

# "The City With a Heart"



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

## AGENDA

### SAN BRUNO CITY COUNCIL

July 10, 2012

7:00 p.m.

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

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.

Thank you **San Bruno Garden Club** for providing the beautiful floral arrangement.

**1. CALL TO ORDER:**

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

**3. ANNOUNCEMENTS:**

**4. PRESENTATIONS:**

**5. REVIEW OF AGENDA:**

**6. APPROVAL OF MINUTES:** Regular City Council Meeting of June 26, 2012.

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

- a. **Approve:** Accounts Payable of June 18 and 25, 2012 and Successor Agency Accounts Payable of June 18 and 25, 2012.
- b. **Approve:** Payroll of June 17, 2012.
- c. **Appoint:** Voting Delegate to the Annual League of California Cities Conference September 5 – 7, San Diego, CA.
- d. **Waive:** First Reading and Introduce Ordinance Adjusting Water Rates as Presented in the Notice of Proposed Increase Mailed to All Property Owners.
- e. **Waive:** First Reading and Introduce Ordinance Adjusting Wastewater Rates as Presented in the Notice of Proposed Increase Mailed to All Property Owners.
- f. **Approve:** Cancellation of the Regular City Council Meeting on August 28, 2012.

**8. PUBLIC HEARINGS:**

- a. Hold Public Hearing and Adopt Resolution Amending the Master Fee Schedule for 2012-13 Establishing Fees for Municipal Services.
- b. Hold Public Hearing and Adopt Resolution Adopting a Groundwater Management Plan for the South Westside Basin.

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

**10. CONDUCT OF BUSINESS:**

- a. Receive Oral Report on the Education and Enforcement Activities for the 2012 Fireworks Season.
- b. Authorize the Mayor to Execute a Letter to the San Mateo County Local Agency Formation Commission (LAFCO) Supporting the San Mateo County Mosquito and Vector Control District in the Sphere of Influence Review.
- c. Receive Report Regarding Street Sweeping Operations and Related Parking Restrictions.
- d. Receive Report on Measure A Highway Program (Cycle One) Funding and Adopt Resolution Supporting the Widening of State Route 35 from Interstate 280 to Sneath Lane Project and Submitting an Application for Measure A Highway Program (Cycle One) Funding for the Project.
- e. Receive Report and Adopt Resolution Authorizing the City Manager to Execute a Contract with the County of San Mateo for Collection of Special Assessments and Authorizing the County of San Mateo to Place a Special Assessment on 502 San Felipe Avenue for Unpaid Municipal Code Violation Abatement Costs.

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

Receive Annual Report from the Culture and Arts Commission.

**12. COMMENTS FROM COUNCIL MEMBERS:**

**13. CLOSED SESSION:**

**14. ADJOURNMENT:**

The next regular City Council Meeting will be held on July 24, 2012 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

**"The City With a Heart"**



Jim Ruane, Mayor  
Ken Ibarra, Vice Mayor  
Rico E. Medina, Councilmember  
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Michael Salazar, Councilmember

**SPECIAL MEETING**  
**AGENDA**  
**CITY COUNCIL CLOSED SESSION**  
**July 10, 2012**

**Immediately following the regular City Council meeting**

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

**1. CALL TO ORDER:**

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

**3. CLOSED SESSION:**

Conference with Real Property Negotiator Pursuant to Government Code section 54956.8

Property: Parcel Nos.020-013-250 and 020-013-260

Agency Negotiator: City Manager

Negotiating Parties: City of San Bruno and Martin Regis San Bruno Associates, L.P.

Under Negotiation: Price and Terms of Payment

**4. ADJOURNMENT:**

The next regular City Council Meeting will be held on July 24, 2012 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno, CA.

# "The City With a Heart"



Jim Ruane, Mayor  
Ken Ibarra, Vice Mayor  
Rico E. Medina, Councilmember  
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Michael Salazar, Councilmember

## MINUTES

### SAN BRUNO CITY COUNCIL

June 26, 2012

7:00 p.m.

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

**1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on June 26, 2012 at the San Bruno Senior Center, 1555 Crystal Springs Rd., San Bruno, CA. The meeting was called to order at 7:00 p.m.

**Mayor Ruane** thanked the San Bruno Garden Club for the beautiful floral arrangement.

**2. ROLL CALL/PLEDGE OF ALLEGIANCE:** Presiding was Mayor Ruane, Council Members O'Connell, Medina and Salazar, Vice Mayor Ibarra was excused with notice. Recording by Clerk Bonner. **Human Resources Director Yuki** led the Pledge of Allegiance.

#### **3. ANNOUNCEMENTS:**

**Mayor Ruane** said work is continuing in the Crestmoor neighborhood. He said the pipe installed in 1948 is being decommissioned. PG&E is extracting and testing the liquids remaining in the old pipe and work is expected to be completed by the end of this week. There are some road closures and detours while this work is taking place as well as the infrastructure work being done by the City. Updates will be provided as they arise.

#### **4. PRESENTATIONS:**

**Mayor Ruane** said we would be Receiving a Presentation from Scott Laurence, Superintendent of San Mateo Union High School District on the District's Facility Planning.

**Scott Laurence** gave a brief overview of the proposed Relocation of Peninsula High School and the consolidation of the District Office. The Board is considering three options: 1. Relocate school/administrative services to a more centrally located property owned by SMUHSD; 2. Purchase new centrally located property; 3. Upgrade current site.

**Mayor Ruane** asked if they are still planning on moving Peninsula High School? **Laurence** said they are looking at one of three options, with one rebuilding where they are right now. **Mayor Ruane** said there are no long term plans for the site? **Laurence** said currently the Board has not talked about doing anything with it. He said they have looked for tenants to rent the property.

**Councilmember Medina** said he went to a meeting at Cap where there were concerns of the residents. He said there is an assumption the site will be cleared out and declared surplus property. He asked if they would be seeking more funds? **Laurence** said there have been three measures and it is there hope the last measure finishes it off.

**Councilmember Salazar** said there are pros and cons looking at the options being considered. Is the financial aspect not one of those things being factored? **Laurence** said there is growth in the southern part of the district and they expect a rise of 2000 students over the next ten years.

#### **5. REVIEW OF AGENDA:**

**Mayor Ruane** moved Item 12. to follow Item 8. He also removed Items 10. b. and 11.

**6. APPROVAL OF MINUTES:** Regular City Council Meeting of June 12, 2012 and City Council Closed Session of June 12, 2012, approved as submitted.

**7. CONSENT CALENDAR:**

a. **Approve:** Accounts Payable of June 11, 2012 and Successor Agency Accounts Payable of June 11, 2012.

b. **Approve:** Payroll of June 3, 2012.

c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated May 31, 2012.

d. **Waive:** Second Reading and Adopt Ordinance Imposing a 2.341% Rate Increase Requested by Recology San Bruno for 2012-13 to be Effective July 26, 2012 as Presented in the Notice of Proposed Increase Mailed to All Property Owners.

**M/S Medina/O'Connell** to approve and passed with all ayes, Vice Mayor Ibarra excused with notice.

**8. PUBLIC HEARINGS (Notices have been published, posted and mailed):**

Hold Public Hearing and Adopt Resolutions:

Approving the City Manager's Recommended 2012-13 General Fund, Special Revenue Funds, and Enterprise Funds Budget.

Approving the City's Appropriations Limit of \$32,359,865 for Fiscal Year 2012-13 (Gann Limit).

**City Manager Jackson** addressed a question brought up at a previous Council meeting regarding the Fire Department: Firefighters are allowed and utilize time while on duty to shop for groceries during their on-duty time. Public safety is not compromised because there is always a back-up.

**City Manager Jackson** talked about the water and wastewater rates, there was a comment at the last Council meeting where information was provided that suggested the water rates were not accurate. The chart showed the water rates are increasing between 6% and 11.2% depending upon water usage. She said that was very consistent with what was presented.

**City Manager Jackson** said this budget continues to "hold-the-line" consistent with City Council policy. She gave an overview of the budget and turned it over to **Finance Director Juran** who highlighted some of the revenues and expenditures. She also gave an overview of the Gann Limit.

**Mayor Ruane** opened the Public Hearing. No one wished to speak.

**M/S Medina/O'Connell** to close the Public Hearing and passed with all ayes, Vice Mayor Ibarra excused with notice.

**Councilmember Medina** talked about IT having a back up of our data system and asked if that has ever been accomplished? **Juran** said at the present time that is a project that has not been completed but it will be brought forward in the 2012-2013 CIP budget, forthcoming in the next month or so.

**Councilmember Medina** said he was concerned about the additional costs of the CMMS system. He didn't recall all these additional costs, such as more money to implement it, an additional management analyst to assist with it. He also talked about the reorganization amongst the administration and in light of the change that will occur in Community Services, he asked if we should step-back and reevaluate the whole structure and see what fits best going forward? He expressed his concern for the changes in the Library and the Senior Center.

**Councilmember O'Connell** said the Library gets about 1200 items checked out a day with 900 people in and out. The physical aspect of the Library is getting the items back on the shelves so people can use them again, which requires a physical body. Library limitations are incurred because of the size of the library. When there is a larger library, she said there would be a need for a manager to manage. **Councilmember Medina** said he felt there were more programs with more population in the community and less staff in the Library than in 2005. **Councilmember O'Connell** concurred.

**Community Services Director Schwartz** said they would be losing approximately 18 hours per week with the retirement of the Recreation Services Manager. The positions of two of the Supervisors at the Senior Center will be increased from 80% to 100%. The Library has the radio frequency identification, approximately 80% of the books are checked out by the public themselves, reducing the workload. The workload has been redistributed among the managers. He sees the Manager being at the Senior Center approximately ten hours a week to see the workload get done.

**City Manager Jackson** suggested the interest is warranted on the CMMS and there is a significant investment in this system and it will be brought back to the City Council.

**Councilmember Medina** asked the City Manager thoughts on the change in the Community Development Department? **City Manager Jackson** said she didn't see an overlap with the proposed changes for the Community Development Department and the pending vacancy. The budget reorganization provides a financial plan and a proposed means of addressing both organizational and operational needs and issues. If it is in the City Council's interest, additional information can be provided, but she encouraged they approve the budget tonight as it is how the organizational plan would be implemented.

**Councilmember Medina** asked Schwartz if he was comfortable this was the best at this time for Community Services? **Schwartz** concurred.

**Councilmember O'Connell** introduced the resolution approving the City Manager's Recommended 2012-13 General Fund, Special Revenue Funds, and Enterprise Funds Budget, with the clause Council wishes to see a further presentation of the whole of the CMMS program and its application and those expenditures would be subject to the further consideration and passed with a four ayes, Vice Mayor Ibarra absent with notice.

**Councilmember O'Connell** introduced the resolution Approving the City's Appropriations Limit of \$32,359,865 for Fiscal Year 2012-13 (Gann Limit). Gann Limit and passed with four ayes, Vice Mayor Ibarra absent with notice.

**Mayor Ruane** commended staff for their work well done, seconded by **Councilmember Medina**, who also commented on how easy it flowed in the binder.

11. **Planning Commission Chair Sujendra Mishra** introduced all the members of the Planning Commission and gave an overview of what the Planning Commission has done over the past year and what their plans are going forward.

**Mayor Ruane** thanked the Planning Commission for all they do.

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

**John Barrilier, N. San Anselmo Ave.** said he received a response from the Acting City Attorney regarding a public records act request he had made and questioned why there was no record of dispatches. He asked where each San Bruno City truck was located at the exact time of the Crestmoor explosion. He had three requests: 1) Installation of a GPS in all city vehicles; 2)

Initiating a log-in detail of each dispatch from our fire trucks, including time, date and upon return the outcome of the dispatch; 3) eliminate the practice of firemen shopping on City time.

**Robert Riechel, 7<sup>th</sup> Ave.** said there are no new mosquitoes in San Bruno. He said the goats have arrived along the 7<sup>th</sup> Ave. property lines. He said Farmers Market is every Sunday, 9 to 1.

**10. CONDUCT OF BUSINESS:**

a. Receive Report and Adopt Resolution Authorizing the Issuance of Pension Obligation Bonds to Refinance the Outstanding Side Fund Obligation of the City to the California Public Employees Retirement Fund and Authorizing the Institution of Judicial Validation Proceedings.

**Finance Director Juran** gave a brief overview of the staff report and asked for questions.

**Councilmember O'Connell** introduced the resolution authorizing the issuance of pension obligation bonds and passed with four ayes, Councilmember Ibarra excused with notice.

b. Receive Report and Adopt Resolution of the City Council Approving a Cooperation Agreement Between the City of San Bruno and the City of San Bruno as Successor Agency to the Former San Bruno Redevelopment Agency.

**11. SUCCESSOR AGENCY TO THE FORMER SAN BRUNO REDEVELOPMENT AGENCY ITEMS:**

Receive Report and Adopt Resolution of the City Council of the City of San Bruno Acting as Successor Agency to the Former San Bruno Redevelopment Agency Approving a Cooperation Agreement between the City of San Bruno and the City of San Bruno as Successor Agency.

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

Receive Annual Report from the Planning Commission

**13. COMMENTS FROM COUNCIL MEMBERS:**

**Councilmember Medina** said he appreciated residents offering their views/suggestions/ thoughts and criticisms. He said he has seen fire trucks from other cities in San Bruno, so there is always a presence. He talked about fire personnel needing to shop. He said on the night of the explosion, there were fire personnel at Station 52, on Earl and he was proud of them, Station 51 and everyone who responded the night of the explosion.

**14. CLOSED SESSION:**

**15. ADJOURNMENT:**

**Mayor Ruane** closed the meeting at 8:17 p.m., wishing everyone a happy and safe Fourth of July. The next regular City Council Meeting will be held on June 26, 2012 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

Respectfully submitted for approval  
at the regular City Council Meeting of  
July 10, 2012

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Carol Bonner, City Clerk

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Jim Ruane, Mayor

06/18/12

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

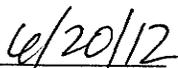
FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$82,622.15
122	SOLID WASTE/RECYCL.	\$48.78
132	AGENCY ON AGING	\$7,079.16
190	EMERGENCY DISASTER FUND	\$39,261.56
201	PARKS AND FACILITIES CAPITAL	\$336,852.18
203	STREET IMPROVE. PROJECTS	\$20,581.31
611	WATER FUND	\$254,551.60
621	STORMWATER FUND	\$1,429.05
631	WASTEWATER FUND	\$31,879.55
641	CABLE TV FUND	\$48,603.78
701	CENTRAL GARAGE	\$5,519.22
702	FACILITY MAINT. FUND	\$11,079.79
703	GENERAL EQUIPMENT REVOLVING	\$602.39
707	TECHNOLOGY DEVELOPMENT	\$3,420.56
711	SELF INSURANCE	\$8,852.00
TOTAL FOR APPROVAL		\$852,383.08

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 3 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 135539 THROUGH 135687 INCLUSIVE, TOTALING IN THE AMOUNT OF \$852,383.08 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

  
DATE

*T.A.*

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0017188 3T EQUIPMENT COMPANY INC.	135539	6/18/2012	249.80
0104680 ACCESS 24 COMMUNICATIONS INC.	135540	6/18/2012	142.85
0017053 ACCOUNTEMPS	135541	6/18/2012	902.64
0000858 ADECCO EMPLOYMENT SERVICES	135542	6/18/2012	1,167.87
0105092 AIR SCIENCE USA LLC	135543	6/18/2012	1,530.00
0001170 AIRGAS NCN	135544	6/18/2012	185.87
0000163 AIRPORT AUTO PARTS INC.	135545	6/18/2012	39.20
0018976 ALPHA ANALYTICAL LAB. INC.	135546	6/18/2012	598.00
0000082 AMERICAN MESSAGING	135547	6/18/2012	35.00
0001202 ARAMARK UNIFORM SERVICES	135548	6/18/2012	411.47
0105111 ARTEMIO RUIZ	135651	6/18/2012	400.00
0097249 ASSOCIATED LIGHTING REP. INC	135549	6/18/2012	6,072.83
0016123 AT&T	135550	6/18/2012	466.98
0093031 ATLAS TOWING SERVICES	135551	6/18/2012	565.00
0104016 BANK OF SACRAMENTO	135554	6/18/2012	10,630.36
0000537 BETTS TRUCK PARTS	135555	6/18/2012	15.25
0017624 BKF ENGINEERS	135556	6/18/2012	32,735.08
0017361 BOETHING TREELAND FARMS, INC.	135557	6/18/2012	393.86
0102359 BRENT SCHIMEK	135558	6/18/2012	83.25
0000378 BROADMOOR LANDSCAPE SUPPLY	135559	6/18/2012	668.55
0096798 BUSINESS PRODUCTS & SUPPLIES	135560	6/18/2012	1,112.59
0014739 CAL-STEAM	135561	6/18/2012	236.83
0018048 CALLANDER ASSOCIATES LANDSCAPE ARCHITECT	135613	6/18/2012	3,581.44
0103183 CANON BUSINESS SOLUTIONS, INC.	135562	6/18/2012	1,288.19
0016324 CINTAS CORPORATION #464	135564	6/18/2012	1,184.60
0096053 CINTAS DOCUMENT MANAGEMENT	135565	6/18/2012	48.15
0102572 CINTAS FIRE PROTECTION	135566	6/18/2012	319.90
0097464 CINTAS FIRST AID & SAFETY	135567	6/18/2012	581.19
0000227 CITY OF SAN BRUNO	135568	6/18/2012	2,995.89
0013595 CITY OF SAN BRUNO	135569	6/18/2012	1,031.38
0017802 CLEANSOURCE, INC.	135570	6/18/2012	1,872.04
0105091 COLE SUPPLY CO., INC.	135571	6/18/2012	1,370.55
0097071 CRESCO EQUIPMENT RENTALS	135574	6/18/2012	76.70
0018331 CSG CONSULTANTS INC.	135575	6/18/2012	1,965.60
0105097 DANIEL GOLDVEKHT	135592	6/18/2012	9.05
0097619 DARCY AXIAQ	135552	6/18/2012	397.05
0105071 DARRYL PANG	135636	6/18/2012	225.00
0018092 DISCOVERY COMMUNICATIONS LLC	135577	6/18/2012	1,992.00
0103830 DP NICOLI, INC.	135578	6/18/2012	654.30
0000630 ELMER JOHNSON	135579	6/18/2012	500.00
0105101 EMILIO CASTRO	135563	6/18/2012	5.88
0104364 EQUIFAX INFORMATION SVCS LLC	135581	6/18/2012	110.00
0105098 ERIC SIMON	135662	6/18/2012	22.59
0017991 EVERGREEN OIL, INC.	135583	6/18/2012	25.00
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	135584	6/18/2012	8,069.43
0104746 FOAM EXPERTS ROOFING, INC	135585	6/18/2012	8,742.00
0018881 GARY LEPORI	135619	6/18/2012	300.00
0103258 GC MICRO CORPORATION	135587	6/18/2012	2,367.93
0016363 GCS ENVIRONMENTAL & EQUIPMENT SVC.	135580	6/18/2012	422.77
0099124 GENNARO RUOCCO	135588	6/18/2012	92.01
0105099 GISELE MULLER	135626	6/18/2012	10.25
0095666 GLOBAL TELECOM & TECHNOLOGY	135589	6/18/2012	1,407.86
0016969 GOLDEN IDEAS	135590	6/18/2012	30.00
0001137 GOLDEN NURSERY	135591	6/18/2012	196.02
0000162 GRAINGER	135593	6/18/2012	1,026.25
0000541 GRANITE ROCK COMPANY	135594	6/18/2012	1,245.75

6/18/2012 4:54:36PM

City of San Bruno

Document group:	komalley	Bank:	apbank	05507660	
0105114	GRAY'S PAINT, BURLINGAME	135595	6/18/2012	476.17	
0096316	GREEN CARPET LANDSCAPING & MAINTENANCE	135614	6/18/2012	1,100.00	
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0105067	HADRONEX, INC.	135597	6/18/2012	2,574.25	
0018213	HILLYARD, INC.	135598	6/18/2012	66.94	
0001786	IN DEMAND-NYC	135599	6/18/2012	10,189.74	
0096636	INTERNATIONAL ROADWAY RESEARCH	135600	6/18/2012	4,837.00	
0015531	INTERSTATE BATTERY SYS. OF SF	135601	6/18/2012	357.59	
0016941	INTERSTATE GRADING & PAVING I	135602	6/18/2012	192,471.65	
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0104724	JEANETT ERRINGTON	135582	6/18/2012	120.90	
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0105060	JENNIFER MADARIS	135622	6/18/2012	400.00	
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0018617	JOHN DEERE LANDSCAPES, INC.	135605	6/18/2012	1,050.03	
0093434	JT2 INTEGRATED RESOURCES	135606	6/18/2012	8,852.00	
0000075	K-119 TOOLS OF CALIFORNIA INC.	135607	6/18/2012	227.16	
0018498	KONICA MINOLTA	135609	6/18/2012	602.39	
0095085	KURT LIKINS	135610	6/18/2012	88.80	
0096347	LA LORICK ASSOCIATES	135611	6/18/2012	1,327.50	
0017774	LAKE TRAFFIC SOLUTIONS, LLC	135612	6/18/2012	5,525.78	
0103049	LAURETTA PRINTING&COPY CENTER	135615	6/18/2012	607.60	
0103799	LDVALI LLC	135616	6/18/2012	289.90	
0105093	LEARNING FOR LIFE	135617	6/18/2012	250.00	
0017435	LECH AUTO AIR CONDITIONING	135618	6/18/2012	42.00	
0105113	LESLIE GARCIA	135586	6/18/2012	80.62	
0018777	LEXISNEXIS RISK DATA MANAGEMENT	135648	6/18/2012	80.15	
0105034	LFP BROADCASTING, LLC	135620	6/18/2012	11.69	
0018177	LOWE'S	135621	6/18/2012	993.67	
0103231	MAINTSTAR INC.	135623	6/18/2012	14,450.00	
0096549	MICHAEL PALMERTREE, MFT	135635	6/18/2012	600.00	
0103600	MOMENTUM WHOLESALE, INC.	135624	6/18/2012	23,525.50	
0000333	MOSS RUBBER & EQUIP. CORP.	135625	6/18/2012	12.28	
0096761	MOWBRAY COQUILLARD	135572	6/18/2012	750.00	
0017612	NICHOLS CONSULTING ENGINEERS	135627	6/18/2012	2,600.00	
0102372	NUTRITION SITE COUNCIL OF SB	135629	6/18/2012	7,079.16	
0092263	OFFICE DEPOT INC	135630	6/18/2012	412.36	
0018284	OFFICEMAX INC.	135631	6/18/2012	150.83	
0000210	OLE'S CARBURETOR &ELECTRIC INC	135632	6/18/2012	826.35	
0018701	ORKIN INC.	135633	6/18/2012	475.56	
0000012	PACIFIC GAS & ELECTRIC	135634	6/18/2012	22,199.26	
0018283	PERFORMANCE TOW LLC	135637	6/18/2012	150.00	
0018721	PETER J. SPEROS	135638	6/18/2012	135.29	
0018861	PITNEY BOWES	135640	6/18/2012	6,000.00	
0102915	PRECISE PRINTING & MAILING	135641	6/18/2012	1,692.12	
0000285	PREFERRED ALLIANCE, INC.	135642	6/18/2012	285.95	
0018801	PROFORCE LAW ENFORCEMENT	135643	6/18/2012	9,844.10	
0000071	R & B COMPANY	135644	6/18/2012	2,939.03	
0105112	RAZIA KHAN	135608	6/18/2012	93.00	
0017712	RECALL SECURE DESTRUCTION SERVICES, INC.	135576	6/18/2012	63.00	
0090749	RED WING SHOE STORE	135645	6/18/2012	395.64	
0104548	RENNE SLOAN HOLTZMAN SAKAI LLP	135646	6/18/2012	1,334.20	
0016729	RICOH AMERICAS CORPORATION	135647	6/18/2012	389.90	
0096772	ROBERT MIGUEL	135649	6/18/2012	87.67	
0016213	ROZZI REPRODUCTION&SUPPLY INC.	135650	6/18/2012	381.58	
0105003	S & S PLUMBING CO.	135652	6/18/2012	2,080.00	
0000569	SAN BRUNO AUTO CENTER, INC.	135653	6/18/2012	160.00	
0017807	SAN MATEO COUNTY CONTROLLER'S OFFICE	135573	6/18/2012	12,063.70	

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Document group:	komalley	Bank:	apbank	05507660		
0099047	SAN MATEO CTY SHERIFF'S OFFICE	135654	6/18/2012		5,668.56	
0098021	SAN MATEO MEDICAL CENTER	135655	6/18/2012		4,900.00	
0105102	SANDRA THOMPSON	135668	6/18/2012		49.91	
0018461	SERRAMONTE FORD, INC.	135656	6/18/2012		580.12	
0104756	SERVMED ANSWERING SERVICE, INC	135657	6/18/2012		175.00	
0000074	SFPUC - WATER DEPARTMENT	135658	6/18/2012		220,019.78	
0102466	SHAUNA M. WILLIAMS	135685	6/18/2012		467.84	
0104737	SHERRY NOAKES	135628	6/18/2012		130.98	
0018962	SHOE DEPOT INC.	135659	6/18/2012		107.15	
0017676	SIEMENS INDUSTRY, INC.	135660	6/18/2012		480.00	
0104785	SIMON WONG ENGINEERING, INC.	135661	6/18/2012		480.00	
0017508	SOUTH CITY LUMBER AND SUPPLY	135663	6/18/2012		28.59	
0097079	SPRINT	135664	6/18/2012		484.12	
0018072	STANDARD INSURANCE COMPANY	135665	6/18/2012		12,683.27	
0000801	STEWART AUTOMOTIVE GROUP	135666	6/18/2012		64.41	
0000424	THE URBAN FARMER STORE	135667	6/18/2012		162.59	
0097449	THYSSENKRUPP ELEVATOR CORP.	135669	6/18/2012		367.80	
0105045	TINT ON WHEELS	135670	6/18/2012		250.00	
0090792	TONY GRECH	135671	6/18/2012		106.56	
0104938	TRA ENVIRONMENTAL SCIENCES INC	135672	6/18/2012		1,991.10	
0103780	TREADWELL & ROLLO, INC.	135673	6/18/2012		340.00	
0017932	TRILLIUM USA INC.	135674	6/18/2012		47.71	
0103736	TURF STAR, INC.	135675	6/18/2012		227.00	
0000019	U.S. POSTMASTER	135676	6/18/2012		3,800.00	
0017876	UNION BANK OF CALIFORNIA	135677	6/18/2012		2,415.00	
0018618	UNITED SITE SERVICES INC.	135678	6/18/2012		184.95	
0000110	UNITED TEXTILE	135679	6/18/2012		216.50	
0102744	UNIVERSAL BUILDING SERVICES	135680	6/18/2012		489.00	
0105100	WALDEN PHILIP	135639	6/18/2012		6.38	
0096767	WEST COAST ARBORISTS, INC.	135681	6/18/2012		2,400.00	
0104660	WEST YOST ASSOCIATES, INC.	135682	6/18/2012		5,326.55	
0104939	WESTERN PACIFIC SIGNAL, LLC	135683	6/18/2012		24,736.11	
0018385	WFCB - OSH COMMERCIAL SERVICES	135684	6/18/2012		1,611.13	
0016286	WINGFOOT COMMERCIAL TIRE, LLC	135686	6/18/2012		681.78	
0102630	XO COMMUNICATIONS, LLC	135687	6/18/2012		4,679.58	
				<b>GrandTotal:</b>	<b>852,383.08</b>	
				<b>Total count:</b>	<b>149</b>	

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06/18/12

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP  
SUCCESSOR AGENCY

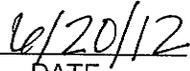
FUND	FUND NAME	AMOUNT
153	RDA OBLIGATION RETIREMENT FUND	\$1,924.17
TOTAL FOR APPROVAL		\$1,924.17

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGE NUMBERED 1,  
AND/OR CLAIMS NUMBERED FROM 100012 THROUGH 100013 INCLUSIVE, TOTALING  
IN THE AMOUNT OF \$1,924.17 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

  
\_\_\_\_\_  
DATE

Positive Pay Listing  
City of San Bruno

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Document group: komalley      Bank: sagny      06995403

Vendor Code & Name	Check #	Check Date	Amount
0013595      CITY OF SAN BRUNO	100012	6/18/2012	10.47
0104879      LAW OFFICES OF CRAIG LABADIE	100013	6/18/2012	1,913.70
		<b>GrandTotal:</b>	<b>1,924.17</b>
		<b>Total count:</b>	<b>2</b>

06/25/12

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP  
SUCCESSOR AGENCY

FUND	FUND NAME	AMOUNT
153	RDA OBLIGATION RETIREMENT FUND	\$7,150.00
TOTAL FOR APPROVAL		\$7,150.00

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIM LISTED ON PAGE NUMBERED 1, AND/OR CLAIM NUMBERED 100014, TOTALING IN THE AMOUNT OF \$7,150.00 HAS 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 ITS RESPECTIVE AMOUNT AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,

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

6/27/12  
DATE

Positive Pay Listing  
City of San Bruno

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Document group: komalley      Bank: sagency      06995403

<u>Vendor Code &amp; Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
0105116      CHARLES KUSUMA	100014	6/25/2012	7,150.00
		<b>GrandTotal:</b>	<b>7,150.00</b>
		<b>Total count:</b>	<b>1</b>

06/25/12

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

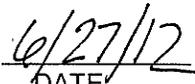
FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$100,950.36
133	RESTRICTED DONATIONS	\$2,709.39
190	EMERGENCY DISASTER FUND	\$16,854.02
201	PARKS AND FACILITIES CAPITAL	\$85,600.00
203	STREET IMPROVE. PROJECTS	\$410.00
611	WATER FUND	\$4,718.02
621	STORMWATER FUND	\$8,338.02
631	WASTEWATER FUND	\$131,091.05
641	CABLE TV FUND	\$62,224.31
701	CENTRAL GARAGE	\$1,588.62
702	FACILITY MAINT. FUND	\$13.44
707	TECHNOLOGY DEVELOPMENT	\$751.23
711	SELF INSURANCE	\$27,704.72
880	PROJECT DEVELOP. TRUST	\$1,320.00
891	S.B. GARBAGE CO. TRUST	\$380,886.65
TOTAL FOR APPROVAL		\$825,159.83

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 3 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 135688 THROUGH 135835 INCLUSIVE, TOTALING IN THE AMOUNT OF \$825,159.83 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

  
\_\_\_\_\_  
DATE

6/25/2012 11:42:54AM

City of San Bruno

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0017188 3T EQUIPMENT COMPANY INC.	135688	6/25/2012	185.65
0000908 A-1 FENCE CO	135689	6/25/2012	1,695.00
0017053 ACCOUNTEMPS	135690	6/25/2012	902.64
0105086 ADAM LOH	135772	6/25/2012	200.00
0000858 ADECCO EMPLOYMENT SERVICES	135691	6/25/2012	2,563.23
0001170 AIRGAS NCN	135692	6/25/2012	202.84
0000163 AIRPORT AUTO PARTS INC.	135693	6/25/2012	7.57
0097097 ALBERT BAZOUZI	135717	6/25/2012	1,540.00
0017459 ALL CITY MANAGEMENT SVC.INC.	135694	6/25/2012	1,979.04
0103735 ALL SEASONS ROOFING	135695	6/25/2012	1,000.00
0018976 ALPHA ANALYTICAL LAB. INC.	135696	6/25/2012	1,196.00
0016688 ALPHA TECHNOLOGIES, INC.	135697	6/25/2012	1,500.00
0016688 ALPHA TECHNOLOGIES, INC.	135698	6/25/2012	108.70
0102355 AMAZON	135699	6/25/2012	1,874.65
0096534 AMERICAN LEGION BASEBALL	135700	6/25/2012	200.00
0000082 AMERICAN MESSAGING	135701	6/25/2012	32.48
0000706 AMERICAN PLANNING ASSOCIATION	135702	6/25/2012	335.00
0105069 ANTONIO CALPOTURA	135721	6/25/2012	630.00
0001202 ARAMARK UNIFORM SERVICES	135703	6/25/2012	183.77
0001965 ARISTA BUSINESS	135705	6/25/2012	275.86
0104415 ARNOLD W. GOLDSCHLAGER, M.D.	135706	6/25/2012	265.00
0104233 ASTOUND BROADBAND	135707	6/25/2012	1,380.00
0014617 AT&T	135708	6/25/2012	48.59
0016123 AT&T	135709	6/25/2012	1,747.20
0017191 AT&T	135710	6/25/2012	3.91
0018363 AT&T LONG DISTANCE	135711	6/25/2012	15.94
0018465 AT&T MOBILITY	135712	6/25/2012	45.45
0102743 AWESOME ENGINEERING	135713	6/25/2012	632.45
0000345 BAKER & TAYLOR BOOKS	135714	6/25/2012	4,323.13
0015628 BAY AREA TREE CO., INC.	135716	6/25/2012	900.00
0096798 BUSINESS PRODUCTS & SUPPLIES	135718	6/25/2012	519.06
0092200 CA. POLICE CHIEFS ASSOCIATION	135719	6/25/2012	600.00
0018378 CALIFA GROUP	135720	6/25/2012	126.00
0105068 CAVALLINI ENTERPRISES	135723	6/25/2012	276.00
0018977 CBS TELEVISION STATIONS	135724	6/25/2012	6,316.83
0017679 CDW GOVERNMENT, INC	135725	6/25/2012	3,730.24
0017843 CENTRAL COUNTY FIRE DEPT.	135726	6/25/2012	514.00
0017284 CHEMSEARCHFE	135727	6/25/2012	385.96
0000227 CITY OF SAN BRUNO	135729	6/25/2012	429.88
0000386 CITY OF SOUTH SAN FRANCISCO	135730	6/25/2012	840.00
0000508 CLEARLITE TROPHIES	135731	6/25/2012	152.63
0018087 COMCAST MEDIA CENTER	135732	6/25/2012	303.60
0098656 COMPLETE LINEN SERVICE	135733	6/25/2012	283.21
0015857 COUNTY OF SAN MATEO	135734	6/25/2012	152.00
0097071 CRESCO EQUIPMENT RENTALS	135735	6/25/2012	424.38
0018331 CSG CONSULTANTS INC.	135736	6/25/2012	811.00
0105109 DANIEL BARROS	135715	6/25/2012	3,138.00
0105085 DANIEL LI	135770	6/25/2012	100.00
0104343 DARRYL MCCOY	135778	6/25/2012	92.01
0018188 DAU PRODUCTS	135737	6/25/2012	1,035.61
0101669 DAWDY PHOTOGRAPHY	135738	6/25/2012	81.19
0104693 DEBBIE GRECH	135759	6/25/2012	777.69
0096833 DEBORAH SCHEMBRI	135739	6/25/2012	150.00
0102820 DEBRA HALL	135761	6/25/2012	289.00
0093479 DEPARTMENT OF JUSTICE	135740	6/25/2012	539.00
0017064 DERMOT DOWNES	135741	6/25/2012	3,500.00

6/25/2012 11:42:54AM

City of San Bruno

Document group:	komalley	Bank:	apbank	05507660	
0018092	DISCOVERY COMMUNICATIONS LLC	135742	6/25/2012	1,421.68	
0095895	DRAGONFLY DESIGNS	135743	6/25/2012	645.60	
0015105	ELLISON EDUCATIONAL	135744	6/25/2012	58.50	
0102362	ESPN	135746	6/25/2012	5,235.73	
0000944	FEDEX	135747	6/25/2012	76.42	
0001782	FLOWERS ELECTRIC & SVC.CO.INC.	135749	6/25/2012	4,427.90	
0018117	FLYERS ENERGY, LLC	135750	6/25/2012	12,241.69	
0102869	FRANCHISE TAX BOARD	135751	6/25/2012	1,150.00	
0018272	GALE GROUP INC.	135752	6/25/2012	33.11	
0000574	GARY M. OLSON PH.D.	135753	6/25/2012	300.00	
0018842	GBH POLYGRAPH SERVICES	135754	6/25/2012	225.00	
0103258	GC MICRO CORPORATION	135755	6/25/2012	588.88	
0095666	GLOBAL TELECOM & TECHNOLOGY	135756	6/25/2012	46.34	
0016969	GOLDEN IDEAS	135757	6/25/2012	1,374.03	
0095966	GREAT AMERICA LEASING CORP.	135758	6/25/2012	573.53	
0000909	HERTZ EQUIPMENT RENTAL CORP.	135762	6/25/2012	3,260.90	
0103976	HUB TELEVISION NETWORKS, LLC	135763	6/25/2012	381.36	
0018261	INTL MEDIA DISTRIBUTION, LLC	135764	6/25/2012	657.50	
0105089	JASON NAJARRO	135783	6/25/2012	100.00	
0105115	JEHAD ZAKI RABAHAT	135797	6/25/2012	1,000.00	
0098126	JENNIE TUCKER	135824	6/25/2012	2,593.95	
0105095	JIAN HUA GUO	135760	6/25/2012	5,000.00	
0103884	JJ NGUYEN, INC.	135765	6/25/2012	77,040.00	
0000771	JT2 INTEGRATED RESOURCES	135766	6/25/2012	27,704.72	
0000075	K-119 TOOLS OF CALIFORNIA INC.	135767	6/25/2012	762.71	
0000132	KELLY-MOORE PAINT CO INC.	135768	6/25/2012	532.87	
0099571	KEVIN M. & TATIANA SCANLON	135810	6/25/2012	540.00	
0103049	LAURETTA PRINTING&COPY CENTER	135769	6/25/2012	1,372.53	
0001472	LIFETIME ENTERTAINMENT SVC.LLC	135771	6/25/2012	4,886.76	
0017924	LORAL LANDSCAPING	135773	6/25/2012	2,420.00	
0018177	LOWE'S	135774	6/25/2012	117.31	
0017026	LYNX TECHNOLOGIES, INC.	135776	6/25/2012	520.00	
0018651	MAINTENANCE SUPERINTENDENTS ASSN.(MSA)	135815	6/25/2012	60.00	
0105065	MARIO ROMASANTA	135805	6/25/2012	100.00	
0091855	MARK REINHARDT	135777	6/25/2012	500.00	
0016803	MARYLIN MURPHY	135782	6/25/2012	100.00	
0105120	MEL FIGUEROA	135748	6/25/2012	67.00	
0102770	METLIFE	135779	6/25/2012	1,045.46	
0092285	MICROMARKETING LLC	135780	6/25/2012	22.98	
0097442	MISAC	135781	6/25/2012	160.00	
0000357	NATIONAL CABLE TV CO-OP, INC.	135784	6/25/2012	212.94	
0102408	NATIONAL GEOGRAPHIC CHANNEL HD	135785	6/25/2012	29.42	
0018319	NEAL MARTIN & ASSOCIATES	135786	6/25/2012	18,055.00	
0105088	NICOLE CASEY	135722	6/25/2012	100.00	
0018157	OCLC INC	135787	6/25/2012	311.25	
0092263	OFFICE DEPOT INC	135788	6/25/2012	728.21	
0097567	ONE HOUR DRY CLEANING	135789	6/25/2012	194.80	
0000012	PACIFIC GAS & ELECTRIC	135790	6/25/2012	17,820.19	
0000101	PACIFIC NURSERIES	135791	6/25/2012	113.66	
0104697	PBS KIDS SPROUT	135792	6/25/2012	491.76	
0103515	PENINSULA POWER WASH	135793	6/25/2012	2,750.00	
0000294	PITNEY BOWES	135794	6/25/2012	279.66	
0105094	PRINCIPAL BUILDERS	135795	6/25/2012	1,000.00	
0018801	PROFORCE LAW ENFORCEMENT	135796	6/25/2012	258.50	
0017111	RANDOM HOUSE INC	135799	6/25/2012	143.23	
0000175	RECOLOGY SAN BRUNO	135800	6/25/2012	380,886.65	
0094546	RECORDED BOOKS	135801	6/25/2012	407.22	
0018761	RENEE RAMSEY	135798	6/25/2012	64.35	

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Document group:	komalley	Bank:	apbank	05507660		
0099138	RESHMA PRASAD	135803	6/25/2012		1,000.00	
0102782	RGB NETWORKS, INC.	135804	6/25/2012		11,741.00	
0013581	ROVI GUIDES, INC.	135806	6/25/2012		9,264.90	
0016213	ROZZI REPRODUCTION&SUPPLY INC.	135807	6/25/2012		119.02	
0018597	SAN MATEO DAILY JOURNAL	135808	6/25/2012		210.00	
0017145	SAN MATEO LAWN MOWER SHOP	135809	6/25/2012		58.49	
0104898	SANDRA ARAN	135704	6/25/2012		514.80	
0103732	SFO MEDICAL CLINIC	135811	6/25/2012		1,075.00	
0105110	SHAWNA LUM	135775	6/25/2012		107.71	
0018962	SHOE DEPOT INC.	135812	6/25/2012		107.15	
0103492	SMITHSONIAN NETWORKS	135813	6/25/2012		296.03	
0097079	SPRINT	135814	6/25/2012		1,228.76	
0105087	TAC CHUONG	135728	6/25/2012		200.00	
0018813	TANKO LIGHTING	135816	6/25/2012		3,382.82	
0105096	TAPED EDITIONS, INC.	135817	6/25/2012		123.23	
0015691	TEAMSTERS LOCAL 856	135818	6/25/2012		11,752.00	
0002025	TELECOMMUNICATIONS ENGINEERING ASSOCIATE	135745	6/25/2012		1,984.00	
0017659	THE CALIFORNIA CHANNEL	135819	6/25/2012		136.58	
0017928	THE EDCCO GROUP, INC.	135820	6/25/2012		3,050.00	
0105031	TMNDRT	135821	6/25/2012		1,024.35	
0018818	TOSHIBA BUSINESS SOLUTIONS CA	135822	6/25/2012		507.22	
0017134	TRINET CONSTRUCTION INC. - NE	135823	6/25/2012		121,419.32	
0017133	TURBO DATA SYSTEMS INC	135825	6/25/2012		2,644.15	
0102361	TURNER NETWORK SALES, INC.	135826	6/25/2012		285.64	
0103095	TUTV	135827	6/25/2012		87.40	
0001362	TV GUIDE MAGAZINE, LLC	135828	6/25/2012		251.52	
0095538	TV GUIDE NETWORK, INC.	135829	6/25/2012		759.38	
0000019	U.S. POSTMASTER	135830	6/25/2012		2,657.48	
0099592	UNIVISION COMMUNICATIONS, INC.	135831	6/25/2012		3,743.52	
0013734	UPSTART	135832	6/25/2012		917.42	
0000584	USA MOBILITY WIRELESS INC.	135833	6/25/2012		33.17	
0102988	VANTAGEPOINT TRANSFER AGENTS	135834	6/25/2012		7,083.39	
0095749	VERIZON WIRELESS	135835	6/25/2012		1,938.24	
0095778	YOUNG REMBRANDTS	135802	6/25/2012		723.45	
				<b>GrandTotal:</b>	<b>825,159.83</b>	
				<b>Total count:</b>	<b>148</b>	

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**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

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DATE: July 10, 2012  
TO: Honorable Mayor and Members of the City Council  
FROM: Kim Juran, Finance Director  
SUBJECT: Payroll Approval

City Council approval of the City payroll distributed June 22, 2012 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,249,604.24 for the bi-weekly pay period ending June 17, 2012 is attached.

**LABOR SUMMARY FOR PAY PERIOD ENDING : June 17, 2012**

**pyLaborDist**

**06/22/12**

Fund: 001 - GENERAL FUND	959,160.27
Fund: 122 - SOLID WASTE/RECYCL.	184.44
Fund: 190 - EMERGENCY DISASTER FUND	6,673.42
Fund: 201 - PARKS AND FACILITIES CAPITAL	3,652.96
Fund: 203 - STREET IMPROVE. PROJECTS	3,261.19
Fund: 611 - WATER FUND	70,925.90
Fund: 621 - STORMWATER FUND	11,153.48
Fund: 631 - WASTEWATER FUND	65,414.52
Fund: 641 - CABLE TV FUND	81,316.62
Fund: 701 - CENTRAL GARAGE	8,576.57
Fund: 702 - FACILITY MAINT.FUND	20,716.99
Fund: 707 - TECHNOLOGY DEVELOPMENT	12,373.42
Fund: 711 - SELF INSURANCE	6,194.46

**Total**

**1,249,604.24**

**Council Action Advised by August 3, 2012**

May 3, 2012

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference – September 5 - 7, San Diego**

The League's 2012 Annual Conference is scheduled for September 5 - 7 in San Diego. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 7, at the San Diego Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, August 15, 2012. This will allow us time to establish voting delegate/alternates' records prior to the conference.**

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one person must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up

-over-

T.C.

the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the San Diego Convention Center, will be open at the following times: Wednesday, September 5, 9:00 a.m. – 6:30 p.m.; Thursday, September 6, 7:00 a.m. – 4:00 p.m.; and September 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but not during a roll call vote, should one be undertaken.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Wednesday, August 15. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2012 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



1400 K Street, Suite 400 • Sacramento, California 95814  
Phone: 916.658.8200 Fax: 916.658.8240  
[www.cacities.org](http://www.cacities.org)

## Annual Conference Voting Procedures 2012 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: \_\_\_\_\_

2012 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Wednesday, August 15, 2012. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

2. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

3. VOTING DELEGATE - ALTERNATE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

**ATTEST:** I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_

Please complete and return by Wednesday, August 15<sup>th</sup>, to:

League of California Cities  
ATTN: Mary McCullough  
1400 K Street  
Sacramento, CA 95814

FAX: (916) 658-8240  
E-mail: mmccullough@cacities.org  
(916) 658-8247



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** July 10, 2012

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

**FROM:** Marc Zafferano, City Attorney  
Klara Fabry, Public Services Director  
Kim Juran, Finance Director

**SUBJECT:** Waive First Reading and Introduce Ordinance Adjusting Water Rates as Presented in the Notice of Proposed Increase Mailed to All Property Owners

Waive First Reading and Introduce Ordinance Adjusting Wastewater Rates as Presented in the Notice of Proposed Increase Mailed to All Property Owners

### **BACKGROUND:**

These two ordinances are on the agenda for re-introduction after the May 8, 2012 City Council meeting. At that meeting, the City Council opened the public hearing, took testimony and comments from the public, closed the public hearing, deliberated, and voted 3-2 to introduce both ordinances.

After the meeting, staff discovered that both ordinances contained an error in that they incorrectly referenced Health and Safety Code section 5471. That section, which would require a 2/3 vote of the City Council, applies only if the rates will be collected on the County property tax roll, which the City had not proposed to do. Instead, the correct section for adoption of rates billed directly to customers is Government Code section 54354.5. An ordinance adopted pursuant to that section requires three affirmative votes for passage, as do other general municipal ordinances.

Staff then revised both ordinances by deleting the incorrect references and adding the correct references, and making other minor wording changes not affecting any of the substantive provisions of the ordinances. While staff considered these changes to be clerical errors that would not require re-introduction of the ordinances, out of an abundance of caution, staff has placed these ordinances on tonight's agenda for re-introduction.

Because there are no proposed changes to any of the rates in either ordinance, no additional public hearing is required, although the City Council should take any public comment on these items as it would for any other item on the agenda. Nor is the City required to re-do the mailing to property owners or to conduct another majority protest hearing, since that process complied fully with state law, and the rates as proposed are identical to those reflected in the mailed notices.

*T.d. se.*

After the last meeting, a question was raised about whether the notices of the rate increase were mailed to tenants, in addition to property owners. State law requires only that the notices be mailed to property owners, so that each parcel becomes entitled to lodge only one potential protest. Regardless, staff did receive and tabulate several objections from tenants. In all, there were 363 protests, far short of the approximately 6,500 required to sustain a majority protest.

**DISCUSSION:**

Attached are the two staff reports for the water and wastewater items from the meeting of May 8, 2012 for reference.

If the City Council re-introduces the ordinances at tonight's meeting, staff would schedule the ordinances for adoption at the meeting of July 24, 2012. This would allow the new rates to be reflected in the August 2012 billing cycle.

**FISCAL IMPACT:**

The fiscal impact is described in the May 8, 2012 staff reports.

**RECOMMENDATION:**

1. Waive First Reading and Introduce Ordinance Adjusting Water Rates as Presented in the Notice of Proposed Increase Mailed to All Property Owners
2. Waive First Reading and Introduce Ordinance Adjusting Wastewater Rates as Presented in the Notice of Proposed Increase Mailed to All Property Owners

**ALTERNATIVES:**

1. Provide direction to staff to revise the ordinance(s) and re-introduce them at a subsequent meeting.

**ATTACHMENTS:**

1. Staff report dated May 8, 2012
2. Ordinance Establishing Water Rates and Service Charges
3. Ordinance Establishing Wastewater Rates and Service Charges

**DISTRIBUTION:**

None.

**REVIEWED BY:**

\_\_\_\_\_ DH

\_\_\_\_\_ CM



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** May 8, 2012

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

**FROM:** Klara A. Fabry, Public Services Director  
Kim Juran, Finance Director

**SUBJECT:** Hold Public Hearing, Waive First Reading, and Introduce Ordinances Adjusting Water and Wastewater Rates as Presented in the Notice of Proposed Increases Mailed to All Property Owners

### BACKGROUND

On March 13, 2012, the City Council directed staff to proceed with a notification process to all property owners related to the proposed change to the water and wastewater rates. The notification process for the 2012-13 rates is consistent with the notice and protest provisions of Proposition 218, which established legal requirements for imposing or increasing property-related taxes, assessments, fees, and charges.

On March 21, 2012 written notices of the proposed rate increases were mailed to all parcel owners (Attachment 1), beginning a 45-day protest period. This written notice included an explanation of the proposed rate increases along with detailed summaries of the proposed rates for water and wastewater services. Proposition 218 states that if a majority (50% + 1) of property owners protest the proposed rate increases during the 45-day protest period, the City may not impose the new rate. A complete listing of all protests received as of May 1<sup>st</sup> is attached to this report (Attachment 2). Copies of all written comments received with the protest are also attached (Attachment 3). This list will be updated with additional protests received prior to the City Council Meeting on May 8, 2012.

The following schedule outlines the City's implementation timeline for the proposed rate adjustment in order to be effective as of July 1, 2012:

03/13/12	City Council directs staff to include a 45-day notice to property owners
03/21/12	Notices mailed / start 45-day clock
05/08/12	City Council holds public hearing, considers any protests, takes action to introduce new rate ordinances for 1 <sup>st</sup> reading; end of 45-day protest period
05/22/12	City Council conducts second reading and takes action to adopt new rate ordinances
07/01/12	New 2012-13 rate increases becomes effective

Additional notification about the public hearing was published in the San Mateo Daily Journal on April 28, 2012. A City Council ad hoc committee (O'Connell/Salazar) previously

reviewed the proposed rate adjustments and structural changes and recommended approval.

New rates are recommended for each of the next five years. According to the requirements of Proposition 218, the City Council may only consider approval of a rate that has been properly noticed to property owners. The City Council may not increase the rate above the amount contained in the notice. However, the City Council may approve a rate that is less than the amount shown in the notice.

## **DISCUSSION**

### ***Why Increase the Rates?***

Reliable and safe water service and wastewater collection and treatment are among the most fundamental and important services delivered to our community. These services are funded solely from water and wastewater rates.

While the City has contained costs associated with staff salaries and benefits as part of its overall budget and deficit management strategies, operational costs for supplies and equipment are increasing at a rate higher than the regional costs of living index. The cost of purchased water from the San Francisco Public Utilities Commission (SFPUC) Hetch Hetchy system is projected to increase by 54% over the next four years. The City currently obtains 43% of its water supply from this source.

The average age of both the water and wastewater infrastructure systems is over 60 years old; some sections of the city have pipelines over 100 years old. The proposed rates address the City Council's commitment to rehabilitate and replace aging and deficient infrastructure and includes a work program to replace all water and sewer mains over the next two decades. Additional work to repair and rehabilitate the infrastructure where needed is planned. The overall system condition and improvement needs have been carefully evaluated through the City's preparation of water and wastewater infrastructure master plans. Improvements are prioritized through this analysis and the City's work program is built around the identified priorities. A substantial portion of the City's necessary sewer system improvements are required to meet the legal mandates of permit requirements issued by the Regional Water Quality Control Board and the consent decree that settled a lawsuit by the San Francisco Baykeepers.

If the proposed rates are not implemented, there would be a shortfall in revenues to meet the demands of the necessary water and wastewater system improvements and would likely lead to more significant rate increases in future years. Residents may experience additional service disruptions due to water main breaks and increased water costs due to declining well production over the next ten years.

### ***How are the Funds Spent?***

Funds collected from prior increases in water and sewer rates have resulted in significant improvements to our infrastructure which include:

- Construction of Well 20 near Lions Field (\$2 million), which strengthens the reliability of the City's water production system and reduces its dependency on purchased water
- Completion of the Rollingwood Relief Sewer Project that increased wastewater capacity and reduced sanitary sewer overflows (\$5.2 million)
- Abandonment of the Crystal Springs Sewer Pump Station (\$400,000). Rather than replace the aging pump station at a cost of over \$1 million, as a cost saving alternative, the City constructed an approximate 1,100 foot sewer main along Crystal Springs Road to re-route wastewater to an existing pump station.
- Maple Water Pump Station Rehabilitation (\$2.8 million), a critical system improvement to ensure the continued transmission of water to San Bruno's upper neighborhoods
- Replacement of a segment of damaged water and sewer mains on Mastick Avenue (\$2 million)
- Major repairs to the sewer mains on Montgomery Avenue and Trenton Drive, an area of the City subject to a number of main breaks and sanitary sewer overflows

The proposed rate increases factor in these continuing increases in the cost of purchased water and will provide the funds necessary to complete an aggressive capital improvement program that includes critical system improvements, some of which are as follows:

- Replacement of all water mains in San Bruno in the next 20 years, addressing those sections of water mains that experience frequent leaks and require a great deal of maintenance and repairs first. The near-term work program includes the replacement of water main on Merion and Spyglass Drives (\$600,000)
- Replacement of all City sewer mains in the next 25 years, using incidence of sanitary sewer overflows, maintenance history, video inspection, and inadequate flow to determine priorities.
- Construction of a new 1,000 foot sewer main along Kains Avenue and 600 foot section on San Mateo Avenue (\$1.4 million),
- Rehabilitation of the College Water Pump Station, a vital improvement to guarantee the delivery of water to Skyline College and the surrounding neighborhoods (\$2 million),
- Replacement or rehabilitation of the Glenview Water Tank (\$2 million) to increase tank capacity to ensure reliable water distribution
- Replacement of Commodore Park Well 15 (\$3 million) to maintain the reliability of the City's water production system and reduce its dependency on purchased water
- Improvements to the jointly owned Wastewater Treatment Plant in South San Francisco to ensure treatment plant reliability and to meet new regulations by the U.S. Environmental Protection Agency and the State Water Resources Control Board (\$7 million)

The combined cost of necessary capital improvements over the next ten years is estimated at \$84 million for the water system, and \$75 million for the sewer system in current dollars. Inflated with cost increases of 3% per year, the water system cost is \$100.4 million and the sewer system cost is \$80.2 million.

***What are the Water and Wastewater Rate Changes?***

The proposed changes include structural adjustments that adjust the fixed charges for water to be proportional to the water meter capacity. The new rates will align fixed charges according to water meter capacity over a 5-year period. Because a 2" meter has a greater impact on the system than a 3/4" meter, this rate structure change better allocates costs according to impact on the water system. This change will benefit single family rate payers with the smaller 3/4" meters because the fixed charge for larger meters will more accurately reflect their greater capacity.

Another proposed change to single family residential rates include an addition of a third tier to water consumption charges with the following breakdown: 0-10 units assigned to Tier 1 (60% of customers); 10-20 units assigned to Tier 2 (28% of customers); and anything over 20 units assigned to Tier 3 (12% of customers). This structural change is a modest step to increasing conservation incentives and provides a more gradual change in variable rates.

The proposed changes also include wastewater structural adjustments. Changing the customer wastewater contamination level to align with the cost of treatment will more accurately assign treatment costs to non-residential users whose wastewater composition has a larger impact on the system. The recommended rates also align wastewater fixed charges with water meter capacity over a 5-year period. Although this structural change is similar in concept to the water fixed cost rate change, the fiscal impact is more significant on the large meter customers.

***How do San Bruno's Rates Compare to other Cities?***

Compared with nearby water and sewer agencies, San Bruno is in the upper middle range. Comparisons of operating costs between San Bruno and neighboring agencies show that San Bruno's costs are in-line with other agencies and that the major variable in rates is each agency's investment in its capital program. Many other agencies on the Peninsula are facing the same capital investment needs as San Bruno and are considering rate increases of their own to ensure the reliability of their infrastructure. Several are significantly behind San Bruno in planning and implementing system requirements.

**FISCAL IMPACT**

The proposed rate structures provide additional revenues to support operational and capital needs for the five-year time period from FY 2012-13 through FY 2016-17. The proposed rates are projected to generate annual billing revenues for FY 2012-13 of \$10,774,000 in Water, an increase of 9.8% over actual estimated 2011-12 revenue, and \$11,917,000 in Wastewater, a 10.3% increase.

Over the 10-year financial planning period, total water capital investment is \$84 million (\$104 million in future dollars) and total wastewater capital investment is \$75 million (\$85 million in future dollars). To allow for gradual rate increases that minimize year-to-year impact on ratepayers, the City anticipates some debt financing will be necessary to pay capital costs over the 10-year period.

**ALTERNATIVES**

1. Provide direction to staff to reduce the amount of rate increases. This will lower the revenue available for operating and capital improvement costs.
2. Do not proceed with the process to adopt new rates at this time. The existing water and wastewater rates would continue in place until new rates are adopted.

**RECOMMENDATION**

Hold public hearing, waive first reading, and introduce ordinances adjusting water and wastewater rates as presented in the Notice of Proposed Increases mailed to all property owners.

**DISTRIBUTION**

None

**ATTACHMENTS**

Ordinance Establishing Water Rates and Service Charges  
Ordinance Establishing Wastewater Rates and Service Charges  
Written Notice of the Water and Wastewater Proposed Rate Increases (**Attachment 1**)  
Listing of all Protests as of May 1, 2012 (**Attachment 2**)  
Written Comments on Protests as of May 1, 2012 (**Attachment 3**)

**DATE PREPARED**

May 4, 2012

**REVIEWED BY**

\_\_\_\_CM

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO  
ADOPTING RATES, CHARGES, AND FEES PERTAINING TO WATER SERVICE**

The City Council of the City of San Bruno does ordain as follows:

**Section 1.** The City Council of the City of San Bruno finds:

A. That increases in rates and charges for water quality control (water service) are necessary because of deteriorating infrastructure and facilities; increasing county, state and federal regulatory controls; and other increasing costs, including labor, supplies and equipment;

B. That Article XI, Section 7 of the California Constitution and Government Code Section 54354.5 and San Bruno Municipal Code Chapter 10.14 (Water) empower the City of San Bruno, by and through its City Council, to prescribe, revise and collect fees, tolls, rates, rentals or other charges for the availability, provision and connection of water service within the City of San Bruno;

C. That notice of the rates established herein was given pursuant to Article XIII D, Section 6 (Proposition 218), a public hearing was held at which protests were tabulated and it was determined that a majority protest did not exist under Article XIII D, Section 6(a)(2), the City Council found that the rates meet the requirements of Article XIII D, Section 6(b), and the low-income discount program is funded from late penalties and not from rates paid by other ratepayers.

D. That pursuant to Title 14 of the California Code of Regulations, Section 15273, this ordinance is statutorily exempt from the requirements of the California Environment Quality Act (CEQA) in that it deals with the establishment of rates and fees.

**Section 2.** The rate structure for water service shall consist of a monthly service charge based on size of water meter plus a quantity charge per unit (100 cubic meters of water) for all metered consumption of water.

**I. Water Rate**

The following monthly rates are hereby established and shall be effective for all water bills mailed from the City of San Bruno on or after September 1, 2012 and implemented effective July 1 of each subsequent fiscal year:

A. Monthly Service Charge		2012/13	2013/14	2014/15	2015/16	2017/18
Single-Family Residential		\$15.32	\$ 16.60	\$ 17.99	\$ 19.49	\$ 21.13
All Other Accounts						
Meter Size						
3/4 "		\$15.32	\$ 16.60	\$ 17.99	\$ 19.49	\$ 21.13
1 "		21.85	24.68	27.82	31.31	35.22
1-1/2 "		38.19	44.87	52.41	60.87	70.43
2 "		58.94	70.04	82.58	96.71	112.69
3 "		94.36	118.18	145.35	176.19	211.30
4 "		168.89	206.42	249.08	297.34	352.17
6 "		332.26	408.35	494.91	592.92	704.33
8 "		573.22	687.17	816.30	961.91	1,126.93
10 "		891.77	1,042.88	1,213.21	1,404.30	1,619.97

B. Quantity Charges for each Hundred Cubic Feet (Unit) of Water

i) Single-Family Residential Accounts

0-10 units per two month billing period	\$ 5.06	\$ 5.56	\$ 6.10	\$ 6.70	\$ 7.36
10-20 units per two month billing period	6.07	6.67	7.32	8.04	8.83
Each unit in excess of 20 units per billing period	8.10	8.90	9.76	10.72	11.78

ii) All Other Accounts

\$ 5.72	\$ 6.28	\$ 6.90	\$ 7.58	\$ 8.33
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iii) Differential Cost of Supply Charge

In addition to the service and quantity charges applicable to all accounts, any account for which the City of San Bruno must procure water from North Coast County Water District to provide service to the account shall be charged a Differential Cost of Supply Charge equal to the difference between the cost of water from North Coast County Water District and the rate charged for all other accounts established by Section 1.B. of this ordinance. For 2012-13, this rate is \$0.31/unit and will be adjusted pursuant to North Coast County rates in subsequent fiscal years.

**II. Reduction in Service Billing**

Water customers meeting the definition of low income shall receive a reduction in their service billing in accordance with program guidelines as determined by City Council resolution. Program implementation shall be by administrative policy and procedure.

**Section 3.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, causes or phrases be declared invalid or unconstitutional.

**Section 4.** Upon the effective date of this ordinance, all previous ordinances adopted by the City Council setting rates and service charges for water service shall be repealed.

**Section 5.** This Ordinance shall be published according to law and become effective thirty (30) days from and after its adoption.

\_\_\_\_\_  
Jim Ruane, Mayor

ATTEST:

\_\_\_\_\_  
Vicky Hasha, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Marc Zafferano, City Attorney

--oOo--

I hereby certify that foregoing **Ordinance No.**  
was introduced at a regular meeting of the San Bruno City Council on  
July 10, 2012, and adopted by the San Bruno City Council at a regular meeting on  
July 24, 2012, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

\_\_\_\_\_  
Vicky Hasha, Deputy City Clerk

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO  
ADOPTING RATES, CHARGES, AND FEES, PERTAINING TO  
WASTEWATER (SANITARY SEWER) SERVICE**

The City Council of the City of San Bruno does ordain as follows:

**Section 1.** The City Council of the City of San Bruno finds:

A. That increases in rates and charges for wastewater quality control (sanitary sewer service) are necessary because of deteriorating infrastructure and facilities; increasing county, state and federal regulatory controls; and other increasing costs, including labor, supplies and equipment;

B. That Article XI, Section 7 of the California Constitution and Government Code Section 54354.5 and San Bruno Municipal Code Chapter 10.08 empower the City of San Bruno, by and through its City Council, to prescribe, revise and collect fees, tolls, rates, rentals or other charges for the availability, provision, and connection of wastewater services within the City of San Bruno.

C. That notice of the rates established herein was given pursuant to Article XIII D, Section 6 (Proposition 218), a public hearing was held at which protests were tabulated and it was determined that a majority protest did not exist under Article XIII D, Section 6(a)(2), the City Council found that the rates meet the requirements of Article XIII D, Section 6(b), and the low-income discount program is funded from late penalties and not from rates paid by other ratepayers.

D. That pursuant to Title 14 of the California Code of Regulations, Section 15273, this ordinance is statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) in that it deals with the establishment of rates and fees.

**Section 2.** The following rates, charges, and fees shall be applicable to use of the sewer system and disposal system of the City of San Bruno in accordance with Chapter 10.12 (Wastewater Quality Control) of the San Bruno Municipal Code. Said rates, charges, and fees shall be effective for all wastewater bills mailed from the City of San Bruno on or after September 1, 2012 and implemented effective July 1 of each subsequent fiscal year:

**I. Sewer Rate.**

The sewer rate consists of a uniform monthly service charge plus a quantity charge based on metered water use multiplied by the applicable classification rate per unit. All references to "unit" where applicable to measurement of water represent one hundred (100) cubic feet of water. All references to rates are by fiscal year commencing July 1 and terminating June 30, unless specified otherwise. Each charge is comprised of a base rate charge based on all normal functions of the wastewater program.

## II. Monthly Service Charge.

A uniform monthly service charge shall be charged on each metered water account for which there is a sanitary sewer connection regardless of meter size, number of fixtures, or type of occupancy. The monthly service charge shall be in accordance with the schedule below.

	2012/13	2013/14	2014/15	2015/16	2017/18
Single-Family Residential	\$20.02	\$ 21.47	\$ 23.04	\$ 24.71	\$ 26.55
All Other Accounts					
Meter Size					
3/4 "	\$20.02	\$ 21.47	\$ 23.04	\$ 24.71	\$ 26.55
1 "	22.69	27.20	32.26	37.89	44.25
1-1/2 "	29.36	1.51	55.30	70.84	88.50
2 "	37.37	58.68	82.94	110.37	141.60
3 "	56.06	98.76	147.46	202.62	265.50
4 " and above	82.75	156.02	239.62	334.41	442.50

## III. Quantity Charges.

**A. Residential.** A residential quantity charge is applicable to all single family, multiple family and trailer court customers and shall be based on the bi-monthly average of metered water consumed through two billing periods during the winter months (December to April), multiplied by the applicable classification rate per unit as follows:

<u>Rate Code</u>	<u>All Residential Classifications</u>	<u>Base Rate Per Unit</u>
R-1	Quantity Charge for each Hundred Cubic Feet (unit) of water	2012/13 - \$ 6.88 2013/14 - \$ 7.59 2014/15 - \$ 8.37 2015/16 - \$ 9.23 2016/17 - \$10.18

1. New customer accounts shall be assigned a quantity charge based on the residential rate per unit multiplied by the city wide average of bi-monthly metered water consumed by the same type of occupancy during the most recent winter billing months (December to April).

**B. Commercial.** Commercial quantity charges shall be based on the quantity of water consumed each billing cycle multiplied by the applicable classification rate described below for the type of commercial activity most appropriate at the service location:

<u>Rate Code</u>	<u>Business Classification</u>	<u>Base Rate Per Unit</u>
C-1	Light Commercial: Laundry/Laundrette for public use, Barbershop, Bar/Tavern without cooking facilities, Car Wash, Hospital, Animal Hospital.	2012/13 - \$ 6.40 2013/14 - \$ 7.05 2014/15 - \$ 7.78 2015/16 - \$ 8.58 2016/17 - \$ 9.46

C-2	Medium (General) Commercial: Beauty Shops, Hotel/Motels, Dry Cleaners and Commercial Laundries, Markets/Grocery Stores where the primary activity is retail sales of fresh, frozen and packaged foods, Professional and other Business Offices, Department Stores, Retail Stores, Service Stations and automotive repair (without steam cleaning), and other businesses that are not in another classification.	2012/13 - \$ 6.88 2013/14 - \$ 7.59 2014/15 - \$ 8.37 2015/16 - \$ 9.23 2016/17 - \$10.18
C-3	Heavy Commercial: Restaurants, Bakeries, Fast Food Restaurants, Caterers, and Markets with food grinders, businesses engaged in cooking and preparation of food for consumption (whether consumed on or off the premises); and Mortuaries.	2012/13 - \$ 9.79 2013/14 - \$ 10.80 2014/15 - \$ 11.91 2015/16 - \$ 13.14 2016/17 - \$ 14.49
C-4	Special Commercial: Automotive services or machinery repair businesses with steam cleaners; septage disposal.	2012/13 - \$ 12.70 2013/14 - \$ 14.01 2014/15 - \$ 15.45 2015/16 - \$ 17.04 2016/17 - \$ 18.80

**C. Institutional and Government Facilities.** Institutional and Governmental Facility quantity charges shall be based on the quantity of metered water consumed each billing cycle multiplied by the following rate per unit providing the effluent load factors do not exceed those of residential classification:

<u>Rate Code</u>	<u>Classification</u>	<u>Base Rate Per Unit</u>
G	Institutional and Governmental: Churches, Clubs, Lodges, Schools, Federal Facilities, other public facilities.	2012/13 - \$ 6.88 2013/14 - \$ 7.59 2014/15 - \$ 8.37 2015/16 - \$ 9.23 2016/17 - \$10.18

Facilities producing effluent with load factors exceeding those of the residential classification shall be reclassified by the Public Services Director.

**D. Industrial.** Industrial quantity charges shall apply to any business using water for processing which does not qualify as a commercial, institutional, or governmental facility. Any determination of appropriate classification shall be made by the Public Services Director. Quantity charges shall be based on the quantity of metered water consumed each billing cycle multiplied by the following applicable classification rates:

<u>Rate Code</u>	<u>Industrial Classification</u>	<u>Base Rate Per Unit</u>
I-1	Light Industrial chemical oxygen demand (COD) not exceeding 574 mg/liter and suspended solids (SS) not exceeding 153 mg/liter.	2012/13 - \$ 6.88 2013/14 - \$ 7.59 2014/15 - \$ 8.37 2015/16 - \$ 9.23 2016/17 - \$10.18

I-2 Significant Industrial User exceeds load factors of light industrial. Charges shall be calculated on rate per unit plus additional charges for COD and SS load factors as certified by the Public Services Director:

Rate per hundred cubic feet:	2012/13 - \$ 4.94
	2013/14 - \$ 5.45
	2014/15 - \$ 6.01
	2015/16 - \$ 6.63
	2016/17 - \$ 7.31

Rate per pound of COD:	2012/13 - \$ 0.38
	2013/14 - \$ 0.42
	2014/15 - \$ 0.46
	2015/16 - \$ 0.51
	2016/17 - \$ 0.56

Rate per pound of Suspended Solids:	2012/13 - \$ 0.78
	2013/14 - \$ 0.86
	2014/15 - \$ 0.95
	2015/16 - \$ 1.05
	2016/17 - \$ 1.16

**E. Use of Effluent Meters.** Customers that use effluent meters shall be charged at a rate of 1.12 times the per unit rate that would otherwise apply to their classification.

**F. Multiple Use Metered Accounts.** Metered accounts which serve more than one classification shall be charged at the highest applicable classification rate.

#### **IV. Exemptions.**

Metered water accounts which serve only agricultural and landscape irrigation are not subject to the provisions of this ordinance.

#### **V. Reduction in Service Billing**

Wastewater customers meeting the definition of low income shall receive a reduction in their service billing in accordance with program guidelines as determined by City Council resolution. Program implementation shall be by administrative policy and procedure.

**Section 3.** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**Section 4.** Upon the effective date of this ordinance, all previous ordinances adopted by the City Council setting rates, charges and fees for wastewater (sanitary sewer) service shall be repealed.

**Section 5.** This Ordinance shall be published according to law and become effective thirty (30) days from and after its adoption.

\_\_\_\_\_  
Jim Ruane, Mayor

ATTEST:

\_\_\_\_\_  
Vicky Hasha, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Marc Zafferano, City Attorney

--oOo--

I hereby certify that foregoing **Ordinance No.** \_\_\_\_\_  
was introduced at a regular meeting of the San Bruno City Council on  
July 10, 2012, and adopted by the San Bruno City Council at a regular meeting on  
July 21, 2012, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

\_\_\_\_\_  
Vicky Hasha, Deputy City Clerk



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: July 10, 2012  
TO: Honorable Mayor and Members of the City Council  
FROM: Kim Juran, Finance Director  
SUBJECT: Hold Public Hearing and Adopt Resolution Amending the Master Fee Schedule for 2012-13 Establishing Fees for Municipal Services

### BACKGROUND

The Master Fee Schedule is a compilation of City Council approved fees for City services offered to members of the community. For example, the City sets fees for use of athletic fields and other indoor and outdoor facilities, programs such as sports leagues and camps, library services, and permits issued for encroachments, grading, and tree removal.

Local agencies are allowed to set fees at rates that obtain fair and reasonable recovery of costs incurred in providing these services, thereby minimizing or eliminating the use of limited general tax revenues. Historically, the City has sought to maximize cost recovery through the annual setting of fees at appropriate levels, which takes into account the escalating costs of doing business and market comparisons. The last comprehensive update to the fee schedule was approved by the City Council on June 14, 2011.

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

### DISCUSSION

All City departments reviewed user fees and made recommendations to recover the costs for providing services in 2012-13. The changes are detailed in the attachment to the resolution; the significant changes are summarized below:

1. Library (Chapter 6)
  - a. No changes to fees are being proposed in sections I and II; only wording changes are being proposed to provide greater clarity.
  - b. Section III provides additional wording changes as well as the addition of item H, which sets fees to recover costs associated with the rental of

*S.A.*

the Community Room in the Library. The proposed fees mirror the rates charged by the Recreation Department for similar facilities.

2. Public Services (Chapter 8)
  - a. Only minor changes to the wording of the fees are proposed in sections I through IV.
  - b. Section 5 adds the hourly rate for inspections and site visits performed by the inspector. This hourly rate currently appears in Section II, A (Encroachment Permits) and is being added to Section 5 since it is used for all inspections and site visits, not just those associated with encroachment permits.
3. Parks and Recreation (Chapter 9)
  - a. Increase in certain program and class costs due to increased cost of staff time and supplies.
  - b. Section 6 adds the option of a 15 gallon tree in addition to a 24" box.

All changes to the Master Fee Schedule are shown in the attached copy of the relevant pages of the schedule by strikeout and explanatory text boxes. Once the City Council has approved any changes to the schedule, a complete, updated Master Fee Schedule will be prepared and made available to the City Council and members of the public on July 16, 2012.

## **FISCAL IMPACT**

Estimating the fiscal impact on the City resulting from this amendment relies heavily on assumptions made related to demand for fee-based services. The proposed 2012-13 budget estimates total department fee revenue of \$5,272,240. All changes proposed in this update to the Master Fee Schedule are projected to increase revenues by less than \$17,000.

## **ALTERNATIVES**

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

## **RECOMMENDATION**

Hold Public Hearing and Adopt Resolution Amending Master Fee Schedule for 2012-13 Establishing Fees for Municipal Services

**ATTACHMENTS**

1. Resolution Amending Master Fee Schedule for 2012-13 Establishing Fees for a Variety of Municipal Services.
2. Recommended Master Fee Schedule Update, effective July 16, 2011.

**DATE PREPARED**

June 29, 2012

**REVIEWED BY**

\_\_\_\_\_CM

**RESOLUTION NO. 2012-\_\_\_\_\_**

**RESOLUTION AMENDING MASTER FEE SCHEDULE FOR  
2012-13 ESTABLISHING FEES FOR A VARIETY OF  
MUNICIPAL SERVICES**

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

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

WHEREAS, the City Council desires to revise and increase certain fees set forth in the Master Fee Schedule; and

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

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

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

—0o0—

I hereby certify that foregoing Resolution No. 2012-\_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on July 10, 2012 by the following vote:

AYES:

NOES:

ABSENT:

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City Clerk

**Chapter 6  
LIBRARY DEPARTMENT**

**I. Charges for Overdue Material**

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

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

Wording changes for better clarity.

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

**III. Other Charges**

A.	Replacement of Lost Library Card	\$2.00
B.	Reserving Materials (Per Item)	
	Within Peninsula Library System	\$1.00
	Outside Peninsula Library System	\$10.00
C.	Processing Fee for Lost Materials	\$5.00
D.	<u>Proctoring</u> Monitoring Examinations Resident	\$25.00
	Non-Resident	\$50.00
E.	Service Charge for Debt Collection	\$10.00

F. Charge for Faxing Services

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

G. Computer/Photocopies Printouts

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

Photocopying service is currently provided to the public but not included in the Master Fee Schedule.

H. Community Room Rental (2 hour min.)

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

Group I:	No Cost
Group II:	Direct Cost
Group III:	\$15.00 /hr.
Group IV:	\$50.00 /hr.
Group V:	\$63.00 /hr.

When the downstairs meeting room became ADA compliant, there were interests from the public to rent the room for various activities. The rental rates mirror the rates charged in Recreation for similar facilities.

**Chapter 8  
PUBLIC SERVICES**

**I. Grading Permits**

- A. Permit Filing \$109.00

Plan Checking/Engineering Review/Inspection.  
Staff time charged at the current hourly rate and/or  
reimbursement plus actual cost of third party services costs (deposit may be  
required for large or complex work)

Change in description for clarity purposes.

- B. Performance bond Up to 100% of  
value of work  
(\$594.00 minimum)
- C. Penalty for commencing work without a permit 2% of value of work  
(\$594.00 minimum)

**II. Encroachment Permit**

- A. Minor Encroachment Permit \$354.00

Minor Encroachment Defined: Any type of encroachment  
outside a paved area that requires excavation no deeper than  
12 inches or, in the case of sidewalk replacement, is no longer  
than 75 feet in length. Typical Minor Encroachments include  
sidewalk, driveway approach and curb drain replacements or  
installations.

Minor Encroachment Permit Flat Fee (Includes Permit,  
Engineering Review and up to 2 inspections)

Deposit (refundable upon satisfactory completion of work) \$276.00

Additional Inspections \$138.00/hr

- B. Regular Encroachment Permit \$296.00

Regular Encroachment Defined: Any type of encroachment  
that is inside a traveled way or public parking area, requires  
excavation deeper than 12 inches, or, in the case of sidewalk  
replacement, is 75 feet in length or longer. Typical regular  
encroachments include trenching within any street, public  
parking area or public utility easement, connection to any City-  
owned or public owned utility or facility, or any use of a public  
street which might affect the flow of traffic or public parking.

Other types of regular encroachments include any Public Services related construction that will be dedicated for public use.

Depending on the type of work or improvement, the City may issue a revocable encroachment permit that authorizes the City to alter, remove, or protect at Permittee's expense, the work or improvement

Plan Checking/Engineering Review/Inspection/Legal	Staff time charged at the current hourly rate and/or reimbursement of third party costs (deposit may be required for large or complex work)
Performance Bond or Deposit	Up to 100% of Value of Work (\$594.00 minimum)
Penalty for commencing work without a permit	2% of Value of Work (\$594.00 minimum)

C. ~~Restrictions on Encroachment~~

~~No non-emergency encroachment shall be allowed in any street that has been overlaid with asphalt within the previous five years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$1.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned five-year period.~~

~~No non-emergency encroachment shall be allowed in any street that has received a seal coat within the previous two years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$1.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned two-year period.~~

D. ~~Waiving of Encroachment Fees~~

~~If work or an improvement that encroaches in the public right of way is considered a public good or benefit, the Public Services Director is authorized to waive any and all fees related to such encroachment.~~

Item C & D, above, are eliminated because they are repeated in the Special Parking Restrictions section below.

**III. Transportation Permit**

Permit allows for the operation of vehicles of a size, load weight or vehicle weight exceeding the maximum specified in the Vehicle code of the State of California on certain City streets.

- |    |               |              |
|----|---------------|--------------|
| A. | Single Trip   | \$16.00/trip |
| B. | Annual Permit | \$90.00/year |

**IV. Special Parking Restrictions**

All requests to have curbs painted for no parking, loading zones, limited time duration, accessibility, or any other purpose for the benefit of that specific property shall be assessed a fee to cover all costs associated with the analysis and public approval process necessary to complete the request. After completion of site inspection and preliminary analysis, the Public Services Department will provide a cost estimate to the applicant before proceeding with any work.

- |    |  |             |
|----|--|-------------|
| A. | Filing Fee                               | \$109.00    |
| B. | Site Inspection for Preliminary Analysis | \$138.00    |
| C. | Design and Public Approval Process       | \$221.00/hr |
| D. | Restrictions on Encroachment             |             |

No non-emergency encroachment shall be allowed in any street that has been overlaid with asphalt within the previous five years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$5.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned five year period.

No non-emergency encroachment shall be allowed in any street that has received a seal coat within the previous two years. In the event an emergency has caused an excavation in such a street, the Encroachment Permit fee shall be increased by the amount of \$5.00 per square foot of patch for every year (or portion thereof) remaining of the aforementioned two-year period.

- E. Waiving of Encroachment Fees

If work or an improvement that encroaches in the public right-of-way is considered a public good or benefit, the Public Services Director is authorized to waive any and all fees related to such encroachment.

**V. Public Services Hourly Rate**

A. Inspections and Site Visits \$138.00/hr

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The rate is established to recover the cost for an inspector to conduct a site visit and inspect the site to ensure compliance. Proposed rate is consistent with Site Inspection for Preliminary Analysis, above.

B. Advanced plan review and inspection services \$254.00/hr

**VI. Miscellaneous Fees**

For street/easement vacations or abandonments, street name or number changes. Staff time charged at the current hourly rate and/or reimbursement of third party costs (deposit may be required for large or complex work).

No Parking Signs \$1.50 ea.

Property Records Request \$138.00/hr

Chapter 9  
PARKS & RECREATION

Parks and Recreation Commission Reviewed and Approved on Wednesday, May 16

I. Indoor Rental

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

<u>Group</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>
Gymnasium	\$0	Direct Cost	\$50	\$100	\$125
Conference Room	\$0	Direct Cost	\$3	\$15	\$18
Full Meeting Room	\$0	Direct Cost	\$17	\$63	\$79
Half Meeting Room	\$0	Direct Cost	\$9	\$50	\$63
Community Room	\$0	\$0	\$7	\$50	\$63
Senior Center Assembly Room (The use of Senior Center kitchen will require the use of an additional Facility Attendant at \$15 per hour).					
Weekdays	No Fee	\$19/hr	\$94/hr	\$112/hr	\$130/hr
Weekday Evenings	No Fee	\$28/hr	\$112/hr	\$130/hr	\$150/hr
Fridays (State recognized school fundraisers)		\$14/hr			
Weekends	No Fee	\$37/hr	\$653/4-hr	\$925/4-hr	\$1,111/4-hr
Additional hour			\$94/hr	\$112/hr	\$130/hr
Senior Center Conference Room					
Weekdays	\$0	Direct Cost	\$15	\$50	\$63
Weekends	\$0	Direct Cost	\$20	\$75	\$94
Exercise Room					
Daily	\$0	N/A	N/A	\$4	\$4
Monthly	\$0	N/A	N/A	\$24	N/A
Six Months	\$0	N/A	N/A	\$95	N/A
Facility Attendant costs are not included in Group I, II, and III prices.					
Facility Attendant	\$0	\$15	\$15	included	included

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

<u>Group</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>
Small Picnic Area Peak	\$0	\$0	\$85	\$85	\$107
Small Picnic Area Off-Peak	\$0	\$0	\$40	\$40	\$50
Medium Picnic Area Peak	\$0	\$0	\$95	\$95	\$119
Medium Picnic Area Off-Peak	\$0	\$0	\$50	\$50	\$63
Large Picnic Area Peak	\$0	\$0	\$300	\$300	\$375
Large Picnic Area Off-Peak	\$0	\$0	\$150	\$150	\$188
Alcohol Permit	\$0	\$0	\$10	\$10	\$10
Rotary Pavilion	\$0	\$0	\$50	\$50	\$63
San Bruno Park Pool <sup>a</sup>	\$0	Direct Cost	\$60	\$60	\$78
Lane Rental	\$0	Direct Cost	\$20	\$20	\$25
Small Pool	\$0	Direct Cost	\$20	\$20	\$20
In addition to large pool rental.					
Lifeguards	\$0	Direct Cost	\$20	\$20	\$20
3 lifeguards required for private groups of 1-49 people; 4 lifeguards required for 50 or more.					
1 additional lifeguard required for rental of small pool.					

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

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

**IV. Department Programs & Services**

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

Promotional Discounts & Incentives

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

Increase in program cost in this section reflects the increase in staff time, supplies, field trip, and bus cost. The increased program costs are still comparable to that of neighboring cities.

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



7. Camp Kaleidoscope (Regular)	Resident	\$136.00	<u>\$142.00/week</u>
	Non-Resident	\$151.00	<u>\$157.00/week</u>
8. Camp Kaleidoscope (Field Trip Session)	Resident	\$159.00	<u>\$165.00/week</u>
	Non-Resident	\$174.00	<u>\$180.00/week</u>
9. Adventure Camp (Regular)	Resident	\$147.00	<u>\$153.00/week</u>
	Non-Resident	\$162.00	<u>\$168.00/week</u>
10. Adventure Camp (Field Trip Session)	Resident	\$173.00	<u>\$179.00/week</u>
	Non-Resident	\$188.00	<u>\$194.00/week</u>
11. Summer Extended (per week)	Resident	\$30.00/week	
	Non-Resident	\$38.00/week	
12. After School Summer Day Camp (for everyone)		\$420.00	

After School Summer Day Camp sections are removed because of the lack of interest from residents.

13. Leader in Training		\$35.00	<u>\$50.00/session</u>
14. Playground Program		Free	
15. Kids Club-After School Adventures		\$100.00	<u>\$125.00/month</u>

C. Aquatics

1. Swim Lessons	Resident	<del>\$54.00</del>	<u>\$56.00(M-Th)</u>
	Non-Resident	<del>\$68.00</del>	<u>\$70.00(M-Th)</u>
	Resident	<del>\$33.00</del>	<u>(Sat)</u>
	Non-Resident	<del>\$41.00</del>	<u>(Sat)</u>

Weekend lessons are removed because of the lack of interest from residents.

2. Recreation Swim	Age between 3-54	\$3.00	
	Age of 55+	\$2.50	
	Family package up to 5	\$12.00	
	25 Punch Pass	\$62.50	
	50 Punch Pass	\$125.00	
	Resident (Season)	\$280.00	
	Non-Resident (Season)	\$295.00	
3. Lap Swim	Drop-in	\$4.00	
	Resident (10-Punch Pass)	\$35.00	
	Non-Resident (10-Punch Pass)	\$38.00	
	Resident (Season)	<del>\$140.00</del>	<u>\$145.00</u>
	Non-Resident (Season)	<del>\$155.00</del>	<u>\$160.00</u>

Season pass prices increased to recover the cost of operation.

4. Water Aerobics	Drop-in	\$4.50	
	Resident (10-Punch Pass)	\$40.00	
	Non-Resident (10-Punch Pass)	\$42.00	
	Resident (Season)	\$178.00	<u>\$200.00</u>
	Non-Resident (Season)	\$193.00	<u>\$215.00</u>

Season pass prices increased to recover the cost of operation.

5. Lifeguard Training	\$175.00	<u>\$185.00/person</u>
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Lifeguard training price increased because of the increase in Red Cross certification and training materials.

6. Jr. Lifeguard Camp	Resident	\$136.00
	Non-Resident	\$151.00
7. Tennis & Swim Camp	Resident	\$136.00
	Non-Resident	\$151.00

D. Registration Fee	\$6.00/class
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E. Contractor Provided Programs  
Program fee based on negotiated agreement with contractor based on "recreation market rate." The Instructor-City split is as followed:

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

**V. Athletic Fields**

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

VI. Tree Fees

<u>Group</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>
New Street Tree Fee	N/A	N/A	N/A	\$65	N/A
Tree Pruning Permit <sup>b</sup>	N/A	N/A	N/A	\$70	N/A
Tree Removal Permit <sup>m</sup>	N/A	N/A	N/A	\$105	N/A
Inspection Fee	N/A	N/A	N/A	\$70	N/A

Per requests of residents, tree replacement fees are modified to allow residents the option of replacing the existing tree with a smaller tree. The fees are based on direct cost of the trees.

Tree Replacement Fee (24")	N/A	N/A	N/A	<del>\$540</del> \$415	N/A
Tree Replacement Fee (15 gallon)	N/A	N/A	N/A	<del>\$130</del>	N/A
Planting/Pruning Deposit	N/A	N/A	N/A	\$300	N/A

<sup>b</sup> Nonrefundable, includes inspection fee.

**- o0O0o -**

**END OF MASTER FEE SCHEDULE**



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** July 10, 2012  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Klara A. Fabry, Public Services Director  
**SUBJECT:** Hold Public Hearing and Adopt Resolution Adopting a Groundwater Management Plan for the South Westside Basin

### BACKGROUND:

In 2009 the City initiated a coordinated process with the City of Daly City, the San Francisco Public Utilities Commission (SFPUC) and California Water Service Company (Cal Water) to manage the groundwater resource to ensure a sustainable, high-quality, reliable regional water supply. The City of San Bruno assumed lead agency responsibility for the development of a Groundwater Management Plan (Plan) by obtaining a grant from the State of California Department of Water Resources (DWR). The grant provides funding through the State's AB 303 program via Proposition 50 general obligation bonds in the amount of \$209,908 for the preparation of the Plan. The City subsequently authorized a contract with Wprime, Inc. for preparation of the Plan in the amount of \$209,908 and held a Public Hearing and adopted a Resolution of Intent to draft the Plan on August 24, 2010.

Upon adoption, the Plan will provide a regional groundwater management framework for long-term water quality and sustainability of the South Westside Basin (Basin) aquifer, a vital regional resource for the City's drinking water. The Westside Basin aquifer is located in San Francisco and San Mateo counties. (Please refer to the attachments for a Location Map of the Basin.) This basin has provided a reliable water supply for more than a century. The northern San Mateo County communities of Daly City, South San Francisco, and San Bruno utilize it as a drinking water supply. Private and public entities also extract groundwater for irrigation. The portion of the Westside Basin aquifer over which San Bruno, Daly City, and South San Francisco reside has become known as the South Westside Basin, as distinguished from the portion known as the North Westside Basin aquifer over which the western part of the City of San Francisco resides.

Over the course of the last years, the City has engaged in discussions with the City of Daly City, Cal Water and the SFPUC collectively known as Partner Agencies along with other stakeholders including agricultural interests, local citizens, environmental groups, business interests and private well owners regarding groundwater usage and sustainability. The Plan has pulled together the scientific information that has been generated about this aquifer, including data collected as part of the previous installation of monitoring wells. This information has become a tool by which the aquifer resources are managed for long-term sustainability and protection of water quality by developing integrated management and coordination, monitoring and evaluating groundwater levels and quality, and engaging stakeholders, as well as a document that could be utilized as a resource for any future project. By adopting the Plan, the City also becomes eligible for a number of other grant opportunities that could be used in the future to fund projects necessary to sustain and protect the aquifer.

8.6.

A Westside Basin Proposed Groundwater Management Plan was previously prepared for the whole basin in 1999 but was not approved due to outstanding coordination issues between the interested agencies. The proposed Plan addresses current legal requirements and will reflect current Basin conditions due to significant new data collected since 1999.

#### **DISCUSSION:**

The basic approach to developing the Plan was a stakeholder-driven process to develop Goals, Objectives and Strategies for the Basin and to coordinate the activities between the Partner Agencies. The Basin goals, objectives and strategies were established based on the scientific data with the results aligned with the data presented in the City's Urban Water Management Plan and the Water Master Plan.

Development of the Groundwater Management Plan included establishment of an Advisory Committee consisting of various regulatory agencies including the Department of Water Resources, private pumpers (cemeteries and golf courses), homeowners associations, environmental groups and interested citizens as recommended by the Partner Agencies. The Advisory Committee is comprised of representatives from San Bruno, the Partner Agencies and various personnel from cities that are on or adjacent to the Basin, State and County regulatory agencies, private pumpers (cemeteries and golf courses), environmental groups and interested private citizens.

Public outreach efforts to date include:

- Notification about the Plan development and invitation to participate via the Advisory Committee,
- Portals including creation of a Plan website ([www.southwestsideplan.com](http://www.southwestsideplan.com)) and informational pamphlets,
- Formation of the Advisory Committee and holding of six meetings,
- Preparation of draft versions of the Plan and hosting five Public Meetings to present the Plan information and seek public input. The public comments received were addressed in the final version of the Plan. Generally, comments related to the total amount of water planned for extraction from the Basin and various clarifications, correlations and corrections to the data presented in the Plan.

The Plan establishes a shared vision among stakeholders on the state of the South Westside Groundwater Basin, the desired goals and objectives for management of the Basin, and potential approaches to achieve those goals and objectives. The Plan includes findings and conclusions related to regional groundwater conditions and operation and management of the Basin. The Plan presents results of the analyses reflecting the recent historical and current conditions related to groundwater levels, groundwater quality, and groundwater production.

As presented in the Plan, the current basin wide groundwater production is near the rate that would result in stable groundwater elevations at their current levels. The Plan defines Basin Yield as "the maximum average annual groundwater production that could be maintained for a long-term time period and that would result in stable groundwater levels." Using a numerical groundwater model, the Basin Yield is estimated at approximately 8,600 Acre Feet per Year (AFY). Current basin wide production is estimated at 8,564 AFY. The projected basin wide groundwater production is estimated to be 8,881 AFY by 2030. The projected production rate is somewhat above the Basin Yield. However, given the range of climatic variability and

uncertainties in projected demand estimates, these production rates are within the range of uncertainty of the Basin Yield estimates.

The Plan reports that quality of groundwater used for water supply in the Basin is generally good and the water delivered to customers meets all state and federal regulations. However, the quality of groundwater in the basin, if untreated, is variable. Notably, there are concerns from existing elevated nitrate levels in parts of the basin and continued risk of seawater intrusion due to groundwater levels significantly below sea level in close proximity to San Francisco Bay. Nitrate concentrations are highest in the central portion of the Plan Area, South San Francisco, and lowest in the southern portion of the Basin, San Bruno. It should be noted that there are a number of contaminated sites throughout the Basin, which are inventoried in the Plan. A robust and open communication with the lead agencies involved in the cleanup activities will help better manage the cleanup efforts to minimize the potential threats to the groundwater supplies in the Basin.

The Plan sets an overall goal of ensuring a sustainable, high-quality, reliable water supply for beneficial uses achieved through coordinated local groundwater management. This goal is supported by five Basin Management Objectives, which allow for quantitative monitoring and reporting to the extent feasible:

- Maintain Acceptable Groundwater Levels
- Maintain or Improve Groundwater Quality
- Limit the Impact of Point Source Contamination
- Explore Need for Land Subsidence Monitoring
- Manage the Interaction of Surface Water and Groundwater for the Benefit of Groundwater and Surface Water Quantity and Quality

A series of Elements are provided as options to assist in meeting goals and objectives of the Plan, but no specific actions or projects are proposed. Specific projects or actions could be developed during implementation of the Plan.

If the Plan is adopted, it is the intent to maintain the same collaborative approach among all entities interested in the proper management of the Basin through the already existing task force. The Groundwater Task Force will propose water resource projects designed and implemented following the common goals, objectives and elements described in the Plan. It is the intent to meet at least twice a year or any time when issues need to be addressed and meetings will be open to the public.

Additional planned next steps include:

- Discuss and advance regional and local groundwater projects,
- Share hydrogeological and operational information to better understand the Basin,
- Continue monitoring and reporting of groundwater conditions mandated by DWR,
- Ongoing coordination with Stakeholders via Groundwater Task Force meetings,
- Updates to the Plan if and when more information is available.

The adoption of the Plan is exempt from the California Environmental Quality Act (CEQA). The California Environmental Quality Act requires that most planning documents and development projects undergo environmental review. However, various planning documents and certain types of development projects are categorically or statutorily exempt from environmental review

per CEQA standards. Groundwater Management Plans fall within the exempt plan category, primarily because they are broad policy documents that do not legally require any specific project level implementing actions. Each project for implementation of the Plan will be individually evaluated under CEQA.

The development of this Plan was the result of an extensive collaboration between the partner agencies: Daly City, Cal Water and the City of San Bruno with an ongoing support from SFPUC. After the adoption of the Plan by San Bruno, it is also the intent of Daly City to consider it for adoption. The acceptance of the plan by Cal Water and a support letter from SFPUC are attached.

**FISCAL IMPACT:**

The Plan preparation cost of \$209,908 is being paid from grant funding received by the City from the State Department of Water Resources. To date, City staff costs total approximately \$80,000.

Funding of future projects will be on a project-by-project basis and will be the responsibility of the sponsoring party, unless other arrangements are made. Financing for the reporting requirements and the updating of the Plan will be shared amongst Plan participants, with details to be mutually agreed upon.

**ALTERNATIVES:**

1. Do not adopt the resolution to adopt the Plan. In this case the City may jeopardize future funding possibilities from the State DWR.
2. Delay adoption of the Plan.
3. Request revisions to the Plan.

**RECOMMENDATION:**

Hold a Public Hearing and adopt a resolution adopting a Groundwater Management Plan for the South Westside Basin.

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Resolution
2. Location Map of Basin area
3. Letters from Cal Water and SFPUC
4. CIP Sheet

**DATE PREPARED:**

June 26, 2012

**REVIEWED BY:**

\_\_\_\_\_ CM

\_\_\_\_\_ ACM

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

**RESOLUTION NO. 2012-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO ADOPTING A  
GROUNDWATER MANAGEMENT PLAN FOR THE SOUTH WESTSIDE  
GROUNDWATER BASIN**

**WHEREAS**, the City of San Bruno ("City") is a general law municipality and municipal corporation that provides water service to a portion of the South Westside Basin ("Basin"), a basin which is not subject to groundwater management pursuant to other provisions of law or a court order, judgment or decree; and

**WHEREAS**, the South Westside Basin is a critical resource for San Mateo and San Francisco Counties as a local water resource that augments imported water from the Tuolumne River and increases the reliability of local water supplies; and

**WHEREAS**, in 1992, the California Legislature enacted Assembly Bill 3030 to provide local public agencies increased management authority over their groundwater resources and subsequently enacted Senate Bill 1938 to encourage local public agencies to adopt groundwater management plans in order to increase their eligibility for grant funds for groundwater related projects (Water Code section 10750); and

**WHEREAS**, the Legislature has also declared that the additional study of groundwater resources is necessary to better understand how to manage groundwater effectively to ensure the safe production, quality, and proper storage of groundwater in the State; and

**WHEREAS**, the City received a Local Groundwater Assistance Fund Grant in the amount of \$209,908 from the California Department of Water Resources, pursuant to the Water Security, Clean Drinking Water, Coastal Beach Protection Act of 2002 (Water Code Section 79560 et seq.) to fund a groundwater management plan for the South Westside Basin; and

**WHEREAS**, the Groundwater Management Plan will further ongoing efforts to protect groundwater and interdependent environmental resources in the South Westside Basin, will facilitate collection of information to further understand and evaluate additional policies and programs for protection of the groundwater resources in the South Westside Basin; and

**WHEREAS**, the City Council conducted a duly noticed public hearing on August 24, 2010 and adopted a Notice of Intent to Draft a Groundwater Management Plan for the South Westside Basin ("Notice of Intent"); and

**WHEREAS**, an Advisory Committee was formed to guide the development process of the groundwater management plan, consisting of representatives from the City of San Bruno, the City of Daly City, California Water Service Company, San Francisco Public Utilities Commission and various personnel from Cities that are on or adjacent to the Basin, State and County regulatory agencies including the Department of Water Resources, private pumpers (golf courses and cemeteries) and interested private citizens; and

**WHEREAS**, copies of the draft Groundwater Management Plan were made available for public review and were provided to the Advisory Committee and water retail agencies that were involved in developing the groundwater management plan including the City of Daly City, California Water Service Company and the San Francisco Public Utilities Commission; and

**WHEREAS**, the City received public comments on the draft Groundwater Management Plan and addressed the comments in drafting a final version of the Groundwater Management Plan; and

**WHEREAS**, the City Council conducted a duly noticed public hearing to review the Groundwater Management Plan on July 10, 2012 in accordance with Water Code section 10753.2, and Government Code 6066,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of San Bruno as follows:

1. Adopts a groundwater management plan for the South Westside Basin in accordance with the provisions of Water Code sections 10750 *et seq.*
2. Finds that the adoption of the groundwater management plan is exempt from the requirements of the California Environmental Quality Act. (CEQA Guideline sections 15061, 15062, 15306, 15307, 15308, and 15262).
3. Directs the City Clerk to publish the Resolution of Adoption under Government Code Section 6066 pursuant to Water Code Section 10753.3(a)
4. Directs staff to implement the groundwater management plan for the South Westside Basin.
- 5.

Dated: July 10, 2012

\_\_\_\_\_  
Jim Ruane, Mayor

ATTEST:

APPROVED AS TO FORM:

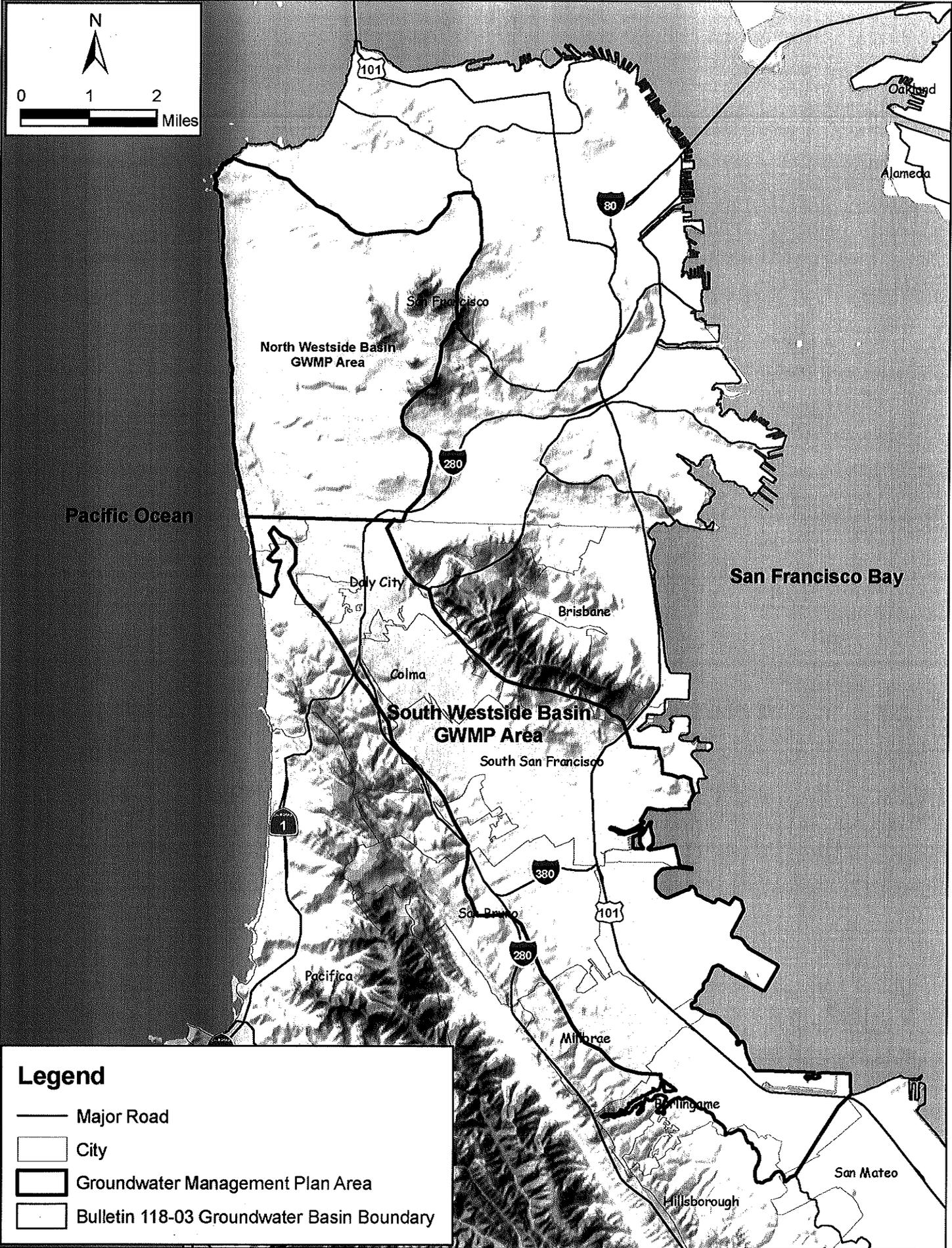
\_\_\_\_\_  
Carol Bonner, City Clerk

\_\_\_\_\_  
Marc Zafferano, City Attorney

-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 July 2012 by the following vote:

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



**Legend**

- Major Road
- City
- ▬ Groundwater Management Plan Area
- - - Bulletin 118-03 Groundwater Basin Boundary



**San Francisco**  
**Water Power Sewer**  
 Operator of the Hetch Hetchy Regional Water System

1155 Market Street, 11th Floor  
 San Francisco, CA 94103  
 T 415.554.3156  
 F 415.554.3161  
 TTY 415.554.3488

July 2, 2012

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

Dear Ms. Jackson,

**Subject: Letter of Support for South Westside Basin Groundwater Management Plan**

I want to commend the City of San Bruno on its leadership efforts in the development of the South Westside Basin Groundwater Management Plan (GWMP). We also appreciate that the SFPUC has been included as a participant in developing the GWMP. The Westside Basin Partners, consisting of San Bruno, Cal Water, Daly City and the SFPUC, have a long history of working together to better understand and manage our shared groundwater resources.

The SFPUC supports the GWMP's purpose which is to provide a framework for regional groundwater management in the South Westside Basin that sustains the beneficial use of the groundwater resource. As you know, the SFPUC is working to develop the Proposed Regional Groundwater Storage and Recovery Project within the South Westside Basin which we believe is consistent with the GWMP's objectives for sustainable groundwater management. Development of the GWMP has fostered greater public awareness of the importance of groundwater and provided opportunities for stakeholders to reach consensus on issues and identify solutions. We look forward to working with San Bruno on the process of GWMP implementation.

Sincerely,

Steve Ritchie  
 Assistant General Manager, Water

cc: Patrick Sweetland, Daly City  
 Tom Salzano, Cal Water  
 Greg Bartow, SFPUC

Edwin M. Lee  
 Mayor

Anson Moran  
 President

Art Torres  
 Vice President

Ann Moller Caen  
 Commissioner

Francesca Viator  
 Commissioner

Vinca Courtney  
 Commissioner

Ed Harrington  
 General Manager





**CALIFORNIA WATER SERVICE COMPANY**

1720 NORTH FIRST STREET • SAN JOSE, CA 95112-4598

(408) 367-8200

July 2, 2012

Klara A. Fabry, Public Works Director  
City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066

Dear Ms. Fabry,

As you know, California Water Service Company (Cal Water) is one of the key stakeholders in the South Westside Basin. We have participated in the effort led by the City of San Bruno (City) to develop a Groundwater Management Plan (GWMP) for this important water source, which serves all of our San Francisco Peninsula water customers.

Cal Water strongly supports the goal of the GWMP to ensure a sustainable, high-quality, reliable water supply at a fair price for beneficial uses to be achieved through local groundwater management. We hereby accept the provisions of the South Westside Basin Groundwater Management Plan as presented in the May 9, 2012 draft.

We look forward to working with you and the other stakeholders to implement the GWMP. As we begin the next critical stage in the Plan's implementation, the development of the governance Memorandum of Understanding, we will be in contact to advise you as to who on Cal Water's staff will serve as the Company's designated representative on the Groundwater Task Force.

Thank you for all the extra work the City staff put into developing the GWMP.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael J. Rossi".

Michael J. Rossi  
Vice President Engineering & Water Quality

## GROUNDWATER MANAGEMENT PLAN

**PROJECT DESCRIPTION:** This project will engage the South Westside Basin pumpers (Daly City, Cal Water, SFPUC) to develop a Groundwater Management Plan in compliance with State Water Resource Control Board requirements. The South Westside Basin aquifer is a vital regional resource that needs to be managed to ensure its long-term health and sustainability. San Bruno is the lead agency for this project. This is a vital planning tool that will further document regional cooperation.

This project was first listed in the 2007-08 Capital Improvement Program and appropriated \$190,000 from the Water Capital Fund. Subsequent to budget adoption, the State Department of Water Resources issued a request for grant proposals related to water management issues. Staff's proposal was accepted and the State issued a grant to cover the cost for a consultant contract to complete the plan. Staff time in the amount of \$30,000 is necessary to manage consultant work and will continue to be paid from the Water Capital fund.

**PROJECT NUMBER:** 84136

**PROJECT MANAGER:** Associate Engineer

**PRIORITY FOCUS/MASTER PLAN JUSTIFICATION:** This project is necessary to ensure sustainability of groundwater resources and it positions the City to be eligible for grant funds.

**LIFE EXPECTANCY:** 10 years.

**2008-09 STATUS:** Finalized consultant scope of services, awarded contract, and coordinated with appropriate agencies to initiate development of the groundwater management plan. Received \$209,908 in grant funding from the State Department of Water Resources to complete plan and secured funding commitment from partner agencies.

**2009-10 WORK PLAN:** Continue work on plan development. Extension of original December 2009 completion date due to delay in grant funding availability from State.

**PROJECTED COMPLETION DATE:** December 2010.

**PROJECT-RELATED APPROPRIATIONS AND EXPENSES:**

Funding Source	Previously Funded	Carry-Over Appropriations	2009-10 Request	Future Years	Total Appropriations
Water Capital	38,970	0	0	0	38,970
State Department of Water Resources Grant	209,908	208,382	0	0	209,908
<b>Total</b>	<b>\$248,878</b>	<b>\$208,382</b>	<b>\$0</b>	<b>\$0</b>	<b>\$248,878</b>

Line Item Expenditu	Prior Expenses	2008-09 Expenses	2009-10 Adopted	Future Years	Total Expenditures
0640: Study	8,970	31,527	177,399	30,983	248,878
<b>Total</b>	<b>\$8,970</b>	<b>\$31,527</b>	<b>\$177,399</b>	<b>\$30,983</b>	<b>\$248,878</b>

**ONGOING FINANCIAL IMPACT:** None.

LETTER TO FOLLOW



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

DATE: July 10, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Klara Fabry, Public Services Director  
Neil Telford, Chief of Police  
Tami Yuki, Human Resources Director

SUBJECT: Receive Report Regarding Street Sweeping Operations and Related Parking Restrictions

**BACKGROUND:**

At the June 12, 2012 City Council meeting, staff was directed to provide the City Council with an informational report on the City's street sweeping program to include those streets in the City that are subject to parking restrictions for street sweeping.

A street sweeping program is necessary to clear the roadways of debris and to help keep City streets clean and attractive. Every street in San Bruno is cleaned twice a month using Street Sweeper equipment operated by Public Services staff. The street sweeping program also helps prevent pollutants from entering the Bay or diminishing air quality from dust. Street sweeping also helps remove leaves and debris that would otherwise accumulate on storm drain inlets and potentially contribute to local flooding.

While every street in San Bruno is cleaned, there are some streets in San Bruno where parking is prohibited during specified days and times in order to facilitate cleaning of the street. Parking restrictions were originally implemented in these areas because these particular locations are at a low elevation, making the streets susceptible to flooding. In addition, neighborhood density, types of trees prone to shedding leaves, size/space of garage, size of setback, and width of street contribute to the need for parking restrictions in these areas. Keeping one side of the street clear of parked cars allows the street sweeper to thoroughly clear the debris off of the gutters and out of the storm drains, while leaving the opposite side available for parking. The higher elevation of the remaining City streets allows for adequate drainage so flooding does not exist and these streets are not subject to the restriction.

**DISCUSSION:**

Street sweeping is an integral element in the City's obligation, under the County-wide National Pollution Discharge Elimination Program (NPDES) permit, to remove debris

*10.c.*

and pollutants from the storm runoff before it drains to the Bay. Street sweeping also helps remove leaves and debris that would otherwise accumulate on storm drain inlets that may contribute to local flooding and property damage.

In 1982, the City Council enacted parking restrictions for streets that were prone to flooding. This area covers most streets east of El Camino Real, and extends from the north end of the City to the southern border on San Juan Avenue. This area has had a long history of flooding and damage caused by flooding. Streets in this area are low in elevation (only slightly above sea level), and most gutters in these areas have a negative slope. This equates to water pooling in the gutters when a seemingly insignificant task such as washing a vehicle or watering a lawn is performed. The removal of leaves and debris from the gutters has been considered crucial to prevent flooding.

Many of the streets in this area are narrow, and the majority of the homes have a one-car garage, which contributes to an increase of cars parked on the street. Parking restrictions were put in place to allow the street sweeper to effectively clean the street. The parking restrictions apply to one side of the street, which allows residents to park on the opposite side. The sides are reversed later in the month to allow cleaning of the other side of the street. Parking restrictions did not extend to City streets west of El Camino Real because the elevations and drainage does not create flooding conditions, in these areas and with limited exceptions, the streets are generally wider and less congested than those east of El Camino Real. It should be noted however that City staff has periodically received inquiries and requests by residents in the higher elevation areas of the City for establishment of street sweeping parking restrictions in these areas to improve trash removal in the streets and improve neighborhood aesthetics.

The current parking restrictions are effective in allowing the street sweeper operator to thoroughly clean the street, and it is necessary in most of the areas to keep the storm drains clear. As part of the current review, Staff has identified a few streets west of El Camino that would benefit from thorough sweeping by installing parking restrictions due to the narrow width of the street and the number of trees in the area. Other than some streets in the Mills Park area, staff felt that expanding the parking restrictions citywide would not make a significant improvement in cleaning the streets, as the majority of streets outside of the restricted area are wider. Staff also identified some streets in the Lomita Park area that are not receiving an additional benefit from the parking restriction signage since the streets are not narrow, setbacks are typically not limited, and there are a limited number of trees, resulting in less clogged storm drains. In addition, trash capture devices were installed in this area of the City in 2010 to assist with collecting trash and debris to prevent blockage in the storm drains.

Parking restrictions for street sweeping occurs the first and third weekdays of every month. Over the years, the street sweeping schedule has been modified to maximize efficiency of the route with the least disruption to the residents and businesses in the enforced areas. Parking restrictions for the commercial/industrial areas in the north end

of the City begin at 6:00 a.m. and conclude at 8:00 a.m., which includes San Mateo Avenue, Montgomery Avenue and the neighboring residential streets. Once the commercial areas are swept, street sweeping continues on to the residential neighborhoods for maximum efficiency so there are no breaks in the schedule. Any schedule adjustment to a street would require a review and change to the entire schedule. Parking restrictions for the majority of residential areas begins at 8:00 a.m. and concludes at 10:00 a.m. In some areas, enforcement begins at 10:00 a.m. and concludes at noon.

The Police Department is tasked with enforcing the parking restrictions set forth for street sweeping. As mentioned previously, parking restrictions were put in place primarily due to the tendency for flooding in the area. On average, parking enforcement officers issue between 400-500 citations per month for street sweeping parking violations. The officer assigned to street sweeping spends an average of 24 hours per month, two weeks a month, to enforce the areas posted for street sweeping. The current annual cost associated with this enforcement is approximately \$10,000.

Some of the concerns expressed to Police Department staff have been vehicles that receive a citation after the sweeper has passed the location. Parking enforcement officers attempt to stay ahead of the sweeper; however, the prohibition for parking extends for the entire duration posted on the sign in that location. This is done in case the sweeper has to make an additional pass in order to collect all the debris in the roadway.

Other concerns expressed to Police Department staff have been that some vehicles, trailers, boats, and recreational vehicles (RVs) park on City streets for more than 72 hours. Ordinance No. 7.16.100 prohibits vehicles from parking more than 72 consecutive hours on the street, and Ordinance No. 7.24.050 prohibits anything larger than 72 feet in length and 6.5 feet in width from parking on the street. Owners must move these vehicles within 12 hours of Police Department notification or receive citations for violating these ordinances.

If additional parking restrictions were extended throughout the City, the Police Department estimates they would need 2 additional full time employees (FTEs) and an additional parking enforcement vehicle in order to accomplish enforcement. In addition, parking restrictions would have to be posted on both sides of every City street which would create additional signage costs.

#### **FISCAL IMPACT:**

The estimated costs to expand parking restrictions are \$1,004,000. This amount includes \$172,000 in annual salary and benefit costs for additional enforcement staff, purchase of an additional parking enforcement vehicle at a cost of \$32,000, and the one time cost for installation of additional signage on City streets estimated at \$800,000. Parking fines received from parking violations would offset some of these costs.

The elimination of existing parking restrictions for street sweeping would result in a reduction in parking fines of an estimated annual amount of \$120,000.

**ALTERNATIVES:**

1. Direct staff to re-evaluate areas for parking enforcement
2. Direct staff to review and evaluate the Citywide Street Sweeping Program and Schedule
3. Receive Report and take no action

**RECOMMENDATION:**

Receive report and provide direction to staff regarding the Citywide Street Sweeping Program.

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Street Sweeping Map
2. Street Sweeping Schedule

**DATE PREPARED:**

July 2, 2012

**REVIEWED BY:**

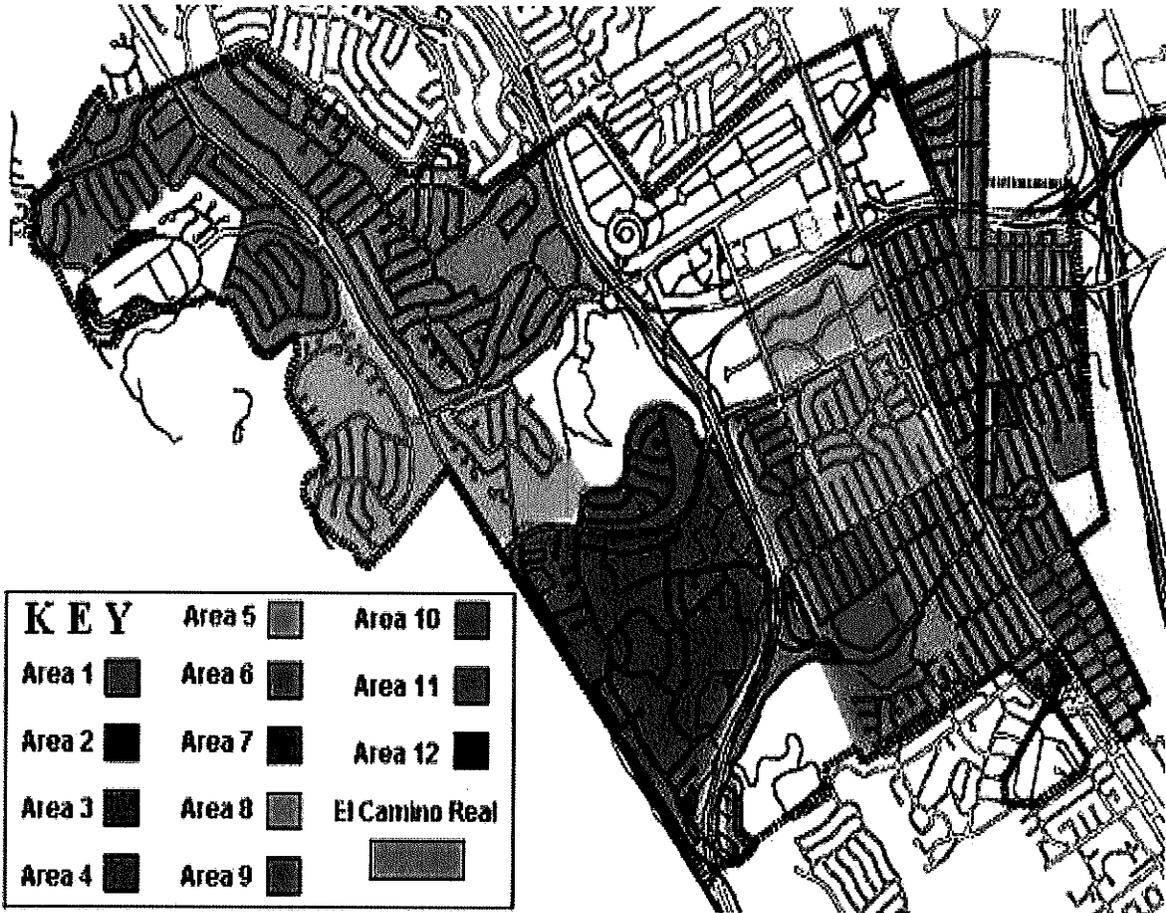
\_\_\_\_\_ CM

\_\_\_\_\_ ACM

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

ATTACHMENT 1

STREET SWEEPING MAP



**ATTACHMENT 2**

**STREET SWEEPING SCHEDULE**

Area 1: 1st & 3rd Monday on one side of the street; 1st & 3rd Tuesday on the opposite side (posted).		
<ul style="list-style-type: none"> <li>■ 1st Avenue</li> <li>■ 2nd Avenue</li> <li>■ 3rd Avenue</li> <li>■ 4th Avenue</li> <li>■ 5th Avenue</li> <li>■ 6th Avenue</li> <li>■ 7th Avenue</li> <li>■ Angus Ave E. of El Camino</li> <li>■ Atlantic Ave W. of Herman</li> <li>■ Bayshore Circle</li> <li>■ Beuna Vista Avenue</li> </ul>	<ul style="list-style-type: none"> <li>■ Diamond Street</li> <li>■ Easton Avenue</li> <li>■ Euclid Avenue</li> <li>■ Forest Lane</li> <li>■ Green Avenue</li> <li>■ Hensley Avenue</li> <li>■ Herman Street</li> <li>■ Huntington Avenue East</li> <li>■ Kains Ave E. of El Camino</li> <li>■ Maryland Place</li> <li>■ Masson Avenue</li> </ul>	<ul style="list-style-type: none"> <li>■ Mills Avenue</li> <li>■ Pacific Avenue</li> <li>■ Pines Street</li> <li>■ San Bruno Ave E. of El Cam.</li> <li>■ Scott Street W. of Herman</li> <li>■ Sylvan Avenue</li> <li>■ Walnut Street</li> <li>■ Crystal Springs E. of Cuninghams (Monday only)</li> <li>■ Mastick Ave N. of Taylor (Tuesday only)</li> </ul>

Area 2: Every Monday through Friday from 7-8 a.m.	
<ul style="list-style-type: none"> <li>■ San Mateo Avenue south of tracks</li> </ul>	<ul style="list-style-type: none"> <li>■ Jenevein Avenue east of El Camino</li> </ul>

Area 3: 1st & 3rd Wednesday on one side of the street; 1st & 3rd Thursday on the opposite (posted).		
<ul style="list-style-type: none"> <li>■ Atlantic Avenue E. of tracks</li> <li>■ Carlton Avenue</li> <li>■ Chapman Avenue</li> <li>■ Cupid Row</li> <li>■ Cypress Court</li> <li>■ East Avenue</li> <li>■ Florida Avenue</li> <li>■ Garden Avenue</li> <li>■ Georgia Avenue</li> <li>■ Hermosa Street</li> <li>■ Huntington Ave S. of Angus</li> <li>■ Kensington Avenue</li> </ul>	<ul style="list-style-type: none"> <li>■ Martin Place</li> <li>■ Mastick Avenue S. of Taylor</li> <li>■ Milton Avenue</li> <li>■ Montgomery Avenue</li> <li>■ San Anselmo Avenue</li> <li>■ San Benito Avenue</li> <li>■ San Diego Avenue</li> <li>■ San Felipe Ave E. of El Cam.</li> <li>■ San Juan Avenue</li> <li>■ San Luis Avenue</li> <li>■ San Marco Avenue</li> <li>■ San Mateo Ave N. of San Bru.</li> </ul>	<ul style="list-style-type: none"> <li>■ Santa Clara Avenue</li> <li>■ Santa Dominga Avenue</li> <li>■ Santa Helena Avenue</li> <li>■ Santa Inez Avenue</li> <li>■ Santa Lucia E. of El Cam.</li> <li>■ Santa Maria Avenue</li> <li>■ Scott Street E. of Herman</li> <li>■ Taylor Avenue</li> <li>■ Terrace Avenue</li> <li>■ Texas Palace</li> </ul>

Area 4: 1st & 3rd Wednesdays of each month.

- |                              |                             |                                |
|------------------------------|-----------------------------|--------------------------------|
| ▪ Acacia Ave S. of Jenevein  | ▪ De Soto Way               | ▪ Oak Avenue S. of Jenevein    |
| ▪ Anza Way                   | ▪ Elm Ave S. of Jenevein    | ▪ Poplar Avenue S. of Jenevein |
| ▪ Balboa Way                 | ▪ Emalita Court             | ▪ Portola Way                  |
| ▪ Cabrillo Way               | ▪ Hazel Ave S. of Jenevein  | ▪ San Felipe Ave W. of El Cam. |
| ▪ Clark Avenue               | ▪ Linden Ave S. of Jenevein | ▪ Santa Lucia E. of De Soto    |
| ▪ Cypress Ave S. of Jenevein | ▪ Lomita Avenue             | and W. of El Camino            |

Area 5: 1st & 3rd Thrusdays of each month.

- |   |                                |
|---|--------------------------------|
| ▪ Acacia Avenue N. of Jenevein                | ▪ Linden Avenue N. of Jenevein |
| ▪ Angus Avenue W. of El Camino                | ▪ Linden Court                 |
| ▪ Beech Avenue N. of Jenevein                 | ▪ Magnolia Avenue              |
| ▪ Camino Plaza                                | ▪ Oak Avenue N. of Jenevein    |
| ▪ Cherry Ave N. of Jenevein & S. of San Bruno | ▪ Olive Court                  |
| ▪ Chestnut Avenue N. of Jenevein              | ▪ Park Avenue E. of Cherry     |
| ▪ Cypress Avenue N. Jenevein                  | ▪ Peachwood Court              |
| ▪ Elm Ave N. of Jenevein & S. of San Bruno    | ▪ Plumwood Court               |
| ▪ Hazel Avenue N. of Jenevein                 | ▪ Poplar Avenue N. of Jenevein |
| ▪ Jenevein Ave E. of Cherry & W. of El Camino | ▪ Sycamore Avenue              |
| ▪ Kains Ave E. of Cherry & W. of El Camino    | ▪ Williams Avenue              |

Area 6: 1st & 3rd Fridays of each month.

- |                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|
| ▪ Beech Ave S. of Jenevein  | ▪ Hawthorne Avenue          | ▪ Palomar Court             |
| ▪ Burrows Avenue            | ▪ Hickory Avenue            | ▪ Park Ave W. of Cherry     |
| ▪ Cedar Avenue              | ▪ Holly Avenue              | ▪ Parkview Court            |
| ▪ Cedarwood Court           | ▪ Jenevein Ave W. of Cherry | ▪ Parkview Drive            |
| ▪ Cherry Ave S. of Jenevein | and E. of I-280             | ▪ Pepper Drive              |
| ▪ Chestnut Ave S. of Jenev. | ▪ Juniper Avenue            | ▪ Redwood Avenue            |
| ▪ Crystal Court             | ▪ Kains Ave W. of Cherry    | ▪ Santa Lucia W. of De Soto |
| ▪ Cunningham Way            | ▪ Lucia Court               | ▪ Scenic Court              |
| ▪ Donner Avenue             | ▪ Maple Avenue              | ▪ Serra Court               |
| ▪ Glen Avenue               | ▪ Niles Avenue              |                             |

Area 7: 2nd & 4th Thursdays of each month.

- |                     |                               |                         |
|---------------------|-------------------------------|-------------------------|
| ▪ Alcott Drive      | ▪ Essex Court                 | ▪ Oxford Lane           |
| ▪ Alpine Way        | ▪ Glenbrooke Lane             | ▪ Piedmont Avenue       |
| ▪ Bennington Drive  | ▪ Glenview Dr S. of San Bruno | ▪ Princeton Drive       |
| ▪ Bryant Way        | ▪ Hamilton Avenue             | ▪ Ridgeway Avenue       |
| ▪ Cambridge Lane    | ▪ Keefe Court                 | ▪ Rosewood Drive        |
| ▪ Charleston Avenue | ▪ Kent Court                  | ▪ Shelter Creek Lane    |
| ▪ Courtland Drive   | ▪ Kingston Avenue             | ▪ Skyline (not hwy. 35) |
| ▪ Crestwood Drive   | ▪ Lexington Way.              | ▪ Trenton Drive         |
| ▪ Darby Place       | ▪ London Court                | ▪ Whitecliff Way        |
| ▪ Dover Court       | ▪ Lowell Avenue               | ▪ Whitman Way           |
| ▪ Eastburn Court    | ▪ Madison Avenue              | ▪ Yorkshire Court       |
| ▪ El Dorado Court   | ▪ Markham Avenue              |                         |

Area 8: 2nd & 4th Tuesdays of each month.

- |  |                               |                              |
|--|-------------------------------|------------------------------|
| ▪ Alameda Drive                                  | ▪ Fairmont Drive              | ▪ San Joaquin Court          |
| ▪ Amador Drive                                   | ▪ Glenview Dr N. of San Bruno | ▪ Santa Barbara Court        |
| ▪ Bayhill Drive                                  | ▪ Grundy Lane                 | ▪ Sequoia Ave S. of Fleetwd. |
| ▪ Cherry Ave S. of Sneath<br>and N. of San Bruno | ▪ Hampton Court               | ▪ Siskiyou Court             |
| ▪ Claremont Drive                                | ▪ Inyo Court                  | ▪ Sneath Ln W. of Claremont  |
| ▪ Colusa Court                                   | ▪ Lake Drive                  | ▪ Sonoma Court               |
| ▪ Concord Way                                    | ▪ Lassen Drive                | ▪ Stanislaus Court           |
| ▪ Crosby Court                                   | ▪ Mendocino Court             | ▪ Traeger Avene              |
| ▪ Daley Court                                    | ▪ Merced Drive                | ▪ Trinity Court              |
| ▪ Del Norte Drive                                | ▪ Monterey Drive              | ▪ Tulare Drive               |
| ▪ Earl Avenue                                    | ▪ Moore Court                 | ▪ Vermont Way                |
| ▪ Elm Ave N. of San Bruno                        | ▪ Plumas Court                | ▪ Windsor Court              |
| ▪ Estates Drive                                  | ▪ Plymouth Way                | ▪ Yolo Court                 |
|  | ▪ Riverside Drive             | ▪ Yuba Court                 |

Area 9: 2nd & 4th Wednesdays of each month.

- |                    |                              |                                 |
|--------------------|------------------------------|---------------------------------|
| ■ Arbor Court      | ■ Fernwood Drive             | ■ San Bruno Ave E. of<br>Cherry |
| ■ Birch Court      | ■ Fleetwood Dr E. of Sequoia | and W. of El Camino             |
| ■ Camellia Court   | ■ Greenwood Drive            | ■ Sequoia Ave N. of Fleetwd.    |
| ■ Caramel Drive    | ■ Heather Lane               | ■ Sherwood Drive                |
| ■ Catalpa Way      | ■ Maywood Drive              | ■ Sneath Ln E. of Claremont     |
| ■ Cottonwood Drive | ■ Oakmont Dr S. of Evergreen | and W. of Rollingwood           |
| ■ Elder Court      | ■ Palm Court                 | ■ Toyon Way                     |
| ■ Elmwood Court    | ■ Pincrest Drive             | ■ Valleywood Drive              |
| ■ Eucalyptus Way   | ■ Rollingwood Drive          | ■ Willow Way                    |
| ■ Evergreen Drive  | ■ Niles Avenue               |                                 |

Area 10: 2nd & 4th Mondays of each month.

- |                 |                             |                  |
|-----------------|-----------------------------|------------------|
| ■ Allen Drive   | ■ Fasman Drive              | ■ Ross Way       |
| ■ Castleton Way | ■ Geoffrey Drive            | ■ Seacliff Way   |
| ■ Chilton Lane  | ■ Goodwin Drive             | ■ Sheryl Drive   |
| ■ Colby Way     | ■ Highland Drive            | ■ Spyglass Drive |
| ■ College Drive | ■ Longview Drive            | ■ Summit Road    |
| ■ Coronado Way  | ■ Madera Way                | ■ Sunset Drive   |
| ■ Elston Drive  | ■ Moreland Drive            | ■ Susan Drive    |
| ■ Emaron Drive  | ■ Moulton Drive             | ■ Ysabel Drive   |
| ■ Exeter Drive  | ■ Pacific Heights Boulevard |                  |

Area 11: 2nd & 4th Fridays of each month.

- |                                   |                   |
|-----------------------------------|-------------------|
| ■ Berkshire Drive E. of Fleetwood | ■ Olympic Court   |
| ■ Fleetwood Court                 | ■ Olympic Drive   |
| ■ Fleetwood Drive N.W. of Sequoia | ■ Riviera Court   |
| ■ Medina Drive                    | ■ St. Cloud Drive |
| ■ Merion Drive                    | ■ Turnberry Drive |
| ■ Muirfield Circle                | ■ Wentworth Drive |
| ■ Oakmont Drive N. of Evergreen   |                   |

Area 12: 1st & 3rd Tuesdays of each month

■ Huntington Avenue N. of I-380

■ Sneath Lane E. of El Camino

ECR: 1st & 3rd Fridays (outside curbs); 2nd & 4th Fridays (median curbs)

■ El Camino Real



City Council Agenda Item  
Staff Report

CITY OF SAN BRUNO

**DATE:** July 10, 2012  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Klara A. Fabry, Public Services Director  
**SUBJECT:** Receive Report on Measure A Highway Program (Cycle One) Funding and Adopt Resolution Supporting the Widening of State Route 35 from Interstate 280 to Sneath Lane Project and Submitting an Application for Measure A Highway Program (Cycle One) Funding for the Project

**BACKGROUND:**

Measure A Highway Program is a one-half cent sales tax approved by San Mateo County voters in 1988 to meet transportation needs of the County. The 1988 Measure A Highway Program expired on December 31, 2008. Subsequently, County voters approved a reauthorization of Measure A Highway Program in 2004. The San Mateo County Transportation Authority's (TA) role is to administer the proceeds from Measure A Highway Program to fund a broad spectrum of transportation-related projects and programs.

On May 25, 2012, the TA issued the Cycle One Call for Projects for the Measure A Highway Program. This funding cycle is a single call for projects for a combination of funds from both the 1988 and the 2004 Measure A Highway Program. A total of \$104 million is available for eligible projects that would reduce traffic congestion on overcrowded commute corridors.

Staff proposes to apply to the Measure A Highway Program to fund the widening of State Route 35 (SR 35) and to co-sponsor with the City of South San Francisco for the Interstate 380 (I-380) congestion improvements study.

**DISCUSSION:**

Widening of State Route 35 from Interstate 280 to Sneath Lane

SR 35, also known as Skyline Boulevard, is one of the City's main north-south corridors. It is a four-lane arterial between Sharp Park Road/Westborough Boulevard and Sneath Lane. However, SR 35 is reduced to a two-lane arterial from Sneath Lane and before it joins Interstate 280 (I-280). This reduction of travel lanes creates traffic congestion during peak hours for San Bruno residents and regional commuters.

The widening of this narrower section of SR 35 has been an interest of San Bruno residents and the City. It is also listed as one of the Transportation Implementing Policies in the General Plan (T-8, General Plan 2009). Measure A Highway Program Cycle 1 Funding provides an opportunity to fund the design and construction of this project.

*10.d.*

The overall project scope is to widen the narrower section of SR-35 from two lanes to four lanes. The limits of the proposed project are Sneath Lane and I-280. Re-configuration of the intersection of SR-35 and Sneath Lane is also included.

Staff proposes to submit an application to fund the entire project from the concept phase to the implementation phase. Since City of South San Francisco will benefit from the project, if selected for funding, they also wish to co-sponsor this project and provide any necessary project supports.

The requested Measure A Highway Program Funds to fund the completion of the project is estimated at \$14 million. This includes conceptual studies, environmental, design, right-of-way, and construction costs. If TA selects this project for funding, TA will be the implementing agency and the City will provide local coordination supports. Staff estimates that it will take approximately 7 ½ years to complete the project.

The breakdown for the requested Measure A Funds is as follows:

Project Phases	Measure A request
Preliminary Planning (e.g. Alternatives Analysis, Feasibility Study)	\$ 100,000
Project Initiation Document	\$ 250,000
Environmental (PA&ED)	\$ 500,000
Design (PS&E)	\$ 1,200,000
Right of Way	\$ 200,000
Construction	\$ 12,000,000
<b>Subtotal:</b>	<b>\$ 14,250,000</b>

A City Council Resolution is required to apply for Measure A Highway Program funds for construction projects.

#### I-380 Congestion Improvements Study

Traffic congestion during peak hours and the travel lane assignments on I-380 between US-101 and I-280 have been a concern for the cities of San Bruno and South San Francisco. The City of South San Francisco has a strong interest sponsoring a preliminary planning project to evaluate the existing traffic congestion issue. The preliminary planning will include a feasibility study that provides ways to relieve and mitigate traffic congestion.

The requested Measure A Funds is \$500,000. South San Francisco and San Bruno will be co-applicants. Staff estimates that it will take approximately 2 years to complete the preliminary planning.

Under the Measure A Highway Program, interested agencies may apply and request funding for preliminary project planning or for both design and construction. Preliminary planning applications do not require a governing board resolution. Resolutions are required for design

and construction types of requests. Since the I-380 Congestion Improvements Study project is considered a preliminary planning, a City Council resolution is not required at this time.

The requested funds for the Widening of State Route 35 from Interstate 280 to Sneath Lane project is for design and construction and therefore a City Council resolution is required to apply for Measure A funds.

If the applied projects are selected for Measure A Highway Program funds, the City will be involved through all phases of the projects with the TA being the implementing agency.

**FISCAL IMPACT:**

The fiscal impact of this action is limited to in-kind staff time for local supports of the projects. The in-kind staff support for the SR 35 project is estimated to be 2.5 percent of the total Measure A Highway Program request. This is approximately \$360,000 over a period of 7 ½ years, which is about \$48,000 per year. The in-kind staff support for the I-380 project is estimated to be half a percent of the request, which is \$2,500 over a period of 2 years.

Assuming the staff support is eligible for Measure A Highway Program funds, the City will execute any necessary funding agreement with the TA.

**ALTERNATIVES:**

1. Do not pursue the Measure A Highway Program funding opportunity.
- 2.

**RECOMMENDATION:**

Receive report on Measure A Highway Program (Cycle One) funding and adopt resolution supporting the widening of State Route 35 from Interstate 280 to Sneath Lane Project and submitting an application for Measure A Highway Program (Cycle One) funding for the project.

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Resolution
2. Project Location Map
3. SR 35 Measure A Highway Program Cycle 1 Application
4. I-380 Measure A Highway Program Cycle 1 Application

**DATE PREPARED:**

July 26, 2012

**REVIEWED BY:**

\_\_\_\_\_ CM

\_\_\_\_\_ FD

**RESOLUTION NO. 2012- \_\_\_\_**

**RESOLUTION SUPPORTING THE WIDENING OF STATE ROUTE 35 FROM INTERSTATE 280 TO SNEATH LANE PROJECT AND SUBMITTING AN APPLICATION FOR MEASURE A HIGHWAY PROGRAM (CYCLE ONE) FUNDING FOR THE PROJECT**

**WHEREAS**, on June 7, 1988, the voters of San Mateo County approved a ballot measure to allow the collection and distribution by the San Mateo County Transportation Authority (TA) of a half-cent transactions and use tax in San Mateo County for 25 years, with the tax revenues to be used for highway and transit improvements pursuant to the Transportation Expenditure Plan presented to the voters; and

**WHEREAS**, on November 2, 2004, the voters of San Mateo County approved the continuation of the collection and distribution by the TA the half-cent transactions and use tax for an additional 25 years to implement the 2004 Transportation Expenditure Plan beginning January 1, 2009; and

**WHEREAS**, TA issued a Call for Projects for the Measure A Highway Program funds on May 24, 2012; and

**WHEREAS**, State Route 35 is one of City's main north-south corridors; and

**WHEREAS**, State Route 35 between north City limits and Sneath Lane is a four-lane highway; and

**WHEREAS**, State Route 35 between Sneath Lane and Interstate 280 is reduced to a two-lane roadway and creates traffic congestion during peak hours for San Bruno residents and regional commuters; and

**WHEREAS**, widening of the two-lane section of State Route 35 will alleviate, control traffic congestion on State Route 35, and improve regional traffic flow during peak periods; and

**WHEREAS**, it will cost approximately \$14,250,000 for the widening of State Route 35 between Sneath Lane and Interstate 280; and

**WHEREAS**, the City of South San Francisco wishes to co-sponsor with City and submit an application for Measure A Highway Program (Cycle One); and

**WHEREAS**, the City seeks \$14,250,000 for the State Route 35 Widening project; and

**WHEREAS**, TA requires a governing board resolution from the City in support of the City's application for \$14,250,000 in San Mateo County Measure A Highway Program funds for the State Route 35 Widening project; and

**WHEREAS**, TA requires a governing board resolution from the City committing the City to the State Route 35 Widening project; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of San Bruno that:

1. Directs staff to submit an application for San Mateo County Measure A Highway for \$14,250,000 for the State Route 35 Widening project.
2. Authorizes the City Manager to execute any necessary funding agreement with the San Mateo County Transportation Authority to encumber any Measure A Highway Program funds awarded.
3. Let it be known the City of San Bruno commits to the State Route 35 Widening project if awarded the requested San Mateo County Measure A Highway Program funds.

**MATCHLINE**

**A**

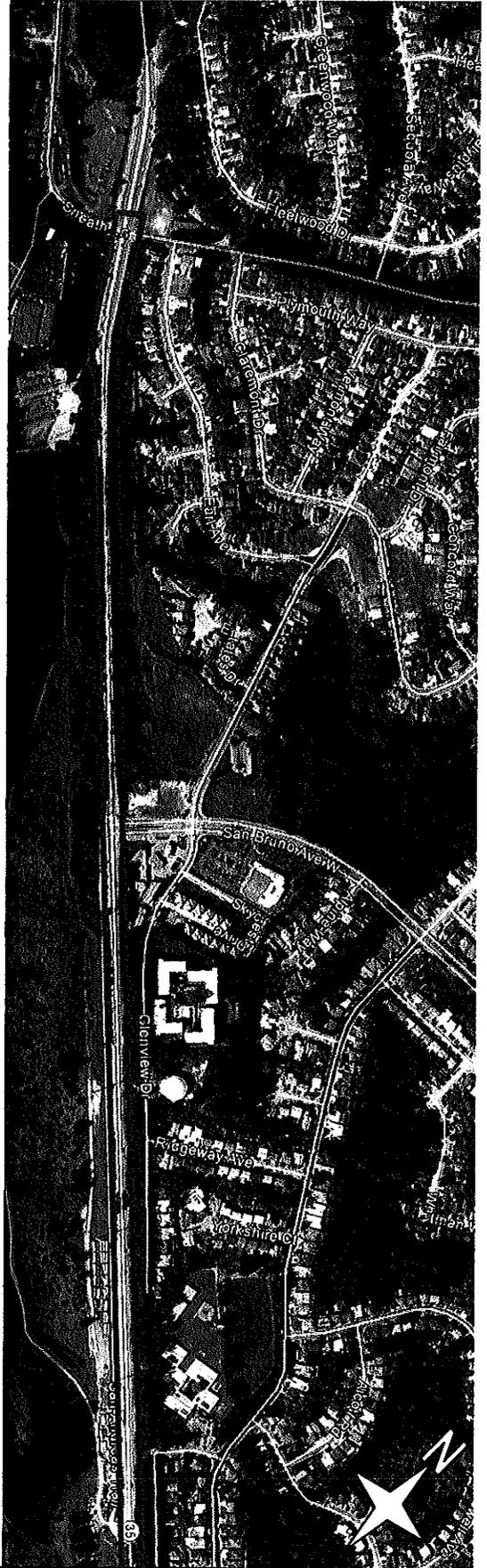


Legend:



Project limits

**A**



**MATCHLINE**

Attachment A – Project Location Map



# Measure A Highway Program Call for Projects First Cycle: May 24 2012

## PROJECT APPLICATION FORM

### Applicant Information

Sponsor Agency (Applicant):	City of San Bruno
Contact person:	Klara A. Fabry
Title:	Public Services Director
Email:	<a href="mailto:kfabry@sanbruno.ca.gov">kfabry@sanbruno.ca.gov</a>
Phone number:	(650) 616-7065

\_\_\_\_\_ (Signature of Sponsor contact responsible for this application)

Implementing Agency:	San Mateo County Transportation Authority
Contact person:	Joseph Hurley
Title:	Transportation Authority Program Director
Email:	<a href="mailto:hurleyj@samtrans.com">hurleyj@samtrans.com</a>
Phone number:	(650) 599-14099

\_\_\_\_\_ (Signature of Sponsor contact responsible for this application)

Overall Project Title:	<b>SR-35 (Skyline Boulevard) Widening from I-280 to Sneath Lane</b>
In jurisdiction(s):	City of San Bruno
Total Measure A Request for Project Scope:	\$
Phases for Project Scope: <i>Check all applicable phases requesting Measure A funds</i>	<input checked="" type="checkbox"/> Preliminary planning* <input checked="" type="checkbox"/> PS&E <input checked="" type="checkbox"/> PID <input checked="" type="checkbox"/> ROW <input checked="" type="checkbox"/> Environmental <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Other (please specify): _____

\*feasibility studies, alternatives analyses, etc

**Email to [callforprojects@samtrans.com](mailto:callforprojects@samtrans.com) by June 29, 2012 4:00 PM**

### DEFINITIONS

- Sponsor Agency:** The applicant for Measure A funds for the project scope.
- Implementing Agency:** The agency implementing the project scope
- Overall Project:** The entire project ultimately to be constructed.
- Project Scope:** The specific project phases or elements for which Measure A funds are being requested in this application/cycle. The project scope may be a subset of the overall project.

-----  
*For evaluator use only:*

- |  |   |
|--|---|
| <input type="checkbox"/> Original Measure A<br><input type="checkbox"/> New Measure A- SR (listed candidate) | <input type="checkbox"/> New Measure A - KCA<br><input type="checkbox"/> New Measure A- SR (unlisted candidate) |
|--|---|

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- C. Effectiveness
- D. Policy Consistency
- E. Sustainability
- F. Funding and Budget (Cost Effectiveness)
- G. Ease of Implementation
- H. Economies of Scale
- I. Supplemental Questions

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## I. Applicant Material and Information

**A. Attachments:** Check the attachments which are included:

- Location Maps/Schematic Plans
- Sponsor Governing Board Resolution  
Date: July 10, 2012 (before July 27, 2012)
- Non-Supplantation of Funds Certificate
- Letters of Support

*(List any additional attachments)*

\_\_\_\_\_

## B. Overview

1. Overall Project Description- Describe the overall project (the entire project ultimately to be constructed).

State Route 35 (SR-35), also known as Skyline Boulevard, is one of City's main north-south corridors. It also serves as the one of the major north-south arterials in the City moving regional traffic through San Mateo County. Between Sharp Park Road/Westborough Boulevard and Sneath Lane, SR-35 is a four-lane arterial. However, from Sneath Lane and before it joins Interstate 280 (I-280) is reduced to a two-lane arterial (one lane per direction). The overall project is to widen the narrow section of SR-35 so it will be a four-lane road within City limits before it joins I-280. This work will include re-configure the intersection of SR-35 and Sneath Lane.

2. Project Scope (Phases Requesting Measure A Funds)- Describe the work to be done with the requested Measure A funds.

The requested Measure Funds will fund all phases of the project from beginning to end. This includes the preliminary planning and conceptual studies, project initiation, environmental, design, right-of-way, and the construction phases.

3. Map - Provide/Attach a map of the project scope location.

See Attachment A

**II. Application**  
**A. READINESS**

1. Project Schedule- Provide the schedule information for the project scope. [Optional: provide any known schedule information for subsequent phases of the overall project.]

Project Phases	Start Date (Month/Year)	Completion Date (Month/Year)	Total Duration (#Months)	Status (e.g. Completed, In Progress)	Notes:
Preliminary Planning (e.g. Alternatives Analysis, Feasibility Study)	11/2012	04/2013	6 months	Not initiated	Assuming TA approves the project in 9/2012 and start in 11/2012.
Project Initiation Document (PID)	05/2013	04/2014	12 months	Not initiated	
Environmental (PA & ED)	05/2014	04/2016	24 months	Not initiated	
Design (PS&E)	05/2016	10/2017	18 months	Not initiated	
ROW Acquisition/ Certification	11/2017	10/2018	12 months	Not initiated	
Construction	03/2019	08/2020	18 months	Not initiated	Assuming utility relocation is not required.

2. Overall Project Activity To Date - Provide a narrative summary of the overall project activity to date. Include a discussion on the following key points:

- What work has been completed, and what work is in progress?
- What deliverables have been produced? (*Include online links to documents, or include electronic copies if the documents are not available online.*)
- Which agencies were/are involved with the project, and what were/are their respective roles?

In its Short-range Highway Plan (2011-2021), the San Mateo County Transportation Authority (TA) listed this project as one of the candidate projects in the Supplement Roadways category. In the San Mateo County Congestion Management Program (2011), the level of service for this section of SR-35 is listed as F. In San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011), this section of Sneath Lane is one of the key county bicycle corridors. Though the project has not been initiated, the City has approached Caltrans and expressed community interests with C/CAG and TA to widen the roadway and enhance bicycle mobility.

3. If the project scope will NOT be completed in 3 years, explain why.

Each project scope is estimated to complete in 3 years assuming. Overall project duration could be shorter if right-of-way acquisition is not required.

4. If this request for Measure A funds is partially granted, how will the project scope be changed, funded, and/or implemented?

Assuming the preliminary planning and PID phases are granted for this cycle of Measure A funds, the City will continue to seek grant opportunities to fund the

reminding phases to complete the design and ultimately the completion of the construction. The City will partner with Caltrans with assistance from C/CAG, San Mateo County, and TA to proceed with project design upon completion of the conceptual study.

**B. NEED**

1. By reference to the Countywide Transportation Plan 2010 (C/CAG, January 2001), in which priority corridor is the overall project located?

**Very High Priority:**  Northern 101

**High Priority:**  Northern 280  Southern 101

Eastern 92  Northern 1 (Pacifica to Devil's Slide)

2. What are the technical and policy issues driving the need for the overall project? (Why is the project needed)?

This project will alleviate, control traffic congestion on SR-35 between I-280 and Sneath Lane, improve regional traffic flow during peak periods, and enhance bicycle mobility along side vehicular traffic.

**C. EFFECTIVENESS**

1. Performance projections for overall project - Provide current conditions and projections for the following table, based on the best/latest available data. Define the baseline, completion and horizon years. To request data from the TA for this table, please contact Irma Hernandez [hernandezi@samtrans.com](mailto:hernandezi@samtrans.com)

Overall Project Performance Metrics	Current/Baseline Conditions Year: 2011	Short term Project Completion Year: 20____		Long term Horizon <sup>1</sup> Year: 20____	
		With Project	Without Project	With Project	Without Project
Level of Service	F				
Average daily traffic volume	26,900				
Vehicle-hours of delay	N/A				
Person-throughput per hour (for HOV projects only)	N/A				
Accident data (Collisions/fatalities per vehicle-mile travelled)	N/A				

Note that TA staff also did not have data to fill out the table above completely. LOS data was obtained from the San Mateo County Congestion Management Program (2011). This document could be found at:

[http://www.ccag.ca.gov/pdf/Studies/Final%202011%20CMP\\_Nov11.pdf](http://www.ccag.ca.gov/pdf/Studies/Final%202011%20CMP_Nov11.pdf) and [http://www.ccag.ca.gov/pdf/Studies/Final%202011%20CMP\\_Appendix\\_Nov11\\_1.pdf](http://www.ccag.ca.gov/pdf/Studies/Final%202011%20CMP_Appendix_Nov11_1.pdf)

<sup>1</sup> Horizon year is defined as 20 or more years after the completion of the project.

- Describe how and the extent to which the overall project will mitigate current and future congestion (i.e. reduce merge/weave conflicts, address bottlenecks, and/or smooth out uneven vehicular travel flow. (Attach a map or schematic sketch if available)

The overall project will improve current traffic congestion occurring on SR-35 between Sneath Lane and I-280. The current LOS at this section of SR-35 is F. Increase from a two-lane to a 4-lane roadway will improve traffic flow significantly. See Attachment B for traffic flow map.

#### D. POLICY CONSISTENCY

- Adopted Plans and Policies- List specific plans and/or policies (regional, county, local, other, etc.) in which the overall project is included.

Document Title	Year Approved	Section/ Page #	Link to online document(s)*
SMCTA 2004 Transportation Expenditure Plan	2004	B/14	<a href="http://www.smcta.com/expenditure_plan/complete.pdf">http://www.smcta.com/expenditure_plan/complete.pdf</a>
San Bruno General Plan (Policy T-8)	2009	4/20	<a href="http://www.sanbruno.ca.gov/comdev_images/planning/General%20Plan/Approved/SBGP_CompleteGP.pdf">http://www.sanbruno.ca.gov/comdev_images/planning/General%20Plan/Approved/SBGP_CompleteGP.pdf</a>
the San Mateo County Congestion Management Program	2011	3/9 (Table 3-2)	<a href="http://www.ccag.ca.gov/pdf/Studies/Final%202011%20CMP_Nov11.pdf">http://www.ccag.ca.gov/pdf/Studies/Final%202011%20CMP_Nov11.pdf</a>

\* If not available online, attach relevant pages as pdfs.

- If the description of the proposed overall project is different from that of the project listed in the plans/policies documents, explain the reason for the difference.

#### E. SUSTAINABILITY

- Indicate the percentage of the overall project that will be operational improvements and/or infrastructure expansion:

Operational Improvement	Infrastructure Expansion	Total
20%	80%	100%

- Check the box indicating the impacts the overall project would have on the following factors.

	Positive +	Neutral =	Negative -
Transit		✓	
Biking	✓		
Walking		✓	
Transit-oriented development		✓	

3. [Optional, 100 word maximum] Describe any particular impacts that the overall project would have on transit, biking, walking, and/or transit-oriented development.

With the widening of SR-35 between I-280 and Sneath Lane, Class II or Class III bicycle lane could be considered part of the design. This is part of City's proposed bikeways and is consistent with Metropolitan Transportation Commission's proposed regional bikeway system. (See Attachment C for regional bikeway system map).

## F. FUNDING AND BUDGET (COST-EFFECTIVENESS)

1. Project Scope Funding and Budget (Round figures to \$1,000s):

Project Scope Phases	Total Cost Estimate (A+B+C)	Current Measure A request (A)	Prior Measure A approved funding (B)	Other Funding (C)	Source of Other Funding	Notes
Preliminary Planning (e.g. Alternatives Analysis, Feasibility Study)	\$ 100,000	\$ 100,000	\$ 0	\$ 0	N/A	
PID	\$ 250,000	\$ 250,000	\$ 0	\$ 0	N/A	
Environmental (PA&ED)	\$ 500,000	\$ 500,000	\$ 0	\$ 0	N/A	
Design (PS&E)	\$ 1,200,000	\$ 1,200,000	\$ 0	\$ 0	N/A	
Right of Way	\$ 200,000	\$ 200,000	\$ 0	\$ 0	N/A	Assuming most project limits are within the existing Caltrans ROW
Construction	\$ 12,000,000	\$12,000,000	\$ 0	\$ 0	N/A	
Other:	\$ N/A	\$ N/A	\$ 0	\$ 0	N/A	
<b>Subtotal:</b>	<b>\$ 14,250,000</b>	<b>\$14,250,000</b>	<b>\$ 0</b>	<b>\$ 0</b>		

2. Leveraged/matching funds for the Project Scope (Round figures to \$1,000s):

Funding Sources for the Project Scope	Amount	Percentage
Measure A Highway funds (Prior and this Request)	\$ 14,250,000	100%
Measure A Local Streets & Transportation	\$ 0	0%
Non-Measure A funds (Prior and current)	\$ 0	0%
Total	\$ 14,250,000	100%

3. Overall project cost estimate:

Overall project cost estimate: (best/latest available information):	\$ 14,250,000
Source / basis for the cost estimate:	Based on a \$6M/mile-lane construction cost; preliminary planning (~0.7% of total); PID (~1.75%); PA/ED (~3.5%); PS&E (~10%); ROW (~0.2%)

**G. EASE OF IMPLEMENTATION**

1. Project Scope Participants: List the agencies, regulatory agencies, and major stakeholders who will be involved with implementing the project scope.

Project Scope Phases	Participants
<i>Preliminary Planning</i> (e.g. Alternatives Analysis, Feasibility Study)	City of San Bruno (SB) Caltrans, TA, & C/CAG
<i>PID</i>	SB, Caltrans, TA, & C/CAG
Environmental (PA&ED)	SB, Caltrans, TA, & C/CAG
Design (PS&E)	SB, Caltrans, TA, & C/CAG
Right of Way	SB, Caltrans, TA, & C/CAG
Construction	SB, Caltrans, TA, & C/CAG
Other:	

2. Project Scope Responsibilities: List the agency (or indicate if it will be a consultant) that will be responsible for the applicable duties of the project scope. *[Repeat table for each phase if project scope includes multiple phases.]*

Duty	Responsible Party	Notes
Technical implementation ( <i>Produces the deliverable/product</i> )	Consultant or Caltrans	
Enters into Funding Agmt. with the TA	SB/TA	If TA is the leading agency, then funding would be between the consultant and TA
Prepares Progress Reports for the TA	SB/TA	If TA is the leading agency, then the consultant would submit progress reports to TA
Prepares Invoices to submit to the TA	SB/TA	If TA is the leading agency, then the consultant would submit invoices to TA
Project Management (day-to-day)	SB, TA	
Project Oversight	TA	
Budget Management	TA	
Leads coordination with Caltrans	SB, TA	
Lead coordination with regulatory agencies	TA	
Leads coordination with other stakeholders	SB, TA	
Outreach	SB, TA	
Other		

3. Which participants have agreed to their responsibilities as listed in the table above?

TA

4. What will the TA's role be in the project scope? *Check one.*

- Only as the funding agency providing Measure A funds.
- TA will be requested to support project scope implementation.
- TA will be requested to lead project scope implementation.

Have you spoken with the TA about their potential role in the project scope implementation?

- Yes       No

5. Have any non-sponsor stakeholders taken a formal position on the overall project? Attach any letters, resolutions, meeting minutes, etc. documenting their positions.

- Yes       No

6. *[250 words maximum]* Externalities: Discuss any potential issues, or resolution outcomes that would affect the delivery/implementation of the overall project, such as funding, schedule, environmental issues, or multiple-agency consensus.

The overall project is within Caltrans' jurisdiction and additional right-of-way for the widening work is assumed not required. The work may required a mitigated declaration and should not require a preparation of environmental impact report. As the owner of the roadway, Caltrans will be involved from the preliminary planning to construction. The outcome of the project will improve roadway capacity and local and adjacent traffic flow. It will not adversely impact local jurisdiction.

7. *[250 words maximum]* Community Opinion on the overall project: What is the level of interest in the project in the wider community? Have any specific concerns been raised? Provide available documentation (e.g. letters expressing interest [support, opposition, etc], media content, etc.)

City of San Bruno residents have approached the City to improve traffic congestion on SR-35 between Sneath Lane and I-280, which causes backup of traffic on adjacent local residential streets. The City Council will provide its formal support of the project in a City resolution, which will be provided before July 24, 2012.

## H. ECONOMIES OF SCALE

1. *[250 word maximum]* Describe any economies of scale (cost, funding, schedule, environmental impacts, land use, other efficiencies) which might be leveraged between the project scope, overall project and other projects.

At this time, there is no other known project planned in the area within City and State jurisdictions.

**I. SUPPLEMENTAL QUESTIONS-**

Questions I.1. through I.3 apply to ALL applicants.

1. *Land Use*: To what extent does the overall project support regional, county or local land use policies and/or designations? For example, does the project support any Priority Development Area, General or Specific Plan proposals?

The overall project supports the TA's Short-range Highway Plan (2011-2021) is listed as one of the candidate projects in the Supplement Roadways category. The congestion and level of service condition is also referenced in the San Mateo County Congestion Management Program (2011). The overall project also could include bikeway enhancement that is in line with the San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011). City of San Bruno General Plan also listed this project as one of the implementing transportation policies (T-8).

2. Check the box indicating the impacts of overall project on the following factors:

Factors	Positive	Neutral	Negative
Specific land use development projects	✓		
Disadvantaged populations and/or communities of concern	✓		
HOV/ HOT / Express lanes		✓	
Freight / truck / goods movement	✓		

3. *[Optional, 100 word maximum]* Describe any particular impacts that the overall project would have on land use/development projects, disadvantaged populations, HOV networks, and/or freight movement.

The majority of San Bruno residents work in other locations in San Mateo County or in San Francisco. So, there is a significant amount of work-related commuting into and out of San Bruno. Many of the residents use SR-35 to travel north and south of San Bruno. Since SR-35 also serves as the one of the major north-south arterials for San Mateo County, traffic congestion occurs during peak commuting hours on SR-35 between Sneath Lane and I-280. In addition, SR-35 is one of the four truck routes within City limits. Trucks add to the already stressed highway system during peak hours. Widening the roadway and increase the highway capacity will alleviate traffic congestion and improve traffic flow significantly.

Answer questions I.4 through I.6 only if **PRELIMINARY PLANNING** or **PID** is part of the project scope.

4. What are the specific outcomes desired from the preliminary planning/PID phase (e.g. policy direction, deliverables)?
5. What are the opportunities/constraints/parameters for this preliminary planning/PID phase?

6. Is this an update of past planning documents? When was the original completed and why is an update needed?

Answer questions 1.7. through 1.8 only if **ENVIRONMENTAL** is part of the project scope.

7. What level of environmental clearance is needed for the overall project?

- | <u>CEQA</u>  | <u>NEPA</u>                            |
|--|--|
| <input checked="" type="checkbox"/> CE                             | <input type="checkbox"/> Listed CE     |
| <input type="checkbox"/> Negative Declaration                      | <input type="checkbox"/> Documented CE |
| <input checked="" type="checkbox"/> Mitigated Negative Declaration | <input type="checkbox"/> EA            |
| <input type="checkbox"/> EIR                                       | <input type="checkbox"/> EIS           |
| <input type="checkbox"/> Other (list)                              | <input type="checkbox"/> Other (list)  |

8. Is this an update of past planning documents? When was the original completed and why is an update needed?

N/A. Project has not been initiated.



# Measure A Highway Program Call for Projects First Cycle: May 24 2012

## SIMPLIFIED PROJECT APPLICATION FORM (For preliminary planning, PID phases only)

### Applicant Information

Sponsor Agency (Applicant):	City of South San Francisco/City of San Bruno
Contact person:	Dennis Chuck/Klara Fabry
Title:	Senior Civil Engineer/Director of Public Services
Email:	dennis.chuck@ssf.net/kfabry@sanbruno.ca.gov
Phone number:	(650) 829-6663/(650) 616-7067

\_\_\_\_\_/\_\_\_\_\_  
 Dennis Chuck, City of South San Francisco                      Klara Fabry, City of San Bruno  
 (Signature of Sponsor contact responsible for this application)

Implementing Agency:	San Mateo County Transportation Authority
Contact person:	Joseph Hurley
Title:	Director of Transportation Authority Programs
Email:	hurleyj@samtrans.com
Phone number:	(650) 599-1409

\_\_\_\_\_  
 (Signature of Implementing Agency contact)

Overall Project Title:	<b>I-380 Congestion Improvements</b>
In jurisdiction(s):	San Bruno, California
Total Measure A Request for Project Scope:	\$500,000
Phases for Project Scope: <i>Check all applicable phases requesting Measure A funds</i>	<input checked="" type="checkbox"/> Preliminary planning* <input type="checkbox"/> PID

\*feasibility studies, alternatives analyses, etc.

**Email to [calforprojects@samtrans.com](mailto:calforprojects@samtrans.com) by June 29, 2012 4:00 PM**

### DEFINITIONS

- Sponsor Agency:** The applicant for Measure A funds for the project scope.
- Implementing Agency:** The agency implementing the project scope
- Overall Project:** The entire project ultimately to be constructed.
- Project Scope:** The specific project phases or elements for which Measure A funds are being requested in this application/cycle. The project scope may be a subset of the overall project.

*For evaluator use only:*

- |  |   |
|--|---|
| <input type="checkbox"/> Original Measure A<br><input type="checkbox"/> New Measure A- SR (listed candidate) | <input type="checkbox"/> New Measure A - KCA<br><input type="checkbox"/> New Measure A- SR (unlisted candidate) |
|--|---|

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    - D. Policy Consistency
    - E. Sustainability
    - F. Funding and Budget (Cost Effectiveness)
    - G. Ease of Implementation
    - H. Economies of Scale
    - I. Supplemental Questions
- 

- I. **Applicant Material and Information**

- A. **Attachments:** Check the attachments which are included:

- Location Maps/Schematic Plans
    - Letter of Support for the application from City Manager or Executive Director OR Sponsor Governing Board Resolution Date: June 20, 2012(before July 27, 2012)
    - Non-Supplantation of Funds Certificate
    - Letters of Support

- (List any additional attachments)*

- Southbound SM 280 AM Traffic Study

- B. Overview**

- 1. Overall Project Description- Describe the overall project (the entire project ultimately to be constructed).

- The overall project will construct improvements along the I-380 corridor to relieve peak hour congestion.

- 2. Project Scope (Phases Requesting Measure A Funds) - Describe the work to be done with the requested Measure A funds.

- This phase will be for preliminary planning and engineering which includes traffic surveys, topographic mapping, feasibility studies, alternatives analysis, utility evaluation, environmental evaluation, geometric analysis, structural evaluation, geotechnical evaluation, conceptual plans, and interagency coordination.

3. Map - Provide/Attach a map of the project scope location.

See attached.

**II. Application**  
**A. READINESS**

1. Project Schedule- Provide the schedule information for the project scope.

Project Phases	Start Date (Month/Year)	Completion Date (Month/Year)	Total Duration (#Months)	Notes:
Preliminary Planning (e.g. Alternatives Analysis, Feasibility Study)	July 2013	June 2015	24 Months	
Project Initiation Document (PID)				

2. Overall Project Activity To Date - Provide a narrative summary of the overall project activity to date. Include a discussion on the following key points:
  - What work has been completed, and what work is in progress?
  - What deliverables have been produced? (*Include online links to documents, or include electronic copies if the documents are not available online.*)
  - Which agencies were/are involved with the project, and what were/are their respective roles?

Southbound I-280 ramp metering just north of the I-380/I-280 junction was implemented last year. Travel time improvement has been minimal due to the congestion along the I-380 corridor. Caltrans has completed a southbound SM280 AM Traffic Study which indicates that congestion is present on the 280/380 junction.

3. If the project scope will NOT be completed in 3 years, explain why.

Project will be completed within 2 years.

4. If this request for Measure A funds is partially granted, how will the project scope be changed, funded, and/or implemented?

If partial funding is granted, the scope will be reduced accordingly. Specifically, less detailed studies will be performed as part of the preliminary planning documents, including the structural evaluation and geotechnical evaluation, as well as the geometric analysis.

**B. NEED**

1. By reference to the Countywide Transportation Plan 2010 (C/CAG, January 2001), in which priority corridor is the overall project located?

**Very High Priority:**  Northern 101

**High Priority:**  Northern 280  Southern 101

Eastern 92  Northern 1 (Pacifica to Devil's Slide)

2. What are the technical and policy issues driving the need for the overall project? (Why is the project needed)?

The project will alleviate congestion along the I-380 corridor, as well as junction points at US 101 and I 280.

**C. EFFECTIVENESS – Not applicable for this application**

**D. POLICY CONSISTENCY**

1. Adopted Plans and Policies- List specific plans and/or policies (regional, county, local, other, etc.) in which the overall project is included.

Document Title	Year Approved	Section/ Page #	Link to online document(s)
2004 Transportation Expenditure Plan	2004	12-13	<a href="http://www.smcta.com/Expenditure_Plan/Complete.pdf">http://www.smcta.com/Expenditure_Plan/Complete.pdf</a>

**E. SUSTAINABILITY – not applicable to this application**

**F. FUNDING AND BUDGET (COST-EFFECTIVENESS)**

1. Project Scope Funding and Budget (List figures in \$1,000s):

Project Scope Phases	Total Cost Estimate (A+B+C)	Current Measure A request (A)	Prior Measure A approved funding (B)	Other Funding (C)	Source of Other Funding	Notes
Preliminary Planning	\$ 500,000	\$500,000	\$0	\$0	N/A	
PID	\$	\$	\$	\$		
Other:	\$	\$	\$	\$		
<b>Subtotal:</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>		

2. Leveraged/matching funds for the Project Scope (List figures in \$1,000s):

Funding Sources for the Project Scope	Amount	Percentage
Measure A Highway funds (Prior and this Request)	\$500,000	100%
Measure A Local Streets & Transportation	\$0	%
Non-Measure A funds (Prior and current)	\$0	%
Total	\$500,000	100%

**G. EASE OF IMPLEMENTATION**

1. Project Scope Participants: List the agencies and major stakeholders who will be involved with implementing the project scope.

Project Scope Phases	Participants
<i>Preliminary Planning</i> (e.g. Alternatives Analysis, Feasibility Study)	Cities of San Bruno and South San Francisco, Caltrans, SMTA, C/CAG
<i>PID</i>	

2. Project Scope Responsibilities: List the agency (or indicate if it will be a consultant) that will be responsible for the applicable duties of the project scope. [Repeat table for each phase if project scope includes multiple phases.]

Duty	Responsible Party	Notes
Technical implementation ( <i>Produces the deliverable/product</i> )	Consultant	
Enters into Funding Agmt. with the TA	SSF/SB	
Prepares Progress Reports for the TA	SSF/SB/TA	
Prepares Invoices to submit to the TA	SSF/SB/TA	
Project Management (day-to-day)	TA/SSF/SB	TA is implementing agency.
Project Oversight	TA/SSF/SB	TA is implementing agency.
Budget Management	TA/SSF/SB	TA is implementing agency.
Leads coordination with Caltrans	TA	
Leads coordination with other stakeholders	TA	
Outreach	TA/SSF/SB	
Other		

3. What will the TA's role be in the project scope? *Check one.*
- Only as the funding agency providing Measure A funds.
  - TA will be requested to support project scope implementation.
  - TA will be requested to lead project scope implementation.

Have you spoken with the TA about their potential role in the project scope implementation?

- Yes       No

4. *[Optional, 250 words maximum]* Externalities: Discuss any potential issues, or resolution outcomes that would affect the delivery/implementation of the overall project, such as funding, schedule, environmental issues, or multiple-agency consensus

This project involves a Caltrans owned/maintained facility, which will require careful coordination with the State agency and its multiple departments, as well as their standards. Improvements cannot adversely impact local jurisdictions or roadways.

5. *[Optional, 250 words maximum]* Community Opinion on the overall project: What is the level of interest in the project in the wider community? Have any specific concerns been raised? Provide available documentation (e.g. letters expressing interest [support, opposition, etc.], media content, etc.)

Within South San Francisco, City Council has expressed a high level of support for this project, encouraging the application and co-sponsorship with the City of San Bruno. In addition, several letters of support have been submitted and are attached to the application.

#### H. ECONOMIES OF SCALE

1. *[250 word maximum]* Describe any economies of scale (cost, funding, schedule, environmental impacts, land use, other efficiencies) which might be leveraged between the project scope, overall project and other projects.

This is a stand alone project and at this time there are no economies of scale.

#### I. SUPPLEMENTAL QUESTIONS

1. What are the specific outcomes desired from the preliminary planning/PID phase (e.g. policy direction, deliverables)?

The intent of this project is to draft an alternatives analysis memorandum indicating several options to reduce congestion along the I 380 corridor, which takes into account right-of-way, roadway geometrics, and influences to local roads. It would ultimately recommend improvements that could be installed, along with the cost estimate and requirements.

2. What are the opportunities/constraints/parameters for this preliminary planning/PID phase?

This project will provide the surrounding jurisdictions with the opportunity for less congestion, better air quality, which could potentially promote future development. The constraints include limited right-of-way, maintaining existing access points along the corridor, as well as limited funding sources. The parameters for this project would include shifting the congestion to connecting facilities, such as US 101 and I 280.

3. Is this an update of past planning documents? When was the original completed and why is an update needed?

Besides the recent Southbound SM 280 AM Traffic Study conducted by Caltrans, South San Francisco staff is not aware of recent planning documents along I 380 that address congestion on the corridor or at its junction points with I 280 and US 101.

**ATTACHMENTS**

Project Vicinity Map

Project Location Map

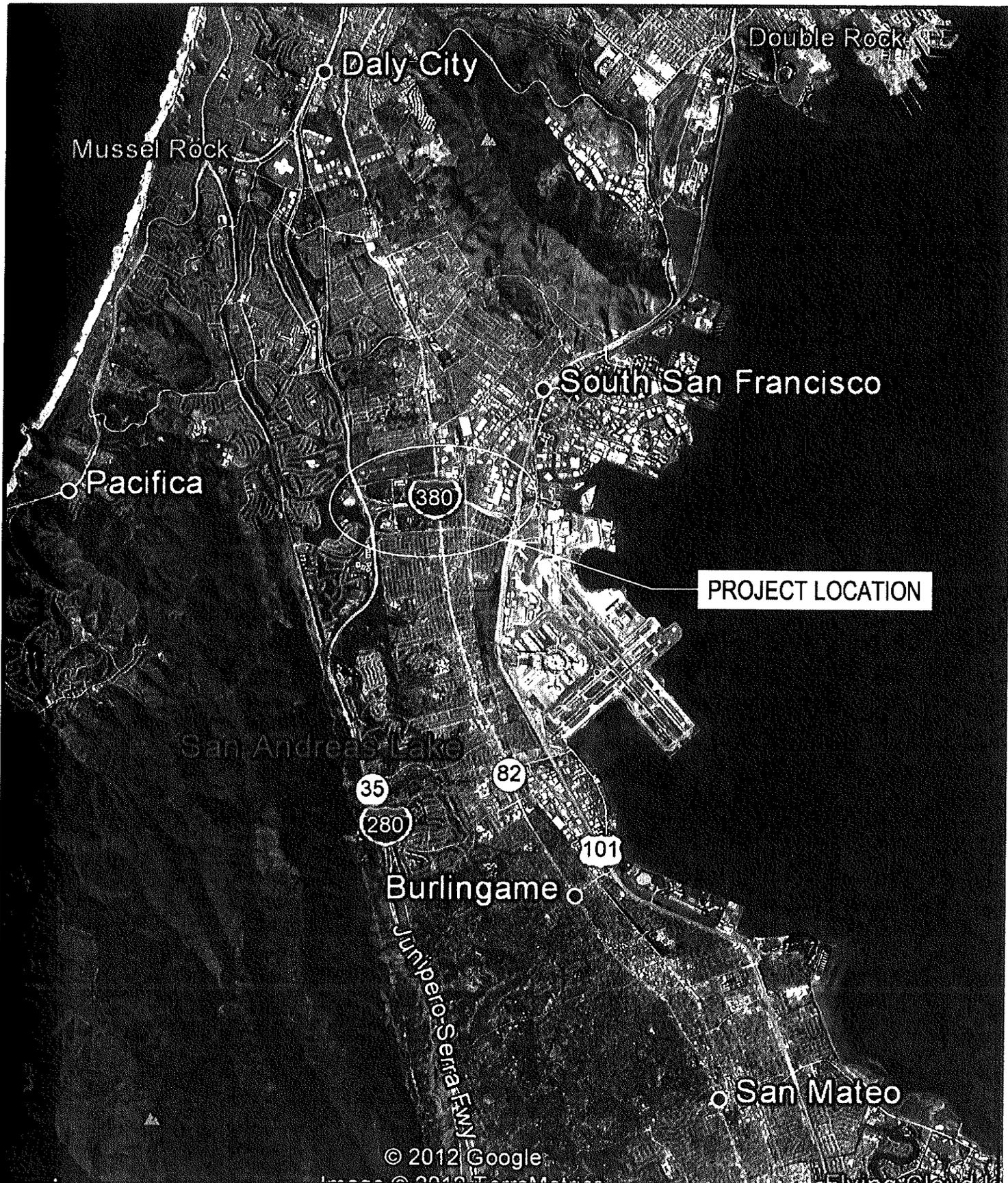
Letter of Support from SSF City Manager

Letter of Support from SB City Manager

Non-Supplantation of Funds Certificate

Letters of Support

Southbound SM 280 AM Traffic Study



© 2012 Google



3					
2					
1					
NO.	DATE	REVISION	BY	APP.	

CITY OF SOUTH SAN FRANCISCO  
DEPARTMENT OF PUBLIC WORKS

**PROJECT VICINITY MAP**  
I-380 CONGESTION IMPROVEMENT

SCALE NTS	APPROVED:	DRAWN: KCM
DATE:		CHECKED: DC
SHEET	DRAWING NO.	



**PROJECT LIMITS**



3					
2					
1					
NO.	DATE	REVISION	BY	APP.	

<p><b>PROJECT LOCATION MAP</b> I-380 CONGESTION IMPROVEMENT</p>		APPROVED:	DRAWN: KCM
		DATE:	CHECKED: DC
SHEET		DRAWING NO.	

**CITY OF SOUTH SAN FRANCISCO**  
DEPARTMENT OF PUBLIC WORKS



CITY COUNCIL 2012

RICHARD A. GARBARINO, MAYOR  
PEDRO GONZALEZ, VICE MAYOR  
MARK ADDIEGO, COUNCILMEMBER  
KARYL MATSUMOTO, COUNCILMEMBER  
KEVIN MULLIN, COUNCILMEMBER

BARRY M. NAGEL, CITY MANAGER

OFFICE OF THE CITY MANAGER

June 20, 2012

San Mateo County Transportation Authority  
1250 San Carlos Avenue  
P.O. Box 3006  
San Carlos, CA 94070-1306

Subject: Measure A Highway Program – First Cycle  
- I-380 Congestion Improvements

Dear San Mateo County Transportation Authority:

The issue of congestion along the I-380 corridor has been a concern for the City of South San Francisco for some time. The First Cycle of the Measure A Highway Program provides a unique opportunity to fund the preliminary engineering to begin the design to relieve the congestion on this corridor. The City of South San Francisco supports the I-380 Congestion Improvements project and its application submission under the First Cycle of Measure A Highway Program funding.

If you have any questions, please don't hesitate to call the City's contact on this project, Mr. Dennis Chuck, Senior Civil Engineer, at (650) 829-6663.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry M. Nagel", written over a circular stamp or seal.

Barry M. Nagel  
City Manager  
City of South San Francisco

**San Mateo County Transportation Authority  
Measure A Highway Program**

**Non-Supplantation of Funds Certification**

This certification, which is a required component of the project initiator's grant application, affirms that San Mateo County Transportation Authority (TA) Measure A Highway Program funds will be used to **supplement** (add to) existing funds, and will not **supplant** (replace) existing funds that have been appropriated for the same purpose. Potential supplantation will be examined in the application review as well as in the pre-award review and post award monitoring.

Funding may be suspended or terminated for filing a false certification in this application or other reports or documents as part of this program.

**Certification Statement:**

**I certify that any funds awarded under the TA Measure A Highway Program Cycle 1 Call for Projects will be used to supplement existing funds for program activities, and will not replace (supplant) existing funds or resources.**

**Project Name:        I 380 Congestion Improvements**

**Project Applicant: City of South San Francisco**

Barry M. Nagel

**PRINT NAME**

**SIGNATURE**

City Manager

**TITLE\***

**DATE**

\* This certification shall be signed by the Executive Director, Chief Executive Officer, President or other such top-ranking official of the Project Applicant's organization.

**DEPARTMENT OF TRANSPORTATION**

111 GRAND AVENUE  
P.O. BOX 23660  
OAKLAND, CA 94623-0660  
PHONE (510) 286-5900  
FAX (510) 286-5903  
TTY 711  
www.dot.ca.gov



**RECEIVED**

*Flex your power!  
Be energy efficient!*

JUN 20 2012

**BY: ENGINEERING DIVISION**

June 19, 2012

Mr. Dennis Chuck  
City of South San Francisco  
Engineering Division  
315 Maple Avenue  
South San Francisco, CA 94080

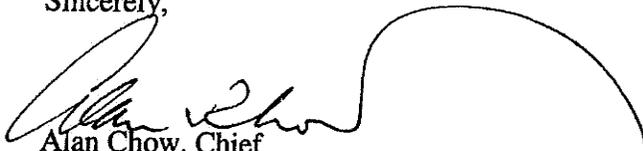
RE: Measure A Highway Program (Cycle 1) – I-380

Dear Mr. Chuck:

The California Department of Transportation (Caltrans) acknowledges the existing traffic conditions along the I-380 corridor between I-280 and US 101. Caltrans encourages the City of South San Francisco to apply for the Measure A Highway Program Cycle 1, to develop a project to study and relieve the congestion on this corridor. The grant will enable the City to address the congestion along the I-380 corridor and to start preliminary engineering of a project to improve traffic flow.

Caltrans will work closely with the City of South San Francisco to improve the traffic operations on this corridor. If you wish to discuss this matter or need further assistance, please feel free to contact me at 510-286-4577.

Sincerely,

  
Alan Chow, Chief  
Office of Traffic Systems

## Southbound SM280 AM Traffic Study

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This document is intended to identify existing traffic operation issues on SB280 between John Daly Blvd and the I-380 Connector during the morning commute. Caltrans' field observations together with some of the traffic data collected in April 2012 are summarized to help facilitate discussion on possible near-term operational improvements.

### Field Observations (SB280 from John Daly Blvd. to I-380)

Caltrans made field observations in mid April and late May 2012 and below is a summary what were observed on the freeway:

- Bottlenecks were observed at 4 locations along SB280: the freeway sections near 1) the NB Rte.1 to SB280 Connector, 2) Hickey Blvd On-ramp, 3) Westborough Blvd On-ramp and 4) Avalon Dr On-ramp. These bottlenecks are often caused by high traffic demands from on-ramps and capacity reduced due to merging/weaving traffic during peak hours. The rolling terrain of this corridor also contributes to the congestion.
- Ramp meters in this corridor are currently operating at their fastest cycles to breakdown the platoons from the on-ramps. While the meters alleviate some congestion and increase throughputs on the freeway at some locations, recurring congestion still exist.
- At the end of the study corridor, more than half of the traffic changes to I-380 via the SB280 to EB380 Connector. During the peak hours, the right lanes are overloaded as commuters prepare to make the change. The operation of the overloaded right lanes worsens while serving the Avalon Dr. On-ramp and the Sneath Lane Off-ramp, and even more so when the SB280 to EB380 traffic exceeds the capacity of the connector and queue backups onto SB280.
- Traffic continuing on SB280 would experience less and often no delays when using the left two lanes south of Avalon Dr.
- Observations were also made between the exit to the SB280 to EB380 Connector and the merge section where the NB280 to EB380 Connector joins. The merge section merges the "inside" lanes of the two connectors and forms a 3-lane section. When the combined demands of both connectors exceed 3 lanes worth of the section capacity, the section would break down. Base on the traffic count and tachrun information collected, it can be deduced that during the peak hour, the merge section operates at capacity for a relative short period of time. The effect is mostly on the SB to EB Connector as its demands exceed its "share" of the 3-lane section.

### Travel Time Data collected on April 17 to 19, 2012

Caltrans reviewed the freeway tachruns conducted for the "After" Study, and the travel time and delay information are summarized as the following:

- The morning congestion period is between 7:30 and 9:00 AM. The maximum travel time on SB280 from John Daly Blvd to I-280 Connector Off-ramp is between 8.5 and 9.5 minutes.

## Southbound SM280 AM Traffic Study

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- The average delay based on 55 mph free-flow speed was 2 minutes on the No. 2 lane (3 minutes on the No. 3 lane), and the maximum delay is 2.5 minutes on the No. 2 lane (3.5 minutes on the No. 3 lane).

-At about 7:30 AM the freeway section by Westborough On-ramp begins to breakdown due to an increase in on-ramp traffic. At the same time, the Avalon Dr. On-ramp less than half of a mile downstream also has increasing traffic demands.

-Between 7:45 and 9:00 AM, both of the freeway sections by Westborough Blvd On-ramp and Avalon Dr. On-ramp constrain the freeway flows, and often their queues are combined or seem to be combined. During the same period, the SB280 to EB380 Connector has some delays. The delays seem to be caused by combination of the merge at the NB280 to EB380 connector, the short radius curve (signed at 45 mph), and the exit gore area.

### Discussions on Possible Near-Term Operational Improvement

#### Optimized metering rates

Current metering rates while help break up platoons merging to the freeway from the ramps maybe refined to further alleviate congestion. The goal of the refinement is to increase mainline throughputs therefore reduce delays without causing metered traffic to back up onto the local street and impede local traffic operations.

Optimized metering rates were proposed in January 2012, but the RMTC has agreed to maintain the meters at the fastest rates.

#### I-280/I-380 Improvements

Redistributing the capacity of the merge section by restriping or by connector metering to sufficiently serve demands of each of the I-280 to EB380 Connectors were considered but found infeasible. Removing the merge by carrying all lanes from both connectors through was brought up because it appeared to be low cost (given majority of needed pavement for an additional lane already exist) and it would solve its capacity issue.

Caltrans Traffic Systems evaluated this scenario based on observations made and traffic data available. The evaluation is not considered to be a feasibility study since the evaluation reflects only traffic operation perspectives. In addition, the study area may need to be expanded to account other possible impacts by the project.

**Figure 1** illustrates the section of the SB280 with the typical peak morning commute conditions. The color green, yellow and red represent free flow, saturated flow (bottleneck) and congestion respectively. The section with red-hatch lines over yellow background represents congestion caused by the SB280 to EB380 movement and is segregated for discussion purposes. Hourly traffic demands are also included in **Figure 1**.

## Southbound SM280 AM Traffic Study

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Base on the traffic data collected in April 2012, the red section has about a 2.5-minute delay and the red-hatched section has about a 1-minute delay. The total delay of the peak hour is approximately 360 veh-hr for the red section and 70 veh-hr for the red-hatch section.

As illustrated in Figure 2, it is predicted with the improvement of removing the merge section and carrying all four lanes of the I-280 connectors to EB380 would reduce about 70 veh-hr of delay based on April 2012 traffic data. The bottleneck section between Avalon Dr On-ramp and Sneath Lane Off-ramp would remain since traffic pattern upstream of Avalon Dr. On-ramp is unchanged and the demands to change to I-380 would saturate the right lanes.

Although the said improvement by itself shows minimum benefits with today's data, it has a potential to increase benefits when the traffic flows are optimized to increase throughputs at the bottleneck sections upstream. In addition, the additional capacity by the improvement would prevent delays from worsening should the NB280 to EB380 Connector's traffic demands increase, or its peak hour shift to coincide with SB280 to EB380 Connector's peak hour.

It should be noted there is a limitation for adding a lane at the beginning of the EB380. If the section is widened to 4-lane, the SB280 to EB380 El Camino Real Off-ramp traffic would have to cross 3 lanes to complete the maneuver. The potential operational and safety issues should be studied carefully. Increasing the spacing between the I-280 Connectors and the El Camino Real Off-ramp on EB380 should be considered as part of the project.

Figure 1: Existing SB280 AM Peak Hours Congestion

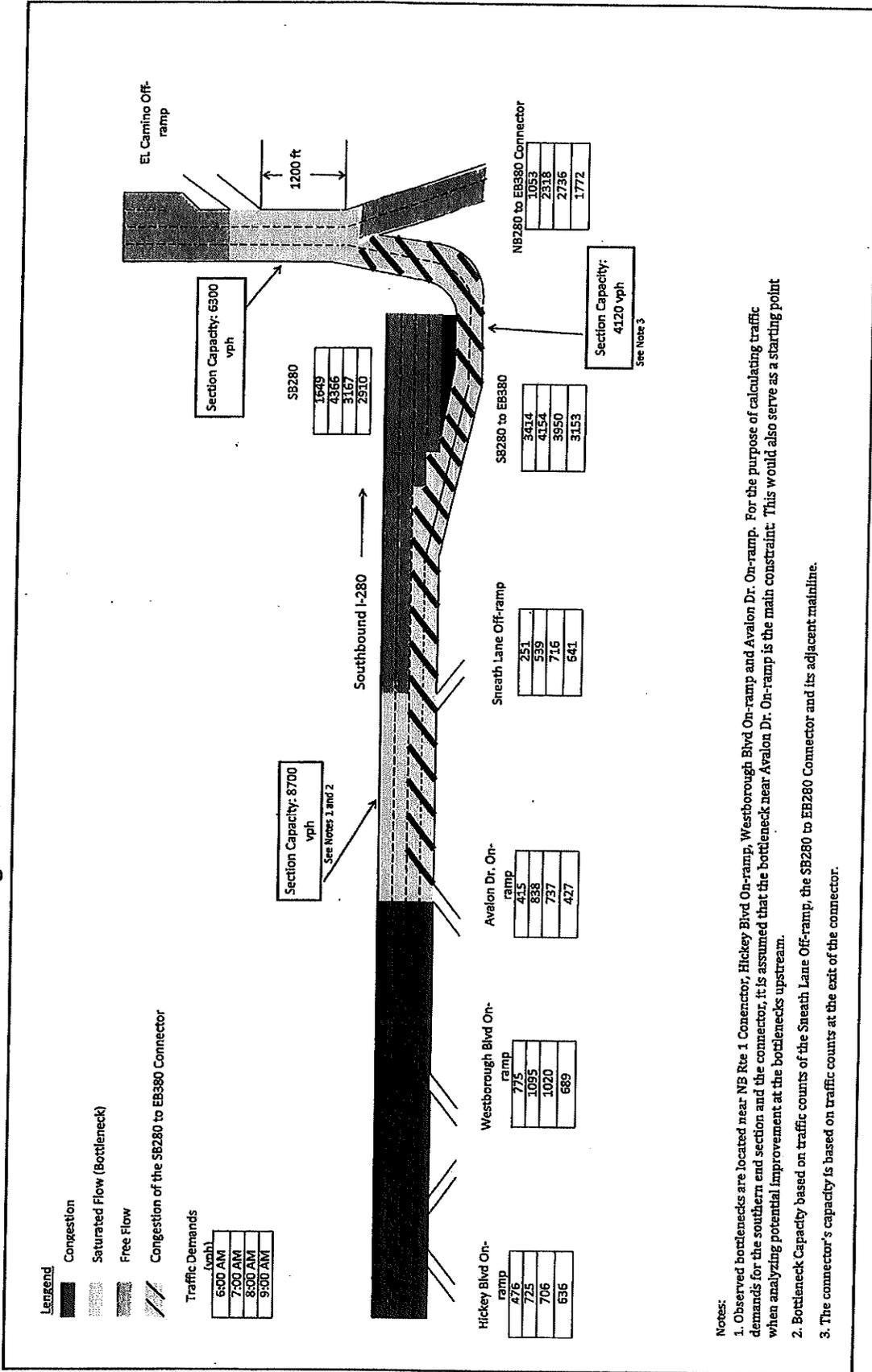
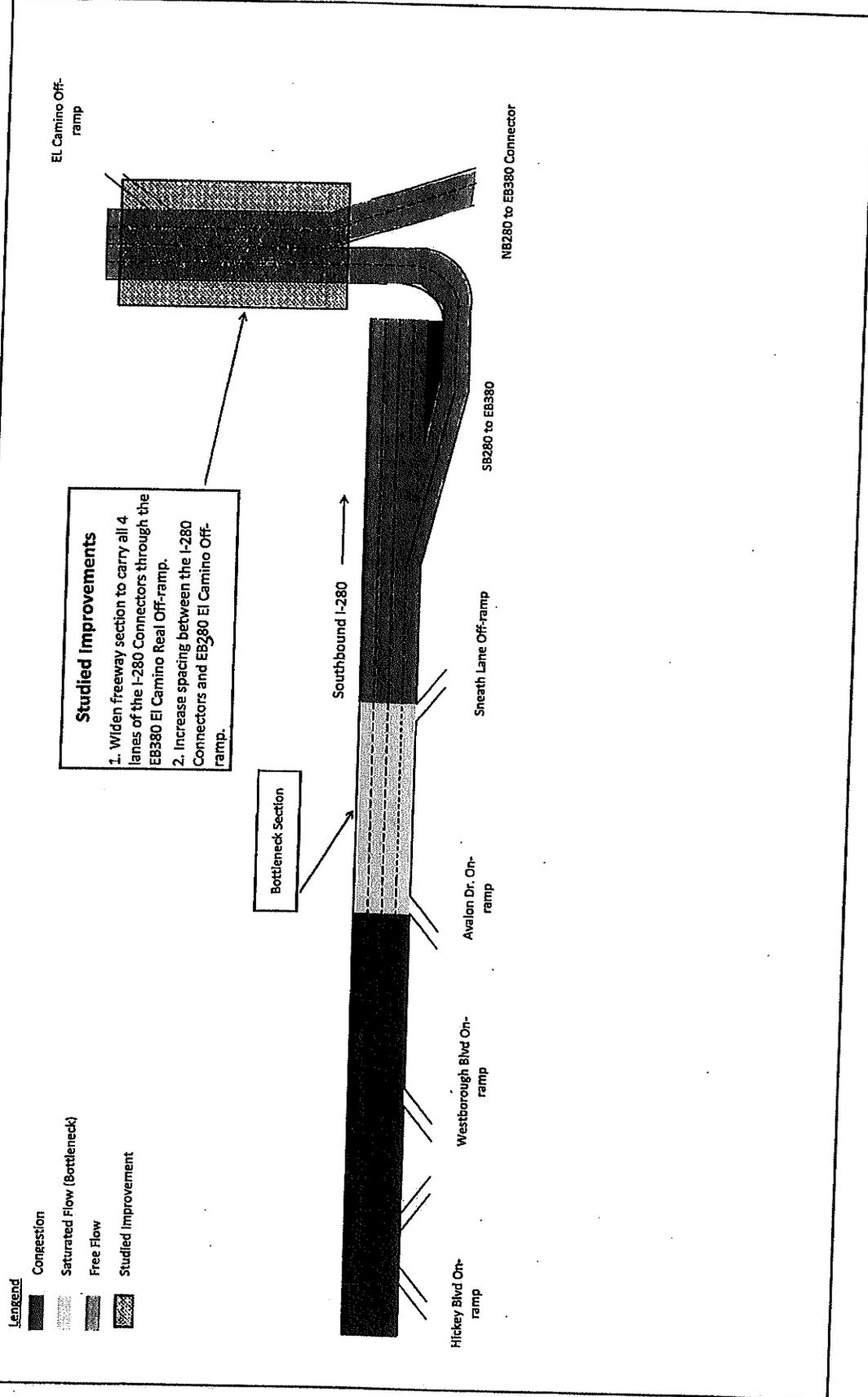


Figure 1: Predicted SB280 AM Peak Hours Congestion with I-280/I-380 Improvement





**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** July 10, 2012

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

**FROM:** Aaron Aknin, Community Development Director

**SUBJECT:** Receive Report and Adopt Resolution Authorizing the City Manager to Execute a Contract with the County of San Mateo for Collection of Special Assessments and Authorizing the County of San Mateo to Place a Special Assessment on 502 San Felipe Avenue for Unpaid Municipal Code Violation Abatement Costs

**BACKGROUND**

The City's Code Enforcement Division responds to code violations reported by the public and actively seeks compliance with nuisance, building, housing and other Municipal Code violations in order achieve a safe and attractive environment for residents and businesses. The most common code enforcement cases involve unpermitted construction and nuisance code violations. Examples of nuisance code violations include junk and debris in public view, inoperable cars in the driveway and overgrown vegetation.

A vast majority of code enforcement cases are resolved after the property owner receives a notice in the mail. A small percentage of property owners, however, opt not to quickly resolve the violation when they are alerted. Property owners who do not resolve the issue after receiving the notice will first receive a citation. Unfortunately, when a violation exists, it not only impacts the violating property, but also negatively impacts surrounding neighborhood. The negative effects of the violation becomes even greater when the violation persists, frustrating nearby residents whose quality of life is being unduly impacted.

For the few property owners who do not comply after receiving the notice or subsequent citations, there are several other legal remedies the City may use, including abatement. Abatement involves utilizing City crews or contractors to correct the violation. The abatement process, including the notification requirements, are prescribed by local and state law.

After the abatement is complete, the property owner is sent an invoice (referred to as a "Statement of Claim"), and has twenty days to pay or appeal. If the property chooses not to pay, appeal or respond, the Municipal Code allows the City to recover the

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abatement costs through a special assessment claim. Special assessments allow the amount of the claim to be collected along with the property taxes. The method and rules for the filing the special assessment with the County are described below.

In the past two years, two properties were abated by City contractors, after the property owners failed to respond to notices and citations. Both cases involved overgrown vegetation and were the subject of multiple neighborhood complaints. In one case, the City recovered all of the abatement costs through escrow when the property was sold. This was a unique case, however, where the court had turned over the property to a receiver as the previous property owner was found to be unable to handle the responsibilities associated with the property. It was the receiver who authorized the payments to be made in escrow. In the subject case, however, the City has not yet recovered its costs, and therefore can move forward with the special assessment process as prescribed by law.

## **DISCUSSION**

502 San Felipe Avenue, has been the subject of numerous neighborhood complaints over the last several years. The property is vacant, and the property owner has neglected the property to the point that the vegetation is overgrown and trash and debris collects in the front yard.

The property owner failed to respond to City notices and fines beginning in 2009. In total, the property owner received 6 notices from the City, which includes "10-day Correction Notice", several administrative citation notices, a Notice of Public Nuisance and Intent to Abate and a Statement of Claim. The property owner has yet to respond to any of the City notices, despite the notices being sent via registered mail to the current mailing address listed with the County.

After sending out the notice to abate, and receiving no response, the City hired a landscaping contractor to cut down the front yard vegetation to an acceptable level, as well remove the trash and debris that had accumulated. The abatement occurred on June 30, 2011. The before and after photos are attached to this report.

The property owner was sent a Statement of Claim after the abatement occurred. This Statement of Claim included an invoice for un-paid fines, abatement costs, as well code enforcement staff time. The total amount of the claim was \$3,005, including the abatement cost of \$1,500, code enforcement staff time totaling and \$625 and un-paid citations totaling \$880. State Law, however, does not permit the collection of un-paid citations through the special assessment process. Therefore the special assessment amount only totals \$2,125. In the future, staff may bring forward a separate action to collect the un-paid fines through the lien process. This will be done in conjunction with a number of other properties, and will be transmitted to the County at one time. The lien process, however, does not allow to the City to collect until the property is sold or refinanced.

The City has two options to collect unpaid abatement costs: Nuisance Abatement Tax Liens and Special Assessments. While liens can be effective, they are not timely in many cases. In fact, tax liens are typically not collected until the property is sold or refinanced. Therefore, it could be years before the City recovers its costs. On the other hand, special assessments allow for the costs to be recouped on an annual basis. Given the loss of Redevelopment, the City's General Fund is used to cover the costs of all abatements, including this abatement. It is therefore critical that the City recover all costs as quickly as possible.

The County of San Mateo requires that three actions be completed in order to place a special assessment of the property tax roll. First, the City and County must enter into a contract. This contract is executed once, and will automatically renew each fiscal year unless either party wishes not to proceed and provides a 90-day notice of cancellation. In summary, the contract states the County will collect special assessments for the City in exchange for a small administration fee (\$1.35 per property). Second, the County requires that a City Council resolution be adopted confirming the special assessment and forwarding it to the County for collection. Third, the County requires the total amount of the special assessments be transmitted in a specific format in July of each year.

The City is in the process of finalizing the contract with the County. In addition, if adopted by the City Council, the City will transmit the signed version of the attached resolution to the County, along with the specific data requested by the County. The special assessment amount will then be collected with the 2012-13 property tax bills. In the future, the City Council will not have to reauthorize the contract, but will annually review and confirm special assessments of specific properties.

## **FISCAL IMPACT**

The City would recover \$2,125 through the special assessment, which includes the \$1,500 invoice which was paid to the contractor, and 5 hours of code enforcement staff time totaling \$625. Placement of a Special Assessment would allow the City to fully recover these costs. The County typically charges \$1.35 per property for special assessments, but will waive the charge when the total fee is less than \$10, as it is in this case.

## **ALTERNATIVES**

1. Do not move forward with special assessment process, the City will therefore not recover full cost of the abatement.
2. Revise the special assessment cost to only include the "out of pocket" cost of contractor, and not the staff time associated with the abatement .

## **RECOMMENDATION**

Receive Report and Adopt Resolution Authorizing the City Manager to Execute a Contract with the County of San Mateo for Collection of Special Assessments and Authorizing the County of San Mateo to place a Special Assessment on 502 San Felipe Avenue for Un-paid Municipal Code Violation Abatements Costs

## **ATTACHMENTS**

1. Resolution
2. Before and After Abatement Photos

## **DATE PREPARED**

June 29, 2012

## **REVIEWED BY**

\_\_\_\_\_CM

**RESOLUTION NO. 2012-\_\_\_\_\_**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE COUNTY OF SAN MATEO FOR COLLECTION OF SPECIAL ASSESSMENTS AND AUTHORIZING THE COUNTY OF SAN MATEO TO PLACE A SPECIAL ASSESSMENT ON 502 SAN FELIPE AVENUE (APN 020 281 160) FOR UNPAID MUNICIPAL CODE VIOLATION ABATEMENT COSTS**

WHEREAS, Chapter 5 of San Bruno Municipal Code gives the City the right to abate Municipal Code violations and require that the property owner pay for the abatement costs, and

WHEREAS, local and state laws allow cities to recover abatement costs through the special assessment process;

WHEREAS, the County of San Mateo requires that a City enter into a reimbursement agreement with the County in order to complete the special assessment process;

WHEREAS, the City Attorney has reviewed the standard County contract and has approved its form;

WHEREAS, the property located at 502 San Felipe Avenue was the subject of numerous neighborhood complaints related to nuisance code violations;

WHEREAS, staff confirmed the nuisance code violations related to overgrown vegetation and accumulation of junk and debris (SBMC 5.04.040 and H&S Code Section 17920.3) and sent the property owner numerous violation notices, however the property owner failed to respond to the notices or abate the violation;

WHEREAS, on May 10, 2011 the City of San Bruno sent the property owner a Notice of Nuisance and Intent to Abate, however the property owner failed to respond or abate the nuisance;

WHEREAS, on June 30, 2011, the City of San Bruno hired a landscape contractor to abate the violation at a cost of \$2,125.00, which includes the payment to the contractor and code enforcement staff oversight;

WHEREAS, on July 15, 2011, the property owner was sent a Statement of Claim, outlining the total amount due to the City, however the property owner did not pay, appeal or respond to the statement;

WHEREAS, the City of San Bruno is requesting the County of San Mateo place on special assessment on 502 San Felipe Avenue (APN 020-281-160) in

the amount of \$2,125.00 in order to recover the costs associated with this abatement;

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

1. The City Manager is authorized to enter into a contract with the County of San Mateo for the collection of special assessments;

2. The City of San Bruno authorizes the County of San Mateo to place a special assessment on 502 San Felipe Avenue (APN 020-281-160) in the amount of \$2,125.00 in order to recover the costs associated with this abatement.

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I hereby certify that foregoing Resolution No. 2012-\_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on July 10, 2012 by the following vote:

AYES:

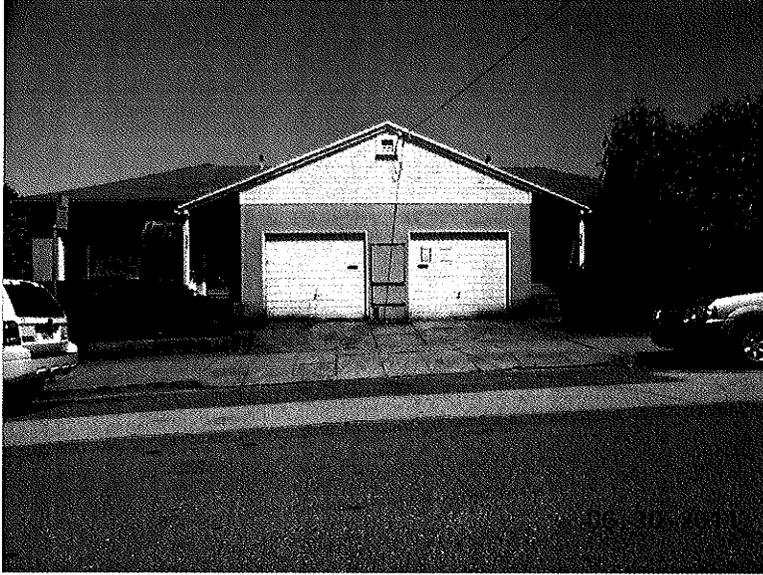
NOES:

ABSENT:

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



**Before Abatement**



**After Abatement**