

**"The City With a Heart"**



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

## **AGENDA**

### **SAN BRUNO CITY COUNCIL**

**June 10, 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 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. 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).

**4. PRESENTATIONS:**

**5. REVIEW OF AGENDA:**

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

**8. PUBLIC HEARINGS:**

- 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. Adopt Resolution Approving the San Bruno Community Foundation's 501(c)(3) Application and Three-Year Budget.
- b. Authorize Fireworks Stand Permits for 2014 Upon Finding that the Non-Profit Organizations Meet Requirements of Resolution 2008-59 and Ordinance No. 1700.
- 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:
  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.
- e. Receive Report and Direct Staff to Cancel the Regular August 12, 2014 City Council Meeting.

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

**12. COMMENTS FROM COUNCIL MEMBERS:**

**13. CLOSED SESSION:**

- 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:**

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.



**"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  
MINUTES  
May 29, 2014  
6:30 p.m.**

**Meeting location: American Legion Hall, 757 San Mateo Ave.**

**1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on May 29, 2014 at the American Legion Hall, 757 San Mateo Ave., San Bruno, CA. The meeting was called to order at 6:30 p.m.

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

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

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

**4. CONDUCT OF BUSINESS:**

Conduct Study Session to Discuss the San Bruno Transit Corridors Plan (TCP) Implementation and Proposed Ballot Measure to Amend Requirements regarding Building Height Limits, Residential Densities, and Parking Garages in the Transit Corridors Area.

**Community Development Woltering** gave an overview of the staff report. Approximately one hundred people were in attendance and a number of citizens asked questions, copy attached. There was no reportable action taken.

**14. ADJOURNMENT:**

Mayor Ruane closed the meeting at 8:31 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 10, 2014

---

Carol Bonner, City Clerk

---

Jim Ruane, Mayor

6.

Notes from City Council Special Meeting  
Transit Corridors Plan Implementation  
May 29, 2104

1. Explain FAR
2. Many businesses in downtown are tenants, concerned about owners selling and displacing tenants
3. Plan looks like San Francisco. Doesn't think this is the right way to go about improving San Bruno
4. Opposed to more construction and big buildings, people possibly looking down on her property
5. Community is working class. The plan is targeting middle class housing and jobs. Where are the blue collar jobs and housing. Extension of oppression of working class.
6. New Caltrain station is great, but worried about safety of bullet trains which will go 100mph through San Bruno. An accident would crash into dense housing.
7. Keep the local charm. Doesn't want Burlingame or parking meters, and no drones.
8. San Mateo Ave is tired and worn out. Decisions have to be made.
9. City needs need affordable housing. Developers need higher density to create affordable housing.
10. Reality is that people do not get out of their cars, they drive downtown. 191 parking spaces at Caltrain Station. Should build a 7 story parking garage for 6-700 cars at the Station Area
11. Doesn't like the plan
12. Traffic will increase on Jenevein adding to unsafe conditions for kids at two neighborhood schools
13. Need to clean up San Mateo Ave now, like the vacant theater, then look at the bigger plans later.
14. What is the timeline?
15. Don't do what Millbrae did, approve a project without parking
16. In favor of the plan but need to incorporate the comments people are making tonight, people are not ready for new ideas.
17. Supports the plan, but proposed building heights are too much for San Bruno Ave in the avenues
18. Open up pedestrian walkway behind Toyota, which was blocked off
19. Since 1<sup>st</sup> Ave close for grade separation project, 2<sup>nd</sup> Ave has more traffic and needs repaving.
20. Are there bike lanes in the proposal?
21. Need recycle bins on the train platforms.
22. Support the plan, but need to incorporate more flexibility for architects to design more interesting projects, encourage the use of roundabouts
23. Understands the plan does not permit eminent domain on residential property, how will it be used on commercial property?
24. How will airport noise impact new residences?
25. Businesses in Bayhill have a strong association with downtown. The plan will create job opportunities for young workers and blue collar workers. The city needs to change to become more vital.
26. Excited about presentation. Concerned about global warming and sea level rise, need to keep residents informed
27. Something needs to be done but the Plan needs more work. The proposed development is too much and parking is already a problem.
28. Proposed changes are overwhelming. Can the ballot measure be reduced to San Mateo Ave, start small, if successful, add area.
29. Revitalization is exciting but need to be careful. Need to tailor the plan to the income level of the existing community, not multi-million dollar houses. Will help revitalize but chase out current residents.
30. Wants to see more family oriented community gathering places in downtown
31. Parking is a huge need.
32. How will the growth impact the economy? It will attract more crime and undesirables. Can't control it now, how will we control more or afford more police
33. If more police are present, then there will be more profiling of undocumented residents.



**"The City With a Heart"**

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

## **MINUTES SAN BRUNO CITY COUNCIL**

**May 27, 2014**

**7:00 p.m.**

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

**1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on May 27, 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. **City Attorney Zafferano** led the Pledge of Allegiance. Recording by City Clerk Bonner.

**3. ANNOUNCEMENTS:**

a. **Mayor Ruane** said the Annual Posy Parade will take place on Sunday, June 1, 2014 at 1:00 p.m.

b. **Mayor Ruane** said the City of San Bruno Reminds Residents of the Need to Reduce Water Consumption in Order to Protect Water Resources in Light of the Continuing Statewide Drought Conditions.

c. **Mayor Ruane** announced the City Council has Scheduled Study Sessions Beginning at 6:00 p.m. on June 9, 11 and 12, 2014 to Review the Proposed FY 2014-15 Budgets.

d. **Mayor Ruane** said there will be a pancake breakfast this Sunday from 9 until noon put on by the Fire Department at the main fire station on El Camino Real.

e. **Mayor Ruane** said this Thursday evening, May 27, at the Veteran's Hall on San Mateo Ave. there will be a study session talking about Ordinance 1284, height limits and our transit corridor plan.

**4. PRESENTATIONS:**

**Mayor Ruane** Presented the 2013 Liberty Mutual Firemark Award to Fire Department Captain Scott Waldvogel Recognizing his work to develop the Community Emergency Response Team (CERT) Program. His Commitment to Public Education Earned a \$10,000 Grant for San Bruno to use toward further educating. **Captain Waldvogel** thanked the City of San Bruno.

**5. REVIEW OF AGENDA:** No changes.

**6. APPROVAL OF MINUTES:** Special Council Meeting of April 22 and May 13, 2014 and Regular Council Meeting of May 13, 2014, approved as submitted.

**7. CONSENT CALENDAR:**

a. **Approve:** Accounts Payable of May 12 and 19, 2014.

b. **Waive:** Second Reading and Adopt Ordinances:

A. Ordinance Imposing a 3.93% Rate Increase for Recology San Bruno Garbage and Recycling Services to be Effective July 1, 2014.

B. Ordinance Imposing a 2.24% Rate Increase for Recology San Bruno as Final Rate Step Related to Organics Program to be Effective January 1, 2015.

c. **Adopt:** Resolution Temporarily Closing Certain Streets in Connection with the 74<sup>th</sup> Annual Posy Parade on June 1, 2014 and Authorizing Use of City Park Ball Fields and Police Department Assistance with Traffic Control.

d. **Adopt:** Resolution Confirming the City Council Action Authorizing the City Manager to Execute a Successor Joint Use Agreement between the City of San Bruno and the San Bruno Park School District.

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

**M/S Medina/Ibarra** to approve the consent calendar and passed with all ayes.

**Councilmember O'Connell** said she has talked to many people who did not understand how the organic's program works as well as recycling and there is a need for better education.

**City Manager Jackson** said Recology will be sending out information soon to further inform their customers. The City will be looking at other ways to educate.

**Finance Director O'Leary** pointed out on Page 3 of the staff report there is an incorrect date which shows January 1 of 2014 and it should show July 1<sup>st</sup> of 2014. He recommended the introduction to the recycling program should be delayed until there is more data to the success and the impact for six months.

**Robert Riechel, 7<sup>th</sup> Ave.** asked if Recology could give some sort of a report rather than postpone it for six months. **City Manager Jackson** said it does take a little bit of time to have public input.

**Vice Mayor Medina** said we should come forward at six months. **Councilmember Ibarra** said it gives Recology a chance to reinforce the benefits of the program. **Councilmember O'Connell** asked for some meaningful figures.

**Kirsten Pinochi, Recology** said she has been gathering numbers since the program was implemented and the numbers are growing and the numbers are different in every community.

**M/S O'Connell/Ibarra** to approve 7.b.A. and passed with all ayes.

**M/S O'Connell/Ibarra** 7.b.B. and passed with all ayes.

8. **PUBLIC HEARINGS:** None.

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

10. **CONDUCT OF BUSINESS:**

a. Appoint Citizens to Fill Vacancies on Commissions, Boards and Committees.

**Mayor Ruane** said there is one vacancy on the Bicycle & Pedestrian Advisory Committee.

**Councilmember Salazar** nominated Matthew Jones, seconded by **Vice Mayor Medina**. All Council was in favor.

**Mayor Ruane** said there are two vacancies on the Citizens Crime Prevention Committee.

**Councilmember O'Connell** nominated Mary Shanahan Mahon, seconded by **Vice Mayor Medina**, all Council was in favor.

**Councilmember Salazar** nominated Alexander Melendrez.

**Vice Mayor Medina** recommended Marie Kayal, seconded by **Councilmember O'Connell**, all Council was in favor.

**Mayor Ruane** said there is one vacancy on the Community Preparedness Committee.

**Councilmember Ibarra** nominated Mond Mugiya, seconded by **Councilmember O'Connell**, all Council was in favor.

b. Receive Report on Education and Enforcement Activities for the 2014 Fireworks Season.

**Deputy Fire Chief Downing** gave an overview of all the activities the Fire Department will be doing during the Fireworks' season. **Police Commander Caldwell** gave a summary of what the Police Department plans to do during the Fireworks' season.

**Councilmember Ibarra** asked what number should be called. **Caldwell** said if it is an emergency, 911, non-emergency (650) 616-7100.

**Vice Mayor Medina** asked if the same amount of monies have been allocated as last year since July 4<sup>th</sup> is on a Friday. **Caldwell** said it is increased by about \$3,000. For additional police staffing and clean-up costs.

c. Adopt Resolutions Authorizing the City Manager to Execute Contracts for Professional Services for the Crestmoor Neighborhood Reconstruction Project:

Resolution Approving a Contract Amendment with BKF Engineers, Inc. for Civil Engineering Services for Phase IV of the Crestmoor Reconstruction Project and Increasing the Contract Amount by \$314,500.

Resolution Approving a Contract with MIG, Inc. in an Amount Not to Exceed of \$84,600 for Landscape Architecture and Facilitation Services for the Earl/Glenview Park and Crestmoor Canyon Replanting.

Resolution Approving a Contract with Power Systems Design in an Amount Not to Exceed of \$68,200 to Provide Electrical Engineering Services for the New Streetlight System within the Crestmoor Neighborhood.

**Project Manager Burrowes** gave an overview of the staff report and asked for questions.

**Councilmember O'Connell** Introduced the resolution approving a contract amendment with BKF Engineers and passed with all ayes.

**Councilmember O'Connell** Introduced the resolution approving a contract with MIG, Inc. and passed with all ayes.

**Councilmember O'Connell** Introduced the resolution approving a contract with Power Systems Design and passed with all ayes.

d. Adopt Resolutions Authorizing the City Manager to Execute Contracts for Professional Services for Additional Projects in the Crestmoor Area:

Resolution Approving a Contract with MIG, Inc. for a Not to Exceed Amount of \$48,500 for Planning and Biological Assessment Services for Crestmoor Canyon.

Resolution Approving a Contract with Langan Treadwell Rollo for a Not to Exceed Amount of

\$157,500 for Geotechnical Investigations and Engineering for the Crestmoor Canyon Slope Repairs and Fire Station No. 52 Reconstruction.

Resolution Approving a Contract with Wilsey & Ham for a Not to Exceed Amount of \$56,800 to Provide Expanded Base Mapping and Topographic Surveying within Crestmoor Canyon.

**Project Manager Burrowes** gave an overview of the staff report and asked for questions.

**Councilmember Ibarra** Introduced the resolution Approving a Contract with MIG and passed with all ayes.

**Councilmember Ibarra** Introduced the resolution Approving a Contract with Langan Treadwell Rollo and passed with all ayes.

**Councilmember Ibarra** Introduced the resolution approving a contract with Wilsey & Ham and passed with all ayes.

e. Adopt Resolution Authorizing the City Manager to Execute a Contract with Lorick Associates Consulting for a Wastewater Division Organization Study in an Amount Not to Exceed \$56,000.

**Public Services Deputy Director Burch** gave an overview of the staff report and asked for questions.

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

f. Adopt Resolution Authorizing the City Manager to Execute an Amendment to the Railroad Construction and Maintenance Agreement for the San Bruno Grade Separation Project Between the Peninsula Corridor Joint Powers Board and the City of San Bruno for the 1<sup>st</sup> Avenue Sanitary Sewer Line Project in the Amount of \$850,000 with \$128,000 Contingency and Authorizing \$654,000 Additional Appropriation to the Pipeline Repair Project from the Wastewater Enterprise Fund.

**Public Services Director Fabry** gave an overview of the staff report. **Associate Engineer Wong** gave a further explanation of what they plan to do and asked for questions.

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

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

#### **12. COMMENTS FROM COUNCIL MEMBERS:**

**Councilmember O’Connell** expressed her appreciation for the response received for the centennial tree planting. She said if anyone wishes to get a tree, the information is on the home page of the City of San Bruno website. They are looking forward to planting one hundred trees this year.

**Councilmember Ibarra** thanked the entire community for their participation in Relay for Life. He said on last check-in they had exceeded the \$80,000. mark which surpassed their goal of \$60,000. for this year. They are taking donations up until August 1 for this year.

#### **13. CLOSED SESSION: None.**

City Council – Minutes

May 27, 2014

Page 5 of 5

**14. ADJOURNMENT:**

Mayor Ruane closed the meeting at 8:07 p.m. The next regular City Council Meeting will be held on May 27, 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  
May 27, 2014

---

Carol Bonner, City Clerk

---

Jim Ruane, Mayor

05/27/14

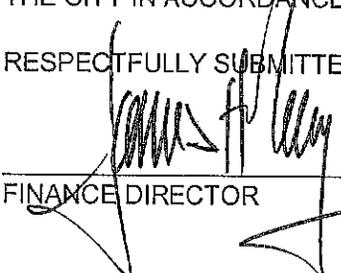
CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$112,094.14
122	SOLID WASTE/RECYCL.	\$4,667.72
132	AGENCY ON AGING	\$1,745.90
133	RESTRICTED DONATIONS	\$1,717.24
190	EMERGENCY DISASTER FUND	\$2,445.80
201	PARKS AND FACILITIES CAPITAL	\$4,788.00
203	STREET IMPROVE. PROJECTS	\$5,544.00
611	WATER FUND	\$113,490.30
621	STORMWATER FUND	\$3,285.54
631	WASTEWATER FUND	\$24,866.50
641	CABLE TV FUND	\$121,603.87
701	CENTRAL GARAGE	\$5,350.47
702	FACILITY MAINT. FUND	\$5,872.20
703	GENERAL EQUIPMENT REVOLVING	\$956.30
707	TECHNOLOGY DEVELOPMENT	\$4,032.30
891	S.B. GARBAGE CO. TRUST	\$518,450.77
TOTAL FOR APPROVAL		\$930,911.05

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 4 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 148397 THROUGH 148592 INCLUSIVE, TOTALING IN THE AMOUNT OF \$930,911.05 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

5-28-2014  
DATE

T.Q.

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0094921 AARON ESQUIVEL	148460	5/27/2014	12.59
0017053 ACCOUNTEMPS	148399	5/27/2014	3,840.00
0016499 ACTION SPORTS	148400	5/27/2014	1,734.55
0000858 ADECCO EMPLOYMENT SERVICES	148401	5/27/2014	671.58
0001170 AIRGAS NCN	148402	5/27/2014	342.60
0000163 AIRPORT AUTO PARTS INC.	148403	5/27/2014	101.29
0017459 ALL CITY MANAGEMENT SVC.INC.	148404	5/27/2014	2,241.75
0018976 ALPHA ANALYTICAL LAB. INC.	148405	5/27/2014	3,521.00
0104542 ALTA LANGUAGE SERVICES, INC.	148406	5/27/2014	240.00
0105963 AM CONSERVATION GROUP, INC.	148407	5/27/2014	3,272.11
0097563 AMBER SHERATON	148552	5/27/2014	50.00
0014890 AMERICAN WATER WORKS ASSN.	148408	5/27/2014	101.00
0018719 AQUA-TECH COMPANY	148409	5/27/2014	13,175.00
0001965 ARISTA BUSINESS	148410	5/27/2014	99.95
0098621 ARNOLD GRASS	148397	5/21/2014	243.14
0000118 ART'S PENINSULA LOCKSMITH	148411	5/27/2014	15.64
0095122 ASCAP	148412	5/27/2014	330.00
0016123 AT&T	148413	5/27/2014	583.12
0017191 AT&T	148414	5/27/2014	1,562.73
0018363 AT&T LONG DISTANCE	148415	5/27/2014	17.93
0018465 AT&T MOBILITY	148416	5/27/2014	45.45
0018583 AT&T MOBILITY	148417	5/27/2014	62.14
0000345 BAKER & TAYLOR BOOKS	148419	5/27/2014	1,669.11
0100484 BASSAM SHAMIYA	148551	5/27/2014	5.14
0018093 BBC WORLDWIDE AMERICA INC.	148420	5/27/2014	756.82
0103924 BEAR DATA SOLUTIONS, INC.	148421	5/27/2014	5,280.00
0105271 BOTTOM LINE/PERSONAL	148422	5/27/2014	39.00
0102737 BURKE, WILLIAMS & SORENSEN,LLP	148425	5/27/2014	2,400.00
0096798 BUSINESS PRODUCTS & SUPPLIES	148426	5/27/2014	413.01
0105248 CARLOS FISHBURN	148462	5/27/2014	400.00
0098927 CARMEN CHAMORRO	148428	5/27/2014	70.00
0018977 CBS TELEVISION STATIONS	148427	5/27/2014	10,101.11
0017284 CHEMSEARCHFE	148429	5/27/2014	386.50
0102648 CHENOA JORGENSEN	148493	5/27/2014	13.60
0016324 CINTAS CORPORATION	148430	5/27/2014	346.99
0102572 CINTAS FIRE PROTECTION	148431	5/27/2014	881.69
0000227 CITY OF SAN BRUNO	148432	5/27/2014	597.19
0105091 COLE SUPPLY CO., INC.	148433	5/27/2014	362.70
0018911 COMCAST CABLE COMMUNICATIONS	148434	5/27/2014	25,709.40
0104508 COMCAST SPORTSNET CALIFORNIA	148435	5/27/2014	20,511.63
0105187 CONCERN	148436	5/27/2014	676.20
0102625 CONTEC, LLC	148437	5/27/2014	1,601.51
0103230 CORELOGIC SOLUTIONS, LLC	148438	5/27/2014	536.67
0018480 COSTCO MEMBERSHIP	148439	5/27/2014	220.00
0015857 COUNTY OF SAN MATEO	148441	5/27/2014	76.00
0091607 COUNTY OF SAN MATEO	148442	5/27/2014	270.00
0105741 COX MEDIA GROUP	148443	5/27/2014	7,746.25
0018331 CSG CONSULTANTS INC.	148445	5/27/2014	9,825.00
0095512 DANIELLE BREWER	148446	5/27/2014	145.66
0101669 DAWDY PHOTOGRAPHY	148447	5/27/2014	163.50
0094224 DEBBY SCERRI	148548	5/27/2014	29.99
0102820 DEBRA HALL	148481	5/27/2014	289.00
0018169 DELL MARKETING L.P.	148448	5/27/2014	53.01

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0018092 DISCOVERY COMMUNICATIONS LLC	148449	5/27/2014	1,413.69
0101118 DISPENSING TECHNOLOGY CORP.	148450	5/27/2014	1,868.50
0100962 DOMINADOR RONQUILLO	148540	5/27/2014	73.00
0105911 DUNKINWORKS	148451	5/27/2014	450.00
0102673 EBI AGGREGATES	148452	5/27/2014	661.47
0018804 ECMS, INC.	148453	5/27/2014	96.20
0018565 ED RIOS	148454	5/27/2014	45.00
0095639 ELIZABETH A GRAUX	148475	5/27/2014	16.42
0017300 ENVIRONMENTAL HEALTH FEE	148456	5/27/2014	1,103.00
0017152 ERLER & KALINOWSKI, INC.	148457	5/27/2014	7,991.25
0102362 ESPN	148459	5/27/2014	5,741.13
0013683 F. FERRANDO & CO.	148461	5/27/2014	2,859.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	148463	5/27/2014	7,745.63
0018117 FLYERS ENERGY, LLC	148464	5/27/2014	23,831.05
0102869 FRANCHISE TAX BOARD	148465	5/27/2014	743.00
0018784 FRIEDLAND PAINTING	148466	5/27/2014	2,800.00
0016876 GAMA TROPHIES AND GIFTS	148468	5/27/2014	16.35
0105960 GARRATT CALLAHAN	148469	5/27/2014	3,929.31
0100491 GARY INGLE	148486	5/27/2014	5.33
0105964 GAVIN JONES	148492	5/27/2014	1,500.00
0018864 GMA NETWORK INC.	148470	5/27/2014	1,814.78
0016154 GOETZ BROTHERS SPORTING GOODS	148471	5/27/2014	623.48
0016969 GOLDEN IDEAS	148472	5/27/2014	229.00
0000162 GRAINGER	148473	5/27/2014	400.74
0000541 GRANITE ROCK COMPANY	148474	5/27/2014	3,457.07
0017900 GREAT LAKES DATA SYSTEMS INC	148476	5/27/2014	878.32
0095966 GREATAMERICA FINANCIAL SVCS.	148477	5/27/2014	577.51
0096316 GREEN CARPET LANDSCAPING & MAINTENANCE	148496	5/27/2014	1,100.00
0017914 GSWAW INC.	148478	5/27/2014	7,810.94
0000385 HACH COMPANY	148480	5/27/2014	414.20
0105378 HOME MAID RAVIOLI COMPANY INC.	148483	5/27/2014	240.90
0103976 HUB TELEVISION NETWORKS, LLC	148484	5/27/2014	364.04
0001786 IN DEMAND-NYC	148485	5/27/2014	1,122.22
0104712 INNOVATIVE COMMUNICATIONS	148487	5/27/2014	1,447.44
0016760 J.J. KELLER & ASSOCIATES INC	148488	5/27/2014	341.13
0105961 JEFF FYFE	148467	5/27/2014	150.00
0099095 JENNIFER TILLERY	148570	5/27/2014	65.91
0103317 JILL ROFII	148539	5/27/2014	1,817.90
0096924 JOHN ALITA	148491	5/27/2014	196.73
0001846 JOHN WHITLINGER	148589	5/27/2014	768.00
0101366 JOSEPH BRUNNER	148424	5/27/2014	237.71
0000075 K-119 TOOLS OF CALIFORNIA INC.	148494	5/27/2014	55.86
0105795 KB INTERIORS RICH PEWITT FLOOR CO.	148536	5/27/2014	5,330.00
0000132 KELLY-MOORE PAINT CO INC.	148495	5/27/2014	459.96
0017947 KEVIN MCMULLAN	148505	5/27/2014	500.00
0092893 KIMBERLY AZUCENA	148418	5/27/2014	179.00
0094917 LANI CRUZ	148444	5/27/2014	7.44
0103049 LAURETTA PRINTING&COPY CENTER	148497	5/27/2014	233.81
0014262 LC ACTION POLICE SUPPLY	148498	5/27/2014	582.25
0105822 LEE & RO, INC.	148499	5/27/2014	6,332.00
0105034 LFP BROADCASTING, LLC	148500	5/27/2014	35.07
0104424 LIDIA'S ITALIAN DELICACIES	148501	5/27/2014	1,505.00
0016034 LINDA RUSSELL	148544	5/27/2014	547.95
0102701 LISA LUCIANO	148504	5/27/2014	630.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount	
0018177	LOWE'S	148503	5/27/2014	1,657.72
0099682	MARISSA ESCOBAR	148458	5/27/2014	89.00
0098967	MELODIE TOBIN	148572	5/27/2014	117.40
0102770	METLIFE	148506	5/27/2014	320.46
0097141	MICHAEL KENNEDY	148507	5/27/2014	85.68
0001709	MILLBRAE LOCK	148508	5/27/2014	204.70
0095683	MOHAMMAD JABER	148489	5/27/2014	16.42
0105925	MONICA WALKER	148584	5/27/2014	138.00
0000333	MOSS RUBBER & EQUIP. CORP.	148509	5/27/2014	177.55
0017289	MUNISERVICES, LLC	148510	5/27/2014	665.29
0093146	N. PETERSEN	148511	5/27/2014	21.63
0015839	NOR-CAL SIGNS	148512	5/27/2014	1,654.62
0092263	OFFICE DEPOT INC	148514	5/27/2014	534.67
0018284	OFFICEMAX INC.	148515	5/27/2014	185.36
0000210	OLE'S CARBURETOR & ELECTRIC INC	148516	5/27/2014	375.34
0018701	ORKIN INC.	148517	5/27/2014	800.00
0104998	OWEN EQUIPMENT COMPANY	148518	5/27/2014	257.05
0016188	P & S SALES OF SAN FRANCISCO	148519	5/27/2014	36.81
0000012	PACIFIC GAS & ELECTRIC	148520	5/27/2014	13,527.17
0001154	PENINSULA LIBRARY SYSTEM	148521	5/27/2014	97.00
0095148	PENINSULA MUNI.ENGINEERING	148522	5/27/2014	10,332.00
0015163	PENINSULA SPORTS OFFICIALS ASSOC.INC.	148556	5/27/2014	832.00
0018721	PETER J. SPEROS	148523	5/27/2014	168.94
0096933	PETER STAFFORD	148558	5/27/2014	12.52
0000294	PITNEY BOWES	148524	5/27/2014	1,783.02
0018861	PITNEY BOWES	148525	5/27/2014	6,000.00
0093303	PIU WONG	148591	5/27/2014	98.00
0016828	PRECISION AUTO SERVICE	148526	5/27/2014	127.45
0000285	PREFERRED ALLIANCE, INC.	148527	5/27/2014	282.08
0097558	PURCHASE POWER	148528	5/27/2014	200.00
0000071	R & B COMPANY	148529	5/27/2014	3,561.31
0091044	R.A. METAL PRODUCTS, INC	148530	5/27/2014	2,305.35
0001363	RAINBOW WINDOW & GLASS	148531	5/27/2014	683.78
0017111	RANDOM HOUSE INC	148532	5/27/2014	138.99
0000175	RECOLOGY SAN BRUNO	148533	5/27/2014	518,450.77
0090749	RED WING SHOE STORE	148534	5/27/2014	318.81
0102821	RENEE WARGO	148398	5/23/2014	500.00
0105962	RESCUE TECH HEALTH AND SAFETY TRAINING,LLC	148482	5/27/2014	5,200.00
0097114	RICHARD JALILIE	148490	5/27/2014	126.64
0016729	RICOH AMERICAS CORPORATION	148537	5/27/2014	328.19
0096458	RMC WATER AND ENVIRONMENT	148538	5/27/2014	1,466.57
0000022	ROBERT LOUIE	148502	5/27/2014	247.00
0094922	ROSENDIN ELECTRIC	148541	5/27/2014	29.99
0013581	ROVI GUIDES, INC.	148542	5/27/2014	10,276.49
0016213	ROZZI REPRODUCTION&SUPPLY INC.	148543	5/27/2014	173.58
0018839	RYAN JOHANSEN	148545	5/27/2014	950.29
0014183	SAN MATEO COUNTY HISTORICAL MUSEUM	148440	5/27/2014	60.85
0018597	SAN MATEO DAILY JOURNAL	148546	5/27/2014	400.00
0017145	SAN MATEO LAWN MOWER SHOP	148547	5/27/2014	82.99
0018461	SERRAMONTE FORD, INC.	148549	5/27/2014	1,183.29
0103732	SFO MEDICAL CLINIC	148550	5/27/2014	1,802.00
0093872	SHOWCASES	148553	5/27/2014	36.62
0098030	SHRED-IT USA - SAN FRANCISCO	148554	5/27/2014	42.57
0017339	SOUTH CITY REFRIGERATION	148555	5/27/2014	360.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0017919 SQUARERIGGER SOFTWARE	148557	5/27/2014	1,680.00
0105959 STEPHANIE BRAGG	148423	5/27/2014	335.00
0000801 STEWART AUTOMOTIVE GROUP	148559	5/27/2014	520.62
0095513 SUSANA GUZMAN	148479	5/27/2014	19.58
0103064 TARGET SPECIALTY PRODUCTS	148560	5/27/2014	368.84
0018073 TEAMSTERS LOCAL 350	148561	5/27/2014	2,584.00
0015691 TEAMSTERS LOCAL 856	148562	5/27/2014	13,797.00
0105952 TECH SUPPLY	148563	5/27/2014	15.91
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	148455	5/27/2014	324.00
0097184 TELEVISION DOMINICANA LLC	148564	5/27/2014	52.26
0000241 THE ADAM-HILL COMPANY	148565	5/27/2014	92.23
0017659 THE CALIFORNIA CHANNEL	148566	5/27/2014	123.94
0102351 THE KELLER CENTER	148567	5/27/2014	1,200.00
0103559 THE MLB NETWORK, LLC	148568	5/27/2014	1,900.26
0018275 THE REGENTS OF THE UNIVERSITY OF CA	148513	5/27/2014	213.90
0000036 THOMSON WEST	148569	5/27/2014	256.20
0105031 TMNDRT	148571	5/27/2014	1,177.43
0105824 TRIVAD, INC.	148573	5/27/2014	2,055.75
0103095 TUTV	148574	5/27/2014	113.16
0095538 TV GUIDE NETWORK, INC.	148575	5/27/2014	760.00
0000462 TVC COMMUNICATIONS L.L.C.	148576	5/27/2014	310.26
0000783 UNION BANK OF CALIFORNIA N.A.	148577	5/27/2014	875.00
0099592 UNIVISION COMMUNICATIONS, INC.	148578	5/27/2014	3,649.62
0105133 UTILITY TELEPHONE, INC.	148579	5/27/2014	768.66
0102988 VANTAGEPOINT TRANSFER AGENTS	148580	5/27/2014	10,444.63
0095749 VERIZON WIRELESS	148581	5/27/2014	737.95
0095504 VERONIQUE REVILLA	148535	5/27/2014	17.03
0100200 VIRONEX	148582	5/27/2014	1,103.47
0105762 VUBIQUITY INC.	148583	5/27/2014	7,327.53
0016899 WECO INDUSTRIES LLC	148585	5/27/2014	195.58
0104660 WEST YOST ASSOCIATES, INC.	148586	5/27/2014	47,608.30
0017595 WESTERN TRUCK FAB, INC.	148587	5/27/2014	177.60
0000612 WESTVALLEY CONSTRUCTION CO.INC	148588	5/27/2014	11,253.72
0105956 WILD WEST SHIRT WORKS	148590	5/27/2014	1,994.37
0000578 ZEE MEDICAL, INC.	148592	5/27/2014	147.35
		<b>GrandTotal:</b>	<b>930,911.05</b>
		<b>Total count:</b>	<b>196</b>

06/02/14

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

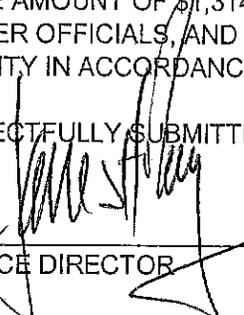
FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$59,361.30
003	ONE-TIME REVENUE	\$1,503.32
132	AGENCY ON AGING	\$4,892.99
133	RESTRICTED DONATIONS	\$2,703.15
190	EMERGENCY DISASTER FUND	\$1,687.40
201	PARKS AND FACILITIES CAPITAL	\$9,360.00
203	STREET IMPROVE. PROJECTS	\$76,302.21
611	WATER FUND	\$36,577.40
631	WASTEWATER FUND	\$1,016,362.38
641	CABLE TV FUND	\$15,588.08
702	FACILITY MAINT. FUND	\$9,226.97
707	TECHNOLOGY DEVELOPMENT	\$308.49
711	SELF INSURANCE	\$40,000.00
880	PROJECT DEVELOP. TRUST	\$480.00
891	S.B. GARBAGE CO. TRUST	\$40,000.00

TOTAL FOR APPROVAL \$1,314,353.69

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 148593 THROUGH 148690 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,314,353.69 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

6-3-2014  
\_\_\_\_\_  
DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0096852 ABAG PLAN CORPORATION	148593	6/2/2014	40,000.00
0000163 AIRPORT AUTO PARTS INC.	148594	6/2/2014	103.55
0100220 ALVIN YEE	148690	6/2/2014	100.00
0102355 AMAZON	148595	6/2/2014	1,284.91
0017359 AMERICAN EXPRESS	148596	6/2/2014	3,220.74
0097962 ANDREW RODRIGUES	148668	6/2/2014	200.00
0097263 ANN THEODOS	148683	6/2/2014	100.00
0001965 ARISTA BUSINESS	148597	6/2/2014	207.50
0014617 AT&T	148599	6/2/2014	13.14
0016123 AT&T	148600	6/2/2014	129.41
0000345 BAKER & TAYLOR BOOKS	148601	6/2/2014	1,785.53
0000378 BROADMOOR LANDSCAPE SUPPLY	148603	6/2/2014	103.84
0102737 BURKE, WILLIAMS & SORENSEN,LLP	148605	6/2/2014	3,190.72
0096550 CABLECOM	148607	6/2/2014	2,386.15
0100504 CAREER BUILDERS, LLC	148608	6/2/2014	125.00
0100470 CARROT-TOP INDUSTRIES, INC.	148609	6/2/2014	345.34
0098502 CASEY ROBINSON	148667	6/2/2014	100.00
0099727 CHRISTOPHER GUNDAYAO	148631	6/2/2014	100.00
0016324 CINTAS CORPORATION	148611	6/2/2014	153.55
0000060 CITY OF MILLBRAE	148612	6/2/2014	1,223.55
0000386 CITY OF SOUTH SAN FRANCISCO	148613	6/2/2014	1,016,111.57
0017802 CLEANSOURCE, INC.	148614	6/2/2014	1,515.32
0000169 COSTA'S / "JUST THINGS"	148616	6/2/2014	1,536.90
0015857 COUNTY OF SAN MATEO	148618	6/2/2014	3,567.08
0018331 CSG CONSULTANTS INC.	148619	6/2/2014	21,085.50
0018188 DAU PRODUCTS	148620	6/2/2014	309.29
0099118 DEBRA MATTEUCCI	148647	6/2/2014	1,000.00
0099714 DIANE LONG	148644	6/2/2014	85.00
0001646 ECOLAB INC.	148623	6/2/2014	231.21
0018649 ELIFEGUARD, INC.	148624	6/2/2014	176.33
0093685 ERIC JACKSON	148638	6/2/2014	308.49
0017152 ERLER & KALINOWSKI, INC.	148625	6/2/2014	8,065.99
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	148626	6/2/2014	550.00
0096232 GEOFF GABRIEL	148629	6/2/2014	218.40
0000162 GRAINGER	148630	6/2/2014	12.62
0099155 GUY FORTIER	148627	6/2/2014	100.00
0105966 HMTV TV DOMINICANA LLC	148633	6/2/2014	17.28
0105378 HOME MAID RAVIOLI COMPANY INC.	148634	6/2/2014	272.25
0001786 IN DEMAND-NYC	148635	6/2/2014	725.06
0018261 INTL MEDIA DISTRIBUTION, LLC	148636	6/2/2014	361.50
0017763 J.J.R. CONSTRUCTION, INC	148637	6/2/2014	72,397.84
0098854 JAMES MIGLIAN	148649	6/2/2014	875.00
0097238 JAMIE ONGPIN	148654	6/2/2014	84.99
0097821 JEANNE SCHMIDT	148674	6/2/2014	100.00
0098293 JOE CHAN	148610	6/2/2014	1,000.00
0093759 JOSEPH TESTA	148680	6/2/2014	200.00
0093637 JUDY MANN	148645	6/2/2014	51.70
0096379 KAREN OJAKIAN	148653	6/2/2014	676.65
0100453 KATHY FOX	148628	6/2/2014	118.25
0105945 KERRY BURNS	148606	6/2/2014	93.96
0101866 KIDZ LOVE SOCCER	148639	6/2/2014	3,535.00
0105245 LATIMERLO STUDIO	148640	6/2/2014	258.70
0105822 LEE & RO, INC.	148641	6/2/2014	24,078.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0105957 LEWIS MERLO, INC.	148642	6/2/2014	276.00
0104424 LIDIA'S ITALIAN DELICACIES	148643	6/2/2014	1,400.00
0015875 MANWIN MEDIA SARL	148646	6/2/2014	84.05
0103034 MARIA SAKKOS	148669	6/2/2014	100.00
0000389 MATRISHA PERSON	148658	6/2/2014	1,415.70
0098188 MICHAEL SZETO	148679	6/2/2014	200.00
0100550 MICHAEL YE	148689	6/2/2014	1,000.00
0016863 MIDWEST TAPE, LLC	148648	6/2/2014	94.48
0002107 NANCY HERNANDEZ	148632	6/2/2014	27.30
0018319 NEAL MARTIN & ASSOCIATES	148650	6/2/2014	480.00
0105238 NORTHERN SERVICES INC.	148651	6/2/2014	7,069.56
0092263 OFFICE DEPOT INC	148652	6/2/2014	396.11
0000012 PACIFIC GAS & ELECTRIC	148655	6/2/2014	7,022.04
0000101 PACIFIC NURSERIES	148656	6/2/2014	24.25
0099672 PARESH PATEL	148657	6/2/2014	1,000.00
0097838 PATRICIO DUK	148622	6/2/2014	200.00
0097239 PHILIP BECERRA	148602	6/2/2014	100.00
0095780 PHOENIX SATELLITE TELEVISION (US) INC.	148673	6/2/2014	88.65
0105947 PLACEWORKS	148659	6/2/2014	401.63
0018094 PLAYBOY ENTERPRISES, INC.	148660	6/2/2014	3.60
0102915 PRECISE PRINTING & MAILING	148661	6/2/2014	271.96
0000175 RECOLOGY SAN BRUNO	148663	6/2/2014	40,000.00
0094546 RECORDED BOOKS, LLC	148664	6/2/2014	90.99
0090749 RED WING SHOE STORE	148665	6/2/2014	196.19
0018761 RENEE RAMSEY	148662	6/2/2014	409.50
0104548 RENNE SLOAN HOLTZMAN SAKAI LLP	148666	6/2/2014	11,166.74
0097866 SAN BRUNO PARK & RECREATION	148670	6/2/2014	1,000.00
0017807 SAN MATEO COUNTY CONTROLLER'S OFFICE	148617	6/2/2014	9,454.30
0090790 SAN MATEO COUNTY TIMES	148671	6/2/2014	96.00
0018597 SAN MATEO DAILY JOURNAL	148672	6/2/2014	240.00
0096806 SHARON WILSON	148687	6/2/2014	100.00
0102909 SMITH-EMERY COMPANY	148676	6/2/2014	720.00
0103492 SMITHSONIAN NETWORKS	148677	6/2/2014	1,158.42
0105813 SUNDANCE LLC	148678	6/2/2014	2,048.96
0102745 THE MERCURY NEWS	148681	6/2/2014	355.24
0105944 THE PIN CENTER	148682	6/2/2014	1,149.00
0096003 TRACI DOS SANTOS	148621	6/2/2014	761.80
0018618 UNITED SITE SERVICES INC.	148684	6/2/2014	185.40
0102744 UNIVERSAL BUILDING SERVICES	148685	6/2/2014	326.00
0102865 UNIVERSAL SERVICE ADMINISTRATIVE CO.	148675	6/2/2014	5,348.61
0100612 VADIM ARUTYUNOV	148598	6/2/2014	1,000.00
0104256 VIBO MUSIC CENTER	148686	6/2/2014	230.40
0093733 WAI LIM WU	148688	6/2/2014	50.00
0105955 WEST COAST CODE CONSULTANTS, INC.	148615	6/2/2014	1,920.00
0100439 YEFIM BRODSKY	148604	6/2/2014	98.00
		<b>GrandTotal:</b>	<b>1,314,353.69</b>
		<b>Total count:</b>	<b>98</b>



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

---

DATE: June 10, 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 May 23, 2014 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,441,122.95 for the bi-weekly pay period ending May 18, 2014 is attached.

7.6.

**LABOR SUMMARY FOR PAY PERIOD ENDING :MAY 18, 2014**

<b>pyLaborDist</b>	<b>05/23/14</b>
Fund: 001 - GENERAL FUND	1,091,294.15
Fund: 122 - SOLID WASTE/RECYCL.	1,545.36
Fund: 190 - EMERGENCY DISASTER FUND	26,314.33
Fund: 201 - PARKS AND FACILITIES CAPITAL	784.84
Fund: 203 - STREET IMPROVE. PROJECTS	10,071.53
Fund: 611 - WATER FUND	85,138.33
Fund: 621 - STORMWATER FUND	19,651.57
Fund: 631 - WASTEWATER FUND	65,978.75
Fund: 641 - CABLE TV FUND	85,369.67
Fund: 701 - CENTRAL GARAGE	10,734.15
Fund: 702 - FACILITY MAINT.FUND	23,103.41
Fund: 707 - TECHNOLOGY DEVELOPMENT	14,432.84
Fund: 711 - SELF INSURANCE	6,704.02
<b>Total</b>	<b>1,441,122.95</b>



CITY OF SAN BRUNO  
CITY TREASURER

John E. Marty  
City Treasurer

## RECONCILIATION OF GENERAL LEDGER TO BANK

MONTH ENDING APRIL 2014

### City of San Bruno Cash

### City of San Bruno General Ledger

Investment Balance	\$ 53,133,883.50
Glenview Fire LAIF	3,037,149.50
Checking	4,437,000.26
Police Checking	40,719.00
Glenview Fire Recovery	3,035.03
Glenview Counseling Assist	203,224.43
City of SB as Custodian - WFB	68,838,451.58

**Bank Balances as of 7/31/13** 129,693,463.30

**General Ledger Balance** \$128,097,918.13

Outstanding checks \$ (2,194,120.12)

FNB Deposit Transit 14,518.43

CATV Checkfree Deposit 1,625.39

FNB Deposit Transit 12,274.20

Library CC 161.45

FNB Deposit Transit 9,629.66

FNB Deposit Transit 6,804.73

AR Receipts 521,229.00

Finance CC 6,038.21

CATV Merchant Bankcard

CC 2,306.42

Utility Billpay 27,561.14

**Adjusted Balance** \$ 128,099,704.97

**Adjusted Balance** \$128,099,704.97

7.C.



## INVESTMENT REPORT

MONTH ENDING APRIL 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	18,692,766.89			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 Home Loan Bank 1.42 % mat 5/30/14	\$1,000,000.00	\$1,000,000.00	\$1,001,070.00	1.42
Federal Farm Credit Bank 3/28/13 mat 3/28/16	\$ 2,000,000.00	\$2,000,000.00	\$1,996,540.00	0.45
Federal Home Loan Mtg Corp 0.57% 6/20/2016	\$1,000,000.00	\$1,000,000.00	\$999,360.00	0.57
Federal Natl Mtg Corp 0.50% mat 8/15/16	\$1,000,000.00	\$1,000,000.00	\$998,040.00	0.5
Federal National Mtg Assn 0.75% 12/19/16	\$1,000,000.00	\$1,000,000.00	\$998,950.00	0.75
Federal Natl Mtg Assoc 1.15% 1/25/17	\$1,000,000.00	\$1,000,000.00	\$1,002,040.00	1.15
Federal Home Loan Mtg Corp 1.125% mat 11/28/17	\$2,000,000.00	\$2,000,000.00	\$1,990,780.00	1.125
	\$	\$	\$	1

Federal Home Loan Bank 1% 4/24/2017	1,000,000.00	1,000,000.00	1,002,300.00	
Federal Home Loan Mortgage .125% 11/28/2017	\$ 2,000,000.00	\$2000,000.00	\$1,995,960.00	1.13
Federal Natl Mtg Assoc 0.70% 12/26/17	\$2,000,000.00	\$ 2,000,000.00	\$1,987,160.00	0.7
Federal Home Loan Bank 1.00% mat 12/27/17	\$1,000,000.00	\$1,000,000.00	\$981,500.00	1.02
Federal Home Loan Mtg Corp Step Cpn 12/27/18	\$1,000,000.00	\$1,000,000.00	\$1,002,120.00	1.5
US Govt Money Market	\$6,166,239.68	\$6,166,239.68	\$6,166,239.68	0.01

**INVESTMENTS HELD AT WELLS FARGO BANK**

City of San Bruno as Temporary Custodian	\$ 8,836,049.95			0.3
--	-----------------	--	--	-----

**TOTAL**

\$127,007,082.95

6/5/2014 10:15:24AM

City of San Bruno  
Through April 2014

Through period: 10

	Cash	Investments	Fund Total
001 GENERAL FUND	4,975,808.33	53,697.22	5,029,505.55
002 GENERAL FUND RESERVE	8,462,627.61	0.00	8,462,627.61
003 ONE-TIME REVENUE	84,568.32	0.00	84,568.32
004 NEW CAP IMPROV/ONE-TIME INITIATIVE RSRV	5,061,760.48	0.00	5,061,760.48
101 GAS TAX	537,405.50	0.00	537,405.50
102 MEASURE A TRANSPORTATION TAX	1,136,671.67	0.00	1,136,671.67
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	59,276.17	0.00	59,276.17
113 POLICE SPECIAL REVENUE	48,194.75	0.00	48,194.75
114 TRAFFIC SAFETY GRANT	61,474.57	0.00	61,474.57
121 FEDERAL/STATE GRANTS	23,004.91 CR	0.00	23,004.91 CR
122 SOLID WASTE/RECYCL.	220,735.52	0.00	220,735.52
123 LIBRARY SPECIAL REVENUE	246,340.93	0.00	246,340.93
131 IN-LIEU FEES	4,143,332.18	0.00	4,143,332.18
132 AGENCY ON AGING	54,270.57	0.00	54,270.57
133 RESTRICTED DONATIONS	1,120,602.76	0.00	1,120,602.76
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	630,458.02	650,015.40	1,280,473.42
190 EMERGENCY DISASTER FUND	4,200,632.24 CR	0.00	4,200,632.24 CR
201 PARKS AND FACILITIES CAPITAL	818,701.45	0.00	818,701.45
203 STREET IMPROVE. PROJECTS	2,096,170.81	0.00	2,096,170.81
207 TECHNOLOGY CAPITAL	735,831.07	0.00	735,831.07
251 SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	0.00	0.00	0.00
302 LEASE DEBT SERVICE	795,969.82	32.47 CR	795,937.35
351 SUCCESSOR AGENCY TO THE SB RDA -2000 COP	0.00	0.00	0.00
611 WATER FUND	14,963,391.93	0.00	14,963,391.93
621 STORMWATER FUND	779,796.10	0.00	779,796.10
631 WASTEWATER FUND	9,379,995.64	601,676.06	9,981,671.70
641 CABLE TV FUND	4,502,036.92 CR	200.00	4,501,836.92 CR
701 CENTRAL GARAGE	575,408.92	0.00	575,408.92
702 FACILITY MAINT.FUND	863,090.47	0.00	863,090.47
703 GENERAL EQUIPMENT REVOLVING	3,772,850.09	0.00	3,772,850.09
707 TECHNOLOGY DEVELOPMENT	275,136.25	0.00	275,136.25
711 SELF INSURANCE	2,200,285.60	91,118.50	2,291,404.10
870 SAN BRUNO COMMUNITY RESTITUTION FUND	68,838,451.58	0.00	68,838,451.58
880 PROJECT DEVELOP. TRUST	83,934.42	0.00	83,934.42
891 S.B. GARBAGE CO. TRUST	376,052.64	0.00	376,052.64
<b>Grand Total:</b>	<b>128,097,918.13</b>	<b>1,396,674.71</b>	<b>129,494,592.84</b>

Expenditure Status Report

City of San Bruno

4/1/2014 through 4/30/2014

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total GENERAL FUND	35,263,180.57	2,714,298.37	28,181,898.41	234,085.23	6,847,196.93	80.58
Total GENERAL FUND RESERVE	0.00	65,400.00	65,400.00	0.00	-65,400.00	0.00
Total ONE-TIME REVENUE	814,975.00	836,203.05	906,926.22	0.00	-91,951.22	111.28
Total GAS TAX	1,440,000.00	62,500.00	1,315,000.00	0.00	125,000.00	91.32
Total MEASURE A TRANSPORTATION TAX	785,000.00	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	3,259.39	34,436.10	0.00	31,156.90	52.50
Total LIBRARY SPECIAL REVENUE	39,000.00	3,250.00	32,500.00	0.00	6,500.00	83.33
Total IN-LIEU FEES	58,500.00	14,300.00	52,835.00	0.00	5,665.00	90.32
Total AGENCY ON AGING	203,761.00	10,570.34	87,971.08	0.00	115,789.92	43.17
Total RESTRICTED DONATIONS	133,213.00	73,554.30	118,218.05	0.00	14,994.95	88.74
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	91.60	396,282.15	0.00	115,074.85	77.50
Total EMERGENCY DISASTER FUND	15,709,546.25	1,882,731.22	6,494,199.61	3,857,484.46	5,357,862.18	65.89
Total PARKS AND FACILITIES CAPITAL	1,525,481.10	14,163.48	271,670.13	76,860.34	1,176,950.63	22.85
Total STREET IMPROVE. PROJECTS	5,626,518.07	83,825.30	1,836,391.43	1,316,609.54	2,473,517.10	56.04
Total TECHNOLOGY CAPITAL	817,389.57	6,951.42	77,700.94	437,042.00	302,646.63	62.97
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	0.00	627,118.62	0.00	977,262.38	39.09
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  
 4/1/2014 through 4/30/2014

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total WATER FUND	26,350,540.37	828,107.63	7,508,058.34	3,297,383.15	15,545,098.88	41.01
Total STORMWATER FUND	1,239,789.75	50,944.29	512,914.71	261,265.27	465,609.77	62.44
Total WASTEWATER FUND	18,530,487.13	496,015.81	6,676,439.69	691,672.96	11,162,354.48	39.76
Total CABLE TV FUND	11,817,065.98	953,904.90	8,187,560.36	656,215.40	2,973,290.22	74.84
Total CENTRAL GARAGE	614,865.00	44,672.33	417,759.08	9,178.97	187,926.95	69.44
Total FACILITY MAINT.FUND	1,003,962.00	92,700.77	811,322.96	0.00	192,639.04	80.81
Total GENERAL EQUIPMENT REVOLVING	476,878.10	201,227.96	214,762.84	678.10	261,437.16	45.18
Total TECHNOLOGY DEVELOPMENT	572,022.00	78,815.37	504,370.52	0.00	67,651.48	88.17
Total SELF INSURANCE	1,809,515.00	45,661.40	1,691,092.09	3,900.00	114,522.91	93.67
<b>Grand Total</b>	<b>127,189,720.96</b>	<b>8,563,148.93</b>	<b>68,587,171.24</b>	<b>10,843,095.49</b>	<b>47,759,454.23</b>	<b>62.45</b>

Revenue Status Report

City of San Bruno

4/1/2014 through 4/30/2014

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total GENERAL FUND	34,947,173.00	6,349,026.67	30,663,216.30	4,283,956.70	87.74
Total GENERAL FUND RESERVE	0.00	1,364.50	528,027.50	-528,027.50	0.00
Total ONE-TIME REVENUE	1,067,500.00	366.00	991,494.54	76,005.46	92.88
Total GAS TAX	1,295,948.00	184,833.16	1,022,210.24	273,737.76	78.88
Total MEASURE A TRANSPORTATION TAX	838,861.00	56,979.37	729,349.11	109,511.89	86.95
Total STREET SPECIAL REVENUE	805.00	317.00	722.00	83.00	89.69
Total POLICE ASSET FORFEITURE	5,254.00	54.00	311.01	4,942.99	5.92
Total SAFETY AUGMENT. -PROP.172	92,300.00	7,761.00	91,246.42	1,053.58	98.86
Total POLICE SPECIAL REVENUE	100,056.00	9,326.71	65,284.67	34,771.33	65.25
Total TRAFFIC SAFETY GRANT	284.00	63.00	413.11	-129.11	145.46
Total FEDERAL/STATE GRANTS	0.00	0.00	807.00	-807.00	0.00
Total SOLID WASTE/RECYCL.	82,110.00	6,501.73	58,579.56	23,530.44	71.34
Total LIBRARY SPECIAL REVENUE	3,474.00	256.00	6,202.72	-2,728.72	178.55

Revenue Status Report

City of San Bruno  
 4/1/2014 through 4/30/2014

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total IN-LIEU FEES	539,631.00	4,270.00	558,552.61	-18,921.61	103.51
Total AGENCY ON AGING	203,761.00	15,807.71	138,767.19	64,993.81	68.10
Total RESTRICTED DONATIONS	137,208.00	29,158.19	195,940.89	-58,732.89	142.81
Total ED JOHNSON BEQUEST FUND	210.00	27.00	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	1,725.39	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	5.58	585,061.42	-460,061.42	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	525,616.00	587,341.15	-56,812.15	110.71
Total STREET IMPROVE. PROJECTS	1,457,948.00	2,184.00	2,202,835.00	-744,887.00	151.09

Revenue Status Report

City of San Bruno  
 4/1/2014 through 4/30/2014

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Pct Rcvd
Total TECHNOLOGY CAPITAL	787,406.00	774,895.00	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	1,423,040.57	181,340.43	88.70
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	847,582.16	9,457,037.19	2,779,603.81	77.28
Total STORMWATER FUND	632,089.00	140,200.73	560,003.11	72,085.89	88.60
Total WASTEWATER FUND	13,258,688.00	1,044,952.59	10,025,453.48	3,233,234.52	75.61
Total CABLE TV FUND	10,598,474.00	782,054.79	7,756,560.98	2,841,913.02	73.19
Total CENTRAL GARAGE	614,773.00	51,231.00	512,310.00	102,463.00	83.33
Total FACILITY MAINT.FUND	866,971.00	72,248.00	722,480.00	144,491.00	83.33
Total GENERAL EQUIPMENT REVOLVING	430,587.00	35,882.00	365,623.00	64,964.00	84.91
Total TECHNOLOGY DEVELOPMENT	520,773.00	43,398.00	433,980.00	86,793.00	83.33
Total SELF INSURANCE	1,805,615.00	150,468.00	1,504,660.00	300,935.00	83.33

Revenue Status Report

City of San Bruno  
4/1/2014 through 4/30/2014

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
Grand Total	84,784,450.00	11,236,849.28	73,784,625.99	10,999,824.01	87.03



City Council Agenda Item  
Staff Report

CITY OF SAN BRUNO

DATE: June 10, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Klara A. Fabry, Public Services Director

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

**BACKGROUND:**

The San Bruno Street Medians and Grand Boulevard Improvements Project was included in the 2013-14 Capital Improvement Program (CIP) with the goal of continuing the rehabilitation of the street medians on El Camino Real, San Bruno Avenue and Sneath Lane to enhance aesthetic appeal and livability for the San Bruno residents. The medians program began in 2006 and has upgraded the landscaping, irrigation and hardscaping of all 16 medians on El Camino Real within the City limits and 7 out of the 12 medians on San Bruno Avenue between El Camino Real and Skyline Boulevard. Gateway entry signage was also installed on El Camino Real. Construction was phased into four different contracts, each packaged to utilize grant funding secured by the City.

On August 14, 2012, the City Council awarded a construction contract to J.J. Nguyen, Inc. in the amount of \$614,825 for the most current phase. This project included relandscaping of four median islands on El Camino Real and one median island on San Bruno Avenue (Attachment 3).

**DISCUSSION:**

All work including the one year landscape establishment and maintenance period has been completed. Seven change orders were issued for additions to the scope of work to accommodate unforeseen field conditions and plan set omissions, and one additional change order was issued for quantity changes to one bid item. This project phase of the medians reconstruction was completed within the total approved construction budget amount (including contingency). Staff recommends that the City Council accept the project and construction contract as complete and approve the release of the contract retention in the amount of \$30,270.39.

After the City Council accepts the project, a Notice of Completion will be filed with the County Recorder. There is a minimum 35 day waiting period after recordation of the Notice of Completion for any third party claims before the City will release the contract retention amount. The contractor has provided the City with guarantee and maintenance bonds, record drawings, manuals and warranties as well as a signed "Release of Any and All Claims Form."

7.d.

The CIP Project Completion and Release of Retention Form for this project (Attachment 2) provides the actual project timetable and a comparison of the original project budget with the actual project expenditures.

**FISCAL IMPACT:**

The total construction cost for the San Bruno Street Medians and Grand Boulevard Improvements Project is \$604,258, which is below the original construction budget. A summary of the construction contract with J.J. Nguyen, Inc. is as follows:

Issued Change Orders:

- C.O. #1 - for additional clearing and grubbing for \$8,000
- C.O. #2 - added concrete curbing for \$5,520
- C.O. #3 – reset location of a Caltrans survey monument for \$2,300
- C.O. #4 - increased groundcover plant sizes for \$460
- C.O. #5 – installation of a backflow preventer for \$5,060
- C.O. #6 - replaced and extended two irrigation service lines for \$5,750
- C.O. #7 - extra work for additional tree stakes, irrigation and reflective traffic markers requested by the City for \$1,150
- C.O. #8 – pavement removal bid item quantity adjustment for \$2,650

Total Change Orders = \$30,890

Original Construction Contract	\$	614,825
Contract Quantity Adjustments	\$	(40,307)
Total Change Orders	\$	<u>30,890</u>
Final Construction Contract Amount	\$	605,408

Construction Contract Budget (includes 10% contingency)      \$      676,325

This construction contract is within the authorized amount. However, it must be noted that the overall multi-phase program, including consultant design costs and City staff time expended during design and construction, totaled \$3,456,103 which is beyond the \$3,331,433 budgeted for the program. This program deficit was incurred because of the City's loss of Redevelopment Agency funds (RDA funds) to the State during the budget crisis of 2012. This program deficit of \$124,670 (4% over budget) will be addressed by funding through the Streets Capital Fund.

**RECOMMENDATION:**

Adopt resolution accepting the San Bruno Street Medians and Grand Boulevard Improvements Project as complete and authorizing release of the construction contract retention in the amount of \$30,270.39.

**ALTERNATIVES:**

1. Do not accept the contract as substantially complete and do not release retention.

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Resolution
2. Contract Acceptance and Release of Retention Information Form
3. Project Key Map

**DATE PREPARED:**

May 30, 2014

**REVIEWED BY:**

\_\_\_\_\_ CM

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

**RESOLUTION ACCEPTING THE SAN BRUNO STREET MEDIANS AND GRAND BOULEVARD IMPROVEMENTS PROJECT AS COMPLETE AND AUTHORIZING RELEASE OF THE CONSTRUCTION CONTRACT RETENTION IN THE AMOUNT OF \$30,270.39**

**WHEREAS**, the goal of the San Bruno Street Medians and Grand Boulevard Improvements Project is to continue the rehabilitation of street medians on El Camino Real and San Bruno Avenue; and

**WHEREAS**, the completion of this project replaces landscaping, irrigation lines and hardscaping within four existing medians along El Camino Real and one existing median along San Bruno Avenue; and

**WHEREAS**, the City Council awarded the construction of five medians included in the overall San Bruno Street Medians and Grand Boulevard Improvements Project to J.J. Nguyen, Inc. on August 14, 2012, in an amount of \$614,825; and

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

**WHEREAS**, the construction contract retention in the amount of \$30,270.39 was withheld from the completed work.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby accepts the San Bruno Street Medians and Grand Boulevard Improvements Project as complete and authorizes the release of the construction contract retention in the amount of \$30,270.39.

Dated: June 10, 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 10th day of June 2014 by the following vote:

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



**PUBLIC SERVICES DEPARTMENT**

**Capital Improvement Program**

**Project Acceptance and Release of Retention Information Form**

**As of Date:** May 30, 2014

**Project Information:**

Contract Name	<b>San Bruno Street Medians and Grand Boulevard Improvements Project</b>	Contract Number	83904
Project Manager	Will Anderson		
Design Consultant	Callander Associates	Construction Contractor	J.J. Nguyen, Inc.
Design Contract Award Date:	N/A		
Const. Contract Award Date:	August 14, 2012		
Start of Construction:	October 8, 2012		
<p>Change Orders:</p> <p>C.O. #1 issued on October 22, 2012 for additional clearing and grubbing. This change resulted a net increase of \$8,000.00.</p> <p>C.O. #2 issued on November 1, 2012 to place concrete curb. This change resulted a net increase of \$5,520.00.</p> <p>C.O. #3 issued on November 1, 2012 to tie out a Caltrans survey monument. This change resulted a net increase of \$2,300.00.</p> <p>C.O. #4 issued on November 26, 2012 to increase groundcover plant sizes. This change resulted a net increase of \$460.00.</p> <p>C.O. #5 issued on November 26, 2012 to install a backflow preventer. This change resulted a net increase of \$5,060.00.</p> <p>C.O. #6 issued on January 22, 2013 to replace and extend two irrigation service lines. This change resulted a net increase of \$5,750.00.</p> <p>C.O. #7 issued on February 4, 2013 for extra work requested by the City. This change resulted a net increase of \$1,150.00.</p> <p>C.O. #8 issued on February 26, 2013 for balancing bid quantities. This change resulted a net increase of \$2,650.00.</p>			
Substantial Completion:	January 9, 2013		
Final Completion:	January 9, 2014		
Notice of Completion:	Scheduled for filling on June 11, 2014		

**Project Description:**

The contract work included the removal and replacement of landscaping, irrigation lines and hardscape within four existing median islands along El Camino Real and one median island along San Bruno Avenue including a one-year plant establishment and plant maintenance period.

**Project Cost:**

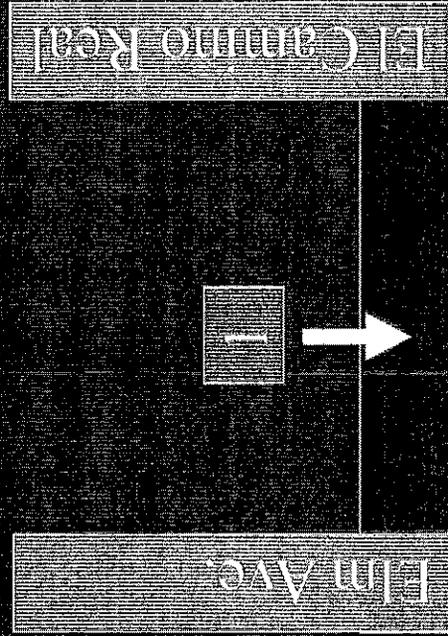
	<b>Budget</b>	<b>Actual</b>
<b>TOTAL PROJECT</b>	\$ 739,000	\$ 689,911
Design*		
Construction Contract	\$ 614,825	\$ 614,825
Contingency	\$ 61,500	\$ (9,417)
Total Construction Contract	\$ 676,325	\$ 605,408
Project Management and Inspection		\$ 84,503
Total Construction		\$ 689,911
Retention to be Released (5% of Contract)		\$ 30,270.39

\*Design was performed under the umbrella project and was not separated out for this phase.



← NORTH  
El Camino Real

**San Bruno Street  
Medians and Grand  
Boulevard  
Improvements Project  
(Phase 3) Key Map**



← NORTH  
San Bruno Avenue



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

DATE: June 10, 2014

TO: Honorable Mayor and City Council Members

FROM: Kerry Burns, Community Services Director

SUBJECT: 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

**BACKGROUND:**

Through a Joint Use Agreement, the City of San Bruno (City) and San Bruno Park School District (School District) memorialize the organizations' collective understanding of the City's maintenance of the District's fields at Belle Air Elementary and Parkside Middle Schools, the use of District facilities by the City and delivery of programs by the City at District facilities for the benefit of the residents of San Bruno and those who reside within the geographical boundaries of the School District. In spring 2013, the School District modified its policy and began charging non-profits and the City for use of School District facilities for non-school related activities. As a result of the School District's change in policy, for the past several months, staff has been negotiating the terms of the successor Joint Use Agreement.

This proposed Joint Use Agreement and staff report recommending approval was presented to the City Council at its Regular Meeting on May 13, 2014. As a result of the City Council's review of the proposed Agreement and deliberations, the City Council voted unanimously to approve the Agreement. On May 28, 2014 the District Board considered the proposed successor Joint Use Agreement. As a result of the District Board's review of the proposed Agreement and deliberations, the District Board voted not to approve the Agreement and requested the opportunity to further discuss the agreement with the City. The City and District staff met to discuss the next steps and jointly recommend an extension of the Joint Use Agreement until October 15, 2014 to provide sufficient time for these continued discussions.

**DISCUSSION:**

The proposed successor Joint Use Agreement uses as its foundation many of the terms and conditions memorialized in the existing Joint Use Agreement.

New provisions included in the proposed successor agreement include the following:

- 3-year term from May 14, 2014 to May 13, 2017, with an Evergreen clause which includes an automatic renewal every three years unless terminated by either party;
- Per the School District's Use of Facilities Policies and Regulations, payment by the City to the School District for use of District indoor facilities and fields for delivery of the City's After School Adventures Program and Middle School Sports Program (volleyball, basketball, flag

7.e

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

**June 10, 2014**

**Page 2**

football and cross country). The District's After School Education and Safety (ASES) program which is delivered by the City shall be exempt from the facility fee;

- Payment by the District to the City for the City's staff and supply cost associated with the delivery of Basic Mowing and Irrigation Maintenance Service at Belle Air Elementary and Parkside Middle Schools. Basic Mowing Service includes: cutting and edging the grass once per week, weather conditions permitting, fertilizing, aerating, gopher control, weed control, and trash removal. Irrigation Maintenance Service includes: maintenance of irrigation heads, controllers, underground irrigation lines, and wiring and replacing parts, as needed;
- Annual increase to City and School District fees based on the Consumer Price Index for all Urban Consumers (San Francisco-Oakland-San Jose);
- At the end of each Evergreen term, the City shall recalculate its Basic Mowing and Irrigation Maintenance Services costs and the School District shall recalculate its District Use of Facilities Fee. This new cost shall become the fees for the first year of the new three-year Agreement. An increase of 15% or less shall not require approval by the respective governing bodies;

**FISCAL IMPACT:**

As a result of an extension to the existing agreement, the City and District continue to operation under the terms and conditions of the December 2011 Joint Use Agreement. This agreement provides for the District to pay the City \$12,110 annual for the maintenance of the Belle Air Elementary and Parkside Middle School fields. Per the Joint Use Agreement currently in place, the City is not required to pay the District fees for use of its facilities.

**RECOMMENDATION:**

Adopt a 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.

**ATTACHMENTS:**

1. Resolution

**DATE PREPARED:**

June 3, 2014

**REVIEWED:**

CM \_\_\_\_\_

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

**RESOLUTION OF THE CITY OF SAN BRUNO AUTHORIZING EXTENSION  
OF THE JOINT USE AGREEMENT BETWEEN THE CITY OF SAN BRUNO  
AND THE SAN BRUNO PARK SCHOOL DISTRICT THROUGH OCTOBER 15, 2014**

**WHEREAS**, the City of San Bruno (City) and the San Bruno Park School District (District) agree that the adequately maintained recreational facilities and programs are beneficial to the residents of the City and to those who reside within the geographical boundaries of the District; and

**WHEREAS**, the City and District each own certain indoor and outdoor facilities, such as athletic fields, play areas, community rooms, gymnasiums, classrooms and other facilities which are suitable for District and City recreational programs and community use; and

**WHEREAS**, the City and District have a well-established history of working together to ensure their respective facilities are available and utilized for the common good and for the benefit of the community; and

**WHEREAS**, section 10900 et seq. of the Education code authorizes cities and school districts to maintain and operate joint use playgrounds and outdoor playing fields in order to reduce operating and capital costs to both governmental jurisdictions and to provide recreational areas for the community as a whole; and

**WHEREAS**, on December 15, 2011 the City and District entered into an agreement for the joint use and maintenance of facilities and allocation of costs for the maintenance of these facilities;

**WHEREAS**, in spring 2013, the District modified its policy related to charging non-school related organizations fees for use of District facilities; and

**WHEREAS**, on August 5, 2013, the District provided the City with written notice terminating the joint use agreement effective February 10, 2014 and requesting for opportunity to negotiate language for a successor agreement to address the change in District policy; and

**WHEREAS**, since fall 2013, City and District representatives have been negotiating the terms of a new joint use agreement; and

**WHEREAS**, City and District mutually agreed to an extension of the previous agreement from January 30, 2014 until May 10, 2014; and

**WHEREAS**, the City and District mutually desire to extend the previous joint use agreement until October 15, 2014; with recognition of services tendered from May 11, 2014, to provide additional time for discussion on a successor agreement, review by the City Council and School Board and final action by both agencies.

**NOW THEREFORE, BE IT RESOLVED**, the City Council of the City of San Bruno hereby extends the term of the December 15, 2011 Joint Use Agreement between the City of San Bruno and the San Bruno Park School District through October 15, 2014.

Dated: June 10, 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 27<sup>th</sup> day of May, 2014 by the following vote:

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



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** June 10, 2014  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Jim O'Leary, Interim Finance Director  
**SUBJECT:** 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

**BACKGROUND**

In the late 1990s, the San Mateo County court system transferred responsibility for parking citation processing and collecting to local agencies. In 1998 as an alternative to a joint powers arrangement among cities and other agencies, all agencies in the County issued a combined request for proposals for parking citation processing and collecting services. This action allowed the agencies to retain a single firm, yet with individual agency contracts.

Turbo Data Systems, Inc. was the successful bidder in 1999 and again in 2006, in responding to the request for proposals issued by the City of Daly City on behalf of all agencies within San Mateo County. Most recently in 2006, all 30 agencies entered into agreements with Turbo Data for a five-year terms expiring June 30, 2011, with an option to extend for an additional three years through June 30, 2014.

Turbo Data services include citation processing, collecting by mail, phone or web site, sending reminders notices, administrative adjudication processing and administrative hearings, placing DMV holds, and optional advanced collection efforts. Additional service features include:

- On-line inquiry to the county-wide database of citations by each city.
- Sending Final Notice letter prior to forwarding for DMV hold.
- Releasing DMV hold immediately with telephone authorization.
- Independent hearing officer available for in-person appeals.
- An 800-number for inquiries 24-hours a day. Operators, including Spanish language, available during normal business hours.

**DISCUSSION**

The City's contract with Turbo Data will expire on June 30, 2014. In order to complete another county-wide request for proposal process, Turbo Data has agreed to one-year

7.6

contract extensions with all interested San Mateo agencies. The County of San Mateo will act as the lead agency in the next county-wide vendor identification and selection process, hopefully leading to multi-year agreements being in place for July 1, 2015.

To remain competitive, Turbo Data presented a reduced citation processing fee which will result in a small reduction in costs for citation processing. Per citation processing fees will be reduced from \$1.28 to \$1.20 for automated citations entered within 48-hours, \$1.40 to \$1.35 for automated citations entered after 48-hours, and \$1.40 to \$1.35 for hand-written citations. Total City costs should be slightly lower during 2014-15.

San Bruno Police Department personnel annually issue just under 10,000 parking citations (year-to-date in 2013-14 totals 8,054). Turbo Data's services for San Bruno include citation processing, collecting fines, sending reminders notices, placing DMV holds, appeals and administrative adjudicating services, and beginning in 2013-14 enhanced collection efforts.

### **FISCAL IMPACT**

The 2014-15 Proposed Budget projects an expenditure of \$30,000 for parking ticket processing. Actual expenditures amounted to \$35,300 in 2012-13 and \$21,800 during the first ten-months of 2013-14. The Proposed Budget estimates total Parking Fine revenue to amount to \$370,000.

Total City expense for ticket processing should be lower in 2014-15. The contract reduces a number of citation processing fees (automated citations, entered within 48-hours, from \$1.28 to \$1.20, automated citations, entered after 48-hours, from \$1.40 to \$1.35, and hand-written citations from \$1.40 to \$1.35).

### **ALTERNATIVES**

1. Do not extend the agreement. The City would seek out another provider to process parking citations. The delay in finding a vendor may disrupt parking citation processing and collecting of fines.
2. Direct staff to negotiate different agreement terms with Turbo Data. The City would be unlikely to secure better contract terms on its own.

### **RECOMMENDATION**

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.

### **ATTACHMENTS**

1. Resolution

**DATE PREPARED**

May 21, 2014

**REVIEWED BY**

\_\_\_\_\_ CM

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

**RESOLUTION AUTHORIZING THE CITY MANGER TO AMEND AGREEMENT WITH  
TURBO DATA SYSTEMS, INC. FOR PARKING CITATION PROCESSING AND  
ADJUDICATING SERVICES TO EXTEND TERM THROUGH JUNE 30, 2015**

WHEREAS, the City entered into the Agreement For Professional Services-  
Parking Citation Processing and Adjudication with Turbo Data Systems, Inc. effective  
July 1, 2006 for a five-year terms expiring June 30, 2011, with an option to extend for an  
additional three years through June 30, 2014; and

WHEREAS, the City exercised the option under that Agreement to extend the term  
for an additional three years; and

WHEREAS, the current contract will therefore expire on July 1, 2014, and

WHEREAS, as the lead agency for the upcoming request for proposals process  
for parking citation processing and related services, the County of San Mateo has  
recommended a one-year extension of the existing Agreement with Turbo Data in order  
to allow adequate time to conduct a fair and thorough RFP process while allowing an  
adequate time to transition to a new vendor should that be the result of the RFP  
process; and

WHEREAS, Turbo Data has agreed to reduce the costs for processing of parking  
citations during the one-year extension period; and

WHEREAS, the City desires to extend the agreement for one year through June  
30, 2015 and take advantage of the reduced processing fees.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San  
Bruno hereby authorizes 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.

—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 10, 2014 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
City Clerk



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** June 10, 2014

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

**FROM:** Marc Zafferano, City Attorney

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

### **BACKGROUND:**

The San Bruno Community Foundation (SBCF) is the organization created by the City Council to invest, manage and expend the restitution settlement of \$68.75 million in cash and \$1.25 million in real property that the City received from PG&E after the gasoline explosion in the Crestmoor neighborhood. The settlement agreement with PG&E requires that the SBCF be formed as a not-for-profit organization, which requires the IRS and the State of California to approve an application for 501(c)(3) tax-exempt status.

In March 2013, the City Council began forming the SBCF by approving its Articles of Incorporation for filing with the Secretary of State. The Articles state that the organization's purpose is to "benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly-owned community facilities, over the long term." If the 501(c)(3) application is ultimately approved by the IRS and the State, the approval would relate back to the date of filing the Articles.

In August 2013, the City Council approved the Bylaws of the SBCF. The Bylaws require that the City Council appoint the Directors of the organization. The City Council also retained the power to approve certain major decisions of the organization, such as its budget.

In October 2013, the City Council appointed seven members of the community to the volunteer Board of Directors. The Board members are: Nancy Kraus, President; John McGlothin, Vice-president; Ben Cohn, Treasurer; Emily Roberts, Secretary; and Board Members Frank Hedley, Pat Bohm, and Regina Stanback-Stroud.

The Board held three public orientation sessions in December 2013, January 2014, and February 2014, for a total of eleven hours. City staff, outside counsel, and a consultant from the Silicon Valley Community Foundation (SVCF) presented and discussed numerous topics to inform the Board about the structure and function of the organization. The Board then commenced its regular public monthly meetings in March 2014, and has since taken many additional important steps to begin operations. One priority identified by the Board was to prepare the 501(c)(3) application for tax-exempt status, which is required to contain a proposed three-year budget reflecting the anticipated operations of the organization.

At its regular meeting in March 2014, the SBCF appointed a Board committee consisting of three Board members to work with City staff and the consultant from the SVCF to develop the three-year budget required by the IRS as part of the 501(c)(3) application. After meeting with the consultant

*D.a.*

and providing input, the committee presented the budget to the full Board in April 2014, which then adopted it unanimously at its May 2014 meeting. The Board also approved for filing the 501(c)(3) application prepared by city staff, its consultant from the SVCF, and outside counsel.

A copy of the staff report and resolution from the Board's May 2014 meeting, which outlines the process, timeline, and key details of the application is Attachment 1. Attachment 2 is the three-year budget, which is subject to the City Council's review and approval as part of its retained powers pursuant to Article XVI, sub-section (c) of the SBCF's adopted Bylaws. The complete 501(c)(3) application, which is voluminous, is available online.

#### **DISCUSSION:**

Per IRS guidelines, the three-year budget included in the 501(c)(3) application is required to reflect a "reasonable good-faith estimate" of the anticipated revenues and expenses of the organization. It is not the formal annual operating budget of the organization, which the SBCF will separately adopt at a later time, and which will also be subject to City Council approval. The budget follows the form prescribed by the IRS, which may differ from the format of the budget that the SBCF may later adopt.

The budget covers the fiscal years July-June 2014, 2015, and 2016. Since the SBCF does not have possession of the funds in the first fiscal year, that column is blank. It was assumed that the City would transfer the funds to the SBCF after filing the 501(c)(3) application, which would occur sometime in the second fiscal year, so that all revenue and expenses would start in that year.

The "Income" section of the budget for 2014-15 reflects the full value of the \$70 million restitution fund, plus the interest earned while the City has maintained the funds in secure government-backed investments, as directed by the City Council. Once the funds are transferred to the SBCF, the budget assumes a 7% annual return in long-term growth-oriented investments, which is realistic based on actual performance of similar funds for other organizations.

The "Expenses" section of the budget contains the following items.

1. **Salaries and Wages/Payroll Taxes and Benefits:** It was assumed that the SBCF would hire an executive director and an administrative assistant in its second fiscal year, based on a) the best practices of other nonprofits of similar size, and b) the resources required to support the goals and initiatives of the Board. The consultant from SVCF has informed the Board that the listed salary may be somewhat low for the executive director position, but since state nonprofit law requires that a salary survey be performed before hiring and each year thereafter, the actual amount may differ. The benefit costs for the two positions are based on the assumption that the individuals would be employees of an outside entity such as the City or the SVCF. The employing organization would then contract with the SBCF to provide those employees to the SBCF. This model was selected because it would likely be cost-prohibitive for the SBCF to offer a competitive benefits package to just one or two employees. Contracting with an outside entity to employ the individuals would lower benefit costs by using the larger organization's economies of scale and access to group rates for health and welfare benefits such as medical insurance, worker's compensation, life insurance, and disability coverage.
2. **Grants and Assistance to others:** This line reflects a decision by the Board that for the next two years, the SBCF will operate by treating the entire initial cash amount of \$68.75 million (plus any accrued interest) as an endowment, and that 5% would be paid out annually from the income generated for the charitable purposes of the organization, with no distributions of the principal. In making this decision, the Board felt that it would take approximately two years to complete the

formation and organization of the SBCF, retain an executive director and other required staff, and obtain public input regarding long-term investment goals and strategies of the organization.

3. **Occupancy:** For simplicity, it was assumed that the SBCF would pay market rent for modest leased space in San Bruno.
4. **Insurance:** This line reflects the actual amount paid for the first year of director's and officer's liability insurance, and a somewhat lower premium for later years that reflects the reduced risk to insure an established organization.
5. **Telecommunications/Postage and shipping/Printing and copying/Office supplies:** These lines reflect reasonable estimates based on information provided by the consultant from the SVCF.
6. **Legal, accounting & payroll services:** Legal services were provided by the City's outside counsel for the initial formation of the SBCF starting in 2012. It is anticipated that services rendered through the SBCF's first regular Board meeting in March 2014 would be reimbursed by the Trust to the City. Amounts expended after that time would be paid by the SBCF, either directly or by reimbursing the Trust in the event that the Trust has already reimbursed the City. Other listed fees are based on reasonable estimates from the City's auditor and the consultant from the SVCF.
7. **Travel:** The volunteer Board members selected by the City Council are operating an organization worth \$70 million, and as such, it is important that they obtain additional and ongoing training so that they may perform their service according to best practices in the industry. The SVCF consultant has therefore recommended budgeting for travel to and from conferences, with the actual conference and development expenses listed in the "Other" section below.
8. **Consultants:** The amounts in these lines were based on information provided for similar services at other organizations of similar size and funding levels.
9. **Other:** These amounts were budgeted to reflect the cost of internal meetings, noticing public hearings, and attendance at conferences for Board development.

The remainder of the 501(c)(3) application is described in detail in Attachment 1, the SBCF staff report prepared by the City's outside counsel and City staff. In summary, the application describes the genesis and nature of the organization; its purpose, mission, and anticipated activities; and its relationship as a supporting organization to the City of San Bruno. The application also contains press reports and articles that announced the settlement with PG&E and the various steps taken by the City as the organization was being developed.

**FISCAL IMPACT:**

There is a fee of \$850 for filing the application, which will be initially paid by the City and then reimbursed by the SBCF.

**ALTERNATIVES:**

1. Do not approve the 501(c)(3) application and three-year budget. The SBCF would then need to revisit any items of concern to the City Council before filing with the IRS, which would delay formation of the organization.

2. Approve the 501(c)(3) application and three-year budget, subject to specified edits or conditions. The SBCF may wish to review or comment on any changes, which may then delay formation of the organization.

**RECOMMENDATION:**

Adopt resolution approving the San Bruno Community Foundation's 501(c)(3) application and three-year budget.

**ATTACHMENTS:**

1. SBCF Staff Report and Resolution dated May 15, 2014 approving 501(c)(3) application and three-year budget
2. Three-year SBCF Budget for City Council Review and Approval
3. City Council Resolution Approving 501(c)(3) Application and Three-year Budget

**DISTRIBUTION:**

SBCF Board of Directors

**DATE PREPARED:**

May 28, 2014

## MEMORANDUM

SAN BRUNO COMMUNITY FOUNDATION

**DATE:** May 15, 2014

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Britt Strottman, Meyers Nave, Special Counsel to City of San Bruno  
Marc L. Zafferano, City Attorney

**SUBJECT:** Receive Report and Adopt Resolution Approving 501(c)(3)  
Application and Accompanying Three-Year Budget

After incorporation, obtaining federal tax-exempt status is one of the most critical steps in forming a nonprofit organization. The nonprofit organization may be exempt under Section 501(c)(3) of the Internal Revenue Code if the organization is "organized and operated exclusively for [charitable] purposes . . . and none of its earnings may inure to any private shareholder or individual." 501(c)(3) tax-exempt status provides several benefits of being a nonprofit such as: 1) tax-deductibility of donations; 2) access to grant money; and 3) income and property tax exemptions. To obtain tax-exempt status, the SBCF must complete the IRS Form 1023 entitled: "*Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.*" The 1023 Form is a long application divided into 11 parts and asks the SBCF detailed questions about the history of the nonprofit, the directors, the finances of the organization, the organizational structure, the SBCF's governance policies, and the SBCF's operations and activities.

### What is the Process and Timeline for Review and Approval of Form 1023?

The IRS requires the SBCF to file its Form 1023 within 27 months of the date it filed its Articles of Incorporation (filed on July 24, 2013). If the SBCF files the Form 1023 within the 27 month time period, SBCF's tax exemption takes effect on the date it filed its Articles of Incorporation (and all donations received from the point of incorporation onward will be tax deductible). If the SBCF files later than the 27 month time period and can't show "reasonable cause" for its delay, it's tax-exempt status will begin as of the postmark date on its IRS Form 1023 application. Once the SBCF reviews the Form 1023, it will be submitted to the City Council at its June 10, 2014 meeting for the Council's review. Once the application is finalized and signed, the exemption application is "filed" with the IRS.

After SBCF files the Form 1023, it will be assigned to an IRS employee. The IRS will then do one of the following:

- 1) Grant SBCF's federal tax exemption;

2) Request further information (the most likely scenario since there may be questions regarding the organization's specific activities and the City's relationship with the SBCF); or

3) Issue a proposed adverse determination (a denial of tax exemption that becomes effective 30 days from the date of issuance).

The entire process, from the point of filing the Form 1023 to the IRS sending the SBCF a 501(c)(3) federal determination letter, could take up to one year.

### **Summary of Information Provided in Application**

#### **1. Identification of Applicant**

This section provides basic information like the name of the nonprofit corporation, contact information, when the SBCF filed its articles of incorporation, and its federal employer identification number (EIN).

#### **2. Organizational Structure**

This section requires that the SBCF attach a copy of its Articles of Incorporation and its bylaws to the application form.

#### **3. Required Provisions in SBCF's Organizing Document**

There are certain clauses that the SBCF must have in its articles of incorporation in order to obtain its 501(c)(3) exemption:

- A clause stating that the corporation was formed for a recognized 501(c)(3) tax-exempt purpose (e.g., charitable, religious, scientific, literary, and/or educational); and
- A clause stating that any assets of the nonprofit that remain after the entity dissolves will be distributed to another 501(c)(3) tax-exempt nonprofit -- or to a federal, state, or local government for a public purpose.

The SBCF has indicated where these clauses can be found in its Articles of Incorporation.

#### **4. Narrative Description of SBCF's Activities**

This is one of the key sections of the application. The form requires a detailed narrative description of all of the SBCF's past, present and future activities. The description should include:

- What is the activity;
- How the activity furthers an exempt purpose of the organization;
- When it was begun (or, if it hasn't yet begun, when it will begin);
- Where and by whom it will be conducted; and
- How the activity will be funded.

Since the SBCF has not made decisions relating to the expenditure of the funds, SBCF cannot provide extensive details in response to these questions. In its application, SBCF explains that any decision relating to the expenditure of funds will require that the

expenditure benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly-owned community facilities, over the long-term (see Articles of Incorporation, Article II(B)). The application explains that the board has discussed and is in the process of developing policies and procedures for its operation and will continue to develop its internal procedures and structure. The application further explains that no decisions regarding the specific use of funds will be considered until there are public meetings to solicit community input. Lastly, SBCF highlights that once SBCF receives community input on the expenditure of the funds, SBCF will vote and make decisions relating to the expenditures.

#### **5. Compensation and Financial Arrangements**

This section requests information relating to compensation and financial arrangements because the IRS has an interest in preventing individuals from creating and operating a nonprofit for the sole benefit of its founders or contributors. In the application, the SBCF has provided information about its proposed compensation to, and financial arrangements with:

- Directors—who are volunteers; and
- The five top-paid independent contractors who will earn more than \$50,000 per year.

The SBCF has also provided answers to questions relating to possible conflicts of interest, which is an important part of the application. The SBCF has stated that it adopted a conflict of interest policy and has provided a copy of the policy.

#### **6. Members and Others That Receive Benefits From the Nonprofit**

Here, the SBCF is requested to provide information as to whether it will provide goods or services as part of its exempt-purpose activities. The IRS wants to know whether the SBCF limits the provisions of goods, services, and funds to certain individuals. Similar to the "Narrative Description of Activities" description, the SBCF has provided the available information about how it will use its funds, until the Board makes firm, long-term decisions relating to the expenditure of the funds.

#### **7. SBCF's History**

The IRS wants to know if a nonprofit is a "successor" to an incorporated or preexisting organization (such as an unincorporated association). A nonprofit is most likely a successor organization if it has:

- Taken over the activities of a prior organization;
- Taken over 25% or more of the assets of a preexisting nonprofit; or
- Been legally converted from the previous association to a nonprofit.

Here, SBCF is not a "successor" to an incorporated or preexisting organization (i.e., the City of San Bruno) because it does not meet any of the above criteria.

#### **8. Details on SBCF's Specific Activities**

This section requests information about whether the SBCF will conduct certain types of activities, such as political activities and fundraising, which the IRS scrutinizes closely. The SBCF states that it would not support or oppose candidates in political campaigns,

attempt to influence legislation, or operate bingo or gaming activities. In this section, the SBCF must also explain how it is affiliated with a governmental unit, in this case, the City of San Bruno. While the SBCF cannot definitively state that it will make grants, loans, or other distributions to organizations, it has explained that its decisions will benefit the community of San Bruno and that the Board will hold public meetings to solicit community input.

#### **9. Financial Data**

In this section, the SBCF is required to provide a statement of revenues and expenses and a balance sheet for the current year and the two following years, based on a reasonable and good faith estimate of its future finances for a total of three years. The SBCF will also provide the IRS a copy of its budget.

#### **10. Public Charity or Private Foundation**

This section relates to whether the SBCF can be classified as a public charity or private foundation. The SBCF will want to be classified as a public charity because private foundations are subject to strict operating rules and regulations. Accordingly, the SBCF has explained how it is associated with a publicly supported organization (the City of San Bruno), which represents the requisite element to be classified as a public charity.

#### **11. User Fee Information**

SBCF must pay \$850 when it submits its Form 1023 application, which must be signed by a Director (currently lists President Kraus).

#### **Why Does SBCF Need to File with the State of California to Obtain Tax-Exempt Status?**

All California nonprofit corporations seeking exemption from California corporation franchise or income tax must file either a Form 3500 or 3500A with the State Franchise Tax Board. Form 3500A is a short, two-page version of the traditional Form 3500, and can be used if the corporation has already obtained federal tax exemption under Section 501(c)(3). It is recommended that the SBCF submit a Form 3500A after it receives its federal tax exemption status. With the Form 3500A, the SBCF will submit a copy of the 501(c)(3) federal determination letter. The Franchise Tax Board will then send an acknowledgement letter which states that the entity is recognized as having California tax-exempt status.

It is recommended that the Board receive and discuss this report and the attached IRS Form 1023, and then adopt a resolution approving the application and forwarding it to the City Council for its review and approval.

**RESOLUTION No. 2014 - 8**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
APPROVING 501(c)(3) FEDERAL TAX EXEMPTION APPLICATION  
(IRS FORM 1023) AND ACCOMPANYING THREE-YEAR BUDGET**

**WHEREAS**, to obtain Internal Revenue Service (IRS) federal tax-exemption status, the IRS requires nonprofit organizations to file Form 1023 (*Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*) within 27 months of the date of incorporation; and

**WHEREAS**, the San Bruno Community Foundation filed its Articles of Incorporation on July 24, 2013, and now wishes to obtain federal tax exempt status as a nonprofit organization; and

**WHEREAS**, the SBCF has reviewed IRS Form 1023 and Form 2848 (*Power of Attorney* form to be accompanied with IRS Form 1023) and is ready to submit the document to the San Bruno City Council for its review and approval at the June 10, 2014, meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves IRS Form 1023, attached as Exhibit A, and requests this item be placed before the San Bruno City Council for review and approval at its meeting of June 10, 2014.

Dated: May 15, 2014

ATTEST:

  
\_\_\_\_\_  
Emily Roberts, Secretary

I, Emily Roberts, Secretary, do hereby certify that the foregoing Resolution No. 2014-8 was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 15<sup>th</sup> day of May, 2014, by the following vote:

AYES: Boardmembers: Bohm, Cohn, Hedley, Roberts, McGlothlin, Kraus

NOES: Boardmembers: None

ABSENT: Boardmembers: Stanback Stroud

San Bruno Community Foundation						
STATEMENT OF PROJECTED REVENUE AND EXPENSES						
	Assumptions	Notes	Year One*	Year Two	Year Three	Total
<b>INCOME</b>						
Gifts, grants, and contributions:						
	Government grants		\$ -	\$ -	\$ -	\$ -
	Public charity grants		-	-	-	-
	Private foundation grants		-	-	-	-
	Corporate contributions		-	-	-	-
	Establishing contribution in Year 2. No additional Contributions in Year 3.			70,088,703	-	70,088,703
	Individual contributions		-	-	-	-
	Program-related income		-	-	-	-
	Unrelated business income		-	-	-	-
	Investment income (interest, etc.)	1		4,906,209	5,249,644	10,155,853
	Earnings net of investment management fees Year 1,2, and 3		-	-	-	-
	Other		-	-	-	-
	<b>Total Income</b>		-	74,994,912	5,249,644	80,244,556
<b>EXPENSES</b>						
Salaries and wages:						
Directors and officers						
	Executive Director Year 2- Assuming a max 4% annual raise			150,000	156,000	306,000
Program officers and other staff						
	Administrative Assistant in Year 2 - Assuming a max 4% annual raise		-	45,000	46,800	91,800
	<i>Subtotal salary and wages</i>		-	195,000	202,800	397,800
Payroll taxes and benefits						
	Executive Director end of Year 2 & 3- 23%, 23%, 23%		-	34,500	35,880	70,380
	Administrative Assistant in Year 2 and 3- 23%, 23%		-	10,350	10,764	21,114
Grants and assistance to others						
	Estimated 5% Distribution Years 2 and 3		-	3,504,435	3,500,000	7,004,435
Occupancy						
	An office and reception area		-	26,000	26,000	52,000
Insurance						
	D&O Insurance Year 1, 2, and 3			19,950	15,000	34,950
Telecommunications						
			-	3,000	2,500	5,500
Postage & shipping						
	Mailing to the SB community in Year 2			5,000	5,000	10,000
	Mailing of annual report in Years 2 and 3			6,000	7,000	13,000
Printing & copying						
	Printing of new materials Year 2			10,000	-	10,000
	Annual report Year 2 and Year 3		-	15,000	15,000	30,000
	Letterhead Years 2, and 3			10,000	10,000	20,000
Office supplies						
			-	1,000	500	1,500
Office equipment & furniture						
			-	15,000	10,000	25,000
Legal, accounting & payroll services						
	Legal for Set up of Foundation and other in years 1, 2, and 3			150,000	50,000	200,000
	990 Fee Payable to Audit/Tax Firm Years 2, and 3		-	2,500	2,500	5,000
	Audit Fee Payable to Audit/ Tax Firm Years 2, and 3		-	2,500	2,500	5,000
	Payroll service provider in Years 1, 2, and 3 assuming ED is hired at end of Year 1			1,107	1,205	2,312
Travel						
	Travel for conference in Year 2 (1 staff) Year 3 (1 staff)		-	1,000	1,000	2,000
	Local Travel and Mileage			2,000	2,000	4,000
Consultants						
	Investment Consultant Years 2 and 3 assuming consultant begins works at end of year	3		140,000	140,000	280,000
	HR recruiting firm for hire of ED Year 1 - 25-30% of starting salary	4		50,000	-	50,000
	Consulting Provided by SYCF Years 1, 2, and 3			50,000	30,000	80,000
	Marketing Consultant for website design and development in Year 2 and 3 assuming work flows into Year 3; Website update costs.			40,000	20,000	60,000
	Marketing Consultant for design and development of logo and marketing materials including letterhead in Years 2 and 3 assuming work flows into Year 3 . Other design costs in Year 3.			20,000	5,000	25,000
Other						
	Internal meetings in years 2 and 3			1,500	2,000	3,500
	Public Hearings			2,000	2,000	4,000
	Conferences		-	1,500	1,500	3,000
	Board Development			7,500	7,500	15,000
	HR comp survey in Years2 and 3- assuming this must happen every year for ED salary review			10,000	10,000	20,000
	<b>Total Expenses</b>		-	4,336,842	4,117,649	8,454,491
	<b>Net Change</b>		\$ -	\$ 70,658,070	\$ 1,131,995	\$ 71,790,065
<b>Notes</b>						
* Year One is July 1, 2013- June 30, 2014; Year Two is 2014-2015; Year Three is 2015-2016.						
1 Assumes 7% annual rate of return for long-term growth oriented investment allocation for Years 2 and 3. Dollars rounded down to be conservative.						
2 Salaries and Wage information reported here pertains to amounts to be paid by the San Bruno Community Foundation as compensation for its own employees who will perform functions solely for the San Bruno Community Foundation. All staff will be paid amounts which are reasonable in light of amounts paid to comparably qualified individuals by comparable organizations for comparable responsibilities.						
3 Consultants and service providers will be arm's-length contractors, and will be paid amounts that are reasonable in light of similar services. In no case will individuals who would be properly classified as employees be paid as independent contractors.						
4 Traditional, non-discretionary investment consulting services estimated at 0.15% on assets.						

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

RESOLUTION APPROVING THE SAN BRUNO COMMUNITY FOUNDATION'S  
501(c)(3) APPLICATION AND THREE-YEAR BUDGET

**WHEREAS**, on March 12, 2012, the City entered into a Settlement Agreement with PG&E whereby PG&E would pay the City \$70 million in cash and real property to resolve claims arising out of the September 9, 2011, gas pipeline explosion in the Glenview/Crestmoor neighborhood; and

**WHEREAS**, the Settlement Agreement calls for the creation of a not-for-profit to manage, invest, and expend the funds to benefit the City and its residents; and

**WHEREAS**, on March 12, 2013, the City Council adopted Resolution 2013-26 authorizing the filing of the Articles of Incorporation for the newly-created San Bruno Community Foundation (SBCF) to effectuate the purposes of the Settlement Agreement; and

**WHEREAS**, on August 27, 2013, the City Council adopted Resolution 2013-72 approving the Bylaws of the SBCF, which reserve to the City Council certain powers, including the power to approve the budget of the SBCF; and

**WHEREAS**, the SBCF Board of Directors, which was appointed by the City Council, has reviewed, discussed, and approved a 501(c)(3) application to obtain tax-exempt status from the Internal Revenue Service (IRS) and the State of California, as required by the Settlement Agreement; and

**WHEREAS**, the IRS requires the 501(c)(3) application to contain a three-year budget that reflects reasonable good-faith estimates of revenues and expenses.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby approves the San Bruno Community Foundation's 501(c)(3) application and three-year budget.

Dated: June 10, 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 10th 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 10, 2014

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

**FROM:** Carol Bonner, City Clerk

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

**BACKGROUND:**

The City of San Bruno Municipal Code allows by special permit, the sale of safe and sane fireworks at temporary fireworks stands. The City Clerk has reviewed all fireworks stand permit applications for completeness and forwarded the applications for review by a City Council Sub Committee for their recommendations to the full City Council.

**DISCUSSION:**

Only eighteen (18) fireworks stands are permitted, of which nine (9) are grandfathered status and the remaining are lottery status. As of the deadline, seventeen (17) applications were received for 2014. Grandfathered permits were assigned to organizations with properly issued permits in effect on July 4, 1997. Additional permits were issued to other organizations serving the local community; however, those groups should not become dependent upon this source of income since they may be required to participate in a lottery for a chance at a permit next year if the number of qualified applications exceed the maximum. All permit applicants attended the mandatory fireworks safety meeting conducted by the City on June 4, 2014.

As part of the subcommittee review of this year's permit applications, the subcommittee noted that an important consideration in the permit approval process is participation by San Bruno residents in non-profit organizations. This issue has also been discussed in previous years. In order to more fully address this issue, it is recommended that the subcommittee convene in September prior to next year's firework's season to consider specific information to be submitted with applications.

10.6.

**FISCAL IMPACT:**

As in the past, the total cost to the City for fireworks related activities are recovered from fireworks stand permit holders. The City charges a permit fee of \$750 and allocates the additional cost of all services performed by the City to permit holders according to a formula based upon each group's gross sales. The costs incurred by the City include community and fireworks user education, enforcement of all fireworks regulations, and community clean up following July 4.

**ALTERNATIVES:**

Take no action; however, the same local organizations are re-applying this year, with the exception of one new local organization and, unless new material facts are presented at the Council meeting, it would be prudent to issue permits.

**RECOMMENDATION:**

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

**DISTRIBUTION:**

1. Non-profit groups submitting an application for a temporary fireworks stand.
2. Wholesalers of fireworks, TNT Fireworks and Phantom Fireworks.

**ATTACHMENTS:**

1. List of applicants with proposed locations.

**DATE PREPARED:**

June 2, 2014

**REVIEWED BY:**

\_\_\_\_\_ CM

**SAN BRUNO – 2014**

06/10/14

**ALP #409/V.F.W. POST G**

**Steve Harden**  
San Bruno, CA. 94066

**Location**

American Legion Post #409  
757 San Mateo Ave., San Bruno CA 94066

**AMERICAN YOUTH SOCCER ORG. G**

**Larry Dillard**  
San Bruno, CA 94066

House of George  
292 El Camino Real

**BOOSTERS 71**

**Angie Whigham**  
San Bruno, CA 94066

First Tongan United Methodist Church  
560 El Camino Real  
San Bruno, CA 94066

**CALVARY CROSS CHURCH OF THE HIGHLANDS**

**Mike Bermudez**  
San Bruno, CA. 94066

San Bruno Towne Center  
1322-1340 El Camino Real  
San Bruno, CA 94066

**CAMP ST. ANDREWS**

**John Swan**  
San Bruno, CA 94066

Tanforan Mall Parking Lot  
San Bruno, CA 94066

**CAPUCHINO HIGH SCHOOL BOOSTERS G**

**Bill Wood**  
San Bruno, CA. 94066

799 El Camino Real  
San Bruno, CA 94066

**PARENT BOOSTERS 72 G**

**Henry White**  
San Bruno, CA 94066

2801 San Bruno Ave.  
San Bruno, CA 94066

**PARKSIDE INTERMEDIATE BOOSTERS**

**Karen Cunningham**  
San Bruno, CA 94066

Tanforan Mall Parking Lot  
San Bruno, CA 94066

**SAN BRUNO COLTS BASEBALL G**

**Mike Palmer**  
San Bruno, CA 94066

Tanforan Mall Parking Lot  
San Bruno, CA 94066

**SAN BRUNO GIRLS SOFTBALL G**

**Manuel Cotla III**  
So. San Francisco, CA 94080

Tanforan Mall Parking Lot  
San Bruno, CA 94066

**SAN BRUNO LIONS CLUB**

**Charles Smith**  
San Bruno, CA 94066

1776 El Camino Real  
San Bruno, CA 94066

**SAN BRUNO LOWEN #83 G**

**Victor Montoya**  
San Bruno, CA. 94066

European Car Center  
928 El Camino Real  
San Bruno, CA 94066

**SAN BRUNO PEE WEE BASEBALL**

**Lynn Berliner**  
San Bruno, CA. 94066

Budget Inn  
850 El Camino Real  
San Bruno, CA 94066

**SAN BRUNO POLICE ASSOCIATION**

**Marriane Lindblom**  
San Bruno, CA 94066

JC Penney Parking Lot  
1122 El Camino Real  
San Bruno, CA 94066

**SAN BRUNO PONY BASEBALL G**

**Jim Thiel**  
San Bruno, CA. 94066

Tanforan Mall Parking Lot  
San Bruno, CA 94066

**SAN BRUNO ROTARY G**

**Frank Hedley**  
San Bruno, CA. 94066

Tanforan Mall Parking Lot  
San Bruno, CA 94066

**WEST BAY RAMS FOOTBALL**

**Ed Vanisi**

San Bruno, CA 94066

Bayhill Shopping Center

851 Cherry Ave.

San Bruno, CA 94066



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** June 10, 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 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 \$1,341,000.

**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, 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.c.*

**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	\$ 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. Staff has reviewed the bid materials and determined that the submitted bid is complete and accurate. Bay Pacific Pipelines, Inc. has provided appropriate references for previous similar projects that were verified by staff, 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 change to an open trench installation. As a result, the type of 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), due to 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	\$	54,026
<b>Total Estimated Design Phase:</b>	<b>\$</b>	<b>193,881</b>
Construction Contract	\$	871,625
Construction Contingency (15%)	\$	130,750
Proposed Contract with Vali Cooper for Inspection Services	\$	75,565
Project Management and Construction Inspection	\$	69,179
<b>Total Estimated Construction Phase:</b>	<b>\$</b>	<b>1,147,119</b>
<b>Project Total</b>	<b>\$</b>	<b>1,341,000</b>
Project Appropriated Budget (in the Adopted 2013-14 CIP)	\$	1,236,000
<b>Additional Funding Request</b>	<b>\$</b>	<b>105,000</b>

The proposed additional funding request of \$105,000 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 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 \$1,341,000.

**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 BAY PACIFIC PIPELINES, INC. IN THE AMOUNT OF \$871,625 WITH A CONSTRUCTION CONTINGENCY OF \$130,750; AUTHORIZING CONTRACT WITH VALI COOPER & ASSOCIATES, INC. FOR CONSTRUCTION INSPECTION SERVICES IN AN AMOUNT NOT TO EXCEED \$75,565; AND APPROPRIATING AN ADDITIONAL \$105,000 IN WASTEWATER CAPITAL FUNDS TO THE PROJECT FOR A TOTAL PROJECT BUDGET OF \$1,341,000**

**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 K.J. 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; 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 a bid in the amount of \$871,625 that was determined to be the lowest cost, responsive and responsible bidder; and

**WHEREAS**, Bay Pacific Pipelines, 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 \$130,750 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 of \$75,565; and

**WHEREAS**, an additional appropriation of \$105,000 is necessary to cover the cost of the construction phase of this project; and

**WHEREAS**, Wastewater Capital funds in the amount of \$105,000 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 Bay Pacific Pipelines, Inc. in the amount of \$871,625 with a construction contingency of \$130,750; authorizes contract with Vali Cooper & Associates, Inc. for construction inspection services in an amount not to exceed \$75,565; and appropriates an additional \$105,000 in Wastewater Capital Funds to the project for a total project budget of \$1,341,000.

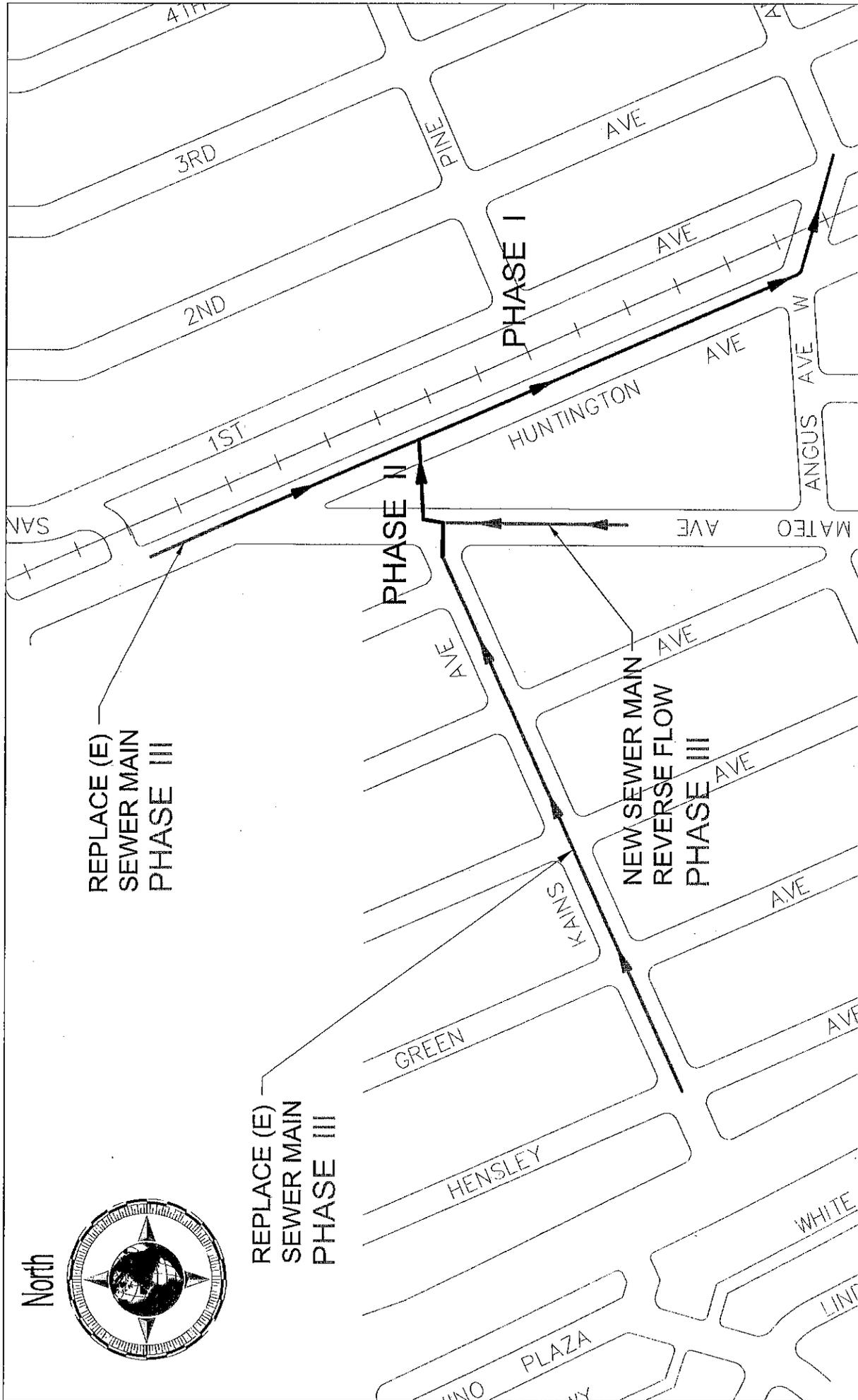
Dated: June 10, 2014

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 10th day of June 2014 by the following vote:

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



**KAINS AVENUE SEWER RELIEF PROJECT**

## Kains to Angus Sewer Bypass

<u>PROJECT INFORMATION</u>	
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	2013-14	2014-15	2015-16	2016-17	2017-18	Total Request
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 10, 2014  
TO: Honorable Mayor and Members of the City Council  
FROM: Klara A. Fabry, Public Services Director  
SUBJECT: Adopt Resolution Adopting the 2014 Storm Drain Master Plan

### BACKGROUND:

In 1991, the City Council adopted a Storm System Study prepared by Bissell and Karn. The report included an analysis of the mainline storm drain system, identified problem areas, and recommended improvements to reduce the frequency and magnitude of flooding. In 2000, the City completed an update to the 1991 Storm System Study in which the City re-evaluated the 1991 computer model of the system.

In December 2008, the City Council awarded a contract to Winzler & Kelly (consultant has since changed company name to GHD) for the preparation of a Storm Drain Master Plan (SDMP) with the following objectives:

- Collect information on the storm drain system to verify its accuracy, and compile the data in Geographical Information System (GIS).
- Evaluate the existing storm drain system performance and develop strategies to improve its efficiency and the level of services.
- Define a formal Capital Improvement Program (CIP) to address capacity deficiencies to prevent potential flooding.
- Coordinate with the San Mateo County Flood Control District (SMCFCD) to take a global look of the storm drain system.

Among all of the City's utilities, there is less information available on the storm system compared to the sewer and water systems. During the early stage of the SDMP preparation, information on only 5% of the storm system was available. While preparation of the SDMP was in progress, information and data on the storm system was verified and compiled. The SDMP is based on accurate information for over 90% of the storm system. The Plan is now complete and presented to the City Council for adoption.

### DISCUSSION:

The City's Storm Drain System consists of six (6) main watersheds, labeled alphabetically as Watersheds A-F (Attachment 2). In general, the storm water flows from west to east.

*10.d.*

The storm infrastructure system consists of catch basins, v-ditches, underground pipelines and culverts, and concrete and earth channels. Most of the main branches of the storm system were constructed in the early 1900s, when the eastern portion of the City was being developed and urbanized. The Belle Air Culvert located in an easement north of Pine Street is the backbone of the system that collects runoffs from both Watersheds A and C. The storm system has four outlets to the channel that consist of 2 gravity outlets at Cupid Row and San Bruno Avenue (Belle Air Culvert), and 2 pressure systems at Walnut and Angus pump stations owned and maintained by the San Mateo County Flood Control District. The San Bruno Creek located at the downstream end of the system outfalls to San Francisco Bay via the tide gate north of the San Francisco International Airport.

The Plan uses a hydraulic model and flow monitoring results were used to assess the capacity performance of the existing system and identify problem areas based on a 25-year design storm. The model predicted localized flooding conditions throughout the City. Two different approaches which consist of a Pipe Improvement Option and a Detention Option were considered to resolve capacity issues. The main difference between the two improvement options is a major pipe improvement project between Interstate I-280 and El Camino Real versus a detention basin at Crestmoor Canyon. The estimated costs for each option are \$26 million for the Pipe Improvement Option and \$20 million for the Detention Option. Based on feasibility and costs, the Plan recommends the Detention Option.

The draft SDMP was made available for public review and input on June 3, 2014 at the City Clerk's office, Public Services counter, the Library, and on the City's website. The draft SDMP was discussed with the City Council subcommittee on June 4, 2014. The subcommittee requested that Staff return to the City Council within two years with funding alternatives for the proposed CIP when additional information on the storm system condition assessment is available and other funding priorities for the City have been further considered.

#### **FISCAL IMPACT:**

The total cost to complete the recommended improvements based on the Detention Option is \$20 million. The City currently receives \$500,000 to \$600,000 a year through a Stormwater Assessment collected in the property tax bill. This amount largely supports operational and maintenance work and allows for the construction of the occasional small improvement project. There is currently a reserve of about \$1 million in the Stormwater Fund. The City would need to revise its storm drainage fee structure to fund the proposed CIP project. Staff will return to the City Council with funding alternatives for the implementation of the proposed projects.

#### **ALTERNATIVES:**

1. Direct staff to make changes to the recommended improvements in the SDMP.
2. Do not adopt the SDMP and continue with spot repairs of the storm drain system as needed.

**RECOMMENDATION:**

Adopt resolution adopting the 2014 Storm Drain Master Plan.

**ATTACHMENTS:**

1. Resolution
2. San Bruno Storm Watershed

**DISTRIBUTION:**

None

**DATE PREPARED:**

June 2, 2014

**REVIEWED BY:**

\_\_\_\_\_ CM

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

**RESOLUTION ADOPTING THE 2014 STORM DRAIN MASTER PLAN**

**WHEREAS**, the City's previously adopted a Storm System Study in 1991 and an update to the Study in 2000; and

**WHEREAS**, the City retained consultant services with GHD in December 2008 to prepare the Storm Drain Master Plan; and

**WHEREAS**, the purpose of the Storm Drain Master Plan is to collect information on the storm drain system to verify its accuracy and compile the data in Geographical Information System (GIS), provide a thorough evaluation of the existing storm drain system performance, develop a Capital Improvement Program (CIP) to comprehensively address the City's storm system deficiencies, and coordinate with the San Mateo County Flood Control District (SMCFCD) for a global look of the storm drain system; and

**WHEREAS**, the recommended storm system capital improvement program totals \$20 million with \$13 million in Priority 1 projects and \$7 million in Priority 2 projects; and

**WHEREAS**, the Storm Drain Master Plan has been made available for public review and reviewed by the City Council Subcommittee on June 4, 2014. The Plan was also available to the public at the library and on the City's website; and

**WHEREAS**, the adoption of the Storm Drain Master Plan is not subject to the California Environmental Quality Act pursuant to section 15378(b)(5) as the Plan is not a project as it involves an administrative activity that will not result in direct or indirect physical changes in the environment.

**NOW, THEREFORE, BE IT RESOLVED:** that the City Council adopts the 2014 Storm Drain Master Plan.

Dated: June 10, 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 10th 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 10, 2014  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Connie Jackson, City Manager  
**SUBJECT:** Receive Report and Direct Staff to Cancel the Regular August 12, 2014 City Council Meeting

**BACKGROUND:**

In previous years, the City Council has considered cancellation of a regular City Council meeting in August. In an effort to avoid disruption to City business and to provide advance notice of cancellation to the public, staff recommends the City Council consider cancellation of a meeting in advance of the scheduled meeting date. Staff recommends that the first regular City Council meeting in August, scheduled for August 12, 2014, could be cancelled without significant disruption or impact to City Council business.

**DISCUSSION:**

Regular meetings of the City Council are identified in the Municipal Code to occur on the second and fourth Tuesday of each month. Staff recommends cancellation of the first regular City Council meeting in August, August 12, 2014. Considering this change to the regular meeting schedule allows staff and the City Council an opportunity to plan for upcoming work programs and allows for planned time off. Cancellation of a regular meeting requires action by the City Council.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

1. Do not consider cancellation of the August 12, 2014 City Council meeting.
2. Consider cancellation of a different City Council meeting.

**RECOMMENDATION:**

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

**ATTACHMENTS:**

None

*10.e.*