



**"The City With a Heart"**

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

**CITY COUNCIL  
SPECIAL MEETING  
AGENDA**

**November 27, 2012**

**6:30 p.m.**

**Meeting location: City Hall, 1555 Crystal Springs Road, San Bruno**

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. CONDUCT OF BUSINESS:**

Conduct Interviews to fill vacancies resulting from resignations and term expirations on the City of San Bruno's Citizen Advisory Commissions, Boards and Committees.

- 4. 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.

- 5. ADJOURNMENT:**

The City Council will adjourn to the regular meeting, which begins at 7:00 p.m.

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## AGENDA SAN BRUNO CITY COUNCIL

NOVEMBER 27, 2012

7:00 p.m.

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

City Council meetings are conducted in accordance with Roberts Rules of Order Newly Revised and City Council Rules of Procedure. You may address any agenda item by standing at the microphone until recognized by the Council. All regular Council meetings are recorded and televised on CATV Channel 1 and replayed the following Thursday, at 2:00 pm. You may listen to recordings in the City Clerk's Office, purchase CD's, access our web site at [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov) or check out copies at the Library. We welcome your participation. In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office 650-616-7058.

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

**1. CALL TO ORDER:**

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

**3. ANNOUNCEMENTS:**

There will not be a City Council Meeting on the Fourth Tuesday in December. The only Regular City Council Meeting in December will be held on December 11, 2012.

**4. PRESENTATIONS:**

**5. REVIEW OF AGENDA:**

**6. APPROVAL OF MINUTES:** Special City Council Meeting of October 3 and November 15, 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 November 13, 2012.
- b. **Approve:** Payroll of October 21, 2012.
- c. **Accept:** Reconciliation of General Ledger to Bank Reports and the Investment Reports Dated October 31, 2012.
- d. **Adopt:** Resolution Accepting the On-Call Concrete Repair and Replacement Contract as Complete and Authorizing Release of the Contract Retention.
- e. **Adopt:** Resolution Amending the City Classification Plan by Adopting Position Descriptions for CATV Business Manager, CATV System Engineer, CATV Programming Manager, Field Supervisor - CATV, Cable Technician I/II/III, and Lead CATV Customer Service Representative, and Warehouse Clerk Positions.

**8. PUBLIC HEARINGS:**

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

**10. CONDUCT OF BUSINESS:**

- a. Appoint Applicants to Fill Vacancies on Commissions, Boards & Committees.
- b. Receive Alternatives and Provide Direction to Staff Regarding the Citywide Current Street Sweeping Program and Related Parking Restrictions.
- c. Adopt Resolution Accepting the San Bruno Grade Separation Archway Design Concept.
- d. Adopt Resolution Authorizing the City Manager to Execute a Contract with West Yost Associates to Provide Engineering Services for the Trenton Drive Sewer Main Project in an Amount Not-to-Exceed \$179,066.
- e. Adopt Resolution Authorizing the City Manager to Execute a Contract with Bellecci & Associates to Provide Engineering Services for the Kains to Angus Sewer Bypass Project in an Amount Not-to-Exceed \$139,855.
- f. Receive First Quarter Financial Update Report as of September 30, 2012, and Adopt Resolution Amending the Fiscal Year 2012-13 Operating Budget to Re-Appropriate 2011-12 Carryover Encumbrances.
- g. Adopt Resolution Authorizing the Making of a Prepayment Under the Water Supply Agreement with the City and County of San Francisco through the Issuance of Revenue Bonds by the Bay Area Water Supply and Conservation Agency.
- h. Adopt Resolution Authorizing the City Manager to Execute a Contract with Whitley Burchett & Associates, Inc. to Provide Engineering Services for the Dry Weather Flow Monitor at 7<sup>th</sup> Avenue Project in an Amount Not-to-Exceed \$95,400.

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

**12. COMMENTS FROM COUNCIL MEMBERS:**

Receive Oral Report from Councilmember O'Connell on her Attendance at the National Pipeline Safety Trust Annual Conference November 7-8, 2012.

**13. CLOSED SESSION:**

Conference with Labor Negotiators Pursuant to Gov't Code Section 54957.6:  
Agency Designated Representatives: City Manager, Human Resources Director,  
Finance Director, Geoff Rothman, Negotiator, Employee Organizations: Public Safety Mid  
Management.

**14. ADJOURNMENT:**

The next regular City Council Meeting will be held on December 11, 2012 at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road, San Bruno.

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## SPECIAL MEETING SAN BRUNO CITY COUNCIL MINUTES

October 3, 2012

6:30 p.m.

**Meeting Location: City Hall, 567 El Camino Real, Room 115, San Bruno, CA**

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 discussions about what is to be are indicated. A very important topic to have, both for the current situation in San Bruno, but certainly for the future of San Bruno, so, the topic area tonight is one that is deliberately intended to be preliminary in nature. This is a study session, and the intent that staff is coming to you tonight with, as we will discuss a little bit further, is the opportunity for you to begin to put together some of your thoughts and comments about the formation of the not for profit. There is no action being taken tonight and there will be numbers of both study sessions, as well as action sessions before the City Council in formal session, as we move down this path over the next several months.

**Councilmember Medina**, just real quick, since Mr. Medina came all the way down, going forward, what would be our normal process or protocol for notifications of this meeting due to the significance and uniqueness of the community?

**City Manager Jackson**, certainly, the City Council retains the right to direct a special notification process but we use our normal meeting notification procedures, which includes the posting of an agenda as required by the Brown Act, in this case, for a special meeting, 24 hours in advance. Typically, our normal regular session meetings are posted pursuant to law 72 hours in advance. The agenda is published on the City's website under City Council meeting notices and agendas, and it is distributed. The agenda for the meeting and the notice of the meeting is distributed to the media. We have a list of media to whom it is distributed. Again, if there is an interest on the part of the City Council for some sort of special or broad notice, we are certainly happy to provide that.

**Councilmember Medina** said we will discuss that after. **City Manager Jackson** replied you are welcome to discuss it at any time.

### 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 Item 3 is the topic of tonight's business. We are going to conduct a study session to discuss the formation of the not for profit called for in the settlement agreement between the City of San Bruno and PG&E. I just want to open by saying, tonight we are just

going to get some basic background on not for profits because it is a very, at the onset, complicated situation and we are a one off. We are a separate not for profit going forward as there are foundations and Parks and Rec and all kinds of things. As far as our understanding this is the only admissible municipality that has received any money in this type of particular situation as a result of the tragedy. So, we are very, very unique in this sense and, going forward, you can say, why aren't you getting it done, where is the money going. We really have to take the time to do it right. We have to do it right from the onset, and the consultants here this evening will explain more details about that, but tonight is for getting us the proper tools to lay the groundwork to do this, to do this right. This is a written document between the City of San Bruno and PG&E for the general benefit of all the citizens of San Bruno. So, that's our goal. Going forward, we are going to strive very, very hard to achieve that goal. Not seeing anymore, I would like to turn it over to Mr. Myers and Mr. Davenport and get started. we would be getting information on Not for Profits and proper tools to get it right.

**City Manager Jackson** said, actually, I'll start it if you don't mind. I want to, first of all, introduce the consultants that are with us tonight, Steve Meyers of the Meyers Nave Law Firm and Craig Bettencourt of Krager Associates. These are two of our three members of the negotiating team that negotiated the settlement agreement with PG&E, and I think their primary expertise tonight is for detailed questions and understanding related to this structure which calls for the not for profit to be established. Messrs. Meyers and Bettencourt also assisted in the development of doing research and assisted in the development of the discussion points that we are dealing with tonight and some background information. So, as a partnership between your staff and consultants, as assumed team on this topic, they, the City Attorney and I are here tonight as the group that has worked on this item for you tonight. The City Attorney will walk through the power point and discussion items and any of us are available for questions or to assist you in any way. It should be a spirited discussion tonight. introduced Steve Meyers and Craig Bettencourt.

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

Mayor, members of the City Council, we are here tonight to discuss the City Council's creation of the not for profit that was required to be established under the City's settlement agreement with PG&E. And, before we start with the power point, I want to make one or two quick procedural comments. First of all, the information that you are going to get tonight is, I would say, unique and extensive, and the reason for that is because this is a unique and very unusual situation. I think, as Mayor Ruane said, there is not a single city in the United States that, I think, has ever been through this process. So, we are trying to condense a great deal of information into a hopefully not too long meeting and hopefully not too boring power point presentation with the goal of getting your input, primarily, and then with the goal for us to come back to you with some decisions to make in a future meeting. We did give you a draft preview of the power point presentation earlier so you could take a look at it and be prepared for the meeting today. We have a couple of changes to that, not to substance, but just to the order of some of the decision items. So, we will point those out when we get to those so there is not

any confusion. Since you will probably be tired of hearing me talk after the first three slides, we are going to take a short pause and, at that point, ask if there are any questions from the members of the City Council and also ask if there is any public comment. Then, once that is concluded, we are going into the six sets of decision slides that we have in order and then just go through them one at a time. Then, we will bring them back to the Council for discussion.

The goal tonight, I think as the City Manager has indicated, is we are going to be asking each of you for your preferences about those particular issues and we will have several meetings after tonight to discuss and decide on a very important topic that hasn't really ever been done in, I think it is safe to say, the history of the country. So, we're taking it slow, we're making sure; we're trying to do it right. Your power point presentation tonight, even though it is lengthy, it was distilled from an even lengthier set of memos and information that we got from our wonderful outside consultants, and so we tried to do our best to keep it interesting and keep it as short as possible. So, without any further ado, the first slide shows you the background for the City Council's creation of a non-profit. As I indicated, it was based on a settlement agreement with PG&E. Those funds are held by the City and the purpose in the settlement agreement is to benefit the City generally and its residents. And, those things are set forth in the settlement agreement and, later on, if anyone has any questions about those things, we of course happen to have here two of the three members of the negotiating team that negotiated that agreement and are available to make any comments or clarify that if there is a question. One of the other things that they are mentioning is that, as you know, the City holds title at the moment to five of the lots that PG&E transferred to the City and, ultimately, depending on the City's decisions about those lots, those will either be used for some public purpose or will ultimately be transferred, sold or otherwise dealt with by the not for profit. That is the basic background. One of the things we wanted to show you is to give you a sense, in advance, of all the things that the not for profit is going to have to deal with and, so, of course it is a 501c3. There is a whole laundry list of laws that it is going to have to follow, actually all of the laws that city officials have to follow, including Brown Act, public records, so on and so forth. And, so, we want to make sure that everybody understands when we're getting into this. What is a non-profit? It is an entity because it is set up by the City. It has to follow really all the same laws that the City follows, so that is an important point. We'll talk about what we're going to do tonight. Tonight is what we call initial decisions, and I put decisions in quotes. It is not on quotes on the screen, but is in quotation marks in our minds because we're not really making any decisions tonight. We're really talking about those decisions and discussing them. So, the initial decisions we're going to talk about tonight are; what is the purpose of the non-profit? What should be the non-profit's mission statement? How many people and who should be on board? Not, who by individuals, but who by category of individuals, and perhaps a little bit easier decision which we put at the end, what should the name of the non-profit be. So, those are the four topic which we have condensed into six power point slides we're going to go through tonight. At a later date, we're going to come to you and ask you to make some additional decisions. So, the first series of decisions will have to do with something a member of the audience which is what's the communication plans or how to bring forward the meetings and decision making process as we go through the formation of the non-profit. The second thing the City Council will have to do is adopt governing documents for the non-profit. There are a dozen of those just with the formation of any non-profit. And, ultimately, the non-profit will have to adopt those documents as well, once the board is appointed. We also want to establish a plan for the use of the City-owned parcels and then, finally, something that wasn't on one of your earlier slides, in the

future, we know that PG&E does own some of the lots up there and we want to discuss with them the possibilities of either transferring, trading, acquiring, otherwise dealing with the lots that PG&E has that the City might have an interest in getting. So, if you have been keeping track, that is the third slide so, now would be the time, if there are any initial Council questions and, if not, any comments from the members of the public before we go into the series of decision slides. Does anyone have any questions?

**Vice Mayor Ibarra** asked Is there any difference between non-profit and not for profit?  
**Zafferano** said no.

**Vice Mayor Ibarra** said and, when you say establish plan for use of City-owned parcels, is that just semantics because weren't those parcels purchased with the so-called not for profit funds? **Zafferano** said yes.

**Vice Mayor Ibarra** asked if there will have to be some legal transfer, some technical transfer, or something later on. **Zafferano** said right, that's correct.

**Mayor Ruane** asked is there anything ongoing now that would stall this process as far as litigation, PG&E fees, anything like that? **Zafferano** said not that we considered. I mean, there is certainly no litigation that we are aware of that would do anything to stall the process. I think, though, having said that, this process is complicated enough that there are certainly going to be issues that come along the way that we're going to have to pause and think about; probably, no. Everybody can start a non-profit. You can go to a lawyer, you can pay him a thousand dollars, they can write you a bunch of documents and you can go incorporate. That's really not what we are talking about here. We're talking about a community foundation that is set up with a substantial amount of money that the City received from PG&E to create a substantial and we're hoping community benefit, so that's really a different situation than the simple act of forming a non-profit. Any other questions from Council or comments?

**City Manager Jackson** said Mr. Mayor, could we go back a second. I want to make sure we answered your question correctly, having to do with lots. **Vice Mayor Ibarra** said that is what that line is about, are the lots that were purchased from PG&E. **Zafferano** said that is correct.

**City Manager Jackson** said the City acquired, through the settlement agreement, five lots that represented a cost, deed act, essentially from the original \$70 million amount of the settlement funds, but those lots are owned by the City and they are controlled by the City as a future of the settlement agreement itself. So, there is a feature of the settlement agreement, I believe, that requires, if there is a transfer of those lots, if a lot was sold, that those funds would revert back into the settlement funds. But, otherwise, those lots are owned and controlled by the City of San Bruno.

**Zafferano** asked if there were any other questions before we open it up to see if there is any public comment or questions?

**Zafferano** said all right, we'll dive right in then. So, the first decision to be discussed is, what's the purpose of the not for profit. We've abbreviated this, you can see as NFP. So, we've given you three possible purposes. They're not usually exclusive. They may all be incorporated into a purpose statement and we're interested in getting your feedback on that, but before we do, we'd like you to be aware of a couple of issues to consider and one of them is to make sure that, whatever the purpose is, that it expresses the intent of the settlement agreement that the

funds be used for the City as whole and also to express the long term perspective of sustainable investments in both facilities and programs, so there are two things that you might want to consider when telling us what you think the purpose of the non-profit should be. So, I guess what I'd like to do at this point is to go around City Council. We don't need to start with anybody in particular. We can do it in random order or go around the table to see if members of the City Council do have some thoughts about what the purpose should be. We are going to be taking notes about it. The meeting's being recorded and we'll go back and, as I said, after the meeting compile all of your comments. So, I'd like to open it up to the Council and, Mr. Mayor, do you want to ask around or would you like me to do that.

**Councilmember Salazar** said so, we have three - I guess we're considering these three possible options or three components of the purpose and then, on the second page, we're saying that two of these things are basically mandated by the settlement.

**Zafferano** said I think that the first is mandated by the settlement agreement. The second is an issue that we think the City Council should consider because it is related to some of the other issues we're going to be talking about later.

**Councilmember Salazar** said so, I think that the first one, and you said it could be some component of all of these, but I think the first one is broad enough and it captures the spirit of what I think what we intended for these funds to be, essentially to make the City whole and compensate the entire City for damages caused by the tragedy. I mean, I think the first bullet point pretty much captures (interruption occurred when the window in the Conference Room crashed in.)

**Councilmember Medina** said this will sound great. I could see all three. We've already talked about recognizing ... I thought that was on another level, something different. I would say the benefit of the San Bruno community as a whole, not to make it whole but benefitting the entire community, obviously, because I think monies are set aside to bring back the neighborhood, hopefully, somewhat back to where it was at least from a physical perspective of what we see, not emotionally. But, I also believe it does need to be a significant value to the entire community. So, one I think hits it and I think the third bullet point is going to be dealt with later. But, it should be a significant value for long term.

**Councilmember O'Connell** said I agree, except I'm not sure about #3 because I've heard from both sides from the neighborhood that they want to remember, they don't want to remember, they don't want something built, they do want something built. So, I don't know if that should be part of this non-profit. The City can do things. We can do things with the other trust, but I think it should be separate. So, I would agree that it benefits the community as a whole through significant and enduring projects and facilities, not through facilities but with new facilities or rebuilding facilities or something that way. But, I think enduring and significant and the whole community are the important terms.

**Vice Mayor Ibarra** said I agree. I don't think it should be any ... over the short term; it is going to be obvious where the monies came from that it was a result of the tragedy. They shouldn't have any reference to the tragedy. I think it should be a positive thing that is broad, sustainable growth, community, don't even have to say long term. You can say from now on that it will be a benefit for this non profit, this foundation, whatever we call it, is to help the community in its growth, in its sustain ability to make it what the residents want. But, I think that should be the message. We have no idea ... Sure, there'll be, because there's money, there'll

be capital projects being proposed, but there may be some small projects too, maybe some small donations that may want to help. It may not necessarily be building a new facility or something. It may help a program, may help something that is just to fund the program that suffers.

**Mayor Ruane** said as far as Item 3, recognize the impact of the tragedy to the community, and I think we're doing that ongoing, between that and whether people realize it or not every day. We have for the last two and a half years and we'll continue to do that. As far as anything in that particular neighborhood, I think the \$50 million trust will take care of that if that's what the residents there would like to see. That remains to be seen. I think the big issue here is providing enduring significant value to the community as a whole long term, whether it be a building, whether it be a scholarship situation, whether it be a non-profit that funds programs going forward. They should have some residual that's long term and very well thought out. A question I have is maybe we're getting too specific. Take, for instance, we decided with this trust fund money to build, say, a library or a recreation center, just to say a facility, can the maintenance and upkeep of that facility be paid for with the resultant monies from the trust?

**Zafferano** said that's a good question. I think, initially, the answer would be yes.

**Mayor Ruane** said, but, definitely it has to benefit the folks in the community. It can't be neighborhood specific; it has to be City specific.

**Zafferano** said, Congratulations. You've given us input on the first decision. Thank you very much. Now, I'm going to go to decision #2, which is really a refinement of the input you have given us there.

**Councilmember O'Connell** said I'm sorry. Can I just clarify? Mayor Ruane said, yes, sure. Councilmember O'Connell said when you were talking about, maybe scholarships or things like that, do we need to word it or think about it because some programs that we might consider having scholarships available for like kids' after school sports or kids' homework center at a library, those aren't necessarily community wide unless you want to make the case that the better our kids are served, the better it is for the whole community, maybe, but do we need to be that definitive or do we need to not be more exclusive. Because, if we say it has to benefit the whole community, does somebody get nit-picky and say, well, that doesn't benefit the whole community, it only benefits the kids.

**Mayor Ruane** said so, a recreation center technically could benefit the whole city but this paid program for after school library hours would benefit just a certain segment of the community.

**Councilmember O'Connell** said, Library, anyone can go to the library, but I'm thinking like, say we decide ...

**Councilmember Medina** said Portola Elementary to have that program. Is that what you are saying? If it was just at Portola.

**Councilmember O'Connell** said no, so say we have a scholarship program for summer camping or day camp whatever it is we have. Say we decide that is an important thing to do and there's no money out there so we decide to give some of that money from this fund to that program. Is there anything we've just said that would exclude us from doing that if we say must benefit the whole community.

**Vice Mayor Ibarra** said I wouldn't say that it must benefit. **Councilmember O'Connell** said

well, I'm just saying ... **Vice Mayor Ibarra** said I wouldn't lock us into that. **Councilmember O'Connell** said no, I just want to make sure we don't do that.

**Craig Bettencourt** said if you believe that the program has citywide benefits, even though it may only specifically benefit a defined group, like school children, that fits within the scope we're talking about, because there is a general citywide benefit to having a program of that nature. I think, ultimately, there are going to be policy decisions. They're going to shave these one way or the other, but I don't think you need to be that specific.

**Councilmember O'Connell** said Okay. I just want to make sure we are allowing ourselves to do those kinds of things.

**Vice Mayor Ibarra** said if it was for the whole community, it would only be water and garbage. Right?

**Councilmember O'Connell** said anyway, just checking. Okay. Sorry Mark.

**Zafferano** said that actually addresses some of the points that are on the second slide. The decision #2 to discuss, which is what should the mission statement be, and we've really broken this up into two parts. The first part is a key question about whether the not for profit should be an entity that makes its own final decisions and then implements them or whether it should be an entity that makes a recommendation that does, for lack of a better term, the heavy lifting in the community, has public meetings, solicits public input, talks to members of the public and then brings back to you, as the City Council, a recommendation about what to do. So, that's the first part of this decision. The second part of the decision is, more specifically, addressed to Council Member O'Connell's last question which is what should be the basic mission of the not for profit, and what we tried to do is give you a list of things that aren't really mutually exclusive. You can tell us, we only want to do one of these things, or we'd actually like to do all of these things. So, for example, the 4<sup>th</sup> bullet point there, provide ongoing endowments for programs that benefit San Bruno community might be an example of something that Councilmember O'Connell and others of you might be thinking about. The next bullet point, funding for regional or other organizations might also be of interest. One of the other key questions you might want to think about is whether you want to allow the organization to engage in its own fundraising so that they can collect money from corporate partners, from other members of the community, both inside San Bruno and also outside of the City. So, these are all questions that you'll need to think about it and, so, before we go around and ask for your preferences, we just have a couple of things to consider on the next slide. One of the issues is do you want to allow the City Council to have the ultimate authority regarding the use of funds and, at the same time, avoiding any potential conflicts that might come up between your role as City Council members and your role as fiduciary duty on the non-profit board. You've already said before it is a substantial amount of money. Do you want the City Council to have ultimate authority over what to do with that money for the benefit of the whole community? I will say that we looked at some not for profits. There are three of them that are listed at the very end, and you may have looked at them yourself. I found two interesting things about those. These are two in San Carlos and one in the city of Windsor. The ones in San Carlos are the Educational Foundation and the Park & Rec Foundation. They have completely different setups. The Educational Foundation is set up as essentially a recommending body to the school board, the Park & Rec Foundation is set up as, we're fundraising, this is private money and we get to decide what to do but we'll ask the city if they need a new tennis court in the park. So, it's set up differently for two foundations in the same city. We'll also point out that neither of those foundations have anywhere near the

amount of money that this foundation is going to have. We're talking about an order of magnitude difference, so I think it's a big issue. The Windsor Foundation, Park & Rec, also solicits private donations and then go to the city and say what would you like us to do with the money. So, there are different models. There is not one right answer. So, that is one thing we want to get some input from you about. As far as the mission statement is concerned, just a couple of things to think about. Obviously, there is substantial funding and we want to recognize or you might want to consider recognizing an enduring commitment to facilities and programs that benefit all the residents and also you want to decide, is this an entity that you want to form, have them do something and then close it down after they finish or do you want the entity to retain a longer life. And, in connection with that, you might want to consider that it certainly would be possible to have an entity that partially funds some projects in connection with other partners, either corporate or otherwise, or other groups in the city, so it wouldn't necessarily have to totally fund some particular project. The other thing you might want to think about is whether you want to establish an endowment with some or all of the money that's in the not for profit and use that income stream then to fund projects with other financing. So, those are just a couple of things to consider when you're giving us a little bit of input into the whole and what the basic mission should be. So, we'll turn it back to the mayor.

**Councilmember Salazar** said as far as the role in relation to the City Council, I would be in favor of letting them have the final decision, them meaning the not for profit. Basic mission - #4 I think would be my choice of these. On going down. It seems to be most in the spirit of the earlier comments we made about the long-term benefit.

**Councilmember O'Connell** said, I'm sorry, did you do the first page and I missed it, like basic mission.

**Councilmember Salazar** said kind of went through it real quick.

**Zafferano** said fourth bullet point.

**Mayor Ruane** said under basics.

**Councilmember Medina** said on the role relation of the City Council, I've actually gone thinking as Council member Salazar said and then just recently I've kind of - and I'm more curious what others feel too - it's changed to them being a recommending entity. Once we have a board and there's, let's say, nine or 11, whatever the number may be, three - then, in essence, they would move forward and, as long as they're in existence, going to have ultimate say. I think this is the only body that is elected by the people of this community. Every two years, the majority of us are up, and I think it's the ability for the community to have the direction of this unique asset that this City has been blessed to have in a very unfortunate way, that there's some control over it. I think for the City Council to say, it's in their hands, then all of a sudden, there is a decision that's made, even if we have very good parameters, Council chamber is packed, 300-500 people saying, this is wrong. Our position would be, I'm sorry. There's nothing we can do. And, I believe that, if there is an election in this community every two years, and there is a reason for that and that puts ownership on us to be the stewards but, that's why I'm suggesting more, at this point, the recommending entity. As far as the basic mission, I would look at bullet points 2 and 4.

**Councilmember O'Connell** said I'm torn because I personally think the City Council should be the not for profit board so, I guess in simple language, I think the City Council should have

the ultimate responsibility and however we structure the not for profit, we can always have advisory committees and subcommittees and whatever we want. We can do surveys, we can do 100 things to get input so; I think the City Council should have the ultimate responsibility and accountability. As for the basic mission, I think 2 and 4, and I'd like to not discount 5. We might find something that is a regional benefit that would benefit San Bruno greatly, as well as the region. So, 2, 4 and 5.

**Vice Mayor Ibarra** said thinking back, and compliment Rico for explaining it well because that's, when you look at other entities, other foundations, they have six figure budgets and I've served on that. It's nothing that the City's elected City Council really needs to be involved in. You're talking about \$70 million and possibly more gross, I agree that it can't just be and I can't even imagine how you would select that group. I mean, the public has voted and so I think that's how it should be, at least at the outset. Although I do recognize that there will be other board members maybe, or other honoraries or whatever that the summit committee and also the subcommittees. I would just, as far as basic mission; I would take out the one-time funding. I would keep everything through my children, because if the community says we want this one facility, then let's look at as one of the project but then, as we know, there's always going to be a bunch of other opinions on other areas and we should keep those options open. But, we definitely not go into it saying, okay, we're going to take this bunch of money, this pile of money, and we're going to put it into this and be done with it. I think we should say it's open and flexible as possible, as long as we go towards - as long as we're maintaining decision No. 1 in what we decide.

**Councilmember O'Connell** said, I'm sorry, I wanted to add engage in fundraising.

**Vice Mayor Ibarra** said oh yeah, by all means. I think it should be something that can go on for perpetuity. It will be a big strong point of this community in the future.

**Mayor Ruane** said okay, as far as basic mission, I think they're all separate maybe, with one time funding. They're all worthwhile. I think the emphasis on 2 and 4. That's how I see it now - talk about it now, because if we are just in the very infancy of this discussion and I wouldn't want to give the impression I was discounting anything at this point, but I would like to emphasize to approve several public facilities and on a larger scale going down to programs that benefit the entire community. As far as the role of the not for profit, I agree with Michael. I think when you give the control of this to organizations such as the City Council and this Council could change very easily in the next four, ten years, 16 years, 20 years, whatever, and it's a political can of worms. People are going to be, I can picture it now, running for Council because they're going to control the \$70 million and not to run a City that has police, fire and wastewater, as well as everything else. That would be a concern I would have. I am not speaking about this specific Council. I've seen it before, so that would be my concern. We have to remember that the not for profit, if they wanted to build a facility, they would still have to come to the Council for approval and go through the different types of programs that the Planning Commission, all that kind of stuff that anybody else would, so we would still have quite a bit of control over it. But, as far as what this not for profit wanted to do, it would be their responsibility to outreach separately and independently to the community as a whole. I think it should be in some way separate and segregated.

**Zafferano** said you provided us with excellent direction on, I think, the two hardest questions, so even though you are a third of the way through the decision process, I think you're

more than half way through the tough ones. So, let's go to the third decision to discuss, which is how many people ought to be on the governing board of the not for profit and what categories of members do you want. So, we've given you a sequence of odd numbers as you see there, no even numbers, so we won't have any ties, in that, as far as categories of members are concerned, we tried to outline for you who might be appropriate to be on those boards, everywhere from City Council members, current officials, to former officials and other members of the public. So, here, what we want to talk about is, all things considered, on the number of members. The first thing is, you don't want to have too many people on board because it's unwieldy; it's difficult to get a quorum, hard to schedule meetings, those kinds of things. However, if you look at other foundations and non-profits, it turns out they do have a lot of people on their boards, so that was a kind of interesting observation that I had. I think it is also important to have a sufficient number on the board or some advisory agency, which we will be talking about shortly so that you can actually accomplish the work of the board. We do know board members - these boards have plenty of volunteers that, in other situations, and that's one thing we will talk about shortly. We have plenty of slides. Then, a final issue to consider on the number of members is it's really going to be driven by the breadth of the mission and what you want the non-profit to be doing. As indicated before, if a non-profit is there to build a building and then go away, then that might lead you to one decision. If you think it is going to be more enduring or a continuing role in the community, it might lead you to a different decision about how many members. As far as the composition of the board, as the mayor has indicated, the current City officials and staff are, in fact, going to be involved in the planning and approval process and one of the things we're interested is looking into whether that raises any potential conflicts of interest, not financial conflicts because nobody would have a financial interest in it but, in terms of wearing two different hats, both as the approver of a project and then as somebody bringing it forward through the funding mechanism. Interestingly enough, the other foundations that we looked at did not have current City Council members or other members there. However, there is one caveat to this, and that is that the City Council, at this point, is in a stage where they are really the incorporators. If you were going to go out and form a corporation to sell widgets in a foreign country, you would be the incorporators and you would get to decide how the corporation is set up and who are going to be the initial members of the corporation to get going. So, we understand that, once the corporation is set up, you'll need to be using some staff and City resources to get it going, but once it does get going, then you can sort of let it go and the individuals who were on the board and on the advisors' committees go ahead and take on those responsibilities. So, those are our thoughts about issues to consider and then we'll turn it over to the mayor to go around and give us some input.

**Mayor Ruane** said not to be influenced but, before we start, our consultants give us an idea of what I guess their suggestion based on your experience with non-profits, what the size of the non-profit governing works we have.

**Steve Meyers** said, I'll give you a couple of examples. I think that Mark pointed out that there is a subsequent slide that talks about the advisory commission or advisory committee, and that's important because oftentimes the actual business of the non-profit is carried out by a very small board of directors but its decisions are influenced to a great respect by the advisory committee that it has or the advisors that it has. I was telling staff earlier that I am on the board of directors of the redwood estates and there is a large board of councilors, about 50 Councilors that give advice to the board. The board's a small board, and they make the ultimate decisions.

So, you have this manner of coalescing in the opinion on a different subject in that way. I think you might want to consider when thinking about the size of the board the fact that it's likely that you're going to have an advisory committee of some sort that is made up of citizens who work with a list. It's going to be giving that board specific advice. So, you're dealing with actually getting business of the corporation done, and sometimes it's better to have a small board of directors and operate that way. In my opinion, there is no right or wrong answer here. I want to make that clear. It's really a question of what you feel comfortable with and what seems to work, given the selection of the board.

**Craig Bettencourt** said I'd just like to add two things. One, I think what Marc had to say was critical, which is to some degree why purpose was moved to the front is that, if you're going to have something that's finite in terms of how long it's going to be around, that would dictate, one, a path that you might want to go down. If on the other, you're going to continue to raise money and continue with it, you might want to have a different kind of a view. But, the other practical aspect I think that can help bridge some of the discussion among you would be that, you know, maybe the natural number is five, and each seat on the City Council appoints. So, now you have a direct kind of relationship between the City Council and the board, and maybe you stagger those terms that each individual seat in the City appoints somebody for so many years and you have that accountability and it matches your number. And, that can be a practical and also limited in terms of your numbers. But, those are not, again, and Steve was correct, there is no - some of them are three, some of them are 15. You work as a board of five and you know how difficult it can be in scheduling to do things as you move forward, you keep all of those things kind of uppermost in your mind about having them when you're launching.

**Steve Meyers**, I just add that you can also write in here as the corporation that you can increase the size of the board in the future if you choose to do so. Sometimes the initial incorporators are adequate and you increase the size of the board at a later time.

**Councilmember Salazar** said, and the City Council would retain that authority to do that?

**Steve Meyers** said it would be dependent upon how we write the documents but, yes, theoretically, absolutely.

**City Manager Jackson** said you could decide to do that. Decide for the City Council as part of the formation of the entity to retain certain types of decisions down the road. I would just mention one more thing, and that is that, although there are many examples, as the City Attorney indicated early about not for profit entities that have been established by, or in coordination with, municipalities, this is an extremely rare, if not entirely completely unique, situation where there is a very broad purpose. There is a very large amount of money and there is a very direct relationship to the City and to the City's efforts to obtain that money that is the background to this particular not for profit. So, where many not for profits are established by municipalities for a specific purpose, for example, to support certain types of programs, or a specific type of park and rec programs, you can get guidance from what other people have done but this is fundamentally about what you want to accomplish and your vision for what is the best way to get that done. So, much of this is really subject to what do you think this entity is going to need to do and how do you want it to accomplish that into the future. Again, you can be flexible, depending on what you write into the articles of incorporation.

**Councilmember Salazar** said I think, initially, I like the number seven. I think that's a large enough group where there is going to be a diversity of ideas and some of our committees,

commissions are around that size. I think that's pretty consistent and I think they've worked well. It's not too difficult to get things scheduled with that number of people, and I like the idea of being able to change that in the future if we think it's not working, whether we change that up or down. I like the idea of being able to change that in the future, especially since one of the issues to consider is that it's going to be driven by the breadth of the mission so, until we get that finalized, that may need to change. In terms of the categories, I think I would favor not limiting ourselves to the categories listed here, but rather maybe set a criteria where we would want to appoint people that have demonstrated in some other capacity their ability to make decisions of this - something similar to this, that they've either demonstrated a commitment to the community, not necessarily as a member of a civic organization, but just any evidence that they have shown a commitment, an interest and a competency for doing the type of work that we are going to call upon them to do.

**Mayor Ruane** asked would you limit that to San Bruno residents?

**Councilmember Salazar** said yes.

**Mayor Ruane** said that's why I asked.

**Councilmember Salazar** said maybe, maybe, yeah, maybe not. I hadn't thought that through. Maybe not.

**Councilmember Medina** said it wasn't on here so you couldn't study.

**City Clerk Bonner** said maybe or maybe not?

**Councilmember Medina** said number of members - off the top of my head; I'm thinking five or seven. As far as categories of members, depending on if final decision were to the City Council, then I would say maybe no Council members would serve on that. That obviously wouldn't work. Going back - I also believe that we should leave it open, however it's written, so you could up or down numbers as well. As far as categories of members, of course, that depends who the ultimate decider is, but I wouldn't want to just have it one spot here, one spot there. So, I would like to leave it more broadly based to try to get the best folks available who are willing to serve.

**Councilmember O'Connell** said I like seven as well. I've served on a number of boards and seven seems to work the best. I've been struggling with who or categories for a long time, and I have a hesitancy of asking or going through a process of interviewing people or whatever. We've all sat where we've asked for applications for our different boards and commissions and we've seen the people, we've listened to them, we've asked a question or two and then we appoint them, and then several months later, we get feedback from other members who say they never come or they come and they don't do anything or so, for any Council, it's very difficult to judge and make decisions in a public arena on people that apply for that kind of position. And, I don't know how else. So, what I'd like to suggest, at least for now, that we do City Council members and the chair of the Planning Commission and the Chair of the Park & Rec Commission, whomever they would be, and I think that would give us both the people who are civic minded, who had experience making decisions and they know the community. They know the community in two different areas and in more intimate ways than we might possible do. They probably have a broader, down on the ground, kind of feel for the needs of different areas that we may not know or any Council may not know. So, that would be my recommendation, and keeping that flexibility to change our minds as we go.

**Councilmember Medina** said again, this is more of a brainstorming so it's not - one of the concerns that I would have on the chairs is because they rotate every year.

**Councilmember O'Connell** said yes, and I don't think that's a bad thing.

**Councilmember Medina** said I think you get right in the middle of it and now you've got to bring somebody completely up to speed if they weren't very engaged and so, depending on how often they meet - when you mentioned that it triggered that. And, one of my comments wasn't stipulating as far as the process which, i.e., an open application process. To me, that's not part of what I was - when I said keeping it broad-based whom could serve, it wasn't as far as how they get appointed.

**Councilmember O'Connell** said yes, I realize that, but that would be the next thing. How would you - okay, if you say, then how do you choose them and who would choose them, and all those questions that went with that. Or, it could be somebody appointed. It didn't have to be the chair. I just thought that would be kind of interesting.

**Vice Mayor Ibarra** said I belong to organizations that are - I'm seeing this totally different. I'm seeing that we're picking out a governing board that I think should be a rotating board and, if it's not going to be the City Council, then maybe there should be City Council members on it that may rotate, maybe on an annual basis, maybe some community members that have a seat and rotate on an annual basis and then, like you say, members of city committees. That's just the governing board. God knows I'm not going to get on a board or not want to sit on a board and have to do all the work. There are committees, and there are groups and everything that would have to be set up. I belong to foundations where I'm called a trustee but I work in a region and I take care of certain things, I take fundraising. You've got another committee that takes care of certain types of projects. There may be a committee that's just going to handle certain small projects, or whatever, that don't even have to go through the governing board, that may just have to qualify or something. I mean, there's a lot of things that we can be doing that would bring various areas of the community in and, no, I can't limit it just to a resident. It could be a resident, it could be a business owner, it could be someone that has affiliation with the City. Just to get this out of the way, I'm looking at at least 70. Again, I see this scope as money and the potential of projects or whatever and growth. I'm seeing more than \$70 million. That's just a start. If we see \$70 million and just start seeing it go down, then we're probably not doing a good job. So, I'm seeing this thing growing. I'm seeing a whole - you know, a major entity of this community, of this City, being taken care of by various facets of the community, business, residents, public, private and everything. As far as who gets on the committee, it's - we give people five minutes to talk and put them on a voluntary committee. This would be a fairly extensive interview process, application process, I believe. I think some of its going to really have to prove whoever is going to make a decision, why they deserve to be on the committee, what expertise they have, what experience they have, you know, and what they see in the future. And have a traveler and a committee, and I think you will get those types of people. I see a whole other form of government - I hate to say that, but it's just a whole other group that's going to be helping with these goals, these projects.

**Mayor Ruane** said as far as number of members, the one that caught was five because that's what the City Council is made of. But, seven I think is good too. Five to seven at the most, I would be comfortable with, at this point in time. I could change my mind later, but at this time. As far as categories and members, I think we have to have a dedicated board. I don't

think there should be any rotation or floating. I have to pick some people that are going to stay there and be committed because of the fact that they're going to control this money and to follow projects, whatever we decide to set up with this board until they've completed and well on their way, until they retire or have to replace, whatever we decide. I think it has to be dedicated, not rotational, at least at the beginning, not a consistent situation going forward. It is difficult when other members/ people rotate in and rotate out. We are dealing with the size of this entity, setting up I think 5 to 7 very dedicated people that are committed from the beginning. And, they will get a lot of advisory help because I think a good foundation of project people to help them make those decisions. I also sit on a trust fund worth millions of dollars. You're sitting there with a number of people who after all the groundwork is done and its new conditions to you after a lot of this stuff is flushed out. So, if you make a decision, I think it's important to have consistency there and not rotation. Not to reinvent the wheel with the projects, situations are in place. I think that's real important. And, I also would be open to someone that doesn't necessarily live in the community. It could be someone, who knows, just thinking in terms of some of the businesses that moved into this community in the 12 years are very, very substantial and there are probably some boards of directors, presidents, whatever, those things that can really give us advice moving forward as far as investing funds, what to do within the community investment so I wouldn't limit it to San Bruno residents.

**Vice Mayor Ibarra** asked what's a typical term for a board?

**Steve Meyers** said it depends, usually four years. It depends on term limitations, two terms. Four years is generally the rule of thumb. Sometimes they are provincial. The board is expected to be retired at 65, so that's how they do it.

**Zafferano** said so, I think that discussion leads us naturally to the fourth decision for discussion, which is should the board - how many people are on it. Should we reach for an additional advisory subcommittee and, again, there are two questions - how many members do you want on that and what are the categories of members. So, let's talk about that for a second. In terms of number of members, one issue is the goal to get broad community involvement and then something that some of you also brought up which is to encourage the selection of professionals for certain tasks. You might want to have an accountant. You might want to have somebody who knows about development. You might want to have somebody who is interested in construction. It allows you to appoint a wider variety of people than you just have on the governing board. And, also, it also allows the governing board to focus on policy instead of details. You could envision the subcommittee holding a lot of community meetings, reaching out to different members of the community and different places in the community, something that the governing board wouldn't necessarily have to do but then would get the benefit of that input. In terms of the categories of members, you have the same types of considerations as with the governing board in depending on what your decision is there, it might affect your decision on this. So, let's talk a little bit about number of members and categories for the additional subcommittee, if you are interested in that.

**Councilmember Salazar** said so, we're talking about having a working committee that's going to be expected to do things, I would say they would probably be more than the governing board and that number, I'm not sure, because once we know what the mission is and what the activities are, we can decide how many people that should be. As far as the categories, I think it should be the same as for the governing board, that we not limit ourselves to specific categories but rather open it up to people that are qualified.

**Councilmember Medina** said agreed.

**Councilmember O'Connell** said that's the shortest speech you've ever made. I have a question about the advisory committee. Can the wording be something as simple as needed or as many numbers as needed, according to the tasks at hand kind of thing.

**Steve Meyers** said you mean task specific.

**Councilmember O'Connell** said I would like, you need two or you need 20. You could do.

**Steve Meyers** said you could have multiple advisory committees.

**Councilmember O'Connell** said right, and then I agree as well that it should be anybody who benefits community or have some benefit to offer the advisory committee.

**Vice Mayor Ibarra** said I think we should start out with a steering committee and be more specific as to what people - types of expertise - we want. Like a financial expert, a development expert, a fundraising expert, those types of things, but those are the people that are going to do brainstorming and canvass the community or whatever as far as what sort of things we want to do. I mean, just think that there's going to be a group that's going to only develop a survey or something or facilitate some public meetings. We're starting with a blank canvass here. We may have our direction but, if we do it right, it's going to be a big canvass and we can pretty much go wherever we want. So, I mean, that's the first step is to get some key people that sort of direct us in the type of projects we want first to pursue.

**Mayor Ruane** I think that the additional advisory committee is just, by nature, going to be a lot larger than the governing board, simply because what they're going to have to do as far as outreach. And I think the City Council could be part of this advisory board too, because they have their hands and their fingers on the pulse of the community maybe more than some of the people you bring in on the advisory board, so I think just the nature of the advisory board is going to take that, quite a bit larger is my guess. And, I don't think we should at all look to our membership for the additional advisory subcommittee. We should open it up to any type of resident or professional that has expertise in the areas needed. As Ken said, we are going to need some advice on investments, we're going to need some advice on construction, so I think that's self-explanatory at all.

**Zafferano** said I think it's safe to say you are on the home stretch and so, decision #5 is how you might anticipate staffing the work of the not for profit and, of course, you've discussed board members, you've discussed advisory committee. The question is, do you also want to use volunteers and/or consultants and if so, how? So, first issue is, does a not for profit need an executive director to oversee the activities and coordinate all of these people that are going to be involved and then we have a series of questions about whether you use only City staff, some combination of staff and volunteers or only staff and volunteers. So, we have a couple of thoughts for you about that. Obviously, we talked about the significant amount of money that the not for profit has. I think we wouldn't be going too far to say that most, if not all entities that are in charge of this much money do have some sort of executive director for oversight but that decision is up to you. The other question is whether City has the staff time to be able to perform the ongoing functions of the not for profit. We talked about before City staff facilitating the formation of the not for profit, getting it going, getting it off the ground. I think along Council

member Barr's steering committee sort of thing where there is some staff support to get it going but then, at some point, that you just leave it off - pass it off to them and then have somebody other than City staff deal with it. And again, it raises the issue of City staff also being involved in reviewing the projects, moving those recommendations back to the City Council perhaps for review. So, that to us are our views in favor of not having City staff having a perpetual role in the not for profit. Anyone have thoughts about that?

**Councilmember Salazar** said I think it's probably a good idea to have one person that's facilitating, coordinating, directing, whether it is an executive director or a rotating president that the governing board would decide on, but there probably should be something there. Regarding use of only City staff, I would say no. I would favor the third bullet where we use volunteer consultants for those activities, again to maintain that separation between the City's activities and the fund's activities.

**Councilmember Medina** said I would say we probably do need someone; I'll use the word figurehead, maybe not executive director. That always seems to me seems like a huge executive makes a lot of money, I don't know. It just pops in my head. Use only City staff - I have a concern with that. I think, over the years with reductions, and we have a City to continue to move forward. As the mayor said, we're almost dealing with two cities that we have been doing for the last couple of years and I think City staff can start the steering committee or get it handed off but I believe, in the end, the use of volunteers or consultants, although I always worry about how much does that mean, which obviously would probably - would come out of the \$68 million plus, so I'm always concerned about that, but I don't think that's something that staff we can put on that with the members that they have and the task this community and we have in expectations on how we want the community to look and to run.

**Councilmember O'Connell** said I agree. I think, if not an executive director, a go-to person and I'm not sure how we would do that or what would be the best way to do it - a person, and then I also agree about using volunteers and consultants. Staff is overwhelmed as it is and I think you both mentioned that the conflicts that could arise from what we would be doing so let's not.

**Vice Mayor Ibarra** said I agree.

**Councilmember Medina** said notice he took two words, I only took one.

**Mayor Ruane** said not going to work at a Council meeting.

**Mayor Ruane** said like I said, we're in the infancy period but I think going forward we have to look at some type of executive director just as a manager handles the day to day stuff for us. An executive director will do the same for the not for profit. I am not in favor of using City staff except where really necessary. I think the \$70 million trust should reimburse the City for the staff time if it's related to anything to do with the not for profit. Staff is so thin now, I don't think, at this point in time, we should consider using a lot of staff time. Maybe in the very onset of the beginning as far as questions the advisory committee might have, I can see it, but going forward, I would avoid staff time as much as possible.

**Zafferano** said well, it's hard to believe but we are at last, this is the slide. This used to be the first decision slide if you may recall. We thought it would be a nice softball question to throw out to you at the very beginning to get you started, but I can see that was entirely unnecessary

because you'd done such a great job in making all of the other decisions you were asked to do, or at least provided us with input. So, the final question is, given the suggestions for what the name of the non-profit should be, these are just things that our consultants came up with and that we thought about. A couple of things to consider, should you decide to express the fundamental purpose of the entity to benefit the entire community should be sufficiently broad and not limit the purpose of the entity necessarily, so we would be open to suggestions as to what you think it ought to be called.

**Mayor Ruane** said so; Michael gets the benefit of everybody else. Ken, you start this one.

**Vice Mayor Ibarra** said I googled a bunch of these things and I sort of like something like not good not definitely the giving in San Bruno Foundation, so I'm thinking something along the lines of San Bruno Community Project or Project of San Bruno Community, something along the lines where it says - this gives an impression that it's an ongoing thing. I like community. I'd really like to keep some sort of word in that line.

**Councilmember O'Connell** said I like San Bruno Community Foundation, because a foundation is forever. Community, what it's for?

**Councilmember Medina** said I gravitate also toward the San Bruno Community Foundation.

**Councilmember Salazar** agreed.

**Mayor Ruane** said I agree. Whether we set this up, what we talked about since its inception. We talked about this benefitting the entire community.

**Zafferano** said don't get too excited because I'm going to retain the floor for as long as humanely possible. A couple of other things to go through, this is just looking forward, we do tell you we want to come forward to you with communication plans. Our next steps are going to be adopting some governing documents. That's probably two steps away. We're going to come back to you with a compilation of all of your input tonight. Ultimately, we also want to discuss with you a plan for using the City-owned parcels and then, more specifically, do you want some of to be used as a park. As the City Manager mentioned, if we sell some of those parcels, those proceeds go back into the not for profit. There's also the potential issue of swapping some parcels with some of the private property owners who may have expressed an interest in that. And then, finally, City Council's going to be asked to establish a dialog with PG&E about what to do with their parcels. Maybe they'd like to sell them out in the open market, maybe we'd like to acquire them, maybe they'd like to transfer them to a developer. So, these are just things that we have a lot of work yet to do. I just want to give you a quick preview of what the not for profit is going to have to do once it gets started, and this is only a short laundry list of those things, although after you point your own officers, president, vice president, secretary, those kinds of things, they're going to have to adopt those governing documents. If they have a subcommittee, they'll have that. Meeting dates, all kinds of operational details pertaining to consultants and establish budgets and insurance and bonds. So, there is only some of the things that our consultants have told us about.

**Councilmember Medina** said you can come to me.

**Zafferano** said we are on the last slide. So, next step for the City Council and also for the benefit of the public is we're going to be compiling and summarizing the input. We're going to

come back to you, probably another study session, to present the results in a more formed manner. You had some discussion tonight about establishing a process to appoint board members. That's obviously of great interest to everybody to try to finalize some of the details and then direct staff to do the things that need to be done in order to get this off the ground, and then ultimately establish the non-profit at a subsequent regularly scheduled meeting with the City Council. Finally, you take a look at those additional resources that we have there for the different Park & Rec foundations and the San Carlos educational foundation. That concludes our presentation. I'd like to thank Steve and Craig for all of their input. This presentation would not have been possible without their extensive work on providing a lot of the input for this so, thank you very much for that. They've done just a fantastic job. So has the City Council in giving us some direction on a great many very complicated and difficult issues. Thank you very much.

**Mayor Ruane** asked Connie Jackson, any comments?

**City Manager Jackson** said I don't. And we're happy to take any additional questions or comments to the City Council from the public.

**Vice Mayor Ibarra** said I'd like to take on the question of how we communicate this. And, I think it seems like it's - correct me if I'm wrong, but we've got a few months of the process here. I think we should do something, you know, maybe a little brochure, a nice postcard or something that we can readily distribute everywhere, along the lines of also communicating the way we usually do also. This should - like Marty said, we should make every effort to get this in every resident's hand or at least aware of it.

**City Manager Jackson** said if I could just ask for clarification, is your interest to publicize now this process, this discussion, deliberation and hopefully decision making process.

**Vice Mayor Ibarra** said yes. And, if we know dates, and I think we should probably set some dates instead of calling a study session when it's convenient or when ready. I think we should really plan for it so that people can have enough notice.

**Councilmember Medina** said to add to that, I would think, if it's possible in the sewer water bills, I think Focus. I think we know that reaches a lot of folks in the community. But, I think it's important that it's the beginning process. I don't want to raise expectations or have the room, well, where do I come.

**Mayor Ruane** said if it's in the sewer or water bill, you will raise expectations.

**Councilmember Medina** said I didn't raise that, others did. But, I just don't think because - you know, we certainly have had people who have written and asked, when are you spending it. And, I think that goes out and right away they say, Oh, they're getting ready. Well, we're not. And, I think somehow, you just don't want somebody to read at a very quick glance and then they misinterpret something and then they come with an expectation that we are now deciding on where the monies are being spent. So, I just don't want that to be mis-communicated. The other thing, which was different, was just on the lots. I appreciate that was brought up. One of my concerns has been is that, as we know, when PG&E made that commitment that they were going to take the lots, build the lots and we wouldn't have empty lots. Now, we've acquired them and I would not want us to see to continue to have empty lots. I think that we need to show progress and action on them since now we are responsible. We need to lead by example

so I would like to see some process go forward on that since we're not tied to the same thing. I just don't want to see them because, then, obviously development doesn't move forward and the neighborhood doesn't.

**Mayor Ruane** said but you're not talking about the five lots that we own.

**Councilmember Medina** said I am.

**Mayor Ruane** said because that's not for profit.

**Councilmember Medina** said so; you're saying that's their decision to make?

**Mayor Ruane** said no. Well, the not for profit would have to make the decision on the lots.

**City Manager Jackson** said no. The lots are owned by the City of San Bruno.

**Mayor Ruane** said by the City of San Bruno, right.

**Councilmember Medina** and, if that is what is determined, fine, but, I think we need to keep our obligations to the residents of the community.

**Mayor Ruane** said John, you had a question.

**City Treasurer Marty** said I did, probably directed to Steve Meyers. If you have an active member, elected official, a member of City staff on the board, would that open the foundation up to a lawsuit filed against the City for some accident or whatnot, would that be a legal thing, could create the deep pocket that an attorney would want to get his hand in.

**Steve Meyers** said there is no accounting for what an attorney can charge but the idea of setting up a separate corporation is to create that level of insulation. The City used to have a redevelopment agency. It was a separate entity; an agency the State of California informed was a local function but was run by the Council. So, you couldn't cross that line to sue the City for something the agency did. And, I think the same thing is true here. Even though we would have, perhaps board members of the non-profit were Council members or we had staff members who were providing services to the non-profit, as long as we kept that corporation separate and we organized it properly, it shouldn't be an issue. Again, not counting for the imagination of someone in the future.

**Zafferano** said and, just to add to that. What will happen if worse is, as entities get named, irrespective of whether there is basis to hang them, and that's one of the reasons why the entity would have to have the same type of insurance that the city has.

**Craig Bettencourt** said I'd like to just comment for Council's information that a member of our team has been in and out of communication issues, come in and out of our operation, from the beginning, is Sam Singer, who has helped us and that his area is communication and he may be somebody that we may want to bring back in to the process and talk about setting up some sort of a program that will accomplish what it is that you guys hope to do which is to communicate this and coordinate it with your meetings, and he can come up with ideas of whether it is the water bill or whatever, that's what he does. We have something similar with the plan so that could help bringing him back more rapidly with this sort of communication.

**Mayor Ruane** said anything else? Any other staff comments or questions?

**Mayor Ruane** closed the regular meeting at 7:53 p.m. and said we will going 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  
November 27, 2012

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Carol Bonner, City Clerk

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Jim Ruane, Mayor



**"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 MINUTES**

**November 15, 2012**

**5:30 p.m.**

**Meeting location: City Hall, 567 El Camino Real, Room 115, San Bruno, CA**

- 1. CALL TO ORDER: THIS IS TO CERTIFY THAT** the San Bruno City Council met on October 23, 2012 at City Hall, 567 El Camino Real, Room 115, San Bruno, CA. The meeting was called to order at 5:33 p.m.
- 2. ROLL CALL/PLEDGE OF ALLEGIANCE:** Presiding was Mayor Ruane, Council Members Medina, Salazar and O'Connell and Vice Mayor Ibarra arrived at 5:47 p.m. Recording by Clerk Bonner. **Finance Director Juran** led the Pledge of Allegiance.
- 3. ANNOUNCEMENTS:**

**Mayor Ruane** announced there would not be a City Council Meeting on the Fourth Tuesday in December. The only Regular City Council Meeting in December will be held on December 11, 2012.
- 4. PRESENTATIONS:**

**Mayor Ruane** read a Proclamation to Marian Wilson-Sylvestre, San Bruno Resource and Recovery Center. The proclamation was received by Madeline Mackey who thanked the City on behalf of Marian.
- 5. REVIEW OF AGENDA:** No changes.
- 6. APPROVAL OF MINUTES:** Special City Council Meetings of October 9, 23 and 29, 2012 and Regular City Council Meeting of October 23, 2012, approved as submitted.
- 7. CONSENT CALENDAR:**
  - a. **Approve:** Accounts Payable of October 22 and 29, November 5, 2012.
  - b. **Approve:** Successor Agency Accounts Payable of October 22 and 29, 2012.
  - c. **Approve:** Payroll of October 21, 2012.
  - d. **Adopt:** Resolution Authorizing Temporary Closure of 1900 Block of Glen Avenue for Annual Santa Arrival, on Sunday, December 9, 2012 from 5:00 p.m. to 9:00 p.m.
  - e. **Adopt:** Resolution Approving Side Letter Agreement Between the City of San Bruno and the Miscellaneous Bargaining Unit, Represented by Teamsters Union Local 856, and Authorizing its Execution by the City Manager.

**M/S Salazar/Medina** to approve the Consent Calendar and passed with all ayes, Councilmember Ibarra absent.

**8. PUBLIC HEARING:** None.

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

**10. CONDUCT OF BUSINESS:**

a. Adopt Resolution Authorizing City Manager to Accept All Title to Real Property, to Accept Dedication of Roads into the City Street System, and to Execute Escrow and Other Documents for Property Transactions Relating to the Grade Separation Project.

**City Attorney Zafferano** gave an overview of the staff report and asked for questions.

**Councilmember O'Connell** introduced the resolution for adoption and passed with four votes, Vice Mayor Ibarra absent.

b. Adopt Resolution of Intention to Approve an Amendment to Contract Between the Board of Administration California Public Employees' Retirement System (CalPERS) and the San Bruno City Council and Authorize the City Clerk to Execute Required CalPERS Certifications.

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

**Councilmember O'Connell** introduced the resolution for adoption and passed with four votes, Vice Mayor Ibarra absent.

**11. CLOSED SESSION:**

**Mayor Ruane** said they would be going into closed session with no reportable action. 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

**12. ADJOURNMENT:**

**Mayor Ruane** closed the meeting at 5:53 p.m. The next Regular City Council Meeting will be held on November, 2012, at 7:00 p.m. at the Senior Center, 1555 Crystal Springs Road.

Respectfully submitted for approval  
at the special City Council Meeting of  
November 27, 2012

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Carol Bonner, City Clerk

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Jim Ruane, Mayor

11/13/12

CITY OF SAN BRUNO  
WARRANT REGISTER  
TOTAL FUND RECAP

FUND	FUND NAME	AMOUNT
001	GENERAL FUND	\$106,704.73
003	ONE-TIME REVENUE	\$2,644.20
132	AGENCY ON AGING	\$5,306.10
133	RESTRICTED DONATIONS	\$1,952.95
190	EMERGENCY DISASTER FUND	\$61,838.03
203	STREET IMPROVE. PROJECTS	\$550.00
611	WATER FUND	\$47,613.57
621	STORMWATER FUND	\$47.46
631	WASTEWATER FUND	\$3,763.58
641	CABLE TV FUND	\$15,734.93
701	CENTRAL GARAGE	\$23,922.10
702	FACILITY MAINT. FUND	\$3,475.05
703	GENERAL EQUIPMENT REVOLVING	\$501.94
707	TECHNOLOGY DEVELOPMENT	\$481.96
711	SELF INSURANCE	\$7,897.94
TOTAL FOR APPROVAL		\$282,434.54

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 138321 THROUGH 138468 INCLUSIVE, TOTALING IN THE AMOUNT OF \$282,434.54 HAVE BEEN CHECKED IN DETAIL AND APPROVED BY THE PROPER OFFICIALS, AND IN MY OPINION REPRESENT FAIR AND JUST CHARGES AGAINST THE CITY IN ACCORDANCE WITH THEIR RESPECTIVE AMOUNTS AS INDICATED THEREON.

RESPECTFULLY SUBMITTED,

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

11/14/12  
\_\_\_\_\_  
DATE

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0105463 CESAR JUAREZ	138394	11/13/2012	17.53
0001154 PENINSULA LIBRARY SYSTEM	138432	11/13/2012	2,563.73
0018283 PERFORMANCE TOW LLC	138433	11/13/2012	115.00
0017751 DEPT. OF PESTICIDE REGULATION, CASHIER	138434	11/13/2012	60.00
0105469 ADAM PHILLIPS	138435	11/13/2012	17.59
0102915 PRECISE PRINTING & MAILING	138436	11/13/2012	3,083.73
0105464 GIANMARCO PUGLISI	138437	11/13/2012	70.30
0097558 PURCHASE POWER	138438	11/13/2012	202.00
0104869 PURSUIT NORTH	138439	11/13/2012	8,767.14
0013981 QUILL CORPORATION	138440	11/13/2012	118.43
0000071 R & B COMPANY	138441	11/13/2012	12,453.66
0017111 RANDOM HOUSE INC	138442	11/13/2012	69.01
0090749 RED WING SHOE STORE	138443	11/13/2012	297.14
0018069 WULFSBERG REESE COLVIG & FIRSTMAN	138444	11/13/2012	330.00
0100839 RICARDO LOPEZ	138445	11/13/2012	302.70
0096458 RMC WATER AND ENVIRONMENT	138446	11/13/2012	1,715.00
0105465 MARINA C. RODRIGUEZ	138447	11/13/2012	71.22
0090412 SAN BRUNO MUNICIPAL CABLE TV	138448	11/13/2012	323.79
0017145 SAN MATEO LAWN MOWER SHOP	138449	11/13/2012	85.93
0105455 SCHALCH CREATIVE CONSTRUCTION	138450	11/13/2012	875.00
0018461 SERRAMONTE FORD, INC.	138451	11/13/2012	99.60
0102917 SFPUC FINANCIAL SERVICES	138452	11/13/2012	5,580.00
0001225 SIERRA PACIFIC TURF SUPPLY,INC	138453	11/13/2012	1,212.40
0015163 PENINSULA SPORTS OFFICIALS ASSOC.INC.	138454	11/13/2012	1,518.00
0097079 SPRINT	138455	11/13/2012	79.98
0105479 LANDON STODDARD	138456	11/13/2012	17.50
0000289 SUN VALLEY DAIRY PRODUCTS	138457	11/13/2012	2,522.60
0001849 BAY AREA WATER SUPPLY & CONSERVATION AGEI	138458	11/13/2012	1,914.00
0105456 TANFORAN PARK SHOPPING CTR LLC	138459	11/13/2012	1,000.00
0018073 TEAMSTERS LOCAL 350	138460	11/13/2012	4,760.00
0018238 UNITED ROTARY BRUSH CORP.	138461	11/13/2012	2,021.42
0102744 UNIVERSAL BUILDING SERVICES	138462	11/13/2012	326.00
0102988 VANTAGEPOINT TRANSFER AGENTS	138463	11/13/2012	8,948.03
0105467 CHRISTOS VOLIKAKIS	138464	11/13/2012	32.54
0098917 VOLIKOS ENTERPRISES	138465	11/13/2012	1,224.00
0018385 WFCB - OSH COMMERCIAL SERVICES	138466	11/13/2012	93.81
0105295 WINGFOOT COMMERCIAL TIRE	138467	11/13/2012	711.90
0014850 XEROX CORPORATION	138468	11/13/2012	86.66
0000227 CITY OF SAN BRUNO	138354	11/13/2012	3,518.44

Document group: komalley Bank: apbank 05507660

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0017802	CLEANSOURCE, INC.	138355	11/13/2012	76.93
0105423	COASTAL PAVING INC.	138356	11/13/2012	550.00
0105091	COLE SUPPLY CO., INC.	138357	11/13/2012	497.66
0000169	COSTA'S / "JUST THINGS"	138358	11/13/2012	69.28
0014338	CREST/GOOD MANUFACTURING CO.	138359	11/13/2012	79.38
0104729	CRESTMoor AUTO CENTER	138360	11/13/2012	238.57
0000251	CUMMINS WEST INC.	138361	11/13/2012	1,771.83
0105071	D&M POLYGRAPH	138362	11/13/2012	675.00
0104141	DC&E	138363	11/13/2012	1,603.65
0105472	JEROME DIAZ	138364	11/13/2012	205.09
0104327	EATON PUMP & SALES	138365	11/13/2012	2,875.00
0000046	EWING IRRIGATION PRODUCTS INC	138366	11/13/2012	1,070.09
0013714	FIRST NATIONAL BANK	138367	11/13/2012	2,110.98
0001782	FLOWERS ELECTRIC & SVC.CO.INC.	138368	11/13/2012	7,443.06
0018117	FLYERS ENERGY, LLC	138369	11/13/2012	11,173.67
0102869	FRANCHISE TAX BOARD	138370	11/13/2012	500.00
0105462	KRISTOFFER GARCIA	138371	11/13/2012	200.00
0000574	GARY M. OLSON PH.D.	138372	11/13/2012	725.00
0103258	GC MICRO CORPORATION	138373	11/13/2012	862.09
0105477	NORMAN GILCHRIST	138374	11/13/2012	21.94
0095666	GLOBAL TELECOM & TECHNOLOGY	138375	11/13/2012	4,051.82
0000162	GRAINGER	138376	11/13/2012	74.50
0095966	GREAT AMERICA LEASING CORP.	138377	11/13/2012	401.55
0104693	DEBBIE GRECH	138378	11/13/2012	777.69
0017914	GSWAW INC.	138379	11/13/2012	3,275.45
0105473	LARRY HADDOCK	138380	11/13/2012	20.60
0102820	DEBRA HALL	138381	11/13/2012	289.00
0018213	HILLYARD, INC.	138382	11/13/2012	129.78
0105378	HOME MAID RAVIOLI COMPANY INC.	138383	11/13/2012	61.00
0103336	HUB INTERNATIONAL SERVICE INC.	138384	11/13/2012	226.23
0014140	IAPMO INTL ASSN OF PLUMBING	138385	11/13/2012	200.00
0105457	ICC PENINSULA CHAPTER	138386	11/13/2012	450.00
0018838	INFOSEND, INC.	138389	11/13/2012	6,731.50
0105476	MIKE JAY	138392	11/13/2012	143.27
0096586	K.J. WOODS CONSTRUCTION, INC.	138395	11/13/2012	5,449.65
0096852	ABAG PLAN CORPORATION	138321	11/13/2012	2,736.40
0017053	ACCONTEMPS	138322	11/13/2012	6,240.00
0103532	RETAIL ACQUISITION & DEVELOPMENT INC	138323	11/13/2012	193.70
0000858	ADECCO EMPLOYMENT SERVICES	138324	11/13/2012	4,244.69
0001170	AIRGAS NCN	138325	11/13/2012	27.71
0000163	AIRPORT AUTO PARTS INC.	138326	11/13/2012	363.15

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0000372 ALLIED SECURITY ALARMS	138327	11/13/2012	441.00
0103662 ALTERNATIVE INTERNATIONAL CORP.	138328	11/13/2012	267.93
0096700 ANDY'S WHEELS & TIRES	138329	11/13/2012	159.28
0001202 ARAMARK UNIFORM SERVICES	138330	11/13/2012	191.58
0105470 VISHAL ARYA	138331	11/13/2012	41.17
0104233 ASTOUND BROADBAND	138332	11/13/2012	4,570.00
0014617 AT&T	138333	11/13/2012	51.83
0016123 AT&T	138334	11/13/2012	1,692.91
0096126 AT&T MOBILITY	138335	11/13/2012	126.94
0017211 AUTOMATIC DOOR SYSTEMS INC	138336	11/13/2012	215.00
0095078 BAGLEY ENTERPRISES, INC.	138337	11/13/2012	6,764.52
0000345 BAKER & TAYLOR BOOKS	138338	11/13/2012	2,431.77
0018567 BATTERY SYSTEMS	138339	11/13/2012	470.80
0017036 STEVEN'S BAY AREA DIESEL SER., INC.	138340	11/13/2012	509.49
0000376 MARILYN BENNETT	138341	11/13/2012	405.60
0000378 BROADMOOR LANDSCAPE SUPPLY	138342	11/13/2012	90.93
0096420 BSN SPORTS	138343	11/13/2012	530.28
0102737 BURKE, WILLIAMS & SORENSEN,LLP	138344	11/13/2012	2,644.20
0093543 SMCPSCA C/O ED WOOD, TREASURER	138345	11/13/2012	1,350.00
0097451 CALIFORNIA PARK & RECREATION	138346	11/13/2012	150.00
0014739 CAL-STEAM	138347	11/13/2012	191.84
0105454 ANA CASTRO	138348	11/13/2012	540.00
0105235 CDW GOVERNMENT	138349	11/13/2012	398.76
0105468 SOUMYDEEP CHAURAVARTY	138350	11/13/2012	17.59
0105466 KEVIN CRISTAL	138351	11/13/2012	13.21
0016324 CINTAS CORPORATION #464	138352	11/13/2012	895.42
0098588 CITY OF BURLINGAME	138353	11/13/2012	3,388.50
0017880 ICE CENTER @ SAN MATEO	138387	11/13/2012	84.00
0015644 INDUSTRIAL WIPER & SUPPLY,INC.	138388	11/13/2012	350.42
0096114 INTERNATIONAL SOCIETY OF ARBOR	138390	11/13/2012	170.00
0000836 INTOXIMETERS INC	138391	11/13/2012	497.25
0018376 JT2 INTEGRATED RESOURCES	138393	11/13/2012	5,161.54
0018050 KAISER FOUNDATION HEALTH PLAN	138396	11/13/2012	3,544.00
0000112 KAMAN INDUSTRIAL TECHNOLOGIES	138397	11/13/2012	70.58
0105112 RAZIA KHAN	138398	11/13/2012	47.96
0101866 KIDZ LUV SOCCER, INC.	138399	11/13/2012	2,541.00
0105471 MICHAEL KOHL	138400	11/13/2012	49.28
0018498 KONICA MINOLTA	138401	11/13/2012	501.94
0018561 LANCE BAYER	138402	11/13/2012	687.50
0018884 LAURA RUSSELL	138403	11/13/2012	874.76
0105482 LIN LI	138404	11/13/2012	21.13

Document group: komalley Bank: apbank 05507660

Vendor Code & Name	Check #	Check Date	Amount
0104424 LIDIA'S ITALIAN DELICACIES	138405	11/13/2012	2,722.50
0096825 LAURIE LOO	138406	11/13/2012	809.25
0018177 LOWE'S	138407	11/13/2012	297.85
0103256 CARRIE LUJAN	138408	11/13/2012	599.00
0102770 METLIFE	138409	11/13/2012	1,501.71
0000027 MEYERS   NAVE PROFESSIONAL LAW	138410	11/13/2012	61,514.24
0105478 EDITH MICHELSON	138411	11/13/2012	7.19
0016863 MIDWEST TAPE, LLC	138412	11/13/2012	84.33
0000333 MOSS RUBBER & EQUIP. CORP.	138413	11/13/2012	359.13
0097142 MYERS TIRE-OAKLAND #17	138414	11/13/2012	44.14
0105209 NET TRANSCRIPTS, INC.	138415	11/13/2012	876.40
0015839 NOR-CAL SIGNS	138416	11/13/2012	173.20
0095008 NORTHERN MUNICIPAL COURT	138417	11/13/2012	700.00
0105238 NORTHERN REFRIGERATION INC.	138418	11/13/2012	197.82
0104783 NORTHGATE ENVIRONMENTAL	138419	11/13/2012	1,052.00
0095685 OAKWOOD WORLDWIDE	138420	11/13/2012	44.37
0094202 O'DOWD PLUMBING, INC.	138421	11/13/2012	1,085.00
0092263 OFFICE DEPOT INC	138422	11/13/2012	437.00
0000210 OLE'S CARBURETOR & ELECTRIC INC	138423	11/13/2012	1,437.47
0097567 ONE HOUR DRY CLEANING	138424	11/13/2012	67.40
0018701 ORKIN INC.	138425	11/13/2012	544.99
0000012 PACIFIC GAS & ELECTRIC	138426	11/13/2012	27,300.16
0000101 PACIFIC NURSERIES	138427	11/13/2012	300.39
0000102 PACIFIC WEST SECURITY, INC.	138428	11/13/2012	27.09
0105475 GWEN PANAGIOTOPOULOS	138429	11/13/2012	27.31
0096025 PEACOCK CONSTRUCTION	138430	11/13/2012	1,000.00
0018201 PENINSULA CHAPTER ICC	138431	11/13/2012	30.00
		<b>GrandTotal:</b>	<b>282,434.54</b>
		<b>Total count:</b>	<b>148</b>



City Council Agenda Item  
Staff Report

CITY OF SAN BRUNO

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DATE: November 27, 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 November 9, 2012 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,251,866.05 for the bi-weekly pay period ending November 4, 2012 is attached.

**LABOR SUMMARY FOR PAY PERIOD ENDING : November 04, 2012**

<b>pyLaborDist</b>	<b>11/09/12</b>
Fund: 001 - GENERAL FUND	949,765.90
Fund: 122 - SOLID WASTE/RECYCL.	1,327.05
Fund: 153 -RDA OBLIGATION RETIREMENT FUND	6,776.43
Fund: 190 - EMERGENCY DISASTER FUND	7,350.46
Fund: 201 - PARKS AND FACILITIES CAPITAL	2,364.36
Fund: 203 - STREET IMPROVE. PROJECTS	4,590.04
Fund: 611 - WATER FUND	71,894.48
Fund: 621 - STORMWATER FUND	12,566.11
Fund: 631 - WASTEWATER FUND	62,873.35
Fund: 641 - CABLE TV FUND	83,477.89
Fund: 701 - CENTRAL GARAGE	8,477.88
Fund: 702 - FACILITY MAINT.FUND	21,450.62
Fund: 707 - TECHNOLOGY DEVELOPMENT	12,604.09
Fund: 711 - SELF INSURANCE	6,347.39
<b>Total</b>	<b>\$1,251,866.05</b>



# RECONCILIATION OF GENERAL LEDGER TO BANK

MONTH ENDING OCTOBER 2012

## City of San Bruno Cash

## City of San Bruno General Ledger

Investment Balance	\$ 35,035,148.13
Glenview Fire LAIF	3,025,106.70
Checking	7,347,221.04
Police Checking	2,187.00
Glenview Fire Recovery	4,742.77
Glenview Counseling Assist	19,056.00
Successor Agency of SB RDA	552,551.10
Successor Housing Agency	3,265,984.04
City of SB as Custodian - WFB	68,757,601.67

**Bank Balances as of 10/31/12** 118,009,598.45

**General Ledger Balance** \$ 117,496,948.93

Outstanding checks \$ (787,595.04)

FNB Deposit Transit	14,363.16
FNB Deposit Transit	14,643.16
FNB Deposit Transit	9,611.49
FNB Deposit Transit	18,379.06
FNB Deposit Transit	158,171.40
Finance CC	2,805.13
Finance CC	1,717.52
CATV Merchant Bankcard CC	3,155.43
Utility Online Billpay - ACH	2,536.27
Utility Online Billpay - ACH	3,855.06
Utility Online Billpay - ACH	3,924.90
Utility Online Billpay - cc	4,558.74
Utility Online Billpay - cc	15,643.24
Utility Online Billpay - cc	2,323.65
Utility Online Billpay - VISA	21,598.85
FNB Misc Debit	\$ 9.00

CATV Checkfree	1,636.73
Library CC	271.09
FNB Misc credit 10.19 deposit	4.50
FNB Misc credit	438.22

**Adjusted Balance** \$ 117,499,299.47

**Adjusted Balance** \$ 117,499,299.47

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## INVESTMENT REPORT

Month ending October 2012

INVESTMENTS				YIELD
<b>INVESTMENT POOLS</b>				
Local Agency Investment Fund	12,222,860.20			0.340
Glenview Fire LAIF	3,025,106.70			0.340
San Mateo County Pool	12,244,192.00			0.930
INVESTMENTS HELD AT UNION BANK	PAR VALUE	COST BASIS	MKT. VALUE	YIELD
Federal Home Loan Bank 1.42 mat 5/30/14	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,017,550.00	1.400
Federal Home Loan Bank 0.50 mat 2/25/15	\$ 1,000,000.00	\$ 999,000.00	\$ 1,000,040.00	0.500
US Govt Money Market	\$ 8,569,095.93	\$ 8,569,095.93	\$ 8,569,095.93	0.000
INVESTMENTS HELD AT WELLS FARGO BANK				
City of San Bruno as Temporary Custodian	68,757,601.67			0.142
<b>TOTAL</b>	<b>\$106,818,856.50</b>			

Revenue Status Report

City of San Bruno  
 10/1/2012 through 10/31/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total GENERAL FUND	33,267,279.61	2,107,541.25	7,329,010.24	25,938,269.37	22.03
Total GENERAL FUND RESERVE	0.00	0.00	0.00	0.00	0.00
Total ONE-TIME REVENUE	0.00	0.00	350.50	-350.50	0.00
Total GAS TAX	1,189,432.00	141,762.69	356,524.25	832,907.75	29.97
Total MEASURE A TRANSPORTATION TAX	701,763.00	60,903.33	266,779.77	434,983.23	38.02
Total STREET SPECIAL REVENUE	772.00	0.00	0.00	772.00	0.00
Total TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00	0.00	0.00
Total POLICE ASSET FORFEITURE	5,160.00	25.48	1,526.49	3,633.51	29.58
Total SAFETY AUGMENT. -PROP.172	86,115.00	8,183.70	34,537.74	51,577.26	40.11
Total POLICE SPECIAL REVENUE	100,029.00	0.00	0.00	100,029.00	0.00
Total TRAFFIC SAFETY GRANT	148.00	36.60	36.60	111.40	24.73
Total FEDERAL/STATE GRANTS	109.00	0.00	0.00	109.00	0.00
Total SOLID WASTE/RECYCL.	68,814.00	6,680.57	22,330.37	46,483.63	32.45

### Revenue Status Report

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Periods: 4 through 4

City of San Bruno  
10/1/2012 through 10/31/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Total LIBRARY SPECIAL REVENUE	1,065.00	759.93	759.93	305.07	71.35
Total IN-LIEU FEES	764,751.00	4,177.75	121,777.75	642,973.25	15.92
Total AGENCY ON AGING	173,418.00	15,131.47	40,698.75	132,719.25	23.47
Total RESTRICTED DONATIONS	111,270.00	11,247.61	56,774.00	54,496.00	51.02
Total ED JOHNSON BEQUEST FUND	64.00	42.89	42.89	21.11	67.02
Total GLENVIEW FIRE DONATIONS	0.00	0.00	2.39	-2.39	0.00
Total PGE	0.00	2,698.45	2,698.45	-2,698.45	0.00
Total SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00	0.00	0.00
Total CITY OF SB AS SUCCESSOR HOUSING AGENCY	0.00	0.00	0.00	0.00	0.00
Total RDA OBLIGATION RETIREMENT FUND	250,000.00	0.00	0.00	250,000.00	0.00
Total EMERGENCY DISASTER FUND	5,368,159.00	0.00	243,130.78	5,125,028.22	4.53
Total PARKS AND FACILITIES CAPITAL	1,758.00	1,313.15	1,313.15	444.85	74.70
Total STREET IMPROVE. PROJECTS	2,682.00	0.00	3,051.41	-369.41	113.77
Total TECHNOLOGY CAPITAL	223.00	685.21	685.21	-462.21	307.27

Revenue Status Report

City of San Bruno  
 10/1/2012 through 10/31/2012

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prc't Rcvd
Total SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	0.00	0.00	0.00	0.00	0.00
Total LEASE DEBT SERVICE	38,498.00	0.00	38,497.99	0.01	100.00
Total SUCCESSOR AGENCY TO THE SB RDA -2000 COP	0.00	-6.71	0.00	0.00	0.00
Total WATER FUND	11,152,000.00	1,016,601.20	3,347,492.93	7,804,507.07	30.02
Total STORMWATER FUND	599,500.00	3,374.23	3,374.23	596,125.77	0.56
Total WASTEWATER FUND	12,044,000.00	952,145.26	3,123,538.41	8,920,461.59	25.93
Total CABLE TV FUND	10,036,180.00	812,706.78	3,210,723.53	6,825,456.47	31.99
Total CENTRAL GARAGE	625,056.00	52,089.00	208,366.00	416,700.00	33.33
Total FACILITY MAINT.FUND	881,655.00	73,471.00	294,084.00	587,571.00	33.36
Total GENERAL EQUIPMENT REVOLVING	430,587.00	35,882.00	143,528.00	287,059.00	33.33
Total TECHNOLOGY DEVELOPMENT	512,652.26	40,369.00	161,476.00	351,176.26	31.50
Total SELF INSURANCE	1,611,477.00	134,290.00	537,160.00	1,074,317.00	33.33

### Revenue Status Report

City of San Bruno  
10/1/2012 through 10/31/2012

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
Grand Total	80,024,616.87	5,482,111.84	19,550,261.76	60,474,355.11	24.43

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City of San Bruno

Through period: 4

Through October 2012

	Cash	Investments	Fund Total
001 GENERAL FUND	1,536,418.05	53,624.15	1,590,042.20
002 GENERAL FUND RESERVE	3,026,446.11	0.00	3,026,446.11
003 ONE-TIME REVENUE	4,121,159.78	0.00	4,121,159.78
101 GAS TAX	1,283,953.95	0.00	1,283,953.95
102 MEASURE A TRANSPORTATION TAX	1,376,776.79	0.00	1,376,776.79
103 STREET SPECIAL REVENUE	306,910.09	0.00	306,910.09
104 TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00
111 POLICE ASSET FORFEITURE	69,681.40	0.00	69,681.40
112 SAFETY AUGMENT. -PROP. 172	45,814.52	0.00	45,814.52
113 POLICE SPECIAL REVENUE	20,858.16	0.00	20,858.16
114 TRAFFIC SAFETY GRANT	60,742.73	0.00	60,742.73
121 FEDERAL/STATE GRANTS	70,398.81 CR	0.00	70,398.81 CR
122 SOLID WASTE/RECYCL.	204,550.48	0.00	204,550.48
123 LIBRARY SPECIAL REVENUE	356,320.41	0.00	356,320.41
131 IN-LIEU FEES	3,656,085.64	0.00	3,656,085.64
132 AGENCY ON AGING	22,614.53	0.00	22,614.53
133 RESTRICTED DONATIONS	978,910.85	0.00	978,910.85
134 ED JOHNSON BEQUEST FUND	25,344.26	0.00	25,344.26
135 GLENVIEW FIRE DONATIONS	4,742.77	0.00	4,742.77
136 PGE	3,025,106.70	0.00	3,025,106.70
151 SUCCESSOR AGENCY TO THE SB RDA - OPS	515,792.23	0.00	515,792.23
152 CITY OF SB AS SUCCESSOR HOUSING AGENCY	2,482,666.04	0.00	2,482,666.04
153 RDA OBLIGATION RETIREMENT FUND	1,419,042.21	0.00	1,419,042.21
190 EMERGENCY DISASTER FUND	1,976,236.00 CR	0.00	1,976,236.00 CR
201 PARKS AND FACILITIES CAPITAL	384,967.73	0.00	384,967.73
202 CITY/BART POLICE FACIL	0.00	0.00	0.00
203 STREET IMPROVE. PROJECTS	1,153,836.14	0.00	1,153,836.14
207 TECHNOLOGY CAPITAL	80,107.76	0.00	80,107.76
251 SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	52,945.90	0.00	52,945.90
301 PARKING.DIST.BONDS	0.00	0.00	0.00
302 LEASE DEBT SERVICE	0.00	0.00	0.00
351 SUCCESSOR AGENCY TO THE SB RDA -2000 COP	157,580.00	649,962.50	807,542.50
611 WATER FUND	11,826,315.43	0.00	11,826,315.43
621 STORMWATER FUND	1,253,365.40	0.00	1,253,365.40
631 WASTEWATER FUND	6,655,186.33	629,724.35	7,284,910.68
641 CABLE TV FUND	2,969,145.69 CR	200.00	2,968,945.69 CR
701 CENTRAL GARAGE	489,330.36	0.00	489,330.36
702 FACILITY MAINT.FUND	980,668.09	0.00	980,668.09
703 GENERAL EQUIPMENT REVOLVING	3,489,359.09	0.00	3,489,359.09
707 TECHNOLOGY DEVELOPMENT	477,099.54	0.00	477,099.54
711 SELF INSURANCE	1,770,270.01	91,118.50	1,861,388.51
810 DEFERRED COMPENSATION PLANS	0.00	0.00	0.00
870 CRESTMOOR GLENVIEW RESTITUTION FUND	68,757,601.67	0.00	68,757,601.67
880 PROJECT DEVELOP. TRUST	35,980.10	0.00	35,980.10
891 S.B. GARBAGE CO. TRUST	408,178.18	0.00	408,178.18
<b>Grand Total:</b>	<b>117,496,948.93</b>	<b>1,424,629.50</b>	<b>118,921,578.43</b>

Expenditure Status Report  
 City of San Bruno  
 10/1/2012 through 10/31/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total GENERAL FUND	33,316,177.67	2,855,896.78	10,648,011.51	147,503.07	22,520,663.09	32.40
Total GENERAL FUND RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
Total ONE-TIME REVENUE	220,000.00	6,644.20	1,410,476.38	0.00	-1,190,476.38	641.13
Total GAS TAX	875,016.00	62,500.00	250,000.00	0.00	625,016.00	28.57
Total MEASURE A TRANSPORTATION TAX	0.00	0.00	0.00	0.00	0.00	0.00
Total TRAFFIC CONGESTION RELIEF	0.00	0.00	0.00	0.00	0.00	0.00
Total POLICE ASSET FORFEITURE	16,500.00	0.00	0.00	14,942.97	1,557.03	90.56
Total SAFETY AUGMENT. -PROP.172	86,000.00	0.00	0.00	0.00	86,000.00	0.00
Total POLICE SPECIAL REVENUE	100,000.00	0.00	0.00	0.00	100,000.00	0.00
Total TRAFFIC SAFETY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
Total FEDERAL/STATE GRANTS	720.07	0.00	0.00	720.07	0.00	100.00
Total SOLID WASTE/RECYCL.	69,833.00	1,821.19	3,488.32	0.00	66,344.68	5.00
Total LIBRARY SPECIAL REVENUE	39,000.00	3,250.00	13,000.00	0.00	26,000.00	33.33
Total IN-LIEU FEES	43,500.00	0.00	0.00	0.00	43,500.00	0.00
Total AGENCY ON AGING	123,258.00	11,349.48	23,707.91	0.00	99,550.09	19.23
Total RESTRICTED DONATIONS	114,229.00	4,907.07	18,295.43	629.00	95,304.57	16.57
Total ED JOHNSON BEQUEST FUND	0.00	0.00	0.00	0.00	0.00	0.00
Total GLENVIEW FIRE DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
Total PGE	0.00	0.00	0.00	0.00	0.00	0.00
Total SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	-1,077.44	0.00	0.00	0.00	0.00
Total CITY OF SB AS SUCCESSOR HOUSING AGENCY	0.00	0.00	0.00	0.00	0.00	0.00
Total RDA OBLIGATION RETIREMENT FUND	972,845.00	31,440.35	64,919.68	46,081.39	861,843.93	11.41
Total EMERGENCY DISASTER FUND	5,705,172.49	438,604.78	1,753,834.08	880,518.89	3,070,819.52	46.17
Total PARKS AND FACILITIES CAPITAL	1,398,756.70	26,402.67	319,973.83	528,020.77	550,762.10	60.52
Total STREET IMPROVE. PROJECTS	2,450,872.08	45,697.74	325,040.31	88,156.89	2,037,674.88	16.86
Total TECHNOLOGY CAPITAL	26,400.26	0.00	0.00	0.00	26,400.26	0.00
Total SUCCESSOR AGENCY TO THE SB RDA - CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00
Total LEASE DEBT SERVICE	38,498.00	0.00	38,497.99	0.00	0.01	100.00

### Expenditure Status Report

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 Periods: 4 through 4

City of San Bruno  
 10/1/2012 through 10/31/2012

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
Total	0.00	-199,178.75	0.00	0.00	0.00	0.00
SUCCESSOR AGENCY TO THE SB RDA -2000 COP						
WATER FUND	11,178,174.73	921,548.63	2,806,722.35	1,895,071.16	6,676,381.22	40.27
STORMWATER FUND	1,082,897.65	43,090.20	166,197.95	222,512.66	694,187.04	35.90
WASTEWATER FUND	9,010,809.83	325,736.46	1,935,471.10	952,991.36	6,122,347.37	32.06
CABLE TV FUND	9,607,582.28	978,096.44	2,894,123.95	2,278,535.57	4,434,922.76	53.84
CENTRAL GARAGE	612,040.00	65,929.65	165,511.77	6,764.52	419,763.71	31.42
FACILITY MAINT.FUND	859,194.00	63,788.22	285,972.08	0.00	573,221.92	33.28
GENERAL EQUIPMENT REVOLVING	308,554.70	37,140.39	54,732.58	61,823.45	191,998.67	37.77
TECHNOLOGY DEVELOPMENT	518,919.26	31,644.42	165,150.32	0.00	353,768.94	31.83
SELF INSURANCE	1,611,477.00	60,554.46	935,366.86	0.00	676,110.14	58.04
<b>Grand Total</b>	<b>80,386,427.72</b>	<b>5,816,786.94</b>	<b>24,098,494.40</b>	<b>7,124,271.77</b>	<b>49,163,661.55</b>	<b>38.84</b>



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

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**DATE:** November 27, 2012  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Klara A. Fabry, Public Services Director  
**SUBJECT:** Adopt Resolution Accepting the On-Call Concrete Repair and Replacement Contract as Complete and Authorizing Release of the Contract Retention

**BACKGROUND:**

In 2011, staff prepared one combined contract document for sidewalk repairs and other concrete work that was planned as part of other City projects or activities. The contract work included City sidewalk repairs, the homeowner sidewalk repair program, accessible curb ramp installation for the Cycle 1 Federal Aid Paving, the City's accessible curb ramps project, and as needed concrete repair due to damage caused by water or wastewater emergency repairs.

**DISCUSSION:**

The On-Call Concrete Repair and Replacement contract was awarded to J.J.R. Construction, Inc. on July 12, 2011 in the amount of \$274,088. The contractor completed all work under this contract at a cost of \$271,833.63. The contractor also completed a change order in the amount of \$23,022 to perform the necessary concrete work for the Crestmoor Reconstruction Project for a total construction contract cost of \$294,855.63. This work included constructing temporary sidewalk and driveway approaches for four properties and was funded by the Crestmoor Reconstruction Project.

There are no outstanding construction claims or unresolved issues. Staff recommends the City Council accept the contract as complete and approve the release of the contract retention in the amount of \$14,743.78.

**FISCAL IMPACT:**

The total expenditure for the construction of the On-Call Concrete Repair and Replacement Project including construction management and inspection is \$343,986.34.

The City Council previously appropriated the construction budget of \$329,000 as follows:

*T.d.*

<u>Project</u>	<u>Scope</u>	<u>Funding Source</u>	<u>Budget</u>
Sidewalk Repair Program	City responsible sidewalk repair	Measure A	\$23,000
Sidewalk Repair Program	Private responsible sidewalk repair	Homeowners	\$43,000
Accessible Ped Ramps	Accessible curb ramps within RDA	RDA	\$60,000
Street Rehabilitation	Accessible curb ramps for Cycle 1	Measure A	\$100,000
Water & Wastewater O&M	Sidewalk for emergency repair	Operations	<u>\$103,000</u>
Total:			\$329,000

Of the overall construction cost of \$343,986.34, a total of \$320,964.34 is funded from the original appropriation as listed above. The balance of \$23,022 is the construction change order and is funded by the Crestmoor Reconstruction Project.

### **ALTERNATIVES**

1. Do not accept the construction contract as complete and do not release retention.
2. Authorize additional funding and sidewalk work through this construction contract and postpone acceptance.

### **RECOMMENDATION**

Adopt resolution accepting the On-Call Concrete Repair and Replacement Contract as complete and authorizing release of the contract retention.

### **DISTRIBUTION:**

None

### **ATTACHMENTS:**

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

### **DATE PREPARED:**

November 18, 2012

### **REVIEWED BY:**

\_\_\_\_\_ CM

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

**RESOLUTION ACCEPTING THE ON-CALL CONCRETE REPAIR AND REPLACEMENT CONTRACT AS COMPLETE AND AUTHORIZING RELEASE OF THE CONTRACT RETENTION**

**WHEREAS**, the City Council adopted the 2010–11 Capital Improvement Project budget that included the repair and replacement of concrete curbs, gutters, driveways, sidewalks, and accessible curb ramps, including: Accessible Pedestrian Ramps at Various Locations, Sidewalk Repair Program, and Street Rehabilitation Program; and

**WHEREAS**, in an effort to minimize the duplicate effort to prepare separate bid packages and award separate construction contracts for all these different projects, the City prepared one combined bid package that would allow all of the proposed concrete work to be accomplished through one construction contract; and

**WHEREAS**, the City Council awarded the On-Call Concrete Repair and Replacement construction contract to J.J.R. Construction, Inc. on July 12, 2011 in the amount of \$274,088 and said work was completed for an amount of \$271,833.63; and

**WHEREAS**, a change order funded by the Crestmoor Reconstruction was also completed in an amount of \$23,022 for a total construction contract amount of \$294,855.63; and

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

**WHEREAS**, the construction contract requires retention in the amount of \$14,743.78 withheld from the total amount until the project is complete.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby accepts the On-Call Concrete Repair and Replacement contract as complete and authorizes the release of the contract retention amount.

Dated: November 27, 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 27th day of November 2012 by the following vote:

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



## Capital Improvement Program

### Project Acceptance and Release of Retention Information Form

As of Date: October 29, 2012

#### Project Information:

Contract Name	<b>On-Call Concrete Repair and Replacement Project</b>	Contract Number	83908
Project Manager	Tina Tseng		
Design Consultant	N/A	Construction Contractor	J.J.R. Construction
Design Contract Award Date:	N/A		
Const. Contract Award Date:	July 12, 2011		
Start of Construction:	August 24, 2011		
Change Order:	May 30, 2012 (\$23,022 for the temporary sidewalk and driveway approach for four properties in the Crestmoor Reconstruction Project site)		
Substantial Completion:	June 30, 2012		
Final Completion:	July 30, 2012		
Notice of Completion:	Scheduled for filing on November 28, 2012		

#### Project Description:

The contract work included City responsible sidewalk repairs, homeowner sidewalk repair program, accessible curb ramp installation for the Cycle 1 Federal Aid Paving, City's accessible curb ramps project, and as needed concrete repair due to damage caused by water or wastewater emergency repairs. One change order was also issued to complete concrete work for four properties within the Crestmoor Reconstruction project limits.

The specific project/account numbers included in this contract are:

- 83908-0620-005 (Sidewalk Repair, City)
- 83908-0620-015 (Sidewalk Repair, Homeowners)
- 82702-0620-005 (Accessible Ramps Program)
- 82666-0620-005 (Accessible Ramps, Cycle 1 Federal Aid Paving)
- 631-6310-6411 (As-Needed Concrete Repairs, Sewer)
- 611-6120-6411 (As-Needed Concrete Repairs, Water)
- 10002-0620-009 (Crestmoor Reconstruction)

## Project Acceptance and Release of Retention Information Form

**Contract Name: On-Call Concrete Repair and Replacement**

	Budget	Actual
<b>Total Design (In-house/staff)</b>		\$ 7,578.29
Construction Management and Inspection	\$ -	\$ 49,130.71
Construction Contract	\$ 274,088.00	\$ 271,833.63
Construction Contingency	\$ 54,912.00	
Construction Change No. 1 - Additional Work		\$ 23,022.00
Construction Contract Total	\$ 329,000.00	\$ 294,855.63
<b>Total Construction</b>	<b>\$ 329,000.00</b>	<b>\$ 343,986.34</b>
Amount Paid to Contractor to date		\$ 280,112.85
Retention to be Released to the Contractor		\$ 14,742.78
<b>Total Design and Construction Cost:</b>		<b>\$ 351,564.63</b>



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** November 27, 2012

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

**FROM:** Tami Yuki, Human Resources Director

**SUBJECT:** Adopt Resolution Amending the City Classification Plan by Adopting Position Descriptions for CATV Business Manager, CATV System Engineer, CATV Programming Manager, Field Supervisor – CATV, Cable Technician I/II/III, Lead CATV Customer Service Representative, and Warehouse Clerk Positions

### 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. The Personnel Board concluded its review of the Cable Television Department's job descriptions.

### 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. There were additional changes to the CATV Business Manager position that included additional years of experience to substitute for a bachelor's degree to encourage a wider applicant pool with cable management experience. Additional duties were also included in the CATV System Engineer to accurately reflect current job duties, clarify the substitution language in the minimum qualifications, and change the years of experience to encourage a wider applicant pool with prior cable television experience. The CATV Programming Manager job description added substitution language in the education and experience section for those applicants without an Associate of Arts degree.

*T.Y.*

The Teamsters Union has also received copies of the position descriptions and agreed to their content.

**FISCAL IMPACT:**

No fiscal impact.

**ALTERNATIVES:**

1. Do not approve amendment of Cable Department job descriptions.
2. Direct changes to any job description.

**RECOMMENDATION:**

Adopt Resolution Amending the City Classification Plan by Adopting Position Descriptions for CATV Business Manager, CATV System Engineer, CATV Programming Manager, Field Supervisor – CATV, Cable Technician I/II/III, Lead CATV Customer Service Representative, and Warehouse Clerk Positions

**DISTRIBUTION:**

1. Teamsters Union

**ATTACHMENTS:**

1. Resolution
2. CATV Business Manager job description
3. CATV System Engineer job description
4. CATV Programming Manager job description
5. Field Supervisor - CATV job description
6. Cable Technician I/II/III job description
7. Lead CATV Customer Service Representative job description
8. Warehouse Clerk job description

**DATE PREPARED:**

November 19, 2012

**REVIEWED BY:**

\_\_\_\_\_ CM

RESOLUTION NO. 2012 -

**ADOPT RESOLUTION AMENDING THE CITY CLASSIFICATION PLAN BY ADOPTING POSITION DESCRIPTIONS FOR CATV BUSINESS MANAGER, CATV SYSTEM ENGINEER, CATV PROGRAMMING MANAGER, FIELD SUPERVISOR – CATV, CABLE TECHNICIAN I/II/III, LEAD CATV CUSTOMER SERVICE REPRESENTATIVE AND WAREHOUSE CLERK POSITIONS**

**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 CATV Business Manager, CATV System Engineer, CATV Programming Manager, Field Supervisor – CATV, Cable Technician I/II/III, Lead CATV Customer Service Representative, and Warehouse Clerk job descriptions.

**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.

Dated: November 27, 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 27th day of November 2012 by the following vote:

AYES: COUNCILMEMBERS: \_\_\_\_\_

NOES: COUNCILMEMBERS: \_\_\_\_\_

ABSENT: COUNCILMEMBERS: \_\_\_\_\_



## Position Description

**CATV BUSINESS MANAGER****DEFINITION:**

The position will report to and support the ~~Director of Cable Television~~ Director with responsibilities to develop and maintain subscriber base, track and report sales and profitability information, budget analysis, legal compliance and design marketing strategies for new business. May serve in the absence of the Cable Television Director. Performs other related duties as assigned.

**SUPERVISION RECEIVED/EXERCISED:**

Works under the general supervision of the Cable Television Director of CATV. Directly supervise office and clerical support staff. May serve in absence of Cable Television Director of CATV.

**SUPERVISION EXERCISED:**

Provides direct supervision to the Lead CATV Customer Service Representative and accounting and customer service representative staff.

**DISTINGUISHING CHARACTERISTICS:**

This is a professional, management level position responsible for, but not limited to management of ~~general office~~ the business operations, personnel activities including performance evaluations, training, and disciplinary actions, legal and regulatory compliance, budget administration and preparation, financial and statistical report development, financial analysis and account reconciliation, expenditure control, billing and collections, product sales, and development of marketing programs strategies for generating growth in existing and new services, business opportunities. This position may serve in absence of Cable Television Director of CATV. This is a Fair Labor Standards Act exempt position.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):**

Oversees the initiation and closing of work orders for cable system disconnections, reconnections, service requests, new orders and other cable system service requests.

Assigns duties to accounting and customer service representatives and examines work for exactness, neatness and conformance to policies and procedures relative to cable system operations.

Studies and standardizes procedures to improve efficiency of subordinates. Performs or assists subordinates in performing duties.

~~Maintains harmony among workers and resolves grievances.~~

~~Adjusts errors and complaints.~~

~~Performs or assists subordinates in performing duties.~~

Reviews billings for correctness and accuracy and corrects re-figures bills which have been issued to customers improperly. Adjusts errors and complaints.

Ensures billing and other customer service related equipments is-are maintained in good working condition and good repair.

~~Receives~~Handles escalated in-person visits and telephone calls and customer complaints and citizens visits concerning cable system or products and services; handles questions and matters of a more technical nature; ~~responds to citizen complaints.~~

Coordinates relationship with third party technical and customer support service providers.

Interacts with national cable organizations, cable companies, equipment manufacturers, other city departments, elected officials and the general public to represent the business operations of the cable system.

#### **EXAMPLES OF DUTIES (Illustrative Only) (CONT.1:**

Pursues collection of delinquent CATV accounts, including preparation and mailing of final notices, shut-off and turn-on orders, establishing and monitoring payment schedules, customer follow-up account research, preparing liens and write-offs, appearing in court to testify inon behalf of City, when appropriate.

Ensures timely collection of amounts owed from non-customer based sources such as home shopping networks, advertising sales and revenue sharing arrangements with cable networks.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates, and resolves grievances of assigned staff; reviews progress and directs changes as needed.

~~Provides professional advice to Director of CATV.~~

Prepares periodic financial and numerical statistical reports for analysis and decision making purposes.

Prepares or coordinates the preparation of sales and marketing promotions and materials, updates to department website, sales and marketing brochures and various customer communication materials.

Provides professional advice to Cable Television Director on customer service, marketing, and marketing of products and services.

~~Prepares and delivers~~ Makes presentations to Cable Television Director of CATV, City Council, boards, commissions, civic groups and the general public as assigned.

Assures that assigned areas of responsibility as performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.

Ensures timely processing and payment of expenditure invoices.

Organizes and documents finding of studies and prepares recommendations for implementation of new systems, procedures or organizational changes.

#### **PERIPHERAL DUTIES:**

Attends seminars and workshops related to administrative duties and responsibilities.

Prepares statistical tabulations on collected data.

Investigates and follows-up on citizen requests for service, complaints and requests for information.

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

Serves as a member of various employee committees.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Working knowledge of computers and electronic data processing; modern office practices and procedures; cable service billing principles and practices; marketing and business promotion activities; some knowledge of cable television field operations.

**MINIMUM QUALIFICATIONS (CONT):**

**Ability to:**

Ability to perform arithmetic computations accurately and quickly; communicate effectively verbally and in writing; ~~establish successful working relationships~~ work effectively with those contacted in the course of work; work under pressure and/or frequent interruptions; ~~and working effectively with angry or difficult customers.~~

**EDUCATION AND EXPERIENCE:**

A) — Graduation from an accredited college or university with a bachelor's degree in either public administration, business management, finance, marketing or other closely related field, and

B) — ~~F~~five (5) years of related experience, and

C) — ~~T~~two (2) years progressively more responsible supervisory ~~ial~~ or administrative experience,

-or

D) — Any equivalent combination of education and progressively responsible ~~experience involved in the~~ Seven (7) years of cable television management experience may be substituted. ~~daily operation of a CATV system, billing, marketing, effective public relations and legal compliances.~~

**SPECIAL REQUIREMENT**

Possession of and the ability maintain a valid California driver's license.

**TOOLS AND EQUIPMENT USED:**

Personal computer, central billing system terminal, central financial computer, 10-key calculator, phone, base radio, fax, copy machine and motor vehicle.

**PHYSICAL CONDITIONS:**

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 and talk or 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.

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.

#### LICENSE REQUIRED:

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

#### 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.

The work environment may be in various settings: office studio, remote trailer, production facility, outdoor and field locations. Flexible work schedule is required due to number of evening meetings and weekend activities, which generate local origination programming opportunities. Some travel to other agencies or to vendor locations is required.

#### 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.

Resolution Number

Effective Date: -Resolution Number:

Revision History:



Position Description

**CATV SYSTEM ENGINEER**

**GENERAL PURPOSE DEFINITION:**

This position will report to and support the Cable Television Director with responsibilities to develop, operate and maintain the cable television fiber optic network in a state of legal compliance with all Federal Communication Commission regulations and standards. May serve in the absence of the Cable Television Director. Performs other related duties and assignments as required.

**SUPERVISION RECEIVED/EXERCISED:**

This position works Under the general direction of the Cable Television Director, ~~directly supervises the construction, installation, maintenance and operation of the cable television fiber optic network and its varied components. May serve in absence of the Cable Television Director.~~

**SUPERVISION EXERCISED**

Provides direct supervision to the CATV Field Supervisor and indirect supervision to cable technicians and warehouse staff.

**DISTINGUISHING CHARACTERISTICS:**

This is a professional management level position that is responsible for, but not limited to, the technical operation of the cable system, personnel activities including performance evaluations, training, disciplinary actions, legal and regulatory compliance, budget administration, project management, and development and maintenance of the cable system to deliver existing and new business opportunities services. May serve in absence of the Cable Television Director. This is a Fair Labor Standards Act (FLSA) exempt position.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):**

Plans, directs and coordinates the daily cable system technical operations.

Oversee the daily work assignments for the technical staff (i.e. installations of service, routine maintenance of cable plant and related electronics to provide broadband services, service calls and construction of aerial and underground services).

Coordinates the technical training of CATV Service Technicians.

Oversees Ensures the performance, reliability and security of the cable system in compliance ofwith Federal Communication Commission (FCC) rules, regulations, standards and specifications for cable television and related operations.

Maintain current knowledge of local underground ordinances, state and federal codes and general practices and requirements of utilities concerning cable television and related services installations, assuring compliance with established departmental engineering and installation policies.

Oversees the daily work assignments for the technical staff. (i.e. installations, routine maintenance, service calls and construction of aerial and underground services).

Maintain a variety of records relating to daily, weekly, monthly and annual activities and periodic external regulatory reports.

Ensures equipment maintenance and support contracts are current.

Ensures adequate inventory of tools, shop supplies, cables, spare plant and headend equipment, set-top boxes, cable modems, phone adapters and other customer service related equipment to prevent disruption of service.

Ensures property, plant, equipment and vehicle fleet assigned to the cable system are maintained in good working condition. and good repair.

Coordinates all capital improvement projects including research, project planning, network design, equipment procurement, contractor selection, supervision of contractors, and the final delivery of projects.

Coordinates relationship with third party technical and customer support service providers.

Provides professional advice to Cable Television Director on deployment of new technology and services.

Makes presentations to Cable Television Director, City Council, boards, commissions, civic groups and the general public as assigned.

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**EXHIBIT "A"**

Establishes and maintains liaison Interacts with national cable organizations, cable companies, equipment manufacturers, other city departments, elected officials and the

~~general public to represent/respond to the technical issues related to technical operations of the cable system.~~

~~Coordinates the technical training of CATV Service Technicians.~~

### **MINIMUM QUALIFICATIONS**

#### **ESSENTIAL JOB FUNCTIONS:**

~~Ability to analyze technical problems, adopt and affect effective courses of action; research and develop new services, ideas and concepts that expand and enhance services in conjunction with the technical performance of the cable television operation and/or related use of fiber optic network.~~

#### **Knowledge of:**

~~Operations, policies, procedures of the City of San Bruno including budgeting, computer software applications, and modern office procedures and practices;~~

~~Principles and techniques involved in the development and maintenance of a fully operational modern Radio Frequency (RF) and Internet Protocol (IP) based cable television system; Competence in public relations, knowledge of electronic theory and application, knowledge of State California Public Utilities Commission Rule General Order 95 and 128 (and as amended or otherwise provided PUC action), knowledge of National Electric Code as it applies to the operation of a cable television network, and knowledge of the Federal Communication Commission (FCC) rules and regulations related to the operation of a cable television system, and/or related services.~~

#### **Ability to:**

~~Establish and maintain effective working relationships; Work effectively within all levels of the organization, understand and carry out oral and written directions, discern the what level of support is needed when problems arise and when a problem is presented; perform research and prepare information; analyze technical problems, adopt and take effective courses of action; research and develop new services, ideas and concepts that expand and enhance services in conjunction with the technical performance of the cable television operation and/or related use of fiber optic network.~~

#### **License:**

~~Possession of a valid California Class C driver's license and a safe driving record.~~

#### **Education and Experience EDUCATION AND EXPERIENCE:**

- A) ~~Graduation from a college or university with a bachelor's degree in public administration, business management, electrical engineering or other closely related field, and~~
- B) ~~Any equivalent combination of education and progressively responsible experience involved in the daily operation of a cable television system.~~
- C) ~~Ten (10) Five (5) years of increasing responsibilities in areas related to the design, development, construction, maintenance and operation of a current modern full service cable television system, and~~
- D) ~~Five (5) Two (2) years in a management/supervisor level position within the cable television or related industry.~~
- ~~E) E) Completion of the Society of Cable Television Engineers Technician level certifications, and a minimum of four certifications as Broadband Cable Engineer.~~
- or
- F) Any equivalent combination of education AA/AS degree and seven (7) years of and progressively responsible experience involved in the daily operation of a cable television system.

### **SPECIAL REQUIREMENT**

Completion of the Jones/NCTI Master Technician certification or Society of Cable Telecommunication Engineers (SCTE) Broadband Communications Technician (BCT) level certifications, and a minimum of four certifications courses towards achieving the as-Broadband Cable Engineer (BCE) certification or its equivalent.

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

### **TOOLS AND EQUIPMENT USED:**

Personal computer, including software applications such as word processing, spreadsheets, presentation, and database, electronic test equipment, motor vehicle, phone, radio, fax, and copy machine. Specialized tools and test equipment use may be required and are listed on addendum for this function.

### **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.

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles; ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and occasionally lift 50 lbs.; walk over uneven surfaces; exposure to outdoor elements and confined work spaces, electrical hazards, chemicals, dust and mechanical hazards, associated with the construction, maintenance and operation of a cable television system; manual and physical dexterity to operate phone, computer keyboard and general office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, especially as it relates to visual acuity sufficient to distinguish full-color spectrum and minute details on monitors and test equipment. The employee must possess a level of hearing sufficient to troubleshoot audio problems.

**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.

A combination of office and field environments. Travels to and from sites. May be required to respond to emergency situation and work non-regular work hours.

**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 of the position.

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

Resolution Number:

Effective Date:

Revision History



## INTEROFFICE MEMORANDUM

CITY OF SAN BRUNO

CITY MANAGER

### Position Description

## CATV PROGRAMMING/TECHNOLOGY MANAGER

### GENERAL PURPOSE DEFINITION

Under general administrative direction of the of Cable Television Director this position is responsible for:

- ~~Plan~~ planning, organizing, managing and directing the programming and production related operations of the governmental and educational cable channels. The CATV Programming Manager also
- ~~Train~~ trains, supports and manages staff and volunteers in the performance of their assigned duties related to the production of local produced programming.
  - ~~Provide support in the maintenance of departmental local area network (LAN), support and maintain departmental personal computers (PC), terminals and peripherals.~~
  - ~~Coordinate administrative functions associated with technical services, Internet connectivity and work with various technology steering committees responsible for ongoing city and departmental technical operations.~~

### SUPERVISION RECEIVED/EXERCISED

~~As a member of the Cable Television Department Administration~~ This position works under general direction of the Cable Television Director, this position provides technical support and guidance to staff and volunteers related to the performance of their assigned duties. Provides indirect or direct supervision to staff and volunteers as necessary.

### SUPERVISION EXERCISED

Provides indirect or direct supervision to temporary, part-time production staff aides, interns and volunteers as necessary.

### DISTINGUISHING CHARACTERISTICS

~~This professional/technical position is responsible for the production of local origination programming and support to network activities. The position is responsible for~~

compliance with local, state and federal statutes, rules and regulations applicable to CATV operations. Requires ability to work a flexible work schedule including evenings. This position is classified as a Fair Labor Standards Act (FLSA) exempt mid-management position, which is assigned to the mid-management unit for collective bargaining purposes.

**EXAMPLES OF DUTIES ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only ILLUSTRATIVE ONLY)**

Assists in the planning, directing, and operation of the local origination division; including but not limited to the following: scheduling, productions, budget preparation and monitoring, and publicity.

Establishes and maintains liaison with national cable organizations, cable companies, production vendors, city departments, governmental agencies and the public relating to the Cable Department's activities.

Provides video technical support and participates in inter-departmental committees to staff and other departments to expand support on and local video production programming and high-speed data issues.

Directs and produces a variety of programs for both live and taped presentation on the cable system network.

Actively participates in the local origination operation while overseeing the equipment use, maintenance and training of staff and volunteers. ~~Provides assistance, support and information to staff and other departments regarding long-range technical issues. Participates in inter-departmental committees to develop and expand the use of the Cable Department and City technical capabilities.~~

Other related duties as assigned.

**ESSENTIAL JOB FUNCTIONS**

~~Ability to operate a local origination cable television channel in accordance with related regulations and City policies; communicate effectively both orally and in writing, regularly lift and move bulky equipment weighing over 50 pounds; hand and finger dexterity for operation of equipment; ability to read text visual capability to analyze color quality; ability to drive a motor vehicle; ability to operate equipment in confined spaces for long periods of time. Provide technical assistance and information to assist staff and other departments with data network related issues. Provide technical assistance and information to assist staff and other departments with video and still photo related issues.~~

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

~~p~~Principles and techniques of television programming, sources of public television programming, structure and operations of a cable television system; FCC rules and regulations pertaining to system operations, and operation of standard industrial quality television equipment and cameras; ~~Understanding of the policies, procedures, functions and operation of the City of San Bruno's municipal data network and related services provided through the cable~~ system wide area network (WAN). Must possess basic applications of word processing, spreadsheet, power point and printer operations.

**Ability to:**

~~Must have ability to a~~Analyze technical problems and adopt appropriate courses of action; ~~research and develop program ideas and concepts; establish and maintain cooperative working relationships~~ work effectively with employees and the public; ~~operate a local origination cable television channel in accordance with related regulations and City policies; communicate effectively both orally and in writing; provide technical assistance and information to assist staff and other departments with video and still photo related issues.~~

**EDUCATION AND EXPERIENCE**

~~Education:~~ Any combination of education and/or experience that has provides the knowledge, skills and abilities necessary for successful job performance is acceptable. A typical way to obtain the knowledge and abilities would be an An AA/AS ssociate Arts degree from an accredited college in video production or related field, and A Bachelor's degree in a related field is desirable

~~Experience:~~ Two (2) years experience as a video tape editor, technical director, camera operator or studio director, including at least six (6) months as a lead worker responsible for subordinate staff. Supervisory experience is desirable. Two (2) years of progressively responsible experience in PC computer hardware, software and peripheral support. A Bachelor's degree in a related field is desirable.

**OR**

Four (4) years experience as a video tape editor, technical director, camera operator or studio director, including at least six (6) months as a lead worker responsible for subordinate staff. Supervisory experience is desirable.

Any combination of education and/or experience that has provides the knowledge, skills and abilities necessary for successful job performance is acceptable.

**TOOLS AND EQUIPMENT USED**

~~Car or truck~~ Vehicle, telephone, fax, computer, hand tools, ~~broadband test equipment~~ and video test equipment.

### **LICENSED REQUIRED/SPECIAL REQUIREMENT**

~~Possession of and ability to maintain a valid California Class C driver's license and a safe driving record. Possession of and/or ability to obtain and maintain a valid Class C California drivers 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 the 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 often required to drive self and equipment from location to location and move, lift or otherwise haul bulky camera and other equipment weighing in excess of 50 pounds from vehicle to video production site. Occasionally required to climb ladders and work on light grid. Appropriate hand eye coordination and manual dexterity to operate equipment is required. The employee frequently stands, walks, sits, uses a telephone and uses a PC with VDT screen for extended periods of time.

### **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.

The work environment may be in various settings; office studio, remote trailer, production facility, outdoor and field locations. Flexible work schedule is required due to number of evening meetings and weekend activities, which generate local origination programming opportunities. Some travel to other agencies or to vendor locations is required.

### **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

**FIELD SUPERVISOR - CATV****DEFINITION**

Positions in the class of Field Supervisor plan, organize, direct and manage the work of individual CATV Technicians ~~and Installers~~ engaged in various field operations. Responsible for cable plant construction, installation, service, new installations, reconnections, disconnections, collections, and inventory control. May serve in the absence of the CATV System Engineer. Performs other related duties as assigned.

**SUPERVISION RECEIVED/EXERCISED**

Work is performed under the direction of the CATV System Engineer. ~~This position will supervise the work of individual CATV Technicians and Installers as assigned.~~

**SUPERVISION EXERCISED**

Provides direct supervision to cable technicians, warehouse staff, temporary, and contract employees.

**DISTINGUISHING CHARACTERISTICS**

This is a working supervisor class responsible for coordinating and managing assigned CATV field operations. Incumbents may supervise and, as necessary, participate in the actual work being performed.

This class is distinguished from that of CATV Technician through its primary responsibility for supervising more than one CATV field operations or technical assignments. It is distinguished from the CATV System Engineer position in that the System Engineer level position is responsible for all functional areas and is the head of technical cable plant system operations. May serve in the absence of the CATV System Engineer. This is a Fair Labor Standards Act (FLSA) exempt position.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Plan, organize and direct the work of assigned employees engaged in the field operations related to the ~~CATV Department~~ cable system.

Constructs, installs and services cable television and related services installations, including new installations, disconnections, relocations and terminal device installation according to industry and departmental specifications.

In accordance with project or program goals, establish work priorities and inspect work in progress and on completion.

Prepares Evaluate of the and participates in performance evaluations, and recommends appropriate discipline of assigned employees.

Provide for the training of assigned personnel in work methods, use of tools and equipment and safety practices.

Provide for Equip- Provides personnel, with supplies, equipment, -and material and equipment necessary to perform work; and advises CATV Engineer of inventory levels. maintain adequate inventories of materials and equipment.

As necessary, pPerform technician and/or installation work including the operation of all types of equipment as necessary to perform these tasks.

Assist CATV System Engineer in Pplanning, organizing and directing the work of contractors.

Conduct inspections of assigned areas and submit recommendations as to construction and/or maintenance work needed.

Maintains current knowledge of local underground ordinances, state and federal codes and general practices and requirements of utilities concerning cable television and related services installations, assuring compliance with established departmental engineering and installation policies.

Maintains a variety of records relating to daily activities.

Conduct all period cable system testing, prepare reports and submit approved reports to regulatory bodies consistently and in a timely manner.

Completes work orders and related documentation to determine nature of order and work required.

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to installation if required.

Respond to inquires and complaints from the public and other interested parties; and coordinate activities with other City divisions and departments and other applicable agencies.

As needed, respond to emergency situations.

### **ESSENTIAL JOB FUNCTIONS**

~~Ability to plan, supervise and engage in a broad range of CATV field and cable plant maintenance, operations, and construction functions; communicate effectively both orally and in writing; train, supervise, and provide quality control for cable plant maintenance and/or private sector construction crews; regularly operate a motor vehicle; lift objects weighing in excess of 50 pounds; possess hand and finger dexterity for operation of equipment; and analyze situations, exercising good judgment and problem solving skills.~~

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of supervision, including selection and training; the operation and maintenance of a variety of motorized equipment; methods, tools and equipment used in cable industry television and fiber optic cable facilities construction, repair and maintenance; safe work methods and practices; mathematical and related techniques used to estimate material needs and their costs.

#### **Ability to:**

~~Effectively s~~Supervise the work of the assigned personnel; ~~and accomplished the completion of assigned programs and projects; acquire a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies; prepare and maintain accurate written reports and records; operate and maintain equipment and tools; maintain effective working relationships~~work effectively with those contacted in the course of work including the public;

plan, supervise and engage in a broad range of CATV field and cable plant maintenance, operations, and construction functions; communicate effectively both orally and in writing; train, supervise, and provide quality control for cable plant maintenance and/or private sector construction crews.

### **Education and ExperienceEDUCATION AND EXPERIENCE**

~~Sufficient education and experience to satisfactorily perform the duties of the class. A typical qualifying background would be:~~

1. \_\_\_\_\_

Graduation from high school or possession of a GED equivalent, and

2. \_\_\_\_\_ At least five (5) years of cable television industry experience at the system operation level or -

3. ~~San Bruno CATV Technician II, III, work experience, or related work experience or equivalent.~~

**Licenses:SPECIAL REQUIREMENT**

Possession of and ability to maintain a ~~State of California Class C~~ driver's license.

Successful completion and maintenance of four (4) or more of the seven (-7) certification courses towards achieving the Society of Cable Telecommunicationsvision Engineers Category I broadband Communications Technician (BCT) C certifications or the Jones/NCTI Master Technician series certification is required, with completion of seven (7) certifications by end of probationary period.

Possession of Society of Cable Telecommunicationsvision Engineers (SCTE) Category II Broadband Communications Engineer Certification or National Cable Television Institute or Jones/-(NCTI) Senior Master Technician certification is highly desirable.

**TOOLS AND /EQUIPMENT USED**

Motorized vehicles and equipment, common hand and power tools, wrenches, detection devices, monitors and electronic test equipment, electro-mechanical equipment, personal computer, mobile radio, and phone.

**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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee regularly pushes and pulls cable through conduit. The employee frequently is required to stand and talk and or hear. The employee is frequently required

to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must be able to climb ladders, utility poles, and towers which may exceed a height of forty feet (40') on a regular basis.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, especially as it relates to visual acuity sufficient to distinguish full-color spectrum and minute details on monitors and test equipment. The employee must possess a level of hearing sufficient to troubleshoot audio problems.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid and/or dusty and damp conditions and vibration. The employee occasionally works in high, precarious places as well as enclosed, confined areas. While wearing appropriate safety gear, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must be able to walk over different types of terrain and in a variety of weather conditions.

The noise level in the work environment is moderate in the office setting and variable in the field.

### **SELECTION GUIDELINES & GENERAL INFORMATION**

Formal application, rating of education and experience; oral interview and supplemental questionnaire or other devices as determined appropriate; 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 in accordance with applicable MOU provisions.

Resolution Number:

Effective Date:

Revision History:



## Position Description

**CATV TECHNICIAN Technician I/II/-III****DEFINITION**

Positions in the class of CATV Technician are engaged in various field operations. Positions are Responsible for cable plant construction, installation, service, new installations, reconnections, disconnections, maintenance, collections, and inventory control, and Performs other related duties as assigned.

**SUPERVISION RECEIVED/EXERCISED**

Work is performed under the direction of the CATV Field Supervisor. ~~This position may work independently or on a crew as assigned.~~

**DISTINGUISHING CHARACTERISTICS**

This is a working class position responsible for CATV field operations and maintenance activities.

This class is distinguished from that of CATV Field Supervisor as its<sup>1</sup> primary responsibility is related to the CATV field operations or technical assignments. This is a Fair Labor Standards Act (FLSA) non-exempt position.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

~~At the direction of the CATV Field Supervisor~~ performs CATV related assignments, the class constructs, installs and services cable television, internet and related broadband services, including new installations, disconnections, relocations and terminal device installation according to industry and departmental specifications.

In accordance with project or program goals, establishes work priorities and inspects work in progress and on completion.

Participates in training related to CATV work methods, use of tools and equipment and safety practices.

As necessary, performs technician and/or installation work including the operation of all types equipment as necessary to perform these tasks.

Conducts inspections of assigned areas and submit recommendations as to construction and/or maintenance work needed.

Maintains current knowledge of local underground ordinances, state and federal codes and general practices and requirements of utilities concerning cable television and related services installations, assuring compliance with established departmental engineering and installation policies

Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to installation if required.

Completes work orders and related documentation to determine the nature of order and work required.

Responds to inquires and complaints from the public and other interested parties.

As needed, responds to emergency situations, and participates in the stand-by rotation.

### **ESSENTIAL JOB FUNCTIONS**

~~Ability to engage in a broad range of CATV field and cable plant maintenance, operations, and construction functions; communicate effectively both orally and in writing; and provide quality control for cable plant;~~

~~Work with maintenance and/or private sector construction crews; regularly operate a motor vehicle; lift objects weighing in excess of 50 pounds; possess hand and finger dexterity for operation of equipment; and analyze situations, exercising good judgment and problem solving skills.~~

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

The operation and basic maintenance of a variety of motorized equipment; ~~m~~Methods, tools and equipment used in cable television and fiber optic cable facilities construction, repair and maintenance; safe work methods and practices; mathematical and related techniques used to estimate material needs and their costs.

#### **Ability to:**

Effectively accomplished the completion of assigned programs and projects; acquire a thorough knowledge of applicable programs, policies and regulations of the City and other government agencies; prepare and maintain accurate written reports and records; operate and maintain equipment and tools; ~~maintain effective working relationships~~work effectively with those contacted in the course of work including the public; ~~engage in a~~

broad range of CATV field and cable plant maintenance, operations, and construction functions; communicate effectively both orally and in writing; and provide quality control for cable plant.

### **EDUCATION AND EXPERIENCE:**

Sufficient education and experience to satisfactorily perform the duties of the class. Growth through this series is based on educational experiences and background. A typical qualifying background would be:

#### **CATV Technician I**

1. ~~Graduation from high school or possession of a GED equivalent, and~~
2. ~~At least three (3) years of cable television experience at the system operation level.~~
3. ~~Education/Experience in related fields may be considered on a year-to-year basis with preference given to CATV operational functions.~~

#### **CATV Technician II**

1. ~~Successful completion and maintenance of four (4) certification courses towards achieving the Society of Cable Telecommunications Engineers (SCTE) Category I Broadband Communications Technician (BCT) Certifications or Jones/NCTI Master Technician series Certifications is required to reach and maintain the level of CATV Technician II in addition to minimum requirements for Cable Technician I level.~~

#### **CATV Technician III**

1. ~~Successful completion and maintenance of seven (7) SCTE Category I Broadband Communications Technician (BCT) Certifications or Jones/NCTI Master Technician Certification is required to reach and maintain the level of CATV Technician III in addition to minimum requirements for Cable Technician II level.~~

### **LICENSES: SPECIAL REQUIREMENT**

In addition to those certifications listed above, possession of and ability to maintain a valid State of California Class-G drivers license.

Possession of Society of Cable Telecommunications Engineers (SCTE) Category I Certifications or National Cable Television Institute (Jones/NCTI) certification is highly desired.

### **TOOLS AND /EQUIPMENT USED**

Motorized vehicles and equipment, common hand and power tools, wrenches, detection devices, monitors and electronic test equipment, electro-mechanical equipment, personal computer, mobile radio, and phone.

### **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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee regularly pushes and pulls cable through conduit. The employee frequently is required to stand and talk and or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee may work in confined spaces. The employee must be able to climb ladders, utility poles, and towers, which may exceed a height of forty feet (40') on a regular basis.

The employee must ~~frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.~~ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, especially as it relates to visual acuity sufficient to distinguish full-color spectrum and minute details on monitors and test equipment. The employee must possess a level of hearing sufficient to troubleshoot audio problems.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid and/or dusty and damp conditions and vibration. The employee occasionally works in high, precarious places as well as enclosed, confined areas. While wearing appropriate safety gear, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee must be able to walk over different types of terrain and in a variety of weather conditions.

The noise level in the work environment is moderate in the office setting and variable in the field.

**SELECTION GUIDELINES & GENERAL INFORMATION**

Formal application, rating of education and experience; oral interview and supplemental questionnaire or other devices as determined appropriate; 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.

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Resolution Number:  
Effective Date:

Revision History:

RESOLUTION NO. 2001-33

~~RESOLUTION ORDERING AMENDMENT TO CLASSIFICATION PLAN  
OF SAN BRUNO PERSONNEL RULES AND REGULATIONS AS ADOPTED  
BY RESOLUTION NO. 1958-148, AS AMENDED~~

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~~CATV TECHNICIAN I, II, III~~

~~WHEREAS, on March 27, 2001, the San Bruno City Council adopted Resolution No. 2001-23 entitled Resolution of Intention to Amend Classification Plan of Personnel Rules and Regulation of the City of San Bruno as adopted by resolution No. 1958-148, as amended; and~~

~~WHEREAS, Resolution No. 2001-23, together with Exhibit A thereto, was posted pursuant to said Council's directions;~~

~~NOW, THEREFORE, BE IT RESOLVED 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 (1) by abolishing the classification of CATV Television~~

~~technician and (2) by immediately adopting new classification specifications for the new classification of CATV Technician; and~~

~~BE IT FURTHER RESOLVED that the descriptions of typical duties and responsibilities, training, experience and other qualifications required for said positions, more particularly set forth in exhibit A, attached and made a part hereof, are hereby approved and adopted.~~

~~—0o0—~~

~~I hereby certify that foregoing Resolution No. 2001-33  
Was introduced and adopted by the San Bruno City Council  
At a regular meeting on April 10, 2001 by the following vote:~~

~~AYES: Council Members O'Connell, Pallas, Ruane; Mayor Franzella~~

~~NOES: None~~

~~ABSENT: Council Member Ibarra~~

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CITY CLERK



Position Description

**LEAD CATV CUSTOMER SERVICE & TECHNICAL SUPPORT REPRESENTATIVE**

**GENERAL PURPOSE DEFINITION**

Under direct supervision of the CATV Business Manager, oversees all operations involving testing, implementation, and use of billing integrated products, including integration of new software additions, paraprofessional accounting, administrative and technical duties, customer account management, technical support for management of high-speed Internet and related services, internal audit and controls, financial analysis, budget preparation, overseeing special projects, purchasing, and related work as assigned.

**SUPERVISION RECEIVED**

Receives direct supervision from the CATV Business Manager.

**SUPERVISOR EXERCISED**

Provides technical and functional indirect supervision over customer service staff and technical support personnel.

**DISTINGUISHING CHARACTERISTICS**

This position is distinguished from other Accounting and Customer Service Representative positions in that it requires specialized experience and knowledge of established system procedures and techniques to assist in the maintenance of CATV customer account management, Internet operations, financial systems, and other data related products. This position may require after hours support for the technical staff and answering service as assigned. This is a Fair Labor Standards Act (FLSA) non-exempt position.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

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.

Develop and maintain training manual(s) for billing system procedures; draft training documentation for specific functions related to the billing system operations for use as a reference to develop procedures and training, including training staff on all billing system matters.

Provide and maintain excellent customer service related to responding to inquiries on the telephone and in person, researching account status, billings, collections, adjustments, and product information; reconciling bank accounts; maintaining ledger of customer deposits/refunds; explaining department and City procedures and policies; and assisting customers/vendors with information about available CATV services.

Provide off-site billing system assistance for technicians and answering service staff.

Oversee and manage maintenance of CATV billing and customer account management system; perform billing system updates and maintenance as necessary; develop packages and service codes in billing system; program rate changes in billing system for services and packages.

Compulsory attendance at training seminars, and webinars;

Review appropriate written materials to stay current on billing system maintenance and operations.

Maintain website with current information.

Provide subscriber reports for analysis as assigned.

Support senior management staff with clerical, technical, and administrative office functions within the assigned department including large complex accounting projects, research payments, contracts, agreements, and leases.

Purchase general office supplies, compare prices, track inventory.

Perform other duties as assigned.

### **PERIPHERAL DUTIES**

May have to assume an acting role serve in the absence of the CATV Business Manager when required by the CATV-Cable Television Director.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of accounting, bookkeeping and auditing; methods, 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; cable TV billing systems, products, provisioning and services; broadband data related products and services.

**Ability to:**

Read, comprehend and interpret laws and regulations regarding governmental fiscal operations; analyze and interpret financial and accounting records and develop effective course of action; interact and interface with computer software and hardware vendors and/or technical support staff relating to effective operation of computer technologies; learn and effectively use accounting systems to store and retrieve data; examine, verify and prepare financial information; prepare clear and concise reports and training manuals; recommend improvements in operations, procedures, or methods; work effectively, through tact and diplomacy, with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise subordinate employees effectively if so assigned.

**EDUCATION AND EXPERIENCE**

**Education:** Graduation from high school or equivalent, and ; an Associate Arts degree with course work in accounting, business, computer technology or closely related field is highly desirable

**Experience:** Equivalent to Two (2) years experience as CATV Accounting & Customer Service & Technical Support Representative III., or five years in a governmental or commercial accounting office environment with increasingly responsible accounting and bookkeeping experience requiring the use of computer spreadsheet and word processing applications.

An Associate Arts degree with course work in accounting, business, computer technology or closely related field is highly desirable.

**Necessary Knowledge, Skills, and Abilities:**

Knowledge of: Principles and practices of accounting, bookkeeping and auditing; methods, 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; cable TV billing systems, products, provisioning and services; broadband data related products and services.

Skill to: Read, comprehend and interpret laws and regulations regarding governmental fiscal operations; analyze and interpret financial and accounting records and develop effective course of action; interact and interface with computer software and hardware vendors and/or technical support staff relating to effective operation of computer technologies; learn and effectively use accounting systems to store and retrieve data;

~~examine, verify and prepare financial information; prepare clear and concise reports and training manuals; recommend improvements in operations, procedures, or methods; establish and maintain effective working relationships, through tact and diplomacy, with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise subordinate employees effectively if so assigned.~~

### **TOOLS AND EQUIPMENT USED**

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

### **LICENSE REQUIRED**

Possession of ~~and~~ ability to ~~obtain and~~ maintain a valid California Driver'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 and talk, and hear. The employee is occasionally required to walk; use hands to finger, 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 other locations away from the office.

The noise level in the work environment is usually quiet. 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; 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.

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Resolution Number

Effective Date

Revision History



Position Description

**WAREHOUSE CLERK**

**GENERAL PURPOSE DEFINITION**

Performs a variety of tasks associated with warehouse duties including subscriber terminal maintenance, in house active line gear testing, ship and receive products, maintain inventory of all installation/construction supplies, maintain a clean warehouse, data entry of equipment, provide excellent customer service and public relations techniques while performing job duties, and other duties as assigned. This is a Fair Labor Standards Act (FLSA) non-exempt position.

**SUPERVISION RECEIVED**

Works under the immediate supervision of the Field Supervisor in the Cable Television Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Retrieve data information Poll, stage, and troubleshoot digital set-top boxes for deployment and returns.

Maintain inventory lists on a variety of digital set-top boxes, cable modems, multimedia media adapters (MTA), and all miscellaneous installation/construction parts; advise supervisor of schedule to order equipment for replacement or stock.

~~Factory reset all set-top boxes that are returned from the field prior to polling~~ Retrieve data from returned set-top boxes while adhering to the 30-day window to gather information and billing history prior to billing the customer for Pay per View (PPV) and Voice on Demand (VOD) events.

Factory reset all set-top boxes that are returned from the field after PPV and VOD data has been retrieved.

Provide customer education on cable television set-top boxes and other related devices.

Test returned modems, set-top boxes and remotes, from the field prior to re-deployment.

Ship and receive product including but not limited to tracking of all incoming equipment and ensuring all purchase orders are received prior to payment.

Maintain shipping and tracking records on all outgoing equipment for repair and verification of equipment warranties.

Monitor inventory levels and submit order request at designated order points.

Maintain a clean, safe, and secure warehouse.

Develop, maintain and submit a variety of reports periodically or on an as needed basis.

Complete work orders and related documentation to determine nature of order and work required.

Insure the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Operate a forklift and other material handling equipment.

Perform routine inspection and preventive maintenance on assigned equipment and refer defects or needed repairs to supervisor.

Adhere to departmental safety and security standards.

Perform other duties as assigned.

### **PERIPHERAL DUTIES**

May be required to provide customer service support on an as needed basis.

### **MINIMUM QUALIFICATIONS**

Knowledge of:

Internet, word processing, spreadsheet applications, and inventory management systems.

Ability to:

Maintain accurate records, and make arithmetic calculations; perform complex and routine inventory maintenance work with speed and accuracy; perform heavy manual tasks for extended periods of time; obtain and maintain forklift certification; safely operate a forklift; work standing upright for extended periods of time; work safely; communicate effectively both verbally and in writing; work effectively with employees, other departments and the public; understand and carry out written and oral instructions.

**Education and Experience: EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent, and one year of responsible inventory management and control experience including the use of automated inventory systems, and personal computer programs for spreadsheets, databases, and word processing.

**Necessary Knowledge, Skills and Abilities:**

~~Knowledge of the Internet, word processing, spreadsheet applications, and inventory management systems.~~

~~Skill in operation of the listed tools and equipment.~~

~~Ability to: Maintain accurate records, and make arithmetic calculations; perform complex and routine inventory maintenance work with speed and accuracy; perform heavy manual tasks for extended periods of time; ability to work standing upright for extended periods of time; ability to work safely; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.~~

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain and maintain a valid California Driver's License.  
Possession of forklift certification within the probationary period.

**TOOLS AND EQUIPMENT USED**

Personal computers including word processing and spreadsheet software, motorized vehicles and equipment including forklift, common hand and power tools, wrenches, desktop and laptop computers, electronic test equipment, electro-mechanical equipment, mobile radio, and telephone.

**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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk and hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close

vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, especially as it relates to visual acuity sufficient to distinguish full-color spectrum and minute details on monitors and test equipment. The employee must possess a level of hearing sufficient to troubleshoot audio problems.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid and/or dusty and damp conditions and vibration. The employee occasionally works in enclosed and confined areas. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is moderate in the office setting and variable in the field.

### **SELECTION GUIDELINES**

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

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

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Resolution Number:

Effective Date:

Revision History:



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** November 27, 2012  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Carol Bonner, City Clerk  
**SUBJECT:** Appoint Applicants to Fill Vacancies on Commissions, Boards and Committees

### **BACKGROUND:**

Twenty-four (24) members of commissions, boards, and committees have their terms expiring October 31, 2012. At the October 23<sup>rd</sup> City Council meeting, the term expiration date was extended to November 30<sup>th</sup> to allow sufficient time to recruit to fill the vacancies. A total of twenty-one (21) appointments will need to be made due to the resignation of Sonia Zaghari from the Citizens Crime Prevention Committee and Felix Aberouette who did not request re-appointment to the Citizens Crime Prevention Committee, Jeffrey Tong who did not request re-appointment to the Bicycle Pedestrian Advisory Committee and one routine vacancy created by Tim Fuller who resigned from the Traffic Safety and Parking Committee after moving out of San Bruno. All other incumbents have completed new applications, requested re-appointment and were invited to interview at the Special Meeting earlier tonight.

### **DISCUSSION:**

In an effort to encourage citizen participation and to create an "Open System" for appointments, the City Council adopted Resolution No. 2003-88 requiring members with expiring term and persons seeking new appointment, to submit applications. A Notice of Vacancies has been posted on San Bruno Cable T.V. Channel 1, will appear in the San Mateo Daily Journal and has also been posted as required by Government Code Section 54974, at City Hall and in the Library. An article was included in the Fall Issue of San Bruno FOCUS, explaining the expiration of terms and inviting interested San Bruno residents to apply. The application deadline to fill the three current vacancies was Tuesday, November 20<sup>th</sup>, at 5:00 p.m. At that time, new applicants and any current applications on file, which are kept for two years, were all invited to interview this evening. Appointments to fill vacancies will take place later that evening during the regular City Council Meeting.

### **FISCAL IMPACT:**

None

### **ALTERNATIVES:**

1. Fill the vacancies currently existing on commissions, boards, and committees by appointing new members and/or re-appointing expired members.

*10.a.*

2. Continue the "Notice of Vacancies" and acquire additional applicants to interview.

**RECOMMENDATION:**

Re-appoint members to the following:

**Bicycle & Pedestrian Advisory Committee - 4 Expired Terms**

Randy Brase	Originally Appointed – November 2005
Henry Mar	Originally Appointed - April 2012
Raquel Duran	Originally Appointed – April 2012
Jeffrey Tong	Did not re-apply by deadline has submitted new application

**Citizens Crime Prevention Committee - 2 Expired Terms**

Felix Aberouette	Resigned
Peter Carey	Originally Appointed – April 2012
Brandon Lau	Originally Appointed – November 2011
Sonia Zaghari	Resigned

**Community Preparedness Committee - 3 Expired Terms**

Dena Gunning	Originally Appointed – March 2004
Steven Johnson	Originally Appointed – June 2002
George Peponis	Originally Appointed – September 2003

**Culture & Arts Commission - 3 Expired Terms**

Pamela Gamble	Originally Appointed – November 2011
Bardi Rosman Koodrin	Originally Appointed – October 2008
Pamela Madden	Originally Appointed – May 2012

**Parks & Recreation Commission – 4 Expired Terms**

Laura Davis	Originally Appointed – May 2006
Stephan Marshall	Originally Appointed – October 2007
Greg Pierce	Originally Appointed – November 2006
Maria Lucy Zamattia	Originally Appointed – March 2004

**Personnel Board - 2 Expired Terms**

Ed Fuentes	Originally Appointed – December 2007
Joe Roberts	Originally Appointed – May 2010

**Planning Commission – 3 Expired Terms**

Mary Lou Johnson	Originally Appointed – January 1990
Sujendra Mishra	Originally Appointed – October 2004
Joe Sammut	Originally Appointed – January 1996

**Traffic Safety & Parking Committee - 2 Expired Terms**

Tom Hamilton	Originally Appointed – October 2007
Eric Wood	Originally Appointed – April 2007

**DISTRIBUTION:** None

**ATTACHMENTS:** None

3. **DATE PREPARED:** November 20, 2012 Continue the "Notice of Vacancies" and acquire additional applicants to interview.

**REVIEWED BY:**

CM \_\_\_\_\_



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

DATE: November 27, 2012

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: Receive Alternatives and Provide Direction to Staff Regarding the Citywide  
Current Street Sweeping Program and Related Parking Restrictions

**BACKGROUND:**

The City Council, at its June 12, 2012 meeting requested staff to provide the City Council with an informational report on the City's street sweeping program to include why certain streets in the City are subject to parking restrictions for street sweeping while other streets are not.

At the July 10, 2012 City Council meeting, staff presented a report detailing the history and reasoning behind why certain streets had restrictions while others did not. Essentially, restrictions were placed on those streets that were narrow in width, in areas low in elevation, a negative slope on gutters, and had several trees that were prone to shedding leaves. Parking restrictions were enacted to allow the street sweeper to effectively remove debris and alleviate flooding in those areas.

Staff was directed to determine if those same conditions exist today, if the current street sweeping program and parking restrictions were still effective and necessary, and if so, consider if they should be expanded. The City Council directed staff to meet with the City Council Surface Infrastructure Subcommittee to discuss this issue.

As requested by the City Council, staff prepared an analysis of the current street sweeping program and parking restriction criteria that was presented to the City Council Subcommittee November 15, 2012. The presentation included a survey of neighboring cities street sweeping program and parking restrictions (Attachment 2). Staff presented several alternatives for the Subcommittee to consider when evaluating San Bruno's Street Sweeping program (Attachment 3).

**DISCUSSION:**

Current Street Sweeping Program:

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

*D.B.*

a lawn is performed. The removal of leaves and debris from the gutters continues to be crucial to prevent flooding.

Parking restrictions did not extend to City streets west of El Camino Real because the elevations and drainage did not contribute to flooding conditions, and generally the streets are wider and less congested than those east of El Camino Real, so that the City's street sweeper is more effective at cleaning debris off the street.

As identified in the July 10, 2012 Staff Report, staff believes that the current parking restrictions for those identified areas are necessary to allow the street sweeper to more effectively clean the street and remove debris that would otherwise end up in the storm drains. Staff also identified an eight-block area west of El Camino Real that has similar conditions that met the criteria originally used for parking restrictions. Staff felt that parking restrictions would also be beneficial in clearing debris from this eight-block area.

#### National Pollutant Discharge Elimination System (NPDES) permit:

The street sweeping is a vital element in the City's obligation, under the county-wide National Pollutant Discharge Elimination System (NPDES) permit, to remove debris and pollutants from the storm runoff before it drains into San Francisco Bay. The permit requirements are also encouraging cities to implement an enhanced trash control reduction program. There are various measures the City can and is taking to reach these trash reduction goals, and one element includes street sweeping. Currently the City is at 27-30% trash reduction. Maintaining the current parking restrictions related to street sweeping contributes to the City's trash reduction efforts and to reverse the restrictions would reduce the amount of trash collected.

The NPDES permit is part of the broader federal Clean Water Act that seeks to eventually eliminate trash and pollutants from reaching regional waterways to the maximum extent possible. This permit requires San Bruno, as all agencies, to develop a short-term trash load reduction plan with a 40% reduction goal by 2014. The long-term plan is under development now for the San Mateo County Agencies.

Beyond pollution control, street sweeping also helps remove leaves and other debris that can accumulate in storm drain inlets and potentially block sections of the stormwater pipe and pump systems contributing to local flooding and property damage.

#### Survey of Neighboring Cities Regarding Street Sweeping Parking Restriction Practices

City staff contacted ten (10) neighboring cities from San Francisco to San Carlos.

Five out of 10 cities (50%) had some form of parking restriction for street sweeping, with two (2) cities, San Francisco and Daly City with citywide parking restrictions. The remaining cities only restrict parking in the downtown business area and a few residential areas. Cities such as Millbrae selected their parking restriction areas based on locations with historical trash problems.

Cities that did not have street sweeping-specific parking restrictions did so for various reasons. Burlingame tried "No Parking" signs as a pilot project, but residents did not like it. In Foster City, a lack of adequate police enforcement resources was the determining factor for not installing parking restriction signs. In San Carlos, the City provides street sweeping maps and schedules

on the City's website, but otherwise San Carlos does not post parking restriction signs or conduct police enforcement.

The Survey results can be found as Attachment 2.

### **STREET SWEEPING OPTIONS PRESENTED TO SUBCOMMITTEE:**

Staff evaluated the effectiveness of the City's Street Sweeping program, and coupled the NPDES permit mandates, developed four (4) alternatives that were presented to the City Council Subcommittee on November 15, 2012. Attachment 3 lists a matrix of the four (4) alternatives.

Below are the four (4) options presented to the Subcommittee:

1. Leave City parking restrictions "As Is"
2. Expand parking restrictions Citywide
3. Extend street sweeping parking restrictions to selected streets west of El Camino Real to approximately Hazel/Cypress between Angus south to Santa Lucia
4. Modify the street sweeping program to enhance the route schedules, cleaning frequency, and sweeping times

#### **Alternative 1: Leave City Parking Restrictions "As Is"**

This option continues the current street sweeping and parking restriction policy and will allow time to further study the issue. This alternative does not address concerns expressed by some residents regarding the street sweeping parking restrictions to both the east and west of El Camino Real. This alternative has no financial impact change and there would be no City Council action required if this option is selected.

#### **Alternative 2: Expand street sweeping parking restrictions citywide**

This alternative would expand the current policy so that all City streets are parking restricted for street sweeping during designated hours. There are several advantages with this option: it creates a uniform City policy, improves street cleaning citywide, especially in neighborhoods with more street trees, and prevents less neighborhood flooding, and it will result in more frequent cleaning throughout the City, which is working toward the trash load reduction plan for Regional Water Quality Control Board. However more residents would be impacted by the new parking restrictions.

Financially, there will be impacts to police enforcement, costs to install the new signs and for educational outreach. The Police Department estimates a need for an additional 2.5 full-time employees (FTEs) to cover the entire City. Salary and benefits for these additional 2.5 FTE enforcement staff is anticipated to be about \$182,000. These new costs would be offset by additional revenue from new parking violation fines. In addition to staff, there would be a cost for an additional parking enforcement vehicle (\$32,000).

The estimated cost for installing parking restriction signs citywide (approximate) will be between \$800,000 and \$1,200,000. Another thing to consider is that parking restriction signs will need to be replaced approximately every 15-20 years. There will also be continual and long-term maintenance costs with installing signs citywide.

In order to communicate to the entire City about this new policy there will need to be robust education and outreach efforts, including notices in "Focus", Public Service Announcements on

San Bruno Municipal Cable TV Channel 1, notices on the City website, and mailed flyers to affected residents. These costs are mostly City staff time along with potentially \$3,000-\$9,000 for copy and postage costs for mailing a flyer.

City Council would also need to approve new street sweeping and related parking restriction policy.

**Alternative 3: Extend street sweeping parking restrictions to selected streets west of El Camino Real to approximately Hazel/Cypress between Angus south to Santa Lucia**

This alternative would add more parking restrictions to the west side and more effectively clean areas that are otherwise difficult to access with a sweeper truck. City staff recommends adding parking restrictions west of El Camino Real to approximately Hazel/Cypress between Angus south to Santa Lucia (Attachment 4). This option is expected to improve street cleaning in this neighborhood because many of the streets in this neighborhood are tree-lined and narrow, with many cars parked along the curbs that currently prevent the sweeper truck adequate access. However, this alternative will subject more residents to parking restrictions. It will be important to provide an adequate public outreach program offering ample advance communication.

Financially, there will be costs for the additional parking restriction signs, estimated between \$70,000 and \$90,000. Any additional Police staff time for enforcement in this new area can be covered with existing personnel.

This alternative will require adequate education and outreach efforts which will include notices in "Focus", Public Service Announcements on San Bruno Municipal Cable TV Channel 1, notices on the City website, and mailed flyers to affected residents. Costs for these outreach efforts are mostly City staff time, with a potentially \$1,000-\$2,000 for copy and postage costs for mailing a flyer (costs vary depending if a flyer is sent to currently restricted locations or citywide as well as the size of the flyer).

Council Action will be required to establish this new and updated street sweeping parking restriction zones adding parking restrictions in the immediate area west of El Camino Real.

**Alternative 4: Modify the street sweeping program to enhance the route schedules, cleaning frequency, and sweeping times**

City staff will modify the City's street sweeping program for the residential, commercial, and major arterial areas of San Bruno.

Staff has heard from some residents that delaying the parking restrictions by an hour or two would alleviate the parking restriction requirements for some of the residents. Staff is considering moving residential cleaning times to no earlier than 9:00 a.m. Moving residential cleaning times to later in the morning/day may also result in better curb access for the street sweepers during times when more people are at work and also allowing more time in the morning for residents to move their vehicles. To accomplish this, City sweeper trucks will be re-scheduled to route more frequently through the commercial and industrial areas earlier in the morning/day.

The number of passes through the commercial and industrial areas will increase from twice per month to four times per month. With more frequent cleaning of the commercial and industrial areas, the City also is working toward the trash load reduction plan for Regional Water Quality Control Board.

It is anticipated that with this alternative more resident vehicles will not be parked on the street, assuming most people will be at work, school, etc., and residents will now have more time to move vehicles due to the later sweeping times. This option will provide more frequent cleaning of the City's commercial and industrial areas, which also works toward the trash load reduction plan for Regional Water Quality Control Board. However, changing street sweeping times may create some confusion for and there will need to be broad and aggressive community education and outreach efforts.

Financially, there will be a cost to purchase sign decals with the new street cleaning times, along with staff labor and resource, estimated at \$24,000. Adjusting the street sweeping route times will require work schedules for the City sweeper truck operators to be changed to accommodate the revised schedule. Staff believes this could be accomplished at no additional cost. This alternative will require substantial education and outreach efforts including notices in "Focus", Public Service Announcements on San Bruno Municipal Cable TV Channel 1, notices on the City website, and mailed flyers to affected residents. The costs for these outreach efforts is mostly City staff time, along with potentially \$1,000-\$9,000 for copy and postage costs for mailing a flyer (costs vary depending if flyer is sent to currently restricted locations or Citywide as well as the size of the flyer).

Council Action will be required to establish new, modified parking restriction times.

**RECOMMENDATION:**

Receive alternatives and provide direction to staff regarding the Citywide current Street Sweeping Program and related parking restrictions.

**DISTRIBUTION:**

1. None

**ATTACHMENTS:**

1. July 10, 2012 Staff Report Regarding Street Sweeping Operations and Related Parking Restrictions
2. Neighboring Cities' Street Sweeping Parking Restriction Policies
3. Alternatives matrix to City's Current Street Sweeping Parking Restrictions
4. Map with possible additional Street Sweeping Parking Restriction

**DATE PREPARED:**

November 16, 2012

**REVIEWED BY:**

\_\_\_\_ CM

\_\_\_\_ ACM

\_\_\_\_ FD, Other



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** July 10, 2012

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

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

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

**BACKGROUND:**

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

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

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

**DISCUSSION:**

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

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

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

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

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

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

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

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

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

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

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

#### **FISCAL IMPACT:**

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

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

**ALTERNATIVES:**

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

**RECOMMENDATION:**

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

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. Street Sweeping Map
2. Street Sweeping Schedule

**DATE PREPARED:**

July 2, 2012

**REVIEWED BY:**

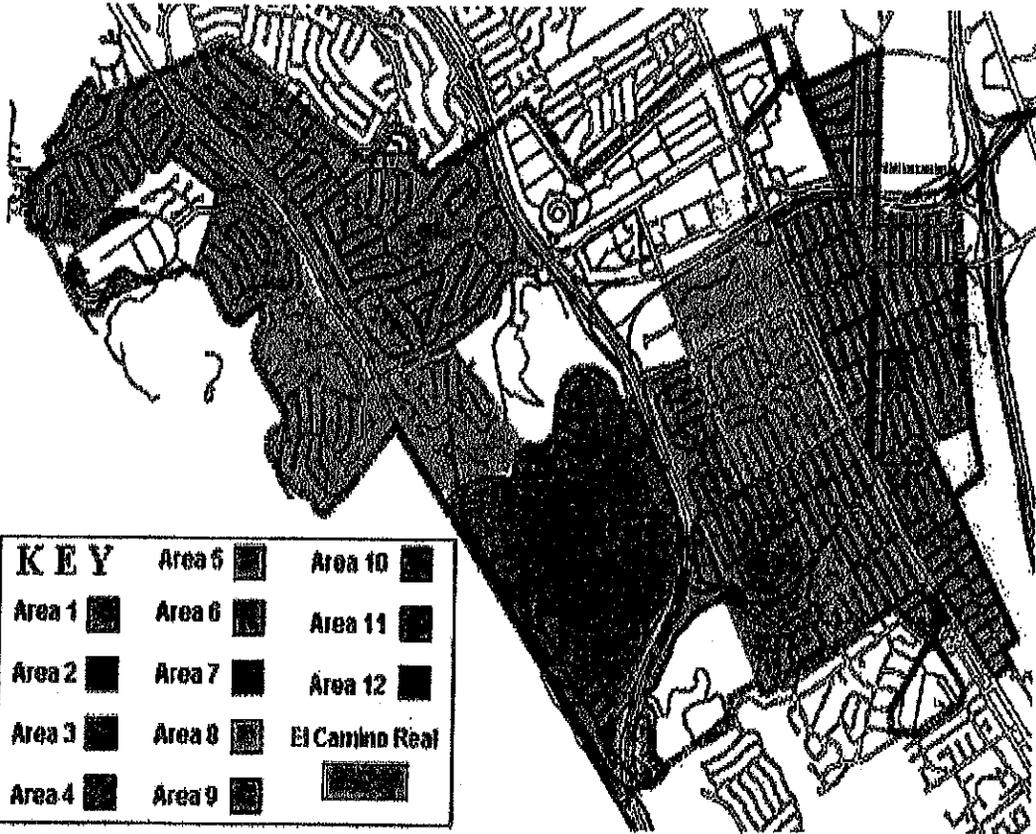
\_\_\_\_\_ CM

\_\_\_\_\_ ACM

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

ATTACHMENT 1

STREET SWEEPING MAP



**ATTACHMENT 2**

**STREET SWEEPING SCHEDULE**

Area 1: 1st & 3rd Monday on one side of the street; 1st & 3rd Tuesday on the opposite side (posted).		
▪ 1st Avenue	▪ Diamond Street	▪ Mills Avenue
▪ 2nd Avenue	▪ Easton Avenue	▪ Pacific Avenue
▪ 3rd Avenue	▪ Euclid Avenue	▪ Pines Street
▪ 4th Avenue	▪ Forest Lane	▪ San Bruno Ave E. of El Cam.
▪ 5th Avenue	▪ Green Avenue	▪ Scott Street W. of Herman
▪ 6th Avenue	▪ Hensley Avenue	▪ Sylvan Avenue
▪ 7th Avenue	▪ Herman Street	▪ Walnut Street
▪ Angus Ave E. of El Camino	▪ Huntington Avenue East	▪ Crystal Springs E. of Cunningham (Monday only)
▪ Atlantic Ave W. of Herman	▪ Kains Ave E. of El Camino	▪ Mastick Ave N. of Taylor (Tuesday only)
▪ Bayshore Circle	▪ Maryland Place	
▪ Beuna Vista Avenue	▪ Masson Avenue	

Area 2: Every Monday through Friday from 7-8 a.m.	
▪ San Mateo Avenue south of tracks	▪ Jenevein Avenue east of El Camino

Area 3: 1st & 3rd Wednesday on one side of the street; 1st & 3rd Thursday on the opposite (posted).		
▪ Atlantic Avenue E. of tracks	▪ Martin Place	▪ Santa Clara Avenue
▪ Carlton Avenue	▪ Mastick Avenue S. of Taylor	▪ Santa Dominga Avenue
▪ Chapman Avenue	▪ Milton Avenue	▪ Santa Helena Avenue
▪ Cupid Row	▪ Montgomery Avenue	▪ Santa Inez Avenue
▪ Cypress Court	▪ San Anselmo Avenue	▪ Santa Lucia E. of El Cam.
▪ East Avenue	▪ San Benito Avenue	▪ Santa Maria Avenue
▪ Florida Avenue	▪ San Diego Avenue	▪ Scott Street E. of Herman
▪ Garden Avenue	▪ San Felipe Ave E. of El Cam.	▪ Taylor Avenue
▪ Georgia Avenue	▪ San Juan Avenue	▪ Terrace Avenue
▪ Hermosa Street	▪ San Luis Avenue	▪ Texas Palace
▪ Huntington Ave S. of Angus	▪ San Marco Avenue	
▪ Kensington Avenue	▪ San Mateo Ave N. of San Bruno	

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

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

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

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

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

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

Area 7: 2nd & 4th Thursdays of each month		
■ Alcott Drive	■ Essex Court	■ Oxford Lane
■ Alpine Way	■ Glenbrooke Lane	■ Riedmont Avenue
■ Bennington Drive	■ Glenview Dr S. of San Bruno	■ Princeton Drive
■ Bryant Way	■ Hamilton Avenue	■ Ridgeway Avenue
■ Cambridge Lane	■ Keefe Court	■ Rosewood Drive
■ Charleston Avenue	■ Kent Court	■ Shelter Creek Lane
■ Courtland Drive	■ Kingston Avenue	■ Skyline (not hwy. 35)
■ Crestwood Drive	■ Lexington Way	■ Trenton Drive
■ Darby Place	■ London Court	■ Whitecliff Way
■ Dover Court	■ Lowell Avenue	■ Whitman Way
■ Eastburn Court	■ Madison Avenue	■ Yorkshire Court
■ El Dorado Court	■ Markham Avenue	

Area 8: 2nd & 4th Tuesdays of each month		
■ Alameda Drive	■ Fairmont Drive	■ San Joaquin Court
■ Amador Drive	■ Glenview Dr N. of San Bruno	■ Santa Barbara Court
■ Bayhill Drive	■ Grundy Lane	■ Sequoia Ave S. of Fleetwd.
■ Cherry Ave S. of Sneath and N. of San Bruno	■ Hampton Court	■ Siskiyou Court
■ Claremont Drive	■ Inyo Court	■ Sneath Ln W. of Claremont
■ Colusa Court	■ Lake Drive	■ Sonoma Court
■ Concord Way	■ Lassen Drive	■ Stanislaus Court
■ Crosby Court	■ Mendocino Court	■ Traeger Avenue
■ Dalay Court	■ Merced Drive	■ Trinity Court
■ Dell Noire Drive	■ Monterey Drive	■ Tulare Drive
■ Earl Avenue	■ Moore Court	■ Vermont Way
■ Elm Ave N. of San Bruno	■ Plumas Court	■ Windsor Court
■ Estates Drive	■ Plymouth Way	■ Yolo Court
	■ Riverside Drive	■ Yuba Court

Area 9: 2nd & 4th Wednesdays of each month.		
■ Arbor Court	■ Fernwood Drive	■ San Bruno Ave E. of Cherry
■ Birch Court	■ Fleetwood Dr. E. of Sequoia	and W. of El Camino
■ Camellia Court	■ Greenwood Drive	■ Sequoia Ave N. of Fleetwd.
■ Caramel Drive	■ Heather Lane	■ Sherwood Drive
■ Catalpa Way	■ Maywood Drive	■ Sneath Ln E. of Claremont
■ Cottonwood Drive	■ Oakmont Dr S. of Evergreen	and W. of Rollingwood
■ Elder Court	■ Palm Court	■ Toyon Way
■ Elmwood Court	■ Pincrest Drive	■ Valleywood Drive
■ Eucalyptus Way	■ Rollingwood Drive	■ Willow Way
■ Evergreen Drive	■ Niles Avenue	

Area 10: 2nd & 4th Mondays of each month.		
■ Allen Drive	■ Fasman Drive	■ Ross Way
■ Castleton Way	■ Geoffrey Drive	■ Seacliff Way
■ Chilton Lane	■ Goodwin Drive	■ Sheryl Drive
■ Golby Way	■ Highland Drive	■ Spyglass Drive
■ College Drive	■ Longview Drive	■ Summit Road
■ Coronado Way	■ Madera Way	■ Sunset Drive
■ Elston Drive	■ Moreland Drive	■ Susan Drive
■ Emaron Drive	■ Moulton Drive	■ Ysabel Drive
■ Exeter Drive	■ Pacific Heights Boulevard	

Area 11: 2nd & 4th Fridays of each month.	
■ Berkshire Drive E. of Fleetwood	■ Olympic Court
■ Fleetwood Court	■ Olympic Drive
■ Fleetwood Drive N.W. of Sequoia	■ Riviera Court
■ Medina Drive	■ St. Cloud Drive
■ Merion Drive	■ Turnberry Drive
■ Muirfield Circle	■ Wentworth Drive
■ Oakmont Drive N. of Evergreen	

Area 12 1st & 3rd Tuesdays of each month  
▪ Huntington Avenue N. of I-380      ▪ Sneath Lane E. of El Camino

ECR 1st & 3rd Fridays (outside curbs) 2nd & 4th Fridays (median curbs)  
▪ El Camino Real

## Neighboring Cities' Street Sweeping Parking Restriction Policies

City Name	Any street sweeping parking restrictions?	Restrictions City-wide or in certain locations?	How determination was made?
Belmont	None	None	
Burlingame	None	Restrictions were tried in residential district and stopped	Burlingame tried "No Parking" signs for street sweeping in the past as a pilot program, but the effort was not successful. The residents did not like it. However, the signs are still up from the original pilot program, but the Police Department does not enforce them.
Daly City	Yes	City-wide	Daly City has posted "No Parking" signs City-wide and uses police enforcement.
Foster City	None	None	Foster City has never had "No Parking" signs for street sweeping. They do post the sweeping schedule on the City's website and try to do public outreach. Limited police enforcement resources were the determining factor for not installing parking restriction signs.
Millbrae	Yes	Parking restrictions mandatory only in certain limited locations	The areas were determined by trash problem areas.
Pacifica	None	None	Pacifica contracts out street sweeping services. (No parking restriction)
San Carlos	None	None	San Carlos posts the street sweeping schedule on the City website and they do as much public outreach as possible. They only have maps and the times when designated streets will be swept. There is no enforcement or posted parking restriction signs.
San Francisco	Yes	City-wide	According to the Department of Streets and Environmental Services - parking limits have always been City-wide
San Mateo	Yes	Parking restricted only in the downtown area and a few residential areas	The downtown area is swept daily from November to January and three times per week the rest of the year. Residential areas are swept twice per month. There are very few "No Parking" signs, but residents can request a sign on their street.
South San Francisco	Yes	Parking restricted only in certain locations: some downtown and some residential	Parking restrictions were grandfathered in a long time ago - no new streets are being added.

Alternatives to the City's Current Street Sweeping Parking Restrictions

Alternative	Description	Advantages	Disadvantages	Fiscal Impact	Council Action Required
1 Leave City Parking Restrictions "As Is"	No Change.	<ul style="list-style-type: none"> <li>This will allow time to further study the issue</li> </ul>	<ul style="list-style-type: none"> <li>There are concerns expressed by some residents regarding street sweeping parking restrictions to the east and west of El Camino Real.</li> </ul>	<ul style="list-style-type: none"> <li>No change.</li> </ul>	No.
2 Expand Parking Restrictions City-wide	Expand current policy so that all City streets are parking restricted for street sweeping during designated hours.	<ul style="list-style-type: none"> <li>Creates a uniform City policy.</li> <li>Improves street cleaning citywide, especially in neighborhoods with more street trees, and prevents less neighborhood flooding</li> <li>This alternative will result in more frequent cleaning throughout the City, which is working toward the trash load reduction plan for Regional Water Quality Control Board.</li> </ul>	<ul style="list-style-type: none"> <li>Additional residents would be impacted by parking restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Police Department estimates a need for an additional 2.5 full-time employees (FTEs) to cover the entire City.</li> <li>Salary and benefits (approximate) for additional 2.5 FTE enforcement staff = \$182,000. Costs would be offset by additional revenue from new parking violation fines.</li> <li>Cost for additional parking enforcement vehicle (approximate) = \$32,000.</li> <li>Estimated cost for installing parking restriction signs citywide (approximate) will be between \$800,000 and \$1,200,000.</li> <li>Note: Parking restriction signs will need to be replaced approximately every 15-20 years. There will be continual and long-term maintenance costs with installing signs citywide.</li> <li>Education and outreach efforts include notices in "Focus", Public Service Announcements on San Bruno Municipal Cable TV Channel 1, notices on the City website, and mailed flyers to affected residents. Cost is mostly City staff time, and potentially \$3,000-\$9,000 for copy and postage costs for mailing a flyer.</li> </ul>	Yes. Approve new street sweeping and related parking restriction policy.
3 Extend street sweeping parking restrictions to selected streets west of El Camino Real (approximately Hazel/Cypress between Argus south to Serrano/Cable)	This alternative would add north-south parking restrictions to the west side of the City. Currently, cleaning is scheduled to occur during the morning (6:00am to 8:00am) and this schedule would continue under this alternative. Residential areas will be cleaned later in the day/afternoon.	<ul style="list-style-type: none"> <li>For the area immediately west of El Camino Real, creating new designated street parking restrictions is expected to improve street cleaning in many of these areas in neighborhoods that have not been cleaned with regular street sweeping for many years. This is a positive benefit to the community.</li> </ul>	<ul style="list-style-type: none"> <li>There will need to be additional public outreach and communication to residents in the area regarding the study to help identify the area to be studied.</li> </ul>	<ul style="list-style-type: none"> <li>Cost to install signs in the selected area west of El Camino Real (approximately) will be between \$70,000 and \$90,000.</li> <li>Additional staff time needed to enforce expanded area, as assumed, is minimal that it can be covered with existing personnel.</li> <li>Education and outreach efforts include notices in "Focus", Public Service Announcements on San Bruno Municipal Cable TV Channel 1, notices on the City website, and mailed flyers to affected residents. Costs are mostly City staff time, and potentially \$1,000-\$2,000 for copy and postage costs for mailing a flyer (costs vary depending if flyers are sent to extremely restricted locations or citywide as well as the size of the flyer).</li> </ul>	Yes. Establish new and updated street sweeping parking restriction zones adding parking restrictions in the immediate area west of El Camino Real.
4 Modify the street sweeping program to enhance the route schedules, and sweeping cleaning frequency, and sweeping times.	City sweeper trucks will be re-scheduled to route more frequently through the commercial and industrial areas earlier in the morning/day. (Currently sweeper trucks begin cleaning around 6:00am and this schedule would continue under this alternative.) Residential areas will be cleaned later in the day/afternoon.	<ul style="list-style-type: none"> <li>More resident vehicles will not be parked on the street - assuming most people will be at work, school, etc. Also, residents will now have more time to move vehicles.</li> <li>This alternative will result in more frequent cleaning of the City's commercial and industrial areas, which is working toward the trash load reduction plan for Regional Water Quality Control Board.</li> </ul>	<ul style="list-style-type: none"> <li>May create some confusion for residents regarding the new street sweeping times. There will be a need for community education and outreach efforts.</li> <li>Existing parking restriction signs will need to be modified to reflect new restricted times along with the related cost.</li> </ul>	<ul style="list-style-type: none"> <li>The cost to purchase sign decals with new street cleaning times, along with staff labor and resources (approximately) = \$24,000.</li> <li>In order to adjust the Street Sweeping route times, the work schedule of staff assigned to the street sweeper would also have to be changed to accommodate the revised schedule. Staff believes this could be accomplished at no additional cost.</li> <li>Education and outreach efforts include notices in "Focus", Public Service Announcements on San Bruno Municipal Cable TV Channel 1, notices on the City website, and mailed flyers to affected residents. Cost is mostly City staff time, and potentially \$1,000-\$9,000 for copy and postage costs for mailing a flyer (costs vary depending if flyer is sent to currently restricted locations or Citywide as well as the size of the flyer).</li> </ul>	Yes. Establish new, modified parking restriction times.





**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** November 27, 2012  
**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Klara A. Fabry, Public Services Director  
**SUBJECT:** Adopt Resolution Accepting the San Bruno Grade Separation Archway Design Concept

**BACKGROUND:**

The Joint Powers Board (JPB) commenced construction on the San Bruno Grade Separation project in late 2010. This project provides elevated train tracks above San Bruno Avenue, San Mateo Avenue, and Angus Avenue, provides three pedestrian underpasses and creates a new train station between San Bruno Avenue and San Mateo Avenue. The project will significantly improve safety and will reduce traffic congestion.

The City and the JPB entered into a Memorandum of Understanding (MOU) on November 2, 2010 regarding the design and development of a decorative archway along the eastern side of the train tracks at San Bruno Avenue. Pursuant to the MOU, the City and the JPB agreed to share the cost of the archway design. The City Council, at its August 9, 2011 meeting authorized the City Manager to enter into a funding agreement with JPB for the design engineering services for a decorative archway. Field Paoli was selected to support this effort.

**DISCUSSION:**

The new elevated Caltrain station will be located at San Bruno Avenue (between San Mateo Avenue and Huntington). A new decorative archway along the east side of the station will provide a signature aesthetic gateway into the community.

Several gateway design concepts for the Grade Separation Project were reviewed by the City Council at its September 25, 2012 meeting. To further evaluate the available alternatives, a study session was held on October 29, 2012. The City Council reviewed different renderings of an arch concept with vertical structural connections to the overpass structure and a center medallion with the name "San Bruno" on it. The City Council also reviewed color options for the arch and other design details. The City Council provided input to the design consultant to: further develop the proposed archway design; revisit the design for how the arch connects to the ground; revise the vertical structure to the proposed "V" support system; incorporate a medallion at the center with the name "San Bruno"; utilize a solid color (possibly dark metallic or green) and provide samples of the proposed color options; investigate concept of tapered arch, and look at options with and without the colored glass in the elevator tower.

Field Paoli, the design consultant, has revised the arch design concept (Exhibit A 1-5) per the City Council input. The revised design includes tapering the profile of the arch to make it a

*DC.*

more elegant structure; incorporating the "V" support connections and moving them closer together; incorporating the medallion; moving the arch further away from the edge of platform to minimize the risk of persons climbing onto it; modifying the color to incorporate a solid dark green metallic finish; and revising the base elements where the arch comes down to the ground. At the southern base, a bench has been incorporated and the northern base has been integrated with an updated plan for the stair and ramp elevators.

If the City Council accepts the design concept, staff will meet with JPB staff to discuss preparation of the construction documents and a funding agreement. Staff will bring back to the City Council the funding agreement for consideration.

**FISCAL IMPACT:**

The City and JPB equally funded the cost to prepare conceptual designs and cost feasibility analysis of the Archway for the San Bruno Grade Separation Project. The City's share of the conceptual design was \$125,000 and was funded by the Grade Separation Project in the Capital Improvement Program. Future costs will be discussed with the JPB.

**ALTERNATIVES:**

1. Reject design and/or request a different design.
2. Propose changes to the design.

**RECOMMENDATION:**

Adopt resolution accepting the San Bruno Grade Separation Archway design concept.

**DISTRIBUTION:**

1. None

**ATTACHMENTS:**

1. Resolution

**DATE PREPARED:**

November 7, 2012

**REVIEWED BY:**

\_\_\_\_\_CM

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

**RESOLUTION ACCEPTING THE SAN BRUNO GRADE SEPARATION  
ARCHWAY DESIGN CONCEPT**

**WHEREAS**, the Peninsula Corridor Joint Powers Board (JPB) has been working with the City for several years on developing a grade separation project to improve safety of the Caltrain railroad crossings at San Bruno Avenue, San Mateo Avenue and Angus Avenue; and

**WHEREAS**, integrating an archway into a new grade-separated Caltrain station to make a positive statement about the San Bruno Downtown and Transit Corridor Area has been a long held objective of City and JPB; and

**WHEREAS**, the City and JPB entered into; a Memorandum of Understanding (MOU) regarding the development of the grade separation and the relocation of the train station; a Railroad Construction and Maintenance Agreement for the grade separation project; a Funding Agreement Regarding Preliminary Development of a Decorative Archway for the San Bruno Grade Separation Project Railroad Construction (Agreement); and jointly selected Field Paoli architects to develop the design concept; and

**WHEREAS**, the agreement includes provisions for the selection of a mutually agreeable design engineer to develop the decorative archway, for the cost of the design engineer to be split evenly between the City and JPB, and for the cost to the City not to exceed \$125,000; and

**WHEREAS**, the design engineer prepared several design concepts for a decorative gateway feature, with the City Council agreeing to an arch design concept to be located along the east side of the grade separation overpass structure crossing over San Bruno Avenue.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby accepts the San Bruno Grade Separation Archway Design Concept as attached hereto as Exhibit A 1-5.

Dated: November 27, 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 27th day of November 2012 by the following vote:

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

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

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

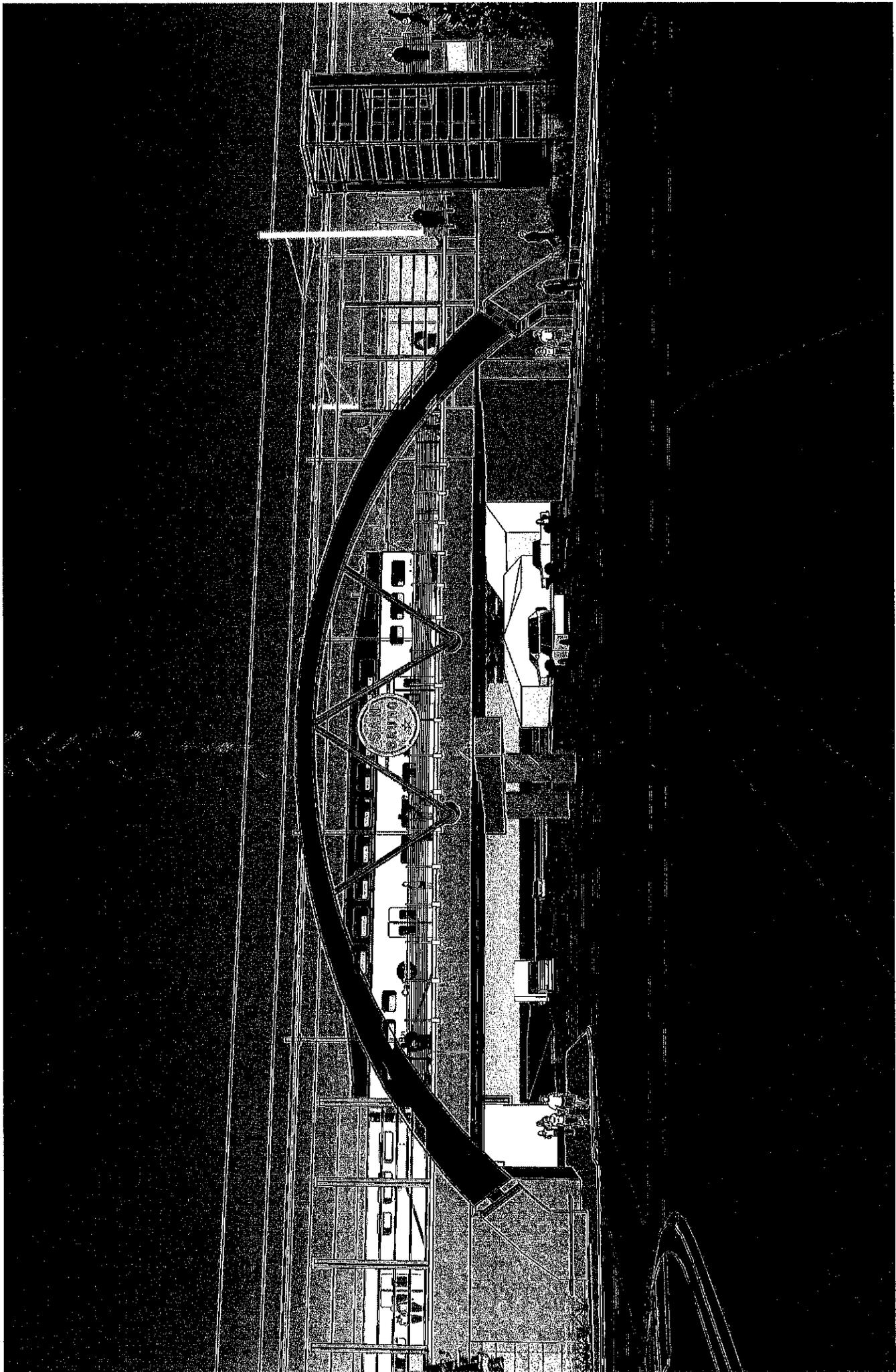


Exhibit A 1

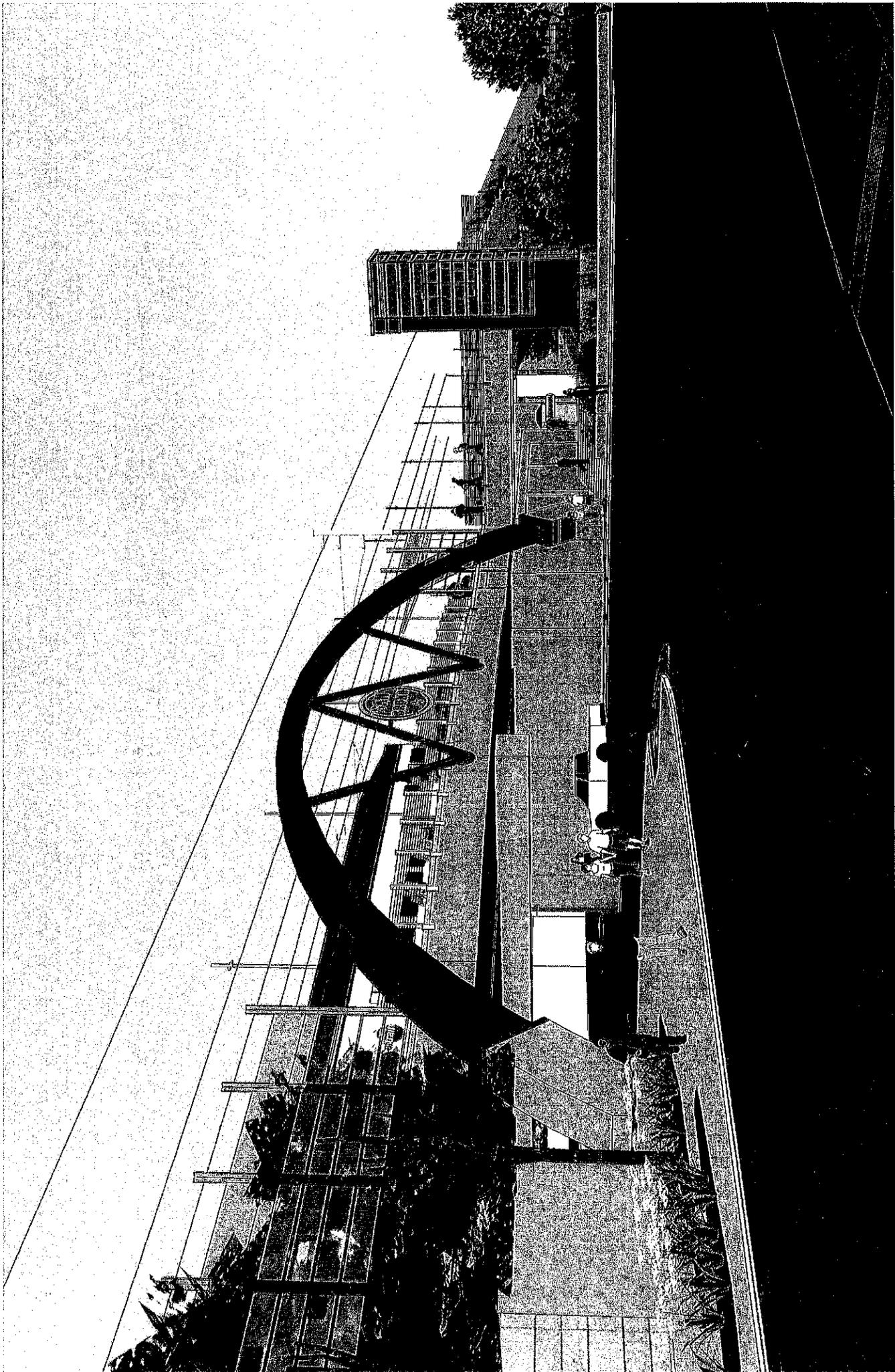


Exhibit A 2

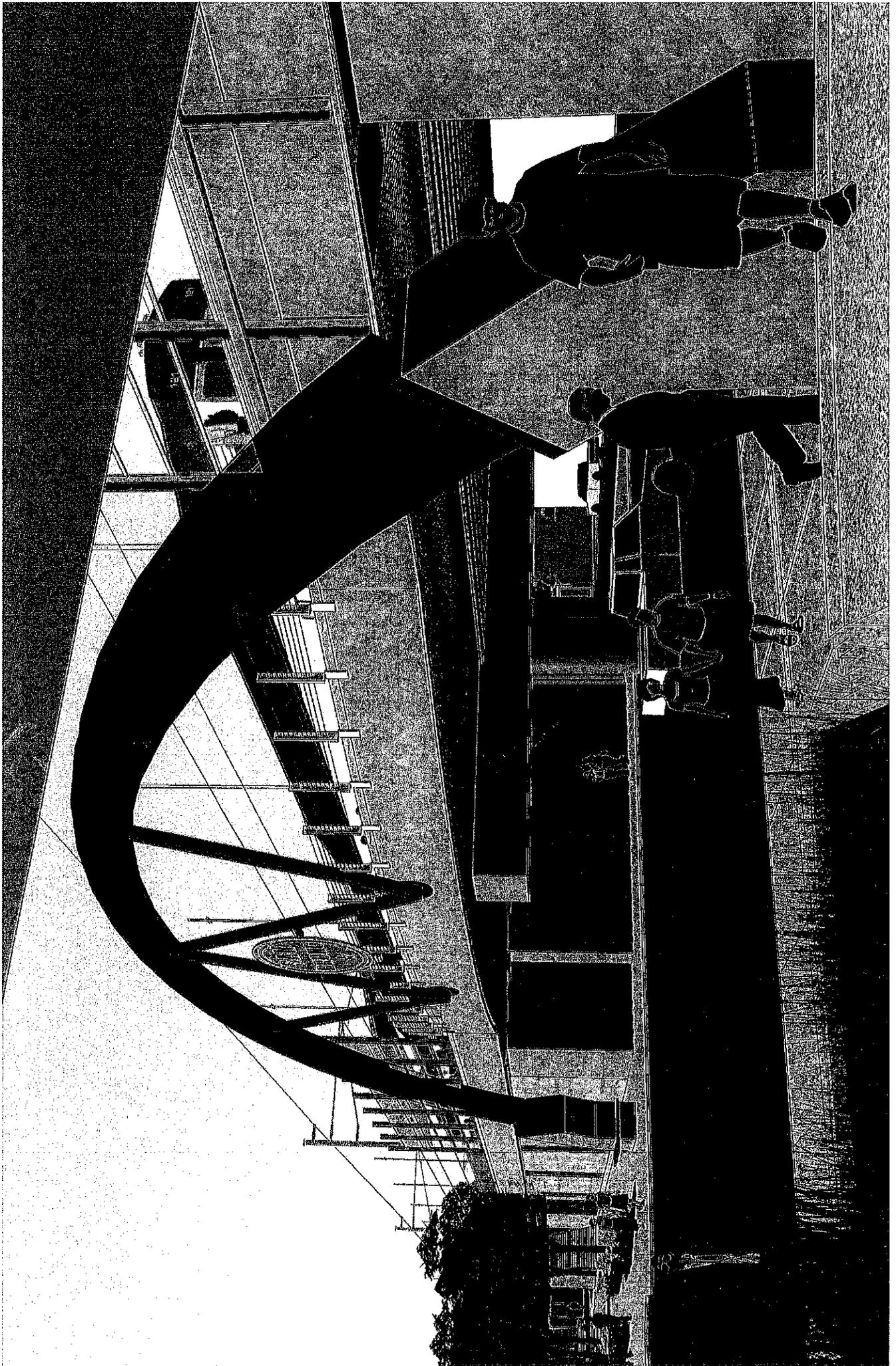


Exhibit A 3

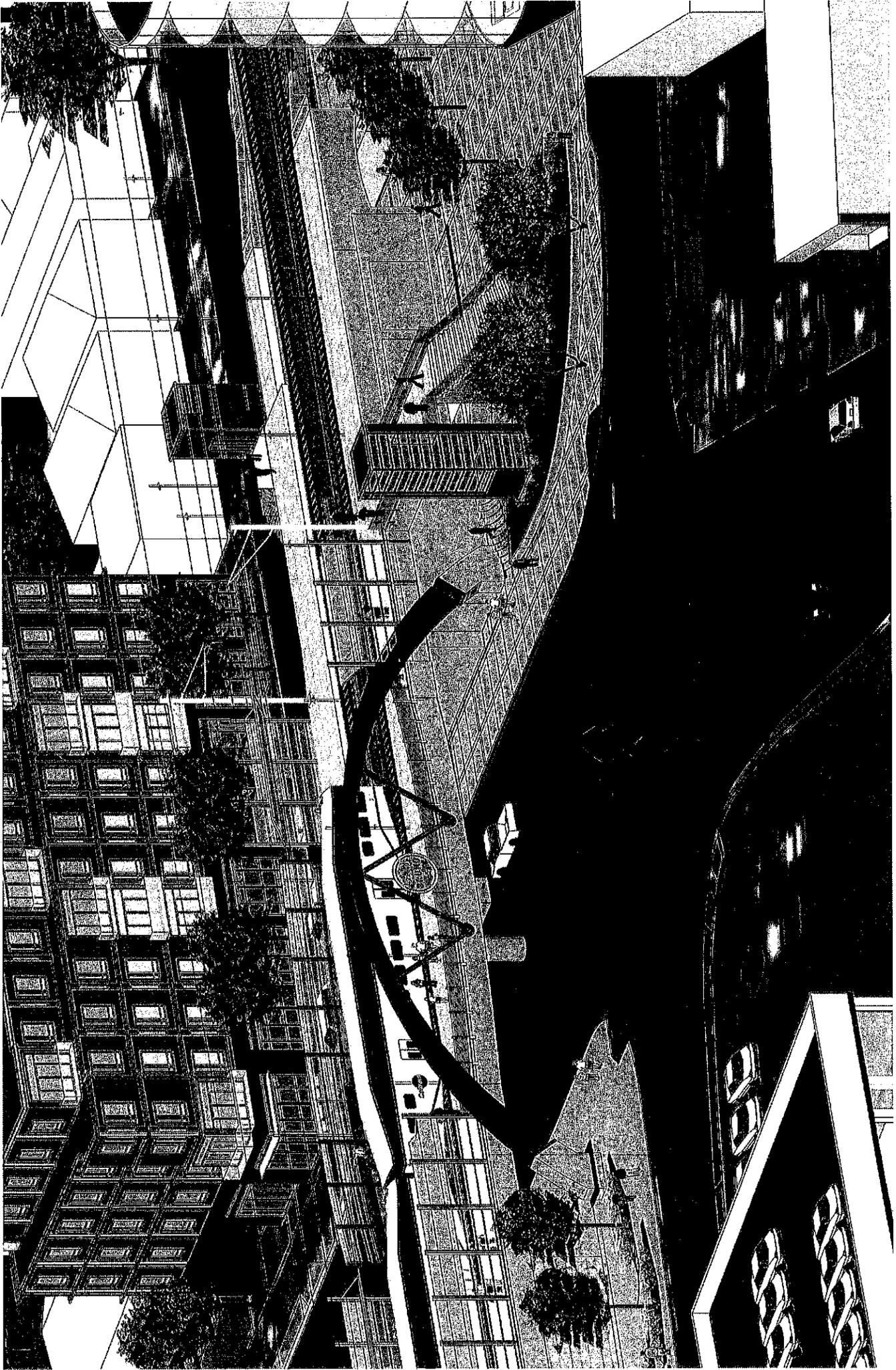


Exhibit A 4

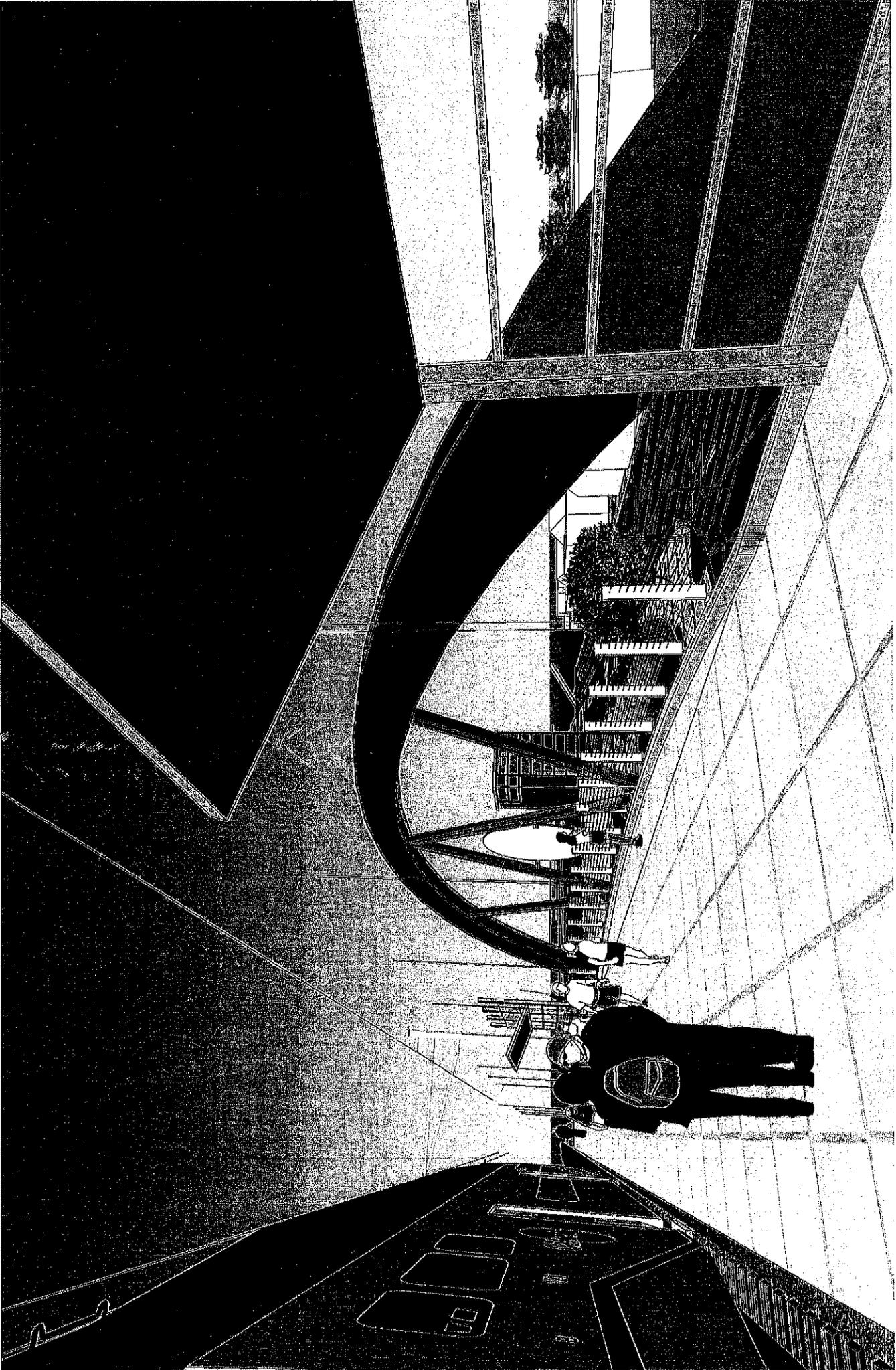


Exhibit A 5



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** November 27, 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 a Contract with West Yost Associates to Provide Engineering Services for the Trenton Drive Sewer Main Project in an Amount Not-to-Exceed \$179,066

**BACKGROUND:**

The Trenton Drive sewer main is located in an easement behind the homes on the south side of Trenton Drive, uphill from San Bruno Avenue (Attachment 2). This sewer main collects sewage from the adjacent properties as well as flows from multiple neighborhoods. The sewer main was constructed in the 1950's and is in need of rehabilitation or replacement in order to reduce sanitary sewer overflows (SSOs). The Trenton area had eight incidences of SSOs between 2007 and 2010, with four of the eight SSOs being the more serious Category 1 SSOs, where there are over 1000 gallons spilled or not 100% recovered from a storm drain.

Due to the steep terrain and heavy eucalyptus and vegetative growth in the area, the Trenton sewer main is inundated with root intrusion, which requires constant and extensive maintenance work by City crews. Major portions of the sewer easement for the Trenton sewer have been overtaken by heavy vegetation and there is limited access for the City crews to perform maintenance. At many locations along this sewer main, City crews are unable to maneuver the maintenance equipment to the manholes in order clear blockages. The City crew has conducted eleven repairs in the Trenton sewer area since 2006.

In order to rehabilitate or replace this sewer main, the first task is to perform a design feasibility study to evaluate various alternatives in order to make a recommendation.

**DISCUSSION:**

The City issued a Request for Proposal (RFP) for design services for the Kains to Angus Sewer Bypass Project in July 2012 and received eight proposals. Since this was a professional services contract, consultants' qualifications were the primary criteria for the final selection. The cost of the proposals for the eight consultants were as follows:

Bellecci & Associates	\$165,125
BKF	\$108,726
Carollo Engineers	\$297,067
CSG Consultants	\$185,159
Freyer & Laureta	\$ 73,260

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Lee & Ro, Inc.	\$169,020
Schaaf & Wheeler	\$150,000
West Yost Associates	\$179,066

Although relatively lower in their cost proposals, BKF and Freyer & Laureta did not demonstrate a clear understanding of the scope of work for the project and were not invited to a follow-up interview. Staff interviewed the remaining six consultants and West Yost Associates was selected as the most qualified consultant for this project based on their proposed approach and previous positive performance as the City's Water Master Plan consultant. West Yost was the only consultant to propose an alternative to re-route the sewer main from behind the homes to City right-of-way on Trenton Drive. This alternative will require additional design effort than replacing the sewer main within the same alignment. Even with this alternative, West Yost's cost proposal was comparable to the remainder of the six top consultants. West Yost Associates was recently selected by the City of Yuba City to design a similar project of relocation and replacement of its existing sewer mains in its downtown residential area. Many of these sewer mains are also behind homes in a situation similar to the Trenton Drive sewer main.

The first task for the consultant is to conduct an assessment of the existing sewer main and develop feasible alternatives to address this specific situation. The consultant contract will include the detailed design, preparation of bid documents, and construction support services for the best alternative chosen. The cost of the consultant services agreement for this work is \$179,066.

For the project schedule, staff estimates that the design will take approximately nine months to complete with an additional one year for the construction. If awarded, it is anticipated that the project will be completed by summer 2014.

Once the final approach and the proposed design for the project have been identified, staff will prepare the appropriate environmental review documents for recordation under the CEQA guidelines.

**FISCAL IMPACT:**

The Trenton Drive Sewer Main Project is an established Capital Improvement Project funded through Wastewater Capital funds. The cost for this contract is \$179,066 and adequate funding is available in the 2012-13 CIP budget with a total appropriation of \$1,291,411.

The estimated total cost for the Trenton sewer project is as follows:

Design Contract	\$ 179,066
Est. Construction contract	\$ 850,000
Est. Staff Project Management and Inspection for design & construction	\$ 125,000
Est. Contingency	<u>\$ 137,345</u>
Total Estimate:	\$1,291,411

Funds Currently Available: \$1,291,411

**ALTERNATIVES:**

1. Do not award this contract and defer the design of the project. Any delay to the project may result in additional SSOs.
2. Award the contract to another consultant who submitted a proposal.
3. Issue a new RFP and obtain additional proposals from other consulting firms.

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to execute a contract with West Yost Associates to provide engineering services for the Trenton Drive Sewer Main Project in an amount not-to-exceed \$179,066.

**ATTACHMENTS:**

1. Resolution
2. Project Site Map
3. 2012-13 CIP Budget Sheet

**DATE PREPARED:**

November 20, 2012

**DISTRIBUTION:**

None.

**REVIEWED BY:**

\_\_\_\_\_ CM

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

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH WEST YOST ASSOCIATES TO PROVIDE ENGINEERING SERVICES FOR THE TRENTON DRIVE SEWER MAIN PROJECT IN AN AMOUNT NOT-TO-EXCEED \$179,066**

**WHEREAS**, the Trenton Drive sewer main is located behind the homes on the south side of Trenton Drive, uphill from San Bruno Avenue; and

**WHEREAS**, there is limited access for the City crew to perform maintenance on this sewer main due to the steep terrain and heavy vegetative growth in the area; and

**WHEREAS**, the sewer main was constructed in the 1950's and is in need of replacement to reduce the incidence of sanitary sewer overflows (SSOs); and

**WHEREAS**, the City issued a Request for Proposal (RFP) for the engineering design of the Trenton Sewer Main project in July 2012 and interviewed six consultants; and

**WHEREAS**, West Yost Associates was selected as the most qualified consultant for this project based on its innovative approach and previous positive performance as the City's Water Master Plan consultant; and

**WHEREAS**, there are sufficient funds available in the capital improvement project budget for this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council authorizes the City Manager to execute a contract with West Yost Associates to provide engineering services for the Trenton Drive Sewer Main Project in an amount not-to-exceed \$179,066.

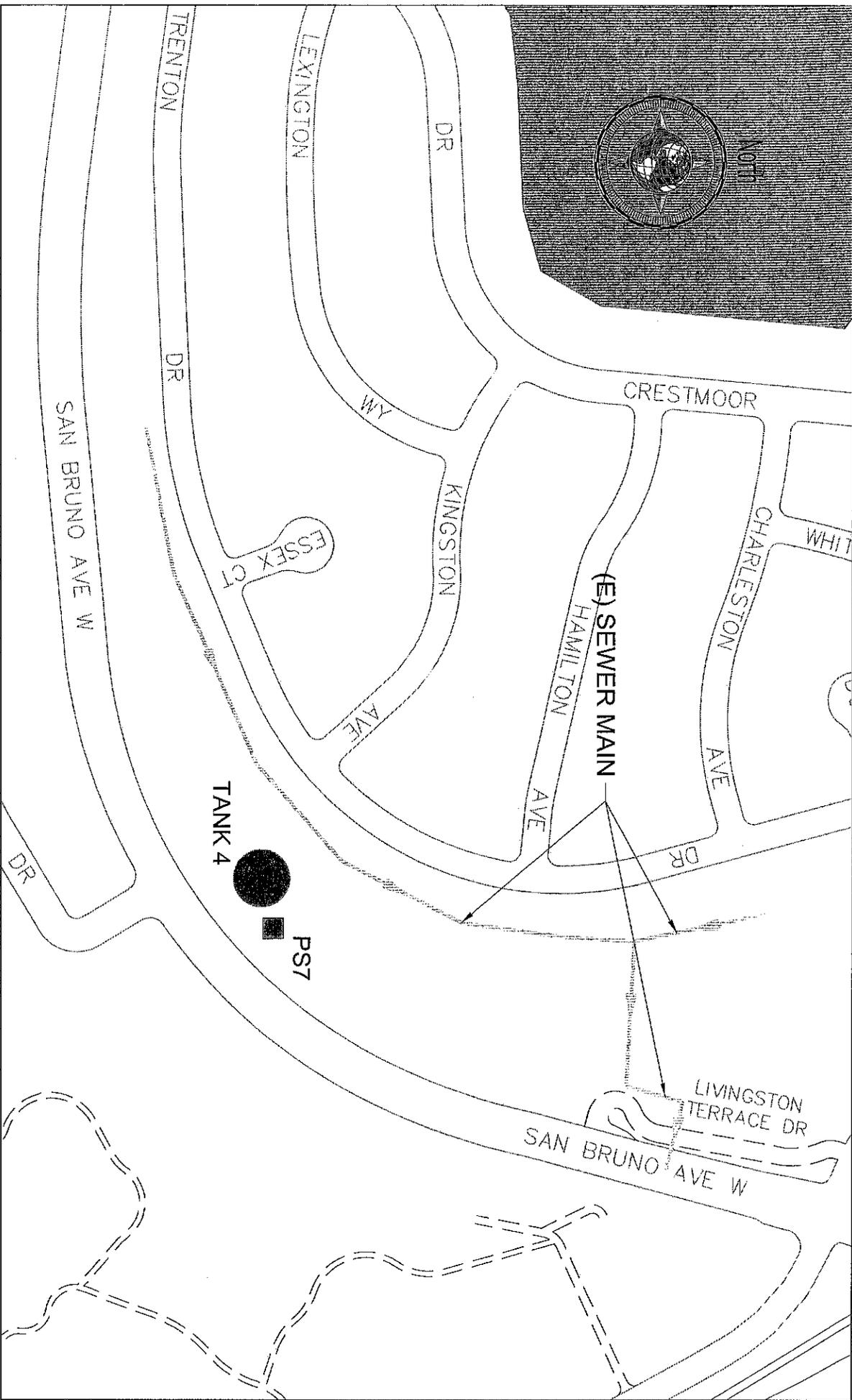
Dated: November 27, 2012

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 27th day of November 2012 by the following vote:

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



TRENTON DRIVE SEWER REPLACEMENT PROJECT

## Sewer Main Improvement and Replacement Project

<u>PROJECT INFORMATION</u>			
<b>Origination Year:</b>	2005-06	<b>Project Number:</b>	85704 / 84322
<b>Projected Completion Date:</b>	Ongoing Program	<b>Life Expectancy:</b>	50 years
<b>Total Project Cost:</b>	\$ 18,121,006		

### **Project Description:**

This project replaces large segments of sewer mains in need of rehabilitation, as well as some smaller spot repairs that are complex enough to require the expertise of a civil engineer to assist in the repair. Rehabilitation projects are identified by the incidence of sanitary sewer overflows, maintenance history, video inspection, inadequate flow, or other known problems. The Sewer System Master Plan will propose a revised sewer main rehabilitation program that takes these factors into account.

The most recent sewer main rehabilitation project completed was the Mastick Avenue Sewer Main Rehabilitation Project. Though completed in the fall of 2010, there is a section of sewer pipe in the area that runs under private property that will have to be addressed in the near future.

Consistent with the 2011-12 Rate Study, future costs reflect the level of investment required for a 25-year replacement schedule for San Bruno's sewer mains. The City's master planning documents have identified several areas for replacement or significant rehabilitation within the next five years.

The sewer main behind Trenton Drive has been subject to sanitary sewer overflows in the recent past, and is located on a hillside that limits inspections and maintenance. This line was recently repaired, but a larger rehabilitation effort may be needed. The City will first perform a design feasibility analysis to evaluate the need and alternatives for pipeline replacement. The project cost listed below is only a planning estimate. A more accurate estimate will be available after completion of the feasibility analysis.

Future projects within the next five years include replacement of sewer mains in the following areas: Rehabilitation of sewer mains in the eastern portion of the city south of I-380 also known as "the Avenues" (\$13.5M); Bypass sewer on Jenevein Avenue (\$1.6M); Bypass on San Mateo Avenue/San Antonio Avenue (\$0.4M); and Crestmoor Canyon (\$0.9M). The exact locations will be guided by the video inspection data from the Sanitary Sewer Condition Assessment Project.

### **2011-12 Status:**

Developed and awarded a new on-call pipeline spot repair contract that addressed several significant sanitary sewer overflows (SSOs) and spot repair locations.

### **2012-13 Work Place**

Conduct a design feasibility analysis of the sewer pipe behind Trenton Drive to determine what rehabilitation efforts should be undertaken. Begin design of Trenton main replacement, depending on the feasibility analysis, and other sewer main rehabilitation priorities.

City of San Bruno  
 2012-17 Capital Improvement Program

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**Project Appropriations:**  
**Current Year Appropriations:**

Project	Funding Source	Prior Appropriation	Prior Expense	Carryover Appropriation	2012-13 Funding Request	2012-13 Total Funds Available
Trenton Drive	Wastewater Capital	115,000	(23,589)	91,411	200,000	291,411
Pipeline Repair	Wastewater Capital	372,626	(372,626)	0	553,880	553,880
<b>Total</b>		<b>487,626</b>	<b>(396,215)</b>	<b>91,411</b>	<b>753,880</b>	<b>845,291</b>

**Five-Year Work Program Appropriations:**

Project	Funding	2012-13	2013-14	2014-15	2015-16	2016-17	Total Future Request
Trenton Drive [85704]	Wastewater Capital	200,000	1,000,000	0	0	0	1,200,000
Pipeline Repair [84322]	Wastewater Capital	553,880	932,500	3,279,000	4,504,000	7,164,000	16,433,380
<b>Total</b>		<b>753,880</b>	<b>1,932,500</b>	<b>3,279,000</b>	<b>4,504,000</b>	<b>7,164,000</b>	<b>17,633,380</b>

All costs are expressed in future dollars.



City Council Agenda Item  
Staff Report

CITY OF SAN BRUNO

**DATE:** November 27, 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 a Contract with Bellecci & Associates to Provide Engineering Services for the Kains to Angus Sewer Bypass Project in an Amount Not-to-Exceed \$139,855

**BACKGROUND:**

A section of 10-inch diameter sewer main on Kains Avenue via San Mateo Avenue to Angus Avenue is historically a capacity deficient pipeline due to insufficient slope and size. The pipe is also in poor condition due to its age. This sewer main has experienced numerous sanitary sewer overflows (SSOs), including two SSOs in 2011 at the intersection of Kains and Masson Avenues. This is the highest risk location for possible sewer spills in the City. The Kains to Angus Bypass Project is designed to remedy the deficiency of the pipeline and eliminate SSOs. In order to coordinate with the Caltrain Grade Separation Project, this project has been divided into three separate sections.

For the first section, the Caltrain Grade Separation Project constructed approximately 1,000 feet of 18-inch sewer main on Huntington Avenue, and 200 feet of 24-inch pipe from the new Huntington line to the existing sewer main on First Avenue. This work was completed in April 2012.

In order to coordinate with the construction schedule of the Grade Separation work through the Posy Park, the City accelerated the second section of the project and awarded a contract to K.J. Woods to construct a new 180-foot section of 15-inch diameter pipe from the last manhole at Kains Avenue to the new sewer main on Huntington Avenue. This work was completed in July 2012.

For the third and final section of the Kains to Angus Sewer Bypass Project, the following pipeline segments will be designed and constructed (Attachment 2):

- Approximately 1,000 feet of sewer main along Kains Avenue
- Approximately 600 feet of new sewer main on San Mateo Avenue from Kains Avenue to Angus Avenue
- Approximately 300 feet of sewer main on Huntington Avenue south of San Bruno Avenue.

**DISCUSSION:**

The City issued a Request for Proposal (RFP) for design services for the Kains to Angus Sewer Bypass Project in July 2012 and received eight proposals. Since this was a

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professional services contract, consultants' qualifications were the primary criteria for the final selection. The cost of the proposals for the eight consultants were as follows:

Bellicci & Associates	\$139,855
BKF	\$ 96,380
Carollo Engineers	\$183,021
CSG Consultants	\$125,100
Freyer & Laureta	\$ 65,300
Lee & Ro, Inc.	\$147,475
Schaaf & Wheeler	\$120,314
West Yost Associates	\$134,000

Although relatively lower in their cost proposals, BKF and Freyer & Laureta did not demonstrate a clear understanding of the scope of work for the project and were not invited to a follow-up interview. Staff interviewed the remaining six consultants and Bellecci & Associates was selected as the most qualified consultant based on their clear understanding of the project, high quality of relevant project experience, and superior professional qualifications of the team. Their cost proposal was comparable to the remainder of the six top consultants. Bellecci & Associates has also completed numerous sewer replacement projects using open-cut and trenchless technologies for municipalities in the Bay Area with positive feedback from references provided. For this project, the consultant will perform a detailed design, prepare bid documents, and provide construction support services. The cost for this work is \$139,855.

For the project schedule, staff estimates that the design will take approximately six months to complete with an additional nine months for the construction. If awarded, it is anticipated that the project will be completed by April 2014.

During the design process, staff will prepare the appropriate environmental review documents for recordation under the CEQA guidelines.

**FISCAL IMPACT:**

The Kains to Angus Sewer Bypass Project is an established Capital Improvement Project funded through Wastewater Capital funds. The cost for this contract is \$139,855 and adequate funding is available in the 2012-13 CIP budget with a current project fund balance of \$1,358,580.

The estimated total cost for Phase 3 of the project is as follows:

Design Contract	\$ 139,855
Est. Construction contract	\$ 950,000
Est. Staff Project Management and Inspection for design & construction	\$ 125,000
Est. Contingency	\$ 143,725
Total Estimate:	\$1,358,580

Funds Currently Available:

\$1,358,580

**ALTERNATIVES:**

1. Do not award this contract and defer the design of the project. Any delay to the project may result in additional SSOs.
2. Award the contract to another consultant, who submitted a proposal.
3. Issue a new RFP and obtain additional proposals from other consulting firms.

**RECOMMENDATION:**

Adopt resolution authorizing the City Manager to execute a contract with Bellecci & Associates to provide engineering services for the Kains to Angus Sewer Bypass Project in an amount not-to-exceed \$139,855.

**ATTACHMENTS:**

1. Resolution
2. Project Site Map
3. 2012-13 CIP Budget Sheet

**DATE PREPARED:**

November 20, 2012

**DISTRIBUTION:**

None.

**REVIEWED BY:**

\_\_\_\_\_ CM

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

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH BELLECCI & ASSOCIATES TO PROVIDE ENGINEERING SERVICES FOR THE KAINS TO ANGUS SEWER BYPASS PROJECT IN AN AMOUNT NOT-TO-EXCEED \$139,855**

**WHEREAS**, the Kains to Angus Bypass Project is designed to remedy the deficiency of the existing pipeline and eliminate Sanitary Sewer Overflows (SSOs) in the downtown area; and

**WHEREAS**, for the first section, the Caltrain Grade Separation Project constructed approximately 1,000 feet of 18-inch sewer main on Huntington Avenue, and 200 feet of 24-inch pipe from the new Huntington line to the existing sewer main on First Avenue and this work was completed in April 2012; and

**WHEREAS**, for the second section, the City constructed a new 180-foot section of 15-inch diameter pipe from the last manhole at Kains Avenue to the new sewer main on Huntington Avenue and this work was completed in July 2012; and

**WHEREAS**, for the third and final section, the City will construct approximately 1,000 feet of sewer main along Kains Avenue, approximately 600 feet of new sewer main along San Mateo Avenue, and approximately 300 feet of sewer main on Huntington Avenue south of San Bruno Avenue; and

**WHEREAS**, the City issued a Request for Proposal (RFP) for the Kains to Angus Sewer Bypass Project in July 2012 and interviewed six consultants; and

**WHEREAS**, Bellecci & Associates was selected based on their clear understanding of the project, high quality of relevant project experience, and superior professional qualifications of the team; and

**WHEREAS**, there are sufficient funds available in the capital improvement project budget for this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the San Bruno City Council hereby authorizes the City Manager to execute a contract with Bellecci & Associates to provide engineering services for the Kains to Angus Sewer Bypass Project in an amount not-to-exceed \$139,855.

Dated: November 27, 2012

ATTEST:

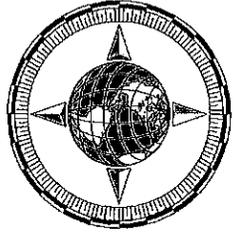
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Carol Bonner, City Clerk

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 27th day of November 2012 by the following vote:

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

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REPLACE (E)  
SEWER MAIN  
PHASE III

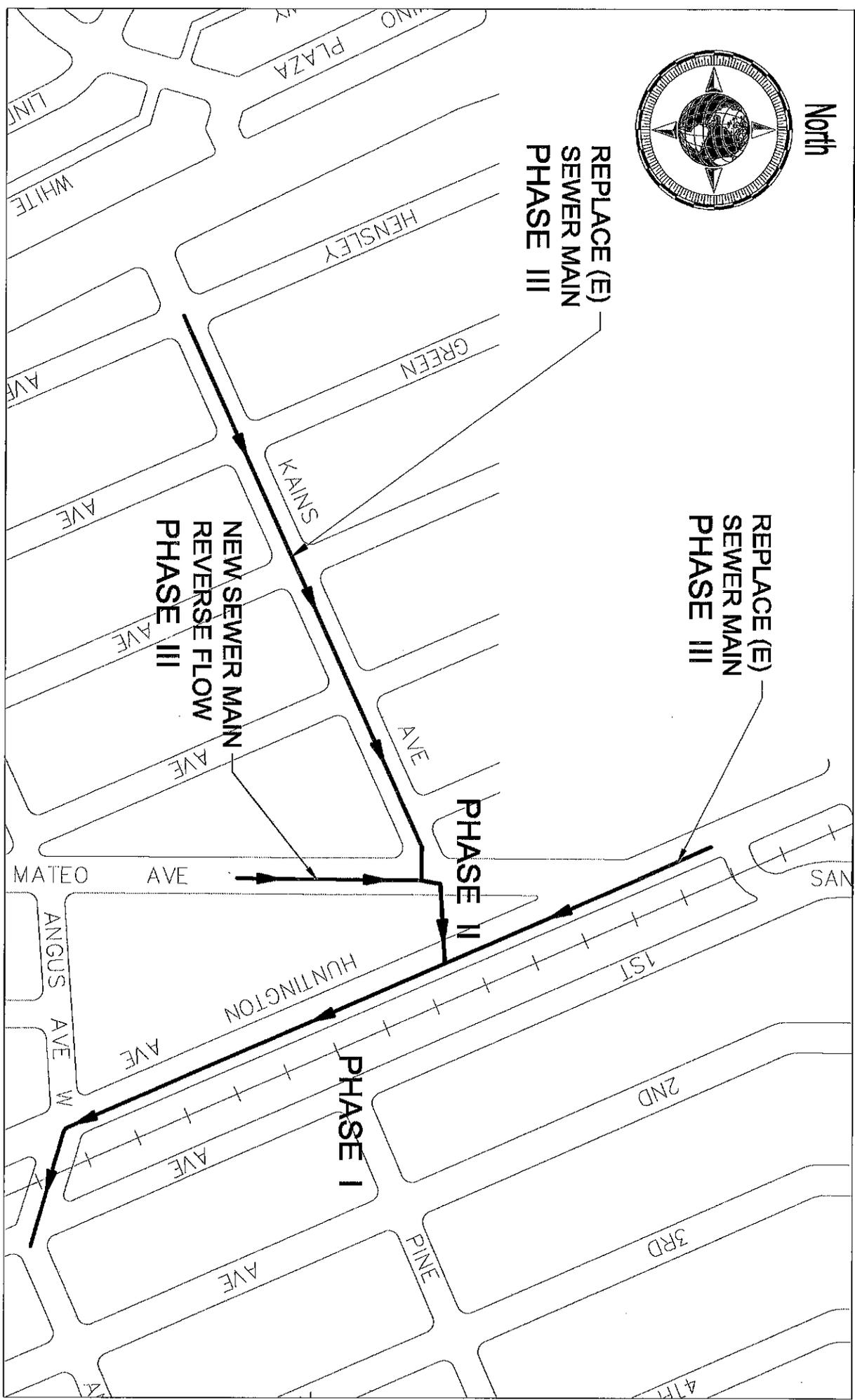
REPLACE (E)  
SEWER MAIN  
PHASE III

NEW SEWER MAIN  
REVERSE FLOW  
PHASE III

PHASE II

PHASE I

KAINS AVENUE SEWER RELIEF PROJECT



## Kains to Angus Sewer Bypass

<u>PROJECT INFORMATION</u>	
Origination Year: 2004-05	Project Number: 85707
Projected Completion Date: September 2013	Life Expectancy: 50 years
Total Project Cost: \$ 1,375,000	

### Project Description:

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

To continue the work effort, the City began construction of a new 150-foot section of 18-inch diameter bypass pipe from the last manhole at Kains Avenue west of San Mateo Avenue to the new sewer main on Huntington Avenue.

Construction of the third step is scheduled for 2012-13 and involves three pipeline segments. The first segment replaces approximately 600-foot section of sewer main on San Mateo Avenue. The second segment replaces 1,000 feet of sewer main along Kains Avenue that experienced two sanitary sewer overflows in the winter of 2011. The third segment replaces approximately 300 feet of sewer main on Huntington Avenue south of San Bruno Avenue to connect to the new 18-inch sewer main.

### 2011-12 Status:

The Caltrain Grade Separation contractor completed construction for most of the storm and sewer facilities around the grade separation work area. The City completed design and substantially completed construction of the 150-section of bypass sewer main.

### 2012-13 Work Plan:

Complete close-out of the 150-foot bypass. Issue RFP, select consultant, design, advertise, award and construct the 600-foot section on San Mateo Avenue and the 1,000-foot section on Kains Avenue.

### Project Appropriations:

#### Current Year Appropriations:

Funding Source	Prior Appropriation	Prior Expense	Carryover Appropriation	2012-13 Funding Request	2012-13 Total Funds Available
Wastewater Capital	130,000	(16,420)	113,580	1,245,000	1,358,580
<b>Total</b>	<b>130,000</b>	<b>(16,420)</b>	<b>113,580</b>	<b>1,245,000</b>	<b>1,358,580</b>

#### Five-Year Work Program Appropriations:

Funding Source	2012-13	2013-14	2014-15	2015-16	2016-17	Total Future Request
Wastewater Capital	1,245,000	0	0	0	0	1,245,000
<b>Total</b>	<b>1,245,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,245,000</b>



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** November 27, 2012

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

**FROM:** Kim Juran, Finance Director

**SUBJECT:** Receive First Quarter Financial Update Report as of September 30, 2012, and Adopt Resolution Amending the Fiscal Year 2012-13 Operating Budget to Re-Appropriate Fiscal Year 2011-12 Carryover Encumbrances

**BACKGROUND**

The City Council approved the 2012-13 General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds budget on June 26, 2012. These budgets are the annual plans and resource allocation that guide and ensure implementation of City Council policies and priorities. The budget implements the vision and direction for the broad range of services that meet the needs of the community in accordance with City Council policy.

This financial review as of September 30, 2012 provides the first quarter budget update to the City Council for the current fiscal year. Analysis of the revenues collected and all expenditures through September 30, 2012 measures the level of adherence to the established resource allocation plan.

The 2012-13 budget as it is currently presented does not include outstanding purchase orders that remained as of June 30, 2012. The Finance Department must wait until all outstanding invoices through the end of the prior fiscal year have been received and paid prior to determining the appropriate amount of encumbrance to carry forward into the current fiscal year. These encumbrances ensure that previously authorized funds are available in the current year budget to cover the cost of uncompleted projects and continuing obligations.

**DISCUSSION**

The Adopted Budget incorporates the estimated revenues and planned expenditures for all funds. The attached 2012-13 Quarterly Financial Report as of September 30, 2012 provides the revenue and expenditure summary for the General Fund, Enterprise Funds, and Internal Service Funds. The following discussion focuses on variances from the revenue and expenditure plans and allocations contemplated in the budgets.

*10.F*

## General Fund

The General Fund finances the operations of the City that have no special or dedicated revenue sources and pays for basic municipal services. The 2012-13 adopted General Fund Budget projected revenues totaling \$33,213,730 and expenditures totaling \$33,292,628.

The biggest factor impacting the 2012-13 General Fund budget was the loss of redevelopment, which was mitigated by some improvement in City revenues. This allowed the City to adopt a balanced budget without the need to use one-time funds.

As is typical for the 1<sup>st</sup> quarter and due to the non-linear nature of various revenue categories such as property taxes and the timing difference between the receipting of revenues verses when the revenues are earned (e.g. the monthly lag on Hotel/Motel tax, annual payment of gas and electric franchise fees are received in April, etc), revenues for the quarter are expected to be around the 14% mark of the annual budget. For the first quarter of the 2012-13 fiscal year, General Fund revenues are 16% of budget, the same level as in 2011-12. Expenditures were at 23%, also at the same mark as the prior year.

### General Fund Revenue

- **Property Tax** (1% of budget compared to a negligible amount in 2011-12)  
The City has received a small amount of supplemental and property transfer taxes totaling \$46,200 in the first three months of the fiscal year. The first payment of property tax from the current year's secured roll is expected in December.
- **Sales Tax** (6% of budget compared to 8% in 2011-12)  
Sales tax revenue was budgeted for 2012-13 at \$100,000 above the 2011-12 budget of \$6,600,000. As of the 1<sup>st</sup> quarter, revenues are \$403,733, which is \$104,000 behind the same period in the prior year. This decrease is the result of a timing difference in payments between the two years; total sales tax for the year is still anticipated to exceed amounts received in 2011-12.
- **Motor Vehicle License Fee (VLF)** (1% of budget compared to 1% in 2011-12)  
The majority of VLF Fees are received as Property Tax In-Lieu, which are due in two installments (December and April).
- **Charges for Services** (25% of budget compared to 28% in 2011-12)  
The budget for this category decreased by \$454,031 as a result of the reduction in the general administration allocation resulting from the loss of redevelopment. Revenues in this category are expected to meet the budget for the year.
- **Use of Money and Property** (24% of budget compared to 24% in 2011-12)  
Use of Money revenues consist of interest earnings from the City's investments, rentals, and Cable Television equity earnings. The budget for this category decreased by \$238,000 due to the loss of interest earnings on the outstanding advances from the City to the former Redevelopment Agency. Additionally,

investment earnings remain at record lows. As a result, City's revenues in this category are \$59,970 less than the first quarter in 2011-12.

- **Franchise Fees** (18% of budget verses 18% in 2011-12)  
Gas and electric franchise fees are received annually in April. As a result, receipts through September are predominately garbage and cable franchise fees.
- **Hotel/Motel Occupancy Tax** (23% of budget compared to 20% in 2011-12)  
Both years' reported revenues are for only the first two months of the fiscal year as payments are received one month after they are earned. The first quarter revenues of \$455,647 are \$64,900 better than those of the prior year
- **Departmental – Aggregate** (27% of budget compared to 25% in 2011-12)  
Total departmental revenues as of the first quarter for 2012-13 are \$56,300 higher than at the same time in 2011-12. This is primarily the result of reimbursement received for shared services agreements with Central County Fire and Artichoke Joe's. The total budget for departmental revenues decreased by \$215,240 primarily due to an anticipated decrease in planning and building revenues.

### General Fund Expenditures

- **General Fund, Total Expenditures** (23% of budget compared to 23% in 2011-12)  
First quarter expenditures were \$7,784,959 and at 23% of the annual budget of \$33,292,628

### Enterprises and Internal Service Funds

Four Enterprise Funds make up the City's business type operations. The Water Fund, Stormwater Fund, Wastewater Fund, and Cable Television Fund are City municipal operations designed to fully recover costs through user fees. Internal Service Funds, which include the Central Garage, Building and Facilities Maintenance, Self Insurance, and Technology Support, also operate as business activities, exclusively supporting the City's internal operations.

### Revenues

- **Water** (29% of budget compared to 27% in 2011-12)  
Revenues for the 1<sup>st</sup> quarter were \$3,209,157 compared to \$2,961,161 in the prior year and include one month of rate adjustments from the five-year rate adjustment program approved by the City Council in 2012.
- **Wastewater** (25% of budget compared to 25% in 2011-12)  
Revenues for the 1<sup>st</sup> quarter were \$3,068,865 compared to \$2,845,210 in the prior year and also include one month of rate adjustments from the five-year rate adjustment program approved by the City Council in 2012.
- **Stormwater** (0% of budget compared to 0% of budget in 2011-12)  
Stormwater fees are collected through the County property tax roll with the first payment expected in December.

- **Cable Television** (24% of budget compared to 23% in 2011-12)  
Actual revenues of \$2,398,017 are slightly behind last year's pace of \$2,567,136; however, the budget for the year was decreased by \$1 million which is why the revenues are at 24% of budget for the year, which is slightly higher than this time last year.
- **Internal Service Funds** (25% of budget compared to 25% in 2011-12)  
Charges for each of the Internal Service Funds are made by staff and accordingly based on the adopted budget.

### Expenditures

- **Self-Insurance Fund** (54% of budget compared to 41% in 2011-12)  
The expenditure total in the first-quarter of 2012-13 is significantly higher than in 2011-12 as a result of an increase in the City's liability insurance premium.

Expenditures for the four Enterprise Funds and the three other Internal Service Funds are all within their respective budget levels for the three months of the fiscal year.

### Fiscal Year 2012-13 Carryover Encumbrances

To ensure that previously authorized funds are available in the current year budget to cover the cost of uncompleted projects and continuing obligations, the attached resolution re-appropriates the outstanding encumbrances at the end of fiscal year 2011-12 to the 2012-13 fiscal year budget. The outstanding encumbrances are detailed in Attachment 4 to this report and are summarized as follows:

General Fund:	\$ 79,484.06
Federal/State Grants Fund:	\$ 720.07
Emergency Disaster Fund:	\$ 337,013.49
Water Fund:	\$ 7,381.25
Stormwater Fund:	\$ 213,564.85
Wastewater Fund:	\$ 260,611.52
Central Garage Fund:	\$ 11,575.00
General Equipment Revolving Fund:	\$ 32,054.70

### FISCAL IMPACT

The Quarterly Financial Report as of September 30, 2012 on the General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds Budgets provides the City Council with a periodic update on the 2012-13 budget.

The resolution appropriating outstanding encumbrances at the end of fiscal year 2011-12 to the 2012-13 fiscal year will increase the adopted operating budget in each fund as summarized above.

**ALTERNATIVES:**

Do Not Adopt Resolution Amending the Fiscal Year 2012-13 Operating Budget to Re-Appropriate Fiscal Year 2011-12 Carryover Encumbrances

**RECOMMENDATION**

Receive First Quarter Financial Update Report as of September 30, 2012, and Adopt Resolution Amending the 2012-13 Operating Budget to Re-Appropriate 2011-12 Carryover Encumbrances

**ATTACHMENTS**

1. Resolution
2. Outstanding Purchase Orders By Fund at June 30, 2012
3. Quarterly Financial Report as of September 30, 2012.

**DATE PREPARED**

November 14, 2012

**REVIEWED BY**

\_\_\_\_ CM

RESOLUTION NO. 2012-\_\_\_

RESOLUTION AMENDING THE FISCAL YEAR 2012-13 OPERATING BUDGET TO RE-APPROPRIATE FISCAL YEAR 2011-12 CARRYOVER ENCUMBRANCES

**WHEREAS**, the City uses encumbrances (purchase orders) to account for commitments against approved budgets for unperformed (executed) contracts for goods and services; and

**WHEREAS**, at the end of each fiscal year, outstanding encumbrances are reported as Reservations of Fund Balances which requires re-appropriation in the subsequent year; and

**WHEREAS**, at the end of fiscal year 2011-12, the outstanding encumbrances by fund were as follows:

General Fund:	\$ 79,484.06
Federal/State Grants Fund:	\$ 720.07
Emergency Disaster Fund:	\$ 337,013.49
Water Fund:	\$ 7,381.25
Stormwater Fund:	\$ 213,564.85
Wastewater Fund:	\$ 260,611.52
Central Garage Fund:	\$ 11,575.00
General Equipment Revolving Fund:	\$ 32,054.70

**WHEREAS**, the re-appropriation of these encumbrances ensure that previously authorized funds are available in the current year budget to cover the cost of uncompleted projects and continuing obligations; and

**NOW THEREFORE**, the City Council of the City of San Bruno hereby resolves to amend the fiscal year 2012-13 Operating Budget to Re-Appropriate fiscal year 2011-12 Carryover Encumbrances from Reserve for Encumbrances as indicated in Attachment A.

—oOo—

I hereby certify that foregoing Resolution No. 2012-\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on November 27, 2012 by the following vote:

AYES:

NOES:

ABSENT:

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City Clerk

Outstanding Purchase Orders By Fund at June 30, 2012				
PO Number	Vendor	Description	Account Number	Outstanding Amnt
<b>001 General Fund</b>				
1220-00004	Renne Sloan Holtzman Sakai LLP	Professional services for labor negotiations	001-1220-6401	10,577.65
9010-00002	Gladwell Government Services Inc.	Professional services for records retention policy (email retention)	001-9010-6419	2,800.00
2010-00011	Language Line Services	Translation services for 911 calls	001-2010-6401	100.00
2010-00029	Metromobile Communications	Police radios for two motorcycles	001-2010-6650	6,919.42
4110-00058	Kelly-Moore Paint Co., Inc.	Gas powered airless paint sprayer	001-4110-6203	4,870.17
4110-00064	Traffix Devices, Inc.	Traffic flags and stands	001-4110-6203	7,475.24
3010-00163	Sandis Civil Engineers Surveyors Planners	Maps for Crossing site	001-3010-6401	425.00
3310-00018	DC&E	Zoning Code update	001-3310-6401	46,316.58
			<b>Fund 001 Total</b>	<b>\$ 79,484.06</b>
<b>121 Federal/State Grants</b>				
2010-00028	Adamson Police Products	Ballistic Body Armor Vests	121-2010-8014	720.07
			<b>Fund 122 Total</b>	<b>\$ 720.07</b>
<b>190 Emergency Disaster Fund</b>				
3320-00006	Energy Management Services, Gilleran	Green building consulting services	190-9010-6401	113,259.42
3010-00127	Treadwell & Rollo, Inc.	Geotechnical peer review services for Crestmoor Canyon	190-9010-6401	5,623.89
3010-00164	IMS-Americas, Inc.	Professional services for Line 132 abandonment	190-9010-6401	44,004.49
3010-00171	HB Consulting Group	Project Management services for Crestmoor Reconstruction Contract	190-9010-6401	109,237.50
3010-00174	BKF Engineers	Engineering design services for Crestmoor Reconstruction Project	190-9010-6401	32,490.42
3010-00198	Trinet Construction, Inc.	Construction services for sewer replacement project	190-9010-8020	6,397.77
3010-00226	Power Systems Design	Electrical engineering servoces for Crestmoor Reconstruction Project	190-9010-8020	26,000.00
			<b>Fund 190 Total</b>	<b>\$ 337,013.49</b>
<b>611 Water Fund</b>				
3010-00176	J.J.R. Construction, Inc.	on call concrete replacement program	611-6120-6411	6,956.25
3010-00163	Sandis Civil Engineers Surveyors Planners	Maps for Crossing site	611-6110-6401	425.00
			<b>Fund 611 Total</b>	<b>\$ 7,381.25</b>
<b>621 Stormwater Fund</b>				
3010-00163	Sandis Civil Engineers Surveyors Planners	Maps for Crossing site	621-6210-6401	425.00
6210-00018	Peninsula Power Wash	Quarterly pressure washing for SM Ave.	621-6210-6411	2,750.00
6370-00002	Maryland Industrial Trucks, Inc.	Purchase of Vactor 2100 Plus Jetter-Vacuum Combination Sewer-Storm Cleaning Truc	621-6270-8013	210,389.85
			<b>Fund 621 Total</b>	<b>\$ 213,564.85</b>
<b>631 Wastewater Fund</b>				
3010-00204	Trinet Construction, Inc.	Construction services for the Sewer Spot Repair Contract	631-6310-6411	28,189.29
6310-00063	Holmes International	Professional services related to the Sewer System Management Plan (SSMP)	631-6310-6401	7,587.40
6310-00072	Lotus Contractors, Inc.	Maintenance service of dry well coating for the Lomita Sewer Lift Station	631-6310-6411	8,950.00
6310-00076	RMC Water and Environment	Professional Services to conduct SSO Recovery Analysis study	631-6310-6402	3,300.00
3010-00163	Sandis Civil Engineers Surveyors Planners	Maps for Crossing site	631-6310-6401	425.00
6310-00066	La Lorick Associates	Best Management practices for the Wastewater Division	631-6310-6401	1,770.00
6370-00002	Maryland Industrial Trucks, Inc.	Purchase of Vactor 2100 Plus Jetter-Vacuum Combination Sewer-Storm Cleaning Truc	631-6370-8014	210,389.83
			<b>Fund 631 Total</b>	<b>\$ 260,611.52</b>

Outstanding Purchase Orders By Fund at June 30, 2012				
PO Number	Vendor	Description	Account Number	Outstanding Amnt
<b>701 Central Garage Fund</b>				
1510-00021	Technology, Engineering Construction, Inc. DBA TEC Accutite	Replacement of dispenser	701-1510-6411	11,575.00
			<b>Fund 703 Total</b>	<b>\$ 11,575.00</b>
<b>703 General Equipment Revolving Fund</b>				
1510-00014	Municipal Maintenance Equipment	Utility vehicle, GO-4, three-wheel, model Interceptor III	703-1560-8013	31,376.60
2010-00028	Adamson Police Products	Ballistic Body Armor Vests	703-1560-8014	678.10
			<b>Fund 703 Total</b>	<b>\$ 32,054.70</b>
			<b>Grand Total</b>	<b>\$ 942,404.94</b>

City of San Bruno  
Quarterly Financial Report  
As of September 30, 2012

GENERAL FUND	2012-13			2011-12			2012-13 v 2011-12	
	September 30, 2012			September 30, 2011			Yr to Yr Change (\$)	Yr to Yr Change (%)
	Amended Budget	YTD as of 9/30/12	% of Budget	Amended Budget	YTD as of 9/30/11	% of Budget		
<b>Revenues</b>								
GENERAL GOVERNMENT								
Property Tax	5,701,300	46,259	1%	5,566,400	15,330	0%	30,929	202%
Sales Tax	6,700,000	403,733	6%	6,600,000	507,424	8%	(103,691)	-20%
Motor Vehicle License Fee	3,210,000	22,706	1%	3,340,700	21,913	1%	793	4%
Charges for Services	2,376,952	594,237	25%	2,830,983	789,005	28%	(194,768)	-25%
Use of Money and Property	1,551,000	368,289	24%	1,789,000	428,260	24%	(59,970)	-14%
Franchise Fees	1,745,180	314,336	18%	1,758,584	313,347	18%	989	0%
Regulatory (Card Room) Tax	1,572,700	404,217	26%	1,496,000	393,177	26%	11,040	3%
Business Taxes	1,856,000	1,291,593	70%	1,728,400	933,287	54%	358,306	38%
Recoveries & One-time	1,228,358	10,568	1%	576,553	6,143	1%	4,424	72%
Hotel/Motel Occupancy Tax	2,000,000	455,647	23%	1,977,200	390,676	20%	64,972	17%
Sub Total	27,941,490	3,911,585	14%	27,663,820	3,798,562	14%	113,022	3%
	27,941,490	3,911,585						
DEPARTMENTAL								
Police	1,402,433	326,246	23%	1,224,158	294,305	24%	31,941	11%
Recreation/Senior Services/Parks	1,235,456	344,480	28%	1,215,716	280,691	23%	63,789	23%
Engineering & Streets	895,051	224,017	25%	853,551	240,742	28%	(16,725)	-7%
Planning & Building	1,171,500	310,194	26%	1,597,155	358,905	22%	(48,711)	-14%
Fire	395,800	199,954	51%	350,000	158,325	45%	41,628	15%
Library	172,000	25,391	15%	185,900	40,952	22%	(15,561)	-38%
Sub Total	5,272,240	1,430,282	27%	5,426,480	1,373,920	25%	56,362	4%
<b>Total Revenues</b>	<b>33,213,730</b>	<b>5,341,867</b>	<b>16%</b>	<b>33,090,300</b>	<b>5,172,482</b>	<b>16%</b>	<b>169,385</b>	<b>3%</b>
<b>Expenditures</b>								
Police	12,482,085	2,827,612	23%	12,206,997	2,751,110	23%	76,502	3%
Fire	7,158,386	1,854,662	26%	7,389,171	1,852,095	25%	2,588	0%
General Administration Council, Clerk, Treasurer, City Attorney, City Manager, HR, Finance, Revenue Services	3,473,451	669,077	19%	3,382,131	728,336	22%	(59,269)	-8%
Parks	1,964,718	454,441	23%	1,949,863	443,798	23%	10,643	2%
Engineering & Streets	1,832,590	503,684	27%	1,845,476	541,835	29%	(38,152)	-7%
Library	1,673,671	449,957	27%	1,679,953	451,456	27%	(1,499)	0%
Recreation	1,306,763	441,348	34%	1,347,148	407,206	30%	34,143	8%
Planning & Building	1,574,345	348,027	22%	1,452,045	219,537	15%	128,490	59%
Senior Services	801,012	191,462	24%	796,143	197,045	25%	(5,583)	-3%
Non-Departmental	1,025,605	44,688	4%	681,303	89,464	13%	(44,776)	-50%
<b>Total Expenditures</b>	<b>33,292,628</b>	<b>7,784,959</b>	<b>23%</b>	<b>32,730,230</b>	<b>7,681,878</b>	<b>23%</b>	<b>103,081</b>	<b>1%</b>

City of San Bruno  
 Quarterly Financial Report  
 As of September 30, 2012

**ENTERPRISES & INTERNAL  
 SERVICE FUNDS**

	2012-13			2011-12			2012-13 v 2011-12	
	September 30, 2012			September 30, 2011			Yr to Yr Change (\$)	Yr to Yr Change (%)
	Amended Budget	YTD as of 9/30/12	% of Budget	Amended Budget	YTD as of 9/30/11	% of Budget		
Central Garage								
Revenue	625,056	156,267	25%	668,841	166,773	25%	(10,506)	-6%
Expenditure	612,040	119,582	20%	654,652	95,851	15%	23,731	25%
Buildings & Facilities Maintenance								
Revenue	881,655	220,613	25%	916,188	228,252	25%	(7,639)	-3%
Expenditures	859,194	222,184	26%	918,568	167,880	18%	54,304	32%
Self-Insurance								
Revenue	1,611,477	402,870	25%	1,584,954	396,108	25%	6,762	2%
Expenditure	1,611,477	874,812	54%	1,771,209	726,792	41%	148,020	20%
Technology Support								
Revenue	486,252	121,107	25%	473,482	117,978	25%	3,129	3%
Expenditure	492,619	133,506	27%	485,176	111,459	23%	22,047	20%
Water Enterprise								
Revenue	11,152,000	3,209,167	29%	10,790,059	2,961,161	27%	247,996	8%
Expenditure	7,639,955	1,654,224	22%	7,497,105	1,542,309	21%	111,914	7%
Stormwater Enterprise								
Revenue	599,500	0	0%	620,650	0	0%	0	#DIV/0!
Expenditure	534,413	104,590	20%	544,972	88,495	16%	16,094	18%
Wastewater Enterprise								
Revenue	12,044,000	3,068,865	25%	11,245,764	2,845,210	25%	223,655	8%
Expenditure	7,223,748	1,591,122	22%	7,363,447	1,564,293	21%	26,829	2%
Cable Television Enterprise								
Revenue	10,036,180	2,398,017	24%	11,068,270	2,567,136	23%	(169,119)	-7%
Expenditure	9,430,691	1,888,990	20%	9,956,210	2,052,541	21%	(165,551)	-8%



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: November 27, 2012

TO: Honorable Mayor and Members of the City Council

FROM: Kim Juran, Finance Director

SUBJECT: Adopt Resolution Authorizing the Making of a Prepayment Under the Water Supply Agreement With the City and County of San Francisco Through the Issuance of Revenue Bonds by the Bay Area Water Supply and Conservation Agency

### BACKGROUND

The City of San Bruno is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the interests of 24 cities, water districts, and two private utility companies that purchase water wholesale from the San Francisco regional water system pursuant to a Water Supply Agreement dated July 2009 (WSA). One provision of the WSA is that Wholesale Customers, acting through BAWSCA, may prepay capital debt payments due to San Francisco on existing regional assets. A portion of the capital debt paid to San Francisco by BAWSCA member agencies covers the cost of capital improvements for the system seismic improvement program. This type of prepayment could be made through the issuance of bonds by BAWSCA at a lower rate of interest than is currently being charged on the capital debt by San Francisco, which is 5.13%.

### DISCUSSION

Since Fall 2011, BAWSCA and its advisors have been exploring the possibility of a potential bond issuance to prepay capital debt the agencies owe San Francisco in order to save BAWSCA's member agencies money. Based on the information developed to date, BAWSCA has determined that issuing such bonds is feasible.

It is not necessary to amend the existing WSA between BAWSCA and San Francisco in order to accomplish this prepayment. However, as an indication of support of this effort, each member agency wishing to support this bond issuance is asked to adopt a Participant Resolution. The purpose of the Participant Resolution is to document that San Bruno is electing to participate in the prepayment and to direct City staff to assist BAWSCA in completing the issuance of bonds and to sign closing documents associated with the bond issuance, which is anticipated to occur in January 2013.

BAWSCA currently plans to issue a total of \$383 million in bonds over a term of 21.5 years. While the final structure of the financing will be a function of market conditions, rating considerations, and actions by the BAWSCA Board of Directors, is anticipated that the total present value savings for all members over the bond term will range from \$20 million to \$34 million, or \$1 million to \$2.1 million of savings annually. Net savings per participant can only

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be estimated since actual savings will be dependent on (1) market conditions at the time the bonds are sold and (2) the actual share of water purchases each agency makes in every year when surcharges are collected.

### **FISCAL IMPACT**

Based on the current bond structure and the current market conditions, the bond transaction could generate between \$20 million and \$34 million in present value savings for all participants, or approximately 6% to 9% of the outstanding capital recovery amount of \$367 million, as of December 30, 2012, assuming full participation. For San Bruno, the present value savings estimate is \$276,152 to \$469,458 over the bond term of 21.5 years, or \$12,844 to \$21,835 in annual present value savings.

### **ALTERNATIVES:**

Do Not Adopt Resolution Authorizing the Making of a Prepayment Under the Water Supply Agreement With the City and County of San Francisco Through the Issuance of Revenue Bonds by the Bay Area Water Supply and Conservation Agency and continue to pay San Francisco for our share of the capital debt at the current rate of 5.13%.

### **RECOMMENDATION**

Adopt Resolution Authorizing the Making of a Prepayment Under the Water Supply Agreement With the City and County of San Francisco Through the Issuance of Revenue Bonds by the Bay Area Water Supply and Conservation Agency.

### **ATTACHMENTS**

1. Resolution

### **DATE PREPARED**

November 14, 2012

### **REVIEWED BY**

\_\_\_\_ CM

RESOLUTION NO. 2012-\_\_\_

**RESOLUTION AUTHORIZING THE MAKING OF A PREPAYMENT UNDER A WATER SUPPLY AGREEMENT WITH THE CITY AND COUNTY OF SAN FRANCISCO THROUGH THE ISSUANCE OF REVENUE BONDS BY THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY**

**WHEREAS**, the City and Other Wholesale Water Customers (the "Wholesale Customers"), are members of the Bay Area Water Supply and Conservation Agency ("BAWSCA");

**WHEREAS**, the City and County of San Francisco ("San Francisco") and Wholesale Customers, including the City of San Bruno (the "City"), have entered into a Water Supply Agreement, dated July 2009 (the "WSA"), providing for the sale of water by San Francisco to the Wholesale Customers;

**WHEREAS**, pursuant to the terms of the WSA, the cost of water paid by the Wholesale Customers (including the City) includes a component designed to provide San Francisco capital cost recovery for existing regional assets ("ERA Payments");

**WHEREAS**, the WSA provides that the Wholesale Customers, acting through BAWSCA, may prepay the remaining principal balance of the ERA Payments, in whole or in part;

**WHEREAS**, substantial savings over the term of the WSA may be achievable through the prepayment through BAWSCA (the "Prepayment") of the ERA Payments to be made by Wholesale Customers participating in such Prepayment (the "Prepayment Participants");

**WHEREAS**, BAWSCA proposes to finance the Prepayment through an issuance of revenue bonds (the "Bonds") by BAWSCA;

**WHEREAS**, to pay debt service on the Bonds, to maintain required reserves and to satisfy BAWSCA's other obligations related to the Bonds, BAWSCA will impose charges on Prepayment Participants, which may be in the form of surcharges on water sold by San Francisco to Prepayment Participants under the WSA (the "Surcharge");

**WHEREAS**, the Surcharge is expected to be payable by the Prepayment Participants to San Francisco (for delivery to BAWSCA) together with the Prepayment Participants' other payments to San Francisco under the WSA;

**WHEREAS**, the issuance of the Bonds and the making of the Prepayment are subject to a variety of conditions, including a determination by BAWSCA that savings for Prepayment Participants can be achieved thereby;

**WHEREAS**, this City Council has determined that it is in the best interests of the City for the City to be a Prepayment Participant;

**NOW, THEREFORE**, the City Council of San Bruno hereby resolves as follows:

Section 1. The City hereby elects to be a Prepayment Participant and hereby authorizes BAWSCA to make the Prepayment on behalf of the City.

Section 2. The City Manager and Finance Director of the City are each, acting individually, hereby authorized and directed to take, for and on behalf of the City, all such actions by the City as shall be necessary to enable BAWSCA to issue and sell the Bonds and make the Prepayment, including, without limitation, the following:

(A) Certify that the Prepayment has been duly authorized by the City and will not violate any law or agreement (including agreements respecting obligations providing for the issuance of debt secured by the revenues of the City's water enterprise);

[(B) Certify that payment of the Surcharge by the City will constitute an operation and maintenance expense of the City's water enterprise payable from the revenues of the City's water enterprise prior to the payment of obligations payable from the net revenues of the City's water enterprise]<sup>1</sup>;

(C) Certify that any information respecting the City and the City's water enterprise and the financial and operating data respecting the City's water enterprise included or incorporated by reference in the Official Statement delivered by BAWSCA in connection with the sale and issuance of the Bonds is true and correct; and

(D) Execute and deliver any continuing disclosure undertaking, or agreement to assist BAWSCA in connection with any BAWSCA continuing disclosure undertaking, required in connection with the sale of the Bonds.

Section 3. All actions heretofore taken by any officers, employees, or agents of the City with respect to the Prepayment and the Bonds are hereby approved, confirmed and ratified; and the City Manager and any such other officers, employees, or agents of the City as may be authorized by the City Manager are hereby authorized and directed, for and in the name of and on behalf of the City, to do any and all things and take any and all actions, which they, or any of them, may deem necessary or desirable to carry out, give effect to and comply with the terms and intent of this Resolution.

Section 4. This Resolution shall take effect immediately upon its adoption.

I hereby certify that foregoing Resolution No. 2012-\_\_\_\_\_ was introduced and adopted by the San Bruno City Council at a regular meeting on November 27, 2012 by the following vote:

AYES:

NOES:

ABSENT:

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



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** November 27, 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 a Contract with Whitley Burchett & Associates, Inc. to Provide Engineering Services for the Dry Weather Flow Monitor at 7<sup>th</sup> Avenue Project in an Amount Not-to-Exceed \$95,400

**BACKGROUND:**

Flow of wastewater from San Bruno to the jointly owned South San Francisco/San Bruno Water Quality Control Plant (WQCP) occurs through two major pipelines: the 7th Avenue Line and the Tanforan Avenue Line (approximately 1.4 mgd and 1.7 mgd, respectively). Historically, the flows through each sewer were measured via flow meters. However, after the City upsized the diameter of the 7th Avenue line from 24" to 36" to increase capacity in 2002, irregularities in the flow measurements were encountered compared to the historical readings.

Previous investigations by staff revealed an increase in silt deposits within certain sections of the 7th Avenue line after the diameter was increased. As pipe diameter increased, the flow velocity decreased, causing solids to settle out of the liquid and collect at the bottom of the pipe. The metering system used by the City determines the volume of flow by measuring the height of wastewater in the pipe. As the amount of silt deposited grew taller, it artificially increased the height of the water in the line, resulting in a flow meter recording an exaggerated flow volume.

Due to the flow metering problems, San Bruno's flow volume has been estimated based on the total measured flow through the Shaw Road Pump Station minus an estimate of the South San Francisco flow component. As the City's share in the cost to operate the WQCP is largely based on the City's share of total sewage volume flowing to the plant, accurate flow measurement is important. Measuring flow is also critical to determine the City's effectiveness at reducing rainwater inflow and infiltration into the sewer system. Because of inaccuracy in the flow monitor on the 7<sup>th</sup> Avenue line, the historical flow volumes have been used to determine San Bruno's cost for the WQCP operation.

In July 2010, the City Council approved a contract with Whitley Burchett & Associates in an amount not-to-exceed \$65,000 to conduct a wastewater metering study to develop a sound technical plan for accurately and reliably metering the wastewater flows from the City of San Bruno to the Water Quality Control Plant.

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Whitley Burchett & Associates prepared two reports for the 7th Avenue and Tanforan Avenue Lines entitled; "San Bruno Metering Study" and "Unmetered Flow Study". For the 7th Avenue Sewer, a survey demonstrated the existence of a high point in the line downstream of the flow meter. This high point caused a backed up flow and submergence of the flow meter, leading to inaccurate measurements. The San Bruno Metering Study identifies several alternatives with associated construction costs and recommends a low-cost alternative of replacing several segments of the pipe and installing a new meter for the 7th Avenue line.

Field investigations indicated that the Tanforan flow meter appeared to be operating correctly and the report does not recommend any improvements for the existing Tanforan sewer flow meter. However, a small sidestream that bypasses the Tanforan meter was identified during the investigation. The Unmetered Flow Study estimated this flow to be approximately 4% of the total Tanforan Sewer flow. The report recommends installing a second flow meter in an existing manhole on the sidestream sewer to accurately measure the flow.

#### **DISCUSSION:**

The next step to implement the recommendations is to prepare the bid documents for the new flow meters. Based on City policy for design work, the City would normally go through a Request for Proposals (RFP) process to select the most qualified consultant. In a few instances, if the selection process would not result in a better outcome, the City may choose to enter into a contract for specific work with a qualified consultant without going through the bid process. Since Whitley Burchett & Associates completed the in-depth investigation and provided the recommendations for the new flow monitors, staff determined that they are the best qualified firm to prepare the design and provide construction support services.

If additional proposals were to be solicited from other engineering firms, historical background and continuity would be lost during the transition of information. Also, a new consultant will not assume responsibility for the previous recommendations in the original two reports. The City needs to hold one consultant responsible for recommendations as well as implementation through design and construction phases for this small but very unique and technically complex project. In this case, a selection process would not add value to the project and would increase the project cost by approximately \$5,000 for staff time to have an RFP and subsequent interviews completed.

Whitley Burchett's proposal includes preparation of construction plans, specifications, and cost estimates, coordination and implementation of the Geotechnical Engineer recommendations, attendance of the pre-construction meeting, review of the technical submittals, respond to the contractors "Request of Information", construction observation for the meter installation and grouting process, and preparation of the record drawings. Whitley Burchett & Associates' scope of work also includes a subconsultant, Jacobs Associates, for Geotechnical services to investigate soil conditions at the 7th Avenue flow meter location.

This project is Categorical Exempt per the California Environmental Quality Act (CEQA) Guidelines Class 1, Section 15301: Minor alteration of existing facilities. Construction of this project is expected to be completed by the end of 2013.

**FISCAL IMPACT:**

The Dry Weather Flow Monitor at 7th Avenue Project is an established Capital Improvement Project funded through Wastewater Capital funds. The cost for this contract is \$95,400 and adequate funding is available in the 2012-13 CIP budget with a current project fund balance of \$350,000.

The estimated total project cost is as follows:

Wastewater metering study (completed)	\$65,000
Proposed design & construction support for 7 <sup>th</sup> Ave and the unmetered flow	\$95,400
Est. Construction for both 7 <sup>th</sup> Ave and the unmetered flow	\$173,000
Est. Staff Project Management and Inspection for design & construction	\$55,000
Est. Contingency	<u>\$25,600</u>
Total Estimate:	\$415,000
Paid Previously:	<u>-\$65,000</u>
Estimated Needed Funds:	\$350,000
Funds Currently Available:	\$350,000

**ALTERNATIVES:**

1. Design and construct the 7<sup>th</sup> Avenue flow meter only and use the estimated flow for the unmetered minor Tanforan sewer line. This alternative would save approximately \$85,000 in design and construction costs.
2. Do not award the contract and defer the implementation of the Dry Weather Flow Monitor at 7th Avenue Project. The City will continue to rely on historical information to estimate wastewater flows from San Bruno to the WQCP.
3. Issue a new RFP and obtain additional proposals from other consulting firms.

**RECOMMENDATION:**

Adopt resolution authorizing the City Manager to execute a contract with Whitley Burchett & Associates, Inc. to provide engineering services for the Dry Weather Flow Monitor at 7th Avenue Project in an amount not-to-exceed \$95,400.

**DISTRIBUTION:**

None.

**ATTACHMENTS:**

1. Resolution
2. Location Map
3. 2012-13 CIP Budget Sheet

**DATE PREPARED:**

November 18, 2012

**REVIEWED BY:**

\_\_\_\_\_ CM

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

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH WHITLEY BURCHETT & ASSOCIATES, INC. TO PROVIDE ENGINEERING SERVICES FOR THE DRY WEATHER FLOW MONITOR AT 7TH AVENUE PROJECT IN AN AMOUNT NOT-TO-EXCEED \$95,400**

**WHEREAS**, having accurate measurement of wastewater flow from San Bruno to the South San Francisco/San Bruno Water Quality Control Plant (WQCP) is essential for proper billing of the City of San Bruno's portion of the operations and maintenance costs as well as managing the City of San Bruno's collection system; and

**WHEREAS**, since the City upsized the diameter of the 7th Avenue line from 24" to 36" to increase capacity, measuring the volume of sewage flowing during dry weather periods has been problematic; and

**WHEREAS**, due to these flow metering problems, San Bruno's flow volume has been estimated based on historical readings from the 7th Avenue line when the meter was known to be accurate; and

**WHEREAS**, in July 2010, the City Council approved a contract with Whitley Burchett & Associates to conduct a wastewater metering study to develop a sound technical plan for accurately and reliably metering the wastewater flows from the City of San Bruno to the Water Quality Control Plant; and

**WHEREAS**, the study points to settlement of the pipe joints at the 7<sup>th</sup> Avenue flow monitor site as the cause of the problem, recommends replacing segments of the pipe and installing a new meter for the 7<sup>th</sup> Avenue line; and

**WHEREAS**, the study also recommends installing a second flow meter at a new manhole on Tanforan Avenue sewer line to accurately measure this flow as well; and

**WHEREAS**, staff obtained a proposal for engineering services from Whitley Burchett & Associates to provide design services and assist staff during the construction phase; and

**WHEREAS**, there are sufficient funds available in the capital improvement project budget for this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes the City Manager to execute a contract with Whitley Burchett & Associates to provide engineering services for the Dry Weather Flow Monitor at 7th Avenue Project in an amount not-to-exceed \$95,400.

Dated: November 27, 2012

ATTEST:

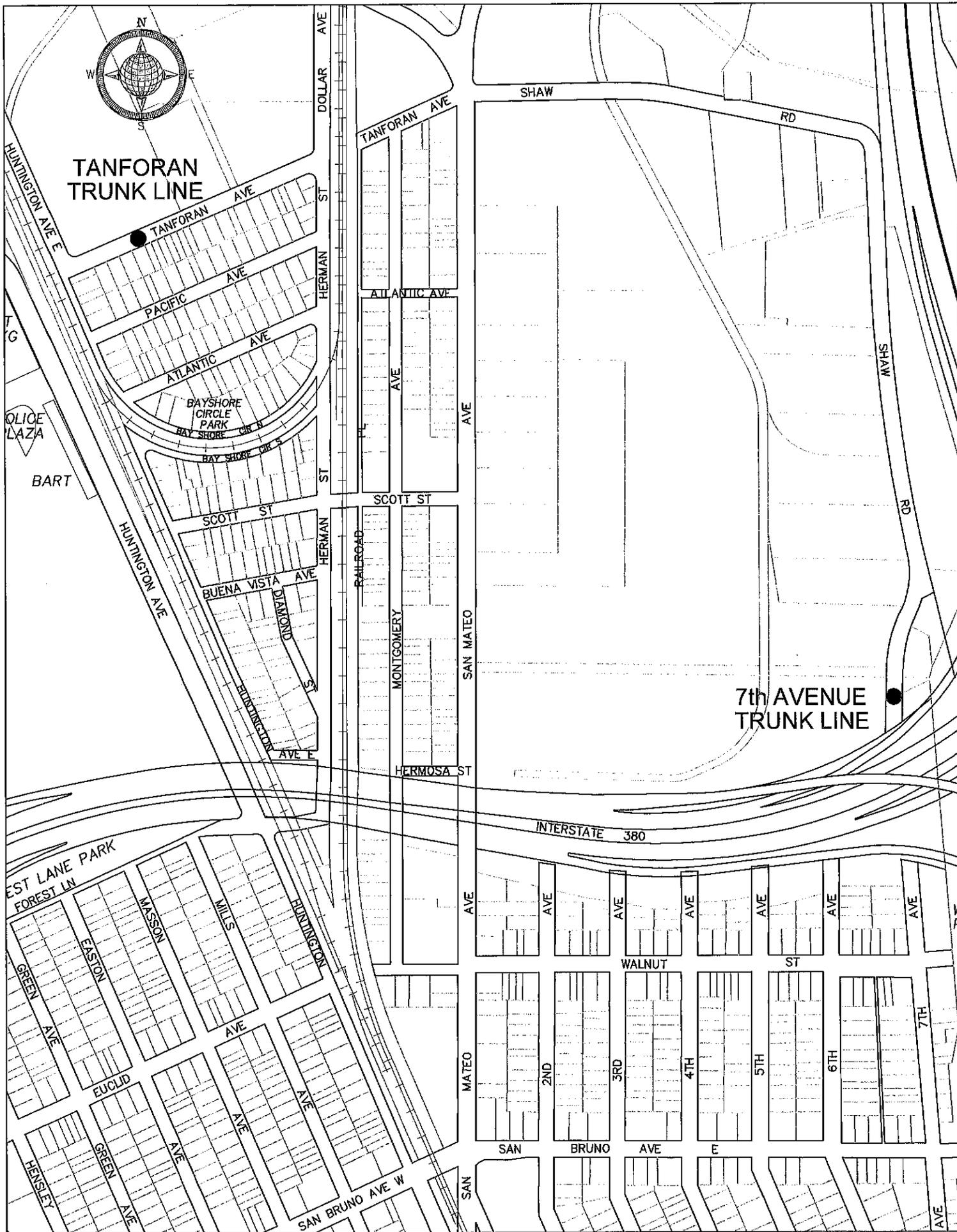
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Carol Bonner, City Clerk

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I, Carol Bonner, City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 27th day of November 2012 by the following vote:

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



TRUNK LINE LOCATION MAP

## Dry Weather Flow Monitor at 7th Avenue

<b>PROJECT INFORMATION</b>	
<b>Origination Year:</b> 2009-10	<b>Project Number:</b> 85705
<b>Projected Completion Date:</b> June 2013	<b>Life Expectancy:</b> 50 years
<b>Total Project Cost:</b> \$ 415,000	

**Project Description:**

This project will restore the City's ability to accurately measure the flow of sewage from San Bruno to the South San Francisco/San Bruno Water Quality Control Plant. All sewage that flows from San Bruno to South San Francisco passes through the sewer mains on 7th Avenue and Tanforan Avenue. The flow meter located on 7th Avenue has been unable to provide accurate flow measurement on a consistent basis, especially during periods of low flow, due to possible differential settlement of the pipe joints. This project will reconstruct the pipe segment and the flow monitor to restore accurate flow measurement.

The first step was to conduct a study to determine the cause of the poor flow measurement and to provide possible solutions. The study was completed in 2011-12 and the most cost effective solution is to install a new flow meter on the 7th Avenue line. In addition, the design study recommended minor improvements to the flow metering on the Tanforan Avenue line, which is included in this project.

**2011-12 Status:**

Completed the study and selected the most cost-effective alternative to restore accurate flow measurement of sewage between San Bruno and the South San Francisco/San Bruno Treatment Plant. The total project cost has increased due to the results of the study which has determined that the pipe connection at the monitor location has experienced settlement. Previously it was expected that the flow monitor would be relocated higher inside the existing pipe in order not to be submerged. However, the new study indicated that even with a raised monitor, submergence is still expected above 7 mgd (design flow is 7.84 mgd at this location). The proposed solution is to replace the pipe segment and reinstall a new type of flow monitor. (The original planning estimate was made before the design study had identified the specific problems and solutions to the flow monitoring problems.)

**2012-13 Work Plan:**

Complete the geotechnical investigations, plans, specifications, advertise and award construction contract for the 7th Avenue and Tanforan Avenue flow meters.

**Project Appropriations:**

**Current Year Appropriations:**

<b>Funding Source</b>	<b>Prior Appropriation</b>	<b>Prior Expense</b>	<b>Carryover Appropriation</b>	<b>2012-13 Funding Request</b>	<b>2012-13 Total Funds Available</b>
Wastewater Capital	65,000	(65,000)	0	350,000	350,000
<b>Total</b>	<b>65,000</b>	<b>(65,000)</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>

**Five-Year Work Program Appropriations:**

<b>Funding Source</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Total Future Request</b>
Wastewater Capital	350,000	0	0	0	0	350,000
<b>Total</b>	<b>350,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>350,000</b>