-6310-6401	5,376.60
3010-00263	S	0105735	HYDROSCIENCE ENGINEERS, INC.	ENGINEERING DESIGN SERVICES FOR OLYMPIC PUMP STATION	631-6380-6401	2,214.85
						2,869,018.43
641 Cable Fund						
6410-00309	S	0018601	ADVANCE MEDIA TECH., INC	CABLE MODEM TERMINATION SYS. FOR INTERNET IMPROVEMENT PROJ.	641-6480-8014	3,842.05
2010-00044	G/S	0104282	TOWNE FORD SALES	PURCHASE 12 VEHICLES 14/15 CIP	641-6470-8013	75,348.84
						79,190.89
703 General Equipment Revolving Fund						
1510-00028	G/S	0106224	MELODY TOYOTA	TOYOTA TACOMA PICK-UP - COMMUNITY SERVICES, PARKS DIVISION, REPLACEMENT	703-1560-8013	23,175.86
2010-00044	G/S	0104282	TOWNE FORD SALES	PURCHASE 12 VEHICLES 14/15 CIP	703-1560-8013	168,741.04
						191,916.90
					Grand Total	12,685,000.99



Quarterly Financial Report

First Quarter of Fiscal Year 2015-16

OVERVIEW

This report summarizes the City's overall financial position for the fiscal year through September 30, 2015. Except as noted below, revenues and operating expenditures are generally on target based on the updated budget for the First Quarter.

Adjusted Budgets: The budget numbers reflected in this report include the adjustments for carryovers, budget adjustments requested in this report (if applicable) and City Council approved budget amendments.

Mid-Year Review: The City's overall revenue and expenditure picture will be discussed in greater detail during the Mid-Year Budget Review scheduled for Council consideration in February of 2016.

GENERAL FUND

With 25% of the year complete, General Fund revenues are lower than at the same time as the prior year at 14% (the majority of this decrease is due to a timing difference in Business License revenue and is explained on the following page) and expenditures are on track at 24%. The total projected General Fund Reserve balance will be approximately 43% of appropriations if year-end expenditures finish at 100% and revenues are received as budgeted.

General Fund Balance	Budget	YTD Actual	%
Revenues	\$40,564,105	\$5,808,202	14%
Expenditures	41,268,454	9,894,045	24%

Projected FY 2015-16 General Fund Reserves	
General Fund (minimum of \$1.5 million)	\$2,104,163
General Fund (25% of Appropriations)	10,039,075
Capital Reserve (Goal of \$8 million)	5,902,168
Total General Fund Reserves	\$18,045,406
Percent of total General Fund Reserves to total Appropriations	43%

Revenues: The majority of General Fund revenue comes from taxes in six different categories. Property Tax, Sales Tax, Transient Occupancy Tax (TOT), Motor Vehicle License Fees (VLF), Regulatory (Cardroom) Fee, and Business Tax account for 68% of the General Fund revenue. Although there are fluctuations among revenue line items, the overall percentage is at 14%, which is 4% or \$939,373 lower than the prior year. Any significant variances are noted on the next page.

1st Quarter – Current Fiscal Year

Revenues	Current Budget	YTD Actual	%
Property Tax	\$ 7,966,000	\$ 123,832	2%
Sales Tax	8,113,031	350,265	4%
TOT	3,069,097	660,917	22%
Motor Vehicle License Fees	3,915,000	-	0%
Regulatory Fee	1,737,283	433,924	25%
Business Tax	2,973,000	1,292,101	43%
Franchise Fees	1,891,133	314,212	17%
Use of Money & Property	1,445,801	352,826	24%
Allocations & Other Revenues	3,657,223	768,112	21%
Departmental Revenues	5,796,537	1,512,013	26%
Total	\$ 40,564,105	\$ 5,808,202	14%

1st Quarter - Prior Fiscal Year

Revenues	Amended Budget	YTD Actual	%
Property Tax	\$ 7,363,565	\$ 36,989	1%
Sales Tax	7,670,911	551,952	7%
TOT	2,500,000	614,741	25%
Motor Vehicle License Fees	3,400,000	-	0%
Regulatory Fee	1,685,962	423,645	25%
Business Tax	3,204,640	2,125,379	66%
Franchise Fees	1,800,444	306,275	17%
Use of Money & Property	1,431,399	406,433	28%
Allocations & Other Revenues	3,213,420	742,191	23%
Departmental Revenues	5,269,348	1,539,970	29%
Total	\$ 37,539,689	\$ 6,747,575	18%

By comparing the YTD prior year revenue to the current YTD revenue we can see an overall decrease of 14% as shown on the table below.

Comparison of Actual YTD Revenue to Prior YTD Revenue

Revenues	YTD Actual	YTD Prior Year	Increase/Decrease	%
Property Tax	\$ 123,832	\$ 36,989	\$ 86,843	235%
Sales Tax	350,265	551,952	(201,687)	-37%
TOT	660,917	614,741	46,176	8%
Motor Vehicle License Fees	-	-	-	0%
Regulatory Fee	433,924	423,645	10,279	2%
Business Tax	1,292,101	2,125,379	(833,278)	-39%
Franchise Fees	314,212	306,275	7,937	3%
Use of Money & Property	352,826	406,433	(53,607)	-13%
Allocations & Other Revenues	768,112	742,191	25,921	3%
Departmental Revenues	1,512,013	1,539,970	(27,957)	-2%
Total	\$ 5,808,202	\$ 6,747,575	\$ (939,373)	-14%

- Property tax** – The City receives the majority of its property tax revenue in December and April. The increase of \$86,843 is due to an increase in Supplemental Property Tax and Property Transfer Tax. These revenue sources reflect an increase in the sale of properties in San Bruno as they are based on property being reassessed due to a change of ownership and transfer of title.
- Sales Tax** - Sales tax is lower than the prior year due to receiving a lower clean-up payment this fiscal year. The Board of Equalization (BOE) computes the monthly advances using a formula based on prior year receipts and estimated growth. The BOE then reconciles the actual receipts against the advances and this results in a clean-up payment that the City receives. Sales tax is lower than 25% due to only receiving one month of revenue at First Quarter.
- Transient Occupancy Tax (TOT)** – This revenue source is showing an increase of \$46,176 or 8%. TOT revenue reflected in this report covers the months of July and August, September’s TOT is received in October.
- Business Tax** – Business taxes are billed and paid at the beginning of the fiscal year, which explains the high percentage received year-to-date. This revenue is lower than the prior year by \$833,278 due to a timing difference. A payment was received from one of the City’s

larger businesses in October of this fiscal year which falls in the Second Quarter. Staff will continue to monitor this revenue source and update the City Council in the Mid-Year Financial Report.

- Use of Money and Property** – Use of Money and Property consists of interest earnings from the City’s investments and property rentals. The decrease in this revenue is due to the reduction in the Cable equity transfer allocation.

Expenditures: Operating costs are on target for the First Quarter as summarized by type below:

Expenditures by Type	Budget	YTD Actual	%
Salaries and Benefits	\$ 30,063,245	\$ 7,612,953	25%
Supplies and Materials	4,616,869	1,085,082	24%
Other Charges	4,920,541	753,439	15%
Capital Purchases	1,227,212	332,426	27%
Debt Service and Trans	440,587	110,145	25%
Total	\$ 41,268,454	\$ 9,894,045	24%

The key variance “by type” is in Other Charges (shown above).

- Other Charges are lower than budgeted due to payments for Fire Shared Services are paid on a quarterly (Central County Fire Department) and annual (City of Millbrae) basis. The first quarterly payment was made in October.

Departmental operating expenditures are also on target as summarized by the following:

Expenditures by Department	Budget	YTD Actual	%
City Council	\$ 178,024	\$ 43,261	24%
City Clerk	292,782	55,244	19%
City Treasurer	78,815	16,090	20%
City Attorney	452,547	87,698	19%
City Manager	942,724	172,007	18%
Human Resources	457,854	55,960	12%
Finance	2,045,012	406,593	20%
Police	15,705,587	4,026,377	26%
Fire	9,714,972	2,569,652	26%
Public Services	3,256,275	680,546	21%
Community Development	3,106,939	626,678	20%
Community Services	7,862,602	1,918,622	24%
Non-Departmental	(2,825,679)	(764,683)	27%
Total	\$ 41,268,454	\$ 9,894,045	24%

Overall departments are at 24% at September 30, 2015.

The table below shows the percentage of General Fund revenue that is allocated to Departmental expenditures:

Expenditure by Department	Budget	% of General Fund Revenue
City Council	\$ 178,024	0.4%
City Clerk	292,782	0.7%
City Treasurer	78,815	0.2%
City Attorney	452,547	1%
City Manager	942,724	2%
Human Resources	457,854	1%
Finance	2,045,012	5%
Police	15,705,587	39%
Fire	9,714,972	24%
Public Services	3,256,275	8%
Community Development	3,106,939	8%
Community Services	7,862,602	19%

Public Safety = 63%

With 100% of the year complete, expenditures are at 98% or approximately \$641,922 less than budgeted. The majority of this savings is due to salary savings, and lower than budgeted County Service Charges and Fire Shared Services. In addition, of the \$641,922 saved, \$188,263 is being requested to carry over into FY 2015-16 for ongoing projects.

REVENUES:

Total year-end revenues are at 105% and came in \$2,042,381 higher than budgeted. The majority of this increase is due to increases in Property Tax, TOT, VLF, and Development related revenues.

2014-15 CARRYOVER RE-APPROPRIATIONS – ALL FUNDS

The re-appropriation of prior year budget amounts known as “carryovers” are necessary when services or projects are started but not completed at the end of the fiscal year. This is especially true for Capital Improvement Program (CIP) work efforts that typically span several years.

The table below lists the amount of Carryovers by type being requested in this report:

Fund	Carryover Type	
	Purchase Order(s)	CIP
General Fund	\$ 188,263	\$ -
Restricted Donations	7,134	-
Disaster Recovery	1,355,412	8,820,966
Parks and Facilities Capital	78,529	1,308,658
Streets Capital	747,554	5,680,735
Technology Capital	52,601	224,184
Water	7,022,868	7,183,392
Stormwater	92,514	452,334
Wastewater	2,869,018	6,084,120
Cable	79,191	1,764,053
General Fund Equipment Reserve	191,917	-
Subtotal	\$ 12,685,001	\$ 31,518,442
Total 14-15 Carryovers	\$ 44,203,443	

2014-15 PRELIMINARY GENERAL FUND ANNUAL UPDATE

This summarizes the General Fund’s overall financial position for fiscal year 2014-15. This is a preliminary update due to the fact that the auditors are still reviewing the City’s records. The final numbers will be presented to the City Council in the Comprehensive Annual Financial Report (CAFR) in January.

OVERVIEW:

General Fund Balance	Budget	Year-End Actuals	Difference
Beginning Fund Balance		\$ 1,651,669	
Revenues	37,984,009	40,026,390	2,042,381
Expenditures	38,948,542	38,306,620	641,922
Ending Fund Balance		\$ 3,371,439	

EXPENDITURES:

Expenditures by Type	Budget	YTD Actual	%
Salaries and Benefits	\$ 27,830,041	\$ 27,501,156	99%
Supplies and Materials	4,401,776	4,617,440	105%
Other Charges	5,068,189	4,540,951	90%
Capital Purchases	1,217,949	1,216,489	100%
Debt Service and Transfers	430,587	430,584	100%
Total	\$ 38,948,542	\$ 38,306,620	98%

The key variance “by type” is Supplies & Materials. This is over 100% due to an increase in Professional Services cost for several departments. These costs were offset by salary savings as shown in the table above.

ENTERPRISE FUNDS

Water Fund: The Water Fund reports an unrestricted net position of \$13,587,056 at the beginning of fiscal year 2015-16. Current expenditures at First Quarter equals \$4,250,744 or 17% of budget. Staff is requesting that \$7,022,868 in outstanding purchase orders and \$7,183,392 in ongoing CIP projects be re-appropriated in fiscal year 2015-16. The estimated ending net position in this Fund is \$2,200,262.

Wastewater Fund: The Wastewater Fund ended the 2014-15 fiscal year with an unrestricted net position of \$11,745,076. At First Quarter total expenditures are \$2,367,608 or 9% of budget. Re-appropriation of \$2,869,018 in open purchase orders and \$6,084,120 in CIP project carryovers are being requested in this report. The estimated ending net position for the Wastewater Fund is \$810,988.

Stormwater Fund: Stormwater fees are collected through the County property tax roll and received in December and April. Current expenditures at First Quarter are \$185,026 or 12% of budget. Staff is requesting a total of \$544,848 be carried over into fiscal year 2015-16.

Cable Fund: The Cable Fund has a beginning unrestricted net position of (\$7,966,603). Staff is requesting carryovers of \$1,843,244 for open purchase orders and ongoing CIP projects. The projected ending net position for fiscal year 2015-16 is (\$9,930,542).

INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods and services provided by one department to other departments on a cost reimbursement basis.

Central Garage: The Central Garage Fund ended the 2014-15 fiscal year with a fund balance of \$552,445. Current expenditures are \$128,953 or 20%. The estimated ending fund balance is \$518,963.

Facility Maintenance Fund: This Fund ended the 2014-15 fiscal year with a fund balance of \$721,505. Expenditures for the First Quarter equal \$242,862 or 20%. The estimated ending fund balance for this fund is \$636,505.

Technology Development Fund: This Fund reports a fund balance of \$156,079 at the end of fiscal year 2014-15. First Quarter expenditures are \$180,902 which is 25% of budget. The estimated ending fund balance in this Fund is \$163,079.

Self-Insurance Fund: This Fund ended the 2014-15 fiscal year with a fund balance of (\$180,516). Expenditures at first quarter equal \$1,565,707 or 79%. This is above 25% due to the up-front payment of premium costs. The estimated ending fund balance is (\$140,516). Staff will continue to monitor this fund and determine if additional funding is available to address the negative fund balance.

Fund Balance / Net Position

All Funds Budget

2015-16 First Quarter Budget Update Report

	Unaudited Available Fund Balance / Net Position July 1, 2015	Adopted			FY 2014-15 Carryovers	Adopted		Estimated Available Fund Balance / Net Position June 30, 2016
		Budgeted Revenues	Adjustment to Revenues	Budgeted Revenues		Budgeted Appropriations	Adjustments to Appropriations	
General Fund								
001 General Fund	\$ 1,688,263	\$ 40,553,105	\$ 11,000	\$ 40,069,190	\$ 188,263	\$ 1,011,000	\$ 983,915	
002 General Fund Reserve (25% of Appropriations)	9,993,720	45,355	-	-	-	-	10,039,075	
003 General Fund - One-Time Revenue	220,248	900,000	-	-	-	-	1,120,248	
004 General Fund - Capital Improvement Reserve	7,193,543	-	-	1,291,375	-	-	5,902,168	
Total General Fund	\$ 19,095,774	\$ 41,498,460	\$ 11,000	\$ 41,360,565	\$ 188,263	\$ 1,011,000	\$ 18,045,406	
Special Revenue Funds:								
101 Gas Tax	\$ 676,022	\$ 943,946	\$ -	\$ 1,351,500	\$ -	\$ -	\$ 268,468	
102 Measure A Transportation Tax	2,449,733	957,520	-	1,469,350	-	1,414,530	523,373	
103 Street Special Revenue	311,731	1,000	-	-	-	-	312,731	
111 Police Asset Forfeiture	58,314	200	-	-	-	-	58,514	
113 Citizens Option for Public Safety (COPS)	16,471	100,000	-	100,000	-	-	16,471	
114 Traffic Safety Grant	62,021	-	-	-	-	-	62,021	
121 Federal/State Grants	(21,919)	-	-	-	-	-	(21,919)	
122 Solid Waste	246,975	82,626	-	76,920	-	-	252,681	
123 Library Special Revenue	202,761	800	-	39,000	-	-	164,561	
131 In-Lieu Fees	3,544,969	16,500	-	43,500	-	-	3,517,969	
132 Agency on Aging	(45,251)	183,405	-	183,405	-	-	(45,251)	
133 Restricted Donations	906,237	114,920	-	49,829	7,134	-	964,194	
134 Ed Johnson Bequest Fund	26,119	-	-	-	-	-	26,119	
136 Emergency Disaster Reserve	3,046,728	7,800	-	-	-	-	3,054,528	
152 Successor Housing Agency	331,652	-	-	-	-	-	331,652	
190 Emergency Disaster Recovery	1,584,903	-	5,243,037	8,248,907	10,176,378	-	(11,597,345)	
Total Special Revenue Funds	\$ 13,397,466	\$ 2,408,717	\$ 5,243,037	\$ 11,562,411	\$ 10,183,512	\$ 1,414,530	\$ (2,111,233)	

Fund Balance / Net Position

All Funds Budget

2015-16 First Quarter Budget Update Report

	Unaudited Available Fund Balance / Net Position July 1, 2015		Adopted			Adopted		Estimated Available Fund Balance / Net Position June 30, 2016
	Budgeted Revenues	Adjustment to Revenues	FY 2014-15 Carryovers	Budgeted Appropriations	Adjustments to Appropriations			
Capital Project Funds:								
201 Parks and Facilities Capital	\$ 1,583,453	\$ -	\$ 1,387,187	\$ 1,030,000	\$ -	\$ -	\$ 196,266	
203 Street Improvement	2,462,883	4,131,925	6,428,289	3,119,350	-	-	166,519	
207 Technology Capital	284,182	-	276,785	90,500	-	-	7,397	
Total Capital Project Funds	\$ 4,330,518	\$ 4,131,925	\$ 8,092,261	\$ 4,239,850	\$ -	\$ -	\$ 370,182	
Debt Service Fund								
302 Debt Service	\$ -	\$ -	\$ -	\$ 1,214,212	\$ -	\$ -	\$ -	
Total Debt Service Fund	\$ -	\$ -	\$ -	\$ 1,214,212	\$ -	\$ -	\$ -	
Enterprise Funds:								
611 Water	\$ 13,587,056	\$ -	\$ 14,206,260	\$ 10,513,492	\$ 399,310	\$ -	\$ 2,200,262	
621 Stormwater	1,493,001	-	544,848	1,011,000	-	-	840,653	
631 Wastewater	11,745,076	-	8,953,138	17,771,380	30,000	-	810,988	
641 Cable TV	(7,966,603)	-	1,843,244	10,704,753	-	-	(9,930,542)	
Total Enterprise Funds	\$ 18,858,530	\$ -	\$ 25,547,490	\$ 40,000,625	\$ 429,310	\$ -	\$ (6,078,639)	
Internal Service Funds								
701 Central Garage	\$ 552,445	\$ -	\$ -	\$ 657,852	\$ -	\$ -	\$ 518,963	
702 Facility Maintenance	721,505	-	-	1,169,698	70,000	-	636,505	
703 General Fund Equipment Replacement	6,805,642	13,000	191,917	395,000	415,500	-	6,256,812	
707 Technology	156,079	53,000	-	668,517	46,000	-	163,079	
711 Self Insurance	(180,516)	50,000	-	1,988,353	-	-	(140,516)	
Total Internal Service Funds	\$ 8,055,155	\$ 116,000	\$ 191,917	\$ 4,879,420	\$ 531,500	\$ -	\$ 7,434,843	
Grand Total All Funds	\$ 63,737,443	\$ 9,501,962	\$ 44,203,443	\$ 103,257,083	\$ 3,386,340	\$ -	\$ 17,660,559	



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 24, 2015

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Receive Report on Preparation for El Niño Winter Storm Season

BACKGROUND:

The National Oceanic and Atmospheric Administration (NOAA) has reported over the last several months that El Niño like conditions were developing for the 2015 winter season. El Niño is a naturally occurring event in the equatorial region which causes temporary changes in the world climate.

Latest predictions by the National Weather Service's Climate Prediction Center indicates that El Niño is already strong and mature, and is forecast to continue gaining strength. El Niño is anticipated to be among the three strongest on record since 1950 and State of California is predicted to get above normal amounts of rain from January to March 2016. Due to the high probability of intense wet weather events, it is expected that the City may experience storm related flooding during this winter and spring.

On November 17, 2015 staff conducted an Emergency Operation Center exercise which included representatives from every department regarding emergency plans and protocols in response to an El Niño storm event.

DISCUSSION:

City Departments have planned or completed various preparation efforts, and has started its annual winter storm preparation ahead of the normal annual schedule. The preparation includes procuring sandbags, cleaning storm drainage pipelines, removing debris at drainage inlets, coordination with other public agencies and renting pumping equipment.

A second street sweeping truck will be deployed to clear storm drains and streets with a history of leaves, debris, and flooding. This will be in addition to the current street sweeping schedule where commercial and industrial areas are swept four times per month and residential areas are swept once a month.

Staff has also been coordinating with the Caltrain Joint Powers Board (JPB) to address potential flooding under the Caltrain elevated line at the intersection of Huntington Avenue and San Bruno Avenue. This intersection flooded during the rain storms of December 11,

J.C.

2014. JPB has agreed to take the lead for any flooding at this location but City crews are prepared to assist as needed.

The City's portable pumps and two vacor trucks will be utilized during storm events. Public Services will also rent an additional large portable pump to make sure the City has adequate equipment. Priority for use of pumps are for sanitary sewer overflow locations, if any, and then to other areas as needed.

Additional resources may be available from other agencies if the City exhausts its own resources during the storm event. The City executed a Public Works Mutual Aid Agreement with the County of San Mateo and the cities within the County on July 14, 2015. This Agreement can be used to obtain or make available an organized means of voluntary mutual aid during an emergency.

Staff is available to be deployed based on the need and storm severity. In general, each department will maintain their respective facilities and areas of responsibility, with the exception that Community Services staff may assist Public Services crews to set up road closures and clear streets. There will be coordination between the Community Services and Public Services Department to provide all available Parks Maintenance staff resources to the Public Services Department to respond as needed to issues in the City's right-of-way. Community Services crews will respond to any fallen or damaged tree. The Public Services Corporation Yard will be used as a centralized response coordination location and deploy staff to effected areas.

Throughout the fall, and in preparation for the upcoming winter's storms, the Trees, Facilities and Parks Maintenance sections of the Community Services Department have been proactively addressing potential areas of risk or exposure. Specifically, trees along upper Sneath Lane have been trimmed from over the roadway and trees along lower Sneath Lane and Crystal Springs Road will also be trimmed by mid-December. Staffing and equipment plans are in place to deploy up to three tree trimming crews in the event of downed trees and branches. Roofs at all City facilities have been inspected and patched, as necessary, and sandbags will be stored near City building's doorways previously subject to water intrusion during rains. Additionally, the Community Services Department has developed a list of contract resources should additional tree removal, roof repair, or facilities maintenance services be required in response to El Niño storms.

The Fire department will have sump pump kits and other storm related tools and equipment available. This resource as well as an additional engine company will be available if severe storm conditions are present.

Recently, staff from each department participated in an emergency operations exercise focused on the City's planning, preparation, and coordination in response to the possible impact of the severe winter storms. Information concerning each department's resources, staffing, and operation wre shared and discussed.

FISCAL IMPACT:

There is no direct fiscal impact for this Council update. The City will monitor staff time and equipment use and return to Council if expenditures cannot be funded within the limits of the adopted budget.

RECOMMENDATION:

Receive report on preparation for El Niño winter storm season.

ATTACHMENTS:

1. Storm Preparation Handout

REVIEWED BY:

_____ CM

Are You Prepared for the Winter Storm Season?

- Go to www.smcalert.info and sign up to receive alerts on your cell phone and email. You will be notified quickly of tsunamis, floods, fires, road closures, and planned events with traffic disruptions, etc.
- Tune your portable and car radios to KGO 710 AM or KCBS 7810 AM. Assign a preset button for these stations. Get a NOAA weather radio (about \$30) set it to KHB49 162.40 Mhz and have extra batteries.
- When roads are closed due to flooding, trees down or mudslides, you may need to leave your area by a different route than you are accustomed to. Learn these routes now, before you need them. Make arrangements to temporarily stay with family or friends should you need to evacuate your home.
- Always maintain at least a half a tank of gas in your vehicles.
- Maintain emergency supplies at home (*see back*)
- Maintain a "Go-Bag" near exit door or in your car (*see back*)

Important Contacts

Tree Issues	(650) 616-7180
Other Storm Issues	(650) 616-7160
Police	(650) 616-7100
Fire	(650) 616-7096

Call 911 for all emergencies



Homeowner Recommendations

- Fix leaks in ceilings/roofs or replace roof
- Seal foundation cracks with mortar or masonry caulking
- Clean gutters and drains
- Invest in a battery-powered sump pump
- Move expensive items to safer location
- Elevate furnaces/heaters 12in above highest known flood level
- Anchor fuel tanks so they won't float away
- Install French drains if you live on a slope
- Stock up on sandbags
- Take pictures of insurance policies for storage on cell phone

Emergency Supplies at Home

- One gallon of water per person per day for up to 72 hours
- Enough food (not requiring refrigeration) for up to 72 hours
- Plenty of battery or crank-powered flashlights/lanterns
- Portable radio, battery and/or crank powered
- Extra batteries for lights and radios
- An exit plan so your family knows where to meet if separated
- Provisions/plans for feeding/evacuating pets & larger animals
- Camping gear/tents (for backyard if house is uninhabitable)
- First Aid kit
- Trash bags to line toilet for waste disposal if sewer/water out

"Go-Bag" Near Exit Door or in Car

- Water
- Food bars/nuts/snacks
- Prescription medications in sealable plastic bags
- Extra eyeglasses
- Cash
- Copies of important papers in sealable plastic bags
- Matches or lighter in sealable plastic bags
- Flashlights with extra batteries
- Extra undergarments and socks in sealable plastic bags
- Sweater or sweatshirt
- Space blanket
- Hat
- Playing cards
- Writing pad and pencils
- Towel
- Rain poncho
- Gloves
- Pet leashes/food/meds
- Portable radio with extra batteries
- First Aid kit
- 50' parachute cord
- Multi-tool

Sandbags

Sandbags are available (maximum 10 per household/business) at the following locations:

San Bruno Firestation 51

555 El Camino Real, Rear Yard

8:00am-5:00pm, Monday-Friday

For after hours pick-ups, call (650) 616-7096

San Bruno Corp Yard

225 Huntington Avenue

7:30am-3:30pm, Monday-Friday

Sandbags must be picked up. Neither location will deliver. Residents and business owners are responsible for disposing sandbags after the storm season.

Sandbags will be preloaded. However, during periods of high demand, bags may need to be individually loaded. Temporary sand bag filling stations are also available at the parking lot adjacent to Fire Station 51 and Corporation Yard.

Resources

For more information on how to prepare for winter storm emergencies:

- myhazards.calema.ca.gov
- www.redcross.org
- www.smcready.org
- alerts.weather.gov/cap/ca.php?x=3
- www.fema.gov/plan-prepare
- www.smcalert.info
- www.fema.gov/view-your-communitys-preliminary-flood-hazard-data-0

Get Involved

If you are interested in taking a CERT class, call the San Bruno Fire Department CERT hotline at (650) 616-7015





City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 24, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Resolution to Approve: 1) Appointment of an Interim Fire Chief Pursuant to California Government Code Section 21221(h) and, 2) Appointment of an Interim Battalion Chief Pursuant to California Government Code Section 21221(h)

BACKGROUND:

Since 2005 the Cities of San Bruno and Millbrae have shared Fire staff under the terms of an agreement that provides for the cities to jointly cover the costs of certain Fire Department positions. The current agreement expires June 30, 2016. It provides for Millbrae to provide a Deputy Fire Chief and one Fire Battalion Chief and San Bruno provides two Fire Battalion Chiefs. Under the terms of the agreement, San Bruno is responsible for 60% of the cost for the four shared positions and Millbrae covers 40% of the cost.

Beginning in approximately 2008, San Bruno and Millbrae began discussion and analysis on an initiative to consolidate Fire services on a sub-regional basis with the Central County Fire Department (CCFD) which is comprised of the Town of Hillsborough and the City of Burlingame. In 2012 the agencies entered into an agreement for shared Fire administration as a first phase toward full consolidation. Under the terms of an agreement among CCFD, San Bruno and Millbrae, CCFD provides Fire Chief services for the four communities. Under the terms of the separate agreement between the Cities of San Bruno and Millbrae, the two cities share a Deputy Chief and 3 Battalion Chiefs as described above.

In early 2014, the City of Millbrae and CCFD entered into discussion toward the development of an agreement for consolidation of the Millbrae and CCFD Fire Departments. Effective December 29, 2014 the City of Millbrae officially consolidated its Fire services with CCFD along with this process, Millbrae Fire Department staff became CCFD employees and the Millbrae Fire Department ceased to exist as an independent entity. As part of this action, certain Millbrae Fire Department Chief Officers, including the Deputy Fire Chief and Battalion Chiefs shared with San Bruno, continued to be employed by the City of Millbrae separate from the CCFD consolidation. Those employees have continued to perform key roles in leadership of the San Bruno Fire Department.

10.d.

Following its consolidation with the City of Millbrae, CCFD identified its intent to take a year from the time of the December, 2014 CCFD/Millbrae consolidation to develop its experience before making any further consideration of consolidation initiatives, particularly consolidation with the San Bruno Fire Department. In the same time period following the CCFD/Millbrae consolidation, the City of Millbrae identified its intent to discontinue its employment of the Millbrae Fire Chief Officers effective December 31, 2015. As a result, the City of San Bruno anticipated a timing issue that will occur beginning January 1, 2016 when Chief Officers that are critical to San Bruno's Fire Department operations will no longer be available under the shared staff services agreement with Millbrae and the City would not yet be moving toward consolidation with CCFD and thereby able to take advantage of staffing resources through that agency.

In order to address this problem, the City requested consideration by CCFD to accelerate discussion with San Bruno. Following initial discussion on this request at the June, 2015 CCFD Board meeting, at their September 22, 2015 meeting, the CCFD Board declined to pursue consideration of further consolidation with the City of San Bruno. This action creates an urgent need for the City of San Bruno to address Fire Department operational and staffing needs to situate its ability to establish independent operation of the San Bruno Fire Department effective January 1, 2016.

Specifically, the City has an immediate need to fill the Fire Chief and Battalion Chief vacancies brought about by discontinuation of the agreements among CCFD, Millbrae and San Bruno. Staff is recommending that the City begin recruitment for these positions. In order to assure continuation of the high quality Fire Department services that the community relies on, staff is also recommending that the City immediately enter into agreements for temporary Fire Chief and Battalion Chief services with two individuals who will soon be retired from the City of Millbrae, each with over 30 years of distinguished service to that community. Under the terms of the Millbrae/San Bruno shared Fire staff agreement, these Chief Officers have also served the City of San Bruno Fire Department over the last decade. Contracting with these Chief Officers will allow the City to provide continuity of leadership as it transitions to fully independent Fire Department operations and to assist in developing highly qualified internal candidates for permanent appointment to the Fire Chief and Battalion Chief positions.

The two Chief Officers are members of the California Public Employees Retirement System (CalPERS). According to applicable CalPERS post-employment employment rules, the City Council may enter into a one-time only employment agreement with a retired employee for no more than 960 employment hours per fiscal year.

DISCUSSION:

The City Council is authorized by the applicable provisions of California Government Code Section 21221(h) to appoint a retiree to fill a vacant position on an interim basis during the recruitment to permanently fill the position. The appointment must be made by the City Council, is of limited duration and is an interim assignment, and must fill a vacant managerial or executive position. The retiree can only be appointed once to the position, and the appointment must specify an end date which cannot be extended. In

order to hire a retiree, there must be an open recruitment to permanently fill the position. The retiree is limited to working a maximum of 960 hours in a fiscal year (July 1 through June 30 of the following year). The retiree can be employed more than one fiscal year as long as the employment continues to meet the requirements under Government Code Section 21221(h). The compensation paid to the retiree must be within the monthly pay rate of the vacant position.

If these requirements are not followed, the retiree is subject to mandatory reinstatement as a regular employee.

Due to the urgent circumstances that the termination of the proposed consolidation has created for the City, the City has identified retirees that possess the specialized and critical skills essential for the vacant Fire Chief and Battalion Chief positions in order to continue necessary operations in the San Bruno Fire Department. Staff is recommending appointment of two impending retired Millbrae Fire Department employees, both with over 30 years of fire service experience, and who have the specialized skill set necessary to perform in the Fire Chief and Battalion Chief position during the recruitment period. Since the appointment of the positions can only be made one-time without an extension and depending upon the qualifications of the applicant pool, the recruitment and selection process could extend up to 18 months. These two critical positions will require additional time for the recruitment, selection, and background process.

Staff is recommending that the City Council enter into an agreement with Deputy Fire Chief Dave Downing and Battalion Chief Ron Lavezzo beginning December 21, 2015 through June 30, 2017 for Interim Fire Chief and Interim Battalion Chief services during the recruitment and selection period. The hourly rate for the positions will be consistent with the City of San Bruno salary schedule for Fire Chief at \$88.90 per hour and operational Battalion Chief at \$53.05 per hour. These two appointments will not receive any other benefit, incentive, or compensation in lieu of benefits.

Staff will be commencing the recruitment for the Fire Chief and Battalion Chief positions beginning December 21, 2015 and will continue to keep the recruitment open until the Department receives an adequate number of qualified applicants to process.

FISCAL IMPACT:

There is a proposed savings of approximately \$35,000 to the FY2015-16 Operating Budget which includes a command vehicle for the Fire Chief. However, filling the full-time Fire Chief and Battalion Chief vacant positions will have an additional \$220,000 fiscal impact to the FY2016-17 Operating Budget.

RECOMMENDATION:

Approve Resolution: 1) Appointment of an Interim Fire Chief Pursuant to California Government Code Section 21221(h) and, 2) Appointment of an Interim Battalion Chief Pursuant to California Government Code Section 21221(h)

ALTERNATIVES:

1. Do not fill the vacancy for the Fire Chief and Battalion Chief position, and immediately recruit for the vacancies.

ATTACHMENTS:

1. Resolution
2. Resolution

REVIEWED BY:

_____ CM

RESOLUTION NO. 2015- ____

**RESOLUTION TO APPROVE APPOINTMENT OF AN INTERIM
BATTALION CHIEF PURSUANT TO CALIFORNIA
GOVERNMENT CODE SECTION 21221(H)**

WHEREAS, since 2005 the Cities of San Bruno and Millbrae have shared Fire staff under the terms of an agreement that provides for the cities to jointly cover the costs of certain Fire Department positions; and

WHEREAS, the current agreement expires June 30, 2016 and provides for the City of Millbrae to provide a Deputy Fire Chief and one Fire Battalion Chief and the City of San Bruno provides two Fire Battalion Chiefs; and

WHEREAS, beginning in approximately 2008, San Bruno and Millbrae began discussion and analysis on an initiative to consolidate Fire services on a sub-regional basis with the Central County Fire Department (CCFD) which is comprised of the Town of Hillsborough and the City of Burlingame; and

WHEREAS, in 2012 the agencies entered into an agreement for shared Fire administration as a first phase toward full consolidation. Under the terms of an agreement among CCFD, San Bruno and Millbrae, CCFD provides Fire Chief services for the four communities; and

WHEREAS, effective December 29, 2014 the City of Millbrae officially consolidated its Fire services with CCFD along with this process, Millbrae Fire Department staff became CCFD employees and the Millbrae Fire Department ceased to exist as an independent entity; and

WHEREAS, the City of Millbrae identified its intent to discontinue its employment of the Millbrae Fire Chief Officers effective December 31, 2015; and

WHEREAS, at the June, 2015 CCFD Board meeting, at their September 22, 2015 meeting, the CCFD Board declined to pursue consideration of further consolidation with the City of San Bruno; and

WHEREAS, the City Council is authorized by the applicable provisions of California Government Code Section 21221(h) to appoint a retiree to fill a vacant position on an interim basis during the recruitment to permanently fill the position and the retiree will not work more than 960 hours during a fiscal year; and

WHEREAS, the appointment of the positions can only be made one-time without an extension and depending upon the qualifications of the applicant pool, the recruitment and selection process could extend up to 18 months; and

WHEREAS, staff is recommending that the City Council enter into an agreement with Battalion Chief Ron Lavezzo beginning December 21, 2015 through June 30, 2017 for Interim Battalion Chief services during the recruitment and selection period; and

WHEREAS, the hourly rate for the position will be consistent with the City of San Bruno salary schedule for operational Battalion Chief at \$53.05 per hour, and will not receive any other benefit, incentive, or compensation in lieu of benefits; and

WHEREAS, staff will be commencing the recruitment for the Battalion Chief position beginning December 21, 2015

NOW, THEREFORE, BE IT RESOLVED, that the San Bruno City Council hereby authorizes the appointment of an Interim Battalion Chief Ron Lavezzo pursuant to California Government Code Section 21221(h).

Dated: November 24, 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 24th day of November 2015 by the following vote:

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

RESOLUTION NO. 2015- ____

**RESOLUTION TO APPROVE APPOINTMENT OF AN INTERIM
FIRE CHIEF PURSUANT TO CALIFORNIA GOVERNMENT
CODE SECTION 21221(H)**

WHEREAS, since 2005 the Cities of San Bruno and Millbrae have shared Fire staff under the terms of an agreement that provides for the cities to jointly cover the costs of certain Fire Department positions; and

WHEREAS, the current agreement expires June 30, 2016 and provides for the City of Millbrae to provide a Deputy Fire Chief and one Fire Battalion Chief and the City of San Bruno provides two Fire Battalion Chiefs; and

WHEREAS, beginning in approximately 2008, San Bruno and Millbrae began discussion and analysis on an initiative to consolidate Fire services on a sub-regional basis with the Central County Fire Department (CCFD) which is comprised of the Town of Hillsborough and the City of Burlingame; and

WHEREAS, in 2012 the agencies entered into an agreement for shared Fire administration as a first phase toward full consolidation. Under the terms of an agreement among CCFD, San Bruno and Millbrae, CCFD provides Fire Chief services for the four communities; and

WHEREAS, effective December 29, 2014 the City of Millbrae officially consolidated its Fire services with CCFD along with this process, Millbrae Fire Department staff became CCFD employees and the Millbrae Fire Department ceased to exist as an independent entity; and

WHEREAS, the City of Millbrae identified its intent to discontinue its employment of the Millbrae Fire Chief Officers effective December 31, 2015; and

WHEREAS, at the June, 2015 CCFD Board meeting, at their September 22, 2015 meeting, the CCFD Board declined to pursue consideration of further consolidation with the City of San Bruno; and

WHEREAS, the City Council is authorized by the applicable provisions of California Government Code Section 21221(h) to appoint a retiree to fill a vacant position on an interim basis during the recruitment to permanently fill the position and the retiree will not work more than 960 hours during a fiscal year; and

WHEREAS, the appointment of the positions can only be made one-time without an extension and depending upon the qualifications of the applicant pool, the recruitment and selection process could extend up to 18 months; and

WHEREAS, staff is recommending that the City Council enter into an agreement with Deputy Fire Chief Dave Downing beginning December 21, 2015 through June 30, 2017 for Interim Fire Chief services during the recruitment and selection period; and

WHEREAS, the hourly rate for the position will be consistent with the City of San Bruno salary schedule for Fire Chief at \$88.90 per hour, and will not receive any other benefit, incentive, or compensation in lieu of benefits; and

WHEREAS, staff will be commencing the recruitment for the Fire Chief position beginning December 21, 2015

NOW, THEREFORE, BE IT RESOLVED, that the San Bruno City Council hereby authorizes the appointment of an Interim Fire Chief Dave Downing pursuant to California Government Code Section 21221(h).

Dated: November 24, 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 24th 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 24, 2015

TO: Honorable Mayor and City Council

FROM: Connie Jackson, City Manager

SUBJECT: Adopt Resolution Authorizing Acceptance of a Technical Assistance Grant from the Federal Pipeline and Hazardous Materials Safety Administration for Pipeline Safety Advocacy Initiatives in the Amount of \$90,000 and Authorizing the City Manager to Execute a Contract with the Pipeline Safety Coalition in the Amount of \$35,000 for Grant Administration

BACKGROUND:

The Federal Pipeline and Hazardous Safety Administration (PHMSA) established a Technical Assistance Grant (TAG) program, in 2009, to support work by communities and groups of individuals interested in local pipeline safety issues. The grants are available to provide funding for specialized assistance and analyses of local pipeline safety issues and to help promote public participation in official proceedings related to pipeline safety. Local communities including cities and other governmental organizations as well as individuals incorporated as not-for-profit organizations are eligible for award of a TAG grant.

Following the devastating 2010 PG&E gas pipeline explosion and fire in the Crestmoor neighborhood, San Bruno has undertaken and participated in a number of initiatives to support public awareness and to advocate for safety improvements in the operation and regulation of gas pipelines in California and throughout the country. A similarly devastating pipeline explosion destroyed a city block and killed 5 residents in Allentown, Pennsylvania on February 10, 2011. Both disasters spurred the Cities of Allentown and San Bruno to form the Mayors' Council on Pipeline Safety (MCPS). With organizational and administrative assistance from the Pipeline Safety Coalition (PSC), a not-for-profit pipeline safety organization in Pennsylvania, Allentown applied for and was awarded a TAG grant to support formation of the MCPS in 2013.

In 2014, City staff worked with PSC to prepare and submit a grant application to the PHMSA TAG program to further support work through MCPS. On February 10, 2015 the City Council accepted a \$50,000 TAG grant awarded to San Bruno to support MCPS' operations and to further support pipeline safety initiatives. Allentown was also awarded a separate \$50,000 grant. With grant funding and coordination through PSC, MCPS successfully delivered an inaugural conference in May 2015, which connected

10.e.

industry representatives and elected officials from across the country to discuss how the elected leaders can make sure that safety is a high priority in the way that gas pipeline infrastructure is maintained, operated and regulated.

DISCUSSION:

The City's 2015 TAG application and grant award outline the following activities to be supported through the grant funding and to be completed by MCPS via a contract for staff support with PSC:

- Research and develop a National Pipeline Survivor Support System;
- Further develop a MCPS web page for disseminating information on and knowledge of the availability of the National Pipeline Survivor Support System;
- Create a social media campaign introducing the National Pipeline Survivor Support System;
- Leverage relationships developed with partners to produce a successful project;
- Use the recommendations produced by the inaugural MCPS conference to continue engagement from industry, local elected officials, government and nongovernment entities, to implement work products, to conduct annual conferences, and collaboratively move pipeline safety awareness and support system initiatives forward;
- Maintain records for transferability of Project; and
- Produce final report

The \$90,000 TAG grant funding awarded to San Bruno will be received by the City and will be available to be used for the work outlined above. In order to complete the grant funded work without impact to the existing City work program and staff resources, the grant budget includes \$35,000 for contract staff support to be provided by PSC. The Executive Director of that organization, Lynda Farrell will coordinate, direct and deliver the grant work under contract with the City, similar to the first TAG grant funding and program management. No City funds are proposed to be used to support the grant work program or MCPS initiatives.

Staff is recommending the City Council authorize acceptance of the grant and a contract with the PSC in order to allow the grant funded program to be completed.

FISCAL IMPACT:

There is no direct fiscal impact to the City. All activities to be completed under the contract with the PSC are fully funded by the PHMSA TAG grant in the total amount of \$90,000.

RECOMMENDATION:

Adopt Resolution authorizing acceptance of a Technical Assistance Grant from the Federal Pipeline and Hazardous Materials Safety Administration for pipeline safety advocacy initiatives in the amount of \$90,000 and authorizing the City Manager to execute a contract with the Pipeline Safety Coalition in the amount of \$35,000 for grant administration.

ALTERNATIVES:

1. Do not authorize acceptance of the grant.
2. Do not authorize execution of the proposed contract and direct an alternative means of completing the grant-funded activities and work program.

ATTACHMENTS:

1. Resolution
2. Information about the MCPS from the MCPS website (www.mayorspipeline.org)
3. TAG grant program information from PHMSA website (www.phmsa.dot.gov)

DISTRIBUTION:

None

RESOLUTION NO. 2015-

AUTHORIZING ACCEPTANCE OF A TECHNICAL ASSISTANCE GRANT FROM THE FEDERAL PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION FOR PIPELINE SAFETY ADVOCACY INITIATIVES IN THE AMOUNT OF \$90,000 AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE PIPELINE SAFETY COALITION IN THE AMOUNT OF \$35,000 FOR GRANT ADMINISTRATION

WHEREAS, in 2009 the Federal Pipeline and Hazardous Materials Safety Administration (PHMSA) established a Technical Assistance Grant (TAG) program to provide funding to cities and citizen organizations for completion of pipeline safety analyses and public participation initiatives; and

WHEREAS, in 2010 a PG&E gas pipeline exploded in the Crestmoor neighborhood killing 8 residents and destroying 38 homes; and

WHEREAS, in 2011 a similar devastating gas pipeline explosion occurred in Allentown, PA prompting Allentown to initiate coordination with San Bruno in the establishment of the bicoastal Mayors' Council on Pipeline Safety (MCPS); and

WHEREAS, the City of Allentown was previously awarded TAG grant funds to support the formation and activities of the MCPS; and

WHEREAS, the City of San Bruno was awarded a PHMSA TAG grant in the amount of \$50,000 in 2014 to further support activities and initiatives of the MCPS; and

WHEREAS, City Council approval is required for acceptance of a grant award; and

WHEREAS, staff support for the grant funded activities and initiatives of the MCPS has been provided by the Pipeline Safety Coalition, a Pennsylvania-based 501c3 not for profit organization dedicated to public advocacy and dissemination of information related to pipeline safety; and

WHEREAS, the Pipeline Safety Coalition is well prepared and has the expertise needed to complete the City of San Bruno's TAG-funded activities without impact to the City's established work program and staff resources.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of San Bruno that the City Council hereby authorizes acceptance of a Pipeline and Hazardous Materials Safety Administration Technical Assistance Grant program grant in the amount of \$90,000.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to execute a contract for grant administration services with the Pipeline Safety Coalition in the amount of \$35,000.

—oOo—

I hereby certify the foregoing Resolution No. _____ was introduced and adopted by the San Bruno City Council at a regular meeting on November 24, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Carol Bonner, City Clerk



[\(http://mayorscouncilpipelinesafety.com/\)](http://mayorscouncilpipelinesafety.com/)



[⌘ \(HTTP://MAYORSCOUNCILPIPELINESAFETY.COM\)](http://MAYORSCOUNCILPIPELINESAFETY.COM) > WHAT WE DO

Who we are

Mayors Council on Pipeline Safety (MCPS) is a national, bipartisan team of mayors, elected officials, fire chiefs, first responders, government and non-government organizations, educators and citizens. Our goal is to achieve safer American communities through collaborative efforts.

We will define and develop pipeline safety protocols specific to American cities that start with the grass roots and influence the advancement of safety recommendations into active and required best practices.

In a time of aging gas pipeline infrastructure and widespread pipeline build out, public safety is our first priority. This web site intends to provide easy access to a support network for MCPS (Mayor's Council Pipeline Safety) team members across the country.

[VIEW OUR TEAM \(http://mayorscouncilpipelinesafety.com/our-team/\)](http://mayorscouncilpipelinesafety.com/our-team/)

What we do

We initially defined a "short list" of priorities in order to assure success. The list over time for the MCPS to address will be lengthy and will grow. We proposed to begin with:

1. Leak detection:
 - mandates for upgrading leak detection protocol
 - standardization of national regulatory leak detection class
 - leak detection monitoring outside utility dictates
 - regulation on frequency of surveys
2. Mandates for automatic shut off valves
3. Injunctive relief and prescriptive measures that ensure the safety of our citizens

In two 2014-2015 US DOT PHMSA TAG applications, MCPS was awarded funds to address:

- In leak detection: research and define recommendations for clear definitions and minimum regulations of what qualifies as a leak, how leaks are classified, and what is done about discovered leaks.
- In distribution lines: conduct a needs assessment for a national campaign on safety regulations based on more consistent and prescriptive distribution line regulations, such as national regulatory standards for leak detection class; leak

detection monitoring outside utility dictates, regulations on frequency of surveys; use of plastic vs steel in replacement of aging systems and new systems.

- Research for development of a model Urban Pipeline Initiative in which utilities and cities share pipeline mapping information
- Research, gather and analyze existing best practices for gas leak/explosion response and produce recommendations for prescriptive response best practices specific to urban communities.
- Review current automatic shut off valve studies and/or initiatives to produce recommendations for prescriptive use of automatic shut off valves.

The inaugural 2015 MCPS Conference focused on these initiatives, bringing together federal, state, local, NGO experts to share perspectives in a Chatham House Rule environment created to enhance open transparency. Grant work and recommendations will be complete by December 2015.

Overview



Emergency Response



Pipeline Regulations



Government Grants



Public Awareness

<http://mayorcouncilpipelinesafety.com/content/uploads/2015/05/legislation> <http://mayorcouncilpipelinesafety.com/content/uploads/2015/05/grants> <http://mayorcouncilpipelinesafety.com/content/uploads/2015/05/awareness>

~ Before You Dig ~

ONE CALL: KNOW WHAT'S BELOW - CALL BEFORE YOU DIG

811 is the designated "Call before you dig" phone number that directly connects you to local one call centers. Each state has different rules and regulations governing digging, some stricter than others. The [One Call website](http://www.call811.com/state-specific.aspx) (<http://www.call811.com/state-specific.aspx>) will help you find state-specific information and links to submit an online digging request where available.



<http://www.call811.com/state-specific.aspx>

DESIGNED BY [DIGITAL FEAST \(HTTP://WWW.DIGITALFEAST.COM\)](http://www.digitalfeast.com)

[HOME \(HTTP://MAYORSCOUNCILPIPELINESAFETY.COM/\)](http://mayorcouncilpipelinesafety.com/)

[ABOUT \(HTTP://MAYORSCOUNCILPIPELINESAFETY.COM/ABOUT/\)](http://mayorcouncilpipelinesafety.com/about/)

[CONFERENCE \(HTTP://MAYORSCOUNCILPIPELINESAFETY.COM/CONFERENCE-HIGHLIGHTS/\)](http://mayorcouncilpipelinesafety.com/conference-highlights/)

[OUR INITIATIVES \(HTTP://MAYORSCOUNCILPIPELINESAFETY.COM/OUR-INITIATIVES/\)](http://mayorcouncilpipelinesafety.com/our-initiatives/)

[IN THE MEDIA \(HTTP://MAYORSCOUNCILPIPELINESAFETY.COM/MEDIA/\)](http://mayorcouncilpipelinesafety.com/media/)

[JOIN \(HTTP://MAYORSCOUNCILPIPELINESAFETY.COM/JOIN-THE-TEAM/\)](http://mayorcouncilpipelinesafety.com/join-the-team/)



About PHMSA

Pipeline Safety

Hazardous Materials Safety

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Home » [State Programs & Grants](#)

Pipeline Safety Grants

IN THIS ARTICLE: [Technical Assistance Grants](#)

Technical Assistance Grants (TAG) provide funding to local communities and organizations for technical assistance related to pipeline safety issues, including engineering or other scientific analyses, or to promote public participation in official proceedings pertaining to pipeline safety.

2015 Applications Are Now Being Accepted
Deadline: Wednesday, April 22, 2015 2:00 p.m. ET
Estimated Total Program Funding: \$1,500,000
Award Ceiling: \$100,000
Funding Opportunity Number: DTPH56-15-SN-0002
CFDA Number: 20.710 -- Technical Assistance Grants

To Apply

Please visit <http://www.grants.gov/web/grants/search-grants.html> to read the full solicitation and instructions on how to apply. Search by Funding Opportunity or CFDA Number (listed above).

Who

Eligible grant recipients are communities (cities, towns, villages, counties, parishes, townships, and similar governmental subdivisions, or consortiums of such subdivisions) and groups of individuals (not including for-profit entities).

For More Information

If you have any questions regarding the TAG or would like additional information, please contact Mahua Mazumdar at (202) 366-1282 or by e-mail at mahua.mazumdar@dot.gov.

Previous grants have funded nearly 200 projects in communities all across the United States. Visit the [archive for all past and current projects](#) for more detailed information on the types of projects that have received funding.

About

The TAG provides funding to communities for technical assistance and analyses of local pipeline safety issues. Technical assistance is defined as engineering or other scientific analysis of pipeline safety issues. The funding can also be used to help promote public participation in official proceedings. However, the funding may not be used for lobbying, in direct support of litigation, or for activities associated with regulatory compliance or typical operations and maintenance of pipeline facilities. Local projects can range from public awareness activities to technology solutions, such as the conversion of paper maps into electronic format. The awards have funded a broad range of activities, including:

- Improvement of local pipeline emergency response capabilities
- Improvement of safe digging programs
- Development of pipeline safety information resources
- Implementation of local land use practices that enhance pipeline safety
- Community and pipeline awareness campaigns
- Enhancements in public participation in official proceedings pertaining to pipelines

PHMSA first awarded technical assistance grants for projects beginning in 2009. By law, the amount of any grant may not exceed \$100,000 for a single grant recipient and the funds authorized for these grants may not be derived from user fees collected under 49 U.S.C. 60301. The number of awards will depend on the quality and number of applications received and the dollar amounts requested. Please visit the [archive for all past and current projects](#) to get more detailed information on the types of TAG grants awarded.

Related Downloads

Related Links

- [USDOT Awards States and Communities \\$45 million in Pipeline Safety Grants](#)
- [DOT Announces Over \\$1.5 Million in State Pipeline Safety Grants](#)
- [DOT Issues Grants to States for Pipeline Safety Call Centers](#)
- [Grants.gov](#)

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