

“The City With a Heart”



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

AGENDA – SPECIAL MEETING

SAN BRUNO CITY COUNCIL

December 9, 2014

6:00 p.m.

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

1. CALL TO ORDER:

- 2. 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.

3. CLOSED SESSION:

- a. Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6; Agency Designated Representative: City Manager, Assistant City Manager, and City Labor Negotiator, Geoff Rothman; Employee Organization: Police Bargaining Unit.
- b. Conference with Legal Counsel—Existing Litigation pursuant to Government Code section 54956.9(d)(1): Herrick v. City of San Bruno.

4. ADJOURNMENT:

The next regular City Council Meeting will be held on December 9, 2014 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

“The City With a Heart”



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AGENDA SAN BRUNO CITY COUNCIL

December 9, 2014

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:

There will not be a City Council Meeting on December 23, 2014, the fourth Tuesday in December.

4. PRESENTATIONS:

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Special Council Meeting Minutes of November 25, 2014 and Regular Council Meeting of November 25, 2014.

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

- a. **Approve:** Accounts Payable of November 24, and December 1, 2014.
- b. **Approve:** Payroll of November 16, 2014.
- c. **Adopt:** Resolution Amending the City Classification Plan by Adopting the Position Description and Salary Range for Recreation Services Coordinator.
- d. **Receive:** Report and Adopt Resolution Accepting the Annual Report on Development Impact Fees for the Year Ending June 30, 2014.
- e. **Conduct:** Annual Reorganization of the City Council and Appointment of Vice Mayor to Serve a One-Year Term.
- f. **Receive:** Report and Confirm Appointment of City Councilmembers to City Council Subcommittees as Liaison to City Citizen Advisory Committees, Commissions and Boards.
- g. **Adopt:** Resolution Approving Revisions to the City's Conflict of Interest Code Appendix.

- h. **Adopt:** Resolution Authorizing the City Manager to Execute a Contract with TASER International to Purchase TASER Units in the Amount of \$55,579 and Appropriating \$55,579 from the Equipment Reserve Fund.
- i. **Adopt:** Resolution Authorizing the Purchase of Cable Television HD/DVR Set-top Box Equipment in the Amount of \$126,873 and Appropriating \$126,873 from the Cable Television Fund.

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. Adopt Resolution Reciting the Facts of the General Municipal Election Held on November 4, 2014, Declaring the Result and Such Other Matters as Provided by Law.
- b. Receive Proclamations and hold a Reception to celebrate San Bruno's Centennial.
- c. Adopt Resolution Authorizing the City Manager to Execute a Contract with NCE to Provide Technical Design Assistance for the 2014-2015 Street Rehabilitation Project in an Amount Not to Exceed \$73,600
- d. Adopt Resolution Authorizing Dedication of City Owned Property at 470 San Mateo Avenue in Honor of the City's Centennial.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on January 13, 2015 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

"The City With a Heart"



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

MINUTES – SPECIAL MEETING

SAN BRUNO CITY COUNCIL

November 25, 2014

6:00 p.m.

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

Participating in this meeting via Teleconference is Councilmember O'Connell, 206 Mossy Rock Dr., Hutto, TX

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on November 25, 2014 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 6:00 p.m.

2. ROLL CALL:

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

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

4. CLOSED SESSION:

Mayor Ruane said they would be going into closed session with no reportable action. Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6; Agency Designated Representative: City Manager, Assistant City Manager, and City Labor Negotiator, Geoff Rothman; Employee Organization: Police Bargaining Unit.

5. ADJOURNMENT:

Mayor Ruane closed the meeting at 7:00 p.m. The next regular City Council Meeting will be held on November 25, 2014 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
December 9, 2014

Carol Bonner, City Clerk

Jim Ruane, Mayor

"The City With a Heart"



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

MINUTES SAN BRUNO CITY COUNCIL

November 25, 2014

7:00 p.m.

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

Participating in this meeting via Teleconference is Councilmember O'Connell, 206 Mossy Rock Dr., Hutto, TX

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on November 25, 2014 at San Bruno's Senior Center, 1555 Crystal Springs Road, San Bruno, CA. The meeting was called to order at 7:08 p.m. **Mayor Ruane** thanked the Garden Club for the flower arrangement.

2. ROLL CALL:

Presiding was Mayor Ruane, Vice Mayor Medina, Councilmembers Ibarra and Salazar. Councilmember O'Connell joined the meeting via teleconference. Recording by City Clerk Bonner.

3. ANNOUNCEMENTS:

Mayor Ruane announced the following:

- a. There will not be a City Council Meeting on December 23, 2014, the fourth Tuesday in December.
- b. The Final Results of the November 4, 2014 Municipal Election will be announced on Tuesday, December 9, 2014 at 7:30 p.m.
- c. The Annual Tree Lighting Ceremony will take place on Thursday, December 4, 2014 at 5:30 p.m. at the Veterans Memorial Recreation Center in San Bruno City Park, 251 City Park Way.
- d. San Bruno's Centennial Gala will be held on Saturday, December 6, 2014 from 6:00 p.m. to 11:00 p.m. The event is open to adults over age 21. Tickets are on sale through Wednesday, November 26, 2014 for \$100 at the Veterans Memorial Recreation Center located at 251 City Park Way or by calling (650) 616-7187.

4. PRESENTATIONS: None

5. REVIEW OF AGENDA: **Mayor Ruane** moved Item 11. to follow Item 8.

6. APPROVAL OF MINUTES: Special Council Meeting Minutes of October 28, 2014 and Regular Council Meeting of October 28, 2014, approved as submitted.

7. CONSENT CALENDAR:

- a. **Approve:** Accounts Payable of October 27, November 3, 10 and 17, 2014
- b. **Approve:** Payroll of October 19, 2014 and November 2, 2014.

c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated October 31, 2014.

d. **Adopt:** Resolution Authorizing Temporary Closure of the 1900 Block of Glen Avenue for the Annual Santa Arrival on Sunday, December 14, 2014 from 5:00 p.m. to 9:00 p.m.

e. **Waive:** Second Reading and Adopt an Ordinance Amending Chapter 12.96.120 of Title 12 (Land Use) of the San Bruno Municipal Code to Conditionally Allow Ground Floor Residential Uses on All Streets in the Downtown (C-B-D Zoning District), Except San Mateo Avenue, and to Ensure Density Requirements and Setback Requirements are Consistent with the San Bruno Transit Corridors Plan.

f. **Adopt:** Resolution Authorizing the City Manager to Execute an Amended Joint Exercise of Powers Agreement with the San Mateo County Operational Area Emergency Services Organization.

M/S Medina/Ibarra to approve the Consent Calendar, except Item 7.e. and passed with all ayes.

M/S Medina/Ibarra, to approve Item 7.e. and passed with four ayes, Councilmember O'Connell recused herself.

8. PUBLIC HEARING: None.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

Receive Annual Report from the Parks and Recreation Commission (moved to follow Item 8.)

Park and Recreation Commission Chair Mike Palmer introduced members of the Commission and gave an overview of the purpose of the Commission. He reviewed their accomplishments for the past year as well as what they plan to do going forward. His final words were a tribute to Commissioner Tom Lara.

Mayor Ruane thanked the Commission for all they have done.

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Mark Stenning, 130 Siskiyou Ct. shared a program to save the environment. Nitrogen for tires. www.getnitrogen.com.

10. CONDUCT OF BUSINESS:

a. **Mayor Ruane** said they will Appoint Citizens to Bicycle & Pedestrian Advisory Committee, Citizens Crime Prevention Committee and Parks and Recreation Commission.

City Clerk Bonner stated Steve Freitas had withdrawn his name from the list of candidates.

Bicycle and Pedestrian Advisory Committee:

M/S Salazar/Medina nominated William Sinks with one aye from Mayor Ruane. Councilmember O'Connell recused herself from voting as she did not have the list of names with her.

Councilmember Ibarra nominated Alexander Melendrez with no seconds.

Citizens Crime Prevention Committee:

M/S Medina/Ibarra nominated Anne Dellinger with two ayes, Mayor Ruane and Councilmember Salazar. Councilmember O'Connell recused.

Parks and Recreation Commission (two vacancies):

M/S Medina/Ibarra nominated Kris Gonzales with two ayes, Mayor Ruane and Councilmember Salazar. Councilmember O'Connell recused.

M/S Salazar/Ibarra nominated Alexander Melendrez with two ayes, Mayor Ruane and Councilmember Salazar. Councilmember O'Connell recused.

b. Receive the First Quarter Financial Update Report as of September 30, 2014, and Adopt a Resolution Amending the Fiscal Year 2014-15 Operating Budget to Re-Appropriate Fiscal Year 2013-14 Carryover Encumbrances.

Finance Director Kraetsch gave an overview of the staff report and asked questions.

Councilmember Ibarra asked for the Finance Director's opinion on the state of the economy. **Kraetsch** said she has very impressed with the finances and the way everything is accounted for in San Bruno.

Councilmember Ibarra said going forward, he would like more comparisons of what are goals are. **Kraetsch** concurred.

Vice Mayor Medina asked about the \$800,000. which he believed had been corrected, but he would like to be updated later. He asked for a follow-up for monies owed to the City from the trust for staff time that has been devoted and dedicated toward the Glenview/Crestmoor area. He would like follow-up on how much is owed and has the request been put in and what is our timeline and expectation in which we are going to ask for that reimbursement. He asked when those monies are brought back to the City that the Council have a discussion about having those funds earmarked or potentially placed off to the side to reinvest into our infrastructure.

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

c. Adopt Resolution Authorizing the City Manager to Execute a Contract with Bellecci & Associates for Design of the Crystal Springs Road Sewer and Water Main Replacement Project in an Amount Not-to-Exceed \$244,356 and Appropriating \$200,000 from the Water Capital Fund and \$200,000 from the Wastewater Capital Fund.

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

Councilmember Ibarra asked for clarification on what is being replaced and what is being abandoned. He brought up Crystal Springs Road. **Tan** said the alignment on the map shows existing sewer main alignment. The pipeline along San Bruno Park will be relocated to the City Parkway. **City Manager Jackson** said the impacts will not be felt until 2016 so there is plenty of time to plan.

Councilmember Salazar asked if there is a possibility of incorporating capacity for storm water. **Razavi** said whatever areas are impacted they will comply with the current requirements.

Councilmember Ibarra asked what it will take to have it looked out. **City Manager Jackson** said this could come back to Council with suggestions. **Vice Mayor Medina** said he would like to have it looked at.

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

d. Adopt Resolution Authorizing the City Manager to Execute a Contract with HydroScience Engineers Inc. for Design of the Spyglass Pump Station and Force Main Replacement Project in an Amount Not-to-Exceed \$331,673.

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

Councilmember O’Connell asked about how many alternatives will be looked at. Will the flow direction be changed? How much direction is being given? **Tan** said currently at the Spy Glass Pump Station there is the possibility to pump to the Sharp Park Pump Station. Another is to segregate the tar basin into two different basins to convey a portion of the flows from the Sharp Park Basin into the Spyglass Station as well.

Councilmember Ibarra asked if there are plans for the Sharp Park Pump Station. **Tan** said no. **Razavi** said it is a long-term plan with some improvements having been done. Councilmember Ibarra said the station only serves 78 homes but it is in terrible shape.

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

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

Receive Annual Report from the Parks and Recreation Commission.

12. COMMENTS FROM COUNCIL MEMBERS:

Receive Oral Report from Councilmember O’Connell on her Attendance at the Annual National Pipeline Safety Trust Conference.

Councilmember O’Connell gave an overview of her attendance and said she had handouts to share when she returned from Texas.

Councilmember O’Connell announced the 100th tree planting will be on Thursday, December 4 at 3:30 at Capuchino High School. Capuchino is working with Rotary to develop a plaque that will commemorate the tree planting and our 100th year anniversary.

Vice Mayor Medina asked where we are on the CIP budget coming to Council. He would like an inventory of City facilities not currently being occupied. All currently occupied municipal facilities, to know the condition and current status of air conditioning and heating.

13. CLOSED SESSION: None.

14. ADJOURNMENT:

Mayor Ruane closed the meeting at 8:05 p.m. in memory of Katherine Murray. The next regular City Council Meeting will be held on December 9, 2014 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
December 9, 2014

Carol Bonner, City Clerk

Jim Ruane, Mayor

11/24/14

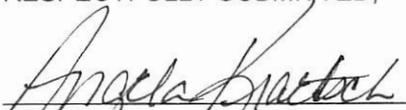
CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$142,124.96
003	ONE-TIME REVENUE	\$1,411.28
132	AGENCY ON AGING	\$2,957.36
133	RESTRICTED DONATIONS	\$32,503.24
190	EMERGENCY DISASTER FUND	\$14,338.36
201	PARKS AND FACILITIES CAPITAL	\$4,976.00
203	STREET IMPROVE. PROJECTS	\$4,336.55
207	TECHNOLOGY CAPITAL	\$536.67
611	WATER FUND	\$24,563.59
621	STORMWATER FUND	\$1,698.14
631	WASTEWATER FUND	\$14,895.53
641	CABLE TV FUND	\$70,300.87
701	CENTRAL GARAGE	\$4,531.87
702	FACILITY MAINT. FUND	\$8,209.47
703	GENERAL EQUIPMENT REVOLVING	\$620.86
707	TECHNOLOGY DEVELOPMENT	\$13,247.33
711	SELF INSURANCE	\$31,712.40
880	PROJECT DEVELOP. TRUST	\$80.00
891	S.B. GARBAGE CO. TRUST	\$638,630.76
TOTAL FOR APPROVAL		\$1,011,675.24

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 4 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 151909 THROUGH 152092 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,011,675.24 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 11/25/14
DATE

T.a.

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0104680 ACCESS 24 COMMUNICATIONS INC.	151909	11/24/2014	210.20
0017053 ACCOUNTEMPS	151910	11/24/2014	1,920.00
0017586 AIR EXCHANGE, INC	151911	11/24/2014	719.18
0001170 AIRGAS NCN	151912	11/24/2014	280.61
0001170 AIRGAS NCN	151913	11/24/2014	135.36
0000163 AIRPORT AUTO PARTS INC.	151914	11/24/2014	203.94
0000372 ALLIED SECURITY ALARMS	151915	11/24/2014	972.00
0000187 ALPHA PRESS INC.	151916	11/24/2014	1,051.85
0104542 ALTA LANGUAGE SERVICES, INC.	151917	11/24/2014	300.00
0102355 AMAZON	151918	11/24/2014	1,062.84
0017359 AMERICAN EXPRESS	151919	11/24/2014	330.79
0018746 AMERICAN LIBRARY ASSOCIATION	151920	11/24/2014	338.00
0000082 AMERICAN MESSAGING	151921	11/24/2014	132.91
0096700 ANDY'S WHEELS & TIRES	151923	11/24/2014	2,563.91
0001202 ARAMARK UNIFORM SERVICES	151924	11/24/2014	674.78
0000118 ART'S PENINSULA LOCKSMITH	151925	11/24/2014	21.26
0106014 ARTHUR ORRANTE	152029	11/24/2014	7.73
0016123 AT&T	151926	11/24/2014	688.27
0017191 AT&T	151927	11/24/2014	142.53
0018363 AT&T LONG DISTANCE	151928	11/24/2014	15.84
0018465 AT&T MOBILITY	151929	11/24/2014	46.26
0018583 AT&T MOBILITY	151930	11/24/2014	62.54
0017211 AUTOMATIC DOOR SYSTEMS INC	151931	11/24/2014	333.75
0000345 BAKER & TAYLOR BOOKS	151932	11/24/2014	3,905.93
0018567 BATTERY SYSTEMS	151933	11/24/2014	523.02
0018653 BAY AREA BARRICADE SVC., INC.	151934	11/24/2014	3,281.35
0015628 BAY AREA TREE CO., INC.	151935	11/24/2014	5,500.00
0018093 BBC WORLDWIDE AMERICA INC.	151936	11/24/2014	724.59
0018688 BEST BEST & KRIEGER LLP	151937	11/24/2014	8,928.00
0017361 BOETHING TREELAND FARMS, INC.	151938	11/24/2014	600.81
0017434 BROWN & CALDWELL	151940	11/24/2014	2,556.50
0102737 BURKE, WILLIAMS & SORENSEN,LLP	151943	11/24/2014	2,312.44
0001888 CALIFORNIA CABLE & TELECOMMUNICATIONS ASSI	152073	11/24/2014	1,054.46
0018977 CBS TELEVISION STATIONS	151946	11/24/2014	9,848.46
0105235 CDW GOVERNMENT	151947	11/24/2014	59.20
0017284 CHEMSEARCHFE	151949	11/24/2014	386.50
0016324 CINTAS CORPORATION	151952	11/24/2014	710.41
0016324 CINTAS CORPORATION	151953	11/24/2014	1,079.10
0097464 CINTAS FIRST AID & SAFETY	151954	11/24/2014	556.77
0017443 CITRIX SYSTEMS, INC.	151955	11/24/2014	5,216.08
0018978 CLEAN HARBORS ENV SERVICES INC	151956	11/24/2014	1,842.40
0104218 COIT	151958	11/24/2014	1,995.00
0100973 COLEMAN DALY	151972	11/24/2014	596.06
0093851 CONCORD CROWNE PLAZA HOTEL	151960	11/24/2014	616.25
0093851 CONCORD CROWNE PLAZA HOTEL	151961	11/24/2014	508.80
0102625 CONTEC, LLC	151962	11/24/2014	829.99
0018389 CONTRA COSTA COUNTY SHERIFF'S OFFICE	151964	11/24/2014	616.00
0103230 CORELOGIC SOLUTIONS, LLC	151963	11/24/2014	536.67
0015857 COUNTY OF SAN MATEO	151967	11/24/2014	3,561.17
0099370 COURTNEY GUERRERO	151993	11/24/2014	15.07
0097071 CRESCO EQUIPMENT RENTALS	151968	11/24/2014	2,775.73
0014338 CREST/GOOD MANUFACTURING CO.	151969	11/24/2014	419.80
0018331 CSG CONSULTANTS INC.	151970	11/24/2014	80.00

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Vendor Code & Name	Check #	Check Date	Amount
0097934 CWEA-TCP	151971	11/24/2014	94.00
0018188 DAU PRODUCTS	151973	11/24/2014	1,288.09
0094204 DEPARTMENT OF CONSUMER AFFAIRS	151974	11/24/2014	115.00
0098221 DIANA PINTEN	152035	11/24/2014	36.48
0017879 DISNEY ABC CABLE NETWORKS GROUP AFFILIATE	151944	11/24/2014	4,652.34
0099476 EDWARD GROSSMAN	151992	11/24/2014	1,032.40
0001707 EMPLOYMENT DEVELOPMENT DEPT	151975	11/24/2014	13,462.00
0094788 ENGEO INC	151976	11/24/2014	6,304.32
0017300 ENVIRONMENTAL HEALTH FEE	151978	11/24/2014	1,059.00
0016920 ENVIRONMENTAL SCIENCE ASSOCIATES (ESA)	152055	11/24/2014	12,271.25
0000046 EWING IRRIGATION PRODUCTS INC	151979	11/24/2014	311.76
0013683 F. FERRANDO & CO.	151980	11/24/2014	5,403.00
0000944 FEDEX	151981	11/24/2014	103.77
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	151982	11/24/2014	1,105.67
0018117 FLYERS ENERGY, LLC	151983	11/24/2014	8,422.99
0102869 FRANCHISE TAX BOARD	151984	11/24/2014	725.00
0018842 GBH POLYGRAPH SERVICES	151985	11/24/2014	500.00
0091439 GEOFFREY CALDWELL	151945	11/24/2014	500.00
0016969 GOLDEN IDEAS	151987	11/24/2014	194.00
0106079 GRACE CHAU	151948	11/24/2014	1,000.00
0000162 GRAINGER	151988	11/24/2014	396.42
0000541 GRANITE ROCK COMPANY	151989	11/24/2014	666.20
0106091 GRAPHIC SPORTSWEAR	151990	11/24/2014	746.65
0095966 GREATAMERICA FINANCIAL SVCS.	151991	11/24/2014	866.82
0103293 HANLON'S TIRE SERVICE	151994	11/24/2014	20.00
0099569 HENSEL PHELPS CONST. CO.	151997	11/24/2014	11.45
0015531 INTERSTATE BATTERY SYS. OF SF	151998	11/24/2014	123.82
0018557 INTERSTATE SALES	151999	11/24/2014	3,139.20
0099054 INTERSTATE TRS FUND	152000	11/24/2014	441.15
0099338 IRENE VOZAITES	152087	11/24/2014	23.76
0097823 IVY TAM	152072	11/24/2014	10,000.00
0095200 JOHN SWENDSEN	152071	11/24/2014	39.23
0001846 JOHN WHITLINGER	152091	11/24/2014	1,521.50
0100216 JOSEPH BUGADO, JR.	151942	11/24/2014	82.07
0096536 JOSEPHINE BORRUSO	151939	11/24/2014	65.91
0000771 JT2 INTEGRATED RESOURCES	152002	11/24/2014	17,950.40
0106087 JUSTYNA TO	152078	11/24/2014	1,000.00
0000075 K-119 TOOLS OF CALIFORNIA INC.	152003	11/24/2014	223.17
0018051 KAISER PERMANANTE	152004	11/24/2014	75.00
0096379 KAREN OJAKIAN	152025	11/24/2014	911.30
0018498 KONICA MINOLTA BUSINESS SOL.	152005	11/24/2014	620.86
0105923 LATITUDE GEOGRAPHICS GROUP LTD	152006	11/24/2014	3,700.00
0103049 LAURETTA PRINTING© CENTER	152007	11/24/2014	750.38
0098051 LEE GILBERT	151986	11/24/2014	7.29
0098055 LESLIE ROSE	152049	11/24/2014	62.50
0105752 LEVEL 3 COMMUNICATIONS, LLC	152009	11/24/2014	3,770.24
0018777 LEXISNEXIS RISK DATA MANAGEMENT	152048	11/24/2014	64.70
0104424 LIDIA'S ITALIAN DELICACIES	152010	11/24/2014	2,170.00
0095362 LIN HE	151996	11/24/2014	15.82
0093274 LINDSTROM CO	152011	11/24/2014	5,000.00
0102701 LISA LUCIANO	152012	11/24/2014	874.25
0105907 MARGARITA SOYFERTIS	152062	11/24/2014	27,133.00
0099839 MARK BROWN	151941	11/24/2014	345.00
0094271 MARY TESSIER	152074	11/24/2014	155.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0096714 MAXCOM	152014	11/24/2014	112.68
0102770 METLIFE	152015	11/24/2014	350.46
0016863 MIDWEST TAPE, LLC	152016	11/24/2014	44.99
0001709 MILLBRAE LOCK	152017	11/24/2014	347.10
0000333 MOSS RUBBER & EQUIP. CORP.	152018	11/24/2014	90.57
0017289 MUNISERVICES, LLC	152019	11/24/2014	15.70
0099148 NATALIA ORMISTON	152028	11/24/2014	22.82
0018319 NEAL MARTIN & ASSOCIATES	152020	11/24/2014	5,880.00
0106085 NEXGEN	152021	11/24/2014	1,336.03
0106081 NICOLE LENHART	152008	11/24/2014	60.00
0018157 OCLC INC	152022	11/24/2014	341.34
0092263 OFFICE DEPOT INC	152023	11/24/2014	1,737.02
0018284 OFFICEMAX INC.	152024	11/24/2014	175.50
0000210 OLE'S CARBURETOR &ELECTRIC INC	152026	11/24/2014	252.65
0097567 ONE HOUR DRY CLEANING	152027	11/24/2014	212.00
0000012 PACIFIC GAS & ELECTRIC	152030	11/24/2014	32,673.69
0000012 PACIFIC GAS & ELECTRIC	152031	11/24/2014	88.97
0000691 PARTITION SPECIALTIES, INC	152032	11/24/2014	560.00
0104173 PAUL VELLA	152084	11/24/2014	66.53
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	152064	11/24/2014	572.00
0018283 PERFORMANCE TOW LLC	152033	11/24/2014	240.00
0096705 PHASE2CAREERS	152034	11/24/2014	250.00
0102915 PRECISE PRINTING & MAILING	152036	11/24/2014	1,060.75
0000285 PREFERRED ALLIANCE, INC.	152037	11/24/2014	1,222.72
0105921 PREMIER GARAGE	152038	11/24/2014	4,976.00
0097362 QUALITY FIRST HOME IMPROVEMENT	152039	11/24/2014	276.00
0013981 QUILL CORPORATION	152040	11/24/2014	20.13
0000071 R & B COMPANY	152041	11/24/2014	1,634.80
0091044 R.A. METAL PRODUCTS, INC	152042	11/24/2014	610.00
0017111 RANDOM HOUSE INC	152043	11/24/2014	77.62
0106095 REBECCA HAUGH	151995	11/24/2014	400.00
0000175 RECOLOGY SAN BRUNO	152044	11/24/2014	598,630.76
0000175 RECOLOGY SAN BRUNO	152045	11/24/2014	40,000.00
0094546 RECORDED BOOKS, LLC	152046	11/24/2014	54.04
0016729 RICOH AMERICAS CORPORATION	152047	11/24/2014	328.19
0097282 ROBERT COLBURN	151959	11/24/2014	81.03
0101455 ROSEMARY CHETCUTI	151951	11/24/2014	10.14
0016213 ROZZI REPRODUCTION&SUPPLY INC.	152050	11/24/2014	191.30
0018839 RYAN JOHANSEN	152051	11/24/2014	1,460.00
0097935 SAN MATEO COUNTY	152052	11/24/2014	609.00
0094227 SAN MATEO COUNTY FIRE CHIEF'S ASSOC	151966	11/24/2014	600.00
0090790 SAN MATEO COUNTY TIMES	152053	11/24/2014	103.20
0018597 SAN MATEO DAILY JOURNAL	152054	11/24/2014	400.00
0018461 SERRAMONTE FORD, INC.	152056	11/24/2014	489.46
0103732 SFO MEDICAL CLINIC	152057	11/24/2014	893.00
0000216 SHOWTIME NETWORKS INC.	152058	11/24/2014	20,144.82
0098030 SHRED-IT USA - SAN FRANCISCO	152059	11/24/2014	615.48
0001225 SIERRA PACIFIC TURF SUPPLY,INC	152060	11/24/2014	2,152.42
0017508 SOUTH CITY LUMBER AND SUPPLY	152061	11/24/2014	35.19
0105992 SPOK, INC.	152063	11/24/2014	72.06
0097079 SPRINT	152065	11/24/2014	62.38
0000801 STEWART AUTOMOTIVE GROUP	152066	11/24/2014	202.79
0106096 STUDIO ONE PHOTOGRAPHY	152067	11/24/2014	2,000.00
0106082 SULLIAN COTTER AND ASSOCIATES, INC.	151965	11/24/2014	7,630.00

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Vendor Code & Name	Check #	Check Date	Amount
0105813 SUNDANCE LLC	152068	11/24/2014	1,968.47
0105796 SUNRISE FOOD DISTRIBUTOR INC.	152069	11/24/2014	345.30
0106093 SUPPLIESOUTLET.COM	152070	11/24/2014	215.99
0105971 TAMMY MANINI	152013	11/24/2014	111.27
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	151977	11/24/2014	2,465.00
0018717 THE E GROUP LLC	152075	11/24/2014	300.00
0018088 THE UPS STORE #810	152076	11/24/2014	202.08
0000036 THOMSON WEST	152077	11/24/2014	602.16
0105824 TRIVAD, INC.	152079	11/24/2014	3,900.00
0000019 U.S. POSTMASTER	152080	11/24/2014	2,500.00
0018618 UNITED SITE SERVICES INC.	152081	11/24/2014	1,737.40
0102744 UNIVERSAL BUILDING SERVICES	152082	11/24/2014	326.00
0102988 VANTAGEPOINT TRANSFER AGENTS	152083	11/24/2014	11,180.89
0095749 VERIZON WIRELESS	152085	11/24/2014	1,654.31
0017938 VOICE PRINT INTERNATIONAL INC.	152086	11/24/2014	2,517.50
0100981 WENLIN JI	152001	11/24/2014	1,500.00
0105955 WEST COAST CODE CONSULTANTS, INC.	151957	11/24/2014	4,320.00
0104660 WEST YOST ASSOCIATES, INC.	152089	11/24/2014	15,158.80
0000612 WESTVALLEY CONSTRUCTION CO.INC	152090	11/24/2014	4,726.94
0104704 WHITLOCK & WEINBERGER TRANSPORTATION INC	152088	11/24/2014	4,336.55
0103866 WILL ANDERSON	151922	11/24/2014	500.00
0102630 XO COMMUNICATIONS, LLC	152092	11/24/2014	3,133.38
0099550 YANGFAN CHENG	151950	11/24/2014	94.60
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		Total count:	184

12/01/14

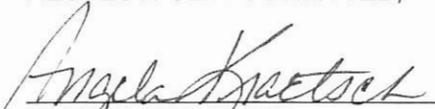
CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$57,235.13
132	AGENCY ON AGING	\$2,240.61
133	RESTRICTED DONATIONS	\$40,694.15
190	EMERGENCY DISASTER FUND	\$706.13
611	WATER FUND	\$242,311.26
631	WASTEWATER FUND	\$5,613.31
641	CABLE TV FUND	\$93,006.83
701	CENTRAL GARAGE	\$39.64
702	FACILITY MAINT. FUND	\$2,160.65
TOTAL FOR APPROVAL		\$444,007.71

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 2 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 152093 THROUGH 152183 INCLUSIVE, TOTALING IN THE AMOUNT OF \$444,007.71 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

12/2/14
DATE

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Vendor Code & Name	Check #	Check Date	Amount
0097115 AGNES DOHERTY	152127	12/1/2014	50.00
0001170 AIRGAS NCN	152097	12/1/2014	56.68
0104899 ASSOCIATE PARTNERS	152100	12/1/2014	5.00
0016123 AT&T	152101	12/1/2014	565.01
0017191 AT&T	152102	12/1/2014	191.46
0097975 AUNG WIN	152182	12/1/2014	100.00
0000345 BAKER & TAYLOR BOOKS	152104	12/1/2014	1,799.04
0095595 BRIAN KELLER	152137	12/1/2014	28.42
0000378 BROADMOOR LANDSCAPE SUPPLY	152107	12/1/2014	143.88
0096798 BUSINESS PRODUCTS & SUPPLIES	152108	12/1/2014	653.18
0099131 CARLOS ALEMAN	152098	12/1/2014	82.48
0099694 CATERING BY KASS KAPSIK	152110	12/1/2014	1,827.40
0017843 CENTRAL COUNTY FIRE DEPT.	152112	12/1/2014	12,581.66
0099483 CHRISTIAN CAMBRE	152109	12/1/2014	6.77
0106039 CHRISTOPHER WETTSTEIN	152181	12/1/2014	299.00
0016324 CINTAS CORPORATION	152114	12/1/2014	184.10
0098588 CITY OF BURLINGAME	152115	12/1/2014	3,388.50
0013595 CITY OF SAN BRUNO	152116	12/1/2014	955.56
0017802 CLEANSOURCE, INC.	152117	12/1/2014	1,700.43
0018911 COMCAST CABLE COMMUNICATIONS	152118	12/1/2014	25,042.40
0104508 COMCAST SPORTSNET CALIFORNIA	152119	12/1/2014	20,959.40
0015857 COUNTY OF SAN MATEO	152121	12/1/2014	76.00
0097646 COUNTY OF SAN MATEO	152122	12/1/2014	7,919.00
0105741 COX MEDIA GROUP	152123	12/1/2014	1,709.88
0018188 DAU PRODUCTS	152124	12/1/2014	115.85
0018759 DENNIS MOLLOY	152125	12/1/2014	300.00
0018092 DISCOVERY COMMUNICATIONS LLC	152126	12/1/2014	1,355.68
0099872 DUDLEY/DEBBIE PARSONS	152152	12/1/2014	22.39
0000198 EBSCO SUBSCRIPTION SVCS.	152128	12/1/2014	8,426.70
0102903 EDWARD SIRIAS	152164	12/1/2014	400.00
0099237 ELLEN CHEUNG	152113	12/1/2014	159.98
0097880 EVAGELIA LISA VORGAS	152178	12/1/2014	50.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	152129	12/1/2014	1,478.03
0018117 FLYERS ENERGY, LLC	152130	12/1/2014	7,140.13
0096063 FRANK CONCERTI	152120	12/1/2014	5.41
0018272 GALE GROUP INC.	152131	12/1/2014	34.27
0017983 GLORIA DEETER	152132	12/1/2014	523.26
0000162 GRAINGER	152133	12/1/2014	108.52
0099054 INTERSTATE TRS FUND	152134	12/1/2014	441.15
0099914 IRMA MARTINEZ	152141	12/1/2014	100.00
0100892 JOHN VIRAY	152177	12/1/2014	50.00
0000075 K-119 TOOLS OF CALIFORNIA INC.	152135	12/1/2014	118.46
0106094 KAREN ATKINSON	152103	12/1/2014	1,000.00
0098392 KATHERINE KELLEHER	152136	12/1/2014	7.92
0000132 KELLY-MOORE PAINT CO INC.	152138	12/1/2014	23.60
0104424 LIDIA'S ITALIAN DELICACIES	152140	12/1/2014	945.00
0099608 MANUEL PITTS	152153	12/1/2014	6.33
0099362 MARK CAZEM	152111	12/1/2014	100.00
0100724 MICHAEL PRENTICE	152154	12/1/2014	8.75
0016863 MIDWEST TAPE, LLC	152142	12/1/2014	36.74
0106102 MIRAGLIA CATERING	152143	12/1/2014	31,879.72
0096800 MOBILE CALIBRATION SVCS. LLC	152144	12/1/2014	162.64
0103600 MOMENTUM TELECOM, INC.	152145	12/1/2014	20,642.31

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Vendor Code & Name	Check #	Check Date	Amount
0104730 MUNICIPAL EMERGENCY SERVICES	152147	12/1/2014	366.61
0097422 NEWTON ONG	152150	12/1/2014	99.97
0015839 NOR-CAL SIGNS	152148	12/1/2014	107.22
0092263 OFFICE DEPOT INC	152149	12/1/2014	329.43
0099623 PABLO SANCHEZ	152159	12/1/2014	88.00
0106098 PACIFIC DINING-FOOD SERVICE MANAGEMENT	152095	11/25/2014	500.00
0106098 PACIFIC DINING-FOOD SERVICE MANAGEMENT	152094	11/25/2014	300.00
0000012 PACIFIC GAS & ELECTRIC	152151	12/1/2014	47,049.29
0105990 REBEL YELL BAND LLC	152155	12/1/2014	2,000.00
0094546 RECORDED BOOKS, LLC	152156	12/1/2014	76.28
0098884 RICHARD VICTOR	152176	12/1/2014	100.00
0106100 ROBBIE SCHLOSSER	152160	12/1/2014	800.00
0105881 ROBERT BERLINER	152106	12/1/2014	120.00
0099214 ROBERT SMITH	152165	12/1/2014	102.57
0099330 ROLANDO ARANA	152099	12/1/2014	200.00
0013581 ROVI GUIDES, INC.	152157	12/1/2014	10,019.45
0098474 SAN MATEO COMMUNITY COLLEGE DISTRICT	152093	11/25/2014	300.00
0017145 SAN MATEO LAWN MOWER SHOP	152158	12/1/2014	69.71
0106101 SECURITY SYSTEMS MANAGEMENT	152161	12/1/2014	392.00
0000074 SFPUC - WATER DEPARTMENT	152162	12/1/2014	206,479.73
0099718 SHINJAE BANG	152105	12/1/2014	12.66
0001225 SIERRA PACIFIC TURF SUPPLY,INC	152163	12/1/2014	1,361.48
0103492 SMITHSONIAN NETWORKS	152166	12/1/2014	277.78
0106099 SOIREE VALET PARKING SVC.,INC.	152096	11/25/2014	2,440.00
0106096 STUDIO ONE PHOTOGRAPHY, LLC	152167	12/1/2014	150.00
0105796 SUNRISE FOOD DISTRIBUTOR INC.	152168	12/1/2014	316.96
0018513 TAMI YUKI	152183	12/1/2014	289.30
0099601 TARUN KUMAR	152139	12/1/2014	42.57
0017659 THE CALIFORNIA CHANNEL	152169	12/1/2014	120.84
0103559 THE MLB NETWORK, LLC	152170	12/1/2014	1,850.96
0103095 TUTV	152171	12/1/2014	111.78
0095538 TV GUIDE NETWORK, INC.	152172	12/1/2014	778.21
0000783 UNION BANK OF CALIFORNIA N.A.	152173	12/1/2014	875.00
0099592 UNIVISION COMMUNICATIONS, INC.	152174	12/1/2014	3,554.93
0105133 UTILITY TELEPHONE, INC.	152175	12/1/2014	179.95
0096421 WEST-LITE SUPPLY CO., INC.	152179	12/1/2014	270.83
0000612 WESTVALLEY CONSTRUCTION CO.INC	152180	12/1/2014	5,899.34
0097964 YUKI MORI	152146	12/1/2014	6.77

GrandTotal: 444,007.71

Total count: 91



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 9, 2014
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 21, 2014 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,357,539.31 for bi-weekly pay period ending November 16, 2014 is attached.

LABOR SUMMARY FOR PAY PERIOD ENDING : November 16, 2014

pyLaborDist	11/21/14
Fund: 001 - GENERAL FUND	1,032,081.56
Fund: 122 - SOLID WASTE/RECYCL.	1,603.88
Fund: 190 - EMERGENCY DISASTER FUND	14,647.55
Fund: 201 - PARKS AND FACILITIES CAPITAL	242.83
Fund: 203 - STREET IMPROVE. PROJECTS	5,502.36
Fund: 611 - WATER FUND	82,651.20
Fund: 621 - STORMWATER FUND	13,325.71
Fund: 631 - WASTEWATER FUND	64,995.61
Fund: 641 - CABLE TV FUND	84,459.63
Fund: 701 - CENTRAL GARAGE	11,104.95
Fund: 702 - FACILITY MAINT.FUND	24,356.11
Fund: 707 - TECHNOLOGY DEVELOPMENT	17,682.53
Fund: 711 - SELF INSURANCE	4,885.39
Total	1,357,539.31



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 9, 2014

TO: Honorable Mayor and City Council

FROM: Tami Yuki, Assistant City Manager
Kerry E. Burns, Community Services Director
Danielle Brewer, Community Services Superintendent

SUBJECT: Adopt Resolution Amending the City Classification Plan by Adopting the Position Description and Salary Range for Recreation Services Coordinator

BACKGROUND:

The City Council adopted the Fiscal Year 2014-15 Budget with a service level enhancement in the Community Services Department which included the replacement of two vacant full-time Recreation Services Supervisor positions with three new full-time Recreation Services Coordinator positions. Two of these Coordinator positions will be assigned to the Recreation Division and one to the Senior Division of the Community Services Department. The Recreation Services Coordinator exists in the City Classification plan; however, position has not been budgeted or filled for at least the last decade. Prior to moving forward with filling the new positions authorized in the budget, the job description and salary range needed to be revised prior to recruiting for and filling the vacancies. The Personnel Board reviewed the revised job description at its August 25, 2014 meeting and recommended final approval.

DISCUSSION:

The three newly created Recreation Services Coordinator positions replace two Recreation Services Supervisors which were vacated in May and July of 2014, respectively. The Coordinators will develop and deliver programs and services including youth and adult sports, seasonal aquatics programs, special events, educational and special interest classes, coordination of the San Bruno Senior Center volunteer program and deliver senior programming, marketing and outreach.

While a job description for the Recreation Services Coordinator did exist in the City's Classification Plan, it was outdated and did not fully reflect the current knowledge, skills and abilities performed throughout the industry. The job description has been updated to include the requirement of a bachelor's degree and more clearly identify the Essential Duties and Responsibilities of the position and which are consistent with other Coordinator positions in the market. The Personnel Board reviewed the job description

at their August 25, 2014 meeting and recommended approval of the revised job description. A copy of this revised job description is provided as Exhibit A to this report.

The Teamsters Union has agreed to the content of the Recreation Services Coordinator job description, but remains concerned about the salary impact to the Recreation Services Supervisor position which supervises the Recreation Services Coordinator. The City and Union have agreed to meet to discuss the impact on the Recreation Services Supervisor position.

The recommended monthly salary range for the Recreation Services Coordinator is \$4,645 to \$5,699. This salary range is consistent with the comparable salary range of the classification of Recreation Services Coordinator in other San Mateo County cities.

Following approval of the job description and salary range, staff will proceed with the recruitment and hiring process. It is anticipated the three positions will be filled by late March 2015.

FISCAL IMPACT:

Funding for the three Recreation Services Coordinator positions was approved by the City Council and appropriated in the Fiscal Year 2014-15 budget. Two Recreation Services Supervisor positions were eliminated, one position in both the Recreation Services and Senior Center Divisions, for an annual savings of \$242,290. Three new Recreation Services Coordinator positions were added, two in the Recreation Services Division and one in the Senior Center Division, for at an annual cost of \$302,799. The increased annual cost of \$60,509 will be funded through growth in program revenue.

ALTERNATIVES:

1. Do not approve updated job descriptions and/or salary range.
2. Direct changes to the updated Recreation Services Coordinator job description and/or salary range.

RECOMMENDATION:

Adopt resolution amending the City Classification Plan by adopting the position description and salary range for Recreation Services Coordinator.

DISTRIBUTION:

None.

Honorable Mayor and Members of the City Council

December 9, 2014

Page 3 of 3

ATTACHMENTS:

1. Resolution
2. Recreation Services Coordinator Job Description

DATE PREPARED:

December 4, 2014

REVIEWED BY:

_____ CM

RESOLUTION NO. 2014 –

RESOLUTION AMENDING THE CITY CLASSIFICATION PLAN BY ADOPTING THE POSITION DESCRIPTION AND SALARY RANGE FOR RECREATION SERVICES COORDINATOR

WHEREAS, the City Council adopted the Fiscal Year 2014-15 Budget with a service level enhancement in the Community Services Department which included the replacement of two vacant full-time Recreation Services Supervisors with three new full-time Recreation Services Coordinators;

WHEREAS, the Recreation Services Coordinator classification has not been budgeted or filled for at least the last decade;

WHEREAS, prior to moving forward with filling the three new positions authorized in the budget, the job description and salary range needed to be updated;

WHEREAS, on August 25, 2014, the Personnel Board reviewed the updated job description and recommended final approval, and the Teamsters Union has also received a copy of the updated job description;

WHEREAS, this updated job description for the Recreation Services Coordinator's typical duties and responsibilities, training, experience and other qualifications required for said position, more particularly set forth in Exhibit A, attached, is made a part hereof; and,

WHEREAS, the recommended monthly salary range for the Recreation Services Coordinator is \$4,645 to \$5,699 which is consistent with the comparable salary range of the classification of Recreation Services Coordinator in other San Mateo County cities;

NOW, THEREFORE, BE IT RESOLVED, pursuant to Rule IV, Section I through 6 of the Personnel Rules and Regulations of the City of San Bruno, Resolution No. 21958-148, as amended, the Classification Plan of said Personnel Rules and Regulation is amended by immediately adopting the updated Recreation Services Coordinator job description;

BE IT FURTHER RESOLVED, the San Bruno City Council hereby approves following monthly salary for the positions of Recreation Services Coordinator as shown below:

	(1)	(2)	(3)	(4)	(5)
Recreation Services Coordinator	\$4,645	\$4,888	\$5,145	\$5,415	\$5,699

I hereby certify that foregoing Resolution No. 2014-_____ was introduced and adopted by the San Bruno City Council at a regular meeting on November 25, 2014 by the following vote:

AYES:
NOES:
ABSENT:

Carol Bonner
City Clerk



Position Description

RECREATION SERVICES COORDINATOR**GENERAL PURPOSE**

~~Coordinates the use of a Recreation Center or other assigned facility(ies) on a given shift, and assists in the planning~~Coordinates the development, organization, ~~coordination~~ and administration of community recreation programs for seniors, adults, and ~~or~~ youth, including cultural arts, physical activities, special interest classes and summer programs.

SUPERVISION RECEIVED

Works under the immediate and/or general supervision of a Recreation Services ~~Supervisor.~~ Manager.

SUPERVISION EXERCISED

~~None generally. May supervise~~ Supervision of part-time recreation staff, special interest instructors, seasonal employees, and volunteers, and contract instructors, as required ~~and/or~~ as assigned.

DISTINGUISHING CHARACTERISTICS

The Recreation Services Coordinator is an entry, ~~non-professional~~ level position in the recreational services support series. This position usually has a variable work schedule and is classified as Fair Labor Standards Act (FLSA) non-exempt, based on the hours ~~the center is open.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Assists in the development, scheduling and implementation of activities, classes and programs.

Opens and closes designated Parks, ~~& Recreation,~~ and other assigned facilities as required. ~~and any other assigned facilities.~~

~~May s~~Sets up tables and chairs for classes and programs as required.

~~May p~~Performs needed custodial ~~and maintenance~~ work as required to support rentals, classes and programs.

Performs administrative office duties including reception, and data processing and booking facility rentals; sets up and/or operates equipment for classes and/or programs.

~~Provides security for the recreation center and grounds as well as other assigned facilities.~~

~~Assists in the supervision of classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.~~

Assists in the selection, planning and implementation of community recreation programs, cultural arts, physical activities, information and referral, and special interest activities.

Responds to public inquiries about recreation programs made by telephone, correspondence, email and/or during public meetings interactions with the general public.

~~May a~~Assists in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, reports and related communications regarding recreation programs.

~~May a~~Assists in the coordination of sports programs, team ~~registration of children for teams~~, collection of fees, acquisition selection of coaches, scheduling assignment of practice times, and or distribution and collection of uniforms.

~~May a~~Assists in the scheduling of games and umpires officials for youth and adult sports. ~~basketball, baseball, T-Ball, softball, men's slow pitch teams, soccer and other games.~~

~~May a~~Assists in the scheduling and coordination of various and implementation of various tournaments throughout the year, such as boy's basketball youth and adult sports tournaments, throughout the year, table tennis, men's slow pitch, tennis, women's volleyball, and co-ed volleyball tournament.

~~May assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.~~

~~May a~~Assists in the scheduling of activities at the Community and Senior Center.

Promotes interest in and provides information regarding recreation programs to school officials, other recreation officials, community service groups, and in interaction with the general public.

Performs other duties as assigned.

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- ~~(A) Graduation from high school or possession of GED supplemented with an AA Bachelor of Arts or AS Bachelor of Science degree from an accredited four-year two-year college or university with a degree in recreation or a closely related field.~~
~~(B) Minimum of One year related part time experience in recreation or community services, including community center use; or (C) An equivalent combination of education and experience.~~

Necessary Knowledge Skills and Abilities

Knowledge of:

- ~~(A) Considerable knowledge of r~~Recreation philosophy, planning and administration; equipment, facilities, operations and techniques used in a comprehensive community recreation program;~~(B) Skilled in operation of listed tools and equipment;~~

Skill in:

Operation of listed tools and equipment; First Aid and CPR.

Ability to:

~~a~~Ability to become sSkilled in First Aid and CPR~~(C) Ability to e~~Coordinate varied activities involved in a community recreation program; ~~Ability to~~ establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ~~Ability to and~~ communicate effectively orally and in writing; Complete specific administrative tasks while maintaining availability to the public for inquiries and respond to emergency situations.

Education and Experience:

~~Graduation from high school or possession of GED supplemented with a~~ A Bachelor of Arts or Bachelor of Science degree from an accredited college or university with a degree in recreation or a closely related field.

Minimum of one year related part-time experience in recreation or community services.

SPECIAL REQUIREMENTS

Ability to obtain and maintain a valid California State Driver's License. First Aid and CPR certification: ~~may be required upon hire based on assigned program activities. First Aid and CPR certification.~~

TOOLS AND EQUIPMENT USED

Personal computer, ~~including word processing software; calculator,~~ copy and fax machine,; phone; ~~mobile or portable radio; automobile or pickup truck and/or vehicle.~~

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit ~~and,~~ talk ~~or and~~ hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field. ~~There are numerous classes and programs operating simultaneously. The employee must be able to complete specific administrative tasks while maintaining availability to the public for inquiries and response to emergency situations.~~

~~The employee is sometimes required to work wWeekend or evening hours depending on the nature of the program.~~

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Resolution Number:

Revision History:



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 9, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Angela Kraetsch, Finance Director

SUBJECT: Receive Report and Adopt Resolution Accepting the Annual Report on Development Impact Fees for the Year Ending June 30, 2014

BACKGROUND

The AB 1600 requirements (Government Code §§ 66000-66025, the "Mitigation Act") regulate how public agencies collect, maintain and spend impact charges and fees imposed on developers for the purpose of defraying costs of public facilities. The Act includes requirements for accounting, expending and reporting charges, fees and related interest earnings.

The Annual Report on Development Impact Fees, Exhibit A to the attached resolution, covers four current development charges and fees adopted or approved by the City Council; two of which are subject to AB 1600 requirements – water capacity charges and wastewater/sewer capacity charges. Park In-Lieu fees and Below Market Rate Housing In-Lieu fees are developer fees collected by the City and are exempt from such requirements. These fees have been included in this report for informational purposes. This Annual Report presents revenues collected or receivable and project costs incurred between July 1, 2013 and June 30, 2014.

Developer fees must be segregated from the City's General Fund and from other funds or accounts containing fees collected for other purposes in accordance with accounting standards. Interest earned on each fees must be credited to that fund or account and used only for the purposes for which the fees were collected.

Amended provisions require that, within 180 days after the close of the fiscal year, an agency that collected the fees must make available to the public the following information regarding each fund or account (Government Code §§ 66006):

1. A description of the type of fee in the fund.
2. The amount of the fee.
3. The beginning and ending balance for the fiscal year.
4. The amount of fees collected and interest earned.
5. An identification of each public improvement on which fees were expended and the amount of the expenditure on each improvement.

6. An identification of an approximate date by which the construction of a public improvement will commence, if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the loaned funds will be expended, and in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan.
8. The amount of any refunds made due to inability to expend fees within the required time frame.

This Annual Report must also be reviewed by the City Council at a regularly scheduled public meeting. In addition, notice of the time and place of the meeting shall be mailed at least 15 days prior to the meeting to any interested party who files a written request with the local agency. No such requests were made at the time of this report. The attached annual report consists of the City Council resolution and an Exhibit A that presents the revenues, expenditures, and fund balances for the four impact fees.

DISCUSSION

The City development impact fees covered by the AB 1600 requirements and documented in Exhibit A to the Resolution, include the following:

- Water Capacity Charges (Municipal Code Ch. 10.14): Charges collected on new connections or water meter size upgrades to reimburse existing ratepayers for their prior investment in the facilities that provide available capacity.
- Wastewater/Sewer Capacity Charges (Municipal Code Ch. 10.12): Charges collected on new connections or sewer meter size upgrades to reimburse existing ratepayers for their prior investment in the facilities that provide available capacity.

Government Code §§ 66013 defines the above funds as charges, which have the following reporting requirements:

1. A description of the charges deposited in the fund.
2. The beginning and ending balance of the fund and the interest earned from investment of moneys in the fund.
3. The amount of charges collected in the current fiscal year.
4. Identification of the following:
 - Public improvements utilizing capacity charges, expenditures incurred for such improvements and the percent of the total costs funded by capacity charges.
 - Public improvements utilizing capacity charges that were completed during the fiscal year.
 - Public improvements that are approved for work in the following fiscal year.

5. A description of each interfund transfer or loan made from the capital facilities fund. The information provided, in the case of an interfund transfer, shall identify the public improvements on which the transferred moneys are, or will be, expended. The information, in the case of an interfund loan, shall include the date on which the loan will be repaid, and the rate of interest that the fund will receive on the loan.

According to Section 3 of the Government Code, capacity charges are not required to be reimbursed. As of June 30, 2014, the City has fully utilized the 2009-10 through 2012-13 water capacity charges and related interest earnings. The City has also fully utilized the remaining 2008-09 through 2010-11 sewer capacity charges and related interest earnings.

Fees listed below were paid to the City, at the developer's election, by residential developers in fulfillment of obligations under the City's inclusionary zoning program. While these fees do not fit within the definition of development impact fees subject to AB 1600 reporting requirements, staff has included them in this report for informational purposes.

- Park In-Lieu fees (Municipal Code Ch. 12.44): Fees to dedicate land for parks and recreational purpose.
- Below Market Rate Housing [BMR] In-Lieu fees (Municipal Code Ch. 12.230): Fees on all residential ownership or rental developments of 10 units or more throughout the City.

An additional supplementary Five-Year Project Cost and Funding Summary for all impact fees is included as Attachment 1 to provide further information on each fee.

FISCAL IMPACT

None, report is for information only.

RECOMMENDATION

Receive Report and Adopt Resolution Accepting the Annual Report on Development Impact Fees for the Year Ended June 30, 2014.

ALTERNATIVES

Annual report is for informational purposes only.

ATTACHMENTS

1. Attachment 1: Five Year Project Cost and Funding Summary (Supplemental Report)
2. Resolution
3. Exhibit A: Annual Report on Development Impact Fees for the Year Ending June 30, 2014

DATE PREPARED

November 21, 2014

REVIEWED BY

CM_____

**City of San Bruno
Five-Year Project Cost and Funding Summary
Water Capacity Charges**

Description

The Water Capacity Charges collected on new connections or water meter size upgrade are for the purposes of defraying costs from increased capacity demands on water infrastructure. Consistent with the 2009-10 Water and Wastewater Rate Study, the projects listed below would increase system capacity by 8%.

Revenue and Expenditures: For Fiscal Year Ending June 30,

Fiscal Year	Total Project Cost	Increased Capacity (8%)	2010	2011	2012	2013	2014
Capacity Charges Received			\$ 63,784	\$ 16,439	\$ 162,662	\$ 33,879	\$ 56,560
Interest Allocation			473	124	1,325	231	468
Total Revenue Received			\$ 64,257	\$ 16,563	\$ 163,987	\$ 34,110	\$ 57,028
Project Expenditures							
Mastick Ave. Water Main Replacement (84701)							
FY 2010-11 Expenditures	1,057,928 [A]	87,808	\$ 9,516				
FY 2011-12 Expenditures	2,100	174	174				
Pump Station No. 4 College Replacement (84140)							
FY 2011-12 Expenditures	82,246	6,826	6,826				
FY 2012-13 Expenditures	336,173	27,902		\$ 7,846	\$ 20,056		
FY 2013-14 Expenditures	1,629,510	135,249			117,746	\$ 17,503	
Pump Station No. 6 Holding Tank (84710)							
FY 2011-12 Expenditures	150,591	12,499	4,347	8,152			
Tank No. 1 Improvement and Replacement (85100)							
FY 2011-12 Expenditures	6,802	565		565			
FY 2012-13 Expenditures	21,521	1,786			1,786		
FY 2013-14 Expenditures	100,046	8,304					\$ 8,304
Tank No. 3 Replacement (84142)							
FY 2010-11 Expenditures	68,084	5,651	5,651				
FY 2011-12 Expenditures	42,679	3,542	3,542				
FY 2012-13 Expenditures	85,458	7,093			7,093		
FY 2013-14 Expenditures	136,656	11,342				4,131	7,211
Water Mains Improvement and Replacement (84129)							
FY 2010-11 Expenditures	27,066	2,247	2,247				
FY 2011-12 Expenditures	42,804	3,553	3,553				
FY 2012-13 Expenditures	73,445	6,096			6,096		
FY 2013-14 Expenditures	150,312	12,476				12,476	
Water Tank Improvement Project (84131)							
FY 2010-11 Expenditures	282,324	23,433	23,433				
FY 2012-13 Expenditures	4,519	375			375		
Well No. 15 Replacement (84709)							
FY 2010-11 Expenditures	24,755	2,055	2,055				
FY 2011-12 Expenditures	35,099	2,913	2,913				
FY 2012-13 Expenditures	130,535	10,834			10,834		
FY 2013-14 Expenditures	177,713	14,750					14,750
Total Expenditures			\$ 64,257	\$ 16,563	\$ 163,987	\$ 34,110	\$ 30,265
Unused Funds			-	-	-	-	\$ 26,763
Total Available Funds							\$ 26,763

[A] The Mastick Ave. Water Replacement project incurred \$87,808 of expenditures in 2010-11, \$78,292 of which used 2008-09 revenues received. The remaining expenditure balance of \$9,516 is applied to 2009-10 revenues received.

**City of San Bruno
 Five-Year Project Cost and Funding Summary
 Water Capacity Charges**

Attachment 1

Funding committed for 2014-15 Capital Program	Total Budgeted 2014-15 Project	Increased Capacity (8%)
Pump Station No. 4 College Replacement	\$ 1,514,882	\$ 125,735
Tank No. 1 Retro/Replacement	136,710	11,347
Tank No. 3 Replacement	5,516,767	457,892
Water Mains Improvement	2,602,785	216,031
Water Tank Improvements	909,532	75,491
Well No. 15 Replacement	2,876,920	238,784
Total Capacity Charges Committed for Capital Improvement Program	\$ 13,557,596	\$ 1,125,280
Total Uncommitted Capacity Charges		-

Five-Year Disclosure:

Fees collected and interest earned, during and prior to Fiscal Year 2009-10, have been fully expended and are in compliance with California Code Section 66013.

**City of San Bruno
Five-Year Project Cost and Funding Summary
Wastewater Capacity Charges**

Description

The Wastewater/Sewer Capacity Charges collected on new connections or water meter size are for the purposes of defraying costs from increased capacity demands on water infrastructure. Consistent with the 2009-10 Water and Wastewater Rate Study, the projects listed below would increase system capacity by 8%.

Revenue and Expenditures: For Fiscal Year Ending June 30,

Fiscal Year	Total Project Cost	Increased Capacity (8%)	2009	2010	2011	2012	2013	2014		
			[A]							
Capacity Charges Received			214,157	\$ 33,340	\$ 21,639	\$ 283,114	\$ 62,914	\$ 87,541		
Interest Allocation			10,351	4,474	763	1,160	237	418		
Total Revenue Received			224,508	\$ 37,814	\$ 22,402	\$ 284,274	\$ 63,151	\$ 87,960		
Project Expenditures										
Kains to Angus Sewer (85707)										
FY 2011-12 Expenditures			130,126	10,800	10,800					
FY 2012-13 Expenditures			55,169	4,579	4,579					
FY 2013-14 Expenditures			133,930	11,116	11,116					
Mastick Avenue Main Replacement (85701)										
FY 2010-11 Expenditures			121,627	10,095	10,095					
FY 2011-12 Expenditures			2,032	169	169					
Olympic Pump Station (84336)										
FY 2011-12 Expenditures			13,065	1,084	1,084					
FY 2012-13 Expenditures			74,238	6,162	6,162					
FY 2013-14 Expenditures			255,075	21,171	21,171					
Trenton Drive Wastewater Main Replacement (85704)										
FY 2009-10 Expenditures			17,597	1,461	1,461					
FY 2010-11 Expenditures			658	55	55					
FY 2011-12 Expenditures			16,298	1,353	1,353					
FY 2012-13 Expenditures			63,172	5,243	5,243					
FY 2013-14 Expenditures			69,685	5,784	5,784					
Wastewater Pipeline Repair Program (84322)										
FY 2009-10 Expenditures			168,053	13,948	13,948					
FY 2010-11 Expenditures			75,736	6,286	6,286					
FY 2011-12 Expenditures			87,383	7,253	7,253					
FY 2012-13 Expenditures			27,085	2,248	2,248					
FY 2013-14 Expenditures			48,010	3,985	3,985					
Water Quality Control Plant by SSF (85708)										
FY 2011-12 Expenditures			332,854	27,627	27,627					
FY 2012-13 Expenditures			578,054	47,978	47,978					
FY 2013-14 Expenditures			1,236,162	102,601	30,945	\$ 37,814	\$ 22,402	\$ 11,440	\$ -	\$ -
Total Expenditures			\$ 224,508	\$ 37,814	\$ 22,402	\$ 11,440	\$ -	\$ -	\$ -	
Unused Funds			-	-	-	\$ 272,834	\$ 63,151	\$ 87,960		
Total Available Funds								\$ 423,944		

[A] Fiscal Year 2008-09 is shown in order to reflect the revenues used to cover Fiscal Year 2013-14 expenditures.

**City of San Bruno
 Five-Year Project Cost and Funding Summary
 Wastewater Capacity Charges**

Attachment 1

	Total Budgeted 2014-15 Project	Increased Capacity (8%)
Funding committed for 2014-15 Capital Program		
Kains to Angus Sewer	\$ 1,322,482	\$ 109,766
Olympic Pump Station	3,158,089	262,121
Spyglass Pump Station	1,090,845	90,540
Pump Station Replacement	400,000	33,200
Trenton Dr Wastewater Main Replacement	1,137,655	94,425
Wastewater Improvement & Replacement	2,745,522	227,878
Wastewater Pipeline Repair Program	500,000	41,500
Water Quality Control Plant by SSF	1,800,045	149,404
Total Capacity Charges Committed for Capital Improvement Program	\$ 12,154,638	\$ 1,008,835
Total Uncommitted Capacity Charges		\$ -

Five-Year Disclosure:

Fees collected and interest earned, during and prior to Fiscal Year 2009-10, have been fully expended or committed for sewer capital improvements and are in compliance with California Code Section 66013.

**City of San Bruno
Five-Year Project Cost and Funding Summary
Park in-Lieu Fees**

Description

The Park in-Lieu Fees collected are dedicated to land for parks and recreational purpose.

Revenue and Expenditures: For Fiscal Year Ending June 30,

Fiscal Year	Total Project Cost	Remaining Balance [B]	2010	2011	2012	2013	2014
Fees Received			\$ 689,900 [A]	\$ 306,622	\$ 202,204	-	-
Interest Allocation			12,636	14,473	8,286	5,343	11,205
Prior period adjustment			(55,136) [A]	-	-	-	-
Total Revenue Received			\$ 647,400	\$ 321,095	\$ 210,490	\$ 5,343	\$ 11,205
Project Expenditures							
FY12 Expenditures - Lions Field Synthetic Turf	1,500,000	1,101,495	\$ 577,355				
FY14 Expenditures - 324 Florida Ave	9,800	0					9,800
Total Expenditures			\$ 577,355	\$ -	\$ -	\$ -	\$ 9,800
Total Change in Revenues (Expenditures)			70,045	321,095	210,490	5,343	1,405
Beginning Fund Balance at July 1, 2013							\$ 606,972
Total Change in Revenues (Expenditures)							1,405
Ending Fund Balance at June 30, 2014							<u>\$ 608,377</u>

Five-Year Disclosure:

Exempt per Quimby Act

Notes:

[A] The previously reported 2009-10 receipt of \$679,100 included a prior period adjustment to reclass tree revenue to another fund.

[B] The Lions Field Synthetic Turf project incurred \$1,500,000 of expenditures in 2011-12, \$398,505 of which used 2007-08 revenues received. The remaining expenditure balance of 1,101,495 is applied to 2008-09 and 2009-10 revenues received.

**City of San Bruno
Five-Year Project Cost and Funding Summary
Below Market Rate Housing in-Lieu Fees**

Description

The Below Market Rate Housing in-Lieu fees are charged on all residential ownership or rental developments of 10 units or more throughout the City.

Revenue and Expenditures: For Fiscal Year Ending June 30,

Fiscal Year	Total Eligible Cost	2010	2011	2012	2013	2014
Fees Received		\$ 8,393	-	\$ 294,000	\$ 117,600	\$ 518,000
Prior year receipt						
Interest Allocation		19,487	21,225	22,952	20,365	37,562
Total Revenue Received		\$ 27,880	\$ 21,225	\$ 316,952	\$ 137,965	\$ 555,562
Operating Expenditures						
HIP Housing Program	60,000				\$ 30,000	\$ 30,000
Urban Housing Communities	4,000				4,000	0
City of Foster City - Housing Nexus Study	14,300				0	14,300
North Peninsula Neighborhood Center	6,000				6,000	0
Total Expenditures		\$ -	\$ -	\$ -	\$ 40,000	\$ 44,300
Total Change in Revenues (Expenditures)		27,880	21,225	316,952	97,965	511,262
Beginning Fund Balance at July 1, 2013						\$ 3,030,642
Total Change in Revenues (Expenditures)						511,262
Ending Fund Balance at June 30, 2014						<u>\$ 3,541,904</u>

Five-Year Disclosure:

Not required. Development fees collected in conjunction with contractual agreement, or development agreements, are not constrained by AB 1600 requirement.

RESOLUTION NO. 2014-_____

**RESOLUTION ACCEPTING THE ANNUAL REPORT
FOR DEVELOPMENT IMPACT FEES FOR
FISCAL YEAR ENDING JUNE 30, 2014**

WHEREAS, pursuant to Section 66000 et seq. of the Government Code, the City is required to prepare and present an annual development impact fees report for all impact fees and charges as defined by the Government Code; and

WHEREAS, the City collects water and wastewater/sewer capacity charges to defray costs from increased capacity demands on water and sewer infrastructure; and

WHEREAS, the City collects Park In-Lieu fees to dedicate land for parks and recreational purposes; and

WHEREAS, the City collects Below Market Rate Housing [BMR] In-Lieu fees on all residential ownership or rental developments of 10 units or more throughout the City to ensure housing for low income residents; and

WHEREAS, BMR In-Lieu and Park In-Lieu fees, which are exempt from AB 1600 reporting requirements, have been included in the Annual Report for informational purposes.

NOW THEREFORE, BE IT RESOLVED that the City Council of San Bruno receives and accepts the Annual Report on Development Impact Fees for the Year Ending June 30, 2014.

—oOo—

I hereby certify that foregoing Resolution No. 2014-_____ was introduced and adopted by the San Bruno City Council at a regular meeting on December 9, 2014 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2014
WATER CAPACITY CHARGES**

Description

The Water Capacity Charges collected on new connections or water meter size upgrade are for the purposes of defraying costs from increased capacity demands on water infrastructure.

Capacity Charges Schedule

Residential	
¾ Inch Meter	\$ 1,502
1 Inch Meter	\$ 2,504
1 ½ Inch Meter	\$ 5,007
Multi-Family, Business, Commercial, & Industrial:	
2 Inch Meter	\$ 8,012
3 Inch Meter	\$ 16,533
4 Inch Meter	\$ 25,037
6 Inch Meter	\$ 50,074
8 Inch Meter	\$ 90,133

**Statement of Revenues, Expenditures, and Changes in Fund Balances
for the Year Ending June 30, 2014***Revenue*

Development fees	\$ 56,560
Interest	<u>468</u>
Total revenue	57,028

Expenditure ^a

Pump Station No. 4 College Replacement	135,249
Tank No. 1 Improvement	8,304
Tank No. 3 Replacement	11,342
Water Mains Improvement and Replacement	12,476
Well No. 15 Replacement	<u>14,750</u>
Total expenditure	182,121

Interfund transfer: 0

Excess of expenditures over revenues (125,093)

Fund balance, beginning 151,856

Fund balance, ending \$ 26,763

^a Consistent with the 2009-10 Water and Wastewater Rate Study, 8.3% of the above capital improvement projects addresses and increases system capacity.

Additional Disclosure

Public improvements on which charges were expended that was completed during the fiscal year: None

Public improvements budgeted for the coming fiscal year ^a:

Projects	Total Project Cost	Capacity Charge	Other Water Funds
Pump Station No. 4 College Replacement	\$ 1,514,882	\$ 125,735	\$ 1,389,147
Tank No. 1 Retro/Replacement	136,710	11,347	125,363
Tank No. 3 Replacement	5,516,767	457,892	5,058,875
Water Mains Improvement	2,602,785	216,031	2,386,754
Water Tank Improvements	909,532	75,491	834,041
Well No. 15 Replacement	2,876,920	238,784	2,638,136

^a Consistent with the 2009-10 Water and Wastewater Rate Study, 8.3% of the above capital improvement projects addresses and increases system capacity.

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2014
WASTEWATER/SEWER CAPACITY CHARGES**

Description

The Wastewater/Sewer Capacity Charges collected on new connections or water meter size are for the purposes of defraying costs from increased capacity demands on water infrastructure.

Capacity Charges Schedule

Residential	
¾ Inch Meter	\$ 3,495
1 Inch Meter	\$ 5,825
1 ½ Inch Meter	\$ 11,651
Multi-Family, Business, Commercial, & Industrial:	
2 Inch Meter	\$ 18,641
3 Inch Meter	\$ 35,604
4 Inch Meter	\$ 58,253
6 Inch Meter	\$ 116,506
8 Inch Meter	\$ 209,711

**Statement of Revenues, Expenditures, and Changes in Fund Balances
for the Year Ending June 30, 2014**

<i>Revenue</i>	
Development fees	\$ 87,541
Interest	418
Total revenue	<u>87,960</u>
<i>Expenditure</i> ^b	
Kain to Angus Sewer	11,116
Olympic Pump Station	21,171
Trenton Dr. Wastewater Main Replacement	5,784
Wastewater Pipeline Repair Program	3,985
Water Quality Control Plant Improvement by SSF	<u>102,601</u>
Total expenditure	144,657
<i>Excess of expenditures over revenues</i>	<u>(56,697)</u>
Fund balance, beginning	<u>480,642</u>
<i>Fund balance, ending</i>	<u>\$ 423,944</u>

^b Consistent with the 2009-10 Water and Wastewater Rate Study, 8.3% of the above capital improvement projects addresses and increases system capacity.

Additional Disclosure

Public improvements on which charges were expended
that was completed during the fiscal year: None

Public improvements budgeted for the coming fiscal year ^b:

Projects	Total Project Cost	Capacity Charge	Other Wastewater Funds
Kains to Angus Sewer	\$ 1,322,482	\$ 109,766	\$ 1,212,716
Olympic Pump Station	3,158,089	262,121	2,895,968
Spyglass Pump Station	1,090,845	90,540	1,000,305
Pump Station Replacement	400,000	33,200	366,800
Trenton Dr Wastewater Main Replacement	1,137,655	94,425	1,043,230
Wastewater Improvement & Replacement	2,745,522	227,878	2,517,644
Wastewater Pipeline Repair Program	500,000	41,500	458,500
Water Quality Control Plant by SSF	1,800,045	149,404	1,650,641

^b Consistent with the 2009-10 Water and Wastewater Rate Study, 8.3% of the above capital improvement projects addresses and increases system capacity.

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2014
PARK IN-LIEU FEE**

Description

The Park in-Lieu Fees collected are dedicated to land for parks and recreational purpose.

Rate Schedule

Single Family & Duplex Areas	3 x 0.0045 x market value
Multiple Family Areas:	2 ½ x 0.0045 x market value

**Statement of Revenues, Expenditures, and Changes in Fund Balances
for the Year Ending June 30, 2014**

<i>Revenue</i>	
Development fees	\$ 0
Interest	11,205
Total revenue	<u>11,205</u>
<i>Expenditure</i>	
None	<u>9,800</u>
Total expenditure	9,800
<i>Interfund transfer:</i>	0
<i>Excess of revenues over expenditures</i>	<u>1,405</u>
Fund balance, beginning	<u>606,973</u>
<i>Fund balance, ending</i>	<u><u>\$ 608,377</u></u>

Additional Disclosure

Funds required to be returned	N/A
Five-Year Report:	Exempt by Quimby Act

**CITY OF SAN BRUNO
ANNUAL REPORT ON DEVELOPMENT IMPACT FEES
FOR THE YEAR ENDING JUNE 30, 2014
BELOW MARKET HOUSING IN-LIEU FEE**

Description

The Below Market Rate Housing in-Lieu fees are charged on all residential ownership or rental developments of 10 units or more throughout the City.

Rate Schedule

Rental Development	\$ 39,450 per unit
Ownership Development	\$ 38,700 per unit

Statement of Revenues, Expenditures, and Changes in Fund Balances for the Year Ending June 30, 2014

<i>Revenue</i>	
Development fees	\$ 518,000
Interest	<u>37,562</u>
Total revenue	555,562
<i>Expenditure</i>	
HIP Housing Program	30,000
City of Foster City – Housing Nexus Study	<u>14,300</u>
Total expenditure	44,300
<i>Interfund transfer</i>	0
<i>Excess of revenues over expenditures</i>	<u>511,262</u>
Fund balance, beginning	<u>3,030,642</u>
<i>Fund balance, ending</i>	<u>\$ 3,541,904</u>

Additional Disclosure

Funds required to be returned	N/A
Five-Year Report:	Not required. Development fees collected in conjunction with contractual agreement, or development agreements, are not constrained by AB 1600 requirement.



NOTICE OF CITY COUNCIL REORGANIZATION

On December 9, 2014, the City Council of San Bruno, California reorganized as follows:

Mayor Jim Ruane

Mayor term expires December 2015; jruane@sanbruno.ca.gov

Vice Mayor Michael Salazar

Council term expires December 2015; msalazar@sanbruno.ca.gov

Councilmember Ken Ibarra

Council term expires December 2017; kibarra@sanbrunoca.gov

Councilmember Rico Medina

Council term expires December 2017; rmedina@sanbruno.ca.gov

Councilmember Irene O'Connell

Council term expires December 2015; ioconnell@sanbrunoca.gov

Carol Bonner
City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 9, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Receive Report and Confirm Appointment of City Councilmembers to City Council Subcommittees and as Liaison to City Citizen Advisory Committees, Commissions and Boards

BACKGROUND:

Each calendar year the City Council confirms assignment of each City Councilmember to serve as a City Council liaison to the City's citizen advisory Boards, Commissions and Committees. The purpose of the City Council liaison is to support coordination between the citizen advisory bodies and the City Council in the establishment and implementation of City Council policy. The attached schedule of assignments continues the annual rotation originally established by the City Council in 2006.

City Councilmembers are also assigned to represent the City on several regional agency boards and committees and to serve on a variety of City Council subcommittees. These assignments are typically reviewed following each bi-annual City Council election. A list of the recent City Councilmember assignments is included on the attachment to this report.

DISCUSSION:

The City Council has used subcommittees consisting of two Councilmembers each to support a variety of City Council policy issues and to provide review and recommendations on issues that will be presented to the City Council for action. These ad hoc City Council subcommittees meet on an as needed, and in most cases, infrequent basis. Examples of topics considered through City Council ad hoc subcommittees over the past year include:

Development Project Coordination
San Bruno Park School District Coordination
Fire Shared Services

Under State law (the Brown Act), the City Council may establish subcommittees consisting of less than a quorum of the full Council to review and discuss City business in two ways. (1) A temporary advisory committee, or "ad hoc" committee may be established to serve a limited or single purpose. A temporary advisory committee may meet more than one time, but it is expected to be dissolved once the specific task is completed. Such a committee is not subject to the Brown Act's requirements for public notice and the opportunity for public participation. (2)

A subcommittee which is assigned a continuing subject matter jurisdiction is considered by the Brown Act to be a "standing committee". The Brown Act's requirements for public notice of meetings and the opportunity for public participation apply to standing committees even if the subcommittee is comprised of less than a quorum of the full City Council.

The City Council has previously established four Standing Subcommittees on the following topics and with the following Councilmember assignments:

Climate Change/Sustainability: O'Connell/Ruane
Utilities: O'Connell/Salazar
Surface Infrastructure: Ibarra/Medina
Cable: O'Connell/Ruane

Staff is recommending that the City Council review and confirm the rotational liaison assignment list. Additionally, staff recommends that the City Council consider any additional topics that the City Council may wish to establish as a standing committee. In order to assist with the continuing need for periodic involvement of a City Council subcommittee on various topics, staff recommends that the City Council also continue the City's long-standing practice of the Mayor's appointment of two Councilmembers to ad-hoc subcommittees as needed throughout the year.

FISCAL IMPACT:

There is no direct or anticipated fiscal impact of the proposed action to confirm City Councilmember liaison and subcommittee assignments

RECOMMENDATION:

Receive report and confirm appointment of City Councilmembers to City Council Subcommittees and as Liaison to City Citizen Advisory Committees, Commissions and Boards

ALTERNATIVES:

1. Do not continue the standing subcommittees or liaison process.
2. Make changes to the standing subcommittees or the City Councilmember Liaison assignments as presented for 2015-2018

ATTACHMENTS:

1. Regional Agency Assignments
2. City Councilmember Liaison Assignments 2015-2019

DISTRIBUTION:

None



COUNCIL STANDING COMMITTEES

- * **Climate Change/Sustainability:** O'Connell/Ruane
- * **Surface Infrastructure:** Ibarra/Medina
- * **Utilities:** O'Connell/Salazar
- * **Cable:** Ruane/O'Connell

2014 – 15 COUNTY & REGIONAL AGENCIES

- **Advanced Life Support** – Joint Powers Board (ALS) (County 599-1420) – Meet as scheduled
Representative: Councilmember O'Connell
- **Airport Community Roundtable** (County/Dave Carbone 821-3571) – Meet 1st Wednesday of the month
Representative: Councilmember Ibarra **Alternate:** Councilmember Medina
- **Airport Land Use Committee** (ALUC) (County/Dave Carbone 821-3571) – Meet 2nd Thursday of the month
Representative: Councilmember Ibarra **Alternate:** Councilmember Medina
- **Association of Bay Area Governments** (ABAG) (Regional) – Meet as scheduled
Representative: Councilmember Medina **Alternate:** Mayor Ruane
- **Bay Area Water Supply and Conservation Agency** (BAWSCA) (Regional) – Meet Quarterly
Representative: Councilmember O'Connell **Alternate:** None
- **City/County Association of Governments** (CCAG) (County 599-1420) – Meet 2nd Thursday of the month
Representative: Councilmember O'Connell **Alternate:** Mayor Ruane
- **City/County Association of Governments** (CCAG) (County 599-1420) Bicycle and Pedestrian Committee – Meets 6 times per year - **Representative:** Councilmember Ibarra
- **Colma Creek Flood Control District** (Regional) - Meet as scheduled (Citizen Representative)
Representative: Councilmember O'Connell
- **Grand Boulevard Initiative Task Force** – Meets Quarterly - **Representative:** Councilmember Ibarra
- **League of California Cities/Peninsula Division** (Regional) – Meet as scheduled
Representative: Councilmember O'Connell
- **San Mateo County Mosquito Abatement District** – (Regional) Meet as scheduled (Citizen Representative)
Representative: Robert Riechel
- **Peninsula Traffic Congestion Relief Alliance** (Angela Rae, 588-8170, 1150 Bayhill, #107, S.B.) - Meet monthly
Representative: Mayor Ruane **Alternate:** Councilmember Medina

- **San Mateo County Council of Cities** – Meet the 4th Friday of the month
Representative: Councilmember O’Connell **Alternate:** Councilmember Ibarra
- **San Mateo County Operational Area Emergency Services Council** (Lt. John Quinlan 363-4955) – Meet quarterly
Representative: Councilmember Medina **Alternate:** Councilmember Ibarra
- **Sustainable Communities Strategy/RHNA Policy Advisory Committee:** Councilmember O’Connell
- **System Advisory Board/Peninsula Library System** (Citizen Rep.) – Meet quarterly
Representative: Monica Ocon

LOCAL LEGISLATORS

US Senator Jerry Hill	13 th Senate District 1528 South El Camino Real, #303, San Mateo 94402	(650) 212-3313 (650) 212-3320 Fx
Congresswoman Jackie Speier	155 Bovet Road, #780, San Mateo 94402	(650) 342-0300 (650) 375-8270 Fx
Assemblyman Kevin Mullin	1528 S. El Camino Real, #302, San Mateo 94402	(650) 349-1900 (650) 341-4676 Fx

Jessica Stanfill Mullin, League of California Cities, Regional Public Affairs Mgr., P.O. Box 5630, South San Francisco, CA 94080, jstanfill@cacities.org (650) 238-4111

CITY COUNCIL APPOINTED CITIZEN ADVISORY COMMITTEES

City Council Liaison

	2015	2016	2017	2018	2019
Planning Commission	Salazar	Ibarra	Ruane	O'Connell	Medina
Parks and Recreation Commission	Medina	Salazar	Ibarra	Ruane	O'Connell
Senior Citizens Advisory Board	Medina	Salazar	Ibarra	Ruane	O'Connell
Culture and Arts Commission	O'Connell	Medina	Salazar	Ibarra	Ruane
Personnel Board	O'Connell	Medina	Salazar	Ibarra	Ruane
Citizens Crime Prevention Committee	Ruane	O'Connell	Medina	Salazar	Ibarra
Community Preparedness Committee	Ruane	O'Connell	Medina	Salazar	Ibarra
Traffic, Safety & Parking Committee	Ibarra	Ruane	O'Connell	Medina	Salazar
Bicycle & Pedestrian Advisory Committee	Ibarra	Ruane	O'Connell	Medina	Salazar

-- Rotations Occur in December Each Year --



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 9, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Carol Bonner, City Clerk
Tami Yuki, Assistant City Manager

SUBJECT: Adopt Resolution Approving Revisions to the City's Conflict of Interest Code Appendix

BACKGROUND:

The Political Reform Act (PRA) requires designated public officials to disclose their economic interests to the public. Public officials so designated include city council members, planning commissioners, city managers, city attorneys, city clerks, and city treasurers. These officials are sometimes referred to as "code filers." The purpose of the disclosure requirement is to alert both public officials and the public to any personal economic interests that may be affected during the public official's performance of duties. The disclosure occurs through the filing of the "Form 700" upon taking office, on an annual basis, and upon leaving office.

Similarly, the PRA requires local agencies to adopt a conflict of interest code applicable to employees whose financial interests may be affected when participating or making decisions on behalf of the City. Like most cities, San Bruno adopted the conflict of interest code applicable to "code filers" as its own. (Resolution No. 1994-46) Like public officials, designated employees must also file a Form 700, but only to the extent required by the local code. Disclosure levels may differ across departments even for employees of similar levels of responsibility – the issue is whether a particular employee classification makes or participates in decisions that may put his or her financial interests at stake.

The PRA requires every local government agency to review its conflict-of-interest code biennially to determine whether the code must be amended. The last review occurred in 2012 so a review is due this year.

DISCUSSION:

The City's local conflict of interest code has 4 disclosure categories. The categories directly relate to the likelihood that an employee will be called upon to recommend or make decisions that affect his or her financial interests. The disclosure obligations are provided as an attachment, and may be summed up as follows:

Category 1

- Similar to code filers (elected officials, city manager, city attorney), requires disclosure all sources of income, investments, interests in real property in San Bruno, and any business entity in which the employee holds a position.
- This is the broadest category – all department directors are in this category.

Category 2

- Requires disclosure of all sources of income, investments, and business positions in companies that engage in land development and construction activities.
- This category typically applies to planning and public works personnel.

Category 3

- Requires disclosure of all sources of income, investments, and business positions in companies *of the type* that contract *with the City* to provide goods, services, supplies, etc.
- This category typically applies to positions handling contracts affecting all city departments.

Category 4

- Requires disclosure of all sources of income, investments, and business positions in companies *of the type* that typically contract with the employee's *department*.
- This category typically applies to supervisors and managers making contract recommendations and decisions for a particular department.

Staff has reviewed the proposed conflict of interest code to ensure that it specifically enumerates each of the positions within the City that involve making or participation in the making of decisions that may foreseeably have a material financial effect on any financial interest of the person holding that position. Using the format required by state law, an attachment reflects the recommended changes by striking out those positions no longer designated and by highlighting additions to the list. In summary, the recommended changes are as follows:

- Job positions where the employee is likely to be called upon to step in for the director from time to time are re-designated at Category 1.
- Managers and supervisors across the board have disclosure categories 2, 3, or 4, depending on the work that department performs, unless that particular department does not designate managers and supervisors. The following manager and supervisor positions are added:
 - Community Services Superintendent
- Other updates were made to account for additional positions or changes approved and adopted in City Department budgets:
 - Recreation Coordinator
 - Management Analyst – Police Department
 - Assistant Engineer

FISCAL IMPACT:

These are non-substantive changes to the Designated Employee portion of the Appendix to the Conflict of Interest Code and have no fiscal impact.

ALTERNATIVES:

1. Do not adopt Resolution.
2. Direct staff to make other changes to the local conflict of interest code.

RECOMMENDATION:

Adopt Resolution Approving Revisions to the City's Conflict of Interest Code Appendix

ATTACHMENTS:

- A. Designated Employees List
- B. Disclosure Categories
- C. Resolution

DATE PREPARED:

December 1, 2014

REVIEWED BY:

City Manager

Designated Position List

Department/Commission	Position	Disclosure Category
Cable TV	Director	1
	Business Manager	1
	Programming Technology Manager	3
	System Engineer	1
City Clerk	Deputy City Clerk	1
City Manager	Assistant City Manager	1
	Management Analyst	4
Community Development	Director	1
	Senior Planner	1
	Associate Planner	2, 4
	Assistant Planner	2, 4
	Housing & Redevelopment Manager	1
	Building Official	1
	Senior Code Enforcement Officer*	2, 4
	Building Inspector	2, 4
	Plan Check Engineer	2, 4
	Code Enforcement Officer	2, 4
	Community Development Technician I / II	2
Finance	Finance Director	1
	Assistant Finance Director	1
	Financial Services Manager	1
	Accounting Services Manager	1
	Financial Services Supervisor	1
	Accounting Supervisor	1
Fire	Chief	1
	Division Chief	1
	Deputy Fire Chief	1
	Battalion Chief	1
Human Resources	Director	1
	Information Technology Manager	3, 4
	Information Technology Analyst I/II	3, 4
	Management Analyst	4
Community Services	Director	1
	Community Services Superintendent	2, 3
	Assistant Library Director	3
	Maintenance Services Manager	2, 3
	Parks & Facilities Manager	2, 3
	Recreation Services Manager	3
	Recreation Services Supervisor	3
	Recreation Services Coordinator	3
	Library Children Services Manager	3
	Library Services Manager	3
	Circulation Services Manager	3
Field Supervisor	4	

Designated Position List

Department/Commission	Position	Disclosure Category
Police	Chief of Police	1
	Commander	1
	Lieutenant	4
	Sergeant	4
	Records and Communications Supervisor	4
	Management Analyst	4
Public Services	Public Services Director	1
	Deputy Director of Public Works	1
	Principal Civil Engineer	1
	Associate Civil Engineer	2, 4
	Assistant Engineer	2, 4
	Maintenance Services Manager	2, 3, 4
	Field Supervisor	2, 3, 4
	Management Analyst	2, 3, 4
	Engineering Technician/Public Works Inspector	2, 4
	Water System and Conservation Manager	2, 3, 4

APPENDIX

Disclosure Categories

1. All designated employees in this category shall disclose all sources of income, investments, interests in real property in the City of San Bruno, and any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any management position.
2. All designated employees in this category shall disclose all sources of income, investments, and business positions in business entities if the business entity engages in land development; construction, the provision of architectural, engineering, design or other services in connection with land development or construction; the manufacture, sale or lease of electrical, plumbing, construction materials or supplies and any other equipment or products used in construction; the acquisition, sale or lease of real property or financing of land acquisition, lease, development or construction.
3. All designated employees in this category shall disclose all sources of income, investments, and business positions in business entities if the business entity is of the type that contracts with the City of San Bruno to provides goods, services, supplies, materials, machinery, or equipment, including computer hardware or software of the type utilized by the City of San Bruno.
4. All designated employees in this category shall disclose all sources of income, investment and business positions in business entities if the business entity is of the type that contracts with or sells to the designated employee's department.

Consultants*

- * Consultants shall disclose in accordance with Category 1, provided, however, that the City Manager may determine in writing that a particular consultant, although a "designated employee," is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination of the City Manager is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

RESOLUTION NO. 2014-_____

RESOLUTION APPROVING REVISIONS TO THE CITY'S
CONFLICT OF INTEREST CODE APPENDIX

WHEREAS, the Political Reform Act, Government Code Section 8100, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes and pursuant to 2 Cal. Code of Regulations Section 18730, the City of San Bruno adopted the terms of the standard conflict of interest code contained therein pursuant to Resolution No. 1994-46;

WHEREAS, this conflict of interest code must be reviewed and revised, if necessary, every two (2) years and due to re-organization of department director classifications and some other personnel changes, it is necessary to revise the designated employees portion of the appendix to the local conflict of interest code;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of San Bruno that the attached Appendix (Exhibit A) Designated Employee List is hereby adopted and incorporated into the existing conflict of interest code.

BE IT FURTHER RESOLVED that all prior Designated Employee Lists to the Conflict of Interest Code are hereby superseded.

---o0o---

I hereby certify that the foregoing Resolution No. 2014-_____ was duly introduced and adopted by the San Bruno City Council at a regular meeting held December 9, 2014, by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____

Carol Bonner, City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 9, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Geoff Caldwell, Acting Chief of Police

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract with TASER International to Purchase TASER Units in the Amount of \$55,579 and Appropriating \$55,579 from the Equipment Reserve Fund

BACKGROUND:

The Police Department purchased 40 TASER units in 2004. TASERs are used by patrol officers and front line supervisors as a non-lethal option to overcome and incapacitate combative and violent offenders enabling the officers to effectively and safely take the individual into custody.

TASERs have been a very effective tool that Police Department staff has used over the past 10 years as part of officer's critical equipment. However, the current TASER model has now reached the end of its useful life. The company who supplies and services the TASERs, TASER International, will no longer support the model the Department currently uses. The Department has approximately 12 units that are inoperable and cannot be repaired, and this number is expected to increase as a consequence of a lack of manufacturer support.

As part of the 2014-15 Capital Improvement Program Budget (CIP), the Department is proposing replacement of the existing TASER Model X26 with the TASER Model X26P. This will enable the Department to maintain the use of this valuable tool as well as take advantage of the latest advances in technology related to the TASER itself.

DISCUSSION:

The Police Department planned to replace the TASER units ten years after the initial purchase in 2004. Department staff researched different models made by TASER International and found that the replacement model, X26P to be the preferred replacement. It is most similar to the current model that the Department is using, in addition to an enhanced internal circuitry and software. The cost of the recommended model was the best unit for the price and options that worked best for the Department.

J.C.

Staff also found that there is no comparable, "conductive electrical weapon" made by another manufacturer that meets or exceeds the recommended TASER model. Further, by replacing the current model with an upgraded one from TASER International, Department personnel will still be able to use existing cartridges for patrol purposes as well as for training. Additionally, staff recognized that the Department has personnel that are certified in the instruction of use and downloading of data from TASER devices.

Staff recommended that the total number of units be increased from 40 to 47. In the event that a unit becomes inoperative, another can immediately be issued to that officer so that access to this tool is still available.

TASER International has offered a TASER Assurance Program (TAP) which requires the Police Department to destroy the existing TASERS and enter into contract for their replacement. Over the next four years, the Department will be required to pay installments for the eventual replacement of all 47 TASER units with the same model (X26P) or an upgraded version if one is manufactured prior to that time. This TAP program also provides for the full and complete replacement of damaged or malfunctioning units.

Staff is recommending the purchase of the TASER X26P model which will allow all officers and front line supervisors continued access to this invaluable tool.

FISCAL IMPACT:

The replacement cost for the TASER equipment is \$55,579. This includes 47 TASER units, battery packs, holsters, and the data port download kit (used to download data from device after activation). For each of the subsequent four years, in the five year contract, an amount of \$8,695 will be paid toward the TASER Assurance Plan (TAP) program. At the conclusion of the 5 year program, on day 1 of the 6th year the Department will receive 47 new TASER X26P units. At this time the Department can re-enroll in the TAP program, purchase an extended warranty to the units, or rely on the 1-year manufactures warranty.

Funding for the entire TASER Assurance Plan over the 5 year program will be \$90,359 and will be paid through the City's Equipment Reserve Fund.

ALTERNATIVES:

1. Do not replace the current TASER X26. The units currently in use will no longer be supported nor repaired by TASER International after 2014.
2. Replace the TASER units with a different model.

RECOMMENDATION:

Adopt Resolution Authorizing the City Manager to Execute a Contract with TASER International to Purchase TASER Units in the Amount of \$55,579 and appropriating \$55,579 from the Equipment Reserve Fund.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution

DATE PREPARED:

December 9, 2013

REVIEWED BY:

_____ CM

_____ FD

RESOLUTION NO. 2014-_____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH TASER INTERNATIONAL TO PURCHASE TASER UNITS IN THE AMOUNT OF \$55,579 AND APPROPRIATING \$55,579 FROM THE EQUIPMENT RESERVE FUND

WHEREAS, the Police Department patrol officers and front line supervisors utilize TASER units as a non-lethal option used in order to overcome and incapacitate combative and violent offenders enabling the officers to effectively and safely take the individuals into custody;

WHEREAS, the TASER units currently in use by the Department are no longer supported nor serviced by the manufacturer; TASER International;

WHEREAS, TASER International offers a TASER Assurance Plan (TAP Plan) which allows the Department to receive a complete replacement of all units after the conclusion of five years;

WHEREAS, the TASER is used by the majority of law enforcement agencies in San Mateo County, and provides a direct benefit to control violent offenders as well as the safety of the public and Department personnel;

WHEREAS, the Police Department is seeking to enter into the TAP plan to replace the existing TASER units with updated models that have improved circuitry and software;

WHEREAS, the 2014-15 Capital Improvement Project budget contains a funding request for the replacement of the existing TASER units;

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of San Bruno is authorizing the City Manager to execute a contract with TASER International to purchase TASER units in the amount of \$55,579 and appropriating \$55,579 from the Equipment Reserve Fund.

ATTEST:

Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of December 2014 by the following vote:

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



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 9, 2014

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Adopt Resolution Authorizing the Purchase of Cable Television HD/DVR Set-top Box Equipment in the Amount of \$126,873 and Appropriating \$126,873 from the Cable Television Fund

BACKGROUND:

The San Bruno Cable Department must replenish its inventory of High Definition (HD) and High Definition / Digital Video Recorder (DVR) set top boxes for the current fiscal year. This equipment is used to deliver High Definition channels and has the ability to record both High Definition and Standard Definition programming in customer homes.

DISCUSSION:

There is a continuing growing need to maintain inventory of HD and HD/DVR units for customers as San Bruno Cable high definition channels are now offered in all video packages. In addition, subscribers are replacing their older TV sets with High Definition TV's and some subscribers now have multiple HD TV sets in their home and prefer the HD set-top boxes.

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

There continues to be growth in HD and HD/DVR deployment. Of the original 300 HD/DVR's purchased last year for our subscribers, 106 converters were deployed in the field to new customers to bring the total number of subscribers with HD/DVR converters up to 2033 as of November 2014. About 150 boxes were used to replace DVR boxes in customer homes over 4 years old and the balance are in stock.

HD subscriptions are also steadily climbing. Of the 400 new HD converters purchased last year, 214 were deployed to new customers to bring the total to 3221 as of November 2014. The balance have been used to replace boxes purchased over 6 – 10 years old. The Cable Department has recently been advised of the potential for new video subscribers due to Dish Network transfers and HD boxes are needed for those new customers as well as general inventory.

J.C.

High Definition set-top equipment is still the best way to receive HD channels as digital TV sets have not been standardized. There will be a continuing need to acquire new inventory to meet customer demands and changes to technology.

FISCAL IMPACT:

This request is to purchase 300 HD Boxes and 250 HD/DVR set-top boxes. This purchase would be made through the National Cable Television Cooperative (NCTC) or other vendor to achieve the best pricing. The cost to replenish the HD box inventory at this time is \$126,873 including tax and shipping. Funding for this purchase is budgeted in the 2013-14 Capital Improvement Budget with an allocation of \$160,000 for HD/DVR equipment. At this time, the request is for 550 units or 79% of the budgeted amount. If necessary staff will return to the City Council at a later time for additional purchases.

HD boxes provide a source of revenue at \$7.95/mo. per unit and DVR's generate \$11.57/mo. per unit. Monthly revenues exceed \$47,000. Payback on each HD box is achieved after 18 months and DVR's after 24 months.

ALTERNATIVES:

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

RECOMMENDATION:

Adopt Resolution Authorizing the Purchase of Cable Television HD/DVR Set-top Box Equipment in the Amount of \$126,873 and appropriating \$126,873 from the Cable Television Fund.

DISTRIBUTION:

None.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

December 1, 2014

REVIEWED BY:

_____ CM

RESOLUTION NO. 2014-_____

ADOPT RESOLUTION AUTHORIZING PURCHASE OF CABLE TELEVISION HD AND HD/DVR SET-TOP BOX EQUIPMENT IN THE AMOUNT OF \$126,873 AND APPROPRIATING \$126,873 FROM THE CABLE TELEVISION FUND

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

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

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

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

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of San Bruno authorizing the purchase Cable Television HD and HD/DVR set-top box equipment in the amount of \$126,873.00 and appropriating \$126,873 from the Cable Television Fund.

ATTEST:

Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of December 2014 by the following vote:

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

RESOLUTION NO. 2014 – XX

**ADOPT A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO, CALIFORNIA,
RECITING THE FACTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 4, 2014,
DECLARING THE RESULT AND SUCH OTHER MATTERS AS PROVIDED BY LAW**

WHEREAS, a General Municipal Election was held and conducted in the City of San Bruno, California, on Tuesday, November 4, 2014, as required by law; and

WHEREAS, notice of the election was given in time, form and manner as provided by law; that voting precincts were properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, pursuant to Resolution No. 2014 – 90 adopted July 22, 2014, the County Election Department canvassed the returns of the election and has certified the results to this City Council, the results are received, attached and made a part hereof as "Exhibit A".

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN BRUNO CALIFORNIA,
DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

SECTION 1. That the whole number of votes cast in the precincts including absent voter ballots and provisional ballots was 4621.

SECTION 2. That the measure voted upon at the election is as follows: MEASURE N.

SECTION 3. That the number of votes given at each precinct and the number of votes given in the City for and against the measure was as listed in Exhibit "A" attached.

That as a result of the election, a majority of the voters voting on MEASURE N did vote in favor of it, and that the measure was approved and will be adopted and ratified.

SECTION 4. The City Clerk shall enter on the records of the City Council of the City, a statement of the result of the election, showing: (1) The whole number of votes cast in the City; (2) The measure voted upon; (3) The number of votes given at each precinct for and against each measure; (4) The total number of votes given for and against the measure.

SECTION 5. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

---oOo---

I hereby certify that foregoing **Resolution No. 2014 – XX**
was introduced and adopted by the San Bruno City Council at a regular meeting on
December 9, 2014, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Carol Bonner, City Clerk

D.A.

EXHIBIT "A" (Results of the November 4, 2014 Municipal Election)

City of San Bruno Totals

Precincts	23
Registration	19,835
Ballots Cast	8,208
Percentage	41.4%

City of San Bruno – Measure N

Yes	5,382
No	2,511



Mark Church

Chief Elections Officer & Assessor-County Clerk-Recorder

40 Tower Road
San Mateo, CA 94402
phone 650.312.5222 **fax** 650.312.5348
email registrar@smcare.org
web www.shapethefuture.org

December 1, 2014

Hon. Carol Bonner
City Clerk
City of San Bruno
567 El Camino Real
San Bruno, CA 94066

Subject: Certificate of the Chief Elections Officer for the Statewide General Election held on Tuesday, November 4, 2014

Dear City Clerk Bonner:

This is to advise you that we have completed the Official Canvass of the vote and I have certified the election results.

Attached hereto is the official Chief Elections Officer's Certification of the November 4, 2014 Statewide General Election.

It has been a pleasure to work with you in conducting this election and I look forward to serving you again in future elections.

Sincerely,

A handwritten signature in black ink that reads "Mark Church".

Mark Church

Enclosures

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

In the Matter of the CANVASS OF VOTE CAST)
at the STATEWIDE GENERAL ELECTION)
held on November 4, 2014)

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo,
State of California hereby certify;

THAT an election was held within the boundaries of the CITY OF SAN
BRUNO on Tuesday, November 4, 2014 for the purpose of submitting Measure
N to the qualified electors and; I caused to have processed and recorded the
votes from the canvass of all ballots cast at said election within the boundaries of
the CITY OF SAN BRUNO.

I HEREBY FURTHER CERTIFY that the record of votes cast at said
election is set forth in Exhibit "A" attached hereto and incorporated herein by
reference as though fully set forth at length.

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 1st day of
December, 2014, and file this date with the City Clerk of the City of San Bruno.



MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder

EXHIBIT A

Early Voting Totals 41	CITY OF SAN BRUNO MEASURE N														
	Registration	Ballots Cast	Turnout (%)		CITY OF SAN BRUNO MEASURE	YES	NO								
14TH CONGRESSIONAL DISTRICT	19,835	36	0.2			27	9								
22ND ASSEMBLY DISTRICT	19,835	36	0.2			27	9								
1ST SUPERVISORIAL DISTRICT	13,902	19	0.1			14	5								
5TH SUPERVISORIAL DISTRICT	5,933	17	0.3			13	4								
13TH SENATORIAL DISTRICT	19,835	36	0.2			27	9								
BOARD OF EQUALIZATION - DISTRICT	19,835	36	0.2			27	9								
CITY OF SAN BRUNO	19,835	36	0.2			27	9								
COUNTY OF SAN MATEO	19,835	36	0.2			27	9								
JEFFERSON UNION HIGH SCHOOL	0	0	0.0			0	0								
PACIFICA SCHOOL DISTRICT	0	0	0.0			0	0								
PENINSULA HEALTH CARE DISTRICT	15,857	25	0.2			19	6								
SAN MATEO COMMUNITY COLLEGE	19,835	36	0.2			27	9								
SAN MATEO COUNTY HARBOR	19,835	36	0.2			27	9								
SOUTH SAN FRANCISCO UNIFIED	901	3	0.3			2	1								
STATEWIDE DISTRICT	19,835	36	0.2			27	9								
Early Voting Totals	19,835	36	0.2			27	9								

Absentee Totals 41	CITY OF SAN BRUNO MEASURE N															
	Registration	Ballots Cast	Turnout (%)		CITY OF SAN BRUNO MEASURE YES	NO										
14TH CONGRESSIONAL DISTRICT	19,835	5,338	26.9		3516	1625										
22ND ASSEMBLY DISTRICT	19,835	5,338	26.9		3516	1625										
1ST SUPERVISORIAL DISTRICT	13,902	3,618	26.0		2307	1180										
5TH SUPERVISORIAL DISTRICT	5,933	1,720	29.0		1209	445										
13TH SENATORIAL DISTRICT	19,835	5,338	26.9		3516	1625										
BOARD OF EQUALIZATION - DISTRICT	19,835	5,338	26.9		3516	1625										
CITY OF SAN BRUNO	19,835	5,338	26.9		3516	1625										
COUNTY OF SAN MATEO	19,835	5,338	26.9		3516	1625										
JEFFERSON UNION HIGH SCHOOL	0	0	0.0		0	0										
PACIFICA SCHOOL DISTRICT	0	0	0.0		0	0										
PENINSULA HEALTH CARE DISTRICT	15,857	4,169	26.3		2686	1331										
SAN MATEO COMMUNITY COLLEGE	19,835	5,338	26.9		3516	1625										
SAN MATEO COUNTY HARBOR	19,835	5,338	26.9		3516	1625										
SOUTH SAN FRANCISCO UNIFIED	901	291	32.3		210	69										
STATEWIDE DISTRICT	19,835	5,338	26.9		3516	1625										
Absentee Totals	19,835	5,338	26.9		3516	1625										



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: December 9, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Ray Razavi, Interim Public Services Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract with NCE to Provide Technical Design Assistance for the 2014-15 Street Rehabilitation Project in an Amount Not to Exceed \$73,600

BACKGROUND:

The City's Capital Improvement Program (CIP) includes the Street Rehabilitation Program to repair and perform preventative maintenance treatment to local, collector, and arterial streets based on the street condition identified through the use of the City's Pavement Management Program (PMP). Staff uses the PMP to analyze the pavement data in selecting streets to assure the most optimal use of funds for maintenance or rehabilitation work.

The Metropolitan Transportation Commission (MTC) provided the City of San Bruno with assistance in maintaining the PMP by providing funding assistance for the Pavement Management Technical Assistance Program in 2014 (PTAP 14). MTC hired JG3 Consulting to perform the pavement condition survey of the City's network of arterial, collector, and residential streets and presented various budget scenarios to increase the Pavement Condition Index (PCI). JG3 submitted the completed report in April 2014 which was subsequently presented to the Infrastructure Subcommittee on June 30, 2014.

The 2014-15 Street Rehabilitation Project is a project within the Street Rehabilitation Program to improve the condition of the City streets. The project requires technical design assistance from a consulting firm to evaluate the pavement condition survey that was completed by JG3, perform assessment of existing pavement conditions and provide recommendations on cost effective pavement treatments.

DISCUSSION:

The City requested a proposal from NCE, formerly known as Nichols Consulting Engineers, to provide technical assistance for the 2014-15 Street Rehabilitation Project. NCE is a qualified consulting firm that specializes in pavement design and has extensive experience with the City's pavement network through their previous work in updating the City's pavement management system in 2011. NCE has also provided the City with similar technical design assistance for the 2012 street resurfacing program.

The 2014-15 Street Rehabilitation Project streets (Attachment 3) were derived from the Draft 5-year Street Resurfacing Schedule. The list was previously discussed with the Surface Infrastructure Subcommittee and also appears on the City's website. The project includes

10.c.

most of the streets identified within the 2014 and 2015 list. The scope of services includes pavement deflection testing to evaluate the structural capacity of the existing pavement section, pavement condition surveys and coring to refine the appropriate pavement rehabilitation treatment, review of pavement core data, and development of a pavement design recommendation report for street sections identified. The report will also evaluate cost-effective rehabilitation treatments such as cold-in-place recycling and full depth reclamation for street sections identified for overlay and reconstruction.

Upon completion of the pavement design recommendations by NCE, staff will prepare the design plans, specifications, cost estimates and advertise the project for bid. Staff anticipates the design to be completed by April 2015 and award the construction contract in June 2015.

FISCAL IMPACT:

The 2014-15 Street Rehabilitation Project is part of an established CIP project that is geared towards improving the quality of the City's streets in a fiscally responsible manner. Currently, there is an available amount of \$742,082 from the 2013-14 CIP which will be carried-over into the proposed 2014-15 CIP and used for NCE and staff design support. Staff is requesting an additional appropriation of \$500,000 from Measure A and \$300,000 from Gas Tax for a total of \$1,542,082 to fund the construction phase of this project as the construction is anticipated to be awarded in June 2015. This additional appropriation funding will be reflected in the proposed 2014-15 CIP budget.

The estimated total cost for the project is as follows:

NCE Design Contract	\$ 73,600
Estimated Staff Design Support	\$ 30,000
Estimated Construction Cost	\$1,100,000
Estimated Staff Construction Management and Inspection	\$ 173,482
Estimated Contingency	<u>\$ 165,000</u>
Total Project Estimate:	\$1,542,082

ALTERNATIVES:

1. Do not authorize award of this contract and defer the project.
2. Request staff to issue new request for proposals.

RECOMMENDATION:

Adopt resolution authorizing the City Manager to execute a contract with NCE to provide technical design assistance for the 2014-15 Street Rehabilitation Project in an amount not to exceed \$73,600.

ATTACHMENTS:

1. Resolution
2. Project Location Map
3. 2014-15 Street Rehabilitation Project Street List
4. 2013-14 CIP Budget Sheet

DISTRIBUTION:

None

DATE PREPARED:

December 1, 2014

REVIEWED BY:

_____ CM

_____ FD

RESOLUTION NO. 2014 - ____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE
A CONTRACT WITH NCE TO PROVIDE TECHNICAL DESIGN ASSISTANCE FOR THE
2014-15 STREET REHABILITATION PROJECT IN AN AMOUNT NOT TO EXCEED
\$73,600**

WHEREAS, the City's Capital Improvement Program (CIP) includes the Street Rehabilitation Project to rehabilitate, repair and apply preventative maintenance treatment to local, collector and arterial streets based on street condition identified through the use of Metropolitan Transportation Commission's (MTC) Street Saver Program; and

WHEREAS, the staff has developed a list of streets for preventative maintenance, rehabilitation, and reconstruction using the Street Saver Program; and

WHEREAS, technical design assistance for in depth pavement condition survey, pavement deflection testing, pavement core collection is required for street sections identified for overlay or reconstruction as part of the 2014-15 Street Rehabilitation Project; and

WHEREAS, NCE is a highly qualified consulting firm with the experience and capability to assist on the StreetSaver pavement management program and assessment of the pavement conditions; and

WHEREAS, NCE scope of services includes pavement deflection testing to evaluate the structural capacity of the existing pavement section, pavement condition surveys and coring to refine the appropriate pavement rehabilitation treatment, review of pavement core data and developing a pavement design recommendation report for street sections identified; and

WHEREAS, subsequent to being selected, the Public Services Department worked with NCE to negotiate an acceptable scope work; and

WHEREAS, the total value of the work proposed under this agreement will not exceed \$73,600; and

WHEREAS, the 2014-15 Street Rehabilitation Project is part of an established CIP project within the 2013-14 Street Rehabilitation Program; and there is an available amount of \$742,082 in the 2013-14 CIP project budget that can be carried over into the proposed 2014-15 CIP; and

WHEREAS, an additional appropriation of \$500,000 from Measure A and \$300,000 from Gas Tax is needed to fund the design and construction phases of this project for a total project cost of \$1,542,082.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby authorizes the City Manager to execute a contract with NCE to provide technical design assistance for the 2014-15 Street Rehabilitation Project in an amount not to exceed \$73,600.

Dated: December 9, 2014

ATTEST:

Carol Bonner, City Clerk

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of December 2014 by the following vote:

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



Attachment 3
2014-2015 Street Rehabilitation Project Street List

Street Name	From	To	Functional Class	Treatment Type
CEDAR AVENUE	JENEVEIN AVENUE	PARK AVENUE	R - Residential/Local	2" Mill 2" AC OVL w/BR
HICKORY AVENUE	CHERRY AVENUE	CEDAR AVENUE	R - Residential/Local	2" Mill 2" AC OVL w/BR
BENNINGTON DRIVE	CRESTMOR DRIVE	MADISON AVENUE	R - Residential/Local	Slurry and crack seal w/BR
HERMOSA ST	SAN MATEO AVE	MONTGOMERY AVE	R - Residential/Local	Slurry and crack seal w/BR
LUCIA COURT	SANTA LUCIA AVENUE	END	R - Residential/Local	Slurry and crack seal w/BR
OAKMONT DRIVE	CARMEL DRIVE	VALLEYWOOD DRIVE	R - Residential/Local	Slurry and crack seal w/BR
SANTA LUCIA AVENUE	DESOTO AVENUE	CITY LIMITS	R - Residential/Local	Slurry and crack seal w/BR
TEHAMA COURT	MONTEREY COURT	CUL-DE-SAC	R - Residential/Local	Slurry and crack seal w/BR
CAMINO PLAZA	KAINS AVENUE	SAN BRUNO AVENUE	C - Collector	2" Mill 2" AC OVL w/BR
COMMODORE DRIVE	CHERRY AVENUE	GATE	R - Residential/Local	2.5" Mill 2.5" AC OVL w/BR
SAN ANSELMO AVENUE	SANTA HELENA AVENUE	SAN FELIPE AVENUE	C - Collector	2.75" Mill 2.75" AC OVL w/BR
SAN DIEGO AVENUE	SAN ANTONIO AVENUE	EL CAMINO REAL	R - Residential/Local	2" Mill 2" AC OVL w/BR

Street Rehabilitation Project

PROJECT INFORMATION

Origination Year: 2004-05

Project Number: 82666 / 82667

Projected Completion Date: Ongoing Program

Life Expectancy: 25-30 years

Total Project Cost: \$ 8,145,216

Project Description:

This project involves the repair and preventative maintenance of local, collector and arterial streets based on street condition identified through the use of the City's Pavement Management Program (PMP). The long-term goal is to achieve an average pavement condition index score equal to or greater than 70. The present average in the City is 60.

The City's PMP is designed to maximize the longevity of streets with timely and cost effective maintenance and repairs while working within budget constraints. By doing so, the infrastructure investment that the City has made in the street system over past years is preserved. Accelerated roadway deterioration leads to an increase in overall roadway maintenance costs. A street in good condition also prevents the formation of hazardous conditions such as potholes.

During FY 2012-13, the Street Rehabilitation Project was separated into two projects. One is a slurry seal project and the other is a street reconstruction project. The slurry seal project is City funded while the reconstruction is partially funded by the State Local Partnership Program (SLPP).

2012-13 Status:

Staff completed construction documents for the slurry seal project. The City Council awarded the slurry seal construction contract on February 12, 2013. Construction commenced on May 8, 2013 and is substantially complete.

At their September 25, 2012 meeting, the City Council approved acceptance of the State Local Partnership Program (SLPP) in lieu of Federal Surface Transportation Program. On May 7, 2013, the California Transportation Commission (CTC) allocated \$431,000 of reimbursable SLPP funds to the City for construction contract costs. With these funds, the City is required to match \$431,000 of local Measure A funds.

2013-14 Work Plan:

Complete construction for the Street Reconstruction Project consisting of overlay and reconstruction of nine street segments. One previously identified segment, San Bruno Avenue between upper Glenview Drive and Crestmoor Drive, will be deferred due to conflicts with Crestmoor Neighborhood Reconstruction and Glenview Water Tank 3 projects.

**Project Appropriations:
Current Year Appropriations:**

Projects	Funding Source	Prior Approp.	Prior Expense	Carryover Approp.	2013-14 Funding Request	2013-14 Total Funds Available	Total Project Cost
Street Rehab Annual Program (82666)	Various	2,934,216	(2,442,218)	491,997	0	491,997	6,134,216
State Local Partnership Program (82667)	Various	1,211,000	(28,947)	1,182,053	800,000	1,982,053	2,011,000
Total		4,145,216	(2,471,165)	1,674,050	800,000	2,474,050	8,145,216

Funding Source	Prior Approp.	Prior Expense	Carryover Approp.	2013-14 Funding Request	2013-14 Total Funds Available	Total Project Cost
Measure A	1,839,800	(952,276)	887,523	400,000	1,287,524	4,239,800
Gas Tax	370,000	(14,473)	355,527	400,000	755,526	1,970,000
Prop 1B Funding	1,304,416	(1,304,416)	0	0	0	1,304,416
Streets Capital	200,000	(200,000)	0	0	0	200,000
State Local Partnership Program Grant	431,000	0	431,000	0	431,000	431,000
Total	4,145,216	(2,471,165)	1,674,050	800,000	2,474,050	8,145,216

Five-Year Work Program Appropriations:

Projects	Funding Source	2013-14	2014-15	2015-16	2016-17	2017-18	Total Request
State Local Partnership Program	Measure A	400,000	0	0	0	0	400,000
State Local Partnership Program	Gas Tax	400,000	0	0	0	0	400,000
Street Rehab Annual Program	Measure A	0	500,000	500,000	500,000	500,000	2,000,000
Street Rehab Annual Program	Gas Tax	0	300,000	300,000	300,000	300,000	1,200,000
Total		800,000	800,000	800,000	800,000	800,000	4,000,000

ITEM 10.e. to follow