



**"The City With a Heart"**

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

**CITY COUNCIL  
SPECIAL MEETING – CLOSED SESSION**

**AGENDA**

**June 24, 2014**

**6:00 p.m.**

**Meeting location: San Bruno Senior Center, 1555 Crystal Springs Rd., San Bruno**

- 1. CALL TO ORDER:**
- 2. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:**
- 3. CLOSED SESSION:**

Conference with Legal Counsel--Existing Litigation pursuant to Government Code section 54956.9(d)(1): City of San Bruno v. California Public Utilities Commission.

**4. ADJOURNMENT:**

The next Regular City Council Meeting will be held on June 24, 2014, at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno, CA.

*Posted Pursuant to Law 06/20/14*



**"The City With a Heart"**

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Irene O'Connell, Councilmember  
Michael Salazar, Councilmember

## **AGENDA**

### **SAN BRUNO CITY COUNCIL**

**June 24, 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](http://www.sanbruno.ca.gov) or check out copies at the Library. We welcome your participation. In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office 650-616-7058.

**1. CALL TO ORDER:**

**2. ROLL CALL/PLEDGE OF ALLEGIANCE:**

**3. ANNOUNCEMENTS:**

- a. The City Council reminds all residents that the continuing drought conditions create heightened concern for fire safety over the upcoming July 4<sup>th</sup> holiday. Information about City regulations concerning proper use of safe and sane fireworks is available on the City website at [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov).
- b. The Regular City Council Meeting of August 12, 2014 is cancelled.

**4. PRESENTATIONS:**

**5. REVIEW OF AGENDA:**

**6. APPROVAL OF MINUTES:** Special Council Meeting of June 3, 9, and 11 and Regular Council Meeting of June 10, 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 June 9 and 16, 2014.
- b. **Approve:** Payroll of June 1, 2014
- c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated May 31, 2014.

**8. PUBLIC HEARINGS:**

- a. Hold Public Hearing and Adopt Resolution Amending the Master Fee Schedule for 2014-15 Establishing Fees for Municipal Services.
- b. Hold Public Hearing and Adopt Resolution Approving the 2014-15 City Manager's Recommended Operating Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds.

Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) of \$34,720,090 for 2014-15.

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

**10. CONDUCT OF BUSINESS:**

- a. Receive Oral Report from Recology on Establishment of the Organics Program.
- b. Adopt Resolution Accepting the Recommendation from the Culture and Arts Commission to Change the Location for the Installation of the Centennial Mosaic Mural from Sneath Lane to Posy Park and Authorize a Project Change Order of \$6,400 from the City's Art Fund.
- c. Receive a Grant Request from the San Bruno Lions Club to Complete Repairs and Improvements at the Portola Performing Arts Center.
- d. Adopt Resolution Authorizing the City Manager to Execute an Amended Agreement between the City of San Bruno, City of Millbrae, and the Central County Fire Department for Shared Fire Chief Services.
- e. Adopt Resolution Amending the Agreement for Shared Deputy Fire Chief, Fire Marshall and Division Chiefs Between the Cities of Millbrae and San Bruno.
- f. Adopt Resolution Authorizing the City Manager to Execute Contracts and Appropriating Funds for the Kains Avenue and San Mateo Avenue Sewer Bypass Improvements Project:
  1. Authorizing Construction Contract with KJ Woods Construction, Inc. in the Amount of \$1,018,000. with a Construction Contingency of \$152,700;
  2. Authorizing Contract with Vali Cooper & Associates, Inc. for Construction Inspection Services in an Amount not to Exceed \$75,565;
  3. Appropriating an Additional \$274,000 in Wastewater Capital Funds to the Project for a Total Project Budget of \$1,510,100.
- g. Receive Report 10-year Capital Improvement Program Work Plan for Sewer and Water Main Replacement.
- h. Receive Report and Provide Direction Regarding Alternatives for Repair and Replacement of Private Sewer Laterals.
- i. Adopt Resolution Accepting Roadway Improvements Along Pacific Bay Vistas Circle, Susan Drive and Highland Drive
- j. Adopt Resolution Authorizing the Purchase of Four Ford F-350 Trucks and Three Ford Explorer Police Vehicles from Downtown Ford of Sacramento, California in the Total Amount of \$260,100.

**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 July 8, 2014 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.



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**CITY COUNCIL  
SPECIAL MEETING  
MINUTES**

**June 3, 2014**

**8:00 a.m.**

**Meeting location: Corporation Yard, 225 Huntington Ave., San Bruno, CA**

**1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on June 3, 2014 at the San Bruno Corporation Yard, 225 Huntington Ave., San Bruno, CA. The meeting was called to order at 8:00 p.m.

**2. ROLL CALL:** Presiding was Mayor Ruane, Vice Mayor Medina and Councilmember O'Connell.

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

**4. CONDUCT OF BUSINESS:**

Council took a Tour of the Corporation Yard Facility with no reportable action.

**14. ADJOURNMENT:**

**Mayor Ruane** closed the meeting at 9:43 p.m. The next regular City Council Meeting will be held on June 10, 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  
June 24, 2014

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Carol Bonner, City Clerk

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Jim Ruane, Mayor



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## **MINUTES – SPECIAL MEETING – BUDGET SESSION**

### **SAN BRUNO CITY COUNCIL**

**June 9, 2014**

**6:00 p.m.**

- 1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on June 9, 2014 at the San Bruno City Hall, 567 El Camino Real, Room 115, 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 Ibarra, O'Connell and Salazar.
- 3. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.

**4. CONDUCT OF BUSINESS:**

Conduct Study Session to Review the 2014-15 City Manager's Recommended Operating Budget for General Fund, Special Revenue Funds and Enterprise Funds.

**City Manager Jackson** gave introductory remarks to the 2014-15 Budget and **Interim Finance Director O'Leary** gave a brief history of past budgets as well as an overview of the 2014-15 budget.

**14. ADJOURNMENT:**

**Mayor Ruane** closed the meeting with no reportable action at 7:47 p.m. The next regular City Council Meeting will be held on June 10, 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  
June 24, 2014

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Carol Bonner, City Clerk

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Jim Ruane, Mayor



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Michael Salazar, Councilmember

## **MINUTES – SPECIAL MEETING – BUDGET SESSION**

### **SAN BRUNO CITY COUNCIL**

**June 11, 2014**

**6:00 p.m.**

**Meeting Location: San Bruno City Hall, Room 115, San Bruno, CA**

**1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on June 11, 2014 at the San Bruno City Hall, 567 El Camino Real, Room 115, 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 Ibarra, O'Connell and Salazar.

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

**4. CONDUCT OF BUSINESS:**

Conduct Study Session to Review the 2014-15 City Manager's Recommended Operating Budget for General Fund, Special Revenue Funds and Enterprise Funds.

**City Manager Jackson** gave an introduction and overview of the key items which included program enhancements, business and economic development, community problem solving and customer service and process efficiency. Some of the City Department heads gave overviews of their budget requests. There was no reportable action taken at this meeting.

**14. ADJOURNMENT:**

**Mayor Ruane** closed the meeting at 8:48 p.m. The next regular City Council Meeting will be held on June 24, 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  
June 24, 2014

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Carol Bonner, City Clerk

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Jim Ruane, Mayor



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Michael Salazar, Councilmember

## **MINUTES SAN BRUNO CITY COUNCIL**

**June 10, 2014**

**7:00 p.m.**

**1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on June 10, 2014 at the San Bruno Senior Center, at 1555 Crystal Springs Rd., San Bruno, CA. The meeting was called to order at 7:00 p.m. **Mayor Ruane** thanked the Garden Club for the beautiful flower arrangement.

**2. ROLL CALL/PLEDGE OF ALLEGIANCE:**

Presiding was Mayor Ruane, Vice Mayor Medina, Councilmembers Ibarra, O'Connell and Salazar. **Community Foundation Board Member Hedley** led the pledge of allegiance.

**3. ANNOUNCEMENTS:**

a. **Mayor Ruane** announced the City Council has Scheduled Study Sessions Beginning at 6:00 p.m. on June 11 and 12, 2014 to Review the Proposed FY 2014-15 Budgets at 567 El Camino Real, Room 115, San Bruno, CA.

b. **Mayor Ruane** reminded all residents that the continuing drought conditions create heightened concern for fire safety over the upcoming July 4<sup>th</sup> holiday. Information about City regulations concerning proper use of safe and sane fireworks is available on the City website at [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov).

**4. PRESENTATIONS:** None.

**5. REVIEW OF AGENDA:** **City Manager Jackson** pulled Item 10.c. to be brought forward at a future meeting.

**6. APPROVAL OF MINUTES:** Special Council Meeting of May 29, 2014 and Regular Council Meeting of May 27, 2014, approved as submitted.

**7. CONSENT CALENDAR:**

a. **Approve:** Accounts Payable of May 27, and June 2, 2014.

b. **Approve:** Payroll of May 4, 2014

c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated April 30, 2014.

d. **Adopt:** Resolution Accepting the San Bruno Street Medians and Grand Boulevard Improvements Project as Complete and Authorizing the Release of the Construction Contract Retention in the Amount of \$30,270.39.

e. **Adopt:** Resolution Authorizing the Extension of the Joint Use Agreement between the City of San Bruno and the San Bruno Park School District through October 15, 2014.

f. **Adopt:** Resolution Authorizing the City Manager to Amend Agreement with Turbo Data Systems, Inc. for Parking Citation Processing and Adjudicating Services to Extend Term through June 30, 2015.

**Councilmember O'Connell** pulled Item 7.e.

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

**Councilmember O'Connell** acknowledged staff and the Council subcommittee for all the work they have been doing on the Joint Use Agreement. She pulled this item because she did not see any reason to extend the contract. Our Council approved what was sent to us originally and they subsequently did not approve it even though they had almost a year to do so.

**M/S O'Connell/Ibarra** to not approve 7.e. **Councilmember Ibarra** asked for clarification if this was not extended. **City Manager Jackson** said the joint use agreement previously extended by Council and the School District has expired as of May 11. The City has continued to provide and maintain as they did under that agreement.

**Vice Mayor Medina**, on the sub-committee with Councilmember Salazar said he was in favor of extending it because of ongoing programs. He said the subcommittee and school board need to get back together. **Councilmember Salazar** concurred. **Councilmember O'Connell** didn't want the school program put in jeopardy, she expressed her disappointment in the School Board and wanted to send a message to them that they need to follow-up in a timely manner.

**City Manager Jackson** said we can get right back to work to discuss and have answers by October.

There was a motion on the floor to not approve 7.e., however, another motion was placed on the floor.

**M/S Ibarra/Medina** to approve the resolution for adoption and passed with four ayes and one no, Councilmember O'Connell.

8. **PUBLIC HEARINGS:** None.

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

**Robert Riechel, 7<sup>th</sup> Ave.** said they found a bird in San Carlos with West Nile Virus. The San Bruno 4H Club received a presentation on mosquitoes from Vector Ecologist Theresa Shelton from the San Mateo County Mosquito & Vector Control District. He reminded all residents to continue to dump standing water and to report dead black birds – 1-877-WNV-BIRD.

**Phil Piserchio, Claremont Dr.** talked about the Canyon behind his home and asked what the City has done and what they plan to do. **Mayor Ruane** advised to contact the City Clerk who will hook you up with Harry Burrowes.

10. **CONDUCT OF BUSINESS:**

a. Adopt Resolution Approving the San Bruno Community Foundation's 501(c)(3) Application and Three-Year Budget.

**City Attorney Zafferano** gave an overview of the staff report which details all the steps taken to form the organization.

**Ben Cohn, Treasurer San Bruno Community Foundation** talked about the importance of the steps being taken. He said our budget shows the Board's commitment to the community.

**Councilmember Ibarra** asked if there is any estimate when the Foundation will be up and running? **City Attorney Zafferano** said it is critical for all policies to be in place before important community decisions are made.

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

b. Authorize Fireworks Stand Permits for 2014 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolution 2008-59 and Ordinance No. 1700.

**City Clerk Bonner** gave an overview of the staff report and asked for questions.

**M/S Ibarra/O'Connell** to approve the stand permits and passed with all ayes.

c. Adopt Resolution Authorizing the City Manager to Execute Contracts and Appropriating Funds for the Kains Avenue and San Mateo Avenue Sewer Bypass Improvements Project: (Item pulled to future meeting.)

1. Authorizing Construction Contract with Bay Pacific Pipelines, Inc. in the Amount of \$871,625 with a Construction Contingency of \$130,750;

2. Authorizing Contract with Vali Cooper & Associates, Inc. for Construction Inspection Services in an Amount not to Exceed \$75,565;

3. Appropriating an Additional \$105,000 in Wastewater Capital Funds to the Project for a Total Project Budget of \$1,341,100.

d. Adopt Resolution Adopting the 2014 Storm Drain Master Plan.

**Associate Engineer Wong** gave an overview of the staff report and asked for questions.

**Public Services Director Fabry** acknowledged **Stormwater Manager Chapman's** presence if there are any questions.

**Robert Riechel, 7<sup>th</sup> Ave.** asked what consideration in the plan is given to do some kind of support in excess of a 25-year storm? **Wong** said number two on the project list of five is the proposed pipeline improvement along Angus and also additional enlargement of the existing inlets and additional piping for the inlets, right at the intersection of the NE corner of Angus and 7th. **Fabry** said all of the improvements which were part of the grade separation project were designed and implemented for a 100 year storm event.

In response to **Councilmember O'Connell's** question regarding where the monies come from now, **Fabry** said from a parcel tax which generates between \$500,000 and \$600,000. She said she did not know if it was a 218 process, but she would look into it.

**Councilmember Salazar** asked if items placed on a tax role were subject to a general vote. **City Attorney Zafferano** said they will come back with an answer.

**Councilmember Salazar** said it would be prudent to look at funding.

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

e. Receive Report and Direct Staff to Cancel the Regular August 12, 2014 City Council Meeting.

**City Manager Jackson** gave an overview of the staff report and asked for questions. Council concurred and agreed to cancel the regular August 12, 2014 Council meeting..

**11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:**

**12. COMMENTS FROM COUNCIL MEMBERS:**

**Vice Mayor Medina** commented on the loitering and mess at City Bank on San Mateo Ave.

**13. CLOSED SESSION:**

**Mayor Ruane** said they would be going into closed session with no reportable action. The closed session was complete at 9:00 p.m.

a. Conference with Legal Counsel--Anticipated Litigation; Significant Exposure to Litigation pursuant to Government Code section 54956.9(d)(2): One Case.

b. Public Employee Performance Evaluation Pursuant to Government Code Section 54957: City Attorney.

c. Public Employee Performance Evaluation Pursuant to Government Code Section 54957: City Manager.

**14. ADJOURNMENT:**

**Mayor Ruane** closed the meeting at 8:05 p.m. The next regular City Council Meeting will be held on June 24, 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  
June 24, 2014

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Carol Bonner, City Clerk

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Jim Ruane, Mayor

06/09/14

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

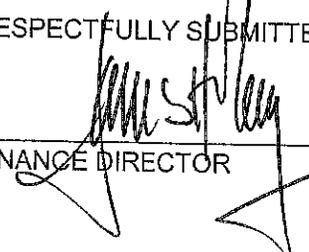
FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$126,165.78
122	SOLID WASTE/RECYCL.	\$11.41
132	AGENCY ON AGING	\$3,152.41
133	RESTRICTED DONATIONS	\$542.18
190	EMERGENCY DISASTER FUND	\$6.00
302	LEASE DEBT SERVICE	\$1,954.36
611	WATER FUND	\$59,681.74
621	STORMWATER FUND	\$403.73
631	WASTEWATER FUND	\$1,288.07
641	CABLE TV FUND	\$18,570.47
701	CENTRAL GARAGE	\$21.00
702	FACILITY MAINT. FUND	\$3,525.70
707	TECHNOLOGY DEVELOPMENT	\$905.52
711	SELF INSURANCE	\$5,368.00
880	PROJECT DEVELOP. TRUST	\$5,600.00

TOTAL FOR APPROVAL \$227,196.37

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 148691 THROUGH 148770 INCLUSIVE, TOTALING IN THE AMOUNT OF \$227,196.37 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,

  
FINANCE DIRECTOR

6-10-2014  
DATE

*7a.*

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount	
0017053	ACCONTEMPS	148691	6/9/2014	3,744.00
0101004	ADOBE ANIMAL HOSPITAL	148692	6/9/2014	234.88
0001170	AIRGAS NCN	148693	6/9/2014	22.37
0105140	AIS SPECIALTY PRODUCTS, INC.	148694	6/9/2014	1,071.40
0001965	ARISTA BUSINESS	148695	6/9/2014	762.56
0016123	AT&T	148696	6/9/2014	2,009.89
0017191	AT&T	148697	6/9/2014	87.80
0000345	BAKER & TAYLOR BOOKS	148698	6/9/2014	1,080.11
0103924	BEAR DATA SOLUTIONS, INC.	148700	6/9/2014	3,638.29
0016324	CINTAS CORPORATION	148701	6/9/2014	153.55
0000227	CITY OF SAN BRUNO	148702	6/9/2014	4,755.59
0013595	CITY OF SAN BRUNO	148703	6/9/2014	776.31
0000386	CITY OF SOUTH SAN FRANCISCO	148704	6/9/2014	2,611.50
0015857	COUNTY OF SAN MATEO	148706	6/9/2014	76.00
0105811	CSAC EXCESS INSURANCE AUTHORITY	148711	6/9/2014	12,174.93
0105109	DANIEL BARROS	148699	6/9/2014	3,492.66
0018912	DASH MEDICAL GLOVES INC.	148707	6/9/2014	1,036.15
0102820	DEBRA HALL	148723	6/9/2014	289.00
0102673	EBI AGGREGATES	148708	6/9/2014	112.87
0018697	EVIDENT	148710	6/9/2014	227.00
0013714	FIRST NATIONAL BANK	148713	6/9/2014	20,542.27
0001782	FLOWERS ELECTRIC & SVC.CO.INC.	148714	6/9/2014	590.85
0102869	FRANCHISE TAX BOARD	148715	6/9/2014	743.00
0018272	GALE GROUP INC.	148716	6/9/2014	34.27
0018155	GEMPLER'S	148717	6/9/2014	276.32
0018948	GRAND LEADER MARKET	148718	6/9/2014	577.50
0017253	GREAT AMERICAN IMAGES	148719	6/9/2014	289.31
0017900	GREAT LAKES DATA SYSTEMS INC	148720	6/9/2014	1,450.00
0095966	GREATAMERICA FINANCIAL SVCS.	148721	6/9/2014	161.99
0096837	GYM DOCTORS	148722	6/9/2014	125.00
0105378	HOME MAID RAVIOLI COMPANY INC.	148724	6/9/2014	63.90
0099521	HOWARD HOYER	148725	6/9/2014	252.59
0103336	HUB INTERNATIONAL SERVICE INC.	148726	6/9/2014	107.18
0104018	INTERSTATE TRAFFIC CONTROL	148727	6/9/2014	1,067.66
0018376	JT2 INTEGRATED RESOURCES	148728	6/9/2014	5,368.00
0000075	K-119 TOOLS OF CALIFORNIA INC.	148729	6/9/2014	599.45
0018050	KAISER FOUNDATION HEALTH PLAN	148730	6/9/2014	3,602.20
0018561	LANCE BAYER	148731	6/9/2014	412.50
0000849	LEAGUE OF CALIFORNIA CITIES	148732	6/9/2014	400.00
0105822	LEE & RO, INC.	148733	6/9/2014	3,615.50
0104424	LIDIA'S ITALIAN DELICACIES	148734	6/9/2014	2,047.50
0099654	MATTHEW FERNANDEZ	148712	6/9/2014	400.00
0102770	METLIFE	148736	6/9/2014	320.46
0016041	METROMOBILE COMMUNICATIONS	148737	6/9/2014	663.55
0000357	NATIONAL CABLE TV CO-OP, INC.	148738	6/9/2014	4,181.67
0018319	NEAL MARTIN & ASSOCIATES	148739	6/9/2014	22,400.00
0098454	NICK UMALI	148765	6/9/2014	73.00
0015839	NOR-CAL SIGNS	148740	6/9/2014	81.75
0105238	NORTHERN SERVICES INC.	148741	6/9/2014	325.00
0092263	OFFICE DEPOT INC	148742	6/9/2014	868.57
0100668	OVERLAND CONTRACTING	148743	6/9/2014	630.00
0000012	PACIFIC GAS & ELECTRIC	148744	6/9/2014	44,069.55
0000012	PACIFIC GAS & ELECTRIC	148745	6/9/2014	14,873.15

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0091044 R.A. METAL PRODUCTS, INC	148746	6/9/2014	1,536.90
0017111 RANDOM HOUSE INC	148747	6/9/2014	36.79
0090749 RED WING SHOE STORE	148748	6/9/2014	642.51
0104548 RENNE SLOAN HOLTZMAN SAKAI LLP	148750	6/9/2014	2,146.86
0018915 ROSE CITY LABEL	148751	6/9/2014	476.00
0103712 RUEL REGUDON	148749	6/9/2014	295.33
0093465 SAN MATEO COUNTY SHERIFF	148752	6/9/2014	335.00
0104785 SIMON WONG ENGINEERING, INC.	148753	6/9/2014	240.00
0097079 SPRINT	148754	6/9/2014	568.82
0105796 SUNRISE FOOD DISTRIBUTOR INC.	148755	6/9/2014	939.42
0105971 TAMMY MANINI	148735	6/9/2014	91.26
0018813 TANKO LIGHTING	148756	6/9/2014	415.94
0018073 TEAMSTERS LOCAL 350	148757	6/9/2014	2,380.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	148709	6/9/2014	12,999.39
0105972 THE APPLIANCE REPAIR DOCTOR	148758	6/9/2014	1,936.42
0097449 THYSSENKRUPP ELEVATOR CORP.	148759	6/9/2014	391.14
0000831 TONER CARTRIDGE&INKJET EXPRESS	148760	6/9/2014	747.41
0093068 TOWN OF HILLSBOROUGH	148761	6/9/2014	100.00
0000665 TSQ SOLUTIONS INC.	148762	6/9/2014	325.00
0001362 TV GUIDE MAGAZINE, LLC	148763	6/9/2014	231.89
0000019 U.S. POSTMASTER	148764	6/9/2014	3,800.00
0017876 UNION BANK OF CALIFORNIA	148766	6/9/2014	1,954.36
0097688 UNIVERSITY OF NEBRASKA LINCOLN	148767	6/9/2014	15.00
0102988 VANTAGEPOINT TRANSFER AGENTS	148768	6/9/2014	10,444.63
0105955 WEST COAST CODE CONSULTANTS, INC.	148705	6/9/2014	4,120.00
0104660 WEST YOST ASSOCIATES, INC.	148769	6/9/2014	10,353.00
0093908 WRISTBANDS MEDTECH USA INC.	148770	6/9/2014	102.75
		<b>GrandTotal:</b>	<b>227,196.37</b>
		<b>Total count:</b>	<b>80</b>

06/16/14

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

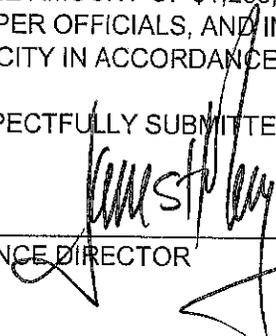
FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$472,102.01
122	SOLID WASTE/RECYCL.	\$1,600.20
133	RESTRICTED DONATIONS	\$1,150.00
190	EMERGENCY DISASTER FUND	\$761,520.56
203	STREET IMPROVE. PROJECTS	\$1,855.00
611	WATER FUND	\$14,998.38
621	STORMWATER FUND	\$76.29
631	WASTEWATER FUND	\$5,105.21
641	CABLE TV FUND	\$15,699.65
701	CENTRAL GARAGE	\$10,533.75
702	FACILITY MAINT. FUND	\$2,983.74
703	GENERAL EQUIPMENT REVOLVING	\$561.04
707	TECHNOLOGY DEVELOPMENT	\$404.33

TOTAL FOR APPROVAL \$1,288,590.16

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 3 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 148771 THROUGH 148909 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,288,590.16 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,

  
\_\_\_\_\_  
FINANCE DIRECTOR

6-17-2014  
\_\_\_\_\_  
DATE

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Vendor Code & Name	Check #	Check Date	Amount
0000858 ADECCO EMPLOYMENT SERVICES	148784	6/16/2014	2,014.74
0103202 ADVANCED MOBILE COMMUNICATIONS	148785	6/16/2014	97.01
0001170 AIRGAS NCN	148786	6/16/2014	25.05
0000163 AIRPORT AUTO PARTS INC.	148787	6/16/2014	174.29
0017459 ALL CITY MANAGEMENT SVC.INC.	148788	6/16/2014	2,241.75
0018611 ALL INDUSTRIAL ELECTRIC SUPPLY	148789	6/16/2014	97.57
0000372 ALLIED SECURITY ALARMS	148790	6/16/2014	1,449.00
0000187 ALPHA PRESS INC.	148791	6/16/2014	190.75
0000082 AMERICAN MESSAGING	148792	6/16/2014	44.20
0001202 ARAMARK UNIFORM SERVICES	148793	6/16/2014	879.46
0016123 AT&T	148794	6/16/2014	761.66
0000345 BAKER & TAYLOR BOOKS	148796	6/16/2014	1,798.41
0017678 BAUER COMPRESSORS INC.	148797	6/16/2014	915.00
0103924 BEAR DATA SOLUTIONS, INC.	148799	6/16/2014	5,280.00
0018688 BEST BEST & KRIEGER LLP	148800	6/16/2014	2,996.58
0000272 BMI IMAGING SYSTEMS	148801	6/16/2014	1,150.00
0000378 BROADMOOR LANDSCAPE SUPPLY	148802	6/16/2014	119.22
0092200 CA. POLICE CHIEFS ASSOCIATION	148803	6/16/2014	630.00
0017843 CENTRAL COUNTY FIRE DEPT.	148807	6/16/2014	5,296.96
0105976 CHEF'S WAREHOUSE	148808	6/16/2014	79.20
0099363 CHRISTOPHER CAYABYAB	148806	6/16/2014	41.95
0105605 CHURCHWELL WHITE LLP	148809	6/16/2014	1,060.80
0097474 CIARA CANO	148805	6/16/2014	78.74
0016324 CINTAS CORPORATION	148810	6/16/2014	561.48
0016324 CINTAS CORPORATION	148811	6/16/2014	363.45
0096053 CINTAS DOCUMENT MANAGEMENT	148812	6/16/2014	45.00
0098588 CITY OF BURLINGAME	148813	6/16/2014	3,388.50
0098588 CITY OF BURLINGAME	148814	6/16/2014	120.96
0000227 CITY OF SAN BRUNO	148815	6/16/2014	691.39
0017802 CLEANSOURCE, INC.	148816	6/16/2014	1,042.64
0098656 COMPLETE LINEN SERVICE	148817	6/16/2014	34.94
0017533 CUTTERS EDGE	148818	6/16/2014	256.48
0097934 CWEA-TCP	148819	6/16/2014	82.00
0093479 DEPARTMENT OF JUSTICE	148820	6/16/2014	642.00
0105977 E.M. HUNDLEY	148822	6/16/2014	735.66
0105820 EAST BAY TIRE CO	148823	6/16/2014	1,786.50
0017899 EMD MILLIPORE CORPORATION	148824	6/16/2014	1,817.98
0099305 EPI AUMAVAE	148795	6/16/2014	9.00
0017152 ERLER & KALINOWSKI, INC.	148826	6/16/2014	684.00
0013683 F. FERRANDO & CO.	148827	6/16/2014	4,136.00
0017227 FAIL SAFE TESTING	148828	6/16/2014	825.60
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	148829	6/16/2014	3,527.57
0098582 FRANCINE ABAD	148783	6/16/2014	59.64
0102354 FS3 FIRE SERVICE SPECIFICATION & SUPPLY	148886	6/16/2014	1,160.77
0105960 GARRATT CALLAHAN	148831	6/16/2014	1,994.44
0000162 GRAINGER	148832	6/16/2014	398.14
0000541 GRANITE ROCK COMPANY	148833	6/16/2014	109.96
0105687 GRAPHICS ON THE EDGE	148834	6/16/2014	401.12
0095966 GREATAMERICA FINANCIAL SVCS.	148835	6/16/2014	404.33
0000385 HACH COMPANY	148836	6/16/2014	696.42
0099806 HARRY MIYAGISHIMA	148854	6/16/2014	59.16
0001786 IN DEMAND-NYC	148838	6/16/2014	3,359.55
0018838 INFOSEND, INC.	148839	6/16/2014	5,500.30

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Vendor Code & Name	Check #	Check Date	Amount
0099054 INTERSTATE TRS FUND	148840	6/16/2014	1,074.10
0095719 JAMES E FORD	148830	6/16/2014	57.74
0105970 JONES/NCTI, INC.	148841	6/16/2014	625.00
0000075 K-119 TOOLS OF CALIFORNIA INC.	148842	6/16/2014	152.58
0000132 KELLY-MOORE PAINT CO INC.	148843	6/16/2014	116.17
0000132 KELLY-MOORE PAINT CO INC.	148844	6/16/2014	299.50
0018498 KONICA MINOLTA BUSINESS SOL.	148845	6/16/2014	561.04
0000317 L.N. CURTIS & SONS	148847	6/16/2014	857.97
0103049 LAURETTA PRINTING&COPY CENTER	148848	6/16/2014	320.81
0099015 LETICIA ROLDAN	148879	6/16/2014	25.33
0018777 LEXISNEXIS RISK DATA MANAGEMENT	148878	6/16/2014	94.35
0099531 LICIA KUHN	148846	6/16/2014	42.00
0018177 LOWE'S	148849	6/16/2014	12.32
0098622 MARIA LINDA CADA	148804	6/16/2014	321.00
0000027 MEYERS   NAVE PROFESSIONAL LAW	148771	6/11/2014	100,178.55
0000027 MEYERS   NAVE PROFESSIONAL LAW	148775	6/11/2014	97,478.40
0000027 MEYERS   NAVE PROFESSIONAL LAW	148774	6/11/2014	89,853.53
0000027 MEYERS   NAVE PROFESSIONAL LAW	148781	6/11/2014	83,699.50
0000027 MEYERS   NAVE PROFESSIONAL LAW	148777	6/11/2014	81,511.55
0000027 MEYERS   NAVE PROFESSIONAL LAW	148776	6/11/2014	80,321.46
0000027 MEYERS   NAVE PROFESSIONAL LAW	148778	6/11/2014	47,592.30
0000027 MEYERS   NAVE PROFESSIONAL LAW	148773	6/11/2014	45,304.27
0000027 MEYERS   NAVE PROFESSIONAL LAW	148772	6/11/2014	42,875.54
0000027 MEYERS   NAVE PROFESSIONAL LAW	148780	6/11/2014	38,283.86
0000027 MEYERS   NAVE PROFESSIONAL LAW	148782	6/11/2014	35,392.50
0000027 MEYERS   NAVE PROFESSIONAL LAW	148779	6/11/2014	18,035.35
0098615 MIA MC'DOWELL-VIDUCIC	148850	6/16/2014	21.65
0099747 MICHAEL VICTOR	148905	6/16/2014	68.30
0092285 MICROMARKETING LLC	148851	6/16/2014	45.92
0016863 MIDWEST TAPE, LLC	148852	6/16/2014	47.24
0001709 MILLBRAE LOCK	148853	6/16/2014	42.99
0096800 MOBILE CALIBRATION SVCS, LLC	148855	6/16/2014	243.14
0000333 MOSS RUBBER & EQUIP. CORP.	148856	6/16/2014	1,491.10
0017289 MUNISERVICES, LLC	148857	6/16/2014	2,937.50
0105238 NORTHERN SERVICES INC.	148858	6/16/2014	623.67
0018157 OCLC INC	148859	6/16/2014	330.27
0092263 OFFICE DEPOT INC	148860	6/16/2014	730.81
0018284 OFFICEMAX INC.	148861	6/16/2014	741.69
0000210 OLE'S CARBURETOR &ELECTRIC INC	148862	6/16/2014	486.86
0097567 ONE HOUR DRY CLEANING	148863	6/16/2014	469.90
0018701 ORKIN INC.	148864	6/16/2014	558.67
0000012 PACIFIC GAS & ELECTRIC	148865	6/16/2014	17,750.92
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	148892	6/16/2014	416.00
0014961 PENINSULA UNIFORMS & EQUIPMENT	148866	6/16/2014	1,014.36
0018283 PERFORMANCE TOW LLC	148867	6/16/2014	365.00
0016770 PRAXAIR DISTRIBUTION INC -192	148868	6/16/2014	150.35
0102915 PRECISE PRINTING & MAILING	148869	6/16/2014	748.06
0016828 PRECISION AUTO SERVICE	148870	6/16/2014	79.95
0018036 PREZANT CO. INC.	148871	6/16/2014	490.55
0097580 PRIORITY ONE APPAREL	148872	6/16/2014	549.36
0098436 PROFESSIONAL LAND SERVICES	148873	6/16/2014	1,855.00
0013981 QUILL CORPORATION	148874	6/16/2014	26.14
0017712 RECALL SECURE DESTRUCTION SERVICES, INC.	148821	6/16/2014	93.21
0094546 RECORDED BOOKS, LLC	148875	6/16/2014	39.23

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Vendor Code & Name	Check #	Check Date	Amount
0090749 RED WING SHOE STORE	148876	6/16/2014	198.37
0104548 RENNE SLOAN HOLTZMAN SAKAI LLP	148877	6/16/2014	6,536.35
0099080 RONALD HO	148837	6/16/2014	51.59
0000120 ROTO ROOTER	148880	6/16/2014	1,193.00
0016213 ROZZI REPRODUCTION&SUPPLY INC.	148881	6/16/2014	481.67
0099047 SAN MATEO CTY SHERIFF'S OFFICE	148882	6/16/2014	2,347.03
0018597 SAN MATEO DAILY JOURNAL	148883	6/16/2014	480.00
0092067 SCOTT WALDVOGEL	148884	6/16/2014	257.86
0018461 SERRAMONTE FORD, INC.	148885	6/16/2014	276.59
0018214 SIGILLO SUPPLY INC.	148887	6/16/2014	537.13
0105770 SILICON VALLEY COMMUNITY FOUNDATION	148904	6/16/2014	993.75
0105969 SKILLPATH SEMINARS	148888	6/16/2014	34.15
0018546 SO. CITY FIRE PROTECTION	148889	6/16/2014	323.88
0017508 SOUTH CITY LUMBER AND SUPPLY	148890	6/16/2014	13.64
0096817 SPEEDO CHECK	148891	6/16/2014	528.00
0097079 SPRINT	148893	6/16/2014	600.63
0017036 STEVEN'S BAY AREA DIESEL SER., INC.	148798	6/16/2014	2,022.66
0000801 STEWART AUTOMOTIVE GROUP	148894	6/16/2014	1,388.66
0017016 SUPERCO SPECIALTY PRODUCTS	148895	6/16/2014	428.37
0000431 TEAMSTERS LOCAL #856	148896	6/16/2014	394,144.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	148825	6/16/2014	239.00
0000241 THE ADAM-HILL COMPANY	148897	6/16/2014	10.84
0018088 THE UPS STORE #810	148898	6/16/2014	202.25
0018818 TOSHIBA BUSINESS SOLUTIONS CA	148899	6/16/2014	563.08
0018818 TOSHIBA BUSINESS SOLUTIONS CA	148900	6/16/2014	16.78
0105824 TRIVAD, INC.	148901	6/16/2014	842.40
0000584 USA MOBILITY WIRELESS INC.	148902	6/16/2014	33.17
0105133 UTILITY TELEPHONE, INC.	148903	6/16/2014	179.35
0098917 VOLIKOS ENTERPRISES	148906	6/16/2014	12,804.48
0016899 WECO INDUSTRIES LLC	148907	6/16/2014	311.16
0096421 WEST-LITE SUPPLY CO., INC.	148908	6/16/2014	228.44
0013841 WITMER-TYSON IMPORTS INC	148909	6/16/2014	500.00
	<b>GrandTotal:</b>		<b>1,288,590.16</b>
	<b>Total count:</b>		<b>139</b>



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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DATE: June 24, 2014  
TO: Honorable Mayor and Members of the City Council  
FROM: Jim O'Leary, Interim Finance Director  
SUBJECT: Payroll Approval

City Council approval of City the payroll distributed June 6, 2014 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,312,682.42 for the bi-weekly pay period ending June 1, 2014 is attached.

**LABOR SUMMARY FOR PAY PERIOD ENDING :June 1, 2014**

<b>pyLaborDist</b>	<b>06/06/14</b>
Fund: 001 - GENERAL FUND	974,991.44
Fund: 122 - SOLID WASTE/RECYCL.	1,521.65
Fund: 190 - EMERGENCY DISASTER FUND	21,888.74
Fund: 201 - PARKS AND FACILITIES CAPITAL	2,060.40
Fund: 203 - STREET IMPROVE. PROJECTS	4,318.95
Fund: 611 - WATER FUND	83,624.04
Fund: 621 - STORMWATER FUND	18,592.21
Fund: 631 - WASTEWATER FUND	65,026.21
Fund: 641 - CABLE TV FUND	85,947.75
Fund: 701 - CENTRAL GARAGE	10,504.85
Fund: 702 - FACILITY MAINT.FUND	22,967.00
Fund: 707 - TECHNOLOGY DEVELOPMENT	14,553.98
Fund: 711 - SELF INSURANCE	6,685.20
	<hr/>
<b>Total</b>	<b>1,312,682.42</b>



John Marty  
City Treasurer

CITY TREASURER

## RECONCILIATION OF GENERAL LEDGER TO BANK

Month Ending May 2014

Bank Balance		General Ledger Balance	
Union Bank of Ca. Investments	\$ 20,179,020.78		
LAIF - Account Ending -764	14,274,876.93		
LAIF - Account Ending -001	3,037,149.50		
San Mateo County Pool	17,228,840.01		
FNB - Main Account	2,024,922.08		
FNB - Parking Fines Account	9,393.00		
FNB - Glenview Counseling Assistance Account	3,007.72		
FNB - Successor Agency Account	203,224.43		
Wells Fargo - Custodian of Crestmoor/Glenview Account	68,842,053.93		
<b>Bank Balance as of 5/31/14</b>	<b>\$ 125,802,488.38</b>	<b>General Ledger Balance</b>	<b>\$ 124,973,228.65</b>
Outstanding Checks	(951,667.44)	Utility Credit Card Adjustment	(139.85)
FNB Deposit In-Transit	11,035.25	Cable Checkfree Deposit	1,076.22
FNB Deposit In-Transit	18,899.54	Library Credit Card	402.18
FNB Deposit In-Transit	17,260.65	Google Utility ACH Payment	10,198.89
FNB Deposit In-Transit	25,980.39	Marine Corp Utility ACH Payment	143.26
Finance Credit Card In-Transit	7,644.93		
Cable Credit Card In-Transit	2,971.91		
Utility Credit Card In-Transit	50,295.74		
<b>Adjusted Balance</b>	<b>\$ 124,984,909.35</b>	<b>Adjusted Balance</b>	<b>\$ 124,984,909.35</b>




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John Marty, City Treasurer

J.C.



# INVESTMENT REPORT

MONTH ENDING MAY 2014

INVESTMENTS					YIELD
<b>INVESTMENT POOLS</b>					
Local Agency Investment Fund	14,274,876.93				0.233
Glenview Fire LAIF	3,037,149.50				0.233
San Mateo County Pool	17,228,840.01				0.500
<b>INVESTMENTS HELD AT UNION BANK</b>					
	<b>PAR VALUE</b>	<b>COST BASIS</b>	<b>MKT. VALUE</b>	<b>YIELD</b>	
Federal Farm Credit Bank					
3/28/13 mat 3/28/16	\$ 2,000,000.00	\$2,000,000.00	\$1,999,940.00	0.45	
Federal Home Loan Mtg Corp	\$1,000,000.00	\$1,000,000.00	\$1,000,220.00	0.57	
0.57% 6/20/2016					
Federal Natl Mtg Corp	\$1,000,000.00	\$1,000,000.00	\$997,690.00	0.50	
0.50% mat 8/15/16					
Federal National Mtg Assn	\$1,000,000.00	\$1,000,000.00	\$998,160.00	0.75	
0.75% 12/19/16					
Federal Natl Mtg Assoc	\$1,000,000.00	\$1,000,000.00	\$1,001,360.00	1.15	
1.15% 1/25/17					
Federal Home Loan Bank	\$ 1,000,000.00	\$ ,000,000.00	\$ ,005,830.00	0.99	
1% 4/24/2017					
Federal Home Loan Mortgage	\$ 2,000,000.00	\$2,000,000.00	\$1,995,960.00	1.13	
1.125% 11/28/2017					

Federal Natl Mtg Assoc 0.70% 12/26/17	\$2,000,000.00	\$ 2,000,000.00	\$1,990,340.00	0.7
Federal Home Loan Bank 1.00% mat 12/27/17	\$1,000,000.00	\$1,000,000.00	\$986,860.00	1.01
Federal Home Loan Mtg Corp Step Cpn 12/27/18	\$1,000,000.00	\$1,000,000.00	\$1,000,940.00	1.5
Federal Home Loan Bank Step cpn 1.5% mat 5/28/2019	\$ 2,000,000.00	\$2,000,000.00	\$1,992,740.00	1.500
Cal State Fed Taxable 2.25% mat 5/1/2019	\$ 2,000,000.00	\$2,015,100.00	\$2,020,320.00	2.230
US Govt Money Market	\$3,163,920.00	\$3,163,920.00	\$3,163,920.00	0.01

**INVESTMENTS HELD AT WELLS FARGO BANK**

City of San Bruno as Temporary Custodian	\$ 68,842,053.93			0.3
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**TOTAL**

\$123,546,840.37

Expenditure Status Report  
City of San Bruno  
5/1/2014 through 5/31/2014

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total GENERAL FUND	35,263,180.57	2,720,104.04	30,902,002.45	222,909.86	4,138,268.26	88.26
Total GENERAL FUND RESERVE	0.00	0.00	65,400.00	0.00	-65,400.00	0.00
Total ONE-TIME REVENUE	814,975.00	1,503.32	908,429.54	0.00	-93,454.54	111.47
Total GAS TAX	1,440,000.00	62,500.00	1,377,500.00	0.00	62,500.00	95.66
Total MEASURE A TRANSPORTATION TAX	765,000.00	0.00	1,452,185.00	0.00	-687,185.00	189.83
Total POLICE ASSET FORFEITURE	10,000.00	0.00	11,028.91	0.00	-1,028.91	110.29
Total SAFETY AUGMENT. -PROP.172	86,000.00	0.00	63,173.00	0.00	22,827.00	73.46
Total POLICE SPECIAL REVENUE	100,000.00	0.00	37,956.00	0.00	62,044.00	37.96
Total TRAFFIC SAFETY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
Total FEDERAL/STATE GRANTS	720.07	0.00	0.00	720.07	0.00	100.00
Total SOLID WASTE/RECYCL.	65,593.00	8,569.65	43,005.75	0.00	22,587.25	65.56
Total LIBRARY SPECIAL REVENUE	39,000.00	3,250.00	35,750.00	0.00	3,250.00	91.67
Total IN-LIEU FEES	58,500.00	0.00	52,835.00	0.00	5,665.00	90.32
Total AGENCY ON AGING	203,761.00	9,511.61	97,482.69	0.00	106,278.31	47.84
Total RESTRICTED DONATIONS	133,213.00	6,617.59	124,835.64	0.00	8,377.36	93.71
Total ED JOHNSON BEQUEST FUND	0.00	0.00	0.00	0.00	0.00	0.00
Total GLENVIEW FIRE DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
Total EMERGENCY DISASTER RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
Total SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00	0.00	0.00	0.00
Total CITY OF SB AS SUCCESSOR HOUSING AGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Total RDA OBLIGATION RETIREMENT FUND	511,357.00	92.68	396,374.83	0.00	114,982.17	77.51
Total EMERGENCY DISASTER FUND	15,709,546.25	1,006,888.24	7,501,087.85	3,678,482.09	4,529,976.31	71.16
Total PARKS AND FACILITIES CAPITAL	1,525,481.10	19,082.34	290,752.47	76,860.34	1,157,868.29	24.10
Total STREET IMPROVE. PROJECTS	5,626,518.07	98,165.53	1,934,556.96	1,240,401.29	2,451,559.82	56.43
Total TECHNOLOGY CAPITAL	817,389.57	396,317.00	474,017.94	45,000.00	298,371.63	63.50
Total SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
Total LEASE DEBT SERVICE	1,604,381.00	977,263.13	1,604,381.75	0.00	-0.75	100.00
Total SUCCESSOR AGENCY TO THE SB RDA-2000 COP	0.00	0.00	0.00	0.00	0.00	0.00

**Expenditure Status Report**

City of San Bruno  
 5/1/2014 through 5/31/2014

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
Total WATER FUND	26,350,540.37	958,760.26	8,510,888.15	2,855,976.75	14,983,675.47	43.14
Total STORMWATER FUND	1,239,789.75	59,148.26	572,062.97	256,915.27	410,811.51	66.86
Total WASTEWATER FUND	18,530,467.13	1,299,005.75	7,975,445.44	767,366.18	9,787,655.51	47.18
Total CABLE TV FUND	11,817,065.98	562,624.11	8,750,184.47	613,430.31	2,453,451.20	79.24
Total CENTRAL GARAGE	614,865.00	44,906.71	462,665.79	9,178.97	143,020.24	76.74
Total FACILITY MAINT.FUND	1,003,962.00	71,464.48	882,787.44	0.00	121,174.56	87.93
Total GENERAL EQUIPMENT REVOLVING	476,878.10	956.30	215,719.14	678.10	260,480.86	45.38
Total TECHNOLOGY DEVELOPMENT	572,022.00	35,685.73	540,056.25	0.00	31,965.75	94.41
Total SELF INSURANCE	1,809,515.00	114,201.26	1,805,293.35	3,900.00	321.65	99.98
<b>Grand Total</b>	<b>127,189,720.96</b>	<b>8,456,617.99</b>	<b>77,087,858.78</b>	<b>9,771,819.23</b>	<b>40,330,042.95</b>	<b>68.29</b>

Revenue Status Report

City of San Bruno  
 5/1/2014 through 5/31/2014

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total GENERAL FUND	34,947,173.00	2,075,960.88	32,739,177.18	2,207,995.82	93.68
Total GENERAL FUND RESERVE	0.00	2,070.50	530,098.00	-530,098.00	0.00
Total ONE-TIME REVENUE	1,067,500.00	8,014.36	999,508.90	67,991.10	93.63
Total GAS TAX	1,295,948.00	122,161.83	1,144,372.07	151,575.93	88.30
Total MEASURE A TRANSPORTATION TAX	838,861.00	74,492.12	803,841.23	35,019.77	95.83
Total STREET SPECIAL REVENUE	805.00	0.00	722.00	83.00	89.69
Total POLICE ASSET FORFEITURE	5,254.00	0.00	311.01	4,942.99	5.92
Total SAFETY AUGMENT. -PROP. 172	92,300.00	10,752.01	101,998.43	-9,698.43	110.51
Total POLICE SPECIAL REVENUE	100,056.00	9,392.54	74,677.21	25,378.79	74.64
Total TRAFFIC SAFETY GRANT	284.00	2,956.33	3,369.44	-3,085.44	1186.42
Total FEDERAL/STATE GRANTS	0.00	513.98	1,320.98	-1,320.98	0.00
Total SOLID WASTE/RECYCL.	82,110.00	4,903.30	63,482.86	18,627.14	77.31
Total LIBRARY SPECIAL REVENUE	3,474.00	0.00	6,202.72	-2,728.72	178.55

Revenue Status Report

City of San Bruno  
5/1/2014 through 5/31/2014

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total IN-LIEU FEES	539,631.00	0.00	558,552.61	-18,921.61	103.51
Total AGENCY ON AGING	203,761.00	17,115.53	155,882.72	47,878.28	76.50
Total RESTRICTED DONATIONS	137,208.00	10,765.40	206,706.29	-69,498.29	150.65
Total ED JOHNSON BEQUEST FUND	210.00	0.00	377.50	-167.50	179.76
Total GLENVIEW FIRE DONATIONS	0.00	0.00	0.00	0.00	0.00
Total EMERGENCY DISASTER RESERVE	0.00	0.00	5,640.84	-5,640.84	0.00
Total SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00	0.00	0.00
Total CITY OF SB AS SUCCESSOR HOUSING AGENCY	0.00	0.00	0.00	0.00	0.00
Total RDA OBLIGATION RETIREMENT FUND	125,000.00	5.40	585,066.82	-460,066.82	468.05
Total EMERGENCY DISASTER FUND	0.00	0.00	1,811,105.53	-1,811,105.53	0.00
Total PARKS AND FACILITIES CAPITAL	530,529.00	0.00	567,341.15	-56,812.15	110.71
Total STREET IMPROVE. PROJECTS	1,457,948.00	0.00	2,202,835.00	-744,887.00	151.09

Revenue Status Report

City of San Bruno  
 5/1/2014 through 5/31/2014

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total TECHNOLOGY CAPITAL	787,406.00	0.00	779,971.35	7,434.65	99.06
Total SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	0.00	0.00	0.00	0.00	0.00
Total LEASE DEBT SERVICE	1,604,381.00	98,294.00	1,521,334.57	83,046.43	94.82
Total SUCCESSOR AGENCY TO THE SB RDA-2000 COP	0.00	0.00	0.00	0.00	0.00
Total WATER FUND	12,236,641.00	991,156.22	10,448,193.41	1,788,447.59	85.38
Total STORMWATER FUND	632,089.00	45,643.08	605,646.19	26,442.81	95.82
Total WASTEWATER FUND	13,258,688.00	1,140,849.45	11,166,302.93	2,092,385.07	84.22
Total CABLE TV FUND	10,598,474.00	769,355.00	8,525,915.98	2,072,558.02	80.44
Total CENTRAL GARAGE	614,773.00	51,231.00	563,541.00	51,232.00	91.67
Total FACILITY MAINT.FUND	866,971.00	72,248.00	794,728.00	72,243.00	91.67
Total GENERAL EQUIPMENT REVOLVING	430,587.00	35,882.00	401,505.00	29,082.00	93.25
Total TECHNOLOGY DEVELOPMENT	520,773.00	43,398.00	477,378.00	43,395.00	91.67
Total SELF INSURANCE	1,805,615.00	150,468.00	1,655,148.00	150,467.00	91.67

Revenue Status Report

City of San Bruno  
5/1/2014 through 5/31/2014

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Grand Total	84,784,450.00	5,737,628.93	79,522,254.92	5,262,195.08	93.79

6/18/2014 5:32:14PM

Through period: 11

City of San Bruno  
Through May 2014

	Cash	Investments	Fund Total
001 GENERAL FUND	4,264,720.21	53,699.73	4,318,419.94
002 GENERAL FUND RESERVE	8,464,698.11	0.00	8,464,698.11
003 ONE-TIME REVENUE	92,582.68	0.00	92,582.68
004 NEW CAP IMPROV/ONE-TIME INITIATIVE RSRV	5,061,760.48	0.00	5,061,760.48
101 GAS TAX	597,067.33	0.00	597,067.33
102 MEASURE A TRANSPORTATION TAX	1,211,163.79	0.00	1,211,163.79
103 STREET SPECIAL REVENUE	308,989.09	0.00	308,989.09
104 TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00
111 POLICE ASSET FORFEITURE	52,970.76	0.00	52,970.76
112 SAFETY AUGMENT. -PROP.172	70,028.18	0.00	70,028.18
113 POLICE SPECIAL REVENUE	57,587.29	0.00	57,587.29
114 TRAFFIC SAFETY GRANT	64,430.90	0.00	64,430.90
121 FEDERAL/STATE GRANTS	22,490.93 CR	0.00	22,490.93 CR
122 SOLID WASTE/RECYCL.	219,507.68	0.00	219,507.68
123 LIBRARY SPECIAL REVENUE	243,090.93	0.00	243,090.93
131 IN-LIEU FEES	4,143,332.18	0.00	4,143,332.18
132 AGENCY ON AGING	60,076.40	0.00	60,076.40
133 RESTRICTED DONATIONS	1,121,367.76	0.00	1,121,367.76
134 ED JOHNSON BEQUEST FUND	25,888.68	0.00	25,888.68
135 GLENVIEW FIRE DONATIONS	0.00	0.00	0.00
136 EMERGENCY DISASTER RESERVE	3,037,149.50	0.00	3,037,149.50
151 SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00
152 CITY OF SB AS SUCCESSOR HOUSING AGENCY	0.00	0.00	0.00
153 RDA OBLIGATION RETIREMENT FUND	630,365.34	650,020.80	1,280,386.14
190 EMERGENCY DISASTER FUND	5,205,839.08 CR	0.00	5,205,839.08 CR
201 PARKS AND FACILITIES CAPITAL	808,979.11	0.00	808,979.11
203 STREET IMPROVE. PROJECTS	2,020,077.51	0.00	2,020,077.51
207 TECHNOLOGY CAPITAL	339,514.07	0.00	339,514.07
251 SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	0.00	0.00	0.00
302 LEASE DEBT SERVICE	82,999.31 CR	977,230.66	894,231.35
351 SUCCESSOR AGENCY TO THE SB RDA -2000 COP	0.00	0.00	0.00
611 WATER FUND	14,590,331.71	0.00	14,590,331.71
621 STORMWATER FUND	764,467.04	0.00	764,467.04
631 WASTEWATER FUND	9,523,421.72	601,676.06	10,125,097.78
641 CABLE TV FUND	4,576,632.93 CR	200.00	4,576,432.93 CR
701 CENTRAL GARAGE	581,632.21	0.00	581,632.21
702 FACILITY MAINT.FUND	872,385.25	0.00	872,385.25
703 GENERAL EQUIPMENT REVOLVING	3,806,977.87	0.00	3,806,977.87
707 TECHNOLOGY DEVELOPMENT	282,597.01	0.00	282,597.01
711 SELF INSURANCE	2,281,920.34	91,118.50	2,373,038.84
870 SAN BRUNO COMMUNITY RESTITUTION FUND	68,842,053.93	0.00	68,842,053.93
880 PROJECT DEVELOP. TRUST	126,024.75	0.00	126,024.75
891 S.B. GARBAGE CO. TRUST	294,031.09	0.00	294,031.09
<b>Grand Total:</b>	<b>124,973,228.65</b>	<b>2,373,945.75</b>	<b>127,347,174.40</b>

Totals are through period: 11

Page: 1



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: June 24, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Jim O'Leary, Interim Finance Director

SUBJECT: Hold Public Hearing and Adopt Resolution Amending the Master Fee Schedule for 2014-15 Establishing Fees for Municipal Services

### BACKGROUND

The Master Fee Schedule is a compilation of City Council approved fees for City services offered to members of the community. These fees assist to cover costs for offering City services. For example, there are fees for use of athletic fields and other indoor and outdoor facilities, programs such as sports leagues and camps, library services, and permits for building, encroachment, grading, and tree removal.

Local agencies are allowed to set fees at rates that obtain fair and reasonable recovery of costs incurred in providing these services, thereby minimizing or eliminating the use of limited general tax revenues. Historically, the City has sought to maximize cost recovery through the annual setting of fees at appropriate levels, which takes into account the escalating costs of doing business and market comparisons. The last comprehensive update to the fee schedule was approved by the City Council on July 24, 2012.

Because the City Council has directed that cost recovery should be an important component of the City's financial stability strategy, staff is presenting this updated Master Fee Schedule for the City Council's consideration.

### DISCUSSION

As a result of an increase in operating costs, City departments have reviewed user fees and made recommendations to recover the costs for providing services in 2014-15. The changes are detailed in the attachment to the resolution; the proposed changes are summarized below:

1. City Clerk (Chapter 2)
  - a. Change in description and fees for City Council and Planning Commission Meeting digital copies.
  
2. Community Development (Chapter 3)
  - a. Adjust format for Pre-Application Consultation fee and to allow for deposits.
  - b. Update Below Market Rate Program fees to reflect the fee structure in Ordinance §12.230.060 and to comply with Court of Appeal ruling in the Palmar vs. the City of Los Angeles (2009) case.
  - c. Remove Section VIII for Redevelopment Agency Programs with dissolution of the San Bruno Redevelopment Agency.
  
3. Library (Chapter 6)
  - a. Update Reserving Materials fee and adjust Proctoring Examination fee for Non-Residents, both as recommended by the Peninsula Library System, and add Reserve Items not Pick Up fee.
  
4. Police (Chapter 7)
  - a. Massage License and Permit fees removed complying with State law.
  - b. All Other fee under Section VI updated reflecting actual cost of service.
  
5. Parks and Recreation (Chapter 9)
  - a. Senior Center Assembly Room rental updated to realign rental categories.
  - b. Correct Pool Rental fees in Section II and Youth Sports fee to reflect current charges.
  - c. Increase Alcohol Permit fee in Section II and Tennis & Swim Camp fees in Section IVB to reflecting actual costs.
  
6. Miscellaneous (Chapter 10)
  - a. Add digital copies fees for records duplication requests.

All changes to the Master Fee Schedule are shown in the attached copy of the relevant pages of the schedule by strikeout and explanatory text boxes. Upon City Council approval of changes to the schedule, a complete, updated Master Fee Schedule will be prepared and made available to the City Council and the public by July 1, 2014.

## **FISCAL IMPACT**

Estimating the fiscal impact on the City resulting from this amendment relies on assumptions related to the demand for fee-based services. The 2014-15 proposed budget estimates total department fee revenue of \$5,170,300. The proposed changes to the Master Fee Schedule is projected to increase revenues by less than \$20,000.

## **ALTERNATIVES**

1. Provide alternative direction regarding City Council cost recovery policy.
2. Modify any or all proposed fees to a rate or level directed by the City Council.
3. Reject changes to the Master Fee Schedule and keep fees at current levels.

## **RECOMMENDATION**

Hold Public Hearing and Adopt Resolution Amending Master Fee Schedule for 2014-15 Establishing Fees for Municipal Services

## **ATTACHMENTS**

1. Resolution Amending Master Fee Schedule for 2014-15 Establishing Fees for a Variety of Municipal Services.
2. Recommended Master Fee Schedule Update, effective July 2014.

## **DATE PREPARED**

June 10, 2014

## **REVIEWED BY**

\_\_\_\_\_CM

**RESOLUTION NO. 2014-\_\_\_\_\_**

**RESOLUTION AMENDING MASTER FEE SCHEDULE FOR  
2014-15 ESTABLISHING FEES FOR A VARIETY OF  
MUNICIPAL SERVICES**

WHEREAS, the City Council has established various fees for municipal services; and

WHEREAS, such fees have been set forth in a Master Fee Schedule which was originally adopted by the City Council pursuant to Resolution No. 1984-20, adopted on April 9, 1984 and thereafter amended from time to time, including amendments adopted by Resolution No. 1992-28, Resolution No. 1992-34, and Resolution No. 1996-35; and readopted by Resolution No. 2000-27. Further amendments include Resolution No. 2000-42, Resolution No. 2000-44, Resolution No. 2001-24, Resolution No. 2001-28, Resolution No. 2002-23, Resolution 2002-27; Resolution No. 2003-40, Resolution No. 2003-41, Resolution No. 2003-54, Resolution No. 2004-03, Resolution No. 2004-27, Resolution No. 2004-51, Resolution 2005-43, Resolution 2006-44, Resolution 2006-98, Resolution 2007-07, Resolution 2007-68, Resolution 2008-31, Resolution 2008-43, Resolution 2008-45, Resolution 2008-111, Resolution 2009-33, Resolution 2009-60, Resolution 2010-43 and Resolution 2011-60; and Resolution 2012-43;

WHEREAS, the City Council has directed that fees for certain City services should be set at an amount to recover the cost of delivering the service; and

WHEREAS, pursuant to Article XIII C, Section 1(e)(2) of the State Constitution, each of the increased fees is not a tax because the fee does not exceed the reasonable cost to the City of providing the service for which it is charged, and these services are not provided to those not charged; and

WHEREAS, pursuant to Article XIII C, Section 1(e)(4) of the State Constitution, a fee imposed for entrance to or use of City property, or the purchase, rental, or lease of City property is not a tax.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of San Bruno that the City of San Bruno Master Fee Schedule is hereby amended as set forth in Attachment 1, attached hereto and incorporated by reference herein. Any fee not changed from its existing rate (or not indicated on the Attachment) is deemed to continue unaffected by this Resolution.

—0o0—

I hereby certify that foregoing Resolution No. 2014-\_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on June 24, 2014 by the following vote:

AYES:

NOES:

ABSENT:

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City Clerk

**Chapter 2: City Clerk**

**I. Agendas, Transcripts, and Permits**

A. Permit to Distribute Advertising Material	
1. Thirty Consecutive Days	\$30.00
2. City Fiscal Year	\$150.00
3. Penalty	25% per month, max of 100%
B. City Council Meeting Agendas (Fiscal Year, state law limits to \$0.25 per page copied and actual postage cost)	\$45.00
C. City Council Meeting Agendas and Minutes (Fiscal Year, state law limits to \$0.25 per page copied plus actual postage cost)	\$87.50

Fee change reflects actual cost for video rendering, including DVD disk and staff time.	
D. City Council and Planning Commission Meeting Video Tapes-Digital Copies	\$15.00 <b>\$20.00</b>

E. Bingo License (Fiscal Year)	
1. Groups hosting bingo once per month or less	\$100.00
2. For groups hosting bingo more than once per month	\$250.00
F. Animal Control Services – Permit	
1. Permits required for more than four adult cats, two adult dogs, or any two household pets over the age of four months including fowl, rabbits, chickens, ducks, turkeys, pigeons, doves or squabs (Fiscal Year)	\$35.00
2. Annual Inspection performed by Community Development	\$40.00
G. Candidate Statements Printing Fee per Resolution 2009-53	\$550.00

**Master Fee Schedule, July 2014**  
**Community Development**

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The City Manager, or designee, may waive permit fees for affordable housing rehabilitation achieved through San Mateo County or Redevelopment Agency programs or through non-profit agencies

**VII. Fees Related to Zoning Ordinance, Subdivision Ordinance, and Environmental Review of Development Projects<sup>h</sup>**

**A. APPLICATION FEE**

<p>Changes to the Pre-Application Consultation fee reflects actual cost of service. Certified Architect review may be necessary in the Pre-Application process and the cost for such outside services exceed the \$125 per hour. In addition for larger projects, the use of deposits can expedite the review process. For these reasons, the Department is recommending to change from hourly rates to actual cost.</p>	
<p>Pre-Application Consultation          (Initial consultation not exceeding 1 hr, no cost)</p>	<p>\$125.00/hr</p> <p><b>Actual Cost of Staff Time and Consultant Time – Deposit may be required</b></p>

General Plan Amendment	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Zoning Change or Code Amendment	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Planned Development (PD)	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Planned Development Permit (PDP)	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Development Agreement	Applicants Responsible for Actual Cost of Staff Time and

<sup>h</sup> All Negative Declarations and EIRs requiring filing with San Mateo County shall pay the processing fee imposed by the County.

**Master Fee Schedule, July 2014**  
**Community Development**

Environmental Impact Report (EIR)	Applicants Responsible for Actual Cost of Staff Time and Consultant Time – Deposit Required
Filing with San Mateo County for Negative	Actual Cost as Established by San Mateo County
Declaration or EIR Fish and Game Fee Waived	<i>De Minimus</i> findings <sup>1</sup>
<b>C. OTHER PLANNING RELATED TAXES &amp; FEES</b>	
Condominium Project - Tax	\$1,000.00 per unit Per §3.16.160 of the Code of Ordinances
Single-Family Residential - Tax (for-sale units only)	\$1,000.00 per unit Per §3.16.160 of the Code of Ordinances
Park In-Lieu Fees	See §12.44.140 of the Ordinance For Fee Structure

Adjustments to fees are to reflect the fee structure set by Ordinance §12.230.060 and to comply with the California Court of Appeals ruling in <i>Palmar vs. the City of Los Angeles</i> (2009) that local inclusionary programs may not mandate rent restrictions in new rental housing developments or alternatively require payment of in-lieu fees for rental housing.	
Below Market Rate (BMR) Program Fees	<b>See §12.230.060 of the Ordinance For Fee Structure</b>
Annual Monitoring Fee	_____ \$150/unit
BMR Housing	
For-Sale BMR Unit	_____ \$38,700/unit
Rental-BMR Unit	_____ \$39,450/unit
Fractional Unit Development	
Rental:	\$263,600 x fraction below 0.5
Ownership:	\$258,200 x fraction below 0.5

**D. OTHER DEPARTMENT FEES**

Performance Review for Alcoholic Beverage Sales	Actual Cost of Staff Time No Cost
Alcohol Beverage Control License Mailing List no fee per AB624, January 1, 2002	

<sup>1</sup> Exemptions from the Fish and Game fees are allowed for projects determined through Findings of *De Minimus* Impact to have no potential for causing adverse impacts on fish and wildlife. The Planner working on the development application will notify the applicant whether the project has been determined to be exempt from AB3158 Fish and Game fees based on the Initial Study prepared for your application.

**Master Fee Schedule, July 2014**  
**Community Development**

First Violation	\$100.00
Second Violation of same provision	\$200.00 within 12 mo.
Third Violation of same provision	\$500.00 within 12 mo.
Late Payment Fee	10% of unpaid balance

Building and Safety Code Administrative Fines for violations of Title 5 (Nuisances), Chapters 5.04 and 5.08 of Municipal Code

First Violation	\$100.00
Second Violation of same provision	\$200.00 within 12 mo.
Third Violation of same provision	\$500.00 within 12 mo.
Late Payment Fee	10% of unpaid balance

Administrative Fees for enforcement of Title 5 (Nuisances), Chapter 5.24 and 5.26 of Municipal Code

Maintenance of Distressed Vacant Properties	\$150 per vacant Property Maintenance Plan Review
Foreclosed and Abandoned Properties	\$150 per registration

Program applications fees are no longer applicable upon dissolution of the San Bruno Redevelopment Agency.

**VIII. — Redevelopment Agency Programs**

Application Fee — Residential Rehabilitation Program	\$630.00
Application Fee — Home Ownership Program	\$378.00
Application Fee — Façade Improvement Program	\$100.00

**IX. Development in the Glenview Fire Area**

Residents applying for planning and building related permits and fees to rebuild or remodel homes directly impacted by the Glenview fire may be exempted from building permits, electrical permits, mechanical permits, plumbing permits, inspection fees and planning fees, if all of the following criteria are met:

1. Property located on Glenview Drive, Claremont Drive, Earl Avenue, Vermont Way, Fairmont Drive, Estates Drive, Concord Way, Plymouth Way, and Moore, Crosby, Daley Courts;
2. Applicant is the owner on record on September 9, 2010;
3. Rebuilding and repairs of damage resulted from the fire.

**Chapter 6: Library Department**

**I. Charges for Overdue Material**

A. Overdue Adult Materials (Per Item)	\$0.25/day
Maximum per item	\$8.00
B. Overdue Children's Materials (Per Item)	\$0.15/day
Maximum per item	\$4.00

**II. Charges for Lost Material and Damaged Material and Missing Parts**

A. Lost Item	Cost of item plus \$5.00 processing fee
B. Lost Periodical	Cost of item plus \$2.00 processing fee
C. Damage Material and Missing Parts	
1. Minor Damage	\$3.00
2. Severe Damage	Cost of item plus \$5.00 processing fee
D. Missing or damaged CD or Cassette for an audiobook or a missing CD-ROM or floppy disk accompanying a book or video item	\$10.00

**III. Other Charges**

A. Replacement of Lost Library Card	\$2.00
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<p>In February 2014, the Peninsula Library System (PLS) Administrative Council recommended the removal of Reserve Materials fee of \$1.00 for all members of the PLS. This does not impact the \$10 fee for Reserving Materials from libraries from outside the PLS.</p>	
<b>B. Reserving Materials (Per Item)</b>	
Within Peninsula Library System	\$1.00
Outside Peninsula Library System	\$10.00

**Master Fee Schedule, July 2014**  
**Library**

The Department is proposing to add a \$1.00 fee for Peninsula Library System Reserve Item not Picked Up to promote and ensure adequate library material circulation.	
<b>C. Peninsula Library System Reserve Item not Picked Up</b>	<b>\$1.00</b>

D. Processing Fee for Lost Materials \$5.00

Non-resident proctoring fee is recommended to be increased to be consistent with other libraries in the Peninsula Library System.	
E. Proctoring Examinations	Resident \$25.00
	Non-Resident \$50.00 <b>\$75.00</b>

F. Service Charge for Debt Collection \$10.00

G. Charge for Faxing Services

- 1. 415, 650 and Toll Free area codes \$1.00/page
- 2. All other area codes in the United States \$2.00/page

H. Computer/Photocopies Printouts

- 1. Black/White \$0.15/page
- 2. Color \$0.30/page

I. Community Room Rental (2 hour min.)

- Group I: Department sponsored programs and City sponsored activities
- Group II: San Bruno Park School District programs/events
- Group III: San Bruno based non-profit community or support organizations recognized as providing an educational and/or cultural benefit to the residents of San Bruno
- Group IV: San Bruno residents, San Bruno based business possessing current business license
- Group V: Non-resident individuals, businesses and organizations

Group	I	II	III	IV	V
Rental	\$0	Direct Cost	\$15.00/hr.	\$50.00/hr.	\$63.00/hr.

**Master Fee Schedule, July 2014**  
**Police**

The State no longer allows cities and agencies to charge and collect permit and license fee for Massage.	
<del>C. Massage License and Permit</del>	<del>\$140.00 plus finger-printing and criminal history fees</del>
<del>1. Operator License</del>	<del>\$382.00 plus Livescan cost</del>
<del>2. Technician</del>	<del>\$160.00 plus finger-printing and criminal history fees</del>
<del>3. Annual Renewal</del>	<del>—————\$125.00</del>
<del>4. Duplicate Copy</del>	<del>—————\$43.00</del>
<del>5. Appeal Denial of Application</del>	<del>—————\$225.00</del>

**D. Pawn Broker/Secondhand Dealer**

1. Dealer License	\$316.00 plus Livescan cost
2. Employee, Initial	\$140.00 plus finger-printing and criminal history fees
3. Renewal	\$125.00
4. Duplicate Copy	\$43.00
5. Appeal Denial of Application	\$225.00

**E. Places of Public Amusement, Public Dance, or Entertainment**

1. Application	\$125.00 plus criminal history check fees
2. Transfer License	\$6.50
3. Appeal Denial of Application	\$225.00

**F. Peddlers, Solicitors, Temporary Vendors**

1. Application	\$125.00 plus finger-printing and criminal history check fees
2. Appeal Denial of Application	\$225.00

**Master Fee Schedule, July 2014**

Police

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**VI. Miscellaneous**

A. Contractual Outside Detail for Uniformed Officers

Governmental

\$80.00/hr

Changes to offset actual cost of operation.	
All Other	\$120.00/hr <b>Actual Cost</b>

B. Photographic Reproduction

\$39.00 and Processing cost

C. Booking Fee

SMC Rate

D. Visa Clearance Letter

\$26.00

E. Cassette/Video Tape Recording

\$63.00

F. Concealed Weapon Permit

\$162.00

G. Police Safety Plan Check

Actual cost of staff time

H. Party Nuisance Response Fee  
(Third Response in Twenty Four Hr Period)

Actual cost of staff time

**Master Fee Schedule, July 2014**  
Parks & Recreation

**Chapter 9: Parks & Recreation**

**I. Indoor Rental**

- Group I: Department sponsored programs and City Sponsored Activities.
- Group II: San Bruno Park School District programs/events.
- Group III: San Bruno based non-profit community or support organizations recognized as providing a recreation and/or leisure benefit to the residents of San Bruno.
- Group IV: San Bruno residents, San Bruno based business possessing current business license.
- Group V: Non-resident individuals, businesses and organizations.

Group	I	II	III	IV	V
Gymnasium	\$0	Direct Cost	\$50	\$100	\$125
Conference Room	\$0	Direct Cost	\$3	\$15	\$18
Full Meeting Room	\$0	Direct Cost	\$17	\$63	\$79
Half Meeting Room	\$0	Direct Cost	\$9	\$50	\$63
Community Room	\$0	\$0	\$7	\$50	\$63

Rate changes for the Senior Center Assembly Room to realign rental categories and hourly rates to reflect the rental expense.

Senior Center Assembly Room (hourly rates include Building Attendant. Additional \$45 is applied for use of Senior Center kitchen equipment)	\$0	\$37/hr	\$52/hr	\$130/hr (4-hr Minimum)	\$150/hr (4-hr Minimum)
Weekday Evenings	\$0	\$28/hr	\$112/hr	\$130/hr	\$150/hr
Fridays (State-recognized school fundraisers)		\$14/hr			
Weekends	\$0	\$37/hr	\$653/4-hr	\$925/4-hr	\$1,111/4-hr
Additional-hour			\$94/hr	\$112/hr	\$130/hr

Senior Center Conference Room					
Weekdays	\$0	Direct Cost	\$15	\$50	\$63
Weekends	\$0	Direct Cost	\$20	\$75	\$94

Exercise Room					
Daily	\$0	N/A	N/A	\$4	\$4
Monthly	\$0	N/A	N/A	\$24	N/A
Six Month	\$0	N/A	N/A	\$95	N/A

Facility Attendant costs are not included in Group I, II, and III prices					
Facility Attendant	\$0	\$15	\$15	Included	included

**Master Fee Schedule, July 2014**  
Parks & Recreation

**II. Outdoor Rental (Peak Seasons = March – October)**

Group	I	II	III	IV	V
Small Picnic Area Peak	\$0	\$0	\$85	\$85	\$107
Small Picnic Area Off-Peak	\$0	\$0	\$40	\$40	\$50
Medium Picnic Area Peak	\$0	\$0	\$95	\$95	\$119
Medium Picnic Area Off-Peak	\$0	\$0	\$50	\$50	\$63
Large Picnic Area Peak	\$0	\$0	\$300	\$300	\$375
Large Picnic Area Off-Peak	\$0	\$0	\$150	\$150	\$188

Alcohol fee set to offset cleanup cost, primarily staff time.					
Alcohol Permit	\$0	\$0	\$10 \$15	\$10 \$15	\$10 \$15
Rotary Pavillion	\$0	\$0	\$50	\$50	\$63

Rates currently set for pool rentals.					
San Bruno Park Pool <sup>k</sup>	\$0	Direct Cost	\$60 \$120	\$60 \$120	\$78 \$150
Lane Rental	\$0	Direct Cost	\$20	\$20	\$25
Small Pool	\$0	Direct Cost	\$20	\$20	\$20
In addition to large pool rental.					
Lifeguards	\$0	Direct Cost	\$20	\$20	\$20
3 lifeguards required for private groups of 1-49 people; 4 lifeguards required for 50 or more. 1 additional lifeguard required for rental of small pool.					

**III. Concession Stand (per 2 Weeks)**

Group	I	II	III	IV	V
April through May	N/A	\$200	\$200	N/A	N/A
May through August	N/A	\$300	\$300	N/A	N/A
August through October	N/A	\$150	\$150	N/A	N/A

**IV. Department Programs & Services**

All rates are subject to change without notice. Please go to [http://www.sanbruno.ca.gov/parks\\_main.asp](http://www.sanbruno.ca.gov/parks_main.asp) for latest classes and rates in the Recreation Brochure.

**Promotional Discounts & Incentives**

The Parks and Recreation Commission may authorize discounts (1) on City classes and activities in order to promote those that have additional capacity or (2) in order to assist families with multiple children.

<sup>k</sup> Rental rates during non-City season will include maintenance, chemicals, and electrical costs.

**Master Fee Schedule, July 2014**  
Parks & Recreation

A. Sport

- |  |               |
|--|---------------|
| 1. Adult Softball (discount of \$12/ resident up to \$60)      | \$760         |
| 2. Adult Flag Football (discount of \$12/ resident up to \$60) | \$760         |
| 3. Adult Open Gym  | \$4.00/person |

Youth Sports for Elementary Students are held at the schools. The district requires players to be either a San Bruno resident or a member of the school. As a result, the designation of Resident and Non-Resident rates is no longer relevant.		
4. Youth Elementary Basketball	Resident	\$65.00
	Non-Resident	\$80.00
5. Youth Elementary Volleyball	Resident	\$65.00
	Non-Resident	\$80.00
6. Youth Elementary Flag Football	Resident	\$65.00
	Non-Resident	\$80.00

The sports program below are added to reflect all sports programming the Recreation Services Division offers throughout the year.	
7. Elementary School Kickball	\$55.00
8. Middle School Volleyball	\$116.00
9. Middle School Flag Football	\$116.00
10. Middle School Basketball	\$116.00
11. Middle School Cross Country	\$65.00
12. Middle School Badminton	\$143.00
13. Middle School Track	\$90.00
14. Middle School Tennis	\$101.00
15. Middle School Golf	\$123.00

- |                    |               |
|--------------------|---------------|
| 16. Youth Open Gym | \$2.00/person |
|--------------------|---------------|

B. Camps (Cost will be prorated when schedule camp falls on a city holiday)

- |                         |              |               |
|-------------------------|--------------|---------------|
| 1. Spring Camp          | Resident     | \$142.00/week |
|                         | Non-Resident | \$157.00/week |
| 2. Spring Extended Care | Resident     | \$30.00/week  |
|                         | Non-Resident | \$36.00/week  |

**Master Fee Schedule, July 2014**  
**Parks & Recreation**

	Non-Resident (Season)	\$215.00
5. Lifeguard Training		\$185.00/person
6. Jr. Lifeguard Camp	Resident	\$136.00
	Non-Resident	\$151.00

Rates for the tennis instructor have increased.			
7. Tennis & Swim Camp	Resident	<del>\$136.00</del>	<b>\$156.00</b>
	Non-Resident	<del>\$151.00</del>	<b>\$171.00</b>

D. Registration Fee \$6.00/class

E. Contractor Provided Programs  
 Program fee based on negotiated agreement with contractor based on "recreation market rate."  
 The Instructor-City split is as followed:

Onsite Instructors:	65%-35%
Offsite Instructors:	80%-20%

F. Special Events

Youth Triathlon	Pre-Registration	\$18.00/person
	Registration	\$25.00/person
Clean Sweep Flea Market	Resident	\$38.00
	Non-Resident	\$48.00
Family Overnight		\$12.00/person
Goblin Grotto		\$7.00/child
Holiday Boutique		
Small Space	Resident	\$42.00
	Non-Resident	\$53.00
Large Space	Resident	\$62.00
	Non-Resident	\$77.00
Visits from Santa		\$30.00 /5-children
Father Daughter Dance		\$55.00 /Couple
		\$12.00 /Additional daughter
Polar Bear Plunge		\$20.00 /person

**V. Athletic Fields**

Group	I	II	III	IV	V
Athletic Field Rental	\$0	\$0	\$15	\$30	\$38
Sport Field Lighting Fee					
Diamond 2 & 3	\$0	\$0	\$10	N/A	N/A
Diamond 2 & Center Field	\$0	\$0	\$18	N/A	N/A
Lara & Center Field	\$0	\$0	\$20	N/A	N/A
Lions Baseball	\$0	\$0	\$12	N/A	N/A
Lions Football	\$0	\$0	\$6	N/A	N/A
Field User Fee (per player)					
Residents	\$0	\$0	\$10	N/A	N/A

**Chapter 10: Miscellaneous, Citywide**

**I. Other Services**

A. Photocopies

Add Digital Copies based on public request and set fees based on Actual Cost. The cost of CDs and DVDs are less than \$1 each. Staff time to render the digital copies depends on the size of the document requested.

1. Public Records Act Request	
a. Printed Document: per page copied	\$0.25
b. Digital Copies	<b>Actual Cost</b>

2. All Other Request

a. Standard Sizes – 8.5"x11", 8.5"x14", 11"x17"	\$0.15
b. All other sizes or color copies	Actual Cost

Add digital format based on public requests.

c. City Documents, <b>including digital format</b>	Actual Cost
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B. Returned Checks Due to Insufficient Funds

1. First Check (per fiscal year)	\$26.00
2. Each Subsequent Check	\$36.00

C. Overdue Invoices

Refer to Chapter 4

**- o0O0o -**

**End of Proposed Changes to  
Master Fee Schedule**



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** June 24, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Connie Jackson, City Manager

**SUBJECT:** Hold Public Hearing and Adopt Resolution Approving the 2014-15 City Manager's Recommended Operating Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds

Adopt Resolution Approving the City's Appropriations Limit (Gann Limit) of \$34,720,090 for 2014-15

**BACKGROUND**

The City Manager's Recommended 2014-15 Operating Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds has been presented for the City Council's review and consideration for the fiscal year beginning July 1, 2014. For the first time in many years, the City can confidently predict that it has pulled through the multi-year Great Recession. Continuing the trend of the past four years, the Budget projects General Fund revenues exceeding expenditures. The Budget continues the prior years' proactive efforts to contain expenditures and uses conservative revenue projections consistent with the City Council's budget preparation guidance. Neither reserves nor one-time revenues have been used to balance the Budget.

The City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues and that supports a work program targeted to meet the specific needs and interests of the San Bruno community. The Budget was reviewed with the City Council at study sessions held on June 9 and 11, 2014. Responses to questions and comments raised by the City Council during these discussions that did not receive an immediate response at the study sessions are attached to this report.

**DISCUSSION**

The City Manager's Recommended 2014-15 Budget incorporates the estimated revenues and planned expenditures for all General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds. For the coming year, the good news of

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the economic recovery allows the City Council the opportunity to consider some limited new initiatives to help position the City for the future.

#### GENERAL FUND

Overall total proposed expenditures in the Budget's General Fund are \$1,675,700 more than the prior year's amended budget primarily due to cost increases necessary to maintain existing levels of service. For the coming year, the Budget projects a surplus of \$788,800. This amount is similar to the projected year ending revenue surplus amount of \$764,200 for the current fiscal year. Looking at the 2013-14 Budget at the time it was presented and adopted last June provides a very positive comparison in that the projected year-end balance at the beginning of the year was only \$8,500.

This is a very positive situation for the City. At the same time, there remain many competing demands for these limited resources. To allow the City Council to consider some changes to improve the City's organization and operation, the Budget proposes limited supplemental expenditures presented as Service Level Enhancements. The overall net effect of these changes is a new cost of \$433,300 to the General Fund. Of this total, \$39,700 is proposed one-time costs and \$393,600 is for on-going costs. The General Fund Budget remains balanced with a projected surplus of \$395,200 at June 30, 2015 including these proposed enhancements.

Total projected General Fund revenue for 2014-15 is \$37,440,700, an increase of \$2,493,500 or 7% over the 2013-14 Amended Budget. This increase in revenues is primarily attributable to increases in several of the City's tax revenues, including property tax, sales tax, transient occupancy tax, and business tax. At this time, it is a positive sign that these increased taxes continue to partially offset the loss of funds resulting from the elimination of the Redevelopment Agency.

A majority of the \$37,440,700 in projected 2014-15 General Fund revenue comes from taxes in six different categories. Sales tax, property tax, transient occupancy tax (TOT or hotel/motel tax), motor vehicle license fees, card room regulatory fees, and business taxes make up nearly 69% of the total revenue categories. Sales tax at \$7,670,900, or 21% of total revenues and property tax at \$7,363,600, or 20%, represent the largest categories of revenues supporting the City's General Fund operations.

Sales tax has experienced dramatic fluctuations during the past seven years as the economic recession caused significant declines in the city's taxable sales activity. During 2007-08, sales tax reached a historic high at \$6,637,000. The City saw sales tax bottom-out during 2009-10 at \$5,366,200. Since then, gradual economic recovery has brought steady gains in sales tax revenue. In 2014-15, the City anticipates that sales tax revenue will increase over the current year budget by 4%, to a new high level of \$7,670,900.

While economic indicators show increased housing values in San Bruno and across the region, the increase to base property tax remains low. As a result of the dissolution of

the San Bruno Redevelopment Agency and all other agencies in the state, the City now receives some additional property tax. These Redevelopment Boomerang funds are expected to total \$1,100,000 in 2014-15. While these funds come to the City as unrestricted property tax, they do not replace the amounts previously available through Redevelopment to fund economic development and other projects and activities formerly funded by Redevelopment. A supplemental expenditure of \$125,000 was approved by the City Council in 2013-14 to fund economic development initiatives in the City and this amount will be carried-over for expenditure in 2014-15.

TOT revenues continue to show a strong recovery with 2014-15 revenues projected at \$2,500,000. Since 2010-11, TOT revenues have increased by \$736,300, nearly 42%. This increase is due in part to the 2% tax rate increase approved by voters in 2009, and to the increase in business travel to San Bruno by major corporate offices locating in the City in the last several years.

Perhaps the most significant revenue indicator of the growth in business activity is the City's business license tax. While not one of the largest General Fund revenue categories at \$3,204,600, since 2011-12, the City has seen a 73% increase in business tax revenue as a result of an increased number of sizeable businesses locating in San Bruno.

While the City has experienced increases in a number of revenue sources, many other revenue sources remain at low levels. Interest rates continue at historic lows and the loss of interest income from the City's outstanding advances between the City and Redevelopment Agency has a significant budgetary impact. In addition, the City has experienced a decline in vehicle license fees (VLF) resulting from changes in state law.

The Budget anticipates Recreation departmental revenue to increase by 5% over the current year budget amount as a result of program expansion. Increased expenditures for program delivery is offset by the higher fee revenue.

Proposed 2014-15 expenditures are \$1,675,700 higher than the 2013-14 Amended Budget amounts. The increase in expenditures results from the increased cost of providing services; including the increasing salary, health benefit, and employee retirement contribution costs in accordance with the City's Memorandums of Understanding with its bargaining units.

Staff continued efforts to control and contain operating costs within all departments. This approach has been particularly emphasized in each of the past six years and has resulted in effective cost containment every year. For 2014-15, total proposed expenditures of \$36,651,900 are \$1,675,700, or 5% higher than the 2013-14 Amended Budget. Since 2007-08, expenditures have increased by a total of 10% - exactly matching the change in the Consumer Price Index over the same period.

The Budget also includes several supplemental proposals for consideration for inclusion into the adopted budget, which have a total General Fund impact of \$433,300 after

accounting for new revenues, \$39,700 of which are one-time costs and \$393,600 are continuing costs. A summary of the supplemental requests are as follows:

- Addition of one Police Officer to enhance proactive police patrol in the community.
- Reclassification of the part-time Street maintenance position to a full-time Maintenance Worker to address Regional Water Board's required 70% trash reduction goal in public right-of-way by 2017.
- Addition of one Code Enforcement Officer to provide additional capacity for focused community outreach and enforcement efforts to assist in resolving code enforcement concerns.
- Additional program cost to expand existing programs in youth and adult sports, afterschool programs, seasonal camps and aquatics program. This includes the following changes:
  - Elimination of one Recreation Services Supervisor position.
  - Addition of two Recreation Services Coordinator positions.
  - Increase in part-time staff to support the expanded programs.
  - Increase in program supply costs.
- Addition of one Park Maintenance Worker to maintain new median segments along both El Camion Real and San Bruno Ave and Grade Separation landscaping, including East First Avenue and Posy Park.
- Ball field grading services at City Park Diamond 2 and 3 and Belle Air Field.
- Purchase of storage shed for Lions Field.
- Reclassification of Senior Services Supervisor position to Senior Services Coordinator.
- Reclassification of Children's Services Manager to Library Services Manager.

After incorporating the recommended supplemental budget requests, the proposed General Fund budget surplus is \$326,000.

#### **CRESTMoor (GLENVIEW) RECOVERY**

The Crestmoor (Glenview) Recovery Program was developed after the September 9, 2010 explosion and fire in the Crestmoor neighborhood. The 2014-15 Budget represents the second year in which a budget has been presented for the anticipated ongoing expenditures associated with the recovery and rebuilding efforts. The proposed Crestmoor budget includes an allocation of salaries and benefits for those positions focused on the recovery efforts, supplies, professional services, and other costs associated with the continuing work program. The total budget for the 2014-15 fiscal year is \$3,317,000 (not including the above referenced supplemental requests). This does not include construction costs associated with the Crestmoor Reconstruction Project, which are budgeted for in the Capital Improvement Program. All of the budgeted expenditures will be reimbursed through the Trust Fund established between the City and PG&E.

#### **WATER ENTERPRISE**

The recommended 2014-15 budget estimates that total water revenues increase to \$13,732,000, a \$1,496,000 increase over the 2013-14 budget in accordance with the 2012-13 five-year water rate adjustment program. The proposed budget for all operational costs amounts to \$8,770,000, which includes estimated water purchases totaling \$2,826,000. The resulting operating surplus of \$4,963,000 is necessary to fund critical capital improvements.

#### **WASTEWATER ENTERPRISE**

Revenues for 2014-15 are projected to be \$14,916,000, an increase of \$1,658,000 over the 2013-14 budget and in accordance with the 2012-13 five-year rate adjustment program. The proposed total expenditure base budget for the Wastewater Enterprise is \$7,985,000. Slightly less than half of these costs are allocated for San Bruno's share of operating and maintaining the jointly owned Water Quality Control Facility with the City of South San Francisco. The remaining costs include expenditures planned for the preventative maintenance of other components of the sewer collection system. Additionally, the Wastewater Fund budgets for annual debt service payments to the City of South San Francisco and for the 2013 Wastewater Revenue Refunding Bonds, which totals \$1,615,000 in 2014-15.

#### **STORMWATER ENTERPRISE**

The Stormwater Fund allows for services to manage surface water runoff throughout the community. These includes drainage channel and ditch maintenance, wet-weather slope protection on public lands, and drainage inlet cleaning on City streets. Total projected revenues in 2014-15 for the Stormwater Fund amount to \$681,000, primarily from charges collected on the property tax bill. The proposed expenditure budget in the Stormwater Enterprise is \$705,000.

#### **CABLE TELEVISION ENTERPRISE**

The Cable TV budget for 2014-15 projects revenues at \$10,447,000, a reduction of \$151,000 over the 2013-14 budget. This revenue estimate anticipates a 5% rate increase in internet and basic cable service rates to go into effect in late 2014. The majority of revenues are generated from basic, premium, and digital monthly television billing. Internet services represent an increasingly significant share of the revenue total at \$401,000, as the Enterprise has made significant upgrades in its equipment allowing for high-speed access up to 100Mbps. Voice and commercial services revenue is anticipated to amount to \$230,000.

The proposed expenditure budget is \$9,666,000, including \$211,000 for local origination programming. This amount does not include debt service for Cable Television for one capital lease that totals \$37,000.

### **GANN LIMIT**

Voter approved Proposition 4 and 111, known as the Gann Initiatives, places a limit on the amount of tax-generated revenue (proceeds of taxes) that a local agency can receive and appropriate each year. The limit is based on actual appropriations during 1978-79 and is adjusted each year by cost-of-living and population growth adjustments. Only revenues defined proceeds of taxes, which for San Bruno are property tax, sales tax, transient occupancy tax, and business tax are restricted by the limit.

As shown in Attachment A to the resolution, the carry forward 2013-14 Appropriation Limit is adjusted by the cost-of-living factor (-0.23%) and the population factor (1.17%, provided by the Department of Finance); establishing the 2014-15 Appropriation Limit at \$34,720,090. Reducing the revenues generated from tax proceeds by exempted expenditures, such as Social Security and Medicare payments, San Mateo County Charges, and Fair Labor Standards Act Fire expenditures, total revenues subjected to Appropriation Limit is \$24,383,652, which is significantly less than the 2014-15 calculated Appropriation Limit.

### **FISCAL IMPACT**

The City Council reviewed the proposed revenues, expenditures, and transfers for the General Fund, Special Revenue Funds, and Enterprise Funds at public budget study sessions on June 9 and June 11, 2013. In adopting the 2014-15 operating budget, the proposed resolutions appropriate total revenues and transfers in of \$86,539,300 and total expenditures and transfers out of \$75,741,300 for 2014-15. Specific revenue, expenditure, and transfer line items enumerated in the City Manager's Recommended Budget for 2014-15 are appropriated accordingly.

### **ALTERNATIVES**

1. Amend the appropriation amounts contained in the proposed budget at the time of approval or at any time during the fiscal year.
2. Do not approve the proposed budget in order to continue operations into the new fiscal year beginning July 1<sup>st</sup>. The City Council must appropriate revenues and expenditures. If the City Council does not elect to approve the budget as presented or with any desired amendments, the City Council should adopt an appropriations resolution (attached) to assure continued municipal operations.

### **RECOMMENDATION**

Hold public hearing and adopt resolution approving the City Manager's Recommended 2014-15 Operation Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds

Adopt resolution approving the City's Appropriations Limit (Gann Limit) of \$34,720,090 for 2014-15.

**ATTACHMENTS**

1. Resolution Approving the City Manager's Recommended 2014-15 Operating Budget for General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds.
2. Resolution Approving the City's Appropriation Limit (Gann Limit) of \$34,720,090 for 2014-15.
3. City Council Budget Study Session Questions Response.
4. Alternative Resolution to Continue Appropriations.

**DATE PREPARED**

June 13, 2014

RESOLUTION NO. 2014 - \_\_\_\_\_

**RESOLUTION APPROVING THE 2014-15 CITY MANAGER'S RECOMMENDED OPERATING BUDGET FOR GENERAL FUND, ENTERPRISE FUNDS, INTERNAL SERVICE FUNDS, AND SPECIAL REVENUE FUNDS**

WHEREAS, the City Manager transmitted the 2014-15 Recommended General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

WHEREAS, the City prepares and adopts the General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget with the intent of providing a planned policy program for City services and a financial system to carry out the planned program of services; and

WHEREAS, for the first time in many years, no significant budget reductions were necessary to balance the 2014-15 proposed budget; and

WHEREAS, the City Council considered development of the 2014-15 budget and budget strategies and gave the City Manager the underlying direction for preparation of the City Manager's 2014-15 Recommended Budget; and

WHEREAS, the City's budget development approach across all operations and funds adheres to the City Council's ongoing policy for the delivery of a financial plan that is balanced with expenditures contained at the levels that can reasonably be supported by on-going revenues; and

WHEREAS, total projected General Fund revenue for 2014-15 is projected to increase 7% over the 2013-14 Amended Budget; and

WHEREAS, total proposed 2014-15 General Fund expenditures are projected to be 5% higher than the 2013-14 Amended Budget

WHEREAS, the City Manager's Recommended Budget includes supplemental budget enhancements including:

	Total Cost	New Revenue or Allocation
<b>Proposed Service Level Enhancements</b>		
<i>General Fund</i>		
Request to add on Police Officer to enhance proactive police patrol.	149,956	
Reclassify part-time Streets maintenance position to 0.60 full-time Maintenance Worker and utilize Gas Tax Revenues to offset the increase in cost - 40% in Stormwater Fund.	28,174	28,174
Request to add one Code Enforcement Officer to provide additional capacity to focus on community outreach and enforcement efforts	125,700	

	<b>Total Cost</b>	<b>New Revenue or Allocation</b>
<b>Proposed Service Level Enhancements</b>		
Request to eliminate one Recreation Services Supervisor and add two Recreation Services Coordinator to expand existing Recreation programs.	80,721	
Request to increase part-time staff support and programs supply costs in order to expand existing Recreation programs. Expanded programs is anticipated to generate \$99,000 of additional program revenues.	18,160	99,000
Request to add one Parks Maintenance Worker position to maintain new median segments and landscaping near the new Caltrain station.	99,333	
Request to perform ballfield grading at City Park Diamond 2 & 3 and Belle Air Field.	20,000	
Purchase storage shed for Lions Field to store field maintenance equipment.	3,450	
Reclassify Senior Services Supervisor to coordinator position.	(19,590)	
Reclassify Children's Services Manager to Library Services manager position.	5,500	
<b>Internal Service Funds</b>		
<b>Technology</b>		
Request to hire temporary front-line technology support staff.	20,000	
Purchase and install backup connection, including hardware to ensure uninterrupted City internet access and email communication.	18,000	
<b>Technology Total</b>	<b>38,000</b>	
<b>General Fund Impact</b>	<b>30,780</b>	
<b>Building and Facilities</b>		
Request to implement routine carpet and floor cleaning to preserve and extend useful life.	13,000	
Request to implement biennial pressure washing for exterior walls and sidewalks at the Senior Center, Recreation Center and Police Plaza.	2,300	
Request to implement annual window cleaning including calcium removal	4,300	
<b>Building and Facilities Total</b>	<b>19,600</b>	
<b>General Fund Impact</b>	<b>18,228</b>	
<b>Enterprise Funds</b>		
<b>Water Supply</b>		
Request to increase toilet and washing machine rebates to promote water conservation	7,500	
Request to add 0.50 Associate Engineer to manage Water and Wastewater Capital Improvement projects - 50% in Wastewater	72,000	

	<b>Total Cost</b>	<b>New Revenue or Allocation</b>
<b>Proposed Service Level Enhancements</b>		
<b>Stormwater</b>		
Request to increase storm water culvert inspection and assessment and utilize Measure M funds.	15,500	15,500
Request to add 0.40 Maintenance Worker to address the Regional Water Board's trash reduction requirement and utilize Measure M funds - 40% in Streets	32,060	32,060
<b>Wastewater</b>		
Request to add 0.50 Associate Engineer to manage Water and Wastewater Capital Improvement projects - 50% in Water	72,000	
<b>Cable</b>		
Purchase licenses for customer mobile viewing of television programming on personal electronic devices	70,695	
Request to lease additional fiber to serve additional commercial customers.	20,000	52,000

WHEREAS, the City Council held duly noticed public study sessions on June 9, 2014 and June 11, 2014; and

WHEREAS, the City Council, being fully advised and informed and having fully reviewed the City Manager's Recommended Budget for 2014-15, finds and determines that the City Manager's Recommended Budget should be adopted and prepared in final form.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of San Bruno adopts the budget appropriation for the General Fund totaling revenues and transfers of \$37,539,689 and expenditures and transfers, including supplemental budget requests of \$37,213,504 for 2014-15; and

BE IT FURTHER RESOLVED, that the budget appropriations for the Water, Stormwater, Wastewater, and Cable Television Enterprise Funds are adopted totaling revenues of \$39,776,636 and expenditures and transfers, including supplemental budget requests, of \$27,125,150 for 2014-15 including all Funds revenues, expenditures, and transfers, including;

<b>Enterprise Funds</b>	<b>Revenues</b>	<b>Expenditures</b>
Water Fund	\$13,732,268	\$8,769,600
Stormwater Fund	\$680,896	\$704,509
Wastewater Fund	\$14,916,194	\$7,984,586
Cable Television	\$10,447,278	\$9,666,455

and

BE IT FURTHER RESOLVED, that the budget appropriations for the Central Garage, Building & Facilities Maintenance, Technology Support, and Self-Insurance Internal Service Funds are adopted totaling transfers of \$4,553,887 and expenditures and transfers of \$4,123,300 for 2014-15 including all Funds revenues, expenditures, transfers and supplemental budget requests, including;

Internal Service Funds	Revenues	Expenditures
Central Garage	\$624,417	\$624,417
Building & Facilities Maint.	\$1,023,061	\$1,023,061
General Equipment Reserve	\$430,587	\$0
Technology Support	\$648,941	\$648,941
Self Insurance	\$1,826,881	\$1,826,881

and

BE IT FURTHER RESOLVED, that the budget appropriation for other Special Revenue Funds are adopted totaling revenues of \$5,879,029 and expenditures and transfers of \$4,539,180 for 2014-15, including all Funds revenues, expenditures, transfers and supplemental budget requests, including;

Special Revenue Funds	Revenues	Expenditures
Solid Waste	\$70,387	\$60,806
Crestmoor Recovery	\$0	\$3,316,496
Gas Tax	\$1,116,405	\$750,000
Measure A	\$867,160	\$0
Street Special Revenue	\$759	\$0
Safety Augmentation	\$92,210	\$86,000
Citizens Option for Public Safety	\$100,122	\$100,000
Police Asset Forfeiture	\$5,129	\$0
Library Special Revenue	\$635	\$39,000
Agency on Aging	\$184,452	\$184,405
Park in-Lieu Fees	\$1,500	\$0
Below Market Rate Housing in-Lieu Fees	\$8,700	\$0
City Art Fund	\$30,392	\$2,473
Document Imaging Fund	\$20,168	\$0
Technology Fee	\$50,698	\$0
General Plan Maintenance	\$5,070	\$0
Library Donations	\$8,747	\$0

and

BE IT FURTHER RESOLVED, that the budget appropriations for Debt Service are adopted totaling principal payments of \$2,229,079 and interest payments of \$1,289,591 for 2014-15, including;

Funds	Principal	Interest
General Fund	\$818,289	\$399,660
Successor Agency to the RDA	\$275,000	\$373,618
Wastewater Fund	\$1,098,844	\$516,142
Cable Television Fund	\$36,945	\$171

BE IT FURTHER RESOLVED, that specific revenue and expenditure line items and transfers enumerated in the City Manager's Recommended General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds Budget are hereby appropriated.

—oOo—

I hereby certify the foregoing Resolution No. 2014-  
was introduced and adopted by the San Bruno City Council  
at a regular meeting on June 24, 2014 by the following vote:

AYES:

NOES:

ABSENT:

---

City Clerk

RESOLUTION NO. 2014-\_\_\_\_\_

RESOLUTION APPROVING THE CITY'S APPROPRIATIONS LIMIT  
(GANN LIMIT) OF \$34,720,090 FOR 2014-15

WHEREAS, Article XIII of the California Constitution and Section 7900 et seq. of the California Government Code require cities to adopt limits on appropriations for each fiscal year; and

WHEREAS, the Appropriation Limit has been calculated for 2014-15 and is set forth in that certain document Appropriations Limit Calculation for 2014-15, Attachment A, attached hereto and made a part hereof; and

WHEREAS, for comparison Appropriations Limit Comparison, Attachment B, attached hereto and made a part hereof; and

WHEREAS, the staff report and the documentation used in determining the Appropriations Limit and the appropriations subject to limit have been made available to the public as required by law; and

NOW, THEREFORE, be it RESOLVED by the San Bruno City Council that:

1. The adjustment factors selected for calculating this Appropriations Limit are based on California Per Capita Income change of -0.23% and the San Mateo County population change of 1.17%;
2. The Appropriation Limit for 2014-15 fiscal year is established at \$34,720,090; and
3. The City Council reserves the right to recalculate this Appropriations Limit utilizing Non-Residential Assessed Valuation.

—o0o—

I hereby certify that foregoing Resolution No. 2014-\_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on June 24, 2014 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
CITY CLERK

**City of San Bruno  
2014-15 Gann Appropriation Limit  
6/11/2014**

**Attachment A**

2013-14 Appropriation Limit \$ 34,397,677

Calculation of 2014-15 Adjustment Factor

Annual Change Factors

Cost of Living Adjustment Factors for 2014-15

California Per Capita Personal Income (CPCPI) -0.23%

Population Adjustment Factors for 2014-15

San Mateo County Population Change 1.17%

Adjustment Factor for 2014-15

$(1 - 0.0023) \times (1 + 0.0117)$  1.00937309

**2014-15 Appropriation Limit 34,720,090**

2014-15 Estimated Tax Proceeds Subject to Appropriations Limit

Property Taxes

Current Secured & Unsecured 5,578,565

Redevelopment Property Tax Trust Fund (RPTTF) Property Tax 1,100,000

In-Lieu of Sales Tax 1,917,728

In-Lieu of Vehicle License Fees 3,400,000

Supplemental Taxes 200,000

Property Transfer Tax 145,000

Homeowner's Property Tax Exemption 40,000

Subtotal - Property Taxes 12,381,293

General Sales Tax 5,753,183

Hotel/Motel Tax 3,140,000

Business Taxes 4,250,602

Total Estimated Taxes Subject to Appropriations Limit 25,525,078

2014-15 Proposed Expenditures Exempt from Limit

Social Security & Medicare payments 325,830

San Mateo County Charges 707,614

FLSA - Fire 107,982

Total Proposed Expenditures Exempt from Limit (1,141,426)

**2014-15 Appropriations Subject to Limit 24,383,652**

Over (Under) Appropriations Limit \$ (10,336,437)

Percent Over (Under) -30%

City of San Bruno  
 7-year Gann Appropriations Limit Comparison  
 6/11/2014

Attachment B

Fiscal Year Ending June 30,	Adjustment Factor	Gann Limit	Appropriation Subject to Limit	Over/(Under) Limit
2009	8.22%	28,916,761	19,115,689	(9,801,072)
2010	1.84%	29,448,107	17,781,407	(11,666,700)
2011	-0.35% (a)	29,345,760	17,370,728	(11,975,032)
2012	4.29%	30,605,771	18,644,113	(11,961,658)
2013	5.73%	32,359,865	19,858,084	(12,501,781)
2014	6.30%	34,397,677	22,060,645	(12,337,032)
2015	0.94%	34,720,090	24,383,652	(10,336,438)

(a) - Adjustment Factor changed to reflect change in non-residential Assessed Valuation due to new construction within the City.

**City Council Budget Study Session  
 Questions from Study Session on June 11, 2014**

Comment/Question	Responses
<p>Fire Overtime and Full-Time Staffing Analysis:            Would the addition of one firefighter reduce overtime cost?</p>	<p>The hourly cost of an existing firefighter, including all benefits such as retirement and health, nearly matches the hourly overtime rate. The full-time firefighter cost ranges between \$128,000 and \$180,000, depending on experience step and certification and incentives. The addition of one firefighter position will reduce the overall Department overtime budget.</p>
<p>Cable Sales/Marketing Program: What is the rate of return on this program? How much new revenues are we getting from this program and is it exceeding the program cost?</p>	<p>The Cable Department realized annual revenues of \$94,000 from the from the Cable Sales/Marketing program (expenditure of \$65,000). The net revenue of \$29,000 was primarily derived from successfully negotiating with 35 commercial accounts. The program included mailing over 1,500 program outreach notices, calling and following up with potential customers, visiting 140 local businesses, and attending chamber functions and flea market events.</p>
<p>Additional Code Enforcement Personnel:            What is the Department's action plan for the addition of this code enforcement personnel? When will the City Council see results? How will this address the need of the community?</p>	<p>The action plan for addition of a Code Enforcement position is divided into 3 phases: 1) training, 2) outreach, and 3) check in/follow up. Training for additional code enforcement position will include regular meetings with all code enforcement personnel including City Attorney's office, Police, and other involved departments to discuss City processes and policies, code violation cases, and enforcement efforts. Outreach will include information to the community by Cable channel 1, City website, Chamber of Commerce, real estate community, and other sources. Check in and follow up will involve discussion with City personnel and other community groups to determine any changes or adjustments to plan to provide the desired changes to transition from a more traditional enforcement approach to a problem-solving orientation.</p> <p>In addition, the new Code Enforcement position will increase the capacity in the Division by designating the City into different areas for focused attention on more problem/difficult locations in the City.</p> <p>Staff anticipates that demonstrated changes will be visible within 9 - 12 months of the position's appointment.</p>

Comment/Question	Responses
<p>With the implementation of the Transit Corridors Plan, what is the City's plan in addressing public infrastructure needs along San Mateo Avenue and building façade updates? Maybe the City can do more outreach, education, or marketing efforts to help businesses update their store front and to attract additional businesses.</p>	<p>The upgrade of the utility infrastructure along San Mateo Avenue is included in the City's Sewer and Water 10-Year Main Replacement Plan. Along with the infrastructure replacement, the roadway, sidewalk and curb appeal will be redesigned. Funding will include Enterprise Funds for public utility replacement and special funds for the roadway, sidewalk and curb appeal elements. Business Improvement District or other funding mechanism should be considered.</p> <p>Prior to the dissolution of the Redevelopment Agency, the Agency and staff successfully used redevelopment agency funding to implement a facade improvement program in the City's downtown area. Approximately 15 properties received the benefit of this program on or in the vicinity of San Mateo Avenue. No alternative program has been identified at this time.</p>
<p>Are there changes to be made to the City's ordinance that will better aid code enforcement effort? If so, please bring them forward to the City Council for review.</p>	<p>City staff will review and bring forward any proposed changes to the City Council as the code enforcement program becomes reoriented.</p>

RESOLUTION NO. 2014 - \_\_\_\_

**RESOLUTION AUTHORIZING PRELIMINARY EXPENDITURE APPROPRIATION TO SUPPORT CITY OPERATIONS PENDING APPROVAL OF THE 2014-15 GENERAL FUND, SPECIAL REVENUE FUNDS AND ENTERPRISE FUNDS BUDGET**

**WHEREAS**, the City Manager transmitted the Recommended 2014-15 General Fund, Special Revenue Funds and Enterprise Funds Budget to the City Council in accordance with the Municipal Code Section 2.12.060; and

**WHEREAS**, the City Council held duly noticed public budget study sessions on June 9 and 11, 2014 regarding the 2014-15 General Fund, Special Revenue Funds and Enterprise Funds Budget; and

**WHEREAS**, the City Council will continue review of the Budget at its regular meeting on July 8, 2014.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council hereby resolves preliminary expenditure appropriations to support City municipal operations pending approval of the 2014-15 General Fund, Special Revenue Funds and Enterprise Funds budget. This continuation shall be in place for a period no longer than through July 31, 2014 or the adoption of the 2014-15 General Fund, Special Revenue Funds and Enterprise Funds Budget.

**BE IT FURTHER RESOLVED** that the preliminary appropriations shall amount to one-twelfth of the recommended 2014-15 expenditures (Attachment 1) and that all revenues, expenditures and transfers will be adopted with approval of the 2014-15 General Fund, Special Revenue Funds and Enterprise Funds Budget.

Dated: June 24, 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 24th day of June 2014 by the following vote:

AYES: Councilmembers: \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** June 24, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Kerry Burns, Community Services Director  
John Alita, Assistant Community Services Director

**SUBJECT:** Adopt Resolution Accepting the Recommendation from the Culture and Arts Commission to Change the Location for the Installation of the Centennial Mosaic Mural from Sneath Lane to Posy Park and Authorize a Project Change Order of \$6,400 from the City's Art Fund

### BACKGROUND:

On April 8, 2014 the City Council adopted a resolution approving a design recommendation from the Culture and Arts Commission and authorized the City Manager to enter into a \$75,000 contract with Margarita Soyfertis for the Centennial Mosaic Mural. This mosaic mural commemorates the community's special character and prior 100 years of history with a variety of artistic vinyets at various moments in San Bruno's past. The mosaic mural was to be installed on two retaining walls along the north side of Sneath Lane later this year prior to the end of the City's year-long Centennial celebration.

On May 10, 2014, the City celebrated the dedication of the Grade Separation and Posy Park. At, and following this event, members of the community expressed their interest and desire to have public art installed on the large blank walls behind the water feature to enhance Posy Park.

### DISCUSSION:

At its Regular Meeting on June 19, 2014, the Culture and Arts Commission considered this community interest and request and deliberated whether or not to relocate the Centennial Mosaic Mural from Sneath Lane to Posy Park. In attendance at the meeting was the artist, Margarita Soyfertis. When asked whether or not the mural could be relocated, she enthusiastically indicated there were no construction, design or installation constraints limiting its relocation. Further, she expressed her enthusiasm in having the project relocated to a space where it could be viewed and enjoyed by not only the San Bruno community but visitors to the Downtown.

Given the special nature of the project commemorating San Bruno's Centennial, the Commission's objective to have it viewed and enjoyed by the entire San Bruno community and the added benefit of installing it at a location where it could also be enjoyed by visitors to San Bruno and serve as an another important amenity contributing to the revitalization of the City's

10.6.

Downtown, the Culture and Arts Commission voted unanimously to seek the City's Council's authorization to relocate the Centennial Mosaic Mural to Posy Park.

The Culture and Arts Commission remains committed to delivering an art project along the Sneath Lane corridor. At a future meeting of the Commission, it will commence discussion leading to a recommendation to the City Council for a new art project to address graffiti and aesthetic concerns related to the Sneath Lane retaining walls.

**FISCAL IMPACT:**

In order to meet the City's objective of dedicating the Centennial Mosaic Mural by the end of the City's year-long Centennial celebration, the design of the project has been progressing. This design was based on the Sneath Lane location and the installation of two mosaic murals on the two retaining walls. With the recommended change of location to the single, curved wall at Posy Park, the artist will be required to modify the design for the new location. The historic content will remain but will be presented in a slightly different manner given the changed pallet. This will result in an increase of \$6,400 to the existing \$75,000 for a total project cost of \$81,400. Sufficient financial resources currently exist within the City's Art Fund to absorb this additional expense.

**RECOMMENDATION:**

Adopt a resolution accepting the recommendation from the Culture and Arts Commission to change the location for the installation of the Centennial Mosaic Mural from Sneath Lane to Posy Park and authorize a project change order of \$6,400 from the City's Art Fund.

**ALTERNATIVES:**

1. Reject the recommendation from the Culture and Arts Commission and proceed with the project as approved and installation along Sneath Lane.
2. Select an alternative location for the City's Centennial Mosaic Mural.

**ATTACHMENTS:**

Resolution

**REVIEWED BY:**

\_\_\_\_\_ CM

RESOLUTION NO. 2014- \_\_\_\_

**RESOLUTION ACCEPTING A RECOMMENDATION FROM THE CULTURE AND ARTS COMMISSION TO CHANGE THE LOCATION FOR THE INSTALLATION OF THE CENTENNIAL MOSAIC MURAL FROM SNEATH LANE TO POSY PARK AND AUTHORIZING A PROJECT CHANGE ORDER OF \$6,400 FROM THE CITY'S ART FUND**

**WHEREAS**, The City Council approved Sneath Lane as the site location and a concept for a Centennial Art Project to honor the City of San Bruno's 100<sup>th</sup> year of incorporation; and,

**WHEREAS**, The Culture and Arts Commission has issued a Request for Qualifications and conducted a comprehensive process to select a design and artist; and

**WHEREAS**, The Culture and Arts Commission recommended Margarita Soyfertis be selected as the artist to complete the Centennial Mosaic Mural; and

**WHEREAS**, given the special nature of the project commemorating San Bruno's Centennial, the Commission's objective to have it viewed and enjoyed by the entire San Bruno community and the added benefit of installing it at a location where it could also be enjoyed by visitors to San Bruno and serve as an another important amenity contributing to the revitalization of the City's Downtown, the Culture and Arts Commission voted unanimously to seek the City's Council's authorization to relocate the Centennial Mosaic Mural to Posy Park;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby accepts the recommendation from the Culture and Arts Commission to change the location for the installation of the Centennial Mosaic Mural from Sneath Lane to Posy Park and authorizes a project change order of \$6,400 from the City's Art Fund.

Dated: June 24, 2014

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 8th day of April 2014 by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_  
NOES: COUNCILMEMBERS: \_\_\_\_\_  
ABSENT: COUNCILMEMBERS: \_\_\_\_\_



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** June 24, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Kerry E. Burns, Community Services Director

**SUBJECT:** Receive a Grant Request from the San Bruno Lions Club to Complete Repairs and Improvements at the Portola Performing Arts Center

### BACKGROUND:

Built approximately 40 years ago, the Portola Performing Arts Center located at the Portola Elementary School serves as one of the City's After School Adventures and Summer Camp sites. The Center is also used by the City for the delivery of contract classes and is made available for rental by community groups.

At the Regular City Council Meeting on April 8, 2014, the San Bruno Lions Club offered to make a specific list of repairs and improvements to the Portola Performing Arts Center as its 2014 community services project. The proposed work to be performed was:

- Replacement of all windows;
- Upgrade to lights and fixture;
- New kitchen tile counter, sink and faucet;
- Replacement of the heater vent pipe;
- Demolition and repair of the exterior brick chimney;
- Landscape clean-up; and,
- Exterior and interior painting.

The Lions Club identified the total estimated value of the work at approximately \$30,000. No City financial contribution was requested other than a waiver of permit fees. The Club identified that it would use qualified, licensed contractors and would secure the necessary City permits. All City insurance requirements would be verified and necessary permit-related inspections performed. In recognition of its contribution, the City would install a 9" x 12" bronze plaque at the entrance to the Portola Performing Arts Center recognizing the contribution of the San Bruno Lions Club.

The City Council unanimously accepted the San Bruno Lions Club offer to make the repairs and improvements described above.

### DISCUSSION:

On June 16, 2014, the City received a letter from the San Bruno Lions Club (attached) offering to add to its scope of work at the Portola Performing Arts Center the replacement of the roof which is well beyond its usable life and in need of replacement. In consideration for these

10c.

repairs and improvements, the San Bruno Lions Club's letter requested a grant from the City. This request does not specify a grant amount.

While replacement of the roof at the Portola Performing Arts Center is a priority project for the City, the other repairs and improvements proposed by the Lions Club have not been identified as City priorities and could be deferred for a few more years. If the City Council wishes to consider a grant to fund a community facility improvement project by the Lions Club, the City Council might also wish to evaluate the most beneficial use for the contribution of volunteer resources and use of City grant funds.

In informal discussions with members of the Lions Club, staff has identified that the Club has an interest to continue to provide volunteer service to improve and repair other important community facilities. One such facility which is becoming an increasingly important community priority, in need of attention and recommended by staff for repair and improvements is the restrooms at City Park. City Park has two restroom facilities, one located in Lower City Park behind Diamond 1 and the other located in Upper City Park next to Diamond 3. In total, the two women's restrooms have five toilets and three sinks and the men's restrooms have three urinals, three toilets and three sinks. The buildings are constructed with concrete block, asphalt shingle roofing material and tile walls and floors. The plumbing fixtures, partitions, roofs and tile require replacement. New exterior doors are needed as well as new window grates. The interior and exterior could benefit from a new coat of paint.

Another community amenity with high visibility and activity in need of attention is the Commodore Dog Park. New amenities at the Dog Park could include improved grading, a new irrigation system and landscaping including artificial or real turf, benches, enhanced fencing and plumbing and equipment for automatically refilling water bowls.

**FISCAL IMPACT:**

The fiscal impact of the San Bruno Lions Club's grant request is unknown.

**ALTERNATIVES:**

1. Proceed with the repairs and improvements at the Portola Performing Arts Center and provide a grant to the Lions Club.
2. Do not proceed with the repairs and improvements at the Portola Performing Arts Center and do not provide a grant to the Lions Club.
3. Request the San Bruno Lions Club perform alternative improvements.

**RECOMMENDATION:**

Receive a grant request from the San Bruno Lions Club to complete repairs and improvements at the Portola Performing Arts Center.

**DISTRIBUTION:**

San Bruno Lions Club

**ATTACHMENTS:**

1. April 8, 2014 Staff Report
2. June 13, 2014 Letter from the San Bruno Lions Club

**DATE PREPARED:**

June 19, 2014

**REVIEWED BY:**

\_\_\_\_\_ CM



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** April 8, 2014

**TO:** Honorable Mayor and City Council

**FROM:** Kerry Burns, Interim Community Services Director  
Danielle Brewer, Community Services Superintendent

**SUBJECT:** Adopt Resolution Accepting a Donation from San Bruno Lions Club for Labor and Materials to Make Improvements to Portola Performing Arts Center in the Amount of Approximately \$30,000

### **BACKGROUND:**

Built approximately 40 years ago, the Portola Performing Arts Center located at the Portola Elementary School serves as one of the City's After School Adventures and Summer Camp sites. The Center is also used by the City for the delivery of contract classes and is made available for rental by community groups. The roof at the Portola Performing Arts Center is 20 years old and is experiencing dry rot, causing roof material failure and leaks. Funding for the roof's replacement in the amount of \$20,000 was provided as part of the Fiscal Year 2013-14 Capital Improvement Program Budget. A contractor will be selected in a manner consistent with the City's bidding procedures, and the replacement of the roof is scheduled to occur within the next three months.

Solely for the purpose of developing a budget estimate, local roofing contractor C&J Roofing was contacted by the City. The owner of C&J Roofing is a member of the San Bruno Lions Club. After touring the Center, the owner of C&J Roofing proposed to the San Bruno Lions Club making improvements to the Portola Performing Arts Center as the Club's 2014 community service project. The Club agreed and on March 19, 2014, the San Bruno Lions Club made a presentation before the City's Parks and Recreation Commission. The Commission is unanimously recommending to the City Council the San Bruno Lions Club make the proposed improvements to the Portola Performing Arts Center.

### **DISCUSSION:**

The San Bruno Lions Club would like to make specific improvements to the Portola Performing Arts Center as its 2014 community services project. This would be the Club's second recent community project, having provided a new roof, electrical working new paint at the Beckner Picnic Shelter in 2013. The proposed work to be performed by the San Bruno Lions Club at the Portola Performing Arts Center would be:

- Replacement of all windows;
- Upgrade to lights and fixture;
- New kitchen tile counter, sink and faucet;

- Replacement of the heater vent pipe;
- Demolition and repair of the exterior brick chimney;
- Landscape clean-up; and,
- Exterior and interior painting.

The total estimated value of the work is approximately \$30,000. Qualified, licensed contractors will secure the necessary City permits and perform the work. All City insurance requirements will be verified and necessary permit-related inspections performed.

Consistent with the Rotary Club's recognition at Rotary Pavilion and the Lions Club's recognition at the Beckner Picnic Shelter, it is recommended a 9" x 12" bronze plaque be installed at the entrance to the Portola Performing Arts Center to recognizing the contribution of the San Bruno Lions Club.

**FISCAL IMPACT:**

Accepting the donation of labor and materials to make the improvements to the Portola Performing Arts Center discussed in this report will eliminate the need for a City expenditure for these improvements and does not require any City matching financial assistance. Funding for the purchase of the bronze recognition plaque would come from existing financial resources contained in the Community Services Department operating budget.

**ALTERNATIVES:**

1. Do not accept the donation and direct staff to include the project in a future Capital Improvement Budget for City Council consideration at that time.
2. Modify the list of improvements to be completed.
3. Request the San Bruno Lions Club to perform an alternative list of improvements.

**RECOMMENDATION:**

Adopt a Resolution accepting a donation from San Bruno Lions Club for labor and materials to make improvements to Portola Performing Arts Center in the amount of approximately \$30,000.

**DISTRIBUTION:**

None.

**ATTACHMENTS:**

None.

**DATE PREPARED:**

March 27, 2014

**REVIEWED BY:**

\_\_\_\_\_ CM



**San Bruno Lions Club**  
2013-2014  
**Lions Clubs International**

June 13, 2014

Alan Hafter  
President

Brian Rogers  
1st Vice President

Greg Pierce  
2nd Vice President

Rick Dimitroff  
Immed. Past President

Kathryn Marinos  
Secretary

Mario Benavente  
Treasurer

Charles Smith  
Membership Chair

Frank Rescino  
Tail Twister

Dora Bergman  
Lion Tamer

Coz Giannoulis  
Y and C Advisor

Ken Ibarra, PDG  
Growl Editor

1-Year Directors  
Dave Bennett  
Peter Carey  
Harry Costa  
Vincent Solano  
Larry Verna

2-Year Directors  
Tom Fernandez  
John Giuseponti  
Steve Kelly  
Tom Lara  
Katie Scott

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

**Re: Portola Performing Arts Center**

*Ms. Jackson:*

*For over 70 years, the San Bruno Lions Club has been a strong supporter for numerous needs and causes throughout the community and beyond. Each year we raise funds to financially assist community programs and projects for youth and adults, schools and organizations, aid individuals and families, host community events, and contribute to various health and humanitarian projects.*

*It has been our pleasure and privilege to partner with the City in the effort to improve facilities for our residents. We continue to be proud of our efforts to help improve the 4H Farm and more recently, Beckner Shelter in City Park. Our membership has grown as a direct result of these projects, and we are anxious to continue.*

*As was presented and approved by the City Council in April, the San Bruno Lions have proposed to provide significant improvements to the Portola Performing Arts Center, including window replacement, upgrading the lighting, replacing fixtures, and painting the interior and exterior. In addition, we are prepared to fully replace the roofing of the building including any uncovered damages. As stated in the previous City staff report, the estimated value of the work is about \$30,000 (not including the roof), and qualified, licensed contractors will secure the necessary permits and perform the work. All insurance requirements will be verified and satisfied.*

*As much as we are thankful for the opportunity to renovate the Portola Performing Arts Center, we are not without costs in providing the labor and materials. With the addition of the roof replacement to the scope of the work, we are requesting the City provide the Lions with a grant in order to supplement the increased project costs. In addition, we are requesting the waiver of all permit costs. We are grateful for the assistance and are confident that the completed project will be another proud accomplishment for the community.*

*Thank you for your time in considering this request. It is our intention to schedule the work prior to the new school year, depending on your decision and our member's availability.*

*Sincerely,*

**Lion Alan Hafter, President**

Alan Hafter, President P.O. Box 242, San Bruno, CA 94066  
Phone: (650) 678-6712 Email: ulanh65@gmail.com

The San Bruno Lions Foundation is a tax-exempt 501c(3) organization. Tax ID Number 45-3360544



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** June 24, 2014

**TO:** Honorable Mayor and City Council Members

**FROM:** Mark Ladas, Fire Chief

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute an Amended Agreement between the City of San Bruno, City of Millbrae, and the Central County Fire Department for Shared Fire Chief Services

### BACKGROUND:

The City of San Bruno and the City of Millbrae have shared a Fire Chief since January 2008. In an effort to further explore fire consolidation, the cities of San Bruno, Millbrae, and Burlingame and Hillsborough (Central County Fire) approved Phase 1 of a fire administration consolidation. This initial step began in October 2011. The consolidation of Fire Administration included an agreement for sharing of one Fire Chief. The agreement between the cities of San Bruno, Millbrae, Burlingame and Hillsborough was approved in May 2012. The approved agreement was amended in May 2013 to include the new financial obligation and the appointment of the new Fire Chief, Mark Ladas. The amended agreement, approved by the City Council in 2013, is set to expire June 30, 2014.

### DISCUSSION

On April 23, 2014, the Central County Fire Department Board of Directors gave their staff direction to extend the shared Fire Chief agreement for a period of six months and to revise language to reflect additional costs for the fiscal year 2014-2015.

The agreement being brought forward has been amended as follows:

- i. Section 2: Term of Agreement – the term of this agreement is six months, July 1, 2014-December 31, 2014.
- ii. Section 5: Payment – this language has been revised to reflect the current costs for fiscal year 2014-2015 and payment responsibility for the City of San Bruno and the City of Millbrae.

The City of San Bruno and the City of Millbrae are collectively responsible for 50% of the Fire Chief's total compensation, benefits and expenses. The amended agreement calls for the allocation of said 50% to be based on the 60/40% cost allocation formula contained in the Shared Services agreement between the City of San Bruno and the City of Millbrae which is being considered for approval on the June 24, 2014 City Council meeting agenda. According to this agreement, San Bruno would be responsible for 60% of the San Bruno and Millbrae share of the Fire Chief costs. Millbrae would be responsible for 40% of the portion of Fire Chief costs shared by Millbrae and San Bruno.

10d.

The Millbrae City Council will have this item before them for action on June 24, 2014. The Central County Fire Department Board of Directors approved a resolution on April 23, 2014 authorizing the Chief Administrative Officer (CAO) to execute this agreement. Attorneys for all parties have reviewed the amended agreement.

**FISCAL IMPACT:**

The cost of this amended agreement will be \$96,640 annually, based on a 60/40% split of 50% of the Fire Chief's total compensation, benefits and expenses. There is no further fiscal impact.

**ALTERNATIVES:**

1. Decline to participate in a shared Fire Chief agreement and develop an alternative approach for Fire Chief services for the City of San Bruno.
2. Decline to participate and seek another agency to provide shared Fire Chief services.

**RECOMMENDATION:**

Adopt resolution authorizing the City Manager to execute an amended Agreement between the City of Millbrae, City of San Bruno and the Central County Fire Department for Shared Fire Chief Services.

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Resolution
2. Second Amended Contract for Shared Fire Chief Services Between Central County Fire Department, City of Millbrae and City of San Bruno.

**DATE PREPARED:** June 12, 2014

**REVIEWED BY:**

\_\_\_\_\_ CM

\_\_\_\_\_ ACM

\_\_\_\_\_ FD, Other

**RESOLUTION NO. 2014-**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDED AGREEMENT BETWEEN THE CITY OF MILLBRAE, CITY OF SAN BRUNO AND THE CENTRAL COUNTY FIRE DEPARTMENT FOR SHARED FIRE CHIEF SERVICES**

**WHEREAS**, in October 2011, with the approval of the San Bruno City Council, the San Bruno Fire Department began consolidation of Fire Administration with the Millbrae and Central County Fire Departments; and

**WHEREAS**, in May 2013 the San Bruno City Council adopted a resolution authorizing the City Manager to execute the first amendment to the Agreement; and

**WHEREAS**, the first amended agreement, approved in 2013, has an expiration date of June 30, 2014; and

**WHEREAS**, the second amended agreement for shared Fire Chief services will be for a period of six months beginning July 1, 2014; and

**WHEREAS**, the City Managers of the Cities of San Bruno and Millbrae and the City Managers of the Cities of Burlingame and Hillsborough, for Central County Fire Department, are in agreement to continue sharing the services of the Fire Chief of Central County Fire Department; and

**WHEREAS**, doing so will continue to allow for continued savings in personnel costs and consolidation of administrations; and

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of San Bruno approves the amendment to the current agreement between the City of Millbrae, City of San Bruno and the Central County Fire Department for a Shared Fire Chief; and authorizes the City Manager to execute the agreement.

—oOo—

I hereby certify the foregoing Resolution No. \_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on June 24, 2014 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Carol Bonner, City Clerk

**SECOND AMENDED CONTRACT FOR SHARED FIRE CHIEF SERVICES BETWEEN  
CENTRAL COUNTY FIRE DEPARTMENT, CITY OF MILLBRAE AND  
CITY OF SAN BRUNO**

This Second Amended Agreement (“Agreement”) is entered into as of April 23, 2014, by and between the Central County Fire Department, a Joint Powers Authority (“CENTRAL COUNTY”), City of Millbrae, a municipal corporation (“MILLBRAE”), and the City of San Bruno, a municipal corporation (“SAN BRUNO”). CENTRAL COUNTY, MILLBRAE AND SAN BRUNO shall collectively be referred to hereinafter as the PARTIES.

**RECITALS**

WHEREAS, MILLBRAE and SAN BRUNO desire to contract for the provision of Fire Chief services; and

WHEREAS, CENTRAL COUNTY is able and willing to provide such contract Fire Chief services; and

WHEREAS, the PARTIES are entering into this Agreement as authorized pursuant to California Government Code sections 6502, 6504(d) and 54980, *et seq.*

Now therefore, the PARTIES agree as follows:

1. Scope of Services – Fire Chief Services. CENTRAL COUNTY agrees to provide to MILLBRAE and SAN BRUNO an employee of CENTRAL COUNTY to perform shared Fire Chief Services in MILLBRAE and SAN BRUNO as set forth below.

(a) The Designated Fire Chief (defined below in Section 1(e)) will provide general administration and oversight of the MILLBRAE and SAN BRUNO Fire Departments including, but not limited to budget administration, personnel management and supervision, and similar related activities, all in accordance with the requirements and expectations of statutory law, the applicable municipal codes, applicable regulations and the customary duties of a fire chief.

(b) During this contract, the Designated Fire Chief will evaluate the potential for more comprehensive shared fire services between the PARTIES including, but not limited to personnel, apparatus and facilities.

(c) The Chief Administrative Officer of CENTRAL COUNTY will continue to provide overall supervision of the Designated Fire Chief, who will also report to the City Managers of MILLBRAE and SAN BRUNO. MILLBRAE’s City Manager will supervise the Designated Fire Chief on MILLBRAE matters, and will provide direction to the Designated Fire Chief regarding any desired special projects or services to be performed for MILLBRAE. SAN BRUNO’s City Manager will supervise the Designated Fire Chief on SAN BRUNO matters, and will provide direction to the Designated Fire Chief regarding any desired special projects or services to be performed for SAN BRUNO. In the event of a conflict between direction given by

the Chief Administrative Officer and the City Managers of MILLBRAE and SAN BRUNO, they shall meet and use their best efforts to resolve the conflict.

(d) MILLBRAE and SAN BRUNO will provide the Designated Fire Chief with all necessary regulations, policies, procedures, manuals, and other information, as well as incidental materials and supplies, work area, computer access, telephone, and other standard provisions as required to perform the Fire Chief services desired by MILLBRAE and SAN BRUNO. All such documents, notes, photographs, supplies, and reports will remain the property of MILLBRAE or SAN BRUNO.

(e) CENTRAL COUNTY designates its current Fire Chief Mark Ladas (Designated Fire Chief) to provide the shared Fire Chief services under this Agreement. CENTRAL COUNTY shall not assign any other person to provide those services without the written consent of City Managers of MILLBRAE and SAN BRUNO. MILLBRAE and SAN BRUNO acknowledge that the Designated Fire Chief will periodically be unavailable to work due to training or scheduled vacations. It is expressly understood and agreed by the PARTIES that the Designated Fire Chief may elect to terminate employment with CENTRAL COUNTY at any time. Should the Designated Fire Chief terminate employment with CENTRAL COUNTY, the PARTIES agree that both MILLBRAE and SAN BRUNO shall be involved in the selection of a new Designated Fire Chief. CENTRAL COUNTY shall provide prompt notice of such termination to MILLBRAE and SAN BRUNO, and the Parties shall, without delay, meet to discuss the procedures for identifying and, if appropriate, selecting a new Designated Fire Chief. This Agreement will terminate unless an alternative replacement is found acceptable to the PARTIES.

2. Term of the Agreement. The term of this Agreement shall commence on July 1, 2014, and continue until December 31, 2014 pursuant to Section 6 below.

3. Employment of Personnel. The Designated Fire Chief shall not be deemed a MILLBRAE or SAN BRUNO employee for any purpose. CENTRAL COUNTY shall be solely responsible for all salary, benefits, workers' compensation, and insurance for the Designated Fire Chief, and the Designated Fire Chief shall be considered an employee of CENTRAL COUNTY for all supervisory, disciplinary and other employment related purposes.

4. Litigation Support. CENTRAL COUNTY will make the Designated Fire Chief available to testify in any litigation or administrative proceeding brought regarding work performed under this Agreement.

(a) Should MILLBRAE or SAN BRUNO request that the Designated Fire Chief or CENTRAL COUNTY's employees testify in any litigation or administrative hearing following the termination of this Agreement, MILLBRAE or SAN BRUNO shall compensate CENTRAL COUNTY for its costs and expenses for Designated Fire Chief's or employees' preparing for, traveling to, and testifying in such matters at their then current hourly rate of compensation.

(b) Should CENTRAL COUNTY request that MILLBRAE or SAN BRUNO's employees testify in any litigation or administrative hearing following the termination of this Agreement, CENTRAL COUNTY shall compensate MILLBRAE or SAN BRUNO for its costs and expenses for employees preparing for, traveling to, and testifying in such matters at the employee's then current hourly rate of compensation.

5. Payment. CENTRAL COUNTY shall be compensated for providing Fire Chief services as follows:

(a) MILLBRAE and SAN BRUNO shall pay CENTRAL COUNTY 50% of the costs of the Designated Fire Chief's total compensation, benefits and expenses (including the costs of operating and maintaining the vehicle CENTRAL COUNTY provides to the Designated Fire Chief) which for fiscal year 2014-2015 is \$161,067.00. Accordingly, MILLBRAE and SAN BRUNO's financial obligation to CENTRAL COUNTY for services rendered by the Designated Fire Chief pursuant to this Agreement equates to \$161,067.00 for fiscal year 2014-2015 and shall be payable in quarterly installments of \$40,266.75 due within 10 days of CENTRAL COUNTY's mailing of any invoice. Any payment 60 or more days overdue shall accrue an additional ten percent (10%) charge. If, during the term of the Agreement, the Designated Fire Chief's total compensation, benefits and expenses change, CENTRAL COUNTY shall provide written notice of the change to MILLBRAE and SAN BRUNO. MILLBRAE and SAN BRUNO shall be obligated to pay the revised rate with their next quarterly payment which shall also include, if necessary, the amount required to cover MILLBRAE and SAN BRUNO's proportionate share of the increased costs for the Designated Fire Chief incurred by CENTRAL COUNTY between the date of notification and the quarterly payment.

(b) In the event of termination by either CENTRAL COUNTY, MILLBRAE or SAN BRUNO, CENTRAL COUNTY shall be entitled to payment for the services performed as of the date of termination, to the extent any payment is due and owing pursuant to this Section 5.

(c) Notwithstanding any other provision of this section, MILLBRAE and SAN BRUNO shall only be charged and shall be required to pay for the ordinary compensation, benefits, and expenses CENTRAL COUNTY is required to pay its Fire Chief while the Fire Chief is employed by CENTRAL COUNTY and serving MILLBRAE or SAN BRUNO as its Designated Fire Chief. MILLBRAE and SAN BRUNO shall not be required to pay any portion of any one time payouts to Designated Fire Chief to compensate him for benefits accumulated before he began serving CENTRAL COUNTY as the Designated Fire Chief.

(d) In the event that CENTRAL COUNTY receives written notice from MILLBRAE and SAN BRUNO of an agreed upon cost allocation between these 2 cities relative to their 50% payment obligation under this Agreement, CENTRAL COUNTY shall send quarterly invoices to each city that reflect said cost allocation.

6. Termination or Withdrawal. At any time and without cause, any Party may terminate the whole or any part of its participation in this Agreement by giving 60 days written notice to the other agency prior to the termination date.

7. Indemnification.

(a) When the Designated Fire Chief is performing duties as MILLBRAE or SAN BRUNO's Fire Chief, MILLBRAE or SAN BRUNO is responsible for the costs of defense and any liability arising out of those services. In the event of a dispute as to whether applicable law requires MILLBRAE or SAN BRUNO to provide indemnity and a defense to the Designated Fire Chief, such dispute shall be resolved between MILLBRAE or SAN BRUNO and the Designated Fire

Chief, but notwithstanding that dispute, MILLBRAE or SAN BRUNO shall indemnify and defend CENTRAL COUNTY.

(b) When the Designated Fire Chief is performing duties as CENTRAL COUNTY's Fire Chief, CENTRAL COUNTY is responsible for the costs of defense and any liability arising out of those services to the extent required by applicable law. In the event of a dispute as to whether applicable law requires CENTRAL COUNTY to provide indemnity and a defense to the Designated Fire Chief, such dispute shall be resolved between CENTRAL COUNTY and the Designated Fire Chief and CENTRAL COUNTY shall indemnify and defend MILLBRAE and SAN BRUNO.

(c) The PARTIES waive the pro rata risk allocation contained in Government Code Section 895.6.

8. Insurance. Each Party shall provide and maintain either insurance in the form and amounts prescribed below or a statement that the entity is self-insured up to the amounts specified below:

(a) Commercial General Liability Insurance, occurrence form, with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

(b) Automobile Liability Insurance, occurrence form, with a limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

(c) With respect to Workers Compensation coverage, CENTRAL COUNTY will provide Workers Compensation coverage for any injuries sustained in the normal course and scope of the Designated Fire Chief's performance of services.

(d) General provisions for all insurance. All insurance shall:

(1) Include the other PARTIES, their elected and appointed officials, employees, and agents, as additional insureds, except errors and omissions, with respect to this Agreement and the performance of services in this Agreement. The coverage shall contain no special limitations on the scope of its protection to the above-designated insureds.

(2) Be primary with respect to any insurance or self-insurance programs of that party, its elected and appointed officials, employees, and agents.

(3) Be evidenced, prior to commencement of services, by properly executed policy endorsements in addition to a certificate of insurance.

(4) No changes in insurance may be made without the written approval of all PARTIES' city attorney's offices.

9. Mediation. Should any dispute arise out of this Agreement, any Party may request that it be submitted to mediation. The mediating parties shall mediate the disputes within 30 days of a request. The mediator shall be agreed to by the mediating parties; in the absence of an

agreement, the mediating parties shall each submit one name from mediators listed by either the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a "blindfolded" process. The cost of mediation shall be borne equally by the mediating parties. No party to the mediation shall be deemed the prevailing party. No Party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached, but not more than 60 days, unless the 60 day period is extended in writing by the mediating parties.

10. Costs and Attorney Fees. Attorney fees in an amount not exceeding \$85 per hour per attorney, and in total amount not exceeding \$5,000, shall be recoverable as costs (by the filing of a cost bill) by the prevailing party in any action or actions to enforce the provisions of this Agreement. The above \$5,000 limit is the total of attorney fees recoverable whether in the trial court, appellate court, or otherwise, and regardless of the number of attorneys, trials, appeals, or actions. It is the intent of this Agreement that neither Party shall have to pay the other more than \$5,000 for attorney fees arising out of an action, or actions, to enforce the provisions of this Agreement.

11. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

12. Not a Joint Venture or Joint Powers Authority. The PARTIES intend by this Agreement to establish only an Agreement for contract Fire Chief services, and do not intend to create a joint powers agency, partnership, joint venture, or joint enterprise of any kind.

13. No Third Party Beneficiary. This Agreement is only for the benefit of the PARTIES as corporate entities and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action or obtain any right to benefits or position of any kind for any reason whatsoever.

14. Notices. All notices required or permitted to be given under this Agreement shall be in writing and mailed postage prepaid by certified or registered mail to the appropriate address indicated below.

To CENTRAL COUNTY:

Central County Fire Department  
1399 Rollins Road  
Burlingame, CA 94010

Attention: Chief Administrative Officer

To MILLBRAE:

City of Millbrae  
621 Magnolia Avenue  
Millbrae, CA 94030  
Attention: City Manager

To SAN BRUNO:

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

Attention: City Manager

15. Waiver. No failure on the part of the PARTIES to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.

16. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the PARTIES.

17. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed according to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of San Mateo.

18. Authority to Enter into Agreement. The PARTIES warrant that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective Party.

19. Entire Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the PARTIES. No terms, conditions, understandings or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the PARTIES to be bound, shall be binding on the PARTIES.

IN WITNESS WHEREOF, the PARTIES have executed this Agreement as of the date indicated on page one (1).

City of Millbrae,  
A municipal corporation of the State of  
California

City of San Bruno,  
A municipal corporation of the State of California

By: \_\_\_\_\_  
City Manager, Marcia Raines

By: \_\_\_\_\_  
City Manager, Connie Jackson

ATTEST:

ATTEST:

By: \_\_\_\_\_  
City Clerk, Angela Louis

By: \_\_\_\_\_  
City Clerk, Carol Bonner

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
Joan Cassman, City Attorney

By: \_\_\_\_\_  
Marc L. Zafferano, City Attorney

Central County Fire Department,  
A Joint Powers Authority

By: \_\_\_\_\_  
Randy Schwartz, Chief  
Administrative Officer

Approved as to Form:

By: \_\_\_\_\_  
Jean B. Savaree, Department General  
Counsel



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** June 24, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Connie Jackson, City Manager

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute an Agreement for Shared Deputy Fire Chief, Fire Marshal, and Division Chiefs Between the Cities of Millbrae and San Bruno

### **BACKGROUND:**

In September 2006 the City of San Bruno and the City of Millbrae entered into an agreement whereby San Bruno provides a Fire Battalion Chief on one shift and truck response within the City of Millbrae borders and Millbrae provides two Division Chiefs; one on each of the other two shifts. Prior to any shared services between San Bruno and Millbrae, San Bruno employed three Battalion Chiefs to supervise Fire suppression companies and Millbrae also employed three Division Chiefs to supervise their two companies providing 24 hour Fire suppression services. Millbrae Division Chiefs and San Bruno Battalion Chiefs perform the same duties and are considered equal in rank.

This agreement allowed the City of San Bruno to eliminate two Battalion Chief positions and Millbrae to eliminate one. Prior to the agreement in 2006, Millbrae did not automatically receive truck service upon the initial dispatch of an incident. This agreement solved that issue for Millbrae and provided that community a higher level of service while generating savings for both agencies. The agreement calls for Millbrae and San Bruno to share Battalion/Division Chief overtime costs but does not call for any other monetary costs to be exchanged between the the two cities.

Several years after the agreement was initially established, approximately in 2008, the San Mateo County Fire Chiefs established an agreement that certain types of calls for service needed to have a standardized response across the County, including responses that required truck services such as traffic accidents, structure fires, alarm soundings, elevator rescues, etc. This resulted in agencies that did not have a truck in their district to receive an automatic response, similar to when the County-wide boundaries drop response protocol was established in 1998 that sent the closest fire engine to incidents. This arrangement also protected agencies such as San Bruno during times when the City's truck is out of service for training, committed to another call or out of service for mechanical reasons. The implementation of this agreement allowed all agencies in the County to receive truck service at no additional cost thereby effectively eliminating the advantage and cost benefit to Millbrae of San Bruno providing truck services.

More recently the two cities have entered into additional agreements to share Fire services with the Central County Fire Department (serving the communities of Burlingame and Hillsborough) and to move toward full administrative consolidation of the 3 Fire departments. At the current time the cities of Millbrae and San Bruno share Battalion/Division Chiefs as discussed above, a Deputy Fire Chief (employed by Millbrae) and a Fire Marshal (employed by San Bruno). By separate agreement, the two cities also share a Fire Chief with the Central County Fire Department. Under the current agreements, no costs are exchanged for the shared Battalion/Division Chiefs (except for overtime which is split 50%-50%) and costs for the shared Deputy Chief and Fire Marshal are shared 50%-50%. Millbrae and San Bruno jointly cover ½ of the total cost for the Fire Chief and that cost is also split 50%-50% by the two cities.

In a letter dated May 30, 2014 the City of Millbrae provided San Bruno notice of its intent to terminate the existing agreement under the 60 day termination notice provision of the agreement. The letter requests revision of the agreement to reallocate costs for all shared Fire staff to 60% paid by San Bruno and 40% paid by Millbrae.

#### **DISCUSSION:**

In 2008, as part of the initial analysis of consolidated Fire service delivery on a sub-regional basis among the cities of San Bruno and Millbrae and the Central County Fire Department, the three agencies contracted with Matrix Consulting to complete analysis of Fire station siting and deployment. In 2010 the partners completed additional analysis through Citigate Consulting to evaluate alternative models for staffing a consolidated Fire Department. These studies looked at the costs for shared Fire service delivery using a variety of factors to allocate costs. Additional work was done through the Hillsborough Finance Department to refine and update this analysis in 2011 using several different cost allocation formulas. The factors used in these analyses included physical size of the community, call volume, number of apparatus companies and stations and population served. A table summarizing these factors is attached to this report. Review of these factors suggests an allocation of costs for San Bruno at 60% and Millbrae at 40% to be reasonable.

As shown below in this report, the total estimated additional annual cost for the City of San Bruno using the 60%-40% formula for cost sharing is \$239,200. This amount could change in the future depending upon the overall staffing configuration of a consolidated organization. One anticipated change is the future elimination of one of the two Deputy Chief positions that currently exist among the three agencies (one shared by Millbrae and San Bruno and one serving Central County Fire Department). At this time the final staffing of a consolidated organization is continuing to be evaluated.

At their April meeting the Central County Fire Department Board directed its staff to extend the term of the existing agreement for shared Fire Chief services from its current expiration on June 30, 2014 through December 31, 2014. The Board also determined that it wanted to begin discussion with the City of Millbrae to provide contract Fire services for that community. The Board identified its interest to defer similar discussion with the City of San Bruno for an additional period of 12-18 months. At this time discussions between Millbrae and Central County Fire Department are on-going. An amended agreement reflecting the extension of that agreement for shared Fire Chief services is included on the City Council agenda for the June 24, 2014 meeting. An agreement for contract services between Millbrae and Central County Fire is currently anticipated to be in place at approximately that same time.

**FISCAL IMPACT:**

The following summarizes the current and proposed allocation of shared Fire staff costs for Millbrae and San Bruno. The total additional cost for San Bruno associated with reallocation of costs from a 50%-50% split to a 60%-40% split is approximately \$259,000 for fiscal year 2014-15. This new cost is not included in the Recommended FY 2014-15 Budget that is before the City Council for final consideration to approve on the June 24, 2014 meeting agenda.

Position	Estimated Total Cost	Current San Bruno Cost	Proposed San Bruno Cost	Difference
Fire Chief	320,000	80,000	96,000	16,000
Deputy Chief	265,000	132,500	159,000	26,500
Fire Marshal	230,000	115,000	138,000	23,000
Division Chiefs	432,000	0	259,200	259,200
Battalion Chief	225,000	225,000	135,000	(90,000)
BC Overtime	45,000	22,500	27,000	4,500
Total	1,517,000	575,000	814,200	239,200

**ALTERNATIVES:**

1. Do not approve agreement and provide direction for additional review and/or discussion with the City of Millbrae.
2. Approve agreement for a 6 month period, through December 31, 2014 at which time additional information about organization staffing and future shared costs may be available.
3. Discontinue shared staffing arrangements.

**RECOMMENDATION:**

Adopt Resolution Authorizing the City Manager to Execute an Agreement for Shared Deputy Fire Chief, Fire Marshal, and Division Chiefs Between the Cities of Millbrae and San Bruno.

**DISTRIBUTION:**

1. Millbrae City Manager

**ATTACHMENTS:**

1. Letter from the City of Millbrae
2. Resolution
3. Agreement for Shared Deputy Fire Chief, Fire Marshal, and Division Chiefs Between the Cities of Millbrae and San Bruno.
4. Cost Allocation Table

**RESOLUTION NO. 2014-**

**AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR SHARED DEPUTY FIRE CHIEF, FIRE MARSHAL, AND DIVISION CHIEFS BETWEEN THE CITIES OF MILLBRAE AND SAN BRUNO**

**WHEREAS**, in 2006 the cities of San Bruno and Millbrae entered into an agreement to share certain Fire personnel and equipment; and

**WHEREAS**, that agreement called for the City of San Bruno to provide Fire truck service to the City of Millbrae and one Battalion Chief position to be shared between the two agencies and for Millbrae to provide two Division Chiefs to be shared with San Bruno; and

**WHEREAS**, the agreement further calls for the cost of Battalion and Division Chief overtime to be shared equally with no other costs exchanged between the two cities; and

**WHEREAS**, in subsequent years the cities of Millbrae and San Bruno entered into agreements to share Deputy Fire Chief and Fire Marshal services with costs split 50%-50% between the two cities and the cities entered into an agreement with the Central County Fire Department to share Fire Chief services with 50% of the total cost of that position shared equally between the two cities; and

**WHEREAS**, the City of Millbrae has notified San Bruno of its intent to terminate this agreement and to enter into a new agreement that provides for payment of all shared staff costs 60% by San Bruno and 40% by Millbrae beginning July 1, 2014; and

**WHEREAS**, this allocation of costs is based on analysis of various factors including population, physical size of the community, fire call volume and number of apparatus; and

**WHEREAS**, additional annual costs to the City of San Bruno resulting from this agreement are estimated at \$239,500; and

**WHEREAS**, the cities are continuing to develop analysis and to evaluate options for additional shared services and administrative and/or full consolidation among the three agencies including San Bruno, Millbrae and Central County Fire Department which will assist in determining future costs for shared staff.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of San Bruno that the City Manager is hereby authorized to execute an Agreement for shared Deputy Fire Chief, fire Marshal and division Chiefs between the cities of Millbrae and San Bruno.

—oOo—

I hereby certify the foregoing Resolution No. \_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on June 24, 2014 by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Carol Bonner, City Clerk

**AGREEMENT FOR SHARED DEPUTY FIRE CHIEF, FIRE MARSHALL, AND  
DIVISION CHIEFS  
BETWEEN THE CITIES OF MILLBRAE AND SAN BRUNO**

This Agreement (“Agreement”) is entered into as of July 1, 2014, by and between the City of Millbrae, a municipal corporation (“Millbrae”), and the City of San Bruno, a municipal corporation (“San Bruno”), collectively “Participating Agencies.”

WHEREAS, the Participating Agencies have for some time shared certain Fire personnel services and equipment; and

WHEREAS, by combining resources the Participating Agencies have increased the level of service at a reduced cost in both communities; and

WHEREAS, the Participating Agencies desire to continue to share the services of a Deputy Fire Chief, a Fire Marshal, and three Division/Battalion Chiefs in accordance with the terms set forth below commencing July 1, 2014.

NOW THEREFORE, the Participating Agencies agree as follows:

1. Scope of Services.

(a) **Deputy Fire Chief Services.**

(1) Millbrae agrees to provide to the Participating Agencies an employee of Millbrae to perform shared Deputy Fire Chief services, on a basis of approximately 40% time devotion to Millbrae and 60% time devotion to San Bruno.

(2) The Deputy Fire Chief will provide general administration and oversight of the Millbrae Fire Department and the San Bruno Fire Department including, but not limited to budget administration, personnel management and supervision, and similar related activities, all in accordance with the requirements and expectations of statutory law, the respective San Bruno and Millbrae Municipal Codes, applicable San Bruno and Millbrae regulations, the customary duties of a Deputy Fire Chief, and as directed by the Fire Chief serving the Participating Agencies pursuant to the Amended Contract for Shared Fire Chief Services between Central County Fire Department, City of Millbrae, and City of San Bruno, dated September 11, 2013.

(3) San Bruno will provide Millbrae and its Deputy Fire Chief with all necessary regulations, policies, procedures, manuals, standard plans and specifications, project information, and other information, as well as incidental materials and supplies, work area, computer access, telephone, and other standard provisions as required to perform the Deputy Fire Chief services desired by San Bruno. All such documents, notes, photographs, supplies, and reports will remain the property of San Bruno.

(4) Should the designated Deputy Fire Chief terminate employment with Millbrae, the Participating Agencies shall meet to discuss the procedures for identifying a new Deputy Fire Chief from among the employees of either city and shall designate a new Deputy Fire Chief.

(b) **Fire Marshal Services.**

(1) San Bruno agrees to provide to the Participating Agencies an employee of San Bruno to perform Fire Marshal services, on the basis of approximately 40% time devotion to Millbrae and 60% time devotion to San Bruno.

(2) The Fire Marshal will enforce all local fire codes and ordinances, check plans and drawings, inspect construction sites, issue correction notices, investigate complaints of fire and safety hazards, investigate causes of fires, prepare and protect evidence, conduct investigations and similar related activities, all in accordance with the requirements and expectations of statutory law, the respective San Bruno and Millbrae Municipal Codes, applicable San Bruno and Millbrae regulations, the customary duties of a Fire Marshal, and as directed by the Deputy Fire Chief and the Fire Chief designated in Section 1(a)(2) above.

(3) Millbrae will provide San Bruno and its Fire Marshal with all necessary regulations, policies, procedures, manuals, standard plans and specifications, project information, and other information, as well as incidental materials and supplies, work area, computer access, telephone, and other standard provisions as required to perform the Fire Marshal services desired by Millbrae. All such documents, notes, photographs, supplies, and reports will remain the property of Millbrae.

(4) Should the designated Fire Marshal terminate employment with San Bruno, the Participating Agencies shall meet to discuss the procedures for identifying a new Fire Marshal from among the employees of either city and shall designate a new Fire Marshal.

(c) **Division/Battalion Chief Services.**

(1) Millbrae agrees to provide to the Participating Agencies Division/Battalion Chief services by providing two (2) Division Chiefs who will regularly staff two of the three platoons pursuant to this Agreement.

(2) San Bruno agrees to provide to the Participating Agencies Division/Battalion Chief services by providing one (1) Battalion Chief who will regularly staff one of the three platoons pursuant to this Agreement.

(3) Should any Division/Battalion Chief providing services pursuant to this Agreement terminate employment with their city, the Participating Agencies shall meet to discuss the procedure for identifying a replacement Division/Battalion Chief from among the employees of either city and shall designate a new Division/Battalion Chief.

(d) **Fire Chief Services.**

The Participating Agencies shall receive Fire Chief Services from Central County Fire Department pursuant to the Second Amended Contract for Shared Fire Chief Services between Central County Fire Department, City of Millbrae and City of San Bruno, dated \_\_\_\_\_ ("Second Amendment"), and any future amendments that may be executed. The Participating Agencies shall allocate between them their responsibility for payment of 50% of the costs of the Fire Chief's total compensation, benefits and expenses, as required by Section 5 of the Second Amendment, in full accordance with the cost split set forth in Section 5(a) of this Agreement. Pursuant to said cost split, San Bruno shall pay 60% and Millbrae shall pay 40% of their collective obligation under the Second Amendment. Millbrae and San Bruno shall give written notice to Central County Fire Department to send each city quarterly invoices for the 50% payment obligation that reflect the 60%-San Bruno/40%-Millbrae cost allocation.

2. Term of the Agreement. The term of this Agreement shall commence on July 1, 2014, and continue for a period of two (2) years to June 30, 2016, and shall automatically renew for two-year periods unless terminated sooner pursuant to Section 6 below.

3. Employment of Personnel.

(a) The Deputy Fire Chief, the Division Chiefs, and any other employees of Millbrae providing services pursuant to this Agreement are not, and shall not be deemed, San Bruno employees for any purpose. Millbrae shall be solely responsible for all salary, benefits, workers' compensation, and insurance for its personnel providing services pursuant to this Agreement, and said personnel shall be considered solely employees of the City of Millbrae for all supervisory, disciplinary and other employment related purposes.

(b) The Fire Marshal, Battalion Chief, and any other employees of San Bruno providing services pursuant to this Agreement are not, and shall not be deemed, Millbrae employees for any purpose. San Bruno shall be solely responsible for all salary, benefits, workers' compensation, and insurance for its personnel providing services pursuant to this Agreement, and said personnel shall be considered solely employees of the City of San Bruno for all supervisory, disciplinary and other employment related purposes.

4. Litigation Support. The Participating Agencies will make their employees available to testify in any litigation brought regarding work performed under this Agreement.

(a) Should San Bruno request that Millbrae's employees testify in litigation following the termination of this Agreement, San Bruno shall compensate Millbrae for employees' costs and expenses in preparing for, traveling to, and testifying in such matters at the employee's then current hourly rate of compensation, unless such litigation is brought by Millbrae or is based solely on allegations of Millbrae's negligent performance or wrongdoing.

(b) Should Millbrae request that San Bruno's employees testify in litigation following the termination of this Agreement, Millbrae shall compensate San Bruno for employees' costs and expenses in preparing for, traveling to, and testifying in such matters at the

employee's then current hourly rate of compensation, unless such litigation is brought by San Bruno or is based solely on allegations of San Bruno's negligent performance or wrongdoing.

5. Payment.

(a) The Participating Agencies shall share and cover all of the costs of the salary and benefit packages, including any applicable overtime costs, of the Deputy Fire Chief, the Fire Marshal, and the three Division/Battalion Chiefs (collectively referred to as "Total Costs") with San Bruno paying for 60% and Millbrae paying for 40% of the Total Costs.

(b) Each Participating Agency shall keep an accounting of the reimbursement of the portion of the Total Costs that it is owed by the other Participating Agency as a result of services rendered pursuant to this Agreement and shall invoice the other Participating Agency. A Participating Agency shall endeavor to pay the amount reflected in the invoice within thirty (30) days from the date of the invoice.

(c) In the event of termination by either Participating Agency, each Participating Agency shall be entitled to payment for the services performed as of the date of termination, to the extent any payment is due and owing pursuant to this Section 5.

6. Termination or Withdrawal. At any time and without cause, a Participating Agency may terminate the whole or any part of its participation in this Agreement by giving sixty (60) days written notice to the other Participating Agency prior to the termination date. A partial termination of this Agreement may constitute the termination of any one or two of the services described in Subsections 1(a), 1(b) or 1(c).

7. Indemnification.

(a) When Millbrae employees designated to assume positions pursuant to this Agreement (collectively referred to as "Millbrae Employees") are directing San Bruno Fire Department activities, San Bruno is responsible for the costs of defense and any liability arising out of the Millbrae Employees' services to the extent required by applicable law. In the event of a dispute as to whether applicable law requires San Bruno to provide indemnity and a defense to the Millbrae Employees, such dispute shall be resolved between San Bruno and the Millbrae Employees and San Bruno shall indemnify and defend Millbrae from and against any obligation to defend and indemnify the Millbrae Employees that may otherwise be required of Millbrae as the employer of the Millbrae Employees or by virtue of this Agreement.

When the Millbrae Employees are directing Millbrae Fire Department activities, Millbrae is responsible for the costs of defense and any liability arising out of the Millbrae Employees' services to the extent required by applicable law. In the event of a dispute as to whether applicable law requires Millbrae to provide indemnity and a defense to the Millbrae Employees, such dispute shall be resolved between Millbrae and the Millbrae Employees and Millbrae shall indemnify and defend San Bruno from and against any obligation to defend and indemnify the Millbrae Employees that may otherwise be required of San Bruno by virtue of this Agreement.

When the Millbrae Employees are directing both Participating Agencies' departments and in the event that Millbrae and San Bruno are concurrently negligent relative to the alleged injuries or damages giving rise to the claim, then the liability and costs of defense relative to any and all such claims shall be apportioned under California's law of comparative negligence.

(b) When San Bruno employees designated to assume positions pursuant to this Agreement (collectively referred to as "San Bruno Employees") are directing San Bruno Fire Department activities, San Bruno is responsible for the costs of defense and any liability arising out of the San Bruno Employees' services to the extent required by applicable law. In the event of a dispute as to whether applicable law requires San Bruno to provide indemnity and a defense to the San Bruno Employees, such dispute shall be resolved between San Bruno and the San Bruno Employees and San Bruno shall indemnify and defend Millbrae from and against any obligation to defend and indemnify the San Bruno Employees that may otherwise be required of Millbrae as the employer of the San Bruno Employees or by virtue of this Agreement.

When the San Bruno Employees are directing Millbrae Fire Department activities, Millbrae is responsible for the costs of defense and any liability arising out of the San Bruno Employees' services to the extent required by applicable law. In the event of a dispute as to whether applicable law requires Millbrae to provide indemnity and a defense to the San Bruno Employees, such dispute shall be resolved between Millbrae and the San Bruno Employees and Millbrae shall indemnify and defend San Bruno from and against any obligation to defend and indemnify the San Bruno Employees that may otherwise be required of San Bruno by virtue of this Agreement.

When the San Bruno Employees are directing both Participating Agencies' departments and in the event that Millbrae and San Bruno are concurrently negligent relative to the alleged injuries or damages giving rise to the claim, then the liability and costs of defense relative to any and all such claims shall be apportioned under California's law of comparative negligence.

(c) Other than expressly provided for in Section 7, no Participating Agency shall be responsible for the acts or omissions of the other Participating Agency's officers or employees, nor shall any Participating Agency incur any liability arising out of the services of any other Participating Agency's officers or employees. Accordingly, the Participating Agencies hereby expressly agree to waive the pro rata risk allocation contained in Government Code section 895.6.

8. Not a Joint Venture or Joint Powers Authority. The Participating Agencies intend by this Agreement to establish only a cost sharing arrangement of the Participating Agencies with regard to shared Deputy Fire Chief services, Fire Marshal services, and Division/Battalion Chief services, and do not intend to create a joint powers agency, partnership, joint venture, or joint enterprise of any kind.

9. No Third Party Beneficiary. This Agreement is only for the benefit of the Participating Agencies as corporate entities and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have

any right of action or obtain any right to benefits or position of any kind for any reason whatsoever.

10. Notices. All notices required or permitted to be given under this Agreement shall be in writing and mailed postage prepaid by certified or registered mail to the appropriate address indicated below.

To Millbrae: Millbrae City Manager  
511 Magnolia Avenue  
Millbrae, CA 94030

To San Bruno: San Bruno City Manager  
567 El Camino Real  
San Bruno, CA 94066

11. Waiver. No failure on the part of any Participating Agency party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that any Participating Agency may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.

12. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by all of the Participating Agencies.

13. Disputes. In any dispute over any aspect of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs.

14. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. Venue for any action regarding this Agreement shall be in the Superior Court of the County of San Mateo.

15. Entire Agreement; Supersedes Prior Agreements. This Agreement constitutes the complete and exclusive statement of the Agreement between the Participating Agencies and supersedes and nullifies all prior agreements between the Participating Agencies which established shared fire services arrangements. No terms, conditions, understandings or agreements previously in effect purporting to modify or vary this Agreement, unless hereafter made in writing and signed by each Participating Agency to be bound, shall be binding on any of the Participating Agencies.

IN WITNESS WHEREOF, the Participating Agencies have executed this Agreement as of the date indicated on page one (1).

City of San Bruno,  
A municipal corporation of the State of  
California

City of Millbrae,  
A municipal corporation of the State of  
California

By: \_\_\_\_\_  
City Manager, Constance C. Jackson

By: \_\_\_\_\_  
City Manager, Marcia Raines

ATTEST:

ATTEST:

By: \_\_\_\_\_  
City Clerk, Carol Bonner

By: \_\_\_\_\_  
City Clerk, Angela Louis

Approved as to Form:

Approved as to Form:

By: \_\_\_\_\_  
Marc Zafferano, City Attorney

By: \_\_\_\_\_  
Joan Cassman, City Attorney



City of Millbrae
621 Magnolia Avenue, Millbrae, CA 94030

WAYNE J. LEE Mayor
ROBERT G. GOTTSCHALK Vice Mayor
MARGE COLAPIETRO Councilwoman
ANNE OLIVA Councilwoman
REUBEN D. HOLOBER Councilman

RECEIVED
JUN 02 2014
CITY MANAGERS OFFICE

May 30, 2014

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

Re: Shared Fire Services

Dear Connie,

We have been discussing for some time a change in the current shared fire services payment formula between Millbrae and San Bruno. The calculations and analyses from previous studies (Matrix, Citygate and the Hillsborough Finance Director) clearly show that San Bruno's financial responsibility for the shared fire arrangements should exceed that of Millbrae. The actual experience of our shared fire arrangements over the past years also confirms this reality.

In light of this, Millbrae can no longer continue the contractual shared fire arrangements with San Bruno that require Millbrae to cover the shared costs on an equal basis. We believe that a cost split of 60% San Bruno / 40% Millbrae is more justifiable and equitable to both communities.

Accordingly, Millbrae gives notice of termination of (1) the Agreement for Shared Deputy Fire Chief and Fire Marshal between the Cities of Millbrae and San Bruno, dated September 22, 2012, and (2) the Agreement for Shared Fire Personnel Services and Equipment between the Cities of Millbrae and San Bruno, dated October 21, 2008, to the extent the latter agreement is still in effect relative to the sharing of Division/Battalion Chief services.

Both of these agreements call for 60 days' notice of termination. However, we propose that the two cities begin the fiscal year 2014-15 with a new shared fire service arrangement that continues the existing sharing of a Deputy Fire Chief, a Fire Marshal and three Division/Battalion Chiefs, all on the basis of a 60% (San Bruno) / 40% (Millbrae) cost split.

I enclose a new Agreement that specifies such an arrangement. This Agreement follows the same basic format as the prior shared fire service agreements between our cities and should therefore feel familiar.

I plan to take this new agreement to the Millbrae Council in June for approval.

Sincerely,

[Handwritten signature: MRaines]

Marcia Raines

Enclosure

cc: Mark Ladas, Fire Chief, CCFD

Table with 4 columns: City Council/City Manager/City Clerk, Building Division/Permits, Community Development, Finance, Fire, Police, Public Works/Engineering, Recreation. Includes phone numbers for each department.

**CITIES OF SAN BRUNO, MILLBRAE, BURLINGAME AND THE TOWN OF HILLSBOROUGH  
 FIRE SERVICES MERGER IMPLEMENTATION PLAN  
 SUMMARY OF ALLOCATION BASES AMONG ALL 3 AGENCIES**

	<u>Allocation Basis</u>	<u>CCFD</u>	<u>Millbrae</u>	<u>San Bruno</u>	<u>Total</u>	<u>Remarks</u>
1	Population % to total	40,879 38.15%	21,968 20.50%	44,294 41.34%	107,141 100.00%	per Citygate report
2	Assessed Valuation % to total	\$ 13,606,119 61.05%	\$ 3,614,738 16.22%	\$ 5,066,605 22.73%	\$ 22,287,462 100.00%	per Citygate report
3	Readiness (# of companies) % to total	5 50.00%	2 20.00%	3 30.00%	10 100.00%	Current - per Fire Chief
4	# of Stations % to total	4 50.00%	2 25.00%	2 25.00%	8 100.00%	Current - per Fire Chief
5	Call volume % to total	4,162 38.86%	2,688 25.10%	3,860 36.04%	10,710 100.00%	Current - per Fire Chief
6	Admin support % to total	50.00%	25.00%	25.00%	\$ 4,133,102 100.00%	Admin costs (see report) equally allocated among 4
7	Area (square miles) % to total	11.73 54.99%	3.20 15.00%	6.40 30.00%	21.33 100.00%	Cities' websites



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** June 24, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Klara A. Fabry, Public Services Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute Contracts and Appropriating Funds for the Kains Avenue and San Mateo Avenue Sewer Bypass Improvements Project:

1. Authorizing Construction Contract with KJ Woods Construction, Inc. in the Amount of \$1,018,000 with a Construction Contingency of \$152,700;
2. Authorizing Contract with Vali Cooper & Associates, Inc. for Construction Inspection Services in an Amount Not to Exceed \$75,565;
3. Appropriating an Additional \$274,000 in Wastewater Capital Funds to the Project for a Total Project Budget of \$1,510,000

**BACKGROUND:**

The existing sewer main on Kains Avenue via San Mateo Avenue to Angus Avenue has significant capacity deficiencies due to insufficient slope and size. The pipe is also in poor condition due to its age and it has experienced numerous sanitary sewer overflows (SSOs) in recent years. During the rainy season, it will be a high risk for sewer spills. During a rain event in 2011, the emergency bypass system had to be deployed to prevent another SSO at this location. This location is identified as the highest risk location for possible spills in the City.

In order to coordinate with the Caltrain Grade Separation Project, this construction project has been divided into three separate phases. The first phase consisted of the construction of 1,000 linear feet of an 18-inch sewer main on Huntington Avenue, and 200 linear feet of 24-inch pipe from the new Huntington line to the existing sewer main on First Avenue. This work was completed in April 2012. The second phase consisted of the construction of a 180-foot section of 15-inch diameter pipe from the last manhole at Kains Avenue to the newly constructed sewer main on Huntington Avenue. This work was completed in July 2012.

This proposed project, the Kains Avenue and San Mateo Avenue Sewer Bypass Improvements Project, is the third phase of the Kains to Angus Sewer Bypass Project. This project is identified in the approved 2013-18 Capital Improvement Program (CIP) and consists of the replacement of approximately 1,000 linear feet of sewer main along Kains Avenue and the construction of approximately 600 linear feet of new sewer main on San Mateo Avenue from Kains Avenue to Angus Avenue.

This construction project will alleviate any potential of future SSOs; and will also provide residents with a more reliable sewer system that better prevents sudden and repeated occurrence of overflows of their sewer lines.

10.6.

**DISCUSSION:**

In November 2012, the City Council adopted a resolution awarding Bellecci & Associates the design contract for this project. Contract documents and specifications were completed late April of 2014 and the project was advertised for bids.

In compliance with the State Contract code and the City's local purchasing regulations, a Notice to Bidders for this project was sent to 60 contractors and 6 plan advertisement centers. The project was also advertised twice in the San Mateo Times newspaper on May 17, 2014 and May 24, 2014 and on the City's website.

Three bids were received and opened on June 3, 2014, with the following bid results:

<b>No. Contractor</b>	<b>Basis of Award (Base Bid)</b>
1. Bay Pacific Pipelines, Inc.	\$ 871,625
2. KJ Woods Construction, Inc.	\$ 1,018,000
3. JMB Construction	\$ 1,169,480
<b>Engineer's Estimate</b>	<b>\$ 1,042,000</b>

The lowest bid received was submitted by Bay Pacific Pipelines, Inc., a general construction contractor with a business location in Novato, California. On June 10, 2014, Bay Pacific Pipelines, Inc. officially withdrew its bid in a letter claiming that a substantial dollar amount of the construction materials was unintentionally not included in the submitted bid amount. Bay Pacific Pipelines, Inc. requested the release of its bid bond. The withdrawal was timely submitted and following careful review, staff is recommending that the City Council authorize release of the bid bond. Staff also recommends that the City Council award the construction contract to the second lowest bidder, KJ Woods Construction, Inc. Staff has reviewed the bid materials and determined that the bid submitted by KJ Woods Construction, Inc. is complete and accurate. KJ Woods Construction, Inc. has provided appropriate references for previous similar projects that were verified by staff. They also did the Mastick Avenue Utility Improvements and the Kains Sewer Improvements Phase II projects for the City. KJ Woods Construction, Inc. has a valid contractor's license required to perform the work, and is considered to be a qualified, responsive and responsible bidder.

At the time of adoption of the 2013-18 CIP, the construction cost of this project was estimated to be \$655,212. The current engineer's estimate of \$1,042,000 reflects both unforeseen site discoveries during the design phase and a revised construction cost, which has risen substantially as a result of the improved economic climate. The original estimate was based on pipe bursting methodology. Due to the difficulty of locating existing laterals, the design methodology was changed to an open trench installation. As a result, the type of pipeline was changed to high density polyethylene (HDPE) of a larger size to account for the HDPE inside diameter. Also, excavation, backfilling, compaction, resurfacing and restriping of the roadway is now necessary, which was not required in the pipe bursting construction methodology.

Staff is also recommending approval of a contract with Vali Cooper & Associates to provide construction inspection due to the project location (downtown) and the amount of time needed to

provide adequate construction inspection services and the potential impact on the businesses and residents to ensure the effective delivery of the project.

**FISCAL IMPACT:**

The Kains Avenue and San Mateo Avenue Sewer Bypass Improvements Project is an established CIP project in the adopted 2013-18 CIP Program with an appropriated budget of \$1,236,000 from the Wastewater Capital Fund.

Design Contract Bellecci & Associates	\$	139,855
Design Phase - Project Management	\$	54,500
<b>Total Estimated Design Phase:</b>	<b>\$</b>	<b>194,355</b>
Construction Contract	\$	1,018,000
Construction Contingency (15%)	\$	152,700
Proposed Contract with Vali Cooper for Inspection Services	\$	75,565
Project Management and Construction Inspection	\$	69,380
<b>Total Estimated Construction Phase:</b>	<b>\$</b>	<b>1,315,645</b>
<b>Project Total</b>	<b>\$</b>	<b>1,510,000</b>
Project Appropriated Budget (in the Adopted 2013-14 CIP)	\$	1,236,000
<b>Additional Funding Request</b>	<b>\$</b>	<b>274,000</b>

The proposed additional funding request of \$274,000 provides sufficient funding for completion of this project.

**ALTERNATIVES:**

1. Do not move forward with the project.
2. Reject all bids and direct staff to re-advertise the project.

**RECOMMENDATION:**

Adopt resolution authorizing the City Manager to execute contracts and appropriating funds for the Kains Avenue and San Mateo Avenue Sewer Bypass Improvements Project:

1. Authorizing Construction contract with KJ Woods Construction, Inc. in the amount of \$1,018,000 with a construction contingency of \$52,700;
2. Authorizing Contract with Vali Cooper & Associates, Inc. for construction inspection services in an amount not to exceed \$75,565;
3. Appropriating an additional \$274,000 in Wastewater Capital Funds to the project for a total project budget of \$1,510,000.

**ATTACHMENTS:**

1. Resolution
2. Project Site Map
3. 2013-14 CIP Budget Sheet

**DISTRIBUTION:**

None.

**REVIEWED BY:**

\_\_\_\_\_ FD

RESOLUTION NO. 2014 - \_\_\_\_

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND APPROPRIATING FUNDS FOR THE KAINS AVENUE AND SAN MATEO AVENUE SEWER BYPASS IMPROVEMENTS PROJECT; AUTHORIZING CONSTRUCTION CONTRACT WITH KJ WOODS CONSTRUCTION, INC. IN THE AMOUNT OF \$1,018,000 WITH A CONSTRUCTION CONTINGENCY OF \$152,700; AUTHORIZING CONTRACT WITH VALI COOPER & ASSOCIATES, INC. FOR CONSTRUCTION INSPECTION SERVICES IN AN AMOUNT NOT TO EXCEED \$75,565; AND APPROPRIATING AN ADDITIONAL \$274,000 IN WASTEWATER CAPITAL FUNDS TO THE PROJECT FOR A TOTAL PROJECT BUDGET OF \$1,510,000**

**WHEREAS**, the sewer mains on Kains Avenue and San Mateo Avenue to Angus Avenue do not have sufficient capacity to handle anticipated wet weather flows and have experienced numerous sanitary sewer overflows (SSOs) in the past; and

**WHEREAS**, in early 2012, the contractor for the Caltrain Grade Separation Project completed Phase I of the Kains to Angus Sewer Relief Project consisting of installation of approximately 1,000 feet of an 18-inch sewer main on Huntington Avenue between San Mateo Avenue and Angus Avenue; and

**WHEREAS**, the City Council awarded Phase II of the construction to KJ Woods Construction, Inc. on March 27, 2012 to install a new 180-foot section of 15-inch diameter pipeline from the last manhole at Kains Avenue west of San Mateo Avenue to the new sewer main on Huntington Avenue; and

**WHEREAS**, on November 27, 2012, the City Council approved a contract with Bellecci & Associates to provide engineering services and construction support for Phase III; and

**WHEREAS**, the City advertised this project for bid in compliance with State Contract Code and local purchasing regulations and received three (3) sealed bids; and

**WHEREAS**, Bay Pacific Pipelines, Inc. submitted the lowest bid in the amount of \$871,625 but withdrew its bid in a timely manner; and

**WHEREAS**, KJ Woods Construction, Inc. submitted the second lowest bid in the amount of \$1,018,000 that was determined to be the lowest cost, responsive and responsible bidder; and

**WHEREAS**, KJ Woods Construction, Inc. has satisfactorily completed numerous sewer construction projects for public agencies in the Bay Area, meets the contractor qualifications, and has a valid contractor's license required to perform the scope of work of this project; and

**WHEREAS**, a construction contingency of \$152,700 is necessary to address potential unforeseen field conditions that may impact the construction; and

**WHEREAS**, Bellecci & Associates prepared the design for this project and will be required to provide design support during construction; and

**WHEREAS**, the project is located in the downtown area and will require significant construction inspection and on-site project oversight; and

**WHEREAS**, the City has negotiated with Vali Cooper & Associates, Inc. to provide construction inspection services in an amount not to exceed \$75,565; and

**WHEREAS**, an additional appropriation of \$274,000 is necessary to cover the cost of the construction phase of this project; and

**WHEREAS**, Wastewater Capital funds in the amount of \$274,000 are available for appropriation to cover the construction phase of this project.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council hereby authorizes the City Manager to execute contracts and appropriates funds for the Kains Avenue and San Mateo Avenue Sewer Bypass Improvements Project; authorizes construction contract with KJ Woods Construction, Inc. in the amount of \$1,018,000 with a construction contingency of \$152,700; authorizes contract with Vali Cooper & Associates, Inc. for construction inspection services in an amount not to exceed \$75,565; and appropriates an additional \$274,000 in Wastewater Capital Funds to the project for a total project budget of \$1,510,000.

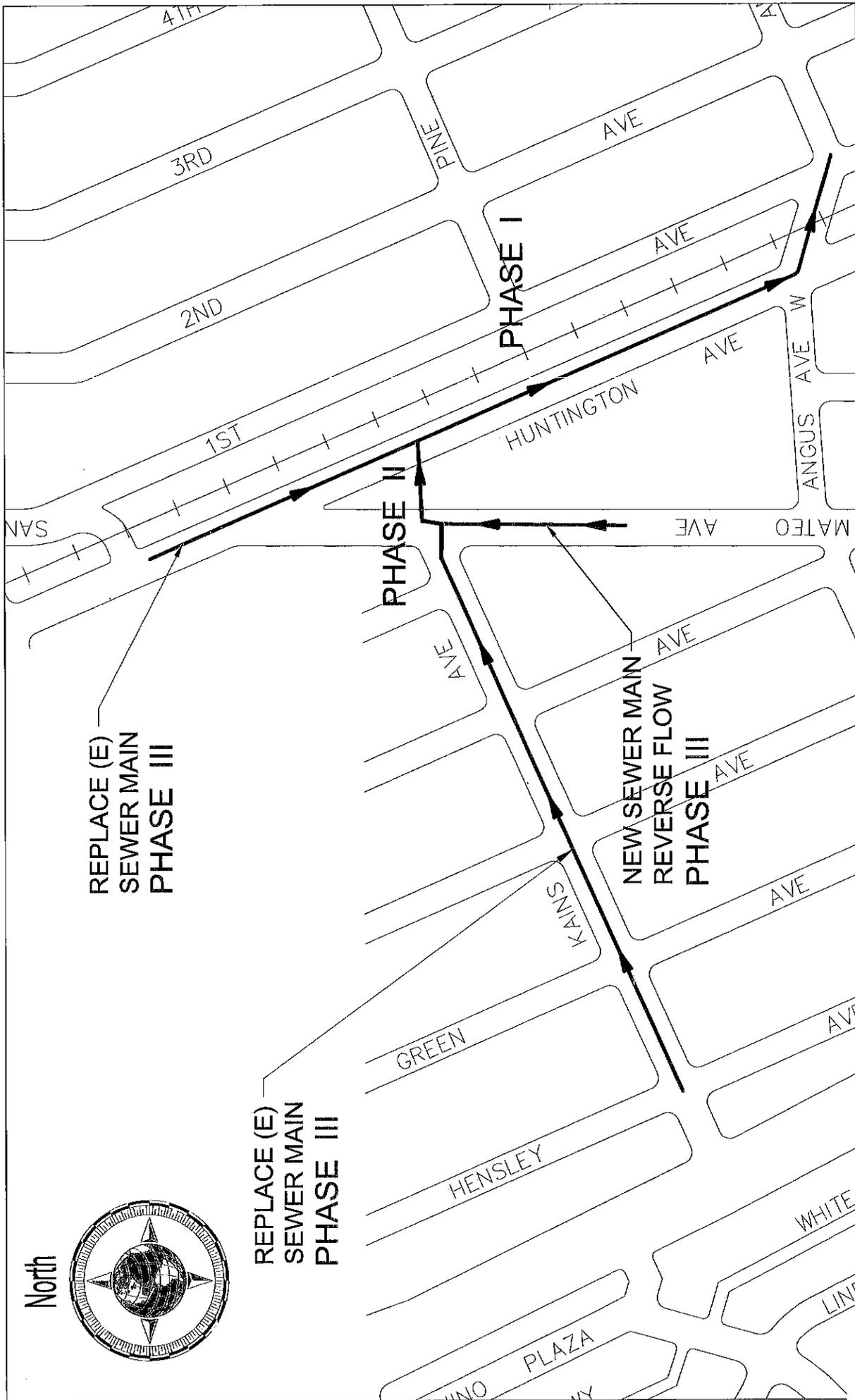
Dated: June 24, 2014

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 24th day of June 2014 by the following vote:

AYES: Councilmembers: \_\_\_\_\_  
NOES: Councilmembers \_\_\_\_\_  
ABSENT: Councilmembers: \_\_\_\_\_



## Kains to Angus Sewer Bypass

<b>PROJECT INFORMATION</b>	
Origination Year: 2004-05	Project Number: 85707
Projected Completion Date: September 2014	Life Expectancy: 50 years
Total Project Cost: \$ 1,375,000	

**Project Description:**

The purpose of this project is to address known capacity deficiencies in and around the downtown area near the railroad tracks and to reduce sanitary sewer overflows. Phase 1 of the project addressed approximately 1,000 feet of 18-inch sewer main on Huntington between San Mateo Avenue and Angus Avenue, and 200 feet of 24-inch pipe to connect the new Huntington line to the existing sewer main on First Ave. This work was completed in April 2012 as part of the Caltrain Grade Separation Project.

In Phase 2, the City continued the work effort and completed construction of a new 150-foot section of 18-inch diameter bypass pipe from the last manhole at Kains Avenue west of San Mateo Avenue to the new sewer main on Huntington Avenue in July 2012.

Phase 3 is scheduled for 2013-14 and involves three pipeline segments. The first segment replaces approximately 600-foot section of sewer main on San Mateo Avenue. The second segment replaces 1,000 feet of sewer main along Kains Avenue that experienced two sanitary sewer overflows in the winter of 2011. The third segment replaces approximately 300 feet of sewer main on Huntington Avenue south of San Bruno Avenue to connect to the new 18-inch sewer main.

**2012-13 Status:**

The City completed construction and closeout of the 150-section of bypass sewer main on Kains Avenue from San Mateo Avenue to Huntington Avenue. City selected design consultant for phase 3. Design is currently in progress.

**2013-14 Work Plan:**

Complete design for the phase 3 work and proceed with construction.

**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
Phase 2	Wastewater Capital	139,000	(137,411)	1,589	0	1,589	139,000
Phase 3	Wastewater Capital	1,236,000	(47,834)	1,188,166	0	1,188,166	1,236,000
<b>Total</b>		<b>1,375,000</b>	<b>(185,245)</b>	<b>1,189,755</b>	<b>0</b>	<b>1,189,755</b>	<b>1,375,000</b>

**Five-Year Work Program Appropriations:**

Projects	Funding Source						Total Request
		2013-14	2014-15	2015-16	2016-17	2017-18	
None	None	0	0	0	0	0	0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## STAFF REPORT

CITY OF SAN BRUNO

DATE: June 24, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Klara A. Fabry, Public Services Director

SUBJECT: Receive Report on the 10-Year Capital Improvement Program Work Plan for Sewer and Water Main Replacement

### BACKGROUND:

The City has completed a Sewer Master Plan (RMC, 2014), a Water Master Plan (West Yost, 2012) and has approved rate increases to both sewer and water fees to implement capital improvement projects identified in each plan. The sewer and water main replacement represent a major portion of the improvements recommended in the sewer and water master plans. Although these are vital projects, these improvements on the City streets and easements have the potential to cause the most disruptions to the City residents and businesses during construction.

The 10-year Capital Improvement Program (CIP) Work Plan has been created to implement the necessary improvements for sewer and water main replacement to satisfy regulatory deadlines, capacity requirements and replacement of aging pipelines. The work plan represents only the main replacements needed for the city's aging sewer and water systems. During this period, other water and sewer CIP projects including pump stations, tanks, and well improvements will be constructed in parallel with these main replacement projects which will have substantially less impact to the City residents and businesses.

### DISCUSSION:

The 10-year CIP Work Plan presents a coordinated program for sewer and water main replacement, taking into account project priorities developed in each of the master plans.

The Work Plan lays out a prioritized schedule for projects over a 10-year period. In developing overall program priorities, the following issues were taken into consideration:

- Regulatory deadlines that require completion of sewer capacity projects by 2019.
- Sewer condition assessments that identify pipelines requiring replacement.
- Replacement of aging and under-sized sewer infrastructure to reduce infiltration/inflow and ongoing maintenance needs.
- Replacement of aging and under-sized water infrastructure that will improve fire flow reliability and reduce pipeline leaks

Based on these considerations, priorities were developed that:

10.9.

- Implement sewer capacity projects with regulatory completion deadlines
- Replace oldest infrastructure in the downtown area and surrounding neighborhoods

Together, the Sewer and Water master plans have identified a total of \$103 million of main replacement projects to be implemented over the next 10 years (see Attachment 1).

Attachments 2 through 4 show the projects needed for "Regulatory-Capacity" requirements. These projects include replacement and upsizing of water and/or sewer pipelines on San Mateo Avenue, Crystal Springs Road through City Park, Jenevein Avenue, Santa Inez/San Antonio Avenue, Crestwood Drive and Glenview Canyon.

Attachments 5 through 8 show the "Area Priority projects" for replacement of aging infrastructure. Priority Area 1 includes the downtown, Area 2 includes the Avenues, Area 3 is adjacent and to the north of downtown, Area 4 is adjacent and to the south of downtown and Areas 5 through 8 are on the west side of El Camino Real from Kains Avenue to the southern City limits.

There is an opportunity to coordinate these sewer and water main replacement projects with storm, cable, street lighting and paving/sidewalk improvements in order to eliminate future disruptions to the residents and businesses, as well as increase efficiency and reduce costs. These improvements can be implemented together to streamline work, minimize disruptions and increase cost efficiency. However, funding for storm drain improvements, cable and streetlight conversion of the Regulated Output (RO) circuits has yet to be identified and allocated.

As work progresses, it is anticipated that the CIP 10-year Work Plan will be updated based on new information including reassessment of construction costs. Periodic City Council briefings are planned to report on the progress of the program, proposed adjustments and implementation schedule.

#### **FISCAL IMPACT:**

The recommended improvements based on the 10-year CIP Work Plan is estimated at \$103 million for sewer and water main replacement projects. Based on the latest sewer and water rate studies, which has identified the required improvements for both the sewer and water systems, the City Council has approved the new sewer and water rate plans, which would provide the needed funding to implement these proposed improvements.

Over the 10-year period, there is an opportunity to include other City infrastructure improvements in the affected streets including storm, cable, street lighting and paving/sidewalk. Funding sources for these projects will need to be pursued and approved by the City Council as part of the CIP process. The plans and specifications for each construction project may include "Add-Alternates" to provide the actual cost of these additional storm, cable, street lighting and pavement/sidewalk improvements for City Council's consideration and approval.

**ALTERNATIVES:**

1. Direct staff to implement the regulatory capacity project only. Once these are completed, staff would bring the priority main replacement projects to the City Council for consideration.
2. Direct staff to make adjustments to the priority areas for the main replacement projects to add or substitute other areas in the City.
3. Direct staff to pursue funding for additional improvements needed in the affected streets including storm, cable, street lighting and pavement/sidewalk to combine with the sewer and water main replacement projects.

**RECOMMENDATION:**

Receive report on the 10-Year Capital Improvements Program Work Plan for sewer and water main replacement

**ATTACHMENTS:**

1. Summary of CIP Work Plan
2. Location Map for the Regulatory-Capacity projects
3. Details and Associated Costs for the Regulatory-Capacity Projects
4. Project Schedule for the Regulatory-Capacity Projects
5. Location Map for the Main Replacement Priority Projects
6. Detail Map for each Main replacement Priority Project
7. List of the Main Replacement Priority Projects and the Associated Costs
8. Project Schedule for Implementation of the Main replacement Priority Projects

**DISTRIBUTION:**

None

**DATE PREPARED:**

June 18, 2014

**REVIEWED BY:**

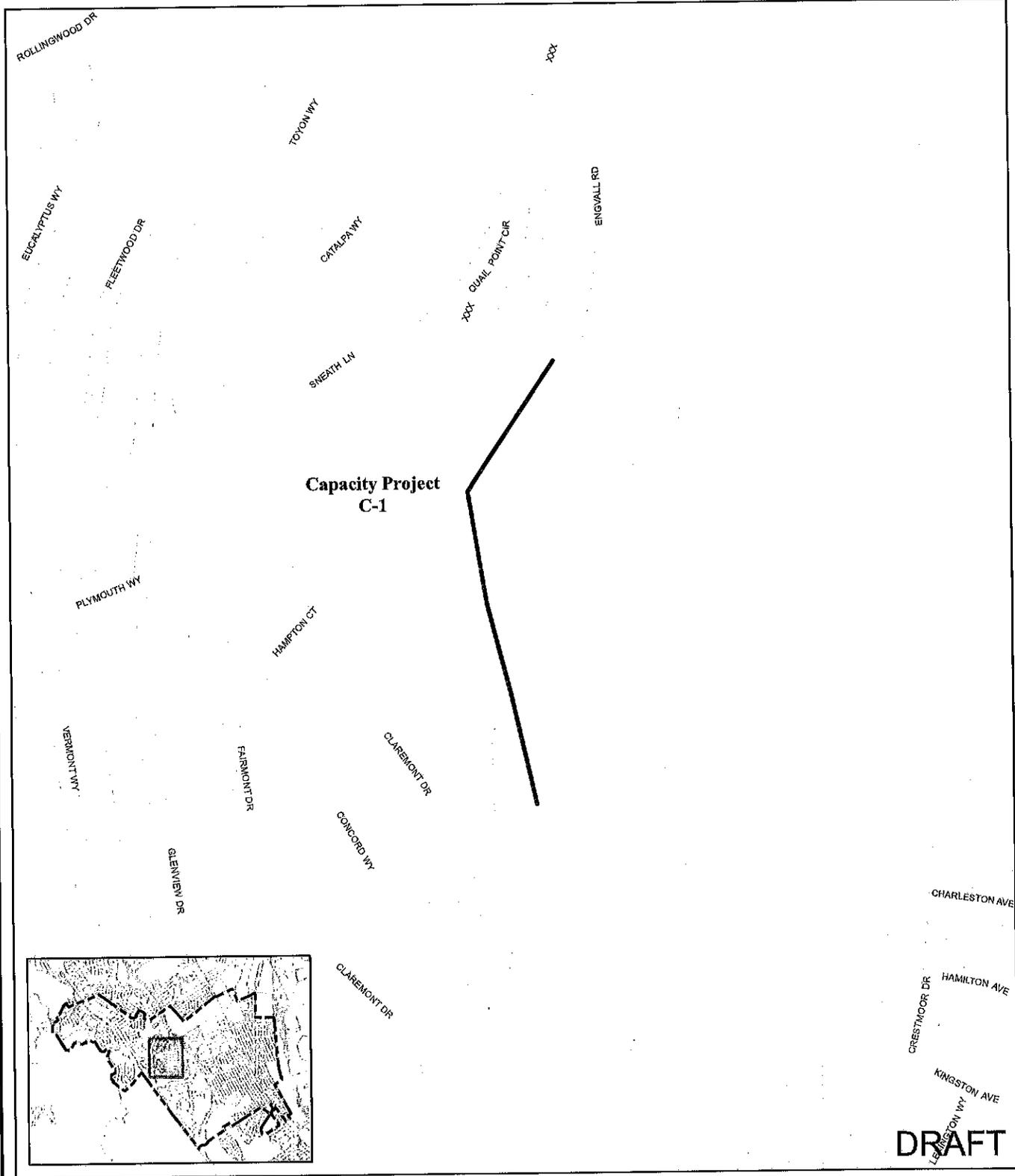
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**Table 1. CIP Work Plan Summary**

Project Identifier	Project Description	Project Construction Cost, \$M	Project Capital Cost, \$M <sup>(a)</sup>
Sewer Capacity Projects	Sewer Capacity Projects C-1 C-2, C-3, C-4, C-6, C-7, and C-8	\$11.26	\$15.20
	<b>Capacity Projects Subtotal</b>	<b>\$11.26</b>	<b>\$15.20</b>
Main Replacement Projects	Priority 1	\$13.84	\$18.68
	Priority 2	\$13.02	\$17.57
	Priority 3	\$16.26	\$21.95
	Priority 4	\$12.78	\$17.25
	Priority 5	\$9.18	\$12.39
	<b>Main Replacement Projects Subtotal</b>	<b>\$65.07</b>	<b>\$87.84</b>
<b>Total Cost</b>		<b>\$76.33</b>	<b>\$103.04</b>

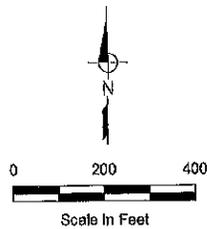
<sup>(a)</sup> Project capital costs are 35% higher than construction costs.





**LEGEND**

-  City Limits
- San Bruno CIP Projects**
-  C-1



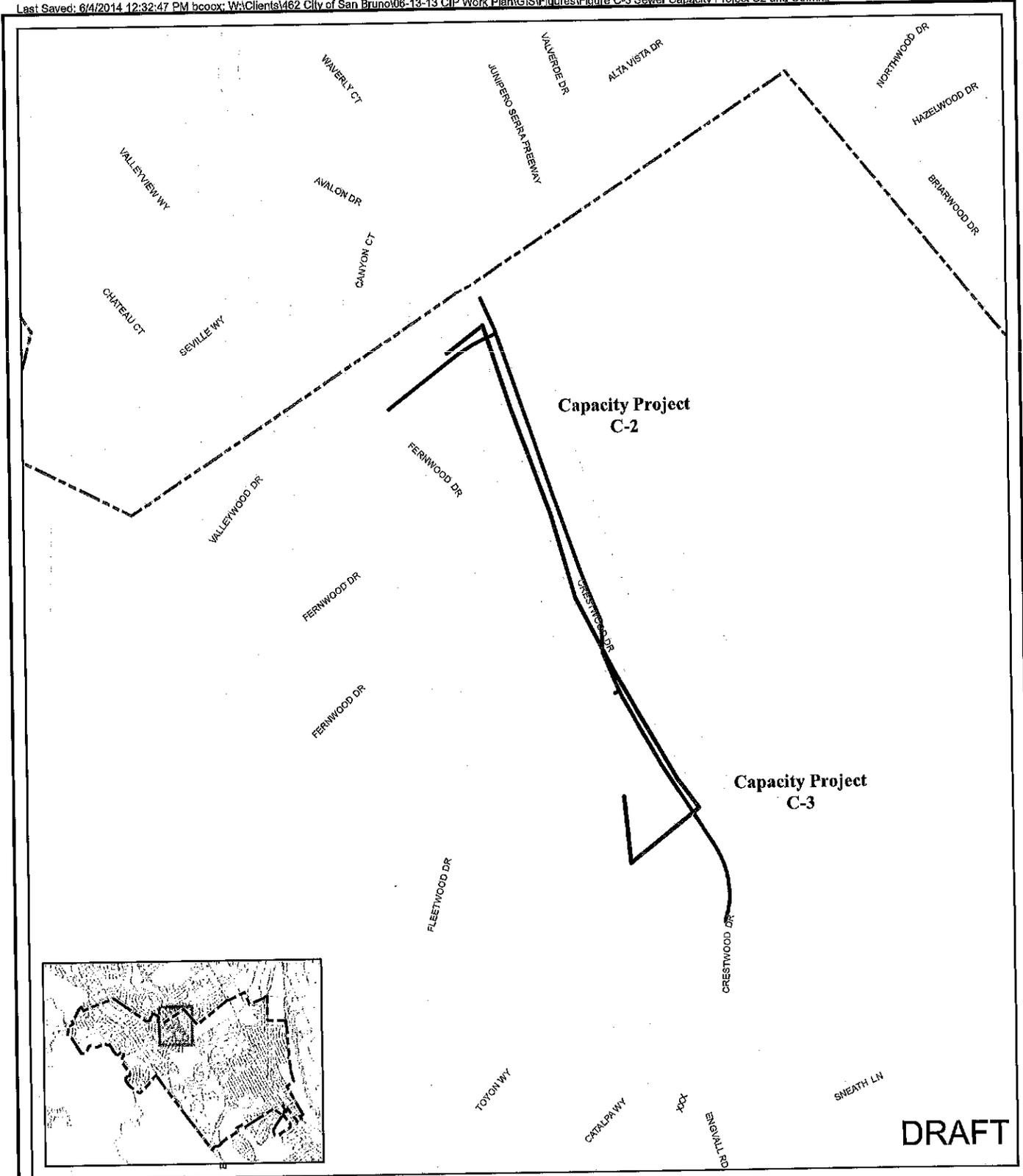
**FIGURE C-2**

**San Bruno CIP  
Work Plan**

**SEWER CAPACITY  
PROJECTS**



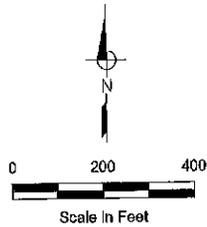
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**LEGEND**

- City Limits
- San Bruno CIP Projects**
- C-2
- C-3
- Water Pipelines**
- 8-Inch

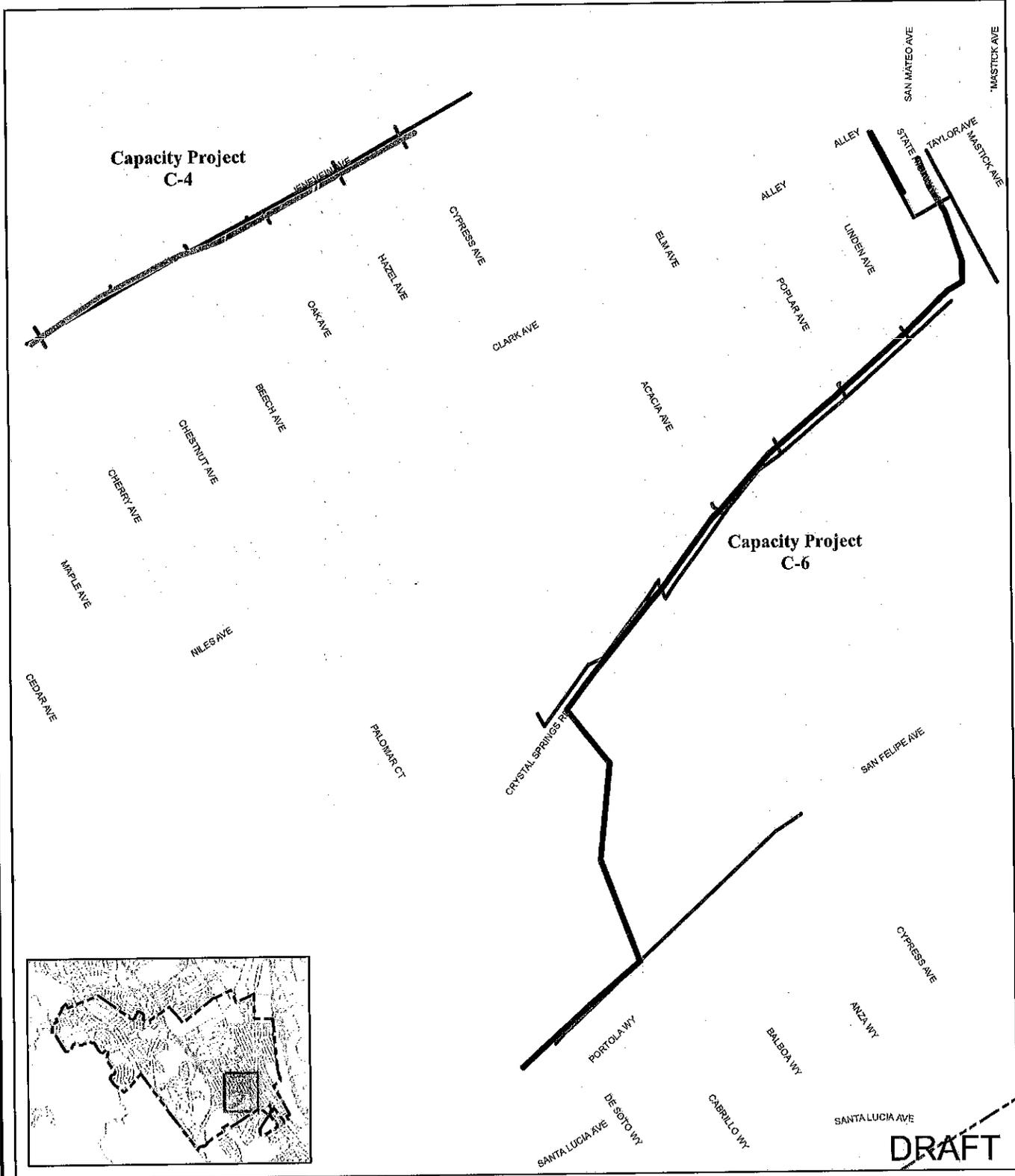


**FIGURE C-3**

**San Bruno CIP  
Work Plan**

**SEWER CAPACITY  
PROJECTS**

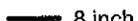
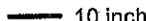
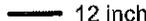


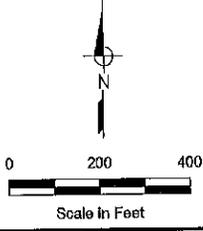


**DRAFT**

**LEGEND**

**San Bruno CIP Projects Water Pipelines**

- |   |     |   |         |
|---|-----|---|---------|
|  | C-4 |  | 8 inch  |
|  | C-6 |  | 10 inch |
|   |     |  | 12 inch |

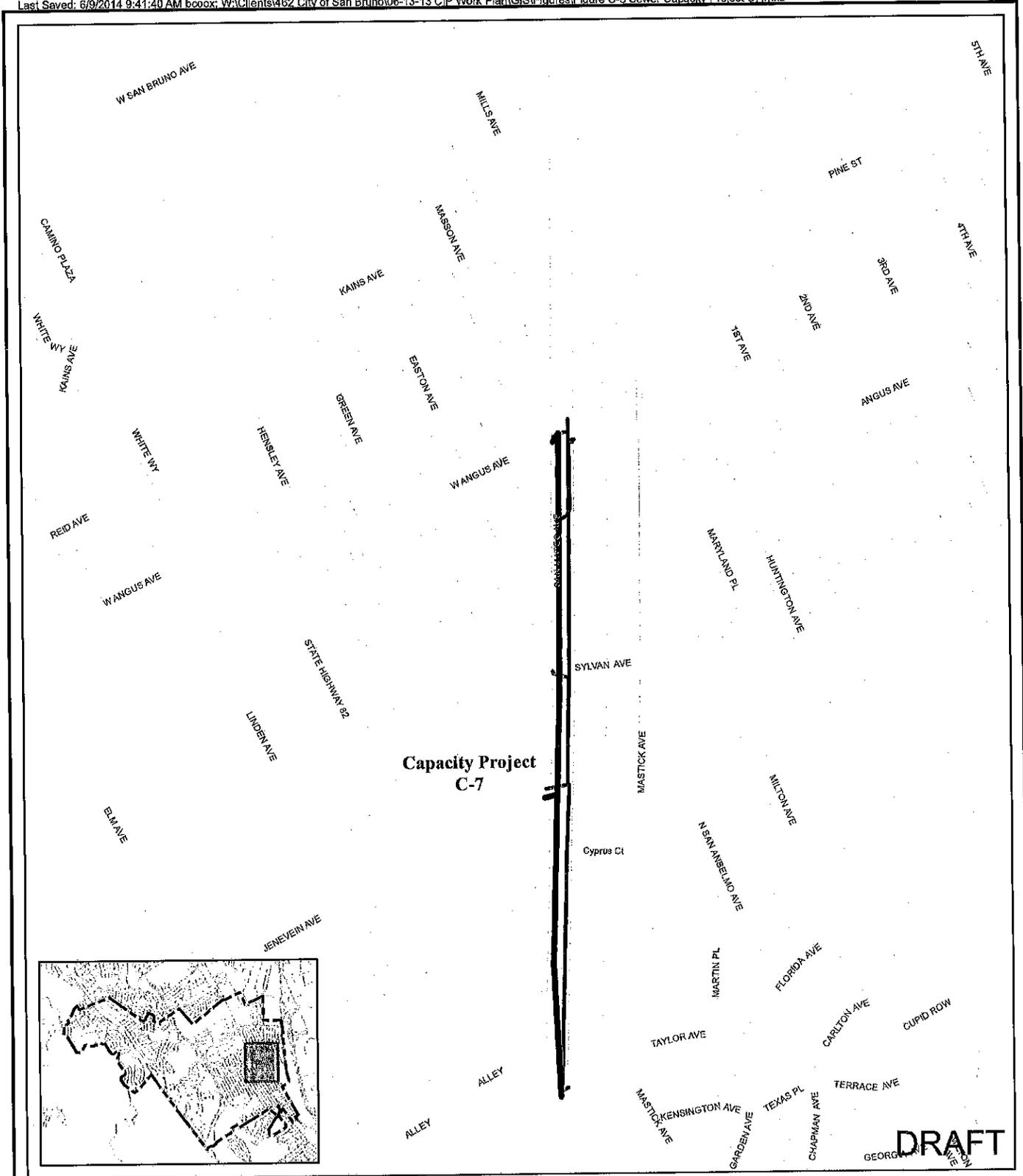


**FIGURE C-4**

**San Bruno CIP  
Work Plan**

**SEWER CAPACITY  
PROJECTS**





**DRAFT**

**LEGEND**

**San Bruno CIP Projects**

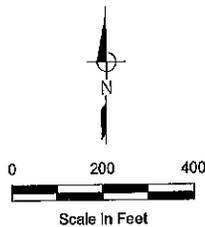
— C-7

**Water Pipelines**

— 12-Inch Diameter

— 8-Inch Diameter

— Storm Drain Improvements



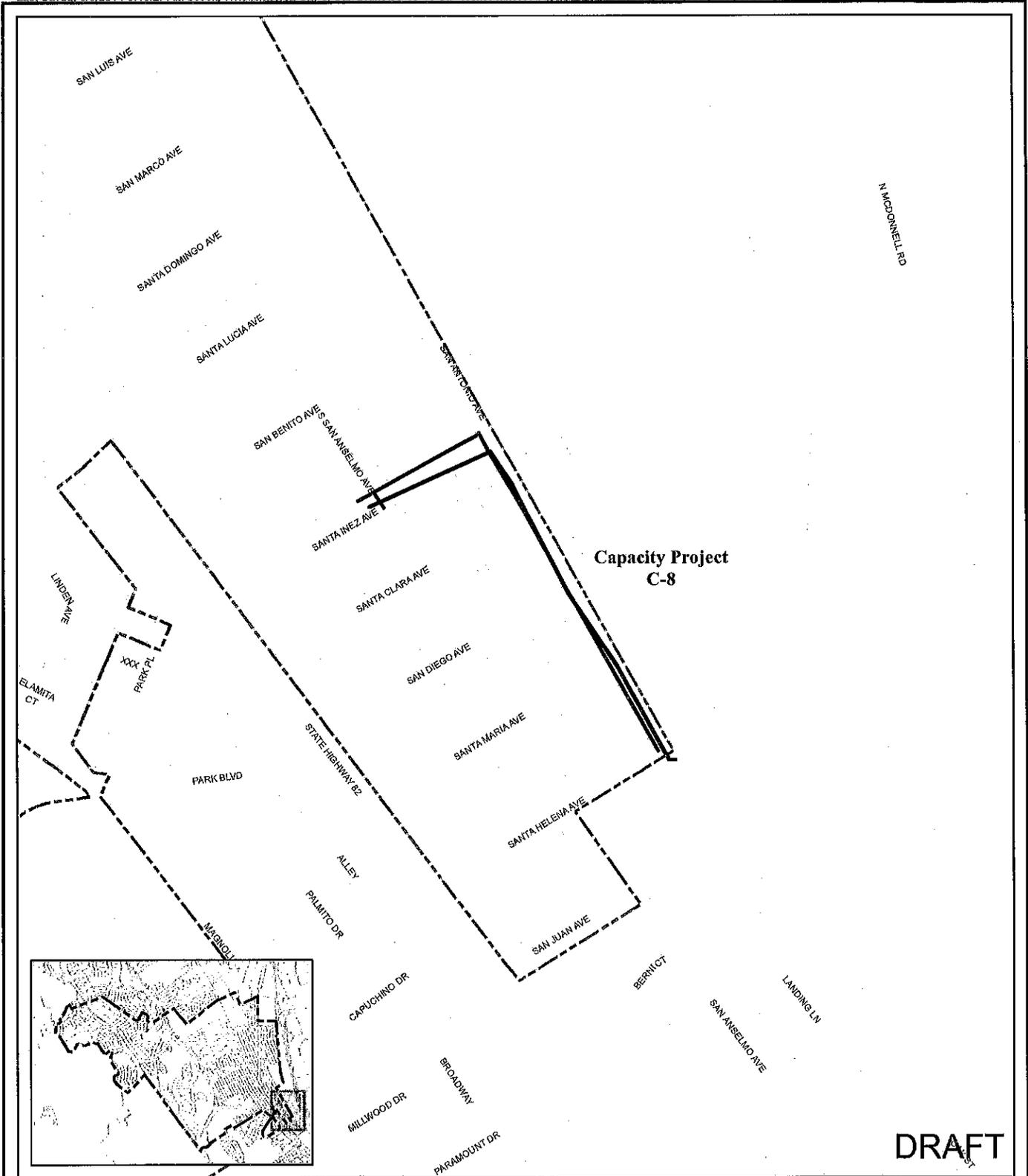
**FIGURE C-5**

**San Bruno CIP  
Work Plan**

**SEWER CAPACITY  
PROJECTS**

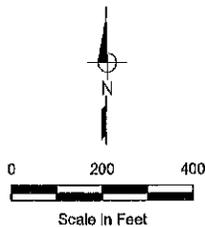


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**LEGEND**

- City Limits
- San Bruno CIP Projects**
- C-8
- Water Pipelines**
- 8-Inch



**FIGURE C-6**

**San Bruno CIP  
Work Plan**

**SEWER CAPACITY  
PROJECTS**



**WEST YOST  
ASSOCIATES**  
Counting Engineers

<b>Table C-1. Sewer Capacity Improvement Projects</b>			
Project Identifier	Project Description	Project Construction Cost, \$M <sup>(a)</sup>	Project Capital Cost, \$M <sup>(b)</sup>
Capacity Project C-1	Perform Capacity Project C-1: Replace approximately 1,400 feet of 8-inch pipe with 10-inch pipe.	\$0.39	\$0.52
	There are no existing water pipelines to be replaced.		
	<b>Project C-1 Total</b>	<b>\$0.39</b>	<b>\$0.52</b>
Capacity Project C-2	Perform Capacity Project C-2: Replace Approximately 1,600 feet of 8-inch pipe with 12-inch pipe and realign pipe as needed.	\$0.89	\$1.20
	Replace existing water pipelines with: 2084 feet of new 8-inch diameter pipeline on Valleywood Drive and Crestwood Drive.	\$0.75	\$1.01
	<b>Project C-2 Total</b>	<b>\$1.64</b>	<b>\$2.21</b>
Capacity Project C-3	Perform Capacity Project C-3: Replace approximately 600 feet of 8-inch pipe with 12-inch pipe.	\$0.23	\$0.31
	Replace existing water pipelines with: 334 feet of new 8-inch diameter pipeline on Crestwood Drive.	\$0.12	\$0.16
	<b>Project C-3 Total</b>	<b>\$0.35</b>	<b>\$0.47</b>
Capacity Project C-4	Perform Capacity Project C-4: Install 600 feet of new 8" bypass pipe; upsize 700 feet of 6" to 8" pipe with 8" to 10" pipe; and install a weir to divert bypass pipe in Jenevein Avenue.	\$0.63	\$0.86
	Replace existing water pipelines with: 257 feet of new 8-inch diameter pipeline on Jenevein Avenue. 1256 feet of new 10-inch diameter pipeline on Jenevein Avenue.	\$0.66	\$0.89
	<b>Project C-4 Total</b>	<b>\$1.29</b>	<b>\$1.74</b>
Capacity Project C-6	Perform Capacity Project C-6: Replace 3,400 ft. of 6" to 8" pipe in City Park easement, Crystal Springs Avenue, and El Camino Real; and install weirs in manholes between parallel sewers in Crystal Springs Avenue.	\$1.72	\$2.32
	Replace existing water pipelines with: 3848 feet of new 8-inch diameter pipeline on Crystal Springs Road, State Highway 82, and the private easement between San Felipe Avenue and Portola Way. 494 feet of new 12-inch diameter pipeline on State Highway 82.	\$1.65	\$2.23
	<b>Project C-6 Total</b>	<b>\$3.37</b>	<b>\$4.55</b>
Capacity Project C-7	Perform Capacity Project C-7: Install 2,000 feet of new 18" pipe in San Mateo Avenue and divert most flow at Taylor Avenue into the new 18" sewer; abandon the existing 6" pipe along west side of San Mateo Avenue and reconnect laterals to new sewer.	\$1.71	\$2.30
	Replace existing water pipelines with: 2203 feet of new 8-inch diameter pipeline on San Mateo Avenue.	\$0.79	\$1.07
	<b>Project C-7 Total</b>	<b>\$2.50</b>	<b>\$3.37</b>
Capacity Project C-8	Perform Capacity Project C-8: Replace approximately 1,500 feet of 6- to 8-inch pipe with 8- to 12-inch pipe.	\$0.67	\$0.90
	Replace existing water pipelines with: 2946 feet of new 8-inch diameter pipeline on San Antonio Avenue and Santa Inez Avenue.	\$1.06	\$1.43
	<b>Project C-8 Total</b>	<b>\$1.73</b>	<b>\$2.33</b>

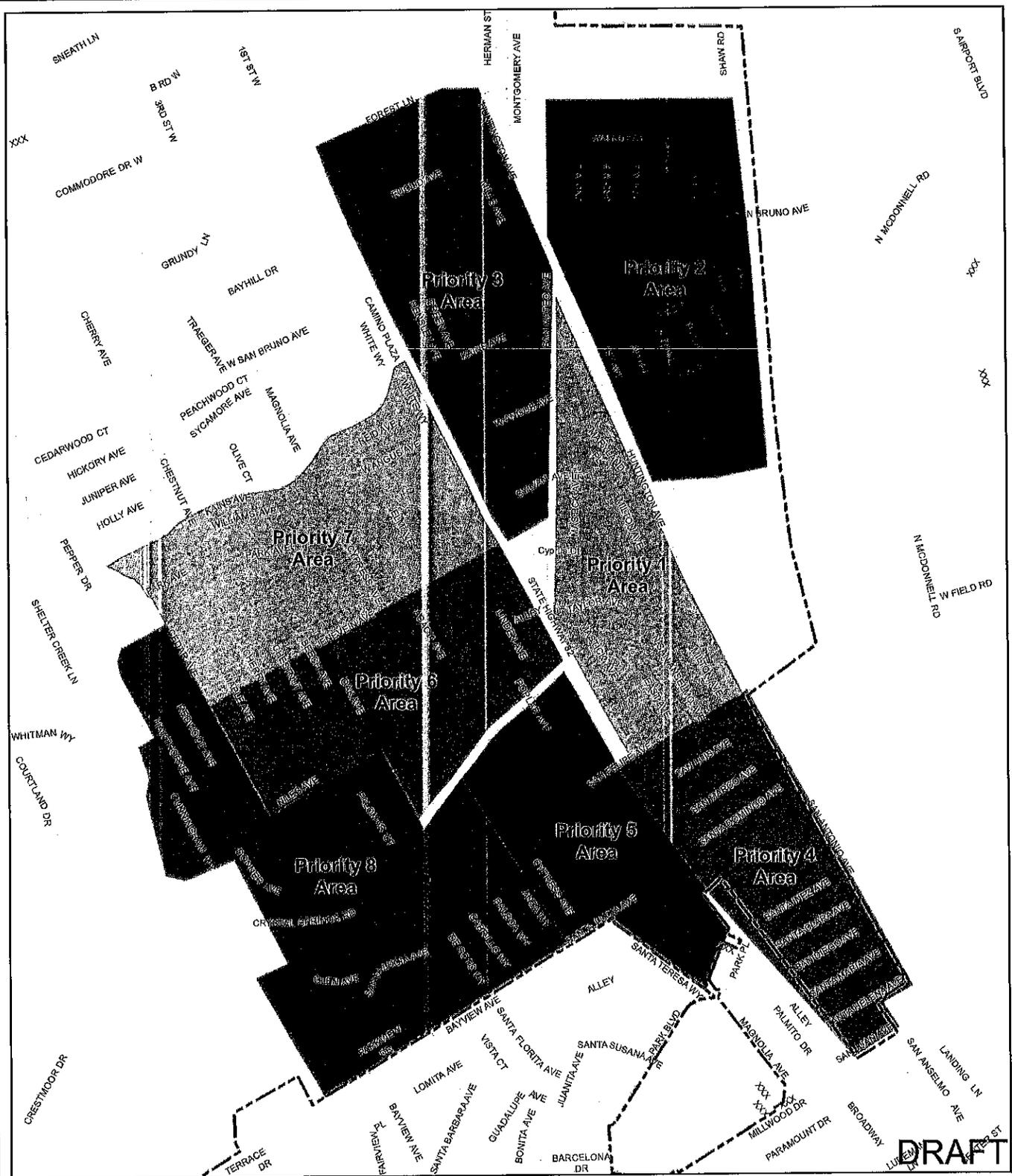
<sup>(a)</sup> The Capacity Project costs originate from Table 3-3 of the January 2014 City of San Bruno Sewer Master Plan. They have been updated in this table to include the street overlay Improvement costs

<sup>(b)</sup> Project capital costs are 35% higher than construction costs

San Bruno CIP Work Plan  
Regulatory--Capacity Projects

ID	Task Name	2015				2016				2017				2018				2019				2020				2021				2022				2023				2024				2025			
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2								
1	Project C-4				\$1.16M																																								
4	Project C-6				\$3.09M																																								
7	Project C-7				\$2.33M																																								
10	Project C-1								\$0.39M																																				
13	Project C-2								\$1.46M																																				
16	Project C-3								\$0.31M																																				
19	Project C-8												\$1.54M																																

Design  
Construction Period  
Cost



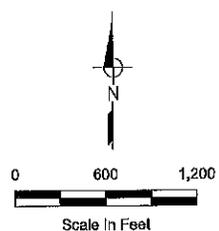
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**LEGEND**

City Limits

**Priority Areas**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8



**FIGURE R-1**

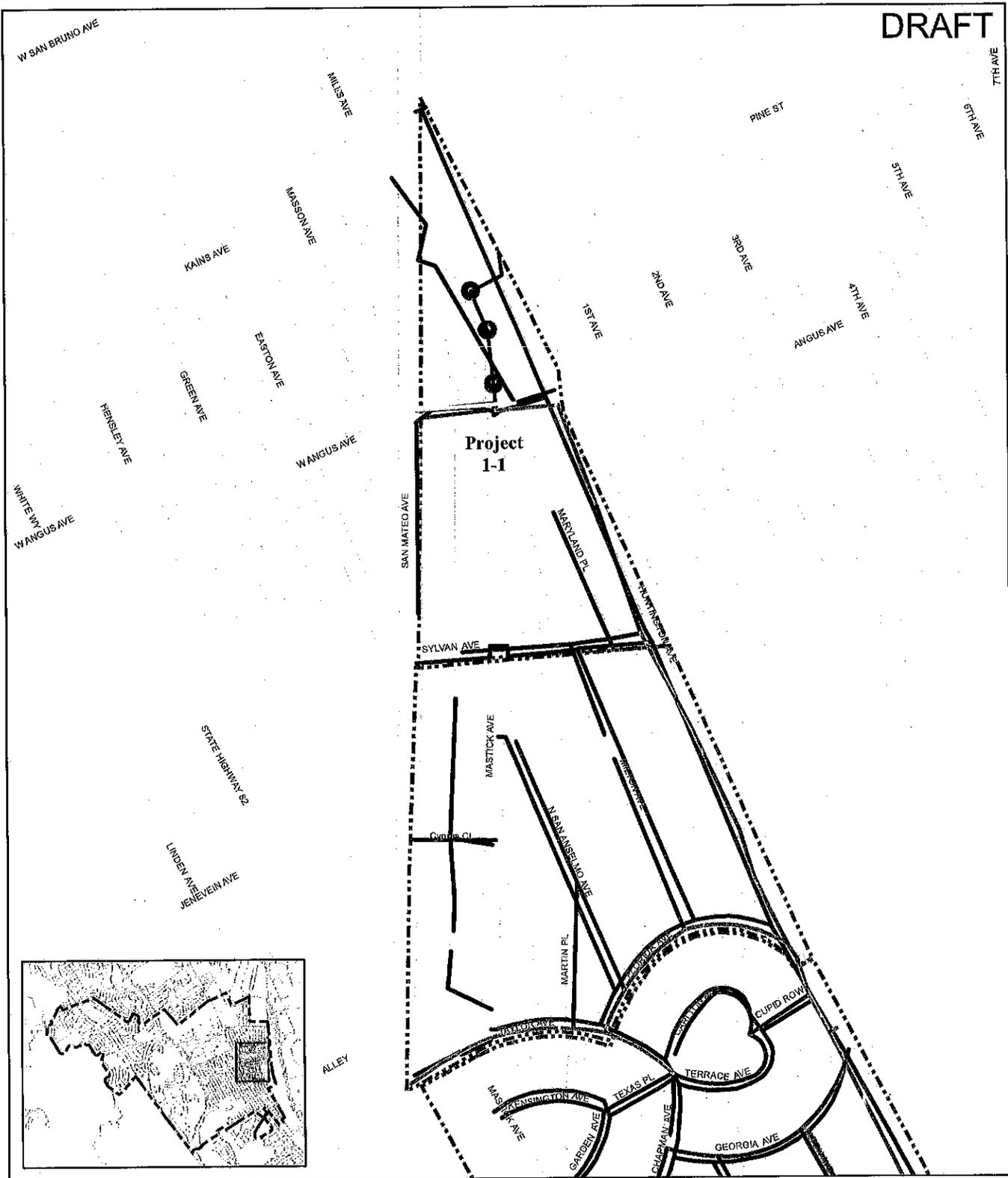
**San Bruno CIP  
Work Plan**

**MAIN REPLACEMENT  
PROJECTS**



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ASSOCIATES**  
Consulting Engineers

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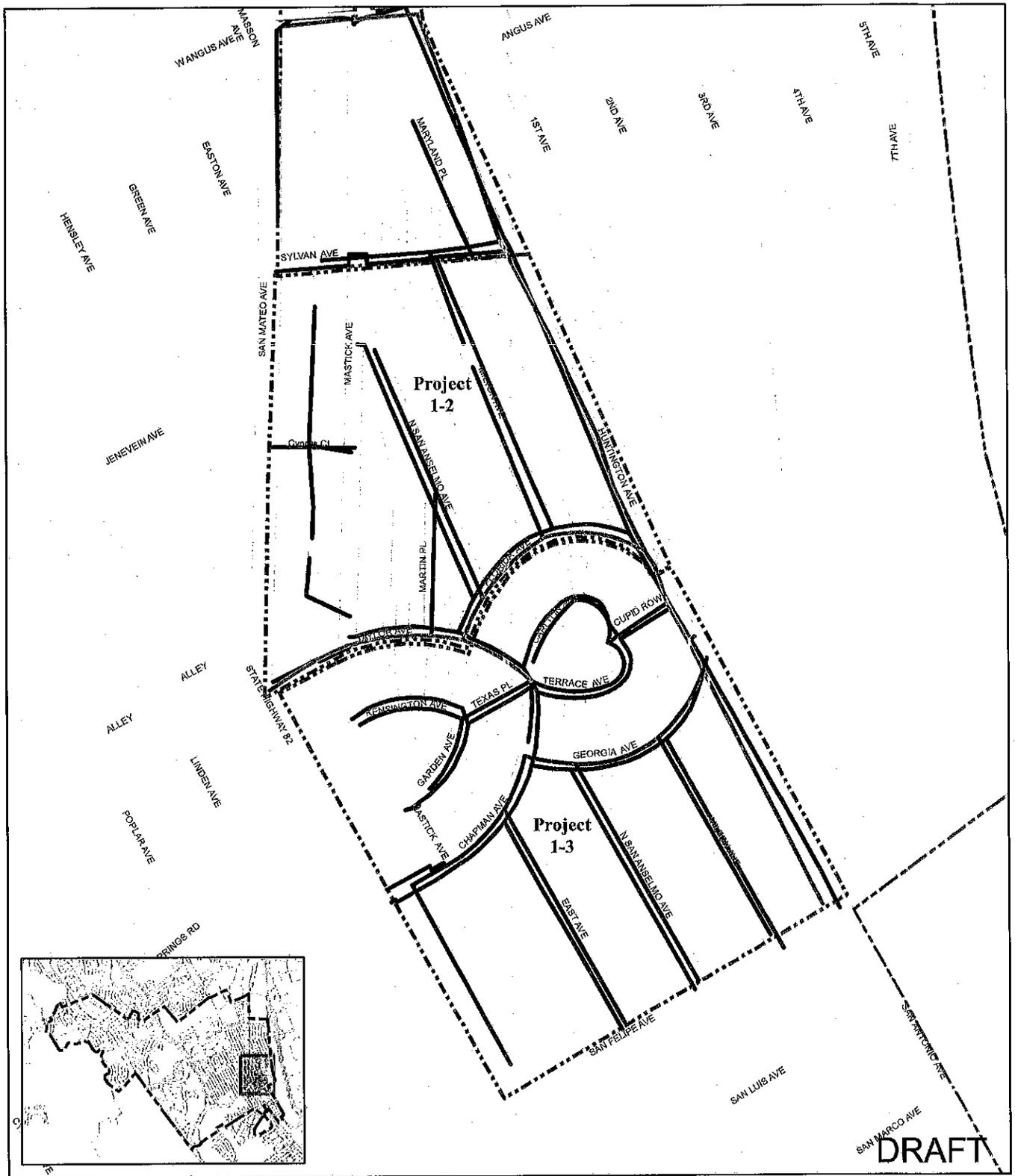
<b>LEGEND</b>	
	Storm Drain Improvements
<b>Priority 1 Projects</b>	
	Project 1-1
	Project 1-2
	Project 1-3
<b>Sewer Pipes</b>	
	6-inch
	8-inch
	10-inch
	12-inch
	14-inch
	18-inch
	20-inch
	24-inch
<b>Water Pipes</b>	
	8-inch
	12-inch

FIGURE R1-1

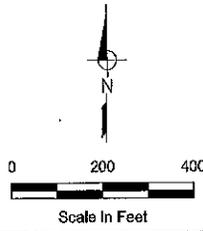
San Bruno CIP Work Plan

**PRIORITY 1 MAIN REPLACEMENT PROJECTS**





<b>LEGEND</b>	
	City Limits
<b>Priority 1 Projects</b>	
	Project 1-1
	Project 1-2
	Project 1-3
<b>Water Pipes</b>	
	8-inch
	12-inch
<b>Sewer Pipes</b>	
	6-inch
	8-inch
	10-inch
	14-inch
	18-inch
	20-inch
	12-inch
	24-inch



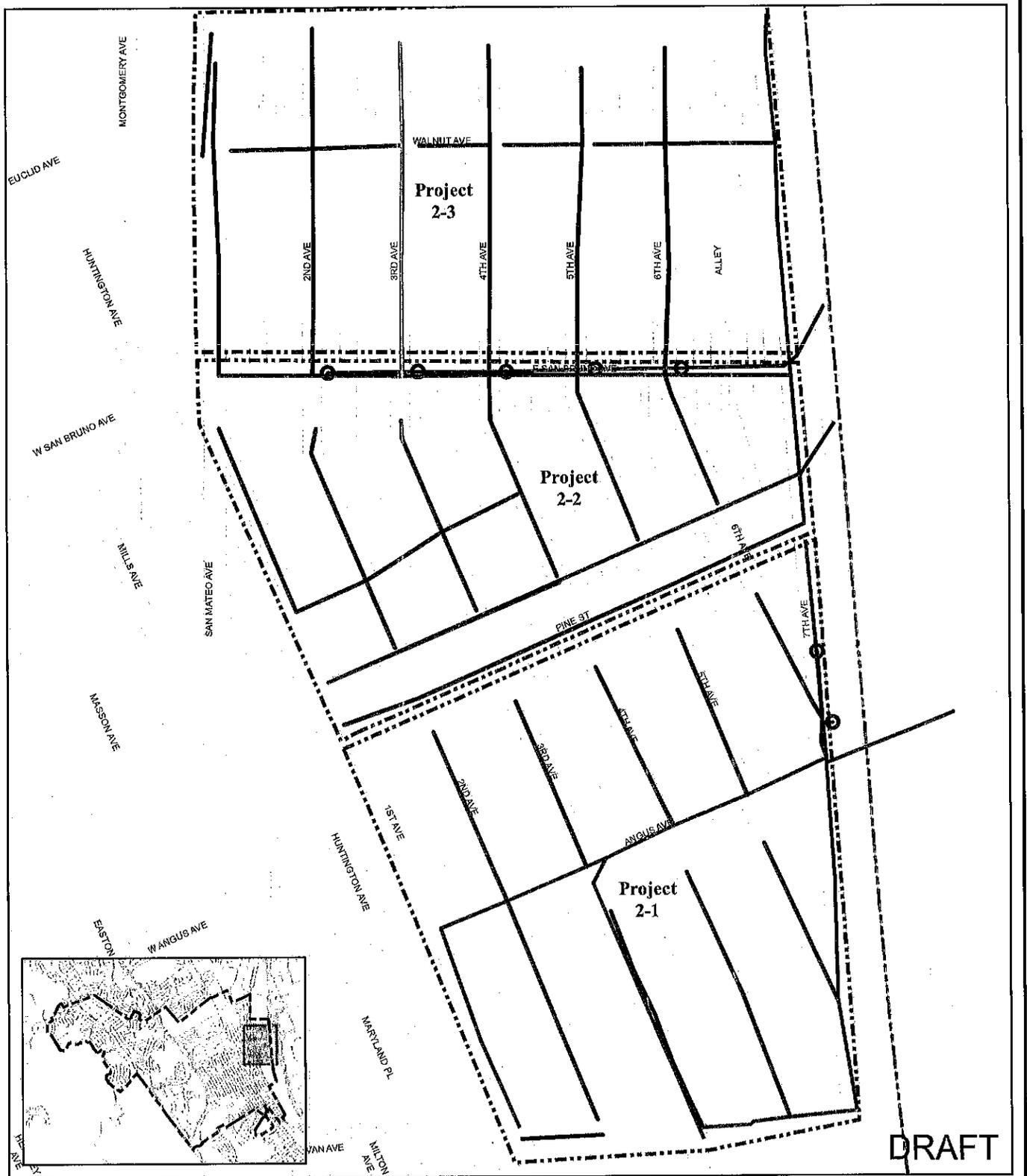
**FIGURE R1-2**

**San Bruno CIP  
Work Plan**

**PRIORITY 1 MAIN  
REPLACEMENT PROJECTS**



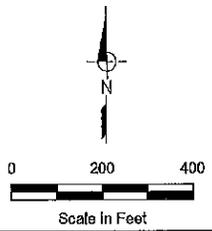
**WEST YOST  
ASSOCIATES**  
Consulting Engineers



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**LEGEND**

- City Limits
- Priority 2 Projects
- Project 2-1
- Project 2-2
- Project 2-3
- Storm Drain Improvements
- Water Pipes**
- 8-inch
- 12-inch
- Sewer Pipes**
- 8-Inch
- Pipeline to Remain

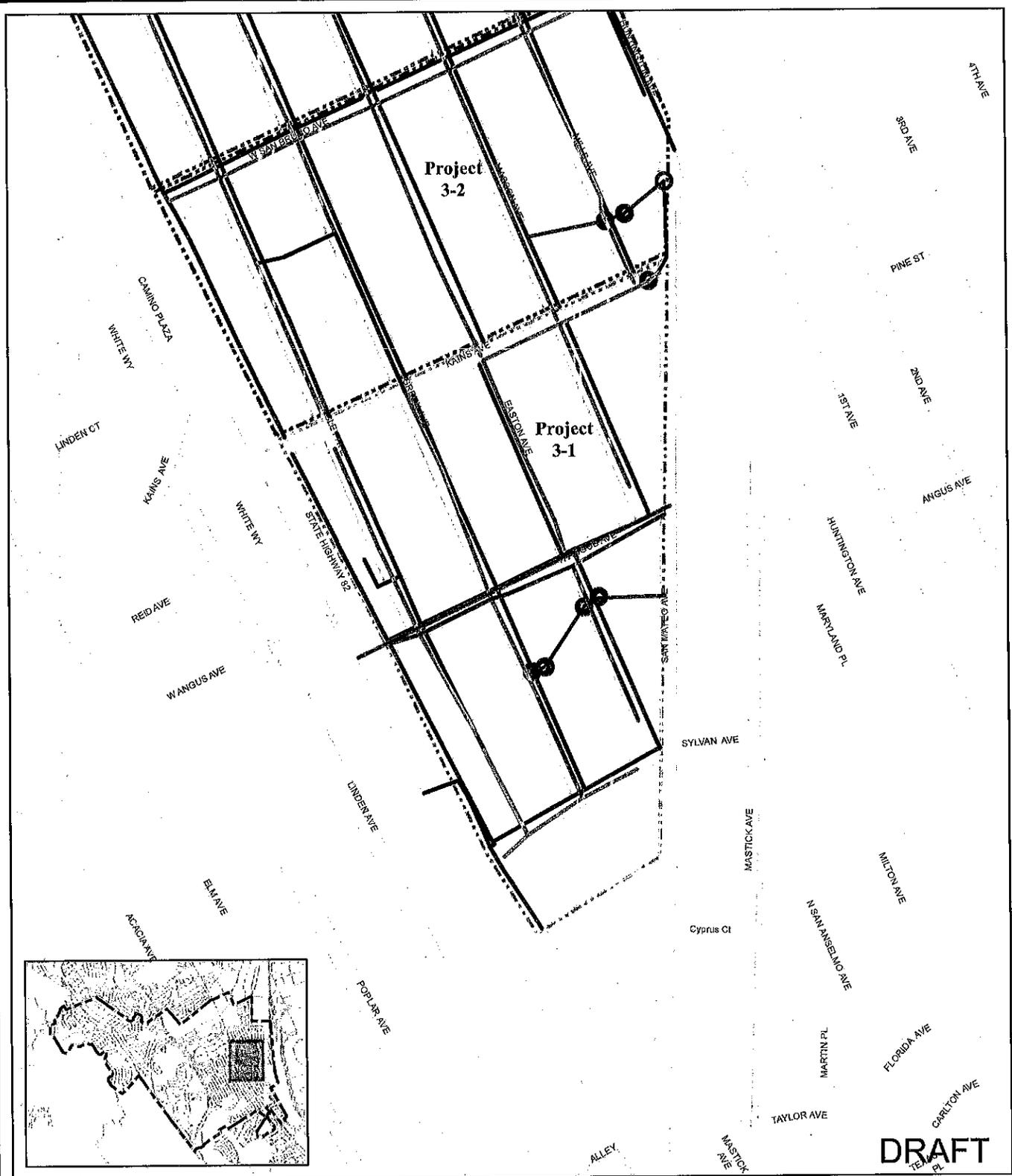


**FIGURE R2-1**

San Bruno CIP Work Plan

**PRIORITY 2 MAIN REPLACEMENT PROJECTS**

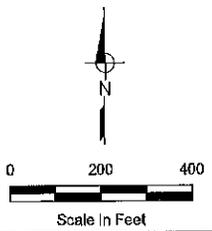




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- LEGEND**
- Priority 3 Projects**
- Project 3-1
  - Project 3-2
  - Project 3-3
  - Project 3-4
  - Storm Drain Improvements

- Water Pipes**
- 8-inch
  - 12-inch
- Sewer Pipes**
- 6-Inch
  - 8-Inch
  - 10-Inch
  - 14-Inch



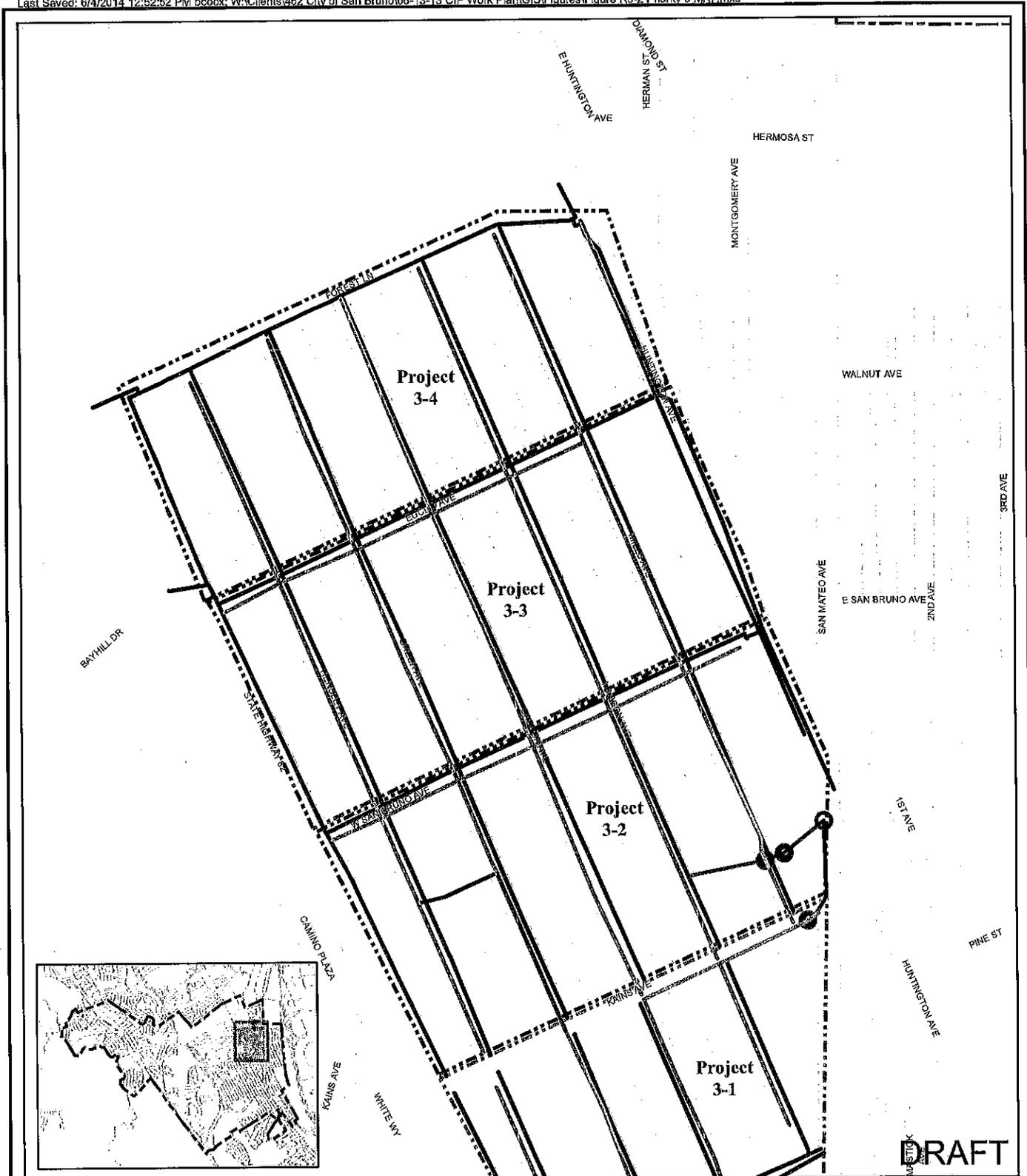
**FIGURE R3-1**

**San Bruno CIP Work Plan**

**PRIORITY 3 MAIN REPLACEMENT PROJECT**



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Consulting Engineers



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**LEGEND**

**Priority 3 Projects**

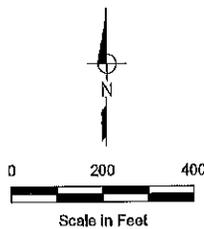
- Project 3-1
- Project 3-2
- Project 3-3
- Project 3-4
- Storm Drain Improvements

**Water Pipes**

- 8-inch
- 12-inch

**Sewer Pipes**

- 6-inch
- 8-inch
- 10-inch



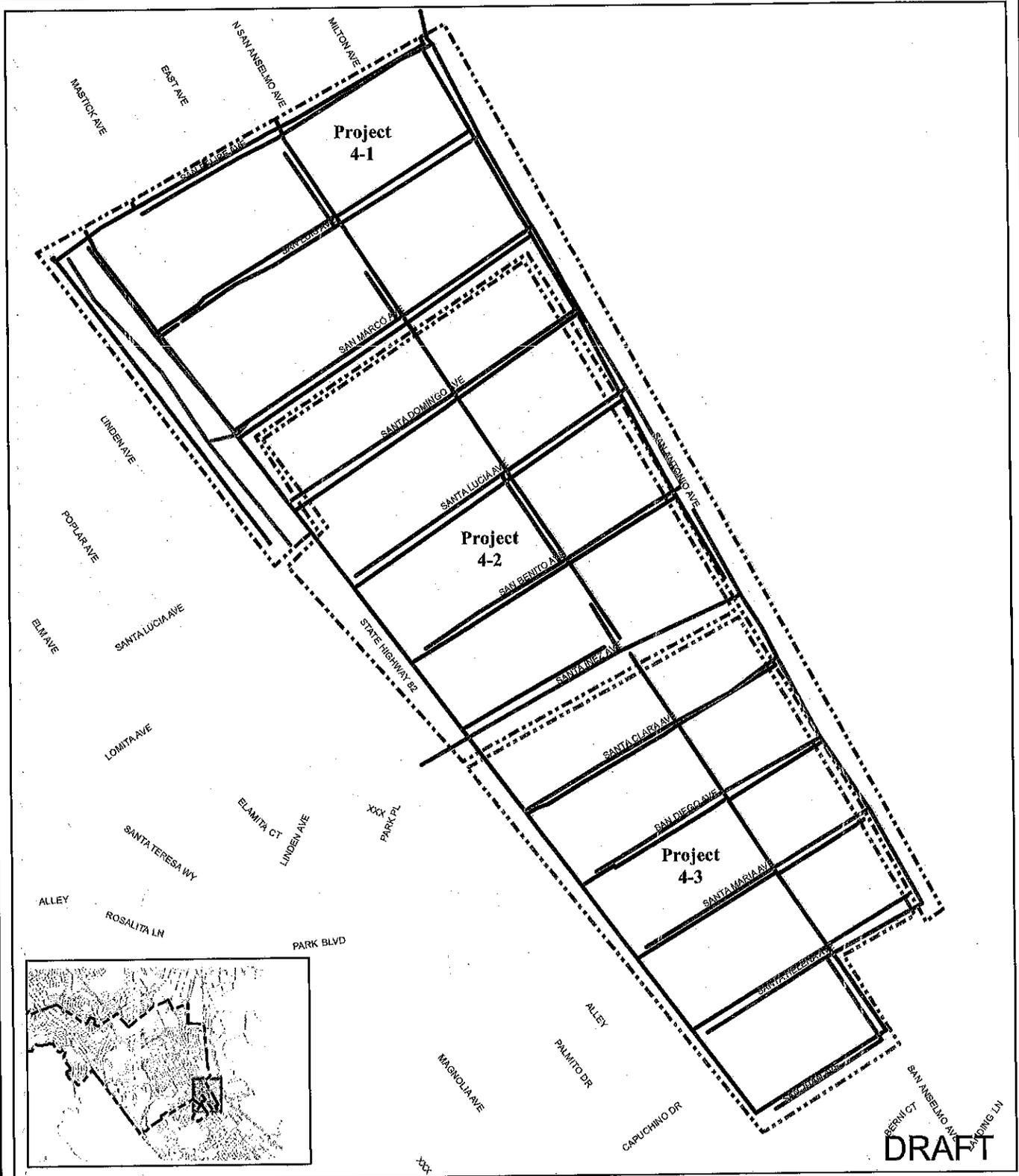
**FIGURE R3-2**

**San Bruno CIP  
Work Plan**

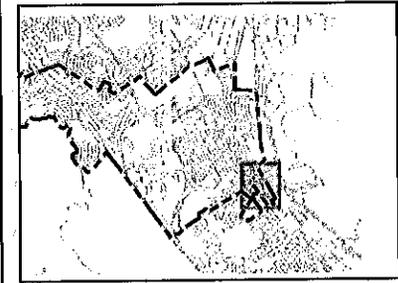
**PRIORITY 3 MAIN  
REPLACEMENT PROJECT**



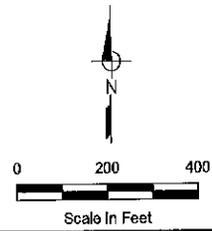
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ASSOCIATES**  
Consulting Engineers



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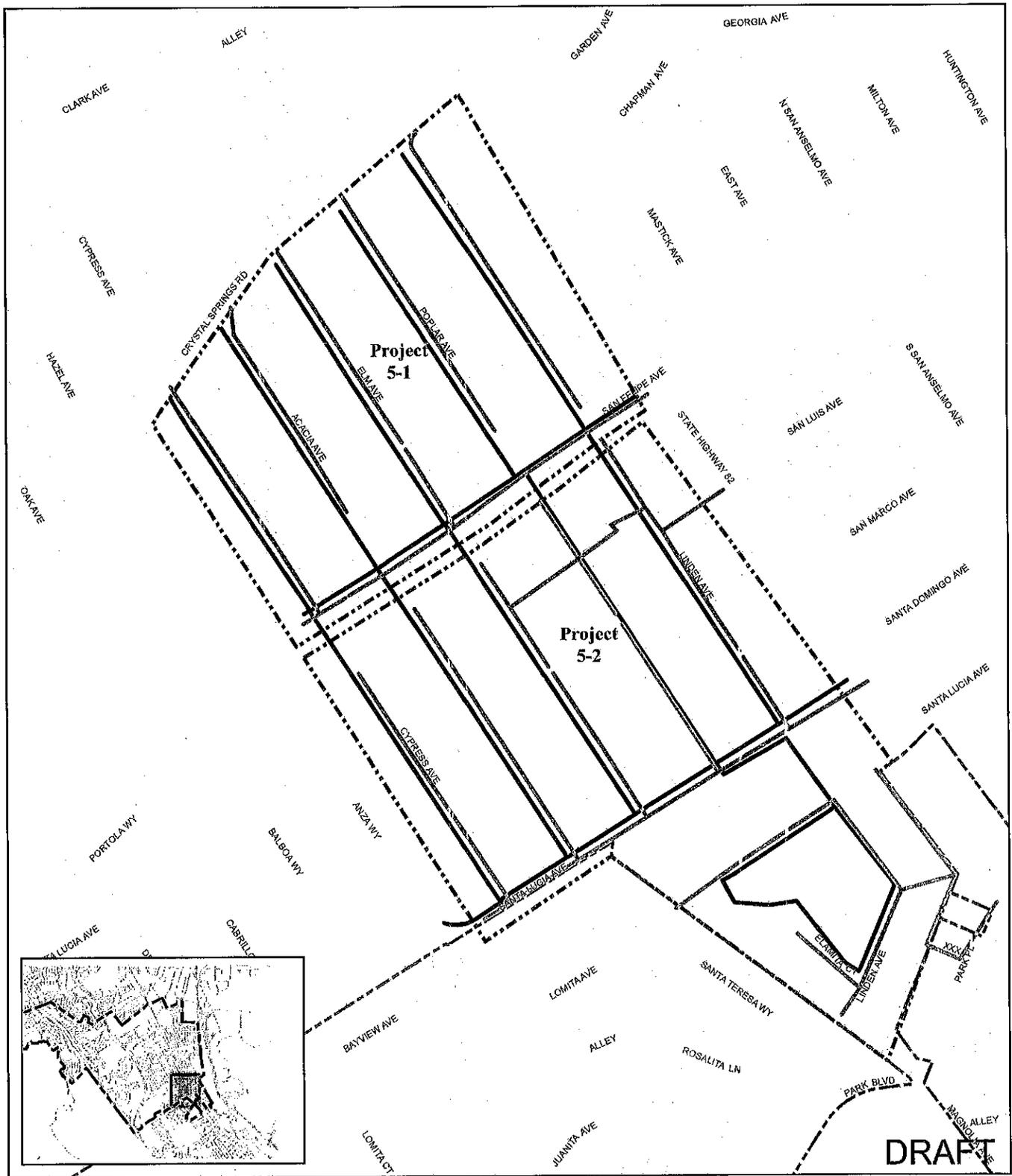


<b>LEGEND</b>	
<b>Priority 4 Projects</b>	<b>Sewer Pipes</b>
Project 4-1	6-Inch
Project 4-2	8-Inch
Project 4-3	10-Inch
	18-Inch
	<b>Water Pipes</b>
	8-inch
	10-Inch
	12-inch



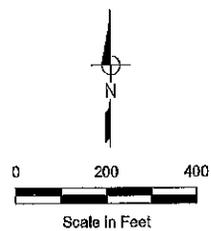
**FIGURE R4-1**  
**San Bruno CIP**  
**Work Plan**  
**PRIORITY 4 MAIN**  
**REPLACEMENT PROJECT**





**LEGEND**

	City Limits		Sewer Pipes
	Priority 5 Projects		Water Pipes
	Project 5-1		8-inch
	Project 5-2		10-inch
			12-inch



**FIGURE R5-1**  
**San Bruno CIP**  
**Work Plan**  
**PRIORITY 5 MAIN**  
**REPLACEMENT PROJECT**



**DRAFT**  
**Attachment 7**

<b>Table R-1. Main Replacement Priority Area 1 Projects</b>			
Project Identifier	Project Description	Project Construction Cost, \$M	Project Capital Cost, \$M <sup>(a)</sup>
Project 1-1	Replace existing sewer pipelines with: 4771 feet of new 6-inch diameter pipeline on Mills Avenue, Masson Avenue, Easton Avenue, Green Avenue, Henry Avenue, and San Bruno Avenue. 506 feet of new 8-inch diameter pipeline on Green Avenue. 251 feet of new 10-inch diameter pipeline in private easement between Green Avenue and Henry Avenue.	\$1.58	\$2.14
	Replace existing water pipelines with: 7712 feet of new 8-inch diameter pipeline on Huntington Avenue, Mills Avenue, Masson Avenue, Easton Avenue, Green Avenue, Henry Avenue, El Camino Real, and San Bruno Avenue.	\$2.78	\$3.75
	<b>Project 1-1 Total</b>	<b>\$4.36</b>	<b>\$5.89</b>
Project 1-2	Replace existing sewer pipelines with: 4909 feet of new 6-inch diameter pipeline on Mills Avenue, Masson Avenue, Easton Avenue, Green Avenue, Henry Avenue, and Euclid Avenue. 749 feet of new 10-inch diameter pipeline on Huntington Avenue.	\$2.72	\$3.68
	Replace existing water pipelines with: 8443 feet of new 8-inch diameter pipeline on Huntington Avenue, Mills Avenue, Masson Avenue, Easton Avenue, Green Avenue, Henry Avenue, El Camino Real, and Euclid Avenue.	\$2.78	\$3.76
	<b>Project 1-2 Total</b>	<b>\$5.51</b>	<b>\$7.43</b>
Project 1-3	Replace existing sewer pipelines with: 3640 feet of new 6-inch diameter pipeline on Huntington Avenue, Mills Avenue, Masson Avenue, Easton Avenue, Green Avenue, and Henry Avenue. 285 feet of new 8-inch diameter pipeline on Huntington Ave.	\$1.88	\$2.53
	Replace existing water pipelines with: 6361 feet of new 8-inch diameter pipeline on Huntington Avenue, Mills Avenue, Masson Avenue, Easton Avenue, Green Avenue, Henry Avenue, El Camino Real, and Forest Lane.	\$2.10	\$2.83
	<b>Project 1-3 Total</b>	<b>\$3.97</b>	<b>\$5.36</b>
Storm Drain Project CD-1 <sup>(b)</sup>	Bolt Manholes and Install Catch Basin Backflow Preventers in the vicinity of San Mateo, Huntington, Angus, and Kains Avenues		
	<b>Project CD-1 Total</b>		

<sup>(a)</sup> Project capital costs are 35% higher than construction costs.

<sup>(b)</sup> The costs for Storm Drain Project CD-1 are proportionally split between Area 1 and Area 3 by length of pipe in each priority area.

Table R-2. Main Replacement Priority Area 2 Projects			
Project Identifier	Project Description	Project Construction Cost, \$M	Project Capital Cost, \$M <sup>(a)</sup>
Project 2-1	Replace existing sewer pipelines with:  1960 feet of new 6-inch diameter pipeline on West Angus Avenue, Maryland Place, Sylvan Avenue, and in private easement between West Angus Avenue and San Mateo Avenue.  391 feet of new 8-inch diameter pipeline on Huntington Avenue. 302 feet of new 10-inch diameter pipeline on Huntington Avenue and West Angus Avenue.  305 feet of new 14-inch diameter pipeline on West Angus Avenue.  121 feet of new 20-inch diameter pipeline on West Angus Avenue.	\$1.55	\$2.09
	Replace existing water pipelines with:  3764 feet of new 8-inch diameter pipeline on Huntington Avenue, West Angus Avenue, Maryland Place, and Sylvan Avenue.	\$1.71	\$2.31
	<b>Project 2-1 Total</b>	<b>\$3.26</b>	<b>\$4.40</b>
Project 2-2	Replace existing sewer pipelines with:  3146 feet of new 6-inch diameter pipeline on N. San Anselmo Avenue, Martin Place, Cyprus Court, Milton Avenue, and in private easements between Mastick Avenue and San Mateo Avenue.  1896 feet of new 10-inch diameter pipeline on Taylor Avenue and Huntington Avenue. 747 feet of new 12-inch diameter pipeline on Florida Avenue and Huntington Avenue. 82 feet of new 18-inch diameter pipeline on Huntington Avenue.	\$2.57	\$3.47
	Replace existing water pipelines with:  4118 feet of new 8-inch diameter pipeline on Milton Avenue, Huntington Avenue, Florida Avenue, Taylor Avenue, Cypress Court, and N San Anselmo Avenue. 128 feet of new 12-inch diameter pipeline on Taylor Avenue.	\$2.04	\$2.75
	<b>Project 2-2 Total</b>	<b>\$4.61</b>	<b>\$6.23</b>
Project 2-3	Replace existing sewer pipelines with:  4985 feet of new 6-inch diameter pipeline on Carleton Avenue, Terrace Avenue, N San Anselmo Avenue, Milton Avenue, Texas Place, Kensington Avenue, Garden Avenue, Chapman Avenue, East Avenue, and in private easement between Mastick Avenue and State Highway 82. 902 feet of new 8-inch diameter pipeline on Cupid Row and Georgia Avenue. 1124 feet of new 10-inch diameter pipeline on Huntington Avenue.	\$2.17	\$2.93
	Replace existing water pipelines with:  6456 feet of new 8-inch diameter pipeline on Huntington Avenue, Cupid Row, Carleton Avenue, Terrace Avenue, Georgia Avenue, Milton Avenue, Texas Place, Kensington Avenue, Garden Place, Chapman Avenue, East Avenue, and N San Anselmo Avenue. 83 feet of new 12-inch diameter pipeline on Milton Avenue.	\$2.98	\$4.02
	<b>Project 2-3 Total</b>	<b>\$5.15</b>	<b>\$6.95</b>
Storm Drain Project AD-1	Belle Air Box: North Side of Pine Street.		
	<b>Project AD-1 Total</b>		
Storm Drain Project F-1	Pipeline Improvement: San Bruno Avenue East.		
	<b>Project F-1 Total</b>		
Storm Drain Project E-1	Pipeline Improvement: 7th and Angus Avenues adjacent to pump station.		
	<b>Project E-1 Total</b>		

<sup>(a)</sup> Project capital costs are 35% higher than construction costs.

Table R-3. Main Replacement Priority Area 3 Projects			
Project Identifier	Project Description	Project Construction Cost, \$M	Project Capital Cost, \$M <sup>(a)</sup>
Project 3-1	Replace existing sewer pipelines with: 4355 feet of new 6-inch diameter pipeline on Green Avenue, Hensley Avenue, Easton Avenue, Masson Avenue, Kains Avenue, Sylvan Avenue, and West Angus Avenue. 1712 feet of new 8-inch diameter pipeline on Green Avenue, Easton Avenue, and West Angus Avenue. 1023 feet of new 14-inch diameter pipeline on West Angus Avenue.	\$1.82	\$2.46
	Replace existing water pipelines with: 7916 feet of new 8-inch diameter pipeline on Green Avenue, Hensley Avenue, Easton Avenue, Masson Avenue, Kains Avenue, Sylvan Avenue, and West Angus Avenue.	\$2.85	\$3.85
	<b>Project 3-1 Total</b>	<b>\$4.67</b>	<b>\$6.30</b>
Project 3-2	Replace existing sewer pipelines with: 4771 feet of new 6-inch diameter pipeline on Hensley Avenue, Green Avenue, Easton Avenue, Masson Avenue, Mills Avenue, and West San Bruno Avenue. 506 feet of new 8-inch diameter pipeline on Green Avenue. 562 feet of new 10-inch diameter pipeline on Huntington Avenue and in private easement between Green Avenue and Hensley Avenue.	\$1.72	\$2.33
	Replace existing water pipelines with: 6782 feet of new 8-inch diameter pipeline on State Highway 82, Hensley Avenue, Green Avenue, Easton Avenue, Masson Avenue, Mills Avenue, Huntington Avenue, and West San Bruno Avenue.	\$2.44	\$3.30
	<b>Project 3-2 Total</b>	<b>\$4.16</b>	<b>\$5.62</b>
Project 3-3	Replace existing sewer pipelines with: 4909 feet of new 6-inch diameter pipeline on Hensley Avenue, Green Avenue, Easton Avenue, Masson Avenue, Mills Avenue, and Euclid Avenue. 749 feet of new 10-inch diameter pipeline on Huntington Avenue.	\$1.66	\$2.24
	Replace existing water pipelines with: 6596 feet of new 8-inch diameter pipeline on State Highway 82, Hensley Avenue, Green Avenue, Easton Avenue, Masson Avenue, Mills Avenue, Huntington Avenue, and Euclid Avenue.	\$2.37	\$3.21
	<b>Project 3-3 Total</b>	<b>\$4.04</b>	<b>\$5.45</b>
Project 3-4	Replace existing sewer pipelines with: 3641 feet of new 6-inch diameter pipeline on Hensley Avenue, Green Avenue, Easton Avenue, Masson Avenue, Mills Avenue, and Huntington Avenue. 285 feet of new 8-inch diameter pipeline on Huntington Avenue.	\$1.09	\$1.47
	Replace existing water pipelines with: 6389 feet of new 8-inch diameter pipeline on State Highway 82, Hensley Avenue, Green Avenue, Easton Avenue, Masson Avenue, Mills Avenue, Huntington Avenue, and Forest Lane.	\$2.30	\$3.11
	<b>Project 3-4 Total</b>	<b>\$3.39</b>	<b>\$4.57</b>
Storm Drain Project CD-1 <sup>(b)</sup>	Bolt Manholes and Install Catch Basin Backflow Preventers in the vicinity of San Mateo, Huntington, Angus, and Kains Avenues		
	<b>Project CD-1 Total</b>		

<sup>(a)</sup> Project capital costs are 35% higher than construction costs.

<sup>(b)</sup> The costs for Storm Drain Project CD-1 are proportionally split between Area 1 and Area 3 by length of pipe in each priority area.

**Table R-4. Main Replacement Priority Area 4 Projects**

Project Identifier	Project Description	Project Construction Cost, \$M	Project Capital Cost, \$M <sup>(a)</sup>
Project 4-1	Replace existing sewer pipelines with: 4709 feet of new 6-inch diameter pipeline on Elm Avenue, Poplar Avenue, Acacia Avenue, Linden Avenue, Cypress Avenue, San Anselmo Avenue, San Marcos Avenue, and San Felipe Avenue. 2026 feet of new 8-inch diameter pipeline on State Highway 82 and San Antonio Avenue. 570 feet of new 10-inch diameter pipeline on San Antonio Avenue. 1007 feet of new 18-inch diameter pipeline on San Antonio Avenue. 2237 feet of UNKNOWN diameter pipeline on San Antonio Avenue leading to the Lomita Pump Station	\$3.12	\$4.22
	Replace existing water pipelines with: 5906 feet of new 8-inch diameter pipeline on San Antonio Avenue, San Luis Avenue, San Felipe Avenue, San Marcos Avenue, San Anselmo Avenue, and State Highway 82. 1008 feet of new 10-inch diameter pipeline on San Felipe Avenue. 1072 feet of new 12-inch diameter pipeline on San Felipe Avenue.	\$3.16	\$4.26
	<b>Project 4-1 Total</b>	<b>\$6.28</b>	<b>\$8.48</b>
Project 4-2	Replace existing sewer pipelines with: 4419 feet of new 6-inch diameter pipeline on Santa Domingo Avenue, Santa Lucia Avenue, San Benito Avenue, Santa Inez Avenue, and San Anselmo Avenue.	\$1.19	\$1.61
	Replace existing water pipelines with: 4438 feet of new 8-inch diameter pipeline on Santa Domingo Avenue, Santa Lucia Avenue, San Benito Avenue, Santa Inez Avenue, and San Anselmo Avenue. 633 feet of new 10-inch diameter pipeline on State Highway 82.	\$1.88	\$2.54
	<b>Project 4-2 Total</b>	<b>\$3.08</b>	<b>\$4.15</b>
Project 4-3	Replace existing sewer pipelines with: 3809 feet of new 6-inch diameter pipeline on Santa Clara Avenue, San Diego Avenue, Santa Maria Avenue, Santa Helena Avenue, San Juan Avenue, and San Anselmo Ave.	\$1.03	\$1.39
	Replace existing water pipelines with: 4936 feet of new 8-inch diameter pipeline on Santa Clara Avenue, San Diego Avenue, Santa Maria Avenue, Santa Helena Avenue, San Juan Avenue, and San Anselmo Avenue. 1358 feet of new 10-inch diameter pipeline on State Highway 82.	\$2.39	\$3.22
	<b>Project 4-3 Total</b>	<b>\$3.42</b>	<b>\$4.61</b>

<sup>(a)</sup> Project capital costs are 35% higher than construction costs.

**Table R-5. Main Replacement Priority Area 5 Projects**

Project Identifier	Project Description	Project Construction Cost, \$M	Project Capital Cost, \$M <sup>(a)</sup>
Project 5-1	Replace existing sewer pipelines with: 5382 feet of new 6-inch diameter pipeline on Elm Avenue, Poplar Avenue, Acacia Avenue, Linden Avenue, Cypress Avenue, and San Felipe Avenue.	\$1.45	\$1.96
	Replace existing water pipelines with: 4538 feet of new 8-inch diameter pipeline on Elm Avenue, Poplar Avenue, Acacia Avenue, Linden Avenue, and Cypress Avenue.  1163 feet of new 12-inch diameter pipeline on San Felipe Avenue.	\$2.26	\$3.05
	<b>Project 5-1 Total</b>	<b>\$3.71</b>	<b>\$5.02</b>
Project 5-2	Replace existing sewer pipelines with: 9132 feet of new 6-inch diameter pipeline on Elm Avenue, Poplar Avenue, Acacia Avenue, Linden Avenue, Cypress Avenue, Santa Clara Avenue, Lomita Avenue, Elamita Court, Park Place, and in private easements between: Linden Avenue and Park Place; Linden Avenue and State Highway 82; and Elm Avenue, Poplar Avenue, Linden Avenue, and State Highway 82.	\$2.47	\$3.33
	Replace existing water pipelines with: 8327 feet of new 8-inch diameter pipeline on Elm Avenue, Poplar Avenue, Acacia Avenue, Linden Avenue, Cypress Avenue, Santa Clara Avenue, Lomita Avenue, Elamita Court, Park Place, and in private easement between Elamita Court and Lomita Avenue.	\$3.00	\$4.05
	<b>Project 5-2 Total</b>	<b>\$5.46</b>	<b>\$7.38</b>

<sup>(a)</sup> Project capital costs are 35% higher than construction costs.





**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** June 24, 2014  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Klara A. Fabry, Public Services Director  
**SUBJECT:** Receive Report and Provide Direction Regarding Alternatives for Repair and Replacement of Private Sewer Laterals

**BACKGROUND:**

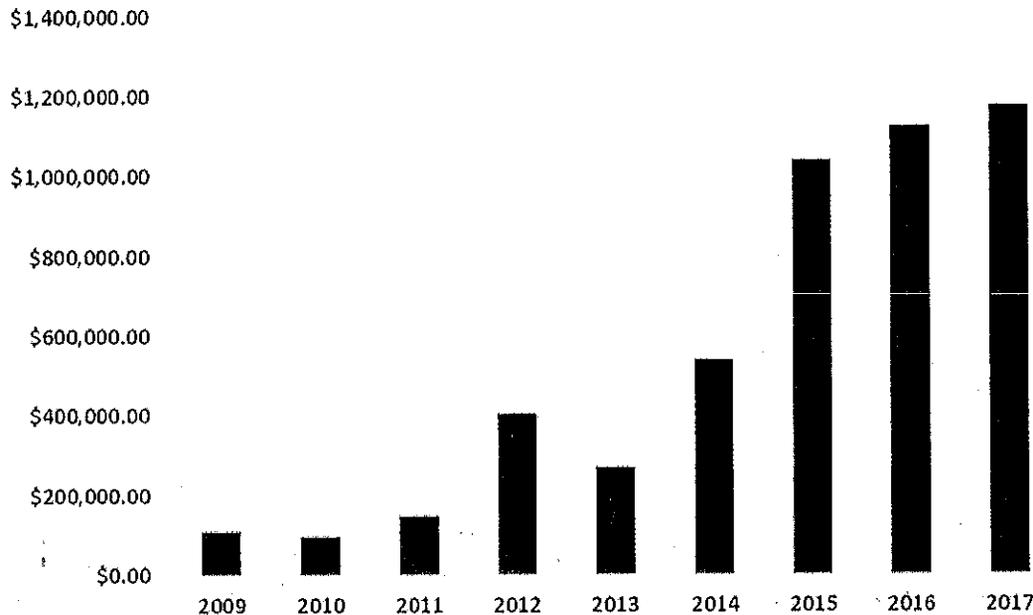
The City of San Bruno provides residents with sanitary sewer collection and discharge services through a system that includes approximately 85 miles of gravity sewer mains, 2 miles of pressure (force) mains, and 6 sewer pump stations. All wastewater is conveyed to the City of South San Francisco's Shaw Road Pump Station and from there it is pumped to the Water Quality Control Plant jointly owned by the cities of South San Francisco and San Bruno. The sewer system also includes approximately 11,000 sewer laterals owned by private property owners that connect to the City's sewer main. Protection of the community's public health requires that the system be managed in the most effective and efficient way possible.

While property owners own their individual sewer laterals that connect their homes to the sewer main, in 1986 the City adopted Resolution 1986-64 (Attachment 1) providing that if property owners installed a City-conforming cleanout at their expense (at a cost of a few hundred dollars at most), the City would maintain, repair and replace their lower lateral (the section from the cleanout to the sewer main) in perpetuity. A \$0.60 per month, per household fee was added to the base wastewater rate as part of that action to cover the cost of the City's additional service. This fee has not been adjusted since 1986, and accounts for only about \$43,000 in revenue per year. The City's actual costs to respond to property owners and provide the services to maintain and repair private lower laterals exceeded \$300,000 in 2013 and are on pace to exceed \$500,000 in 2014, which is more than ten times the amount collected.

The chart below projects that in only a few years, the City's costs to maintain, repair and replace private lower laterals could exceed \$1.1 million. Approximately 25% of all private lower laterals in the City of San Bruno are maintained by the City (those that have approved cleanouts). Due to the age and condition of these laterals, requests for service/repairs and permits for installation of new clean-outs have increased dramatically over the past five years, creating unsustainable demands on City resources. Moreover, continuing to fund these expenditures diverts resources away from other pressing operational needs.

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### Private Sewer Lateral Repair Costs



On July 29, 2011, the City of San Bruno entered into a Consent Decree (CD) with the San Francisco Baykeeper to settle litigation that Baykeeper had filed against the City for alleged violations of the Clean Water Act. Primarily, Baykeeper asserted that Sanitary Sewer Overflows ("SSOs") throughout the City, including those resulting from damaged private laterals, were contaminating the waters of the United States. While the City denied the allegations of the complaint and did not admit liability in the CD, the City nevertheless agreed to resolve the case to avoid the uncertainty and cost of further litigation.

The Baykeeper settlement requires that the City address the problems caused by defective private sewer laterals. At the April 8, 2014 meeting, the City Council adopted an ordinance requiring private property owners to test, repair, and/or replace defective laterals upon sale of their property. This action is a step toward meeting the requirements of the CD. As lateral replacements increase due to the Point of Sale ordinance, City expenses will need to be adjusted to meet the demand caused by the increase in repair requests related to home sales.

#### DISCUSSION:

Because the existing sewer lateral maintenance policy has created City liability that is no longer commensurate with the minimal amount collected as part of the sewer rates, staff recommends that the City Council consider repealing Resolution 1986-64 and adopting an ordinance making property owners responsible for the maintenance, repair and replacement of their lower laterals, regardless of whether they have installed a conforming cleanout. Staff would still respond to requests for emergency service from homeowners and would provide rodding, and TV inspection in order to restore service until the homeowner could arrange for a long term solution.

In addition, the City could partner with one of several available warranty companies that would offer coverage to property owners if their laterals need repair or replacement. For a monthly premium of less than \$10, these companies provide between \$6,000-8,000 of coverage to repair or replace defective laterals, including the upper lateral, which has always been the sole responsibility of the property owner. Several local agencies that have experience with these companies have reported positive results when homeowners sign up for the program. The City could partner with a selected warranty company to assist with providing outreach and information to property owners.

Staff has identified several other alternatives that stop short of placing full responsibility for repair and replacement of lower laterals with conforming cleanouts on property owners. For example, property owners could still be responsible for replacing their lower lateral, but after replacement, the City could assume maintenance responsibility. This would reduce City liability and costs, but would still require expenditures that far exceed the amount collected. Another alternative would be for the City to offer a cost-sharing program, funded by grants, loans, or a combination, that would provide a portion of the cost of lower lateral replacement up to a certain limit. A source of funding for such a program would have to be identified.

**FISCAL IMPACT:**

Staff anticipates that City costs for lower lateral response and repairs will continue to rise. Each of the alternatives identified will have different fiscal impacts. Adopting staff's recommendation will result in the least negative impact on City resources. The other alternatives would be more costly, but less costly than continuing the current practice. Once the City Council provides direction, staff can return with more accurate estimates of the fiscal impact.

**RECOMMENDATION:**

Receive report and provide direction regarding alternatives for the repair and replacement of private sewer laterals.

**ATTACHMENTS:**

1. Resolution 1986-64
2. Policy Recommendations

**DATE PREPARED:**

June 18, 2014

RESOLUTION NO. 1986 -64

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO  
ESTABLISHING POLICY RE MAINTENANCE OF SEWER COLLECTOR SYSTEM

WHEREAS, the sewer collector mains, manholes, and lift stations are owned exclusively by the City and serve the public as a whole;

WHEREAS, the City does maintain and repair said mains, manholes, and lift stations;

WHEREAS, the individual property sewer laterals are owned exclusively by the property owner and serve only one individual property; and

WHEREAS, the San Bruno City Council did incorporate into the basic rate structure an additional monthly charge of \$0.60 per household per month for an expansion of services to the lateral;

NOW, THEREFORE RESOLVED that the San Bruno City Council hereby adopts the following revised policy on maintenance of the sewer laterals:

1. The property owner must first expose the sewer lateral cleanout upon the property near the property line. The City will thereafter provide 24-hour service to rod the lateral.

2. If no cleanout exists, it will be the responsibility of the property owner to install a cleanout upon the property near the property line at owner expense.

3. If the City determines from rodding, dye testing, or other means that the lateral is blocked, broken, or crushed, the City will repair or replace the lateral from the property line to the main at City expense.

4. If the City determines that the lateral under the street easement is clear, and that the blockage or break is within the lateral prior to the cleanout, it shall be the responsibility of the owner to repair or replace the lateral from the building to the property line at owner expense.

5. Said Council, at its discretion, reserves the right to revise fees and services upon due notice to property owners of record.

FURTHER RESOLVED that this Resolution replaces and supersedes Resolution 1976-3 adopted by said Council on January 12, 1976.

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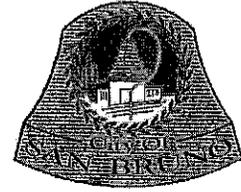
I hereby certify that the foregoing Resolution No. 1986 -64 was duly introduced and adopted by the San Bruno City Council at a regular meeting held on October 27, 1986, by the following vote:

AYES: COUNCILMEMBER Barnard, Pallas, Ricci, Simon; Mayor Marshall

NOES: COUNCILMEMBER None

ABSENT: COUNCILMEMBER None

*Terri Rasmussen*  
City Clerk



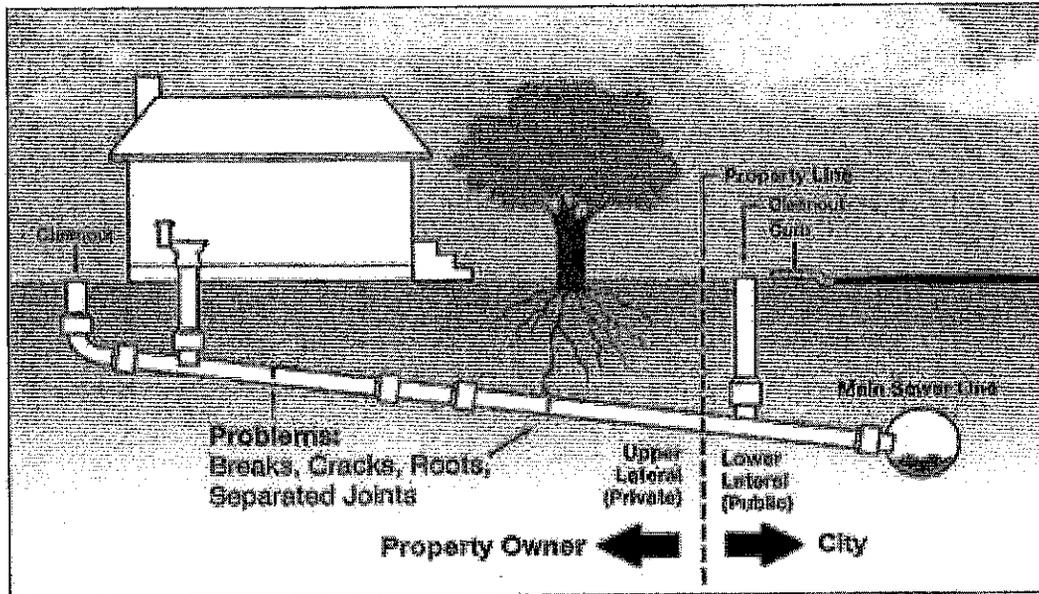
## Sanitary Sewer Lateral Policy Recommendations

### Background

- Ordinance 1986-64 established the existing policy for the maintenance of individual property sewer laterals. The policy establishes exclusive ownership of the lateral by the property owner and also establishes that the City will maintain the service lateral pipeline from the sewer main to the property line, (referred to as the lower lateral in the sewer maintenance industry), **IF** there is a City-approved cleanout installed at or near the property line. The Ordinance and the current policy summary, spelled out in a handout titled "Property Owner's Responsibility for Water & Sewer Lines", does not address the issue of ownership, only maintenance of the Lateral.

If a property owner has sewer problems and it is determined that the problem is located in the portion of the sewer lateral downstream of the property line, (Lower lateral) the City will correct the problem, including repair or replacement, once the property owner installs a City-approved cleanout. SSO's related to private laterals have been significant with staff and resources increasingly dedicated to their repair and maintenance. Under current policy the city is held responsible for overflows, reporting, cleanup and repairs. In increasing numbers homeowners are installing cleanouts with requests for the city to repair/replace lower laterals. (see page 5 chart projections)

- Currently about 25% of Homeowners connections have City-approved cleanouts installed.
- The City currently makes between 30 and 50 repairs to the sewer system every year, 90% of the repairs are to fix problems associated with lower laterals.
- It requires a minimum of a two person crew to perform regular maintenance on the lower laterals within the system.
- The number of lower laterals the City is responsible for maintaining increases yearly as more City-approved cleanouts are installed by homeowners.
- The cost for maintenance of the lower laterals is increasing as the number of lower laterals that the City is responsible for maintaining increases.



(Lateral Location Example)

## Considerations

Adopting policies that place the responsibility for the repair or replacement with the property owners will provide the City with a sustainable program that will address the structural integrity of the sanitary system, reduce the entry of infiltration and inflow from the sewer laterals and reduce the number of SSOs.

The goal of an adjusted policy is to minimize or eliminate preventable Sanitary Sewer Overflows (SSOs) originating from upper and lower sewer laterals and achieve compliance with current Federal, State, and Local regulatory agencies requirements and Non Government Organization (NGO) compliance agreements, (i.e: Bay Keepers).

## Goal

- Develop management alternatives for Lateral Policy to ensure structural integrity of sanitary system to reduce SSO's

## Expected Outcomes

- Identify and describe sanitary sewer lateral maintenance & repair options
- Define projected costs regarding performing maintenance and repair of for each option:

## Nearby Cities Surveyed

To gain insight into current operational practices and impacts to citizens, ten nearby cities and three sanitary sewer districts (SSDs) have been surveyed to determine the sewer lateral policies and practices that are currently being employed by other Peninsula cities and Bay Area SSDs.

The following cities and districts surveyed:

- Belmont
- Brisbane
- Burlingame
- Daly City
- Foster City
- Millbrae
- Redwood City
- San Carlos
- San Mateo
- South San Francisco
- Dublin San Ramon Sanitary District
- Oro Loma Sanitary District
- Union Sanitary District

## Survey Findings

### **Sewer Lateral Ownership**

- Three cities own the lower lateral only if an approved clean-out has been installed
- Seven cities and the three districts have no lateral ownership

### **Lower Lateral Sewer Maintenance Responsibility**

- Four cities and three districts have no lateral maintenance responsibility
- Six cities reported that they maintain the lower lateral if a proper cleanout is installed by the property owner. They clear blockages and make repairs or replace the lower lateral under varying conditions.

### **Lateral Inspection and Testing for Repairs/Replacement**

- Four agencies require closed circuit television video inspection of new or repaired sewer laterals before the work/permit is approved.
- One city requires CCTV video inspection, smoke testing, dye testing, or other methods as deemed necessary by the Director of Public Works.

- Three cities require low pressure air test and/or pressurized water leakage tests before the work is approved for lateral replacement/repair.
- Two of the districts require air test and/or pressurized water leakage tests with CCTV video inspection before the work is approved.

### **Changes to Sewer Lateral Policies Caused by the Issuance of the SWRCB's SSO Waste Discharge Requirements and/or NGO Consent Decrees**

- Those cities that are making the most significant changes to their policies are doing so because of Consent Decrees. With several agencies implementing a cost sharing program for repair and replacement of sewer laterals.

### **Lower Lateral Financial Support**

- Two cities currently provide minimal repair and replacement support to citizens.
- San Mateo implemented a cost sharing repair and replacement program.
- One sanitary district provides low interest loans and another district only provides limited financial assistance in rare hardship cases and then places a lien on the property for reimbursement.

## **Sewer Lateral Policy ALTERNATIVES**

### **POLICY ALTERNATIVES:**

#### ALTERNATIVE 1:

- 1. Change the policy to remove the requirement of lower lateral replacement after installation of a clean out. Under this change, when defects are found regardless of clean out status homeowners would be responsible for repairs. After a lateral has been repaired the city would include lateral into ongoing maintenance program.**

#### **Discussion:**

The current practice regarding private laterals is that crews respond for requests for service to assist homeowners who experience problems with their lateral. If a clean out that meets City Standard is in place, crews work to clear any blockage or coordinate a repair or replacement of the lateral to restore service.

If an approved clean out is not in place, a homeowner can hire a plumber to install an approved clean out, then request that City crews repair or replace (at city expense) the remaining portion of the lateral from the cleanout to the main. (this involves digging in the streets, sidewalks etc.)

City staff have experienced a growing demand for lateral replacements and a corresponding increase in costs associated with these repairs.

The adjustment called for under this option would require the homeowner to repair the entire lateral at their expense at which time the City would then include this lateral into the ongoing Maintenance Program.

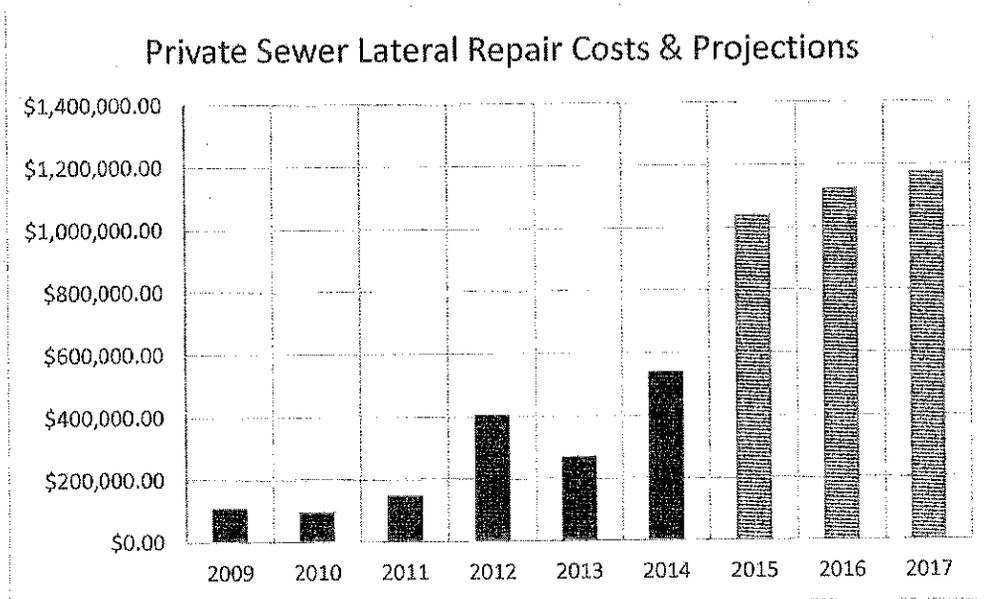
This approach will include the time and materials to continue responding to private property related sanitary sewer overflows, clearing blockages as needed and providing information to homeowners related to their laterals. As part of the Point of Sale program staff time will be needed to review and approve video inspections. It is anticipated that due to the P.O.S program cleanout installations will increase and will require additional staff time for on-going maintenance.

**COST - \$135,843 (Annually)**

Annual costs under this option will be reduced from \$308,696 to \$135,843. This reduction would come about due to the elimination of private lateral repairs that the City is currently experiencing. Without an adjustment to the policy, costs for replacements will continue to escalate requiring an adjustment to resource allocations.

These costs are broken down as follows:

- Calls for service during normal work time  
355 calls for a total of 85,711
- Calls for service after hours  
134 calls for a total of 32,545
- Maintenance--( videos, lateral rodding, chemical foaming)  
49 occasions at a total of 17,587 (will increase)



## **Advantage**

- An advantage of this option is that it would shift the responsibility of repairs maintenance to homeowners. This shift would allow staff to better focus on mainline maintenance and repairs.
- Lower SSO reports as any overflows would be solely the responsibility of the homeowners.

## **Dis-Advantage**

- Increasing costs: As the number of laterals needing ongoing maintenance continues to increase, costs will continue to rise and will necessitate the need for adding additional staff to respond to the expanding maintenance needs.
- Due to the commitment of maintenance staff will immediately respond and work to remedy and restore sewer service. This response negatively impacts other planned maintenance and repair.

**ALTERNATIVE 2:**

**Change the policy to state that the property owner is responsible for the entire service lateral from the structure to the sewer main connection, and provide very limited services to citizens.**

This option would allow the city to dis-continue services to clear sewer blockages and require citizens to maintain both the upper and lower lateral and require the property owners to make any needed maintenance, repairs or replacements. Under this option the City could opt to provide technical advice/guidance via a courtesy site visit to sewer customers but on a limited basis.

**COST – ZERO**

While the City would save the cost of the sewer repairs under this option, most agencies that have tried this approach where they historically have made the needed repairs or replacement of the lower laterals have failed to get the revised policies adopted by their governing boards.

Several of the agencies surveyed use this type of policy. However, all these agencies have never maintained the lower lateral. Adopting this strategy, if it is politically feasible, would reduce the workload on the sewer maintenance department and allow staff to better focus on mainline maintenance.

**Advantage**

- An advantage of this option is that it would shift the responsibility of repairs and on-going maintenance to homeowners. This shift would allow staff to better focus on mainline maintenance and repairs.
- Lower SSO reports as any overflows would be solely the responsibility of the homeowners.
- Costs would be drastically reduced under this option.

**Dis-Advantage**

- Not allow the City to be pro-active in responding to sewer problems.
- Frustration from citizens will likely increase due to lack of customer service.

ALTERNATIVE 3:

**3. Change the policy to remove the requirement of lower lateral replacement after installation of a clean out. This change would mean that the homeowner is responsible for the entire service lateral from the structure to the sewer main connection, including any necessary repairs or maintenance regardless of clean out status.**

Staff is recommending that this alternative include the ability of City Staff to provide response to requests for service, providing a solution if cleaning is possible, T.V the lateral if possible and provide information to homeowners as to the condition of their lateral and possible steps for long term remedy.

This alternative does not recommend the inclusion of lateral in an ongoing maintenance program, however this alternative would require staff to respond to requests for service, provide information, T.V the line and clean if possible, however if the line is damaged or otherwise not constructed properly, property owners would be provided with information about their responsibility for repairs. Information would also be provided for Grant/cost-sharing lateral replacement program.

If staff finds that repairs to the lateral are needed, this information would be noted into the CMMS system. If the citizen calls at a later date with further requests for service, staff can advise customer of the previous findings and recommendations for repairs. (Daly city policy)

COST – \$118,256 (Annually)

**Costs associated with this option include site visits responding to requests for service.**

- Calls for service during normal work time  
355 calls for a total of \$ 85,711
- Calls for service after hours  
134 calls for a total of \$ 32,545

**Advantage**

- City staff would be able to provide high quality customer response & technical advice.
- Current costs would be reduced as crews could focus on mainline maintenance and repairs instead of lateral repair.
- Responsibility of costly lateral repairs and on-going maintenance would return to homeowners.
- Lower SSO's attributed to the City would result as any overflows would be solely the responsibility of the homeowners.

**Dis-Advantage**

- Some citizens may feel that the city should take ALL of the responsibility and pay all of the cost instead of a cost share.
- Repairs to laterals would be voluntary (Except Point of Sale)

### PRIVATE SEWER LATERAL POLICY ALTERNATIVES MATRIX

	Ongoing Maintenance	SSO Responsibility	Customer Service	Annual Cost
Alt. 1	City	Homeowner	Med	\$135,843.00
Alt. 2	Homeowner	Homeowner	Low	\$0.00
Alt. 3	Homeowner	Homeowner	High	\$118,256.00

#### ADDITIONAL PROGRAMS:

- **Warranty Program:** A partnership with a company that offers warranty coverage for repair and replacement of laterals. If implemented this program would provide the funds necessary for the repair of private laterals for those who enroll in the warranty protection program.
- **Grant Program:** A Grant/Cost Sharing program which could provide funds up to \$5,000 for private lateral replacements.

A cost-sharing grant program to provide financial assistance with any major repair or replacement project involving the lower lateral. Under this type of program the 50% share would extend up to a maximum of \$5,000.

A program such as this (if adopted) would require the property owners to make any needed repairs or replacement at their cost or under a possible cost share. Under this option the City could still provide technical advice/guidance and some maintenance if possible via a courtesy site visit to sewer customers.

While the City would save the cost of the sewer repairs or 50% of cost under this option, responsibility of SSO's would shift to homeowners whose laterals are in dis-repair, leaking, impacted by roots etc. Several of the agencies surveyed use this type of policy.

Adopting this strategy, would reduce the workload on the sewer maintenance department and allow staff to better focus on mainline maintenance.

Financial assistance would be in the form of a grant under a cost sharing program such as is in place for Sharp Park. All types of properties (residential, commercial, multi-family, etc) that are located in the city could be eligible. The property owner is responsible for all aspects of the replacement and must obtain at least three written estimates from licensed contractors. All documentation including estimates, permits and final invoice are submitted to the City for verification for approval and issuance of grant funds.

South San Francisco has developed a cost sharing program in an attempt to encourage property owners to make permanent repairs or replace sewer laterals with the city paying up to 50% of the cost up to a predefined limit. San Mateo has a 50% cost sharing program which provides up to \$5,000 towards replacement of laterals.

## Recommendations

We recommend that the City of San Bruno adopt the combination of requirements outlined in Alternative 3 which would require private ownership and responsibility but allows for city response for assistance and guidance for homeowners. This change in policy would remove inequities of service (those that have city approved clean out vs. those that don't) and reduce the cost of maintaining/replacement of sewer laterals while providing a positive mechanism for correcting sewer lateral defects that allow infiltration and inflow and impacts to the system as a whole.

In addition a partnership with a company that can offer warranty coverage for repair and replacement of laterals should be explored. If implemented this program would provide the funds necessary for the repair of private laterals for those who have enrolled in the program and experience problems with their sewer lateral.

While a cost sharing program will have a financial impact on the City, this approach would cost less than the cost of continuing maintenance & repair of the lower laterals. For example, A City cost sharing program to pay for up to one half of the property owners lower lateral repair would fund approximately twice as many lower lateral repairs and replacements as is currently being completed. This savings would increase over time with the elimination of needing to hire another sewer crew to perform the additional maintenance on the growing number of service laterals.

We also recommend that the City require video inspection of the sewer laterals followed by low pressure air test and/or pressurized water leakage tests after crews respond to citizens' call for service and a damaged lateral is found. Video inspection would identify defects that need to be corrected. If no defects are observed, then the pressure test would be performed to determine if the lateral is watertight. This recommendation is also consistent with the program that San Mateo has implemented and would provide the City of San Bruno with assurance that lateral connected to the system are in good repair and likely not contribute SSO's.



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

DATE: June 24, 2014  
TO: Honorable Mayor and Members of the City Council  
FROM: Klara A. Fabry, Public Services Director  
SUBJECT: Adopt Resolution Accepting Roadwork Improvements to Pacific Bay  
Vistas Circle, Susan Drive, and Highland Drive

**BACKGROUND:**

Renovation of the Pacific Bay Vistas Apartment Complex (formerly Treetops Apartments) has been completed. This complex consists of 14 apartment buildings with 308 residential units, surface parking lots, a new recreation building with a swimming pool and a new club house/leasing office on a 13.3-acre site.

The City Council, at its June 22, 2010 meeting, adopted an Ordinance approving an amendment to the Development Plan, adopted a resolution extending the Planned Development Permit for the 510-unit Design Alternative, and approved a Resolution approving a Renovation Design Alternative. Through the review and approval process for the development, it was determined that the portion of Susan and Highland Drives that are internal to the project are a private roadway and not owned by the City. With the approval of the project in 2010, the City Council agreed to accept ownership of the roadway on the condition that AIMCO (current owner of the property) improve the roadway and maintain ownership and maintenance responsibility for the underlying utilities. These conditions were memorialized within the Resolutions approving the project as well as the recorded Public Improvement Agreement between the City and AIMCO.

AIMCO applied for Housing and Urban Development (HUD) insured financing for the development of the Renovation Design Alternative (renovation of the existing 308-housing units). HUD required that all entitlements and discretionary action required for the project be completed prior to HUD funding. As such, AIMCO requested that the City take ownership of the roadway prior to the closing on the HUD financing. This sequence of events is outlined in the recorded Public Improvement Agreement between the City and AIMCO.

At its May 24, 2011 meeting, the City Council adopted a resolution authorizing the City Manager to execute a grant deed and grant of easement pursuant to the Public Improvement Agreement, dated August 19, 2010. The grant deed granted the portion of Susan Drive that was previously owned by AIMCO to the City of San Bruno as public

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right-of-way and the grant of easement allows the developer maintenance access to the utilities that are located within the dedicated public right-of-way.

The City Council, at its May 22, 2012 meeting, approved the name change of a portion of Susan Drive internal to the renovation project to Pacific Bay Vistas Circle as requested by AIMCO.

**DISCUSSION:**

The recorded Public Improvement Agreement between the City and AIMCO outlines the responsibilities of the City and AIMCO in relation to Pacific Bay Vistas Circle and the underlying utilities. It is the City's usual practice to require developers to improve public dedication property prior to the City taking ownership over such property. However, AIMCO represented that it will be unable to secure the HUD-insured financing for the Rehabilitation Project unless the City takes ownership of the roadway prior to closing on the HUD-insured financing. The Public Improvement Agreement established the City's acceptance of the roadway in fee title and that all sewer, water, and storm water utilities be owned and maintained by AIMCO. Furthermore, the Agreement required AIMCO to complete improvements to the roadway that City staff shall inspect upon completion. The Agreement stipulates that, "Final Acceptance of the Public Improvements shall be by the City Council..."

AIMCO has recently completed the roadway improvements and City staff has inspected the roadways are compliant with the construction requirements as set forth in the recorded Public Improvement Agreement. Staff recommends the City Council accept the roadway improvements.

**FISCAL IMPACT:**

AIMCO will provide the City with a one-year warranty of work upon acceptance of the road improvements by the City Council. At the expiration of the one-year warranty, the City will be responsible for the maintenance of the roadway along Pacific Bay Vistas Circle, Susan Drive and Highland Drive.

**ALTERNATIVES:**

1. Do not accept the roadway improvements.

**RECOMMENDATION**

Adopt resolution accepting roadwork improvements to Pacific Bay Vistas Circle, Susan Drive, and Highland Drive.

**DISTRIBUTION**

1. AIMCO San Bruno Apartment Partners, L.P.

**ATTACHEMENTS**

1. Resolution
2. Location Map

**DATE PREPARED**

June 5, 2014

**REVIEWED BY**

\_\_\_\_\_ CM

RESOLUTION NO. 2014 - \_\_\_\_

**RESOLUTION ACCEPTING ROADWORK IMPROVEMENTS TO PACIFIC BAY VISTAS CIRCLE, SUSAN DRIVE, AND HIGHLAND DRIVE**

**WHEREAS**, on June 22, 2010 the City adopted Resolution No. 2010-48 extending the approval of an Amendment to a Planned Development Permit for the 510 housing unit development known as Pacific Bay Vistas Project (Treetops Apartments), subject to certain conditions of approval; and

**WHEREAS**, on the same date the City Council adopted Resolution No. 2010-49 approving an Alternative Planned Development Permit (PDP 10-01) and an Architectural Review Permit (AR) 10-06 for the renovation of the existing Treetops Apartments, known as Pacific Bay Vistas Project, subject to certain conditions of approval; and

**WHEREAS**, on August 19, 2010 the City entered into a Public Improvements Agreement with AIMCO San Bruno Apartment Partners, L.P. (AIMCO), whereby the City agreed to accept dedication of Susan Drive and Highland Drive subject to said roads being improved by the Developer in accordance with improvement plans approved by the City; and

**WHEREAS**, the Agreement further stipulated that AIMCO would remain solely responsible for all liabilities and maintenance of the dedicated roadway and the existing improvements until the date on which the City accepts the public improvements; and

**WHEREAS**, a Grand Deed and Grant of Easement was executed and recorded with the County of San Mateo Recorder's Office on August 19, 2010; and

**WHEREAS**, on May 22, 2012 the City Council adopted a Resolution to change the name of Susan Drive to Pacific Bay Vistas Circle for the segment of roadway through the Pacific Bay Vistas Apartment Complex and changing the name of Susan Drive to Highland Drive for the segment of roadway which fronts the apartment complex to the north and connects to Sharp Park Road; and

**WHEREAS**, City staff has inspected the roadway improvements to be compliant with the construction requirements as set forth in the Public Improvements Agreement; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby adopts a resolution accepting roadwork improvements to Pacific Bay Vistas Circle, Susan Drive, and Highland Drive.

**BE IT FURTHER RESOLVED** that AIMCO will provide the City with a one-year warranty on the roadwork improvements and at the expiration of the warranty, the City will be responsible for the roadway maintenance along Pacific Bay Vistas Circle, Susan Drive, and Highland Drive.

Dated: June 24, 2014

ATTEST:

\_\_\_\_\_  
Carol Bonner, City Clerk

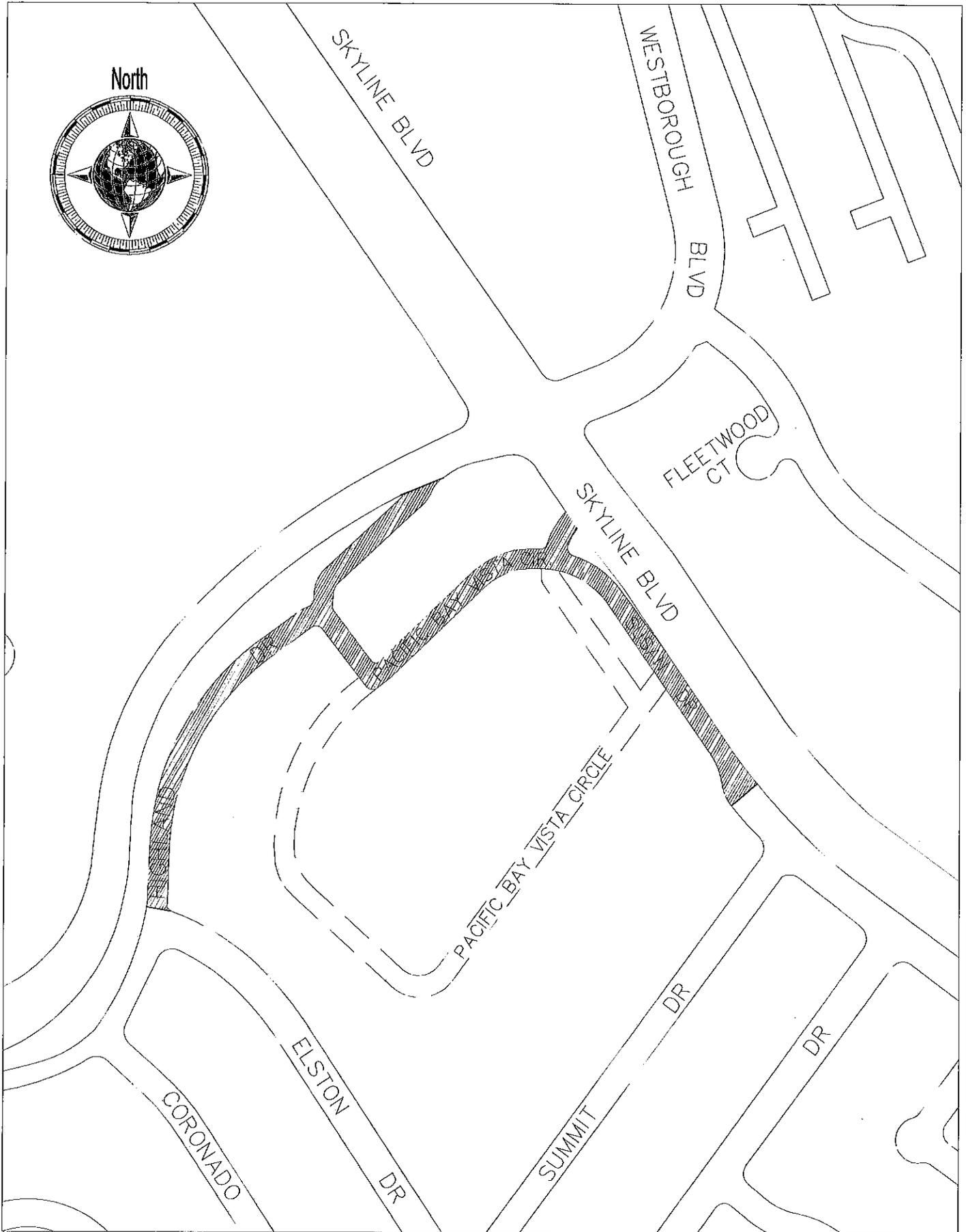
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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 24th day of June 2014 by the following vote:

AYES: Councilmembers: \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_



ATTACHMENT 2

# PACIFIC BAY VISTAS - ROADWAY IMPROVEMENTS



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** June 24, 2014

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Klara A. Fabry, Public Services Director

**SUBJECT:** Adopt Resolution Authorizing the Purchase of Four Ford F-350 Trucks and Three Ford Explorer Police Vehicles from Downtown Ford of Sacramento, California, in the Total Amount of \$260,100

**BACKGROUND:**

The City Council approved the 2013-14 Capital Improvement Program (CIP) Equipment Budget which includes appropriations for purchasing 17 replacement vehicles. At this time, seven vehicles are being considered for purchase, with ten vehicles previously approved by the City Council at the January 28, 2014 and the April 22, 2014 City Council meetings. These acquisitions are necessary to maintain a reliable fleet and to replace vehicles that have reached the end of their serviceable life.

Criteria used to evaluate a vehicle for replacement are: vehicle age, physical condition, maintenance history and level of maintenance costs, compliance with regulatory requirements, efficiency, and effectiveness.

**DISCUSSION:**

The age of the three Community Services and one Public Services vehicles is 17 years. The average age of the three Police vehicles is 5-6 years. Due to their heavy use, police vehicles have been replaced after approximately 4 years. Each of these seven vehicles has various maintenance problems with ever increasing repair and replacement part costs. All of these vehicles have reached the end of their serviceable life. Several of the Community Services and Public Services vehicles have extensive maintenance conditions that make them partly or wholly unreliable and unusable. One example is a Parks Chevrolet C30 dump truck. After 17 years of constant heavy use, the bed has separated from its hinges. The underside of the bed is warped so that a weld can only be secured to one of its two hinges. This truck can no longer serve safely as a dump truck and is restricted to limited uses as a hauler until a replacement is approved.

The three police vehicles have reached their serviceable life and Ford no longer manufactures the Crown Victoria. Replacement vehicles considered were the Ford Taurus sedan and the Ford Explorer. After an extensive search, the Police Department selected the Ford Explorer as the City's standard patrol vehicle. The Ford Explorer provides more functionality and room for all of the security equipment, communication systems, and rear seat divider units than are provided in the smaller Taurus. The Taurus is a smaller vehicle than the current Crown Victoria.

10.j.

These seven vehicles will be customized beyond the base vehicle model to perform specialized tasks. Community Services' Parks maintenance trucks will be installed with specialized bed coatings and tool boxes configured differently for each of the three trucks. Public Services' Streets and Stormwater maintenance truck will be installed with an arrow board, a specialized bed, and a tool box. The Police vehicles require customized rear-seat dividers, gun racks, communication and electronic systems.

Further details for each of the seven vehicles, including function, maintenance condition, and mileage are located in Attachment 2.

Below is a summary of the current vehicles and their replacement models.

<b>Division</b>	<b>Current Vehicle</b>	<b>Age (Years)</b>	<b>Replacement Vehicle</b>
Community Services	1997 Chevrolet C30 dump truck	17	2014 Ford F-350 dump truck
Community Services	1997 Chevrolet C30 dump truck	17	2014 Ford F-350 dump truck
Community Services	1997 Chevrolet 3500 dump truck	17	2014 Ford F-350 dump truck
Streets/Stormwater	1997 Chevrolet arrow board pickup	17	2014 Ford F-350 truck
Police	2008 Ford Crown Victoria	6	2014 Ford Explorer
Police	2008 Ford Crown Victoria	6	2014 Ford Explorer
Police	2009 Ford Crown Victoria	5	2014 Ford Explorer

In compliance with the State Contract Code and the City's local purchasing regulations, on June 2, 2014, a Notice to Bidders was sent to vehicle vendors, posted on the City's website, and advertised in the *San Mateo Daily Journal* newspaper. A total of five (5) bids were received and opened on June 17, 2014 as follows:

<b>No.</b>	<b>Contractor</b>	<b>Bid Proposal Amount</b>
1	Downtown Ford (Sacramento)	\$260,100
2	Serramonte Ford (Colma)	\$264,986
3	The Ford Store (San Leandro)	\$268,077
4	Hansel Ford (Santa Rosa)	\$270,104
5	Towne Ford (Redwood City)	\$273,134

The lowest responsive and responsible bidder, capable of delivering all of the vehicles, was Downtown Ford of Sacramento, California. Their total bid amount of \$260,100 is within the remaining \$350,000 of the 2013-14 CIP Equipment Reserve budget. If the City Council authorizes the purchase, delivery is guaranteed within 90 days.

**ALTERNATIVES:**

1. Do not purchase one or more of these vehicles. Staff would continue performing their responsibilities, and schedule the necessary repairs and on-going maintenance for the aging vehicle(s).
2. Delay the acquisition of one or more replacement vehicle(s). This would result in the same concerns and arrangements noted in Alternative No. 1.

**FISCAL IMPACT:**

The total cost of these seven vehicles is \$260,100, and is within the remaining \$350,000 of the 2013-14 CIP Equipment Reserve budget.

<b>Replacement Vehicle</b>	<b>Division</b>	<b>Purchase Price</b>
Ford F-350 dump truck (customized)	Community Services	\$37,011
Ford F-350 dump truck (customized)	Community Services	\$41,010
Ford F-350 dump truck (customized)	Community Services	\$37,510
Ford F-350 truck (customized)	Streets/Stormwater	\$44,510
Ford Explorer (customized)	Police	\$33,353
Ford Explorer (customized)	Police	\$33,353
Ford Explorer (customized)	Police	\$33,353
	<b>Total</b>	<b>\$260,100</b>

**RECOMMENDATION:**

Adopt resolution authorizing the purchase of four Ford F-350 trucks and three Ford Explorer Police vehicles from Downtown Ford of Sacramento, California in the total amount of \$260,100.

**ATTACHMENTS:**

1. Resolution
2. Approved 2013-14 Vehicle Replacement CIP Budget Description

RESOLUTION NO. 2014- \_\_\_\_

**RESOLUTION AUTHORIZING THE PURCHASE OF  
FOUR FORD F-350 TRUCKS AND THREE FORD EXPLORER POLICE VEHICLES  
FROM DOWNTOWN FORD OF SACRAMENTO, CALIFORNIA  
IN THE TOTAL AMOUNT OF \$260,100**

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

**WHEREAS**, the City Council appropriated funds for the replacement of these vehicles as part of the 2013-14 Capital Improvement Program Equipment Budget, and sufficient funds are available in the Equipment Reserve Fund; and

**WHEREAS**, staff has identified a need to replace the following vehicles in the City fleet: two Chevrolet C30 Parks maintenance dump trucks, one Chevrolet 3500 Parks maintenance dump truck, one Chevrolet Streets pickup maintenance and arrow board truck, and three Ford Crown Victoria Police vehicles; and

**WHEREAS**, staff identified the following as suitable replacement vehicles: four Ford F-350 trucks sport utility vehicles for use as Parks and Streets maintenance trucks and three Ford Explorer police vehicles; and

**WHEREAS**, Downtown Ford of Sacramento, California provided the lowest responsible bid for the vehicles; and,

**WHEREAS**, the City's purchasing ordinance allows the use of other government bid prices.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes the purchase of four Ford F-350 trucks and three Ford explorer police vehicles from Downtown Ford of Sacramento, California in the total amount of \$260,100.

Dated: June 24, 2014

ATTEST:

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Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 24<sup>th</sup> day of June 2014 by the following vote:

AYES: Councilmembers: \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_

## 2013-14 Equipment Purchase Funding Summary

<b>Total Request by Fund:</b>		
General Fund Police Operating Budget	37,500	
General Fund Equipment Reserve	270,600	
Facility Maintenance Fund	116,000	
Water Fund	85,000	
Stormwater Fund	120,000	
Cable Fund	66,000	
Measure M	120,000	
<b>Total</b>		<u><b>815,100</b></u>
<b>Expenditures:</b>		
Police		
Additional Fundings for Marked Vehicles	37,500	
Laptop Computers (6)	21,300	
Scanner	2,300	
Public Service - Admin. & Eng.		
Inspector Trucks (2)	54,000	
Streets		
Service Truck (2)	66,000	
Community Development		
Inspector Truck	28,000	
Recreation		
Meeting Room Divider Doors	13,000	
Boiler	90,000	
Parks		
Dump Trucks (3)	99,000	
Building and Facilities		
Air Conditioners for Data Center	13,000	
Water		
Service Truck	28,000	
Dump Truck	33,000	
Meter Reader Truck	24,000	
Stormwater		
Tymco Sweeper	240,000	
Cable		
Service Vans (2)	66,000	
<b>Total</b>		<u><b>815,100</b></u>

## 2013-14 Vehicle Replacement List

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

Priority No.	Department	Current Vehicle		Proposed Replacement Vehicle	Estimated Replacement Cost	Funding Source
1	Cable	1999 Chevy	Atro Van	Service Van	\$ 33,000	Cable Enterprise
2	Cable	1993 Chevy	G20 Van	Service Van	\$ 33,000	Cable Enterprise
3	Parks	1997 Chevy	C30 Dump Truck	Dump Truck	\$ 33,000	Equipment Reserve
4	Parks	1997 Chevy	C30 Dump Truck	Dump Truck	\$ 33,000	Equipment Reserve
5	Parks	1997 Chevy	3500 Dump Truck	Dump Truck	\$ 33,000	Equipment Reserve
6	Stormwater	2001 Tymco / Freightliner	Street Sweeper	Street Sweeper	\$ 240,000	Stormwater Enterprise
7	Water	2002 Ford	F-150	Service Manager's Truck	\$ 28,000	Water Enterprise
8	Water	1995 Chevy	S-10 Meter Truck	Meter Reader Truck	\$ 24,000	Water Enterprise
9	Water	1995 Chevy	1-Ton Dump Truck	Dump Truck	\$ 33,000	Water Enterprise
10	Streets	1997 Chevy	Pickup arrow board	1-Ton Service Truck with refurbished body	\$ 33,000	Equipment Reserve
11	Streets	2001 Ford	F350 Pickup	Heavy Duty Dump Truck	\$ 33,000	Equipment Reserve
12	Comm. Dev.	1997 Chevy	S10 Inspector Truck	Hybrid Vehicle	\$ 28,000	Equipment Reserve
13	Admin./Eng.	1997 Chevy	S10 Inspector Truck	Hybrid Vehicle	\$ 27,000	Equipment Reserve
14	Admin./Eng.	1997 Chevy	S10 Inspector Truck	Hybrid Vehicle	\$ 27,000	Equipment Reserve
<b>Total Vehicle Request</b>					<b>\$ 638,000</b>	
<b>Police Black and White Patrol Car Replacement</b>						
1	Police	2008 Ford	Crown Victoria	Ford Explorer / Chevy Tahoe (Black & White)	\$ 40,000	General Fund Police Operating
2	Police	2009 Ford	Crown Victoria	Ford Explorer / Chevy Tahoe (Black & White)	\$ 40,000	General Fund Police Operating
3	Police	2008 Ford	Crown Victoria	Ford Explorer / Chevy Tahoe (Black & White)	\$ 40,000	General Fund Police Operating
<b>Total Police Patrol Vehicle Cost</b>					<b>\$ 120,000</b>	
<b>Budgeted in General Fund Operating</b>					<b>\$ (82,500)</b>	
<b>Additional Budget Request</b>					<b>\$ 37,500</b>	

Funding Summary	
Total General Fund Operations	\$ 37,500
Total Equipment Reserve	\$ 247,000
Total Measure M	\$ 120,000
Total Water Fund	\$ 85,000
Total Stormwater Fund	\$ 120,000
Total Cable Fund	\$ 66,000
<b>Total Funding Source</b>	<b>\$ 675,500</b>

## 2013-14 Vehicle Purchase Acquisition Descriptions

### Public Services - Admin & Engineering

Inspector Trucks 2 (703-1560-8013) \$54,000

The Admin & Engineer Division currently has two 1997 Chevy S10 pickup trucks which are used primarily by Engineering Technician / Public Work Inspectors. The trucks currently have over 48,000 and 36,000 miles, respectively. Due to the type of load these vehicles carry, the two inspector trucks have multiple mechanic issues, including repeatedly overheat, blown head gaskets, and multiple water pump failures. These vehicles are currently limited to lower-speed, in-town driving and are unsafe for freeway use. The Division requests to replace the inspector trucks with two new Hybrid fuel-efficient vehicles. While the final selection has not been determined, the vehicles' estimated costs should not exceed \$27,000 each, which would include sales tax, preparation and delivery.

### Streets

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

The Street Division currently has a 2001 Ford F350 pickup truck used to haul materials, debris and equipment to and from job sites, and occasionally used to tow equipment such as light towers. The vehicle has over 95,000 miles and reached the end of its useful life. The Street Division is intended to replace this vehicle with a heavy duty dump truck. While the final selection has not been determined, the vehicle is estimated to be \$33,000, including sales tax, preparation and delivery.

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

The 1997 Chevy pickup, with Road Closure Arrow Board, is used for San Bruno right-of-way repairs and maintenance. The current vehicle has over 75,000 miles and is reaching the end of its useful life. The Street Division is intended to replace this vehicle with a 1-Ton Service Truck with refurbished body. While the final selection has not been determined, the replacement costs should not exceed \$33,000, which would include sales tax, preparation and delivery.

### Community Development

Inspector Truck (703-1560-8013) \$28,000

The Community Development Department has a 1997 Chevy S10 pickup truck which is used primarily by Building Inspector. The truck currently has over 76,000 miles and is reaching the end of its useful life. For 2013-14, the Department is intended to replace this vehicle with a new Hybrid fuel-efficient vehicle. While the final selection has not been determined, the vehicle is estimated to be \$28,000, including sales tax, preparation and delivery.

## Parks Maintenance

Dump Trucks 3 (703-1560-8013) \$99,000

The Park Maintenance Division currently has three 1997 Chevy trucks (Truck #118, #121 and #122) which have reached the end of their useful life. These vehicles are used for daily maintenance for parks, sport fields, trees, including City's street trees, trees on City property and in open space trees, and street median landscape. Truck #118 and #122 have over 99,900 and 76,000 miles, respectively. Truck #121 has relatively lower mileages (67,000 miles), but it is currently broken down and determined unrepairable. The Park Division is intended to replace these vehicles with three dump trucks. While the final selection has not been made, the vehicles' estimated costs should not exceed \$33,000 each, which would include sales tax, preparation and delivery.

## Water

Service Truck (611-6170-8013) \$28,000

The Water Division has a 2002 Ford F-150 pickup truck with 57,000 miles. Although this vehicle has relatively low mileages, it should be scheduled for replacement for compliance purpose. As of 2014, this vehicle will not be in compliance with the State compressed natural gas fuel cell regulations. The Water Division is intended to replace this vehicle with a new Ford F-150 pickup truck which meets current state regulations. Currently, the truck was assigned to Water Service Manager and has primarily been used to travel to and from various water facilities and transport equipment and supplies to work sites. The estimated costs for the vehicle is \$28,000, including sales tax, preparation and delivery.

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

The Water Division requests to replace a 1995 Chevy 1-Tone dump truck used to haul materials, debris, and equipment to and from job sites. The current vehicle has over 96,000 miles and reached the end of its useful life. The Water Division is intended to replace this vehicle with a 1-Tone dump truck. While the final selection has not been determined, the vehicle is estimated to be \$33,000, including sales tax, preparation and delivery.

Meter Reader Truck (611-6170-8013) \$24,000

The existing Chevy S10 pickup truck is used daily by the meter readers, which was originally purchased in 1995 with over 83,000 miles. The vehicle was due for replacement in 2000s, but was retained for an extended service period and is now at the end of its useful life. The vehicle should be scheduled for replacement in FY2013-14.

## Stormwater

Tymco Sweeper (621-6270-8013) \$240,000

To provide for replacement of one of the City's two large street sweepers, which was originally purchased in year 2001. This piece of equipment has served as the backup street sweeper, and also as the Fall leaf pick up sweeper. These vehicles are true "workhorses", and receive hard usage despite accumulating relatively low mileage (about 59,000 miles). However, the Department has been achieving about 10 years of service per sweeper, which is an excellent track record for our equipment replacement program. The new sweeper will be placed in service as the primary use street sweeper. The other sweeper currently in service will become the Department's backup sweeper for the next 4-5 years before it is scheduled for replacement.

**Cable**

Service Vans 2 (641-6470-8013) \$66,000

The Cable Department is intended to replace two Chevy service vans, one was originally purchased in 1993 (with over 53,000 miles) and the other one was purchased in 1999 (with over 66,000 miles). As a result of high repetitive usage and constant wear and tear damages, these vehicles are determined unrepairable and should be scheduled for replacement in FY2013-14.

**Police**

Additional Funding for 3 Marked Police Vehicles (001-2010-6650) \$37,500

The Police Department requests for additional funding to replace three marked police vehicles. The Department, annually, replaces two or three of its fourteen marked vehicles based on the accumulated mileage of the vehicles – exceeding 90,000 miles. For 2013-14, the Department has already budgeted and was approved to allocate \$82,500 for the purchases of three marked vehicles. Additional funding of \$37,500 is needed because the traditional Crown Victoria has been discontinued and the equivalent new models cost more and require additional cost for equipment.

**Total Vehicle Purchase \$675,500**