

"The City With a Heart"



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

**SPECIAL MEETING
SAN BRUNO CITY COUNCIL
AGENDA**

October 9, 2012

6:00 p.m.

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

- 1. ROLL CALL:**
- 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 agendized pursuant to State Law.
- 3. CONDUCT OF BUSINESS:**
- 4. CLOSED SESSION:**

Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6:
Agency Designated Representatives: City Manager, Human Resources Director,
Finance Director, Employee Organizations: Public Safety Mid-Management Bargaining
Unit, Miscellaneous Group and San Bruno Police Bargaining Unit.
- 5. ADJOURNMENT:**

The next Regular City Council Meeting will be held on October 23, 2012, at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road.

"The City With a Heart"



Jim Ruane, Mayor
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Michael Salazar, Councilmember

AGENDA

SAN BRUNO CITY COUNCIL

OCTOBER 9, 2012

7:00 p.m.

A Reception will be held in the Senior Center Foyer at 6:45 p.m. to Recognize the Beautification Awards Program Award Recipients

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 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:

The City Clerk Announces Vacancies on Commissions, Boards and Committees Due to Routine Resignations and Expired Terms and Invites Residents to Apply.

4. PRESENTATIONS:

- a. Present Beautification Task Force Awards.
- b. Receive Presentation on the Library's Homework Center Program.

5. REVIEW OF AGENDA:

6. APPROVAL OF MINUTES: Regular City Council Meeting of September 25, 2012 and Special City Council Meeting of October 3, 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 September 24, 2012.
- b. **Approve:** Successor Agency Accounts Payable of September 24, 2012.
- c. **Approve:** Payroll of September 23, 2012.
- d. **Adopt:** Resolution Amending the City Classification Plan by Adopting Position Descriptions for Accounting Manager, Accounting Supervisor, Financial Services Manager, Financial Services Supervisor, Accounting and Customer Service Representative I/II, and Accounting and Customer Service Representative III Positions, and Adopting Salary Ranges for Accounting Manager and Financial Services Manager.

- e. Adopt Resolution Accepting the Crestmoor Neighborhood Phase I Sanitary Sewer Replacement Project as Complete and Authorizing Release of the Contract Retention Amount.
- f. Adopt Resolution Authorizing Out of State Travel for City Manager and City Council Member Attendance at the Pipeline Safety Trust Annual Conference.
- g. Adopt Resolution Authorizing the Purchase of Cable Television HD/DVR Set-top Box Equipment in the Amount of 54,750.

8. PUBLIC HEARINGS: None.

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

10. CONDUCT OF BUSINESS:

- a. Adopt Resolution Authorizing the City Manager to Execute Contracts with West Yost Associates for Engineering Design Services in the Amount of \$120,300 and with Engeo Incorporated for Engineering Geotechnical Services in the Amount of \$30,000 for the Glenview Water Tank Number 3 Replacement Project.
- b. Adopt Resolution Authorizing the City Manager to Execute a Contract with Acumen Industrial Hygiene, Inc. in an Amount Not to Exceed \$48,700 for Air Quality and Soils Dust Testing Services for the Crestmoor Neighborhood Reconstruction Project.
- c. Adopt Resolution Rejecting Bid for the Street Rehabilitation-Slurry Seal Project.
- d. Receive Report on the Updated Pavement Management Program.

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

12. COMMENTS FROM COUNCIL MEMBERS:

13. CLOSED SESSION:

14. ADJOURNMENT:

The next regular City Council Meeting will be held on October 23, 2012 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

"The City With a Heart"



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Michael Salazar, Councilmember

MINUTES SAN BRUNO CITY COUNCIL

SEPTEMBER 25, 2012

7:00 p.m.

1. CALL TO ORDER: THIS IS TO CERTIFY THAT the San Bruno City Council met on September 25, 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, Vice Mayor Ibarra and Council Members O'Connell, Medina and Salazar. Recording by Clerk Bonner. **San Bruno Cub Scout Troop 250** led the Pledge of Allegiance.

3. ANNOUNCEMENTS:

Mayor Ruane announced there would be a Community Preparedness Day which **Police Chief Telford** said would occur on Saturday, September 29 from 10:00 a.m. to 2:00 p.m. at the San Bruno Resource and Recovery Center, 458 San Mateo Ave. He said it would provide great information for the community.

4. PRESENTATIONS:

a. **Mayor Ruane** Presented a Proclamation Celebrating Saint Bruno Parish Church 100th Anniversary to Parish Council Chair Taufui and Church Secretary Thelma who thanked San Bruno and shared the activities planned for the weekend of October 5.

b. **San Bruno Park School District Representatives Henry Sanchez and Kevin Martinez** gave a powerpoint presentation on the District's Parcel Tax Measure on the November 2012 Ballot.

Councilmember O'Connell asked how the \$199 is determined. **Martinez** said through the San Mateo County tax rolls.

Robert Riechel, 7th Ave. sat on the Grand Jury and said it was rubber stamped to utilize the citizen's oversight committee.

Vice Mayor Ibarra said bond measures have been voted on for buildings and improvements. He said this is the first measure that actually puts money in the classroom. **Sanchez** concurred.

5. REVIEW OF AGENDA:

Mayor Ruane moved Item 11. to follow Item 8.

6. APPROVAL OF MINUTES: Regular City Council Meeting of September 11, 2012 and Special City Council Closed Session of September 11, 2012, approved as submitted.

7. CONSENT CALENDAR:

- a. **Approve:** Accounts Payable of September 4, 10 and 17, 2012.
- b. **Approve:** Successor Agency Accounts Payable of September 4 and 10, 2012.
- c. **Approve:** Payroll of September 9, 2012.
- d. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated August 31, 2012.
- e. **Adopt:** Resolution Approving Side Letter Agreement Between the City of San Bruno and the Mid Management Association, Represented by Teamsters Union Local 350, and Authorizing its Execution by the City Manager.
- f. **Adopt:** Resolution Approving Side Letter Agreement Between the City of San Bruno and the San Bruno Management Employee Association, and Authorizing its Execution by the City Manager.
- g. **Accept:** Resignation Letter from Citizens Crime Prevention Member. Declare a Committee Member Vacancy and Direct the City Clerk to Initiate the Process for Appointment of a New Member.
- h. **Adopt:** Resolution Authorizing the City Manager to Execute a Purchase Agreement for Two 2012 Ford Fusion Sedans and One 2011 Ford Crown Victoria from Towne Ford for a Total Purchase Price of \$48,899.

Councilmember Salazar pulled Item 7.g.

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

Councilmember Salazar thanked Sonia for her time on the Citizens Crime Prevention Committee.

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

8. PUBLIC HEARINGS: None.

11. Parks and Recreation Commissioner Chair Palmer introduced the members of the Commission and reviewed the activities accomplished during the past year and shared their plans for the upcoming year.

Mayor Ruane thanked the Park and Recreation Commission for all they do.

9. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:

Robert Riechel, 7th Ave. gave a San Mateo County Mosquito and Vector Control District update reporting WVN has been found in two birds in the County. Questions should be directed to 1-877-WNV-BIRD.

He also said PG&E Line 101 still has a section exposed. There has been a promise of a temporary fence, but as of today it has not been erected.

10. CONDUCT OF BUSINESS:

a. Receive Oral Report and Approve Design Concept for Decorative Archway on the Caltrain Grade Separation Structure.

City Manager Jackson gave background on the San Bruno Decorative Archway and said the presentation is intended to seek Council's advice and guidance and endorsement.

Mark Simon, Caltrain said they are in a tight timeframe and the funding needs to be identified.

Dan Corson talked about the project goals and proposed design concept.

Councilmembers Salazar, O'Connell and Medina were not enthused by the design and questioned other options.

Vice Mayor Ibarra and Mayor Ruane worked on the Committee and both felt this arch made a statement.

Discussion took place regarding the options, timeframe and design. .

Robert Riechel, 7th Ave. said he sat in on the archway sub-committee meetings and they saw some outlandish concepts. He said he could support this archway if it were attached to the structure. He said if it were more free standing, there are other options. They wanted an arch but there is still work to be done.

Councilmember Medina said he could go with the concept but he saw the need for improvements. **Councilmember O'Connell** liked the concept of the archway attached to the structure, she added her yes, with the suggestion it be made more of a "wow." **Councilmember Salazar** could not. **Vice Mayor Ibarra** said this resembles what the Committee wanted. He said San Bruno would be recognized as the arch.

Mayor Ruane said four out of five agree you are going in the right direction and what more needs to be done? **Corson** said funding and creation of a hierarchy of needs. **Simon** said preliminary estimates are being prepared and they will meet with City staff to come up with a final budget number. **City Manager Jackson** said there should be a meeting with the subcommittee to address some of the design details. **Corson** also suggested a study session to discuss color.

b. Receive Bi-annual Report on the City's Investment Portfolio.

City Treasurer Marty gave an overview of the staff report and asked for questions.

Councilmember Salazar asked if there were recommendations for something that could be done differently with the PG&E fund. **Marty** said once the non-profit is established and the goals for the money are more clearly defined he could give better advice on what to do with the money. If they treat it like a university endowment investment portfolio, he certainly would not be doing this. The return of the principal is more important than the return on the principal.

c. Adopt Resolution Authorizing the Purchase of Sixty-Six Glock Handguns and Related Safety Equipment From LC Action Police Supply in the Amount of \$44,712.

Chief Telford introduced **Lieutenant Mahon** who gave an overview of the staff report and asked for questions.

Councilmember Medina asked how the grip is for the staff? **Mahon** said the grip has the ability to change to fit each officer's hand.

Councilmember Salazar said he favored the buy-back recommendation and did not feel it would be a huge security risk to turn those weapons over to the company. **Mahon** said he believed more than half the officers would purchase their weapons. He also said selling the weapons back gives them no guarantee who those weapons would be sold to. Prior experiences have shown guns in the hands of law enforcement ended up in the hands of criminals.

Councilmember O'Connell said in a previous Council discussion, they didn't want the guns going out into the public. She talked about the guns being melted down to make a public art piece.

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

d. Adopt Resolution Appropriating \$150,000 from the Stormwater Enterprise Fund for the Madison Slope Stabilization Project and Authorizing the City Manager to Execute a Construction Contract with ETIC Engineering, Inc. in the Amount of \$55,716 and a Construction Contingency of \$11,150.

Public Services Director Fabry gave an overview of the staff report and asked for questions.

Vice Mayor Ibarra asked if an assessment of the old slide could be made. **Fabry** said an assessment was done and the slope is very stable.

Councilmember O'Connell asked why the first bid was over twice the amount of this bid. **Fabry** said Trinet has less expertise in this type of project.

Councilmember Medina asked what would prevent another area from sliding? **Fabry** said based on the geotechnical expert assessment this stabilization work would be much less intensive.

Councilmember Medina asked if the residents of Madison Ave. have been notified? **Fabry** said there has been ongoing communication with the property owner and the Church. **City Manager Jackson** suggested an area-wide notice to make sure the people who live in the neighborhood have information.

Councilmember Salazar asked if there was anything we learned? **Fabry** said based on the geotechnical expert's opinion, there was no evidence at the time of the construction of the first project.

Councilmember Salazar asked if the emergency reserve fund could be used? **City Manager Jackson** said it is an option of the City Council that could be made this evening or take consideration in your upcoming review of the capital budget in total.

Councilmember Salazar asked for other opinions. **Vice Mayor Ibarra** said when the overall picture is looked at maybe the decision could be made to take it from reserves and he was open to reconsideration. **City Manager Jackson** said she was suggesting the bigger picture, a five-year snapshot. **Councilmember O'Connell** suggested they go forward with it now. **Councilmember Medina** said we need to go forward and he said he was open to funding it through the emergency reserves. **Councilmember Medina** and **Mayor Ruane** were open to having it come back.

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

e. Adopt Resolution Accepting the Lions Field Synthetic Turf Project No. 83710 as Complete and Authorizing Release of the Contract Retention Amount.

City Manager Jackson gave an overview of the action needed and asked for questions.

Councilmember Medina said in the flowchart he would like to see the change orders that occurred.

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

f. Adopt Resolution Authorizing the City Manager to File an Application for State Local Partnership Program In Lieu of Federal Surface Transportation Program.

Public Services Director Fabry gave an overview of the staff report and asked for questions.

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

11. REPORT OF COMMISSIONS, BOARDS, & COMMITTEES:

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

12. COMMENTS FROM COUNCIL MEMBERS:

Vice Mayor Ibarra thanked the City for the services provided for his friend Isaac Mejia.

13. CLOSED SESSION: None.

14. ADJOURNMENT:

Mayor Ruane closed the meeting at 9:10 p.m. The next regular City Council Meeting will be held on October 9, 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
October 9, 2012

Carol Bonner, City Clerk

Jim Ruane, Mayor

"The City With a Heart"



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

SPECIAL MEETING MINUTES

October 3, 2012

6:30 p.m.

1. ROLL CALL: The meeting was called to order at 6:33 p.m. Presiding was Mayor Ruane, Vice Mayor Ibarra, Council Members Medina, O'Connell and Salazar. Recording by Clerk Bonner.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

Marty Medina, Garden Ave. said he believed additional notification should have been given regarding the meeting tonight. He said this is huge issue for the future of San Bruno.

City Manager Jackson said this is the first of many meetings. She said the topics tonight are preliminary in nature. No action will be taken this evening. **Councilmember Medina** asked what notification was used. **City Manager Jackson** said notification was posted 24 hours in advance and all the normal procedures were followed for a special meeting.

3. CONDUCT OF BUSINESS:

Conduct Study Session to Discuss Formation of the Not-For-Profit Called for in the Settlement Agreement Between City of San Bruno and PG&E.

Mayor Ruane said we would be getting information on Not for Profits and proper tools to get it right.

City Manager Jackson introduced Steve Meyers and Craig Bettencourt.

City Attorney Zafferano gave a powerpoint presentation on creation of Not For Profit (NFP.)

Council was asked for their thoughts.

Decision #1: Purpose of NFP:

Councilmember Salazar – name should benefit the San Bruno community as a whole, not just the neighborhood.

Councilmember Medina - said he could see all three benefiting the entire community. He said it needs to provide significant value for long term.

Councilmember O'Connell - said to benefit the San Bruno community, bullet point two and she didn't know if bullet point three should be part of this. She said the City could do things with the other trust for bullet point three.

Vice Mayor Ibarra - it should be positive, broad, from now on.

Mayor Ruane - bullet point three is being done every day. He felt the \$50 million trust would take care of that. He said benefiting the San Bruno community as a whole, long term and well thought out.

Mayor Ruane asked if a facility was built could the maintenance be paid from the trust? **Zafferano** believed it could be.

Decision #2 Mission Statement of NFP:

Councilmember Salazar - he would be in favor of the NFP having the final decision.

Basic Mission: Bullet point 4

Councilmember Medina - said he would be in favor of the recommending entity

Basic Mission: Bullet points two and four

Councilmember O'Connell - she would be in favor of the City Council having the ultimate decision.

Basic Mission: Bullet points 2, 4, 5 and 7

Vice Mayor Ibarra - in favor of the recommending entity.

Basic Mission: He would pick all the Bullet points except for number 3

Mayor Ruane - he would be in favor of the NFP having the final decision

Basic Mission: He said all are worthwhile, but emphasis on Bullet points 2 and 4

Decision #3: Composition of NFP Governing Board:

Councilmember Salazar – 7 members

Category: Favored not limiting to the categories listed, where as appoint based on their ability on what they have demonstrated to the community, San Bruno resident, maybe.

Councilmember Medina – 5 or 7

Category: No council members, believed it should be left to go up or down. He said he would like to leave it broadly based.

Councilmember O'Connell – 7 members

Category: City council members and chair of planning and park and recreation commission.

Councilmember Medina said chairs of commissions rotate every year.

Vice Mayor Ibarra – 7 members

Category: It should be a rotating board, which rotates on an annual basis, maybe Council, maybe community members, business owner. Someone who has affiliation with the City.

Mayor Ruane - 5 to 7 members

Category: Members should be dedicated. People who are going to stay there and be committed. He was also open to someone who doesn't live in this community.

Decision #4: Issues to Consider

Councilmember Salazar – more than governing board.

Category: Should not be limited and open to all categories.

Councilmember Medina – more than governing board.

Category: Should not be limited and open to all categories.

Councilmember O’Connell – said more than governing board.

Category: Anyone who benefits the community.

Vice Mayor Ibarra – start off with a steering committee as to what types of expertise is going to be needed.

Mayor Ruane said it just should be much larger and should include City Council members and not limit the membership, open up to any type of resident or professional.

Decision #5: Staffing and Use of Volunteers/Consultants by NFP?

Councilmember Salazar - One person facilitating/coordinating, executive director or rotating president. No use of City staff. Use volunteers/consultants for activities.

Councilmember Medina - it needs a figurehead. Use of volunteers/consultants for activities.

Councilmember O’Connell – a go to person. Use volunteers and consultants.

Vice Mayor Ibarra – agreed with Councilmember O’Connell.

Mayor Ruane – we should have an executive director, not in favor of using City staff, except in the beginning,

Decision #6: Name of NFP?

Vice Mayor Ibarra – San Bruno Community Project

Councilmember O’Connell – San Bruno Community Foundation

Councilmember Medina – San Bruno Community Foundation

Councilmember Salazar – San Bruno Community Foundation

Mayor Ruane – San Bruno Community Foundation

Vice Mayor Ibarra asked how this could be communicated? He suggested a brochure, a postcard that says something that can be readily distributed. Publicize this process and then set some dates. Plan so people can have notice.

Councilmember Medina suggested sewer/water bills, FOCUS, important that it is beginning process.

Councilmember Medina said he does not want to see continued empty lots. Some process go forward on that.

Treasurer Marty asked if a Council member were on the Board, would the City be opened to lawsuits for an accident or the like? **Attorney Meyers** said the idea of setting up a separate corporation is to have that level of insulation. He said as long as the organization was kept separate and it was organized properly, there shouldn't be a problem.

Mayor Ruane closed the regular meeting at 8:00 p.m. and Council went into closed session with no reportable action.

4. CLOSED SESSION:

Conference with Legal Counsel: Existing Litigation pursuant to Government Code Section 54956.9(a)

Names of cases:

California Public Utilities Commission Order Instituting Investigation Matters:

I.12-01-007

I.11-02-016

I.11-11-009

California Public Utilities Commission Rulemaking Matter:

R.11-02-019

4. ADJOURNMENT:

Mayor Ruane closed the Closed Session at 8:45 p.m. The next Regular City Council Meeting will be held on October 9, 2012, at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road.

Respectfully submitted for approval
at the regular City Council Meeting of
October 9, 2012

Carol Bonner, City Clerk

Jim Ruane, Mayor

09/24/12

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$392,060.27
133	RESTRICTED DONATIONS	\$1,019.02
190	EMERGENCY DISASTER FUND	\$5.25
201	PARKS AND FACILITIES CAPITAL	\$5,053.27
203	STREET IMPROVE. PROJECTS	\$10,960.93
611	WATER FUND	\$10,230.33
621	STORMWATER FUND	\$2,181.58
631	WASTEWATER FUND	\$11,863.70
641	CABLE TV FUND	\$69,591.39
701	CENTRAL GARAGE	\$9,236.51
702	FACILITY MAINT. FUND	\$13,550.97
703	GENERAL EQUIPMENT REVOLVING	\$709.03
707	TECHNOLOGY DEVELOPMENT	\$946.77
711	SELF INSURANCE	\$7,048.00
891	S.B. GARBAGE CO TRUST	\$521,312.68

TOTAL FOR APPROVAL \$1,055,769.70

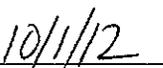
HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIMS LISTED ON PAGES NUMBERED FROM 1 THROUGH 4 INCLUSIVE, AND/OR CLAIMS NUMBERED FROM 137428 THROUGH 137576 INCLUSIVE, TOTALING IN THE AMOUNT OF \$1,055,769.70 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

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0018970 JAM SERVICES INC.	137495	9/24/2012	1,190.75
0098964 JARVIS,FAY,DOPORTO&GIBSON, LLP	137496	9/24/2012	485.82
0000075 K-119 TOOLS OF CALIFORNIA INC.	137497	9/24/2012	42.06
0018498 KONICA MINOLTA	137498	9/24/2012	709.03
0000732 KRAFT INDUSTRIAL SUPPLY	137499	9/24/2012	33.56
0105299 KTVU/KICU	137500	9/24/2012	20,306.55
0105348 ALBERT LARA	137501	9/24/2012	7.95
0105351 LDA FITNESS	137502	9/24/2012	1,550.00
0001472 LIFETIME ENTERTAINMENT SVC.LLC	137503	9/24/2012	4,818.60
0018177 LOWE'S	137504	9/24/2012	780.42
0105349 WILLIAM LUNSFORD	137505	9/24/2012	97.66
0017026 LYNX TECHNOLOGIES, INC.	137506	9/24/2012	2,340.00
0104916 MANDELL MUNICIPAL COUNSELING	137507	9/24/2012	157.50
0105347 JOSHUA MARRON	137508	9/24/2012	15.24
0102647 SHANNON MCGEE	137509	9/24/2012	2,666.34
0016863 MIDWEST TAPE, LLC	137510	9/24/2012	26.24
0105342 JERRY MONSANTO	137511	9/24/2012	9.61
0017289 MUNISERVICES LLC	137512	9/24/2012	7,008.90
0102408 NATIONAL GEOGRAPHIC CHANNEL HD	137513	9/24/2012	128.18
0018319 NEAL MARTIN & ASSOCIATES	137514	9/24/2012	2,760.00
0105209 NET TRANSCRIPTS, INC.	137515	9/24/2012	155.40
0105238 NORTHERN REFRIGERATION INC.	137516	9/24/2012	9,856.06
0018157 OCLC INC	137517	9/24/2012	320.63
0092263 OFFICE DEPOT INC	137518	9/24/2012	258.76
0018284 OFFICEMAX INC.	137519	9/24/2012	17.27
0000210 OLE'S CARBURETOR &ELECTRIC INC	137520	9/24/2012	951.94
0097567 ONE HOUR DRY CLEANING	137521	9/24/2012	186.20
0103933 OWEN EQUIPMENT SALES	137522	9/24/2012	371.52
0000012 PACIFIC GAS & ELECTRIC	137523	9/24/2012	11,400.57
0095872 PAPA	137524	9/24/2012	400.00
0001154 PENINSULA LIBRARY SYSTEM	137525	9/24/2012	367.92
0016770 PRAXAIR DISTRIBUTION INC - 19	137526	9/24/2012	139.61
0102915 PRECISE PRINTING & MAILING	137527	9/24/2012	776.36
0000285 PREFERRED ALLIANCE, INC.	137528	9/24/2012	285.95
0104774 PREFERRED INVESTIGATIONS	137529	9/24/2012	300.00
0104869 PURSUIT NORTH	137530	9/24/2012	4,383.12
0013981 QUILL CORPORATION	137531	9/24/2012	100.07
0000071 R & B COMPANY	137532	9/24/2012	4,237.08
0091044 R.A. METAL PRODUCTS, INC	137533	9/24/2012	264.00

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0001363 RAINBOW WINDOW & GLASS	137534	9/24/2012	275.29
0105345 CESAR OSWALDO RAMIREZ	137535	9/24/2012	13.06
0017111 RANDOM HOUSE INC	137536	9/24/2012	48.67
0095148 RAY RAZAVI	137537	9/24/2012	30,324.00
0000175 RECOLOGY SAN BRUNO	137538	9/24/2012	521,312.68
0090749 RED WING SHOE STORE	137539	9/24/2012	910.89
0104548 RENNE SLOAN HOLTZMAN SAKAI LLP	137540	9/24/2012	147.00
0016729 RICOH AMERICAS CORPORATION	137541	9/24/2012	389.90
0017987 RISO, INC.	137542	9/24/2012	142.24
0013581 ROVI GUIDES, INC.	137543	9/24/2012	9,149.58
0016213 ROZZI REPRODUCTION&SUPPLY INC.	137544	9/24/2012	1,057.99
0018597 SAN MATEO DAILY JOURNAL	137545	9/24/2012	4,830.00
0018461 SERRAMONTE FORD, INC.	137546	9/24/2012	387.11
0018962 SHOE DEPOT INC.	137547	9/24/2012	150.97
0098030 SHRED-IT SAN FRANCISCO	137548	9/24/2012	36.52
0001225 SIERRA PACIFIC TURF SUPPLY,INC	137549	9/24/2012	1,347.25
0103492 SMITHSONIAN NETWORKS	137550	9/24/2012	592.06
0016002 SOUTHWESTERN PETROLEUM CORP.	137551	9/24/2012	279.61
0097079 SPRINT	137552	9/24/2012	484.12
0105339 JUMPER SHOP LLC DBA STEREN ELECTRONICS IN	137553	9/24/2012	719.44
0000801 STEWART AUTOMOTIVE GROUP	137554	9/24/2012	38.72
0000431 TEAMSTERS LOCAL #856	137428	9/19/2012	317,988.00
0000241 THE ADAM-HILL COMPANY	137555	9/24/2012	59.46
0017659 THE CALIFORNIA CHANNEL	137556	9/24/2012	134.88
0103559 THE MLB NETWORK, LLC	137557	9/24/2012	1,366.24
0000036 THOMSON WEST	137558	9/24/2012	436.35
0090792 TONY GRECH	137559	9/24/2012	2,477.00
0018818 TOSHIBA BUSINESS SOLUTIONS CA	137560	9/24/2012	603.09
0018818 TOSHIBA BUSINESS SOLUTIONS CA	137561	9/24/2012	57.92
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	137562	9/24/2012	26.99
0103783 TRAFFIX DEVICES, INC.	137563	9/24/2012	870.28
0017932 TRILLIUM USA INC.	137564	9/24/2012	30.87
0017133 TURBO DATA SYSTEMS INC	137565	9/24/2012	2,046.19
0103095 TUTV	137566	9/24/2012	82.65
0095538 TV GUIDE NETWORK, INC.	137567	9/24/2012	749.94
0102744 UNIVERSAL BUILDING SERVICES	137568	9/24/2012	326.00
0099592 UNIVISION COMMUNICATIONS, INC.	137569	9/24/2012	3,698.46
0104256 VIBO MUSIC CENTER	137570	9/24/2012	838.40
0098917 VOLIKOS ENTERPRISES	137571	9/24/2012	2,176.92
0104660 WEST YOST ASSOCIATES, INC.	137572	9/24/2012	1,008.50
0018385 WFCB - OSH COMMERCIAL SERVICES	137573	9/24/2012	295.58

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Vendor Code & Name	Check #	Check Date	Amount
0105343 DAVID WILCOX	137574	9/24/2012	10.95
0105295 WINGFOOT COMMERCIAL TIRE	137575	9/24/2012	0.51
0017188 3T EQUIPMENT COMPANY INC.	137429	9/24/2012	1,170.05
0103532 RETAIL ACQUISITION & DEVELOPMENT INC	137430	9/24/2012	194.49
0016499 ACTION SPORTS	137431	9/24/2012	1,575.00
0018330 ADAMS CABLE EQUIPMENT, INC.	137432	9/24/2012	4,406.61
0000858 ADECCO EMPLOYMENT SERVICES	137433	9/24/2012	2,840.74
0101004 ADOBE ANIMAL HOSPITAL	137434	9/24/2012	253.22
0103202 ADVANCED MOBILE COMMUNICATIONS	137435	9/24/2012	60.62
0102570 ADVANTAGE LASER PRODUCTS INC.	137436	9/24/2012	355.44
0001170 AIRGAS NCN	137437	9/24/2012	267.20
0000163 AIRPORT AUTO PARTS INC.	137438	9/24/2012	136.63
0017459 ALL CITY MANAGEMENT SVC.INC.	137439	9/24/2012	907.68
0018611 ALL INDUSTRIAL ELECTRIC SUPPLY	137440	9/24/2012	58.21
0018976 ALPHA ANALYTICAL LAB. INC.	137441	9/24/2012	1,196.00
0016688 ALPHA TECHNOLOGIES, INC.	137442	9/24/2012	3,000.00
0102355 AMAZON	137443	9/24/2012	407.34
0000082 AMERICAN MESSAGING	137444	9/24/2012	34.95
0001202 ARAMARK UNIFORM SERVICES	137445	9/24/2012	609.21
0001965 ARISTA BUSINESS	137446	9/24/2012	2,045.36
0016123 AT&T	137447	9/24/2012	31.96
0017191 AT&T	137448	9/24/2012	3.92
0018465 AT&T MOBILITY	137449	9/24/2012	45.45
0000345 BAKER & TAYLOR BOOKS	137450	9/24/2012	2,869.56
0105344 RODOLFO BARROS-KIRSTEIM	137451	9/24/2012	10.25
0105350 JACKILYN BAUTISTA	137452	9/24/2012	7.55
0018093 BBC WORLDWIDE AMERICA INC.	137453	9/24/2012	779.64
0105340 GEMMA BEGONTE	137454	9/24/2012	5.41
0105341 OLGA BERGELSON	137455	9/24/2012	5.41
0102375 BERNTSEN INTERNATIONAL INC.	137456	9/24/2012	388.60
0018688 BEST BEST & KRIEGER LLP	137457	9/24/2012	351.19
0017361 BOETHING TREELAND FARMS, INC.	137458	9/24/2012	1,019.02
0000063 BRIDGES TIRE & WHEEL SERVICE	137459	9/24/2012	76.50
0000378 BROADMOOR LANDSCAPE SUPPLY	137460	9/24/2012	664.26
0096550 CABLECOM	137461	9/24/2012	8,385.60
0014739 CAL-STEAM	137462	9/24/2012	1,163.96
0017843 CENTRAL COUNTY FIRE DEPT.	137463	9/24/2012	1,386.32
0103814 CENTRAL EQUIPMENT SERVICE CO	137464	9/24/2012	159.50
0105346 TONI CHARLESWORTH	137465	9/24/2012	44.80
0017284 CHEMSEARCHFE	137466	9/24/2012	876.12
0016324 CINTAS CORPORATION #464	137467	9/24/2012	513.41

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Vendor Code & Name	Check #	Check Date	Amount
0097464 CINTAS FIRST AID & SAFETY	137468	9/24/2012	299.67
0013595 CITY OF SAN BRUNO	137469	9/24/2012	802.22
0017802 CLEANSOURCE, INC.	137470	9/24/2012	1,865.61
0104218 COIT	137471	9/24/2012	750.00
0105091 COLE SUPPLY CO., INC.	137472	9/24/2012	1,613.15
0018087 COMCAST MEDIA CENTER	137473	9/24/2012	295.80
0098656 COMPLETE LINEN SERVICE	137474	9/24/2012	70.16
0015857 COUNTY OF SAN MATEO	137475	9/24/2012	76.00
0018166 DANIELLE KRANITZ	137476	9/24/2012	182.37
0018188 DAU PRODUCTS	137477	9/24/2012	1,276.05
0093479 DEPARTMENT OF JUSTICE	137478	9/24/2012	878.00
0104220 DESIGNOLAH	137479	9/24/2012	227.02
0018092 DISCOVERY COMMUNICATIONS LLC	137480	9/24/2012	1,392.95
0103830 DP NICOLI, INC.	137481	9/24/2012	324.75
0001707 EMPLOYMENT DEVELOPMENT DEPT	137482	9/24/2012	7,048.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	137483	9/24/2012	2,069.00
0102362 ESPN	137484	9/24/2012	5,180.34
0000944 FEDEX	137485	9/24/2012	69.27
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	137486	9/24/2012	1,271.93
0016876 GAMA TROPHIES AND GIFTS	137487	9/24/2012	129.90
0103258 GC MICRO CORPORATION	137488	9/24/2012	933.12
0000162 GRAINGER	137489	9/24/2012	165.24
0000541 GRANITE ROCK COMPANY	137490	9/24/2012	1,394.20
0000385 HACH COMPANY	137491	9/24/2012	446.87
0103976 HUB TELEVISION NETWORKS, LLC	137492	9/24/2012	373.80
0015644 INDUSTRIAL WIPER & SUPPLY,INC.	137493	9/24/2012	366.66
0104018 INTERSTATE TRAFFIC CONTROL	137494	9/24/2012	103.92
0105352 JAMES WISE	137576	9/24/2012	27.37
		GrandTotal:	1,055,769.70
		Total count:	149

09/24/12

CITY OF SAN BRUNO
WARRANT REGISTER
TOTAL FUND RECAP
SUCCESSOR AGENCY

FUND	FUND NAME	AMOUNT
153	RDA OBLIGATION RETIREMENT FUND	\$10,350.08
TOTAL FOR APPROVAL		\$10,350.08

HONORABLE MAYOR AND CITY COUNCIL:

THIS IS TO CERTIFY THAT THE CLAIM LISTED ON PAGE NUMBERED 1, AND/OR CLAIM NUMBERED 100036, TOTALING IN THE AMOUNT OF \$10,350.08 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

10/1/12
DATE

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<u>Vendor Code & Name</u>	<u>Check #</u>	<u>Check Date</u>	<u>Amount</u>
0092223 PENINSULA CORRIDOR JOINT POWERS BOARD	100036	9/24/2012	10,350.08
		GrandTotal:	10,350.08
		Total count:	1



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: October 9, 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 September 28, 2012 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,255,991.71 for the bi-weekly pay period ending September 23, 2012 is attached.

J.C.

LABOR SUMMARY FOR PAY PERIOD ENDING : September 23, 2012

pyLaborDist	09/28/12
Fund: 001 - GENERAL FUND	949,817.64
Fund: 122 - SOLID WASTE/RECYCL.	187.18
Fund: 153 -RDA OBLIGATION RETIREMENT FUND	6,764.85
Fund: 190 - EMERGENCY DISASTER FUND	7,662.81
Fund: 201 - PARKS AND FACILITIES CAPITAL	1,514.55
Fund: 203 - STREET IMPROVE. PROJECTS	4,196.98
Fund: 611 - WATER FUND	77,767.78
Fund: 621 - STORMWATER FUND	13,875.44
Fund: 631 - WASTEWATER FUND	62,650.70
Fund: 641 - CABLE TV FUND	82,698.29
Fund: 701 - CENTRAL GARAGE	8,274.75
Fund: 702 - FACILITY MAINT.FUND	21,651.07
Fund: 707 - TECHNOLOGY DEVELOPMENT	12,588.65
Fund: 711 - SELF INSURANCE	6,341.02
Total	1,255,991.71



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: October 9, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Kim Juran, Finance Director
Tami Yuki, Human Resources Director

SUBJECT: Adopt Resolution Amending the City Classification Plan by Adopting Position Descriptions for Accounting Manager, Accounting Supervisor, Financial Services Manager, Financial Services Supervisor, Accounting and Customer Service Representative I/II, and Accounting and Customer Service Representative III Positions, and Adopting Salary Ranges for Accounting Manager and Financial Services Manager

BACKGROUND

One of the major responsibilities of the Personnel Board is to review the City's classification plan and review proposed or revised job descriptions for recommendation to the City Council for final approval. Over the past two years, the Personnel Board has been conducting a thorough review of all City job descriptions.

Both the Personnel Board and City staff have been reviewing each of the department's job descriptions to reflect job changes and to correct formatting, typographical and grammatical errors. Job descriptions are typically reviewed and revised in anticipation of the recruitment process or in response to significant changes in industry standards. On September 17, 2012 the Personnel Board concluded its review of all Finance Department job descriptions, which included two new job descriptions for an Accounting Manager and Financial Services Manager.

DISCUSSION

As part of their continuing work program, the Personnel Board reviews all City job descriptions for recommendation to the City Council for final adoption. The Personnel Board has reviewed the listed position descriptions and recommends their final approval. Most of the changes to existing positions were to correct formatting and standardize the language and terminology used. The Teamsters Union has also received copies of the position descriptions and agreed to their content.

In addition to the review of existing positions, the Personnel Board reviewed two newly created job descriptions of Accounting Manager and Financial Services Manager. These two new positions were created as part of a reorganization of the Finance Department that was approved by the City Council during the 2012-13 budget process.

T.d.

The proposed reorganization replaces the Assistant Finance Director position with a Financial Services Manager and upgrades the existing Accounting Supervisor to an Accounting Manager. These two manager positions will assume certain job responsibilities that were previously performed by the Assistant Finance Director and will allow for more concentrated oversight of the two main disciplines within the Finance Department; Accounting Services and Financial Services.

The proposed salary range for the Accounting Manager and Financial Services Manager is \$7,719 - \$9,473/month, which is the salary range currently used for the Cable Television Business Manager, Cable Television System Engineer, and Redevelopment and Housing Manager and is consistent with the range for similar positions in other local agencies.

FISCAL IMPACT:

The fiscal impact of the proposed reorganization in the Finance Department, which includes elimination of the Assistant Finance Director position and upgrade of two existing positions, the Accounting Manager and the Financial Services Manager positions, is an expected savings of \$14,668. There is no fiscal impact for the proposed changes to existing job descriptions, as the salary ranges remain the same.

ALTERNATIVES:

1. Do Not Adopt Resolution Amending the City Classification Plan by Adopting Position Descriptions for Accounting Manager, Accounting Supervisor, Financial Services Manager, Financial Services Supervisor, Accounting and Customer Service Representative I/II and Accounting and Customer Service Representative III Positions, and Adopting Salary Ranges for Accounting Manager and Financial Services Manager Positions

RECOMMENDATION:

Adopt Resolution Amending the City Classification Plan by Adopting Position Descriptions for Accounting Manager, Accounting Supervisor, Financial Services Manager, Financial Services Supervisor, Accounting and Customer Service Representative I/II, and Accounting and Customer Service Representative III Positions, and Adopting Salary Ranges for Accounting Manager and Financial Services Manager Positions

DISTRIBUTION:

1. Teamsters Union

ATTACHMENTS:

1. Resolution
2. Accounting Manager job description
3. Accounting Supervisor job description
4. Financial Services Manager job description
5. Financial Services Supervisor job description
6. Accounting and Customer Service Representative I/II job description
7. Accounting and Customer Service Representative III job description

DATE PREPARED:

September 27, 2012

REVIEWED BY:

_____ CM

RESOLUTION NO. 2012 -

ADOPT RESOLUTION AMENDING THE CITY CLASSIFICATION PLAN BY ADOPTING POSITION DESCRIPTIONS FOR ACCOUNTING MANAGER, ACCOUNTING SUPERVISOR, FINANCIAL SERVICES MANAGER, FINANCIAL SERVICES SUPERVISOR, ACCOUNTING AND CUSTOMER SERVICE REPRESENTATIVE I/II, AND ACCOUNTING AND CUSTOMER SERVICE REPRESENTATIVE III POSITIONS, AND ADOPTING SALARY RANGES FOR ACCOUNTING MANAGER AND FINANCIAL SERVICES MANAGER

WHEREAS, that pursuant to Rule IV, Section I through 6 of the Personnel Rules and Regulations of the City of San Bruno, Resolution No. 1958-148, as amended, the Classification Plan of said Personnel Rules and Regulations is amended by immediately adopting the Accounting Manager, Accounting Supervisor, Financial Services Manager, Financial Services Supervisor, Accounting and Customer Service Representative I/II, and Accounting and Customer Service Representative III job descriptions.

WHEREAS, the Accounting Manager and Financial Services Manager positions were created as part of a reorganization of the Finance Department that was approved by the City Council during the 2012-13 budget process.

NOW, THEREFORE, BE IT RESOLVED that the description of typical duties and responsibilities, training, experience and other qualifications required for said position, more particularly set forth in Exhibit A, attached, is made a part hereof, and are hereby approved and adopted.

BE IT FURTHER RESOLVED that the San Bruno City Council hereby approves following monthly salary for the positions of Accounting Manager and Financial Services Supervisor as shown below:

Accounting Manager	(1) \$7,719	(2) \$8,124	(3) \$8,551	(4) \$9,000	(5) \$9,473
Financial Services Manager	(1) \$7,719	(2) \$8,124	(3) \$8,551	(4) \$9,000	(5) \$9,473

Dated: October 9, 2012

ATTEST:

Carol Bonner, City Clerk

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of October 2012 by the following vote:

AYES: COUNCILMEMBERS: _____

NOES: COUNCILMEMBERS: _____

ABSENT: COUNCILMEMBERS: _____



Position Description

ACCOUNTING MANAGER**DEFINITION**

Under the general supervision of the Finance Director, this position maintains the City's financial records, ensuring accuracy and compliance with generally accepted accounting principles and standards. This position has responsibility for managing all accounting functions including maintaining subsidiary and general ledgers, completion of the month and year-end close process, coordinating the annual audit process, maintaining the City's fixed asset records, reconciling bank accounts and investments, and other related accounting work.

SUPERVISION RECEIVED

The Accounting Manager is a supervisory position and works under general supervision of the Finance Director. This position is designated as Fair Labor Standards Act (FSLA) exempt.

SUPERVISION EXERCISED

The Accounting Manager provides training and supervises the work of professional, clerical and technical personnel as assigned. Supervises accounting ~~and accounts payable~~ staff and participates in their selection, training and evaluation; determines work procedures, schedules and priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Manages and performs the accounting functions of the Finance department, which includes the preparation and review of journal entries, review of all general ledger postings, reconciliation of bank accounts and investments, and maintenance and reconciliation of subledgers.

Oversees accounts payable, payroll, accounts receivable, and cash receipt activities.

Establishes and monitors internal controls to ensure accounting standards are met; develops and implements policies and procedures relating to accounting activities.

Conducts and coordinates the City's annual audit and serves as the liaison between the City and its external auditors. Ensures the completion of annual State Controller's Office Reports and other compliance reports as required.

Oversees the maintenance of the City's financial software system and ensures that system upgrades occur in a timely manner and communicates changes/impacts to system users.

Supervises accounting professional, technical, and clerical staff.

Manages the month-end and year-end close process and prepares related reports.

Provides financial information to eCity officials, staff, vendors and the general public.

Performs financial studies and analytical and statistical reports as assigned.

PERIPHERAL DUTIES

Reports for work at any time in event of disaster or other emergency situation. Serves as a member of various employee committees. Attend seminars and workshops related to duties and responsibilities. The Accounting Manager may serve in a temporary appointment as the acting department head in the absence of the Finance Director.

MINIMUM QUALIFICATIONS

Knowledge Of:

Thorough knowledge of ~~modern~~ current governmental accounting theory, principles and practices; internal control procedures; payroll and accounts payable functions; Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements; financial management software systems and ability to utilize various software programs to analyze and maintain large amounts of data.

Ability To:

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for eCity funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing ~~communicate effectively orally and in writing~~; establish and maintain effective working relationships with employees, eCity officials, vendors and the public; operate listed tools and equipment; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement

effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field and five (5) years of professional accounting ~~or municipal finance~~ experience is required, including two (2) years at a supervisory level. Public agency experience and Aa master's degree in finance, accounting, public or business administration or a CPA is highly desirable.

SPECIAL REQUIREMENTS

Possession of and Aa ~~ability to obtain and maintain~~ a valid California drivers license.

TOOLS AND EQUIPMENT USED

Typewriter, P personal computer, including word processing, spreadsheet and database software, including accounting and financial software, 10-key calculator, -calculator, phone, copy machine, fax machine, and vehicle.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, ~~and~~ talk and hear, use hands and fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES

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

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to the position.

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

Effective Date:
Resolution Number:
Revision History:



Position Description

ACCOUNTING SUPERVISOR**GENERAL PURPOSE DEFINITION**

Under the general supervision of the ~~Assistant Finance Director and Finance Director~~ and Finance Director, performs a variety of technical and administrative accounting work and applies accounting principles and methods in maintaining the fiscal records and systems of the City. Duties include responsibility for all accounting functions including maintaining subsidiary and general ledgers, auditing and internal controls, analyzing financial position, preparing budgets, recording fixed assets, reconciling accounting records, reviewing journal payment vouchers, preparing tax returns, and other related accounting work. This position is designated as Fair Labor Standards Act (FSLA) Exempt.

SUPERVISION RECEIVED

The Accounting Supervisor ~~is a supervisory position and works under general supervision of the Assistant Finance Director and the Finance Director.~~ This position is designated as Fair Labor Standards Act (FSLA) Exempt.

SUPERVISION EXERCISED

The Accounting Supervisor provides training and supervises ~~professional~~ accounting staff, clerical and technical personnel as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only and does not represent an exhaustive list)

Reviews and audits payroll, accounts payable, receivables, grants, utility billing, cash receipts and reconciles sub-ledgers to the general ledger.

Posts sub-ledgers to the general ledger and posts reconciling journal entries to balance and closes the general ledger each month. Creates and maintains records on fund balances by individual fund and computes fund balances.

Supervises accounting ~~professional,~~ technical, and clerical staff.

Performs a wide variety of general accounting functions including preparation, review, and approval of journal entries, month-end closing processes, year-end schedules and reports, quarterly and annual tax and other reports, debt

schedules, independent audit coordination, and assists auditors from other agencies, budget monitoring, and chart of accounts control.

☐ Makes recommendations, develops policies and procedures, and participates in development and implementation of accounting systems, internal control systems and other processes using the City's financial management software, and on a personal computer and sets up various policies and procedures.

☐ Prepares and assists with completion of the annual Streets Report, State Controller's Report, and the Comprehensive Annual Financial Report.

☐ Prepares various financial reports and spreadsheets for restricted revenue accounts and enterprise and internal service fund operations.

☐ Provides and maintains excellent customer service relating to departmental responsibilities assisting City officials, staff, vendors and the general public.

☐ Performs financial studies and analytical and statistical reports.

☐ Maintains subsidiary fixed asset and equipment reserve ledgers.

PERIPHERAL DUTIES

Serve as a member of various employee committees.

May provide periodic backup to accounts payable, payroll, and other related positions and performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern Current governmental accounting theory, principles and practices; internal control procedures; management information systems and financial management software applications; payroll and accounts payable functions; budgetary accounting and reporting systems, Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements.

Ability to:

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing; communicate effectively orally and in writing; establish and maintain

effectively working relationships with employees, eCity officials, vendors and the public; operate listed tools and equipment; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

EDUCATION AND EXPERIENCE

Graduation from an accredited ~~four-year~~ college or university with a bachelor's degree in accounting, finance, business or public administration, ~~or a closely related field and four (4) years of professional accounting or municipal finance experience, is required.~~ Public agency experience and Aa master's degree in finance, accounting, public or business administration or a CPA is highly desirable.

~~Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.~~

Necessary Knowledge, Skills and Abilities:

- ~~Thorough knowledge of modern governmental accounting theory, principals and practices; internal control procedures; management information systems and financial management software applications; payroll and accounts payable~~

~~functions; budgetary accounting and reporting systems, Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements.~~

- ~~Ability to: analyze and prepare complex financial reports; to maintain efficient and effective financial systems and procedures; to accurately account for city funds; to communicate effectively orally and in writing; to establish and maintain effective working relationships with employees, city officials, vendors and the public.~~

- ~~Skill in operating listed tools and equipment.~~

SPECIAL REQUIREMENT

~~Ability to obtain and~~ Possession of and ability to maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

~~Typewriter, P~~ personal computer, including word processing, and spreadsheet and database software including accounting and financial software, 10-key calculator, calculator, phone, copy machine, fax machine, and vehicle.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk and hear, use hands and fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES

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

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

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

Effective Date: April 11, 2006
Resolution Number: 2006-26
Revision History:



Position Description

FINANCIAL SERVICES MANAGER**DEFINITION**

Under the general supervision of the Finance Director, performs activities related to the City's financial operations including budgeting, revenue management, purchasing, and performing financial analysis for the City. Manage the Department's revenue collections operations including utility billing, cashiering and accounts receivable, and business taxes. Supervise and evaluate personnel and provide assistance to management on special projects as necessary.

SUPERVISION RECEIVED

The Financial Services Manager is a supervisory position and works under general supervision of the Finance Director. This position is designated as Fair Labor Standards Act (FSLSA) exempt.

SUPERVISION EXERCISED

The Financial Services Manager provides training and supervises the work of professional, clerical and technical personnel as assigned. Supervises Financial Services Supervisor, payroll staff, and utility billing staff; participates in their selection, training and evaluation; determines work procedures, schedules and priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Oversees, coordinates and assists in development and preparation of the budget document; monitors revenues and expenditures and provides progress reports on financial well being of the City and effective use of budgeted funds, personnel, materials and facilities.

Manages various aspects of the department's service responsibilities, which include budgeting, purchasing, payroll, utility billing, cashiering and business licensing.

Provides and assures that each employee of the department provides excellent customer service.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Manages and performs complex analytical work that may involve extracting data from multiple databases and prepare summary reports; make recommendations based on information gathered; designs financial forms, spreadsheets, and worksheets.

Maintains the Finance section of the City's website and makes recommendations for improvements.

Coordinates and provides assistance to the City's independent auditor and auditors from other agencies as needed. Works with the Accounting Manager as needed to assist in the timely completion of audits.

Oversees the City's financial management software system; supervises the operation and maintenance of financial computer and software systems; identifies, develops, and implements upgrades or new software as necessary to facilitate departmental goals, policies and objectives. Provides training to staff throughout the City and ensures optimal use of the system to perform tasks.

Makes presentations to and communicates with senior management, boards, commissions, civic groups and the general public; represents city and department at external activities. Investigates and follows-up on citizen requests for service, complaints, and requests for information.

PERIPHERAL DUTIES

Reports for work at any time in event of disaster or other emergency situation. Serves as a member of various employee committees. Attend seminars and workshops related to duties and responsibilities. The Financial Services Manager may serve in a temporary appointment as the acting department head in the absence of the Finance Director.

MINIMUM QUALIFICATIONS

Knowledge Of:

Thorough knowledge of funds accounting and governmental budgeting; ~~modern-current~~ governmental accounting theory, ~~principals~~ principles and practices; internal control procedures; payroll and accounts payable functions; Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements; financial management software systems and ability to utilize various software programs to analyze and maintain large amounts of data.

Ability To:

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for eCity funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing; establish and maintain effective working relationships with employees, eCity officials, vendors and the public; operate listed tools and equipment; supervise customer service representative staff and resolve customer complaints and disputes; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

EDUCATION AND EXPERIENCE

Graduation from an accredited ~~four-year~~ college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field and five (5) years of professional accounting ~~or municipal finance~~ experience is required, including two (2) years at a supervisory level. Public agency experience and A master's degree in finance, accounting, public or business administration or a CPA is highly desirable.

SPECIAL REQUIREMENTS

Possession of and Ability to obtain and maintain a valid California drivers license.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and database software including accounting and financial software, 10-key calculator, calculator, phone, copy machine, fax machine, and vehicle.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties, which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES AND GENERAL INFORMATION

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

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

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

Effective Date:

Resolution Number:

Revision History:



Position Description (~~revised 10/5/04~~)

FINANCIAL SERVICES SUPERVISOR

GENERAL PURPOSE DEFINITION

Under the general supervision of the ~~Assistant Finance Director~~ Financial Services Manager and Finance Director, performs technical and administrative ~~accounting~~ analytical work including budgeting, purchasing, and maintaining the fiscal records and systems of the City. Assists in the oversight of the Manage the Department's revenue collections operations including utility billing, cashiering and accounts receivable, and business taxes. ~~May supervise and evaluate personnel and provide assistance to management on special projects as necessary.~~ This position is designated as a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED

Works under general supervision of the Assistant Finance Director ~~Financial Services Manager and Finance Director.~~

SUPERVISION EXERCISED

May sSupervises clerical accounting and customer service representative staff, support staff, or other part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only)

~~Manages~~ Coordinates and assists the City's annual budget preparation process including preparation of accounting and personnel reports, document compilation and analysis, and data management.

~~Manages and s~~Supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

~~Provides leadership and direction~~ Participates in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

~~Plans study of work problems and procedures such as organizational change, communications, information flow, and cost analysis. Reviews and evaluates programs and services to determine how well they meet the legislative intent of the City.~~

Researches grant programs; prepares grant applications. Conducts operational effectiveness reviews and/or management audits to ensure functional or project systems are applied and functioning as designed and/or in compliance with established procedures.

Performs periodic review and audit of internal controls and develops or updates functional or operational policies and manuals outlining established methods of performing work in accordance with organizational policy and best practice.

Makes presentations to and communicates with senior management, boards, commissions, civic groups and the general public; represents eCity and department at external activities. Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Conducts surveys and performs research and statistical analyses; compiles and analyzes data; prepares summary reports; makes recommendations based on information gathered; designs financial forms, spreadsheets, and worksheets.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Prepares a variety of analytical studies, reports and related information for decision-making purposes. Supports preparation of the City's financial statements and other mandated financial reports. Prepares financial reports on water, sewer revenue and expenses; may reconcile bank statements. Prepares monthly financial reports for various users.

Assists in the operation and maintenance of the City's central financial management software. Participates in the coordination of assigned accounting activities with those of other City departments, divisions, and outside agencies as appropriate.

Supervises, prepares and maintains accounting ledgers and may process journal entries, vouchers, and other supporting financial data; may perform other duties as assigned.

PERIPHERAL DUTIES

~~Reports for work at any time in event of disaster or other emergency situation; Interviews individuals to obtain data or draft correspondence to answer inquiries.~~

May review purchase requisitions to ensure accuracy and compliance with the budget, policies, and procedures. Establishes purchase orders, agreements, and other contracts meeting the best interests of the City. Draft correspondence to answer inquiries.

Reviews and keeps current on new laws and regulations affecting the organization.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Attends seminars and workshops related to administrative duties and responsibilities.

Serves as a member of various employee committees.

MINIMUM QUALIFICATIONS

Knowledge of:

Double entry accounting Current governmental accounting theory; fund accounting and budgeting principles, and practices, auditing theory and practices, internal control procedures, and bookkeeping and accounting procedures and systems including computer applications principles and practices of government finance and enterprise fund finance, budgeting and accounting; principles and practices of modern current public administration, office practices, procedures, methods and equipment; research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of budget preparation, analysis, monitoring and expenditure control;

Ability to:

Maintain effective accounting procedures, carry out assigned projects to their completion; communicate effectively verbally and in writing; work effectively with employees and the public Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing; establish and maintain effective working relationships with employees, City officials, vendors and the public; operate listed tools and equipment; supervise customer service representative staff and resolve customer complaints and disputes; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret

and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

EDUCATION AND EXPERIENCE:

1. Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration~~business administration, accounting and finance, public administration,~~ or a closely related field, and;
2. Three ~~four~~ (4~~3~~) years of progressively responsible professional accounting and/or finance experience including two (2) years of administrative and supervisory experience. Public agency experience and a ~~Master's degree in~~ degree in finance, accounting, public or business administration ~~or CPA or a CPA~~ is highly desirable; and
3. ~~Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.~~

Necessary Knowledge, Skills and Abilities:

~~Thorough knowledge of double entry accounting theory; fund accounting and budgeting principles, and practices, auditing theory and practices; internal control procedures, and bookkeeping and accounting procedures and systems; including computer applications principles and practices of government finance and enterprise fund finance, budgeting and accounting.~~

1.

~~Ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees and the public. Ability to supervise customer service representative staff and resolve customer complaints and disputes.~~

~~Working knowledge of: principles and practices of modern public administration, office practices, procedures, methods and equipment; research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of budget preparation, analysis, monitoring and expenditure control; principles of modern personnel management, supervision and labor relations.~~

~~Ability to: accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials and the~~

~~public; communicate in English effectively verbally and in writing; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.~~

SPECIAL REQUIREMENTS

~~Ability to obtain~~Possession of and ability to and maintain a valid California drivers license.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and database software including accounting and financial software; 10-key calculator; calculator; phone; copy machine; fax machine; and vehicle.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties, which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES AND GENERAL INFORMATION

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

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

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

Approval: _____ Approval: _____

Supervisor Appointing Authority

Effective Date: November 9, 2004

Resolution Number: 2004-76

Revision History:



Position Description

ACCOUNTING & CUSTOMER SERVICE REPRESENTATIVE I/II

GENERAL PURPOSE DEFINITION

These positions perform customer service and routine to difficult clerical accounting work in the areas of utility and cable television billing, collections, customer support services, cash receipts, bill paying, record keeping, business licensing, and related office work as assigned. For market reference purposes, this position is comparable to an Account Clerk I/II.

SUPERVISION RECEIVED

Depending upon an assignment, work is performed under general supervision of an Accounting Supervisor, Financial Services Supervisor, or CATV Business Manager position. An Accounting & Customer Service Representative I is expected to perform a full range of duties using independent judgment within framework of established procedures with only occasional instruction or assistance and may often function outside of the proximity of an immediate supervisor.

An Accounting & Customer Service Representative II is a fully trained in the scope of duties assigned and only receives review upon completion and for overall results, may exercise ~ technical, functional or lead supervision over other positions in this class.

SUPERVISION EXERCISED

Accounting & Customer Service Representative II may exercise technical, functional or lead direction over an Accounting & Customer Service Representative I.

DISTINGUISHING CHARACTERISTICS

Accounting & Customer Service Representative I is the entry-level class, of this accounting office support series. Initially under close supervision, incumbents learn customer service, business office, and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class is, alternately staffed with an Accounting & Customer Service Representative II, which is a full journey level position. Incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class. This position is designated as a Fair Labor Standards Act (FLSA) non-exempt position.

Accounting & Customer Service Representative II is the journey level class of accounting office support series, fully competent to perform a variety of customer service, financial, accounting, cashiering and office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. ~~This class is distinguished from the Office Assistant series by the emphasis on clerical accounting and customer service.~~ This position is designated as a Fair Labor Standards Act (FLSA) non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Provide and maintain excellent customer service including opening and closing service accounts, responding to inquiries on the telephone and in person, researching account status, billings, collections, adjustments, product information, explaining departmental and City procedures and policies; assist customers/vendors with information about available City services.

Process incoming invoices and payment requests, verifying correctness and authorizations, inputting payment data, printing checks, reconciling, and distributing checks.

Process billing for services delivered, such as Cable TV, water, wastewater, and garbage.

Verify customer records for overpayments and/or unpaid balances and follow-up on adjustments with customers and review accuracy of meter readings.

May receive and process business license applications, receive business license tax payments, issue licenses, maintain records, ~~and perform field trips.~~

Verify, code, process cash receipts, issue receipts, prepare bank deposits, reconcile with bank and subsidiary records, and maintain and reconcile petty cash.

May prepare invoices and maintain subsidiary records for billing, property damage, rents, leases, transient occupancy tax, gaming club tax, fire inspections, and miscellaneous accounts receivable.

In Cable Television ~~assist customers in perform~~ initial startup, upgrades and downgrades, and provide customer education regarding all broadband services including cable television, Internet, and phone services. Make recommendations to customers and sell service products according to customer needs while considering features, accessories, upgrades, and rate plans. Interface with individual customers to identify and /or correct problems involving email and network configuration, identification and resolution of connectivity issues, administer and utilize testing procedures to evaluate and isolate individual and or network problems. Determine and help direct customers toward resolution of problems outside of CATV network (specific software

and hardware issues). Understand and utilize software for equipment provisioning and troubleshooting.

Enter and retrieve data, use such technology as on-line or personal computer to produce standard reports, run system back-ups, troubleshoot operating problems and perform routine maintenance

Prepare and maintain various accounting, financial, and statistical records and reports.

Perform a variety of general office support duties such as typing, word processing, proofreading, filing, verifying numbers, data input, and other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of customer services work; basic business data processing principles and the use of word processing and computer equipment; business arithmetic as applied to accounting and auditing office support functions; ~~correct business English usage and the standard format for typed materials;~~ principles and practices of business correspondence and report writing; -financial record keeping and bookkeeping practices and procedures; office practices and procedures, including filing and the operation of standard office equipment.

Ability to:

~~Operate computer terminals, personal computer, calculator and other office machines and equipment used in accounting, billing, payment processing and invoicing;~~ type, enter data ~~on~~ a 10-key calculator and computer terminal with high degree of accuracy; respond capably, politely and courteously to citizen inquiries and complaints; work effectively with employees and the public; communicate clearly and concisely, both orally and in writing; plan and organize work to meet deadlines; analyze, prepare and maintain ledgers, journals and reports with accuracy; Read and comprehend laws and regulations regarding governmental fiscal operations; and carry out general instructions.

EDUCATION AND EXPERIENCE

Accounting & Customer Service Representative I

Education:

Graduation from high school or equivalent, and ~~with demonstrated proficiency in English and mathematics;~~ and ~~course work in modern modern office procedures, typing, personal computer office applications, and bookkeeping are desirable.~~

Experience:

One (1) year demonstrated clerical accounting experience.

Accounting & Customer Service Representative II

Same as above for Accounting & Customer Service Representative I plus two (2) years as Accounting & Customer Service Representative I or three (3) years of equivalent journey level clerical accounting experience.

For the CATV Department, additional years of customer service and retail sales experience are highly desirable.

TOOLS AND EQUIPMENT USED

Personal computer, central data processing mainframe, telephone, 10-key calculator, fax machine, copy machine, typewriter, printers, postal meters, electronic payment devices, and bill stuffing machine.

PHYSICAL CONDITIONS

~~Incumbent must have appropriate hand-eye dexterity and corrected vision to operate computer workstation for extended periods of time. Incumbent must walk, sit, hear, speak and lift 25 lbs.~~

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, ~~and~~ talk, and or hear. The employee is occasionally required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

~~Incumbent generally works in an office setting, but is sometimes required to make trips to vendor locations, post office, commercial districts, other governmental agencies and other locations away from the office.~~

~~The noise level in the work environment is usually quiet, but can be moderately noisy. ; however, The work environment requires working in a public setting and interacting with members of the public.~~

SELECTION GUIDELINES

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

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

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

Resolution Number

Effective Date

Revision History



Position Description

ACCOUNTING & CUSTOMER SERVICE REPRESENTATIVE III

GENERAL PURPOSE DEFINITION

This position performs responsible paraprofessional accounting, administrative and technical duties for City accounting functions in the areas of internal audit and controls, financial analysis, budget preparation, fixed assets, revenue collections, capital and special projects, purchasing, and other related accounting work as required. For market reference purposes, this position is comparable to a Senior Account Clerk.

SUPERVISION RECEIVED/EXERCISED

Depending on assignment, work is performed independently or under general supervision of Assistant Finance Director or ~~Cable Television Director~~ Business Manager. ~~May exercise technical and functional supervision over assigned accounting clerical personnel and customer service representatives.~~

SUPERVISION EXERCISED

May exercise technical and functional supervision over assigned customer service representatives, part-time or temporary staff.

DISTINGUISHING CHARACTERISTICS

~~This is the entry level class of the accountant series and the advanced journey-level of the accounting clerical/customer service class. This position requires significant analytical, administrative and technical skills to perform financial analysis and to provide support to senior staff members; it requires specialized experience to apply a knowledge of established accounting procedures and techniques to assist in the maintenance of accounting and financial systems. This position is designated as a Fair Labor Standards Act (FLSA) non-exempt position.~~

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Provide and maintain excellent customer service relating to assigned departmental ~~R~~responsibilities; respond to inquiries on the telephone and in person; research account status, billings, collections, adjustments, product information; explain departmental and City procedures and policies; assist customers/vendors with information about available City services.

Oversee and audit all expenditures for correctness of invoices, budgetary codes and limits, possible discounts, appropriate authorization of funds/transfers; disbursements for funds.

Support senior staff with clerical, technical, and administrative office functions within the assigned department.

Verify, code, process cash receipts, issue receipts, prepare bank deposits, reconcile with bank and subsidiary records, and maintain and reconcile petty cash.

May examine purchase requisitions for correct budgetary codes and limits. May be required to prepare purchase requisitions and/or purchase orders and support documents.

May work directly with customers to resolve billing or account disputes, prorate accounts, make adjustments to accounts, issue credits, and complete service requests.

May be assigned to budget tracking and inventory monitoring duties.

May perform necessary investigation and analysis of all disbursements for capital projects, equipment purchases and fixed assets to determine capitalizable and expendable items.

May set up data base in personal computer for classification worksheets used by auditors, and as a basis to prepare financial reports.

May monitor transactions from Equipment Reserve Fund(s); enter new equipment with replacement date, cost, and annual reserve amount.

May prepare ~~and post~~ journal entries to: correct errors and update various subsidiary and control accounts, allocate interdepartmental charges, enter revenue and expenditure accruals and late payables, and assist with closing entries for the fiscal year.

Support senior staff with ~~large~~-complex accounting projects; research payments, contracts, agreements, and leases.

May prepare and maintain payroll functions; process payroll including taxes, deductions and fringe benefits; perform quarterly and year end payroll functions; answer questions regarding benefits and deductions. related to labor contract provisions and other documents governing pay and benefits.

Duties which are specific to the Finance Department:

Issue purchase orders, enter encumbrances in computer, monitor payments, liquidations, and generate encumbrance reports. May monitor all outlays for fixed assets; analyze expenditures of completed capital projects including previous years' activities; classify and summarize cost totals by fund, department and project. Prepare data for journal entries to update the fixed asset sub-ledgers. Monitor transactions in the utility billing, business tax, and cashiering software systems, and coordinate improvements with senior staff and database administrator. Perform necessary investigation and analysis of month-end reporting to the general ledger related to the City's utility enterprises. Provide technical support for all departments in the development of budget and related documentation; review for accuracy, completeness of supporting documents and proper business correspondence and report writing ~~proper English usage~~; edit, modify formats, commentaries, descriptions and schedules; audit numbers to assure consistency and accuracy; proofs, compile and prints budget document to print-ready form. Encumber carry-over capital project and other designated fund balances into next fiscal year and liquidate appropriate outstanding contracts and purchase orders; total all encumbrances by fund and account, and work directly with programmer to assure correct figures are transferred to new budget. Participate in bidding process by working with all departments assuring proper procedures are followed; provide information to vendors regarding bids; open bids at required time, record bid responses. Examine Council Minutes for awards of contracts to encumber required funds.

Duties which are specific to Cable Television Department:

~~Assist customers in, and initial startup, customer education and troubleshoot Internet, cable TV and digital phone services.~~ Perform initial startup, upgrades and downgrades, and provide customer education regarding all broadband services including cable television, Internet, and phone services. Make recommendations to customers and sell service products according to customer needs while considering features, accessories, upgrades, and rate plans. Interface with individual customers to identify and/or correct problems involving email and network configuration, identification and resolution of connectivity issues; administer and utilize testing procedures to evaluate and isolate individual and or network problems. Determine and help direct customers toward resolution of problems outside of CATV network (specific software and hardware issues). Use troubleshooting techniques to determine resolution of Digital Cable TV, Pay-Per-View, Video on Demand or other related video services. Schedule service calls for technicians and interface with service personnel in the field. Use ~~computer~~ electronic billing system to activate customer equipment including digital converters, interdiction taps, and ~~franchise~~ service packages. Use digital phone software and Internet software to troubleshoot or create accounts.

May issue requests for checks for refunds to customers, maintain ledger of customer deposits/refunds and reconcile bank account. Manages Tracks and maintains record of CATV departmental budget activity.

PERIPHERAL DUTIES

Purchase general office supplies, compare prices, and track inventory.

Answer inquiries from public, vendor and employees regarding purchase orders, bids, payments, invoices, service billings and other accounting documents.

May serve on citywide employee committees.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

~~Principles and practices of accounting, bookkeeping and auditing.~~

~~M~~ethods, practice and terminology used in municipal accounting;:-

~~Principles and practices of computers and financial software.~~

~~Accounting systems and data processing interrelationships.~~

~~Modern office practices, methods and equipment.~~

Principles and practices of customer services work; basic business data processing principles and the use of word processing, financial software, and computer equipment; business arithmetic as applied to accounting and auditing office support functions; principles and practices of business correspondence and report writing; financial record keeping and bookkeeping practices and procedures; office practices and procedures, including filing and the operation of standard office equipment.

Ability to:

~~R~~ead, comprehend and interpret laws and regulations regarding governmental fiscal operations;:-

~~A~~nalyze and interpret financial and accounting records and develop effective course of action;:-

~~I~~nteract and interface with computer software and hardware vendors and/or technical support staff relating to effective operation of computer technologies;:-

~~L~~earn and effectively use accounting systems to store and retrieve data;:-

~~E~~xamine, verify and prepare financial information;:-

Pprepare clear and concise reports;:-

Recommend improvements in operations, procedures, or methods;:-

Establish and maintain work effectively working relationships, through tact and diplomacy, with those contacted in the course of work;:-

Communicate clearly and concisely, both orally, over the phone, and in writing;:- Sell, explain, and market CATV products and services in the CATV Department;

Supervise subordinate employees effectively if so assigned.

type, enter data on a 10-key calculator and computer terminal with high degree of accuracy; respond capably, politely and courteously to citizen inquiries and complaints; work effectively with employees and the public; plan and organize work to meet deadlines; analyze, prepare and maintain ledgers, journals and reports with accuracy; read and comprehend laws and regulations regarding governmental fiscal operations; and carry out general instructions.

EDUCATION AND EXPERIENCE

Education:

Requires Graduation from high school or equivalent, and possession of an Associate of Arts degree from an accredited college or equivalent with course work in accounting or closely related field, and- Additional years of experience as outlined below may be substituted for the education requirement on a year-for-year basis.

Experience:

Three (3) years as Accounting & Customer Services Representative II or five (5) years in a governmental or commercial accounting office environment with increasingly responsible experience in accounting and bookkeeping duties including one year using computer spreadsheet and word processing applications.

Additional years of experience may be substituted for the education requirement on a year-for-year basis.

For the CATV Department, additional customer service and retail sales experience are highly desirable.

TOOLS AND EQUIPMENT USED

Personal computer, central accounting mainframe, cable television mainframe, telephone, 10-key calculator, fax, copy machine, typewriter, printers, postal meters, and motor vehicle.

LICENSE REQUIRED/SPECIAL REQUIREMENT

Possession of and ability to ~~obtain and~~ maintain a valid California State of California ~~D~~river's License.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, stand, and talk, and or hear. The employee is occasionally required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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

Incumbent generally works in an office setting, but is sometimes required to make trips to vendor locations, post office, commercial districts, other governmental agencies and other locations away from the office.

The noise level in the work environment is usually quiet, but can be moderately noisy. Work environment requires working in a public setting and interacting with members of the public.

SELECTION GUIDELINES

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

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

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

Resolution Number

Effective Date

Revision History



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: October 9, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Harry Burrowes, P.E. – Project Manager, Crestmoor Reconstruction Project
SUBJECT: Adopt Resolution Accepting the Crestmoor Neighborhood Phase I Sanitary Sewer Replacement Project as Complete and Authorizing Release of the Contract Retention Amount

BACKGROUND:

The Public Services Department has recently established a procedure for the City Council's acceptance of completed construction projects and authorization to release retention. This report follows the new procedure in order to request that the City Council accept the Crestmoor Neighborhood Phase I Project as complete and authorize the release of the contract retention amount.

The attached Project Completion and Release of Retention Form provides the actual project timetable and a comparison of the original project budget with the project expenditures.

DISCUSSION:

The Crestmoor Phase I Sanitary Sewer Replacement Project consisted of the replacement and upsizing of a small section of sanitary sewer pipe between the lots at 1646 and 1650 Claremont Drive. The existing 8-inch diameter sewer line within a 16-inch steel casing was previously installed in 1968 and the sewer system had previously been upsized both upstream and downstream of this section of pipe. The replacement was necessary to remove a "pinch point" in the trunk sewer line and provide better capacity and reliability.

The project plans and specifications were prepared by BKF Engineers, Inc. as part of the overall design of the Crestmoor Reconstruction project. On September 13, 2011 the City Council authorized the City Manager to award and execute a contract for the construction of the Crestmoor (Glenview) Neighborhood Phase I Sewer Improvements to the lowest qualified bidder. The project was advertised and bids were opened on October 5, 2011. Three bids were received. Upon review of the bids, the two lowest bids were deemed unresponsive, and the third bid was well above the engineer's estimate. All bids were rejected and the project as rebid.

The project was re-advertised and bids were opened on November 8th, 2011. Trinet Construction Inc. was deemed to be the lowest responsible bidder and a contract was awarded to them in the amount of \$78,780 on November 14, 2011.

T.e.

Project Change Orders

The original project proceeded with minimal construction issues with the exception of the unforeseen condition of sand being present between the 8-inch pipe to be removed and the steel casing. The steel casing was found to be 24-inches in diameter instead of 16-inches as indicated on the original drawings. This resulted in extra work to remove the pipe and sand. Change Order No. 1 was processed in the amount of \$6,397.77 for this change.

During the completion of this contract work, multiple homes being rebuilt within the Crestmoor neighborhood were nearing completion and occupancy. Additional homes were projected as being near completion in the near future. Many of these lots had sewer laterals that were damaged in the September 2010 Glenview fire and subsequent demolition work. Although ultimately planned for construction with the next phase of the project, the replacement of these laterals was months away from being performed. In order to not delay occupancy of these homes and ensure that new, functioning sewer laterals were in place when required, staff negotiated Change Order No. 2 with Trinet to construct six new sewer laterals in the amount of \$50,556.30.

Contract Summary:

Original Contract	\$ 78,780.00
Change Order No. 1	\$ 6,397.77
- Additional work to remove carrier pipe and fill 24-inch casing	
Change Order No. 2	\$ 50,556.30
- Sewer lateral 1110 Fairmont Drive	
- Sewer lateral 960 Glenview Drive	
- Sewer lateral 1115 Glenview Drive	
- Sewer lateral 1127Glenview Drive	
- Sewer lateral 1701 Claremont Drive	
- Sewer lateral 1710 Claremont Drive	
Total Revised Contract Amount	\$ 135,734.07
Original Construction Budget	\$ 175,000.00
<i>Authorized by City Council on September 13, 2011</i>	

The contractor, Trinet Construction, has completed all work under this contract. There are no unresolved stop notices or outstanding construction claims and the Notice of Completion is ready to be filed. The construction project has been deemed complete by staff. Staff recommends that the Council accept the construction project as complete and approve the release of the contract retention. The construction contract required a 10% retention, which totals \$13,573.41 withheld by the City.

FISCAL IMPACT:

The project expenditure for the construction of Crestmoor (Glenview) Phase I Sanitary Sewer Replacement Project totals \$135,734.07, which is \$39,265.93 below the authorized construction budget. The costs of this construction work are being covered through the

Trust Fund established by the City and funded by PG&E for work to rebuild the Crestmoor Neighborhood.

ALTERNATIVES

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

RECOMMENDATION

Adopt resolution accepting the Crestmoor (Glenview) Phase I Sanitary Sewer Replacement Project as complete and authorizing release of the contract retention amount.

DISTRIBUTION

None

ATTACHMENTS

1. Resolution
2. Project Acceptance and Release of Retention Information Form

DATE PREPARED

October 2, 2012

REVIEWED BY

_____ CM

RESOLUTION NO. 2012 - ____

RESOLUTION ACCEPTING THE CRESTMOOR NEIGHBORHOOD PHASE I SANITARY SEWER REPLACEMENT PROJECT AS COMPLETE AND AUTHORIZING RELEASE OF THE CONTRACT RETENTION AMOUNT

WHEREAS, the City Council previous authorized the replacement and reconstruction of certain infrastructure within the Crestmoor (Glenview) Neighborhood that was damaged as a result of the September 2010 PG&E gas pipeline explosion and fire; and

WHEREAS, the Phase I Sanitary Sewer Replacement Project is a vital component of the reconstruction of infrastructure within the Crestmoor Neighborhood; and

WHEREAS, the City Council authorized a budget of \$175,000 for the Phase I Sanitary Sewer Replacement Project; and

WHEREAS, the City awarded a contract to Trinet Construction, Inc. in the amount of \$78,780 and issued subsequent Contract Change Orders in the amount of \$56,954.07 increasing the total contract amount to \$135,734.07 to complete the work necessary, and

WHEREAS, all work as a part of this contract has been completed to the City's satisfaction; and

WHEREAS, the costs of this contract and construction work are being covered through the Trust Fund established by the City and funded by PG&E for work to rebuild the Crestmoor Neighborhood; and

WHEREAS, the construction contract requires retention in the amount of \$13,573.41 withheld from the total amount until the project is complete.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the Crestmoor (Glenview) Neighborhood Phase I Sanitary Sewer Replacement Project as complete and authorizes the release of the contract retention amount.

Dated: October 9, 2012

ATTEST:

Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 25th day of September 2012 by the following vote:

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



Crestmoor Reconstruction Project

Capital Improvement Program

Project Acceptance and Release of Retention Information Form

Date: October 9, 2012

Project Information:

Project Name	Crestmoor Neighborhood Reconstruction – Phase I Sewer Replacement Project	Project Number	10002-A
Project Manager	Harry Burrowes		
Design Consultant	BKF Engineers, Inc.	Construction Contractor	Trinet Construction, Inc.
Design Contract Award Date:	June 14, 2011		
Const. Contract Award Date:	November 14, 2011		
Start of Construction:	December 5, 2011		
Substantial Completion:	March 29, 2012,		
Final Completion:	July 17, 2012		
Notice of Completion:	October 10, 2012 (Upon City Council Authorization)		

Brief Project Description:

The project consisted of the replacement of an 8-inch CIP sanitary sewer carrier pipe with a 10-inch diameter HDPE sewer pipe within a 24-inch steel casing from Crestmoor Canyon to Claremont Drive between the lots 1646 and 1650 Claremont Drive. Also included was the construction of sewer laterals for 1110 Fairmont Drive, 960 Glenview Drive, 1115 Glenview Drive, 1127 Glenview Drive, 1701 Claremont Drive, & 1710 Claremont Drive.

Cost:

	Original Budget	Actual
Construction	\$ 175,000.00	\$ 78,780.00
Change Orders		\$ 56,954.07
Totals:	\$ 175,000.00	\$ 135,734.07
Withheld Retention to be Released (10%)		\$ 135,734.07
Total Council Appropriation:	\$ 175,000.00	



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: October 9, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Connie Jackson, City Manager

SUBJECT: Adopt Resolution Authorizing Out of State Travel for City Manager and City Councilmember Attendance at the Pipeline Safety Trust Annual Conference

BACKGROUND:

The Pipeline Safety Trust (Trust) is a not for profit organization that was formed in Bellingham, Washington in 2003 following the tragic liquid gas explosion in that city which occurred in 1999. The mission of the Trust is to promote "fuel transportation safety through education and advocacy, by increasing access to information, and by building partnerships with residents, safety advocates, government, and industry, that result in safer communities and a healthier environment." Since its formation, the Trust has been a very effective advocate for pipeline safety throughout the nation. Trust representatives are active in federal pipeline operation and safety rule-making and other proceedings and the Trust has effectively supported pipeline safety and awareness efforts nationally.

DISCUSSION:

In the wake of the September, 2010 PG&E pipeline explosion and fire in San Bruno, the City has coordinated with the Trust in several matters critical to the City's response and recovery activities. The Trust has provided valuable information and support to these efforts.

Among the Trust's significant activities is an annual conference that is held in New Orleans, Louisiana. This year the conference will be held November 8th and 9th. The conference attracts attendance by utility industry representatives, federal and state regulators, pipeline safety advocates and experts as well as interested citizens who have been impacted by pipeline disasters in the local areas. The conference program typically includes updates and discussion on a variety of topics relevant to current issues in pipeline regulation and safety and presentations by members of the National Transportation Safety Board.

7.6.

FISCAL IMPACT:

The registration fee for the conference is \$200 for government organization representatives. Additional costs for transportation and lodging are estimated at \$1,250 per person. One City Councilmember has expressed interest to attend the conference this year along with the City Manager. The costs for conference attendance will be covered through the Trust Fund established by the City and PG&E for costs associated with response and recovery from the pipeline explosion and fire.

ALTERNATIVES:

1. Do not authorize City attendance at the Pipeline Safety Trust annual conference.

RECOMMENDATION:

Adopt Resolution Authorizing Out of State Travel for City Manager and City Councilmember Attendance at the Pipeline Safety Trust Annual Conference

DISTRIBUTION:

None

ATTACHMENTS:

1. Pipeline Safety Trust annual conference program
2. Resolution

DATE PREPARED:

October 5, 2012

Pipeline Safety

TRUST

Credible.
Independent.
In the public interest.

Pipeline Safety – Trust But Verify

What does that look like for pipeline safety?

Hotel Monteleone, New Orleans, Louisiana
November 8th & 9th, 2012

DAY ONE – Thursday, November 8th

- 9:00 – 9:10 Welcoming Comments – La Nouvelle Orleans
- 9:10 – 9:40 Opening Address – La Nouvelle Orleans
Mark Rosekind, PhD, Member, National Transportation Safety Board
- 9:40 – 10:00 Power Briefing – Regulatory Update – What's PHMSA Working On?
- 10:00 – 11:00 General Session - La Nouvelle Orleans
Industry Panel – Efforts toward safety (Company Reps from all four major types of pipelines)
The Industry has committed to zero incidents, so why do they keep happening? What recent changes has your company made to prevent incidents, how do you prioritize your efforts, how would the public know?
Craig Pierson, President, Marathon Pipelines
Bill Akley, Senior Vice President of Maintenance and Construction, National Grid
Pete Kirsch, Sr. Vice President of Midstream Technical & Compliance Services, Centerpoint Energy
- 11:00 – 11:15 Break
- 11:15 – 12:15 General Session - La Nouvelle Orleans
Regulator Panel – Verifying Safety (PHMSA, NAPS, NARUC, NEB?)
Is your agency doing all that is possible to ensure safety? If not – what more would you like to do and what are the constraints? How could the public know what you are doing and help with the constraints?
Randy Knepper, NAPS
PHMSA
- 12:15 – 1:30 Lunch – Royal Ballroom
- 1:30 – 2:30 Breakout Session – La Nouvelle Orleans
Labor Panel – Are the high-minded commitments to safety from the leadership of the pipeline companies working in the trenches?
Mark McDonald, President, Northeast Gas Workers Association
Chris Schildroth, Missouri
- Breakout Session – Iberville Room
Pipeline Safety Standards – Who makes them, who gets to see them?
- 2:40 – 3:45 Breakout Session - La Nouvelle Orleans
Environmental Panel – What are the environmental concerns that could put environmental groups at odds with pipeline companies and regulators (NRDC, NWF, Sierra Club). Thoughts on ways to work together better.
Beth Wallace, Community Outreach Regional Coordinator, National Wildlife Federation
Anthony Swift, Attorney, International Program, Natural Resources Defense Council
- Breakout Session – Iberville Room
Integrity Management for transmission pipelines ten years later – What's been learned, what needs to be tweaked?
Larry Shelton, Manager of Asset Integrity, Sunoco Logistics
- 3:45 – 4:00 Break

4:00 – 5:00 **Breakout Session - La Nouvelle Orleans**
Landowners Panel - What are landowner concerns that could put landowners at odds with pipeline companies and regulators. (WORC, DRA, NWPRC). Thoughts on ways to work together better.
Jon and Bonnie Kruse, Seward, Nebraska
Glenn Archambault, Phoenix, Oregon
Emily Krafjack, Mehoopany, Pennsylvania

Breakout Session – Iberville Room

Inspections – what does that term really mean? Differences between, and descriptions of, regulator and operator inspections. Is there room for improvement and greater transparency?
(Industry, regulator, citizen)
Brian Sitterly, Integrity and Regulatory Services Manager, Shell Pipeline

5:30 – 7:00 **Pipeline Safety Trust Board of Directors' Reception for Attendees – Riverview Room**

DAY TWO – Friday, November 9th

8:00 – 9:00 **Breakfast – La Nouvelle Orleans**

9:00 – 9:30 **Day 2 Keynote – La Nouvelle Orleans**
Cynthia Quarterman, Administrator, Pipeline and Hazardous Materials Safety Administration

9:30 – 10:15 **General Session – La Nouvelle Orleans**
What Could Trust Look Like? What would citizens like to see? What can industry and regulators provide?
What kind of information and outreach would build trust that the pipelines near you are being run safely?

10:15 – 10:30 **Break**

10:30 – 11:45 **General Session – La Nouvelle Orleans**
Emergency Response – Whose responsibility is a quick response? How quick is quick enough? How can local emergency response organizations be engaged before something happens?
Randy Knepper, NPSR
Larry Hjalmarson, Vice President of Safety, Environmental & Pipeline Integrity, Williams Gas Pipelines
Jordan Janek, Senior Director, Environmental & Regulatory Compliance, Plains All American Pipeline

11:45 – 1:00 – **LUNCH – On Your Own**

1:00 – 2:00 **General Session - La Nouvelle Orleans**
Worrywart Special - What should we still be worried about? How do we track those things in a transparent manner so people can trust they are being addressed?

2:00 – 2:15 **General Session—La Nouvelle Orleans - Closing**

RESOLUTION NO. 2012 - _____

**RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR CITY MANAGER AND
CITY COUNCILMEMBER ATTENDANCE AT THE PIPELINE SAFETY TRUST
ANNUAL CONFERENCE**

WHEREAS, the Pipeline Safety Trust is a nationally recognized and effective pipeline safety oversight and advocacy organization; and

WHEREAS, the Trust holds an annual conference in New Orleans, Louisiana that attracts attendance by a wide variety of representatives from the pipeline industry, industry regulators, safety experts and citizen advocates; and

WHEREAS, the Trust has assisted the City of San Bruno's response and recovery efforts in the wake of the September, 2010 PG&E gas pipeline explosion and fire with resources and information; and

WHEREAS, costs for City manager and City Councilmember participation in the annual Pipeline Safety Trust conference will be covered through the Trust Fund established by the City and PG&E to cover City costs associated with response and recovery from the September, 2010 incident in the community.

NOW THEREFORE, be it resolved that the City Council of the City of San Bruno does hereby authorize attendance by the City Manager and City Council at the annual Pipeline Safety Trust conference November 8 and 9, 2012.

—oOo—

I hereby certify the foregoing Resolution No. 2012-
was introduced and adopted by the San Bruno City Council//
at a regular meeting on October 9, 2012 by the following vote:

AYES:

NOES:

ABSENT:

City Clerk



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: October 9, 2012

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Adopt Resolution Authorizing the Purchase of Cable Television HD/DVR Set-top Box Equipment in the Amount of \$54,750

BACKGROUND:

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

DISCUSSION:

Since the global digital transition video tape recorders have become obsolete. Many customers still opt for an alternative recording device to be able to watch programming at a later time. Coupled with that premise, and the fact that San Bruno Cable High Definition Channels are now offered in all video packages to subscribers, there is a growing need to have these units in stock. In addition, many subscribers replace their older TV sets and now have multiple HD TV sets in their home furthering the desire for HD programming and the ability to record it.

These HD/DVR boxes have the ability to display HD programs and produce and watch recordings from one room to another, similar to what our competitor's offer. These newer model of boxes also replace older generations of boxes with less features. Typically these boxes are replaced every 5 or 6 years depending on hard drive usage.

There continues to be growth in HD/DVR deployment. Of the original 100 purchased last year, 70 converters were deployed in the field to bring the total number of subscribers with HD/DVR converters up to 1742, as of July 1st. The remaining 30 boxes, were used to replace converter boxes in customer homes over 4 years old, leaving a balance of about 5 boxes in stock at this time.

FISCAL IMPACT:

The request is to purchase 150 DCX 3501 HD DVR set-top boxes. This purchase would be made through the National Cable Television Cooperative (NCTC) to achieve the best pricing. Unit cost of boxes has currently been reduced to \$330. The cost to replenish the HD box inventory at this time is \$54,750 including tax and shipping. Funding for this purchase is budgeted in the 2012-13 Capital Improvement Budget with an allocation of \$90,000 for HD/DVR equipment. At this time, the request is only for 150 units or 60% of the budgeted amount. If necessary staff will return to the City at a later time for additional purchases.

7.9.

HD/DVR boxes do provide a source of revenue and generate \$11.57 per month per unit or over \$20,000 per month.

ALTERNATIVES:

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

RECOMMENDATION:

Adopt resolution authorizing the purchase of Cable Television HD/DVR Set-top Box Equipment to replenish inventory in the Amount of \$54,750.00

DISTRIBUTION:

None.

ATTACHMENTS:

1. Resolution

DATE PREPARED:

September 25, 2012

REVIEWED BY:

_____ CM

RESOLUTION NO. 2012-_____

**RESOLUTION OF THE SAN BRUNO CITY COUNCIL
AUTHORIZING THE PURCHASE OF CABLE TELEVISION HD/DVR SET-TOP BOX
EQUIPMENT IN THE AMOUNT OF \$54,750**

WHEREAS, the Cable Television Department currently deploys over 1700 High Definition DVR converters to subscribers,

WHEREAS, the Cable Department is in need of replenishing these units to make them available for customers,

WHEREAS, the Cable Department is seeking to increase the penetration of HD/DVR users as an additional revenue source,

WHEREAS, the Cable Department is competing against other providers offering multi-room DVR recording that these devices are capable of performing,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of San Bruno that the Cable Television authorizes the purchase of Cable TV HD/DVR Set-Top Box Equipment in the amount of \$54,750.

Dated: October 9, 2012

ATTEST:

Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of October 2012 by the following vote:

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



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: October 9, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Klara A. Fabry, Public Services Director

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute Contracts with West Yost Associates for Engineering Design Services in the Amount of \$120,300 and with Engeo Incorporated for Engineering Geotechnical Services in the Amount of \$30,000 for the Glenview Water Tank Number 3 Replacement Project

BACKGROUND:

The existing Glenview Water Tank Number 3 performs a critical function by providing storage capacity to meet peak flow and fire flow demands in the Crestmoor neighborhood. Tank 3 is the City's only prestressed reinforced concrete tank. The tank has the capacity to store 2 million gallons. It is the second largest holding capacity tank in the City's water distribution system. An in-depth physical analysis of the tank's condition indicated it is in very poor structural condition and the tank can only be filled safely to half of its 32-foot height. The City's water system thus faces an above ground water storage deficit of approximately 1 million gallons.

In 2010, a project to construct seismic improvements to retrofit the Glenview Water Tank was advertised for construction bids. The lowest bid of \$2,237,000 exceeded the available CIP project budget of \$1,300,000. Tank contractors informed the City that replacement of the existing tank with a new concrete tank would be more feasible and cost effective than retrofitting the old tank. As a result, at staff's recommendation, the City Council rejected all bids on January 11, 2011 and directed staff to proceed with the replacement project.

Staff researched various types of concrete tank options with multiple contractors and designers who provided their recommendations confirming that a new concrete water tank would be less expensive than retrofitting the existing tank. This research also suggested that a positive bidding environment exists due to a small number of similar projects being constructed and increased competition and consolidation within the water tank industry.

DISCUSSION:

The Glenview Water Tank Number 3 will be replaced at the existing location of the current tank. The replacement tank will be designed to meet 2010 California Building Code standards, as well as other applicable standards associated with concrete tanks including American Water Works Association (AWWA) standards.

K.A.

Water tanks are usually constructed with welded-steel or reinforced concrete. Although a welded steel tank is less costly to construct initially, long-term maintenance costs may make a steel tank more expensive (depending on the environmental factors) compared to a reinforced concrete tank. Since Tank 3 is located on Skyline Boulevard adjacent to the San Andreas Fault, it requires additional geological investigation for fault traces and a special design for earthquake forces. In order to meet these earthquake requirements, a reinforced concrete tank is recommended.

There are two types of concrete water storage tanks in California that are built to AWWA Standard D-110 for Prestressed Concrete Water Tanks; a Type 1 which is cast in place with prestressed reinforcement and a Type 3 which is precast concrete panels with a steel diaphragm and prestressed reinforcement around the circumference.

Staff has retained the services of a structural engineer specializing in tank design to prepare performance parameters and the bid document for the tank. These performance parameters can be used to bid for both types of concrete tanks.

Staff distributed a Request For Proposal (RFP) to consulting engineer firms to prepare bid documents for the site work (site survey, demolition plan, grading plan, piping plan, tank connection details, vent/hatch locations, fencing, tank mixer, electrical and instrumentation, railing and ladders, and water operating heights). Following a review of the proposals and an interview, staff recommends contracting with West Yost as they have the relevant technical experience and are familiar with the City and its requirements through their work in preparing the City's Water Master Plan. West Yost will incorporate the design specifications prepared by the structural engineer as well as the results of the geotechnical investigation in the detailed plans and specifications for construction bidding. The cost of the planned work by West Yost is \$120,300. The second proposal received was in the amount of \$127,000 and did not include the topographic site survey and had a longer completion time.

As the site is in close proximity to the San Andreas Fault, seismic design is of vital importance. A preliminary soils report has been prepared using results of on-site soil borings. Since the site is determined to be located in the "special Fault Zone", an additional geotechnical investigation is recommended to assure that there are no active fault traces in the vicinity of the tank. Engco was recommended by West Yost as being an expert in this type of investigation. The scope of work will include additional borings to clarify the previous foundation recommendations and excavation of a deep test pit to address geological concerns related to the close proximity of the San Andreas Fault. The cost of the geotechnical work required is \$30,000.

Once the final design for the tank has been completed, staff will prepare the appropriate environmental review document for recordation under the CEQA guidelines prior to award of the construction contract.

FISCAL IMPACT:

The replacement of the water tank is an established Capital Improvement Project with an appropriation of \$1,340,000. A prior year carryover balance of \$1,205,000 is currently available in the project budget. Alternatively Crestmoor Reconstruction Trust Funds could

be used to cover the cost of this project. Reliable operation of Tank 3 is critical to the City's goal to further improve the reliability of the water system in this neighborhood. Staff is preparing a comprehensive review of projects beyond those previously approved by the City Council for rebuild and improvement of the fire damaged Crestmoor neighborhood to be presented to the Council in the next 60 days.

Based on the preliminary project scoping, the project cost estimate is as follows:

DESIGN

Structural Design Services:	\$24,988	(completed)
Preliminary Geotechnical Design Services:	\$9,200	(completed)
Geological Investigation (Engeo):	\$30,000	
Site Work Design Services (West Yost):	\$120,300	
Project Management for Design (Staff):	<u>\$35,000</u>	
Subtotal Design:	\$219,488	

CONSTRUCTION (Preliminary Estimate)

Construction (New Tank and Site Improvements):	\$1,700,000
Construction Contingency:	\$170,000
Construction Management and Special Structural Inspection:	\$170,000
Project Management for Construction (Staff):	<u>\$65,000</u>
Subtotal Construction:	\$2,105,000

Total Estimated Project Cost: \$2,324,488

ALTERNATIVES:

1. Do not award the contracts and defer the project.
2. Advertise a new RFP, interview and select one consultant team to include both civil and geotechnical expertise.
3. Update the original tank retrofit construction documents and re-advertise for bids.

RECOMMENDATION:

Adopt resolution authorizing the City Manager to execute contracts with West Yost Associates for engineering design services in the amount of \$120,300 and Engeo Incorporated for engineering geotechnical services in the amount of \$30,000 for the Glenview Water Tank Number 3 Replacement Project.

ATTACHMENTS:

1. Resolution
2. Water Tank Improvement and Replacement Project CIP Budget

DISTRIBUTION:

1. None

DATE PREPARED:

October 4, 2012

REVIEWED BY:

_____ CM

RESOLUTION NO. 2012 - ____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS WITH WEST YOST ASSOCIATES FOR ENGINEERING DESIGN SERVICES IN THE AMOUNT OF \$120,300 AND EN GEO INCORPORATED FOR ENGINEERING GEOTECHNICAL SERVICES IN THE AMOUNT OF \$30,000 FOR THE GLENVIEW WATER TANK NUMBER 3 REPLACEMENT PROJECT

WHEREAS, the existing Glenview Water Tank Number 3 performs a critical function by providing storage capacity to meet peak flow and fire flow demands; and

WHEREAS, the existing Glenview Water Tank Number 3 is in very poor structural condition and can store only half the water the tank was designed to hold; and

WHEREAS, this shortfall threatens the ability to supply enough potable water if a significant event impaired the use of our water wells, as well as to deliver fire suppression flows to all existing and future developments per the City's General Plan; and

WHEREAS, the City has previously completed structural design for the tank but the project requires additional engineering services for site design work and geotechnical services to develop bid documents for construction; and

WHEREAS, staff has negotiated scopes of work with West Yost Associates to perform engineering design services and Engeo Incorporated to perform engineering geotechnical services; and

WHEREAS, West Yost Associates has the knowledge, experience and appropriate licenses to perform the engineering design work; and

WHEREAS, Engeo Incorporated has the knowledge, experience and appropriate licenses to perform the engineering geotechnical work; and

WHEREAS, there are sufficient funds in the capital improvement project budget to cover the cost of these contracts.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council hereby authorizes the City Manager to execute contracts with West Yost Associates for engineering design services in the amount of \$120,300 and Engeo Incorporated for engineering geotechnical services in the amount of \$30,000 for the Glenview Water Tank Number 3 Replacement Project.

Dated: October 9, 2012

ATTEST:

Carol Bonner, City Clerk

-o0o-

I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of October 2012 by the following vote:

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

TANK NO. 3 REPLACEMENT PROJECT

PROJECT DESCRIPTION: Tank No. 3 is in very poor structural condition, and as a result, the City is only able to utilize 50% of its 2-million gallon storage capacity. Rehabilitation of this storage tank will address a 1-million gallon storage shortfall and reestablish ability to deliver all existing and future development required fire suppression flows.

The original scope anticipated that Tank No. 3 would be replaced with two new steel water storage tanks. However, a study conducted to evaluate the feasibility of rehabilitating the existing tank clearly showed that, not only is it feasible to rehabilitate the tank to recapture its 2-million gallon storage capacity, such a rehabilitation will reduce the total project cost by approximately \$1 million.

PROJECT NUMBER: 84142

PROJECT MANAGER: Deputy Public Services Director

PRIORITY FOCUS/MASTER PLAN JUSTIFICATION: The Water Master plan calls for the replacement of Tank No. 3. The additional storage capacity will increase flexibility to move water throughout the distribution system and will ensure sufficient fire suppression flow.

LIFE EXPECTANCY: 50 years.

2008-09 STATUS: Feasibility study indicated that Tank 3 is a prime candidate for rehabilitation. Initiated design work for rehabilitation.

2009-10 WORK PLAN: Complete design and bid package. Award construction contract and complete all rehabilitation work.

PROJECTED COMPLETION DATE: June 2010.

PROJECT-RELATED APPROPRIATIONS AND EXPENSES:

Funding Source	Previously Funded	Carry-Over Appropriations	2009-10 Request	Future Years	Total Appropriations
Water Capital	40,000	0	1,300,000	0	1,340,000
Total	\$40,000	\$0	\$1,300,000	\$0	\$1,340,000

Line Item Expenditures	Prior Expenses	2008-09 Expenses	2009-10 Adopted	Future Years	Total Expenditures
0610: Design	0	40,000	25,000	0	65,000
0620: Construction	0	0	1,275,000	0	1,275,000
Total	\$0	\$40,000	\$1,300,000	\$0	\$1,340,000

ONGOING FINANCIAL IMPACT: Overall maintenance costs will drop with rehabilitation of the new tank.



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: October 9, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Harry Burrowes, Project Manager – Crestmoor Reconstruction Project

SUBJECT: Adopt Resolution Authorizing the City Manager to Execute a Contract with Acumen Industrial Hygiene, Inc. in an Amount Not to Exceed \$48,700 for Air Quality and Soils Dust Testing Services for the Crestmoor Neighborhood Reconstruction Project

BACKGROUND:

The ongoing reconstruction work in the Crestmoor Neighborhood involves both the re-building of damaged and destroyed homes as well as the replacement of infrastructure such as sewer lines, waterlines, storm drainage and street reconstruction. This work is accompanied by the normal construction related activities and nuisances including noise, construction traffic, and dust. Although the City has implemented and continues to enforce measures to minimize these issues, a certain amount of nuisance is unfortunately inherent with the nature of the construction.

There have been numerous recent inquiries into the composition of the dust associated with the construction activities in the neighborhood. Specifically, residents have experienced dust on their vehicles, increased dust on and within their homes, and some noted respiratory concerns associated with the dust. In the aftermath of the September 2010 fire, the San Mateo County Environmental Health Department conducted demolition and debris removal operations to clear the remnants of burned homes and clean the vacant lots to remove any potentially toxic soil, ash, or other debris. Regardless of this cleanup effort and subsequent "clean bill of health" from San Mateo County and other agencies, residents are still concerned that some of the dust resulting from the construction activity on the lots may contain toxic or hazardous materials.

To alleviate these concerns and determine if any residual toxic materials are present, staff is proposing to perform air quality and soils dust testing of multiple sites in the Crestmoor neighborhood. Testing will assess the potential that any residual toxic or hazardous materials remain at harmful levels either in the soils or within the airborne dust.

DISCUSSION:

Immediately after the PG&E gas pipeline explosion and fire in the Crestmoor neighborhood, the City of San Bruno, San Mateo County and the State of California declared a state of emergency. Under their authority, the County of San Mateo, Environmental Health Department entered into an agreement with the California Department of Recycling and

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Recovery (CalRecycle) to ensure the removal of all fire and structural debris as well as provide soil and air sample monitoring for each home site to ascertain the presence of any potentially hazardous materials. Of particular interest, based upon occurrence of contaminants in other large-scale residential fire events, was the potential presence of asbestos and heavy metals including arsenic, barium, beryllium, copper, chromium, cadmium, lead and zinc.

Prior to the removal of debris from the site, surveys were performed for obvious household waste, and other potential hazards (e.g., paint cans, propane tanks, ammunition etc.) Additionally, asbestos surveys of the debris were performed. Upon removal of all fire debris, each home site was tested again for potential contaminants and hazardous materials and a final report documenting the results of these tests for each lot was prepared.

CalRecycle contracted with the firm Arcadis to perform the pre-removal and post-removal hazardous material surveys, testing, and final reports. The post-removal analysis included testing of three samples from each lot. Sampling and testing were performed and reports prepared for each of the 38 homes that were destroyed in the fire.

Site cleanup goals were established to assess whether the removal efforts were complete and successful. The cleanup goals are based upon concentrations of chemicals and metals in soil that the California Environmental Protection Agency (Cal/EPA) considers to be below the thresholds of concern for risks to human health. Attachment No. 1 shows the cleanup goals for metals in the soil established for the Glenview fire. Arcadis determined that for all of the lots in the fire area, the test results were well below the cleanup goals. The removal effort was considered completed and the sites deemed safe for home reconstruction and habitation.

Recently, with the increased dust in the neighborhood due to construction operations, many residents have expressed interest in having additional testing performed to determine if any residual contaminants may be present in the soil on the lots or in the airborne dust. Residents have requested that the City contract for testing to be performed.

After review and discussion with other agencies, staff requested a proposal from the firm of Acumen Industrial Hygiene, Inc. of San Francisco to perform air quality, soils dust, and soil sampling within the Crestmoor neighborhood. Acumen has particular expertise and experience in performing air quality testing, asbestos and hazardous materials testing and management. In discussion with Acumen, staff has prepared a scope of services to determine the presence of any potential airborne or in-situ contaminants in the neighborhood and address any environmental health issues. Specifically, the scope of work Acumen will perform includes:

- Perform peer review of the previous sampling and testing by Arcadis for all 38 destroyed home sites
- Collection of ambient air samples
- Establishment of dust monitoring stations and collection of dust samples for analysis.
- Laboratory testing of samples for heavy metals and asbestos
- Air monitoring for a two week period
- Soil sampling on the vacant lots and lots under construction
- Identification of other potential contaminants based upon air sample results

- Preparation of a final report detailing the findings
- Presentation of findings to the City and public

Acumen proposes to perform the proposed work for an estimated fee of \$48,700. The work will be performed on a time and materials basis not to exceed this amount.

Staff recommends that the City enter into a new contract with Acumen to perform the air quality and soil dust sampling. Time is of the essence as the rainy season is fast approaching and airborne sampling will be more difficult in the presence of moisture. Acumen is prepared to commence the work immediately upon authorization from the City.

FISCAL IMPACT:

The proposed budget for the Air Quality and Soils Dust Testing Services contract related to the Crestmoor neighborhood is \$48,700. The cost of this contract and construction work are being covered through the Trust Fund established by the City and funded by PG&E for work to rebuild the Crestmoor Neighborhood.

ALTERNATIVES:

1. Do not enter into a contract with Acumen to perform the air quality and soil dust testing.
2. Seek alternate proposals from other testing firms to provide the required services. This may result in potential project delay and extend the testing into the rainy season, which may impact the ability to get quality samples.
3. Do not perform additional air quality and soil sampling. Rely upon the previous testing that was performed in the neighborhood.

RECOMMENDATION:

Adopt Resolution Authorizing the City Manager to Execute a Contract with Acumen Industrial Hygiene, Inc. in an Amount Not to Exceed \$48,700 for Air Quality and Soils Dust Testing Services for the Crestmoor Neighborhood Reconstruction Project

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolutions
2. Attachment 1 – Cleanup Goals for Glenview Fire, Arcadis, Inc.

DATE PREPARED:

October 3, 2012

REVIEWED BY:

_____ CM

RESOLUTION NO. 2012-___

AUTHORIZING CITY MANAGER TO EXECUTE A CONTRACT WITH ACUMEN INDUSTRIAL HYGIENE, INC. IN AN AMOUNT NOT TO EXCEED \$48,700 FOR AIR QUALITY AND SOILS DUST TESTING SERVICES FOR THE CRESTMOOR NEIGHBORHOOD RECONSTRUCTION PROJECT

WHEREAS, in the aftermath of the September 9, 2010 gas pipeline explosion and fire in the Crestmoor Neighborhood a substantial cleanup effort was undertaken by the County of San Mateo to remove all debris and material from the neighborhood; and

WHEREAS, testing of the soils on the lots was performed after the debris removal and the results indicated that no hazardous materials remained at a level deemed to be hazardous to human health; and

WHEREAS, ongoing construction has resulted in increased dust and the residents of the neighborhood have requested additional air quality and soils sampling be performed; and

WHEREAS, the City seeks to utilize the services of Acumen Industrial Hygiene, Inc. to perform air quality, soils dust, and soil sampling and testing in the Crestmoor Neighborhood; and

WHEREAS, Acumen Industrial Hygiene, Inc. has the required experience, expertise, and licenses to perform this work and

WHEREAS, the cost for the anticipated services will not exceed \$48,700; and

WHEREAS, the costs of this contract and construction work are being covered through the Trust Fund established by the City and funded by PG&E for work to rebuild the Crestmoor Neighborhood.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes City Manager to execute an a contract with Acumen Industrial Hygiene, Inc. in an amount not to exceed \$48,700 for air quality, soils dust, and soil sampling and testing for Crestmoor Neighborhood Reconstruction Project

Dated: October 9, 2012

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of October 2012 by the following vote:

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

Attachment No. 1

Table 1: Cleanup Goals for Metals in Soil, Glenview Fire Incident

Analyte	Cleanup Goals for Soil at the Angola Fire Site (mg/Kg)
Antimony	30
Arsenic	14
Berthallium	5,200
Beryllium	15
Cadmium	1.7
Chromium	100,000
Cobalt	600
Copper	3,000
Lead	80
Mercury	18
Molybdenum	380
Nickel	1,600
Selenium	380
Silver	380
Thallium	5
Vanadium	530
Zinc	23,000

Note:
mg/kg = milligrams per kilogram

Development of cleanup goals is described in detail in the report entitled "Determination of Soil Cleanup Goals, Glenview Fire Incident, San Bruno, California" prepared by ARCADIS and dated October 2010. Generally the cleanup goals for Title 22 metals in soil are based upon the California Human Health Screening Levels (CHHSLs; Cal-EPA 2010) and calculated background metal concentrations.

CHHSLs are concentrations of chemicals in soils that Cal-EPA considers to be below thresholds of concern for risks to human health. Background metal concentrations in soils were quantitatively calculated using a statistical approach. Table 1 provides the cleanup goals established for metals in soils which consist of either CHHSLs or background metal concentrations.

Source; Arcadis U.S., Inc. – Pre- and Post-Removal Activity Results for the Glenview Incident November 2010



City Council Agenda Item
Staff Report

CITY OF SAN BRUNO

DATE: October 9, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Klara A. Fabry, Public Services Director
SUBJECT: Adopt Resolution Rejecting Bid for the Street Rehabilitation-Slurry Seal Project

BACKGROUND:

The City uses Metropolitan Transportation Commission's Streetsaver also known as the Pavement Management Program (PMP) as a means to organize massive amounts of data and make complex analysis. This program has the capability to analyze pavement data and select list of streets that would be the most optimal use of funds for maintenance or rehabilitation work.

In late 2010, staff began developing a list of streets for preventative maintenance, rehabilitation, or reconstruction. Using the list generated by PMP as the base, staff then modified it to address community concerns and City Council comments. In spring 2011, staff completed a preliminary list of streets that are eligible to receive surface treatments and presented it to the City Council.

Subsequent to receiving City Council approval of the street list, additional in-depth field inspection, pavement core collection, and testing were completed in summer 2012. Based on the additional data, minor changes were made to the proposed pavement treatments (Attachment 2).

DISCUSSION:

In order to reduce the construction cost, staff divided the pavement work into two separate construction packages. The first set of construction documents was prepared for slurry seal work in order to be able to contract directly with slurry seal contractors and not pay the overhead to a general contractor. The second set was prepared for pavement overlay and reconstruction work intended for all paving general contractors. In addition, staff included Second and Fourth Avenues to receive slurry seal as interim pavement treatment because these two streets are scheduled for reconstruction as part of the Avenues Sewer Rehabilitation project to be constructed sometime in 2015-17.

The slurry seal project was advertised for construction bids on August 22 and 29, 2012. The notice was sent to 18 slurry seal contractors and to five plan rooms and builder exchanges. However, for the mandatory pre-bid meeting on August 29, 2012, only one contractor attended. The sole bidder's proposal was received and opened on September 4, 2012.

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The bid received from Valley Slurry Seal was in the amount of \$1,330,786, which was \$513,000 over the engineer's estimate. Staff reviewed and compared the bid received with bid results for similar projects in the nearby cities. The comparison confirmed that the unit prices used in the engineer's estimate was in line with the recent bid results in other cities. However, the bidder's unit price to repair isolated pavement base areas was nearly double the price received by other cities. The bidder's unit price to seal pavement cracks was also much higher than the engineer's estimate. The bidder explained that they had assumed the worst-case field construction conditions and therefore submitted higher unit prices for base repair and crack sealing.

Staff recommends rejecting the bid and re-advertising the project for construction bids in December 2012 for spring/summer 2013 construction. Staff will allow extra time and make additional efforts to contact and encourage qualified contractors to submit bids. Re-advertising the project would allow the City to receive bids with fair market prices.

Staff will return to the City Council in the spring 2013 to award a construction contract for the streets that require overlay and reconstruction work. Both the slurry seal and the overlay/reconstruction work would be completed in Spring/Summer 2013. The delay of the slurry seal will not significantly affect the condition of these streets. For Second and Fourth Avenues, the slurry seal is an interim measure before the streets could be reconstructed after installation of all the utilities.

FISCAL IMPACT:

There is no fiscal impact from the rejection of the construction bid. The cost for the City's bid process is approximately \$5,000.

ALTERNATIVES:

1. Award the bid to Valley Slurry Seal in the amount of \$1,330,786 and appropriate an additional \$509,000 to the Street Rehabilitation Capital Improvement Project from the available (\$1,164,354) gas tax fund balance.

RECOMMENDATION:

Adopt resolution rejecting the bid for the Street Rehabilitation-Slurry Seal Project.

DISTRIBUTION:

None

ATTACHMENTS:

1. Resolution
2. Updated List of Streets for Surface Treatments

DATE PREPARED:

September 26, 2012

REVIEWED BY:

_____ CM

RESOLUTION NO. 2012-

RESOLUTION REJECTING BID FOR THE STREET REHABILITATION- SLURRY SEAL PROJECT

WHEREAS, the City of San Bruno's Capital Improvement Program (CIP) includes the Street Rehabilitation Project to repair and apply preventative maintenance treatment to local, collector, and arterial streets; and

WHEREAS, the City advertised the Street Rehabilitation- Slurry Seal Project for bids in compliance with State Contract Code and local purchasing regulations; and

WHEREAS, on September 4, 2012, the City had a public bid opening and received one sealed bid; and

WHEREAS, the bid received substantially exceeded the Engineer's estimate and the available project funding in the CIP budget; and

WHEREAS, pursuant to California Public Contract Code section 20166, the City Council may reject bids at its own discretion.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council rejects bid received for the Street Rehabilitation - Slurry Seal Project.

Dated: October 9, 2012

ATTEST:

Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 9th day of October 2012 by the following vote:

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

Section No.	Street Name	Begin ⁽¹⁾	End ⁽¹⁾	Current 2012 PCI ⁽¹⁸⁾	Dir.	Length (ft)	Lanes	Recommended Rehabilitation (RHMA: Rubberized Hot Mix Asphalt, HMA: Hot Mix Asphalt, AB: Aggregate Base) ⁽¹⁹⁾
Streets Selected for Surface Seal								
1	Acacia Avenue	San Bruno Avenue	Angus Avenue	66	NB/SB	1,120	2	Slurry Seal
2	Angus Avenue West	San Mateo Avenue	Huntington Avenue	82	EB/WB	386	2	Slurry Seal
3	Angus Avenue West	Elm Avenue	El Camino Real	77 - 80	EB/WB	692	2	Slurry Seal
4	Bayhill Drive	El Camino Real	Cherry Avenue	53 - 75 ⁽¹⁸⁾	EB/WB	2,475	4	Slurry Seal
5	Camellia Court	Oakmont Drive	West End	64	NB/SB	220	2	Slurry Seal
6	Clark Avenue	Oak Avenue	Elm Avenue	62	EB/WB	987	2	Slurry Seal
7	Crestmoor Drive	Piedmont Avenue	Circle Court	68	NB/SB	1,692	2	Slurry Seal (Excludes PCC bridge)
8	Cypress Avenue	Crystal Springs Avenue	Santa Lucia Avenue	66	NB/SB	1,777	2	Slurry Seal
9	Donner Avenue	Niles Avenue	Crystal Springs Avenue	61	EB/WB	1,766	2	Slurry Seal
10	Elm Avenue	Crystal Springs Avenue	Santa Lucia Avenue	56 ⁽¹⁸⁾	NB/SB	1,942	2	Slurry Seal
11	Elmwood Court	Oakmont Drive	East End	69	EB/WB	300	2	Slurry Seal
12	Elston Drive	Highland Drive	Susan Drive	72	EB/WB	2,215	2	Slurry Seal
13	Geoffrey Drive	Susan Drive	Fasman Drive	66	NB/SB	1,795	2	Slurry Seal
14	Kains Avenue	Cherry Avenue	El Camino Real	86	EB/WB	2,800	2	Slurry Seal
15	Madison Avenue	Princeton Drive	Rosewood Drive	87	NB/SB	1,425	2	Slurry Seal (Include intersection at Rosewood Drive)
16	Princeton Drive	Crestmoor Drive	San Bruno Avenue	86 - 87	EB/WB	2,150	2	Slurry Seal
17	San Bruno Avenue West	Crestmoor Drive, East	Cherry Avenue	66 - 92	EB/WB	1,755	4	Slurry Seal (Include intersection at Crestmoor Drive, East)
18	San Bruno Avenue West	Cherry Avenue	El Camino Real	86 - 89	EB/WB	2,610	4	Slurry Seal (City may defer for another one to two years)
19	San Bruno Avenue West (WB)	Crestmoor Drive, East	Crestmoor Drive, West	65 - 74	WB	3,224	2	Slurry Seal
20	Sharp Park Road	Pacific Heights Boulevard	West City Limit (Approx. 100' W/O College Road)	73 - 74	EB/WB	1,312	4	Slurry Seal
21	Sheryl Drive	Fasman Drive	College Drive	77	NB/SB	290	2	Slurry Seal
22	Texas Place	Garden Avenue	Taylor Avenue	67	EB/WB	200	2	Slurry Seal
23	Valleywood Drive	Oakmont Drive	Crestwood Drive	73	EB/WB	2,775	2	Slurry Seal
24	Whitman Way	Madison Avenue	Cunningham Way	81 - 88	EB/WB	2,290	2	Slurry Seal (Include intersection at Madison Avenue)
Streets Selected for Rehabilitation/Reconstruction								
1	Fourth Avenue	Pine Street (Sta 10+00)	South End (Sta 25+20)	20	NB/SB	1,520	2	Reconstruct Structure: 4" HMA over 8" AB (Note: Include placement of Geogrid (Tensar TX180, or similar) between finished subgrade and new AB)
2	Markham Avenue	Rosewood Drive (Sta 10+00)	Whitman Way (Sta 16+98)	7	NB/SB	698	2	Reconstruct Structure: 4" HMA over 6" AB (Note: Include placement of Geogrid (Tensar TX180, or similar) between finished subgrade and new AB)
3	Medina Drive	Muirfield Circle, West (Sta 10+00)	Muirfield Circle, East (Sta 21+06)	23	NB/SB	1,106	2	Reconstruct Surface: 3" Mill and 5" HMA or Reconstruct Structure: 4" HMA over 4" AB or 6" Full Depth HMA
4	Moulton Drive	Highland Drive (Sta 10+00)	South End (Sta 16+25)	0	NB/SB	625	2	Reconstruct Structure: 4" HMA over 6" AB (Note: Include placement of Geogrid (Tensar TX180, or similar) between finished subgrade and new AB)
5	Park Avenue	Cedar Avenue (Sta 10+00)	Cherry Avenue (Sta 14+58)	2	EB/WB	458	2	1.5" Mill with 2" HMA Overlay
6	San Bruno Avenue	Skyline Boulevard (Sta 10+00)	Crestmoor Drive, West (Eastern Curb, Sta 25+35)	53 - 65	EB/WB	1,535	4	2" Mill with 2" HMA Overlay
								2.5" Mill with 2.5" HMA Overlay

Section No.	Street Name	Begin ⁽¹⁾	End ⁽¹⁾	Current 2012 PCI ⁽¹⁸⁾	Dir.	Length (ft)	Lanes	Recommended Rehabilitation (RHMA: Rubberized Hot Mix Asphalt, HMA: Hot Mix Asphalt, AB: Aggregate Base) ⁽¹⁹⁾
7	Sixth Avenue	San Bruno Avenue (Sta 10+00)	Walnut Street (Northern Curbline) (Sta 16+50)	5	NB/SB	650	2	Reconstruct Structure: 5" HMA with 6" AB (Note: Include placement of Geogrid (Tensar TX180, or similar) between finished subgrade and new AB)
		Walnut Street (Northern Curbline) (Sta 16+50)	Fifth Avenue (Northern Curb) (Sta 19+10)	5	NB/SB	260	2	Reconstruct Structure: 6" HMA with 8" AB (Note: Include placement of Geogrid (Tensar TX180, or similar) between finished subgrade and new AB)
								2" Mill with 2.25" HMA Overlay
8	Whitman Way	Princeton Drive (Sta 10+00)	Madison Avenue (Sta 26+95)	0	EB/WB	1,695	2	Reconstruct Structure: 4" HMA with 6" AB or 7" Full Depth HMA
9	Berkshire Drive	Skyline Boulevard (Sta 10+00)	Oakmont Drive (Sta 24+15)	65	EB/WB	1,415	2	0.5" Mill with 1.5" HMA Overlay
10	Longview Drive	College Drive (Sta 10+00)	Goodwin Drive (Sta 30+30)	59	NB/SB	2,030	2	2.75" Mill with 2.75" HMA Overlay
11	Lassen Drive	Lake Drive (Sta 10+00)	Amador Avenue (Sta 29+76)	41	NB/SB	1,976	2	0.5" Mill with 2" HMA Overlay
12	Second Avenue	Pine Street (Sta 10+00)	South End (Sta 23+45)	41	NB/SB	1,345	2	Reconstruct Structure: 4" HMA with 8" AB (Note: Include placement of Geogrid (Tensar TX180, or similar) between finished subgrade and new AB)
13	Chabot Drive	Fleetwood Drive (Sta 10+00)	Oakmont Drive (Sta 18+82)	39	EB/WB	882	2	Reconstruct Surface: 4" Mill with 5" HMA Overlay (Mill will enter AB)



**City Council Agenda Item
Staff Report**

CITY OF SAN BRUNO

DATE: September 25, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Klara A. Fabry, Public Services Director
SUBJECT: Receive Report on the Updated Pavement Management Program

BACKGROUND:

The City Council will be reviewing and considering the Fiscal Year 2012-2013 Capital Improvement Program and Budget for approval in the next several weeks. The purpose of this report is to provide background information and obtain any City Council comment regarding pavement management condition and priorities.

In 2009, the City completed and established City's Pavement Management Program (PMP). During this process, all City streets were surveyed and pavement condition and maintenance and rehabilitation history were updated in a software program called StreetSaver. StreetSaver organizes and analyzes the massive data and provides a means to retrieve up-to-date data and makes multiple complex calculations related to the entire pavement network. The software takes into consideration the age of the street, history of maintenance and repairs, nature of failures and sub-base conditions. It also utilizes a scoring scale called Pavement Condition Index (PCI) from 0 to 100, in which 100 represents a new street condition and score below 50 represents a poor street condition. Further, it assists staff in assessing the condition of existing streets and optimizing the use of funds on those streets that would be the most cost effective for rehabilitation.

Staff presented the results of the pavement management information to the City Council on March 8, 2011. The information presented showed that there were a total of 88.5 centerline miles of pavement road in the City; of which, 14.4 miles are arterials, 23.1 miles are collectors, and 51 miles are residential. The result of the assessment also indicated that the City's average Pavement Condition Index was 64 (a new pavement would be 100). City's average PCI was in reasonable range with the Bay Area's average PCI of 66.

DISCUSSION:

As a condition of state grant eligibility, the Metropolitan Transportation Commission (MTC) requires each city and county to review, update, and complete inspection for arterial and collector routes every two years, and residential routes every 5 years after a PMP is established. In order to maintain MTC certification for compliance with state grant eligibility, staff arranged for Nichols Consulting Engineers to inspect and survey the City's arterial and collector routes. The updated PMP report was completed in April 2012. The updated report

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indicated that the current weighted average PCI for the City's entire road network is 60, which still falls in the fair-condition category just below the good-condition category.

MTC has not completed their regional pavement condition analysis for the Bay Area since the last time staff presented the PMP to the City Council. But, for comparison purposes, the table below shows the older pavement quality data for other cities on the Peninsula.

Bay Area Jurisdiction PCIs:

Jurisdiction	2005	2006	2007	2009 (3-year average)	2010 (3-year average)
Atherton	64	68	76	73	77
Belmont	61	62	60	61	60
Burlingame	67	71	78	75	77
Colma	78	75	64	67	65
Daly City	71	70	78	75	77
Foster City	82	84	82	82	81
Millbrae	62	56	54	57	59
Pacifica	63	60	68	59	59
Redwood City	74	74	79	77	78
San Bruno	66	63	62	63	63
San Carlos	65	74	69	70	67
San Mateo	65	64	73	70	73
S San Francisco	70	69	74	72	73
Woodside	62	60	57	57	57

In addition to scoring PCI for city streets, the PMP also makes budget needs analysis using generalized cost information to calculate optimum pavement investment scenarios. Similar to the 2009 PMP, four budget needs scenarios were analyzed in the updated PMP. The table below illustrates the effects of the four budget scenarios on PCI and maintenance backlog:

Scenario No.	Annual Budget	Average Annual Maintenance	Average Annual Rehabilitation	PCI in 2021	Backlog in 2021
1	\$ 800,000	\$ 340,000	\$ 460,000	47	\$ 40,000,000
2	\$ 1,850,000	\$ 320,000	\$ 1,530,000	60	\$ 27,700,000
3	\$ 3,100,000	\$ 540,000	\$ 2,560,000	75	\$ 13,500,000
4	\$ 4,200,000	\$ 490,000	\$ 3,710,000	83	\$ 0

- Scenario 1 shows that the condition of the network will decline to a PCI of 47 by 2021 under the proposed CIP annual funding of \$800,000.
- Scenario 2 shows that \$1.85 million annually is needed to maintain the current network PCI of 60 through 2021.

- Scenario 3 illustrates that an annual investment of \$3.1 million is needed to increase the network PCI to 75 by 2021.
- Scenario 4 shows that the City's overall roadway condition will improve to a PCI of 83 by 2021 with an unconstrained annual budget of \$4.2 million.

With an assumed annual budget of \$800,000 for City's street rehabilitation program (the City's expenditure level for fiscal year 2011-2012 was \$ 625,000), staff prepared a draft five-year street-resurfacing list (Attachment 1). The list begins with work that will take place in 2013 funded by carry-over funds from past budget appropriation, the State Local Partnership Program fund, and the proposed FY 12-13 budget. Staff will schedule a meeting with City's Infrastructure Subcommittee to review the five-year list in depth and make modifications.

FISCAL IMPACT:

Depending on the City's selection of PMP scenarios, adequate budget would be allocated in the CIP for street maintenance and rehabilitation.

RECOMMENDATION:

1. Receive report on the Updated Pavement Management Program.

DISTRIBUTION:

None

ATTACHMENTS:

1. Draft 5-Year Street Resurfacing List

DATE PREPARED:

September 26, 2012

REVIEWED BY:

_____ CM

DRAFT 5-YEAR STREET RESURFACING SCHEDULE

Year of Construction	Road Name	Begin Location	End Location	Treatment Type	Unit Cost	Area (\$/Y)	Cost
2013							
Summer 2013A	ACACIA AVENUE	SAN BRUNO AVENUE	ANGUS AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	3,236 \$	17,796
Summer 2013A	ANGUS AVENUE WEST	SAN MATEO AVENUE	HUNTINGTON AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	1,372 \$	7,548
Summer 2013A	ANGUS AVENUE WEST	ELM AVENUE	EL CAMINO REAL	SLURRY & CRACK SEAL w/ BR	\$ 5.50	2,076 \$	11,418
Summer 2013A	BAYHILL DRIVE	EL CAMINO REAL	CHERRY AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	12,454 \$	68,497
Summer 2013A	CAMELLIA COURT	OAKMONT DRIVE	WEST END	SLURRY & CRACK SEAL w/ BR	\$ 5.50	871 \$	4,792
Summer 2013A	CLARK AVENUE	OAK AVENUE	ELM AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	3,071 \$	16,889
Summer 2013A	CRESTMoor DRIVE	PIEDMONT AVENUE	CIRCLE COURT	SLURRY & CRACK SEAL w/ BR	\$ 5.50	7,520 \$	41,360
Summer 2013A	CYPRESS AVENUE	CRYSTAL SPRINGS AVENUE	SANTA LUCIA AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	4,739 \$	26,063
Summer 2013A	DONNER AVENUE	NILES AVENUE	CRYSTAL SPRINGS AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	5,102 \$	28,060
Summer 2013A	ELM AVENUE	CRYSTAL SPRINGS AVENUE	CRYSTAL SPRINGS AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	5,610 \$	30,856
Summer 2013A	ELMWOOD COURT	OAKMONT DRIVE	EAST END	SLURRY & CRACK SEAL w/ BR	\$ 5.50	1,226 \$	6,741
Summer 2013A	ELSTON DRIVE	HIGHLAND DRIVE	SUSAN DRIVE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	9,352 \$	51,437
Summer 2013A	GEOFFREY DRIVE	SUSAN DRIVE	FASMAN DRIVE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	6,382 \$	35,102
Summer 2013A	KAINS AVENUE	CHERRY AVENUE	EL CAMINO REAL	SLURRY & CRACK SEAL w/ BR	\$ 5.50	9,333 \$	51,333
Summer 2013A	MADISON AVENUE	PRINCETON DRIVE	ROSEWOOD DRIVE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	5,858 \$	32,221
Summer 2013A	PRINCETON DRIVE	CRESTMoor DRIVE	SAN BRUNO AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	6,928 \$	38,103
Summer 2013A	SAN BRUNO AVENUE WEST	CRESTMoor DRIVE, EAST	CHERRY AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	10,530 \$	57,915
Summer 2013A	SAN BRUNO AVENUE WEST	CHERRY AVENUE	EL CAMINO REAL	SLURRY & CRACK SEAL w/ BR	\$ 5.50	13,340 \$	73,370
Summer 2013A	SAN BRUNO AVENUE WEST (WB)	CRESTMoor DRIVE, EAST	CRESTMoor DRIVE, WEST	SLURRY & CRACK SEAL w/ BR	\$ 5.50	9,314 \$	51,226
Summer 2013A	SHARP PARK ROAD	PACIFIC HEIGHTS BOULEVARD	WEST CITY LIMIT (APPROX. 100' W/O COLLEGE RD.)	SLURRY & CRACK SEAL w/ BR	\$ 5.50	8,455 \$	46,503
Summer 2013A	SHERYL DRIVE	FASMAN DRIVE	COLLEGE DRIVE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	1,031 \$	5,671
Summer 2013A	TEXAS PLACE	GARDEN AVENUE	TAYLOR AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	578 \$	3,178
Summer 2013A	VALLEYWOOD DRIVE	OAKMONT DRIVE	CRESTMoor DRIVE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	11,408 \$	62,746
Summer 2013A	WHITMAN WAY	MADISON AVENUE	CUNNINGHAM WAY	SLURRY & CRACK SEAL w/ BR	\$ 5.50	9,414 \$	51,779
Summer 2013A	FOURTH AVENUE	PINE STREET	SOUTH END	SLURRY & CRACK SEAL w/ BR*	\$ 7.00	4,729 \$	33,102
Summer 2013A	SECOND AVENUE	PINE STREET	SOUTH END	SLURRY & CRACK SEAL w/ BR*	\$ 7.00	4,184 \$	29,291
					Summer 2013A Total	\$	883,000
Summer 2013B	MARKHAM AVENUE	ROSEWOOD DRIVE	WHITMAN WAY	RECONSTRUCTION	\$ 41.80	2,172 \$	90,771
Summer 2013B	MEDINA DRIVE	MUIRFIELD CIRCLE, WEST	MUIRFIELD CIRCLE, EAST	RECONSTRUCTION	\$ 41.80	3,810 \$	159,239
Summer 2013B	MOULTON DRIVE	HIGHLAND DRIVE	SOUTH END	RECONSTRUCTION	\$ 41.80	2,153 \$	89,986
Summer 2013B	PARK AVENUE	CEDAR AVENUE	CHERRY AVENUE	1.5" MILL 2" AC OVL w/ BR	\$ 31.25	1,323 \$	41,347
Summer 2013B	SAN BRUNO AVENUE	GLENVIEW DRIVE	CRESTMoor DRIVE, WEST (EASTERN CURB)	2.5" MILL 2.5" AC OVL w/ BR	\$ 47.50	10,404 \$	494,185
Summer 2013B	WHITMAN WAY	PRINCETON DRIVE	MADISON AVENUE	RECONSTRUCTION	\$ 41.80	5,739 \$	239,881
Summer 2013B	BERKSHIRE DRIVE	SKYLINE BOULEVARD	OAKMONT DRIVE	0.5" MILL 1.5" AC OVL w/ BR	\$ 27.50	4,747 \$	130,549
Summer 2013B	LONGVIEW DRIVE	COLLEGE DRIVE	GOODWIN DRIVE	2.75" MILL 2.75" AC OVL w/ BR	\$ 31.25	8,815 \$	275,476
Summer 2013B	LASSEN DRIVE	LAKE DRIVE	AMADOR AVENUE	0.5" MILL 2" AC OVL w/ BR	\$ 27.50	6,367 \$	175,096
Summer 2013B	CHABOT DRIVE	FLEETWOOD DRIVE	OAKMONT DRIVE	RECONSTRUCTION	\$ 41.80	2,940 \$	122,892
					Summer 2013B Total	\$	1,820,000
2014							
Summer 2014	SAN MATEO AVENUE	EL CAMINO REAL	HUNTINGTON AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 6.50	15,956 \$	103,711
Summer 2014	CEDAR AVENUE	JENEVEIN AVENUE	PARK AVENUE	2" MILL 2" AC OVL w/ BR	\$ 27.50	3,793 \$	102,667
Summer 2014	HICKORY AVENUE	CHERRY AVENUE	CEDAR AVENUE	2" MILL 2" AC OVL w/ BR	\$ 27.50	1,743 \$	47,933
Summer 2014	SAN ANTONIO AVENUE	SANTA HELENA AVENUE	SAN FELIPE AVENUE	RECONSTRUCTION	\$ 55.00	8,700 \$	478,500
					Summer 2014 Total	\$	733,000

DRAFT 5-YEAR STREET RESURFACING SCHEDULE

Year of Construction	Road Name	Begin Location	End Location	Treatment Type	Unit Cost	Area (SqY)	Cost
2015							
Summer 2015	BENNINGTON DRIVE	CRESTMORR DRIVE	MADISON AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	4,833 \$	26,583
Summer 2015	HERMOSA ST	SAN MATEO AVE	MONTGOMERY AVE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	696	3,828
Summer 2015	LUCIA COURT	SANTA LUCIA AVENUE	END	SLURRY & CRACK SEAL w/ BR	\$ 5.50	784 \$	4,310
Summer 2015	OAKMONT DRIVE	CARMEL DRIVE	VALLEYWOOD DRIVE	SLURRY & CRACK SEAL w/ BR	\$ 5.50	1,128 \$	6,203
Summer 2015	SANTA LUCIA AVENUE	DESOTO AVENUE	CITY LIMITS	SLURRY & CRACK SEAL w/ BR	\$ 5.50	3,756 \$	20,656
Summer 2015	TEHAMA COURT	MONTEREY COURT	CUL-DE-SAC	SLURRY & CRACK SEAL w/ BR	\$ 5.50	1,025 \$	5,636
Summer 2015	CAMINO PLAZA	KAINS AVENUE	SAN BRUNO AVENUE	2" MILL 2" AC OVL w/ BR	\$ 32.50	2,322 \$	75,472
Summer 2015	COMMODORE DRIVE	GATE	CHERRY AVENUE	2.5" MILL 2.5" AC OVL w/ BR	\$ 37.50	3,094 \$	116,025
Summer 2015	SAN ANSELMO AVENUE SOUTH	SAN FELIPE AVENUE	SAN JUAN AVENUE	2.75" MILL 2.75" AC OVL w/ BR	\$ 31.25	11,400 \$	356,250
Summer 2015	SAN DIEGO AVENUE	EL CAMINO REAL	SAN ANTONIO AVENUE	2" MILL 2" AC OVL w/ BR	\$ 31.25	2,844 \$	88,889
				SUMMER 2015 TOTAL		\$	704,000
2016							
Summer 2016	SNEATH LANE	ROLLINGWOOD DRIVE	SEQUOIA AVENUE	SLURRY & CRACK SEAL w/ BR	\$ 6.50	12,062 \$	78,403
Summer 2016	SNEATH LANE	SEQUOIA AVENUE	SKYLINE BLVD	SLURRY & CRACK SEAL w/ BR	\$ 6.50	5,122 \$	33,290
Summer 2016	SNEATH LANE	CHERRY AVENUE	ROLLINGWOOD DRIVE	SLURRY & CRACK SEAL w/ BR	\$ 6.50	17,000 \$	110,503
Summer 2016	COLLEGE ENTRY ROAD N.	SHARP PARK RD	OUTLOOK DR	SLURRY & CRACK SEAL w/ BR	\$ 6.00	1,600 \$	9,600
Summer 2016	COLLEGE ENTRY ROAD N.	SHARP PARK RD	OUTLOOK DR	SLURRY & CRACK SEAL w/ BR	\$ 6.00	1,600 \$	9,600
Summer 2016	COLLEGE ENTRY ROAD N.	OUTLOOK DR	SKYLINE COLLEGE	SLURRY & CRACK SEAL w/ BR	\$ 6.00	4,283 \$	25,700
Summer 2016	COLLEGE ENTRY ROAD N.	OUTLOOK DR	SKYLINE COLLEGE	SLURRY & CRACK SEAL w/ BR	\$ 6.00	4,283 \$	25,700
Summer 2016	HERMAN AVENUE	HUNTINGTON AVENUE	CITY LIMITS	2" MILL 2" AC OVL w/ BR	\$ 37.50	11,454 \$	429,542
				SUMMER 2016 TOTAL		\$	723,000
2017							
Summer 2017	PACIFIC HEIGHTS BLVD	SPYGLASS DRIVE	SHARP PARK ROAD	SLURRY & CRACK SEAL w/ BR	\$ 5.50	1,976 \$	10,868
Summer 2017	HUNTINGTON AVENUE	FOREST LANE	SNEATH LANE	SLURRY & CRACK SEAL w/ BR	\$ 6.50	13,264 \$	86,219
Summer 2017	SIXTH AVENUE	WALNUT STREET (NORTHERN CURBLINE)	FIFTH AVENUE (NORTHERN CURB)	2" MILL 2" AC OVL w/ BR	\$ 31.25	809 \$	25,278
Summer 2017	FOURTH AVENUE	PINE STREET	SOUTH END	RECONSTRUCTION	\$ 47.50	4,729 \$	224,622
Summer 2017	SECOND AVENUE	PINE STREET	SOUTH END	RECONSTRUCTION	\$ 47.50	4,184 \$	198,761
Summer 2017	SIXTH AVENUE	SAN BRUNO AVENUE	WALNUT STREET (NORTHERN CURBLINE)	RECONSTRUCTION	\$ 47.50	2,022 \$	96,056
				SUMMER 2017 TOTAL		\$	642,000
2018							
Summer 2018	COLLEGE DRIVE	SUSAN DRIVE	SKYLINE COLLEGE	2" AC OVL AND 2" MILL w/ BR	\$ 47.50	9,967 \$	473,417
Summer 2018	CHERRY AVENUE	PARK AVENUE	SAN BRUNO AVENUE	2" MILL 2" AC OVL w/ BR	\$ 32.50	4,356 \$	141,556
Summer 2018	SIXTH AVENUE	WALNUT STREET (NORTHERN CURBLINE)	FIFTH AVENUE (NORTHERN CURB)	2" MILL 2" AC OVL w/ BR	\$ 31.25	809 \$	25,278
Summer 2018	TRAEGER AVENUE	SAN BRUNO AVENUE	BAYHILL DRIVE	2" MILL 2" AC OVL w/ BR	\$ 32.50	1,038 \$	33,746
				SUMMER 2018 TOTAL		\$	674,000
				GRAND TOTAL		\$	6,178,000